How to Assign Program Codes

Purpose

This is a reference guide for StudentAid BC designated institutions assigning program codes to each eligible program offering. Each program description should be close to the actual program name to ensure consistency and avoid confusion.

Background/Context

Institutions are responsible for assigning a distinct and accurate program code to each eligible program they offer. Program codes identify the program of study reflected on the student's StudentAid BC financial assistance application. If you are unable to determine which code reflects your program, or if you require further assistance, please contact the Institution and Program Designation Team at designat@gov.bc.ca. Program codes can be found using the Program Code *Search Tool* on the StudentAid BC (SABC) website.

How to Assign Program Codes

- Visit the *Program Code Search* section of the SABC website
- Choose *Field of Study* and/or type in a keyword
- Review program list to find the program name that best describes your new program
- Assign the code (e.g., the Early Childhood Education is program code is WAP)
- Add the level of study (see below) at the end of the code (e.g., the Early Childhood Education Diploma program code is WAP7)

Level of Study Codes:

- 8 for Certificate
- 7 for Diploma
- 6 for PhD
- 5 for Masters
- 4 for Co-op Undergraduate*
- 3 for Undergraduate
- 2 for Co-op Non-Degree*
- 1 for Non-Degree*

*Levels of study are used by B.C. Public Institutions

 IF you require any support with this process, contact the SABC Institution and Program Designation Team at Designat@gov.bc.ca.