

# 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.fdoe.org>
2. Click on "Find A Course":



HOME FIND A COURSE ▾

3. Click on "Find an Institution Course":



Institution Course Search

HOME FIND A COURSE ▾  
Find an Institution  
Find an Institution Course  
Find a Statewide Course

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



Institution Course Search

Search Courses Browse Courses

Find a course that contains:

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

Search Courses Browse Courses

Start the course list at:

Institution Name (ALL) ▾

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.

Search Courses Browse Courses

Start the course list at:

|                    |                                |   |               |         |       |
|--------------------|--------------------------------|---|---------------|---------|-------|
| Institution Name   | (ALL)                          | ▼ |               |         |       |
| Discipline         | (All)                          | ▼ |               |         |       |
| Prefix             | (All)                          | ▼ |               |         |       |
| Course Status      | Active                         | ▼ | Course Number | FROM... | TO... |
| Course Title       | COURSE TITLE CONTAINS...       |   |               |         |       |
| Course Description | COURSE DESCRIPTION CONTAINS... |   |               |         |       |

Grayed out fields are not used when browsing courses

Search Reset Filters

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.

Search Courses Browse Courses

Start the course list at:

|                    |                                   |   |               |         |       |
|--------------------|-----------------------------------|---|---------------|---------|-------|
| Institution Name   | (ALL)                             | ▼ |               |         |       |
| Discipline         | (All)                             | ▼ |               |         |       |
| Prefix             | (All)                             | ▼ |               |         |       |
| Course Status      | Active                            | ▼ | Course Number | FROM... | TO... |
| Course Title       | Active<br>Pending<br>Discontinued |   |               |         |       |
| Course Description | (All)                             | ▼ | INS...        |         |       |

Grayed out fields are not used when browsing courses

Search Reset Filters

8. Click the "Search" button. In the below example, it shows all of the prefixes that are part of the Accounting discipline because "discipline" was chosen for the search rather than a single prefix.

Search Reset Filters

| Code | Discipline Title |   |
|------|------------------|---|
| 165  | ▼                | ACCOUNTING  |
|      | ▶                | ACG ACCOUNTING: GENERAL                               |
|      | ▶                | ACO ACCOUNTING: OCCUPATIONAL/TECHNICAL VARIABLE PACED |
|      | ▶                | APA APPLIED ACCOUNTING                                |
|      | ▶                | TAX TAXATION  |

9. At this point, click on the arrow ">" to the left of the prefix where you think the proposed course fits (i.e., ACG). Once you click on the arrow, 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).

| Code | Discipline 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       |

10. Click on the arrow ">" 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.

| Code | Discipline 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) |

11. 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 |              |                          |                                       |
|------|------------------|--------------|--------------------------|---------------------------------------|
| 165  | ▼                | ACCOUNTING   |                          |                                       |
|      | ▼                | ACG          | ACCOUNTING: GENERAL      |                                       |
|      | ▼                | 000-099      | PRINCIPLES OF ACCOUNTING |                                       |
|      | ▼                | 000-009      | ACCOUNTING PRINCIPLES I  |                                       |
|      | 1                | ACTIVE       | RASC                     | ACG - 1000 ACCOUNTING I               |
|      | 2                | DISCONTINUED | BMC                      | ACG - 1001 PRINCIPLES OF ACCOUNTING I |
|      | 3                | DISCONTINUED | SOTC                     | ACG - 1001 FINANCIAL 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](mailto:UGS-DOCurriculum@usf.edu)