

# PUBLIC USER'S MANUAL

Florida's Statewide Course Numbering System facilitates the transfer of students among Florida's postsecondary institutions. By Florida law, an institution accepting a transfer student from another participating institution must award credit for courses which are equivalent to courses offered by the receiving institution that have been satisfactorily completed at the previous institution, including consideration of faculty credentials. Credits awarded must satisfy the requirements of the receiving institution on the same basis as credits awarded to native students.

The Statewide Course Numbering System is a classification system based on course content. A course is identified by a prefix, level number, course number, and lab code.

- The **prefix** is a three-letter abbreviation representing a broad subject area.
- The **level number** is the FIRST numeric digit of the course number, representing the year in college the course is usually taken:
  - 0 = college preparatory or vocational
  - 1-2 = lower-level college courses (freshman, sophomore)
  - 3-4 = upper-level college courses (junior, senior)
  - 5-9 = graduate courses
- The three-digit **course number** identifies the specific content of the course.
- The **lab code** is used to indicate that a course is a laboratory component of a lecture/lab pair, or that an integrated lab is a component of a combined course. If no lab code is specified, the course does not include a laboratory component.
  - L = lab section of a lecture/lab pair
  - C = combined lecture/lab course

The following is an example of a course identifier:

<b><u>PREFIX (subject area)</u></b>	<b><u>LEVEL</u></b>	<b><u>COURSE NUMBER</u></b>	<b><u>LAB CODE</u></b>
AMH	4	571	--

In this example, AMH 4571 is an Early African-American History course within the American History (AMH) subject area that is taught at the upper (senior) level. The course has no lab component.

The system uses the prefix and three digit course number to represent equivalent courses. Institutions may use their own titles to describe the course content. There are some categories of courses that are exceptions, and transfer is not guaranteed. Those exceptions include the following:

1. Courses not offered by the receiving institution.
2. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
3. Courses in the X900-999 series are not automatically transferrable, and must be evaluated individually.
4. College preparatory and vocational preparatory courses (0-level).
5. Graduate courses.
6. Internships, apprenticeships, practicums, clinical experiences and study-abroad courses with numbers other than those in the X900-999 series.
7. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre [TPP x000-x299]) and skills courses in Criminal Justice are not guaranteed as transferrable.

Dual enrollment courses completed in high school, and credit completed by examination for which credit is awarded by a participating institution, will transfer on the same basis as courses satisfactorily completed at the participating institution. The receiving institution is never precluded from accepting non-equivalent courses to satisfy certain requirements (e.g., electives).

More information about the SCNS can be found in the SCNS Handbook on the homepage.

**SCNS Contact Information:**

Telephone: 850-245-0427

Email: [articulation@fldoe.org](mailto:articulation@fldoe.org)

## THE SCNS HOME PAGE

The screenshot shows the SCNS Home Page with several annotations explaining the navigation and content:

- Run Reports of SCNS course information.** points to the **REPORTS** link in the top navigation bar.
- Useful links to additional information.** points to the **RELATED LINKS** link in the top navigation bar.
- Search or browse for institution or statewide courses.** points to the **FIND A COURSE** link in the top navigation bar.
- Download a text file of all SCNS courses.** points to the **DOWNLOAD** link in the top navigation bar.
- Context-sensitive help screens on every page.** points to the **HELP** link in the top navigation bar.

The main content area features a large blue header with the title **Statewide Course Numbering System** and a sub-header: **For assistance, please contact: Administrator**.

Below the header is a welcome message: **Welcome to Florida's Statewide Course Numbering System. Created in the 1960s, it is a key component of Florida's K-20 seamless system of articulation. The system provides a database of post- secondary courses at public vocational- technical centers, community colleges, universities, and participating nonpublic institutions. The assigned numbers describe course content to improve research, assist program planning, and facilitate the transfer of students.**

Below the welcome message is a prompt: **Please use the links on the top to find institution course information, reports, and more about the SCNS and articulation in Florida.**

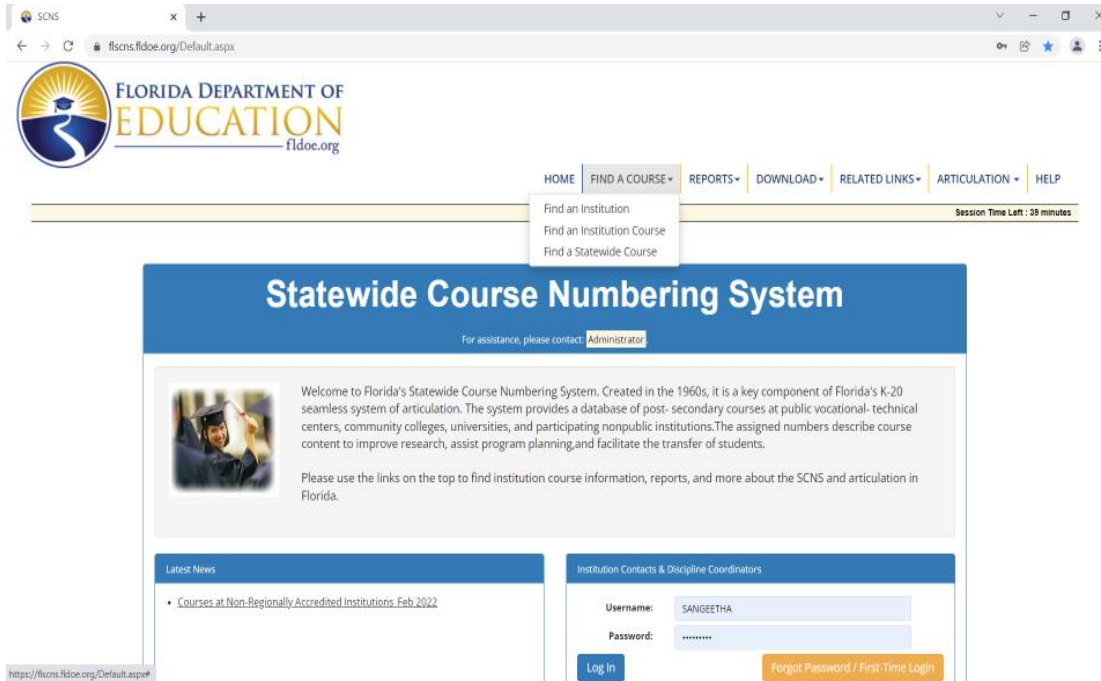
The page is divided into two main sections:

- Latest News:** A section with a placeholder for **Information updates.**
- Institution Contacts & Discipline Coordinators:** A login section with fields for **Username:** and **Password:** (with a placeholder **Enter password**), a **Log In** button, and a **Forgot Password / First-Time Login** button. An annotation **System login for SCNS Staff, Institution Contacts, and Discipline Coordinators. Login not required for public users.** points to the login fields.

The footer includes the **FLORIDA SCNS** logo, the text **Statewide Course Numbering System**, and a row of social media icons (Facebook, Twitter, YouTube, Pinterest, and a generic icon). Below the icons is the text **All rights reserved FLDOE © 2018**. To the right of this text are links for **Privacy Statement**, **Public Records**, and **Accessibility**.

## **SEARCHING AND BROWSING FOR COURSES**

On the home page, click the **Find A Course** tab. Three options appear: **Find an Institution**, **Find an Institution Course** and **Find a Statewide Course**.




Click on **Find an Institution Course** to look for a specific course number at a specific school. If you need more general information, you would choose **Find a Statewide Course**.

Clicking on **Find an Institution Course** gives you the following screen:

Institution Course Search x +

flscns.fldoe.org/PbInstituteCourseSearch.aspx



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EDUCATION  
fldoe.org

HOME | FIND A COURSE | REPORTS | DOWNLOAD | RELATED LINKS | ARTICULATION | HELP

Session Time Left : 40 minutes

Institution Search / Institution Course Search

Search Courses Browse Courses

Find a course that contains:

15 records per page

Institution Name (ALL)

Discipline (All)

Prefix (All)


Course Status Active

Course Number FROM... TO...

Course Title COURSE TITLE CONTAINS...

Course Description COURSE DESCRIPTION CONTAINS...

Search Reset Filters




FLORIDA  
SCNS  
Statewide Course Numbering System

The blue tabs give you the option to Search Courses or Browse Courses. Searching is a more specific option, when you are seeking information about a particular course or discipline at a particular school. Browsing is more generalized, and allows you to look through the entire range of courses offered at a particular institution or statewide. This is useful if the user is unfamiliar with a specific discipline and needs assistance in choosing a course number for a New Course request.

The other tab, **Find a Statewide Course**, lets you browse the entire SCNS course taxonomy.

Taxonomy List

flscns.fldoe.org/TaxonomyList.aspx



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EDUCATION  
fldoe.org

HOME | FIND A COURSE | REPORTS | DOWNLOAD | RELATED LINKS | ARTICULATION | HELP

Session Time Left : 40 minutes

Institution Search / Institution Course Search / Taxonomy List

Search Statewide Course | Browse Statewide Course

Search Statewide Course 15 records per page

Discipline (ALL) Prefix (All)


Course Number Range From... To...

Discipline Title WORD(S) IN DISCIPLINE TITLE... Prefix Title WORD(S) IN PREFIX TITLE...

Century Title WORD(S) IN CENTURY TITLE... Decade Title WORD(S) IN DECADE TITLE...

Course Title WORD(S) IN COURSE TITLE... Course Description WORD(S) IN COURSE DESCRIPTION...

Search Reset Filters



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Statewide Course Numbering System

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Under **Search Statewide Course**, you can input filtering terms to narrow your search results; this is useful if you are seeking related courses but do not have a specific course number or title.

On any of these pages, clicking the **Reset Filters** button will clear your choices and allow you to start a new search.

Clicking **Browse Statewide Courses** brings you to this screen:

The screenshot shows a web browser window with the URL `fscns.fldoe.org/TaxonomyList.aspx`. The page features the Florida Department of Education logo and a navigation menu with links: HOME, FIND A COURSE, REPORTS, DOWNLOAD, RELATED LINKS, ARTICULATION, and HELP. A session timer indicates "Session Time Left : 40 minutes". Below the navigation, there is a breadcrumb trail: "Institution Search / Institution Course Search / Taxonomy List". Two tabs are visible: "Search Statewide Course" and "Browse Statewide Course". The "Browse Statewide Courses" section contains three dropdown menus for "Discipline" (set to "(ALL)"), "Prefix" (set to "(All)"), and "Number Range" (set to "(All)"). There are "Search" and "Reset Filters" buttons. Below the filters is the "FLORIDA SCNS Statewide Course Numbering System" logo. The footer includes social media icons for Facebook, Twitter, YouTube, Instagram, and Messenger, along with copyright information: "All rights reserved to Florida Dept. of Education 2022 ©", and links for "Privacy Statement", "Public Records", and "Accessibility".

This is highly useful if you know what discipline area you need but are not sure of the available prefixes, or if you know the prefix but not the appropriate number range. You can select a general discipline area from the dropdown box, or you can select (or enter) a specific prefix, then click **Search**. For example, choose the discipline History from the Discipline dropdown, and then open the Prefix dropdown to see what prefixes are available under the History discipline:



Institution Search / Institution Course Search / Taxonomy List

Search Statewide Course

Browse Statewide Course

Browse Statewide Courses

Discipline

HISTORY

Prefix

(All)

Number Range

(All)

AFH - AFRICAN HISTORY  
AMH - AMERICAN HISTORY  
ASH - ASIAN HISTORY  
EUH - EUROPEAN HISTORY  
HIS - GENERAL HISTORY AND HISTORIOGRAPHY  
LAH - LATIN AMERICAN HISTORY  
WOH - WORLD HISTORY

Set Filters

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Statewide Course Numbering System





By choosing a Discipline only and clicking **Search**, you will open the taxonomy for that discipline. If there is more than one prefix, you can then choose a particular prefix and click the blue arrow to open that topic area:

169	<a href="#">View</a>	<a href="#">➤</a> HEALTH SCIENCES/RESOURCES
101	<a href="#">View</a>	<a href="#">➤</a> HEALTH/LEISURE/PHYSICAL EDUCATION
037	<a href="#">View</a>	<a href="#">▼</a> HISTORY
		<a href="#">➤</a> AFH - AFRICAN HISTORY
		<a href="#">▼</a> AMH - AMERICAN HISTORY
	<a href="#">➤</a>	000-099 INTRODUCTIONS AND SURVEYS, LOWER DIVISION
	<a href="#">➤</a>	100-199 AMERICAN HISTORY TO 1877
	<a href="#">➤</a>	200-299 AMERICAN HISTORY SINCE 1877
	<a href="#">➤</a>	300-399 TOPICS IN AMERICAN HISTORY
	<a href="#">➤</a>	400-499 AREAS IN AMERICAN HISTORY
	<a href="#">➤</a>	500-599 SPECIAL TOPICS IN AMERICAN HISTORY
	<a href="#">➤</a>	600-699 SPECIAL TOPICS IN AMERICAN HISTORY (CONTINUED)
	<a href="#">➤</a>	700-799
	<a href="#">➤</a>	800-899 HISTORY OF CANADA
	<a href="#">➤</a>	900-999 GENERAL MISCELLANEOUS CATEGORIES
		<a href="#">➤</a> ASH - ASIAN HISTORY
		<a href="#">➤</a> EUH - EUROPEAN HISTORY
		<a href="#">➤</a> HIS - GENERAL HISTORY AND HISTORIOGRAPHY
		<a href="#">➤</a> LAH - LATIN AMERICAN HISTORY
		<a href="#">➤</a> WOH - WORLD HISTORY
420	<a href="#">View</a>	<a href="#">➤</a> HISTORY AND PHILOSOPHY OF SCIENCE
117	<a href="#">View</a>	<a href="#">➤</a> HOSPITALITY MANAGEMENT

Under each prefix, you will see that there are ten groups of one hundred numbers. These are called “centuries,” and deal with broadly related topics. If you click the blue arrow for a particular century, you will see it opens up to ten groups of ten course numbers, called “decades,” which are more narrowly-related subject areas.

<a href="#">View</a>		▼ HISTORY	
		▶ AFH - AFRICAN HISTORY	
		▼ AMH - AMERICAN HISTORY	
		▶ 000-099	INTRODUCTIONS AND SURVEYS, LOWER DIVISION
		▼ 100-199	AMERICAN HISTORY TO 1877
	▶	100-109	UNITED STATES TO 1877
	▶	110-119	UNITED STATES HISTORY TO 1789
	▶	120-129	
	▶	130-139	UNITED STATES HISTORY, 1763 TO 1789
	▶	140-149	UNITED STATES HISTORY, 1789 TO 1828
	▶	150-159	AGE OF JEFFERSON AND JACKSON
	▶	160-169	UNITED STATES HISTORY, 1828 TO 1850
	▶	170-179	UNITED STATES HISTORY, 1850 TO 1877
	▶	180-189	
	▶	190-199	SEMINAR IN U.S. HISTORY TO 1877
	▶	200-299	AMERICAN HISTORY SINCE 1877
	▶	300-399	TOPICS IN AMERICAN HISTORY
	▶	400-499	AREAS IN AMERICAN HISTORY
	▶	500-599	SPECIAL TOPICS IN AMERICAN HISTORY
	▶	600-699	SPECIAL TOPICS IN AMERICAN HISTORY (CONTINUED)
	▶	700-799	
	▶	800-899	HISTORY OF CANADA
	▶	900-999	GENERAL MISCELLANEOUS CATEGORIES

By opening up a particular decade, you will find up to ten closely-related course numbers (all numbers may not be in use).

View	HISTORY		
	AFH - AFRICAN HISTORY		
	AMH - AMERICAN HISTORY		
	000-099	INTRODUCTIONS AND SURVEYS, LOWER DIVISION	
	000-009	INTRODUCTORY SURVEY	
	010-019	INTRODUCTORY SURVEY TO 1877	
	020-029	INTRODUCTORY SURVEY SINCE 1877	
	030-039	INTRODUCTORY SURVEY SINCE 1900	
	040-049	INTRODUCTORY SURVEY, SPECIAL TOPICS	
	050-059	SPECIAL TOPICS IN AMERICAN HISTORY	
	060-069	SURVEY OF THE HISTORY OF THE SOUTH	
	070-079	SURVEY OF FLORIDA HISTORY	
	AMH 070	SURVEY OF FLORIDA HISTORY	
	AMH 071	SURVEY OF EARLY HIST. OF FLORIDA -- RESERVED	
	AMH 072	INTRODUCTION TO FLORIDA HISTORY - AS ONLY -- RESERVED	
	AMH 073	HISTORY OF THE GULF COAST (L) -- RESERVED	
	AMH 074	INTRODUCTION TO FLORIDA HISTORY	
	AMH 075	FLORIDA STUDIES I -- RESERVED	
	AMH 076	FLORIDA STUDIES II	
	AMH 077	COLLOQUIUM IN TWENTIETH CENTURY TOURISM	
	AMH 078	THE AFRICAN EXPERIENCE IN FLORIDA	
	AMH 079	SURVEYS OF THE HISTORY OF FLORIDA REGIONS	
	080-089	SURVEY OF THE AMERICAN WEST	
	090-099	HISTORY OF SPECIFIC POPULATION GROUPS	
	100-199	AMERICAN HISTORY TO 1877	
	200-299	AMERICAN HISTORY SINCE 1877	
	300-399	TOPICS IN AMERICAN HISTORY	

You will occasionally see a course title in italics, with the word “Reserved” after it. This means that the course was formerly taught at one or more schools, but is no longer being offered by any institution in Florida. Course numbers stay on reserve for five years to allow students who took the course to graduate; after five years, the number can be re-used for any new course that fits the decade topic.

In the example below, note that course numbers NUR 451 and 461 just have the word “Reserved” with no course title. That means those numbers have finished their 5-year reserve period and are available for immediate re-use for a proposed new course. NUR 466 and 468 have a course title in italics, followed by the word Reserved. That means those numbers have not yet completed their 5-year reserve period. A number can be re-used sooner than five years if the new course is very similar to the reserved course.

▼	450-459	ADVANCED MATERNAL/INFANT NURSING
	NUR 450	ADVANCED CONCEPTS OBSTETRICS
	NUR 451	-- RESERVED
	NUR 455	MATERNAL-INFANT NURSING
▼	460-469	GENERAL MATERNAL/INFANT/CHILD MEDICAL-SURGICAL NURSING
	NUR 460	MATERNAL/INFANT/CHILD HEALTH
	NUR 461	-- RESERVED
	NUR 462	NURSING III
	NUR 463	MATERNAL/INFANT/CHILD HEALTH
	NUR 464	PARENT-CHILD NURSING II
	NUR 465	CHILDBEARING/CHILDREARING
	NUR 466	CLINICAL PRACTICUM III -- RESERVED
	NUR 467	MATERNAL AND PEDIATRIC NURSING CARE CLINICAL
	NUR 468	CARE OF WOMEN AND CHILDBEARING FAMILIES (L) -- RESERVED