

Guidelines for Selecting a Course Number for a New Course

No course will be submitted to SCNS without a four-digit course number. The following steps should help guide you in finding a course number:

1. Visit the Statewide Course Numbering System (SCNS) home page at <https://flscns.fldoe.org/>.
Note: A login name and password are **NOT** required to use the SCNS site.
2. Click on “Find A Course”.
3. Click on “Find an Institution Course”.
4. Click on the “Browse Courses” tab.
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 at 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** select a prefix in the “Prefix” field.
7. **PLEASE SELECT “(ALL)” UNDER COURSE STATUS SO THAT THE SEARCH INCLUDES ALL OF THE COURSES THAT HAVE BEEN DISCONTINUED FOR THAT DISCIPLINE AND/OR PREFIX.**
8. Click the “Search” button.
9. 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.

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

10. At this point, click on the  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., 000-099 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
		500-599	NOT-FOR-PROFIT/GOVERNMENTAL
		600-699	CONTROL/AUDITING
		700-799	FRAUD AUDITING (CONT'D)
		800-899	SPECIAL TOPICS
		900-999	GENERAL/MISCELLANEOUS
		ACO	ACCOUNTING: OCCUPATIONAL/TECHNICAL VARIABLE PACED
		APA	APPLIED ACCOUNTING
		TAX	TAXATION

11. Click on the  sign to the left of the century where you think the course fits. Each century is divided into subcategories called decades. For this search 000-009 - 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.

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)
		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	FRAUD AUDITING (CONT'D)
		800-899	SPECIAL TOPICS
		900-999	GENERAL/MISCELLANEOUS
		ACO	ACCOUNTING: OCCUPATIONAL/TECHNICAL VARIABLE PACED
		APA	APPLIED ACCOUNTING
		TAX	TAXATION

11. Once again click on the  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:

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
		5	ACTIVE	AU ACG - 1001 PRINCIPLES OF ACCOUNTING
		6	DISCONTINUED	SEC ACG - 1001 ACCOUNTING PRINCIPLES I
		7	ACTIVE	KU ACG - 1001 ACCOUNTING PRINCIPLES 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 Lora Crider, email: lcrider@usf.edu