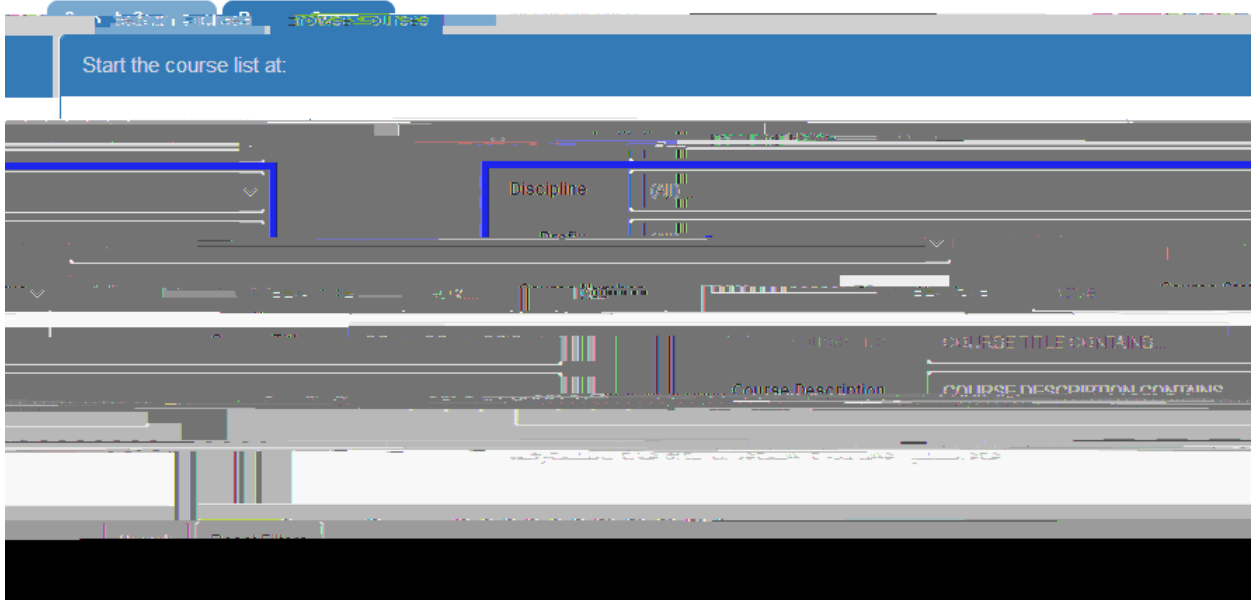


How to Find a Course Number when Proposing a New Course

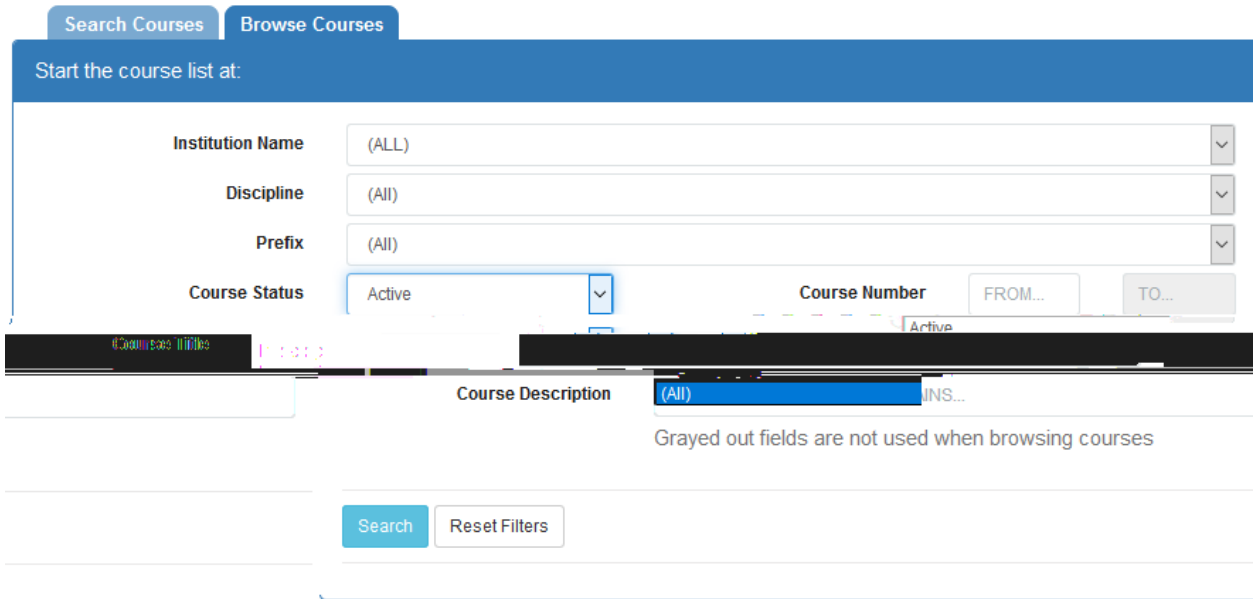
The following steps should help guide you in finding a course number:

1. Visit the SCNS (Statewide Course Numbering System) home page at <http://scns.fldoe.org>
2. Click on "Find A Course":
3. Click on "Find an Institution Course":
4. Click on the "Browse Institution Courses" tab:
5. For your search, the "Institution Name

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 select a prefix by clicking on the arrow to the far right of "Prefix" field.



7. Please ensure that "Course Status" is changed to "(All)" from the default of "Active". This will ensure that discontinued courses for the discipline/prefix searched will show up in the results.



- Click on the arrow ">" 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:

Code	Discipline Title
ACG	ACCOUNTING: GENERAL
000-099	PRINCIPLES OF ACCOUNTING
<input checked="" type="checkbox"/> 000-009	ACCOUNTING PRINCIPLES I
1 ACTIVE	RASC
2 DISCONTINUED	BMC
3	ACG - 1001 PRINCIPLES OF ACCOUNTING I
4 ACTIVE	CBT
	ACG - 1001 PRINCIPLES OF ACCOUNTING I

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 UGS-DOCurriculum@usf.edu