How to Find a Course Number when Proposing a New Course

From this point forward, no course will be submitted to SCNS without a four-digit course number. Prior procedures may have allowed the proposer to propose a course with a level and three xxx's (i.e., 6xxx); however, this is no longer the case.

The following steps should help guide you in finding a course number:

1. Visit the SCNS (Statewide Course Numbering System) home page at: http://scns.fldoe.org.
   Note: A login name and password are **NOT** required to use the SCNS site.

2. Click on "Find A Course"
   Note: If you are not able to click on the "Find a Course" button," click on the "text only" link in the upper left corner of the screen.

3. Click on "Find an Institution Course" bullet.

4. Click on the "Browse Institution Courses" tab.

5. For your search, the "Institution" field should show "All" so you may view all of the courses currently approved at other institutions throughout the state, as well as USF.

6. At this point you may choose to look at all of the courses in the discipline to see where the course you are proposing fits or choose the prefix and sort by prefix only. Please select a discipline by clicking on the arrow to the far right of "Discipline" **OR** type a prefix in the "Prefix" field.

7. **PLEASE CLICK ON THE "INCLUDE DISCONTINUED COURSES" BOX SO THAT THE SEARCH INCLUDES ALL OF THE COURSES THAT HAVE BEEN DISCONTINUED FOR THAT DISCIPLINE/PREFIX.**

8. Click the "Browse" button.
   In the below example, it shows all of the prefixes that are part of the Accounting discipline because "discipline" was chosen as part of the search—not prefix.

All Institutions
- Discipline Code: 165
- Discipline: ACCOUNTING
- Include Discontinued Courses: Y

Browse Institution Courses

Discipline Code	Title
165	⊟ACCOUNTING
	⊞**ACG - ACCOUNTING: GENERAL**
	⊞ACO - ACCOUNTING: OCCUPATIONAL/TECHNICAL VARIABLE PACED
	⊞APA - APPLIED ACCOUNTING
	⊞TAX - TAXATION

9. At this point, click on the plus (+) sign to the left of the prefix where you think the proposed course fits (i.e., ACG). Once you click on the plus sign, the major content categories (called centuries) are listed. The content areas give a broad description of the courses that fall within that century (i.e., x000-x099 includes the topic of principles of accounting).

Browse Institution Courses

Discipline Code	Title
165	⊟ACCOUNTING
	⊟ACG - ACCOUNTING: GENERAL
	⊞**000-099 PRINCIPLES OF ACCOUNTING**
	⊞100-199 FINANCIAL ACCOUNTING
	⊞200-299 FINANCIAL ACCOUNTING-SPECIAL ISSUES
	⊞300-399 MANAGERIAL/COST ACCOUNTING
	⊞400-499 INFORMATION SYSTEMS/COMPUTERS
	⊞500-599 NOT-FOR-PROFIT/GOVERNMENTAL
	⊞600-699 CONTROL/AUDITING
	⊞700-799 OPEN
	⊞800-899 SPECIAL TOPICS
	⊞900-999 GENERAL/MISCELLANEOUS
	⊞ACO - ACCOUNTING: OCCUPATIONAL/TECHNICAL VARIABLE PACED
	⊞APA - APPLIED ACCOUNTING
	⊞TAX - TAXATION

10. Click on the plus (+) sign to the left of the century where you think the course fits. Each century is divided into subcategories called decades. For this search 000-0009 - Accounting Principles I appears. If you are searching for a course number for an Accounting Principles I course, it would fall within the 000-009 decade. See below.

11.Browse Institution Courses

Discipline Code	Title
165	⊟ACCOUNTING
	⊟ACG - ACCOUNTING: GENERAL
	⊟000-099 PRINCIPLES OF ACCOUNTING
	⊞**000-009 - ACCOUNTING PRINCIPLES I**
	⊞010-019 - ACCOUNTING PRINCIPLES II
	⊞020-029 - ACCOUNTING PRINCIPLES-CONDENSED
	⊞030-039 - ACCOUNTING PRINCIPLES III
	⊞040-049 - ACCOUNTING PRINCIPLES I (EXPANDED)
	⊞050-059 - ACCOUNTING PRINCIPLES II (EXPANDED)
	⊞060-069 - ACCOUNTING PRINCIPLES III (EXPANDED)(COMPUTER FOCUSED)
	⊞070-079 - MANAGERIAL ACCOUNTING I
	⊞080-089 - MANAGERIAL ACCOUNTING II
	⊞090-099 - MANAGERIAL ACCOUNTING (EXPANDED)
	⊞100-199 FINANCIAL ACCOUNTING

⊞200-299 FINANCIAL ACCOUNTING-SPECIAL ISSUES
⊞300-399 MANAGERIAL/COST ACCOUNTING
⊞400-499 INFORMATION SYSTEMS/COMPUTERS
⊞500-599 NOT-FOR-PROFIT/GOVERNMENTAL
⊞600-699 CONTROL/AUDITING
⊞700-799 OPEN
⊞800-899 SPECIAL TOPICS
⊞900-999 GENERAL/MISCELLANEOUS
⊞ACO - ACCOUNTING: OCCUPATIONAL/TECHNICAL VARIABLE PACED
⊞APA - APPLIED ACCOUNTING
⊞TAX - TAXATION

12. Once again click on the plus (+) sign to the left of the decade (i.e., 000-009 - Accounting Principles I) and all of the SCNS courses approved for 000-009 – Accounting Principles I will be displayed. Review the courses to determine where the proposed course fits. Below is a small sample of the courses that display from the search criterion used:

Browse Institution Courses	
Discipline Code	**Title**
165	⊟ACCOUNTING
	⊟ACG - ACCOUNTING: GENERAL
	⊟000-099 PRINCIPLES OF ACCOUNTING
	⊟**000-009 - ACCOUNTING PRINCIPLES I**
	ACTIVE ACG - 1000 ACCOUNTING I *(RASC)*
	ACTIVE ACG - 1001 PRINCIPLES OF ACCOUNTING I *(BMC)*
	DISCONTINUED ACG - 2001 FINANCIAL ACCOUNTING BRE

SCNS does not focus on the level of a course as the level is determined by the institution. It is primarily concerned with the last three digits (called the century) of the course number. Consequently, when you review the existing SCNS course numbers to determine where the proposed course fits, focus on the last three digits of the course.

Once you have attempted each of the above steps, should you have questions about choosing a course number, please contact Cynthia Brown Hernandez, Dean's Office, Undergraduate Studies at 4-1745.