

# ERO Training: Creating Course and SRN Codes

## Overview

This document contains instructions on how to create Course Codes and SRN (session) Codes when proposing a course as an instructor. Although not used for any official purposes, we are trying to regulate conventions for these codes for easy searching and sorting.

→ *Note:* see “Proposing a Course” for more information.

## Course Codes

The convention for creating a course code should be as follows:

	Curriculum	-	Year	-	Location	-	Employee ID #	-	Course #
Example:	ELL	-	2018	-	CRLS	-	4906	-	01
	ELL-2018-CRLS-4906-01								

### Guidelines:

- Put dashes between each item.
- **Curriculum:** 3- or 4-character code that can be found in the dropdown menu when searching. Use “PD” if the course is not department-specific.
- **Year:** the year in which the course will start.
- **Location:** 2, 3 or 4-character abbreviation for the school location. If you don’t know, put “TBD”
- **Employee ID #:** the last 4 digits of your employee ID, which can be found on your badge.
- **Course #:** if you are creating multiple courses, simply number them with “01,” “02,” etc. to differentiate between them

## SRN Codes

The SRN is the Session Reference Number. Each course has one or more sessions, and each session has a unique SRN. The convention for creating an SRN should be as follows:

	Year	Month	Day	Employee ID #	Session #
Example:	2018	04	04	4906	01
	20180404490601				

### Guidelines:

- Do NOT put dashes between each item. Numbers only.
- **Year:** the year in which the session will start.
- **Month:** today’s 2 digit month.
- **Day:** today’s 2 digit date.
- **Employee ID #:** the last 4 digits of your employee ID, which can be found on your badge.
- **Session #:** if you are creating multiple sessions in one day, simply number them with “01,” “02,” etc. to differentiate between them.