RECORDS OFFICE
PRESENTATION
SUMMER-14 CROSS TRAINING

FLORIDA DEPARTMENT OF EDUCATION
STATEWIDE COURSE NUMBERING SYSTEM
(SCNS)
Historical Introduction
of the SCNS

• Florida developed the Statewide Course Numbering System, (SCNS) in the 1960’s, for the purpose of simplifying the transfer of credits of equivalent courses among the state’s colleges and universities.

• The System is used by all of the public and selected non-public institutions of higher education in Florida, with the exception of New College of Florida which does not list courses in a catalog.
Policies and Guidelines for Determining Equivalent Courses

• Courses that have the same academic content and are taught by faculty with comparable credentials are given the same prefix and number. Example: ENC1101, MAC1105, please note that the first digit of a course number may differ from school to school. Example: BSC1086, BSC2086.

• Equivalent courses are guaranteed to transfer to any other participating institution.

• Courses that are not like any other course in the System, are given unique course numbers and are not considered equivalent.
THIS PRESENTATION WILL FOCUS ON THE PARTICIPATION OF NON-REGIONALLY ACCREDITED INSTITUTIONS IN THE SCNS AND THE TRANSFER OF CREDITS

- WEB-SITE – SCNS.FLDOE.ORG
- FIND LIST BY SELECTING THE SCROLLING MESSAGE LOCATED AT THE BOTTOM OF THE PAGE
- LIST CONTENT:
  1. INSTITUTION NAME
  2. COURSE NUMBER
  3. COURSE TITLE
  4. CREDIT
  5. TERM TYPE (SEMESTER/QUARTER)
  6. CREDENTIAL LEVEL FOR TRANSFER
  7. COURSE TRANSFER DATE
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.

Please use the links on the left to find institution course information, reports, and more about the SCNS and articulation in Florida.

Institution Contacts and Discipline Coordinators, please log in using the fields below.

Forgot Your Password? If you have any problem logging in please contact the System Administrator.
Florida Department of Education  
Statewide Course Numbering System  

COURSES AT NON-REGIONALLY ACCREDITED INSTITUTIONS  

For automatic transferability, a course must have a:  
(1) equivalent number;  
(2) proper faculty credential level; and  
(3) transfer date prior to date student took course.  
Report Date: 1/8/2014  

Please note: For inactive institutions, credit transfer should be accepted from the “Transfer Date” of the course listed below until the date of deactivation for the sending institution in question, as indicated in the “Institution” field below.  
Please note: All courses are listed, even those that are discontinued. The inclusion of these courses ensures that students who have these courses on their transcript with an equivalent number and transfer level will be able to transfer, even if the course is discontinued.  
Please note: If a transfer date occurs after the start of a given academic term, the transfer level for the institution course in question is valid for the entire term (quarter or semester) in which the transfer date occurs.  

# in the “Recent Activity” column indicates new information from the previous report.  

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit</th>
<th>Term Type</th>
<th>Credential Level for Transfer</th>
<th>Transfer Date</th>
<th>Recent Activity</th>
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<tbody>
<tr>
<td>ART INSTITUTE OF FORT LAUDERDALE ADV</td>
<td>1 000</td>
<td>ADVERTISING INDUSTRY SURVEY</td>
<td>3.0</td>
<td>Quarter</td>
<td>Academic Transfer</td>
<td>08/07/03</td>
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<td>ART INSTITUTE OF FORT LAUDERDALE ADV</td>
<td>1 000</td>
<td>ADVERTISING INDUSTRY SURVEY</td>
<td>3.0</td>
<td>Quarter</td>
<td>A.S./Occupational Transfer</td>
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<td>3 007</td>
<td>ADVERTISING IN SOCIETY</td>
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<td>A.S./Occupational Transfer</td>
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<td>3 105</td>
<td>ADVERTISING COPYWRITING</td>
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<td>Quarter</td>
<td>Academic Transfer</td>
<td>09/16/10</td>
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<td>ART INSTITUTE OF FORT LAUDERDALE ADV</td>
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<td>ADVERTISING, SALES, AND RATINGS</td>
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<td>Quarter</td>
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<td>12/18/04</td>
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<td>ONLINE ADVERTISING CASE STUDIES</td>
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<td>ART INSTITUTE OF FORT LAUDERDALE ADV</td>
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<td>ONLINE ADVERTISING AND MARKETING ANALYSIS</td>
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<td>10/08/07</td>
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<td>01/18/11</td>
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</table>
COURSE TRANSFERABILITY

• FOR AUTOMATIC TRANSFERABILITY A COURSE MUST HAVE A:
  1. EQUIVALENT NUMBER
  2. PROPER FACULTY CREDENTIAL LEVEL
  3. TRANSFER DATE PRIOR TO DATE STUDENT TOOK THE COURSE
EVALUATION PROCESS

• ONCE THE TRANSCRIPT IS RECEIVED, THE EVALUATOR WILL CONFIRM IF THE INSTITUTION IS LISTED ON THE SCNS LIST.

• IF THE INSTITUTION IS LISTED, WE HAVE TO DETERMINE IF ANY OF THE COURSES WITH A GRADE OF C OR BETTER HAVE BEEN APPROVED FOR TRANSFER.

• THE COURSES WILL BE POSTED BASED ON:
  1. EQUIVALENT NUMBER
  2. TRANSFER LEVEL (ACADEMIC TRANSFER/ OR AS/OCCUPATIONAL
  3. TRANSFER DATE

(USUALLY NOT ALL COURSES ON A TRANSCRIPT WILL BE ON THE LIST)
<table>
<thead>
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<th>Program:</th>
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<tr>
<td>Status:</td>
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<tr>
<td>GPA:</td>
<td>07/20/2010</td>
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<td>Total Credits:</td>
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<tr>
<td>2010 Summer</td>
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<tr>
<td>ENC1101</td>
<td>Composition</td>
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<td>MGT1011</td>
<td>Introduction to Marketing</td>
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<tr>
<td>GPA:</td>
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<td>2010 Winter Mini</td>
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<td>SSI103</td>
<td>Strategies for Success</td>
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<tr>
<td>SLS1105</td>
<td>Basic Critical Thinking</td>
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<tr>
<td>GPA:</td>
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<tr>
<td>Term GPA:</td>
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<tr>
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**Teacher Approval:**

**Authorized Signature:**

**End of Transcript**

4-4-14

**RECEIVED**

APR 1 2014

RECORDS DEPT.

Not official unless signed by registrar.
### DAYTONA STATE COLLEGE
#### Administrative Transfer Course Summary

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Session</th>
<th>Year</th>
<th>Grade</th>
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<td>2010</td>
<td>C</td>
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<td>SLS2505 Critical Thinking</td>
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<td>Move: Y</td>
<td>Move Date: 4/22/2014</td>
<td></td>
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</tbody>
</table>
EVALUATION PROCESS

• Once we post the SCNS approved courses, a letter is sent out to the student with a copy of the course summary showing the incoming course and the DSC equivalent.

• The student has the option of pursuing the evaluation of the rest of the courses with a grade of C or better not listed on the SCNS list, or not.

• Students that decide to pursue the remaining credits, must submit a packet to the records office containing:
  1. course descriptions or syllabi
  2. list of instructor credentials with corresponding course

• Packets are submitted to Department Chair for approval
Transient Students

• The Records Dept. processes outgoing transient student applications

• The Registration Dept. processes incoming transient student applications

We’ll see you again soon!

Welcome to DSC!
What is an outgoing transient student?

• Daytona State College students **currently enrolled** in a degree or certificate program who want to take courses at another **regionally accredited institution**, to apply the credits at DSC **to fulfill remaining program graduation requirements**. DSC is the home institution, while the other institution is the host institution.
Transient Students Going to Other Institutions

Outgoing Transient Students

Definition: Daytona State College students currently enrolled in a degree or certificate program who want to take courses at another regionally accredited institution, to apply the credits at DSC to fulfill remaining program graduation requirements. DSC is the home institution, while the other institution is the host institution.

Outgoing transient students must:

1. Be currently enrolled in a degree or certificate program at DSC with graduation credit requirements remaining.
2. Be in good academic, financial and judicial standing, with no absolute holds.
3. Have a cumulative GPA of 2.0 or better. (First-semester DSC students also must be co-enrolled in Daytona State College courses.)
4. Be able to apply their transient course requests toward current degree or certificate requirements at DSC.
5. Already have met all placement requirements and pre-requisites for the requested courses. If applicable, test scores for placement must not be expired.

For assistance in determining these guidelines, students are strongly encouraged to visit with an Academic Advisor at any Daytona State campus.

General transient information:

Students must remember that the college residency requirement is 25 percent of the degree requirements.

When applying for transiency, students may need to provide the Records Office with a course description for each transient course requested. This must accompany the Transient Form.

All tuition and fees owed to the host institution are to be paid directly to that institution. If applicable, potential reimbursement via financial aid would follow.

How to apply to be a transient student:

Online form

Students wishing to attend another Florida public college or university must complete the Transient Student Form request available online at the Florida Virtual Campus, FLVC.org. This requires students to create an account with the site by clicking on Student Services, then Transient Student Admission Application.

Once logged into the FLVC.org account, students are to choose the Transient Student Admission Application again, in order to log into the transient form itself. When the transient form log-in asks for the Student ID, the Social Security Number - not the Daytona State College ID number - is to be entered. The PIN is the student’s MyDaytonaState PIN.
Outgoing transient students must:

• Be **currently enrolled** in a degree or certificate program at DSC with graduation credit requirements remaining.
• Be in good academic, financial and judicial standing, with **no absolute holds**.
• Have a **cumulative GPA of 2.0** or better. (First-semester DSC students also must be co-enrolled in Daytona State College courses.)
• Be able to apply their transient course requests **toward current degree** or certificate requirements at DSC.
• Already have **met all placement requirements** and pre-requisites for the requested courses. If applicable, test scores for placement must not be expired.
Other General Information

• Students must remember that the college residency requirement is 25% of the degree requirements.

• When applying for transiency, students may need to provide the Records Office with a course description for each transient course requested. (paper form).

• All tuition and fees owed to the host institution are to be paid directly to that institution. If applicable, potential reimbursement via financial aid would follow.
Applying: online or paper?

• Students wishing to attend a **Florida public** college or university MUST apply **online** at FLVC.org. Some schools accept ONLY FLVC applications.

• Students wishing to attend a **private or out-of-state** institution must submit a **paper** Transient Form to the Records Office. The form is available at any Daytona State campus or online at [http://www.daytonastate.edu/recreg/forms.html](http://www.daytonastate.edu/recreg/forms.html).
Applying online

• Students create an account with the site
• Once logged into the FLVC.org account, students are to choose the Transient Student Admission Application again, in order to log into the transient form itself. When the transient form log-in asks for the Student ID, the Social Security Number – not the Daytona State College ID number – is to be entered. The PIN is the student's MyDaytonaState PIN.
Student applies on FLVC.org

- Records gets e-mail to go into FLVC to approve or deny
- Fin Aid gets e-mail to go into FLVC to approve or deny*
- Host school gets e-mail to go into FLVC to approve or deny

Student registers with host school
Applying on paper

• If applicable, the student must have the approval of the associate of science/certificate program chairperson before the form can be processed.
• Students wishing to receive financial aid while taking courses at another college as a transient student must complete a consortium agreement indicating the course name, credits and cost signed by the other college and presented to the Daytona State Office of Financial Aid. Note: Effective in 2012-2013, Florida's public colleges and universities may have an overall consortium agreement administered by FLVC.org, so individual agreements may not be necessary.
• Students receiving veteran's benefits must obtain approval from the Veteran's Affairs Office.
Transcript Form

Pick Up □ Mail to address provided below

Name or Institution

Street Address

City, State, Zip

The following is for your information.
You will be held responsible for this information.

1. A Transient Form must be completed and approved by the Records Office and, if applicable, the student’s bachelor, associate of science/certificate program chairperson before credits will be accepted. Daytona State College is not responsible for the acceptance of any credit other than the credits approved by Daytona State College.

2. The student must provide the Record’s Office with a course description for each transient course requested. This must accompany the Transient Form.

3. The student must have successfully completed the appropriate prerequisite(s) for each transient course requested.

4. All courses taken as a transient must be applicable to the student’s program of study at Daytona State College.

5. The student receiving Veteran’s Benefits must obtain approval from the Veteran’s Affairs Office.

6. All hours taken as a transient will be recorded on the Daytona State College transcript and will be computed in the GPA along with the credits earned at Daytona State College.

7. It is the student’s responsibility to furnish the Office of Admissions with an official transcript upon completion of approved coursework.

8. Student must be in good standing, academically and financially, with a cumulative Daytona State GPA of 2.0 or better. First semester students also must be co-enrolled for Daytona State College courses.

9. The following course(s) will be taken at the above institution:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Course #</th>
<th>Title</th>
<th>Credit Hrs</th>
</tr>
</thead>
</table>

Daytona State College Equivalent

(To be completed by Daytona State College)

This request cannot be processed without your signature.

Signature __________________________ Date __________________________

TO BE COMPLETED BY THE RECORD’S OFFICE:

This is to certify that the above-named student is in good standing and is eligible to re-enroll at Daytona State College. This student has been given permission to take course(s) listed above at the institution named for the specific term. Credits will be accepted for transfer upon receipt of an official transcript.

Florida Residency Status: □ In-State □ Out-of-State

Records Office __________________________ Date __________________________

Approval: (Bachelor, Associate of Applied Science, Associate of Science / Certificate Programs)

Program Advisor (if applicable) __________________________ Date __________________________

Program Chairperson (if applicable) __________________________ Date __________________________
Transferring courses back to DSC

- Student must submit an official transcript with a final grade to the Office of Admissions.
- Failure to provide DSC with an official transcript from the host institution may affect a student's financial aid status, if applicable.
- Daytona State is not responsible for the acceptance of any credit other than the credits approved by Daytona State.
- Transient credit hours (except those with F or W grades) will be recorded on the Daytona State transcript and will be computed into the cumulative GPA.
THANK YOU