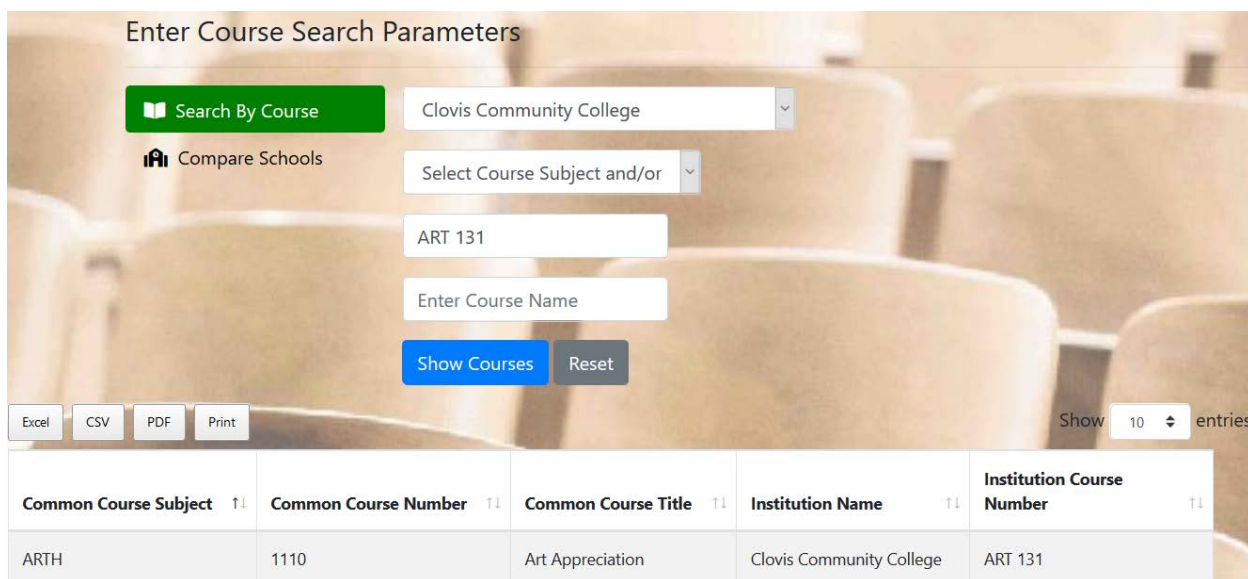


## Using the Course Search App at: <https://ccns.hed.state.nm.us/>

For example, you've taken Art Appreciation, ART 131 at Clovis Community College and you want to know where it will seamlessly transfer.

The first step is to find the Common Course Number (CCN) for that course:

1. Use the "Search By Course" option
2. Select Clovis Community College in the first box
3. Leave the second box blank (it should read "Select Course Subject and/or")
4. Enter "ART 131" into the third box
5. Leave the fourth box blank (it should read "Enter Course Name")
6. Then click on "Show Courses"
7. The result will give you the CCN for that course, which in this case is ARTH 1110



The screenshot shows the 'Enter Course Search Parameters' form. The 'Search By Course' button is selected, and 'Clovis Community College' is chosen in the first dropdown. The second dropdown is 'Select Course Subject and/or'. The third input field contains 'ART 131'. The fourth input field is 'Enter Course Name'. Below the form are 'Show Courses' and 'Reset' buttons. At the bottom, there are export options: 'Excel', 'CSV', 'PDF', and 'Print'. A 'Show 10 entries' dropdown is also visible.

Common Course Subject	Common Course Number	Common Course Title	Institution Name	Institution Course Number
ARTH	1110	Art Appreciation	Clovis Community College	ART 131

The second step then is to see what other institutions offer that common course.

1. Use the "Search By Course" option
2. Leave the first box blank (it should read "Select School and/or")
3. Select "ARTH" in the dropdown in the second box
4. Enter 1110 into the third box
5. Leave the fourth box blank (it should read "Enter Course Name")
6. Then click on "Show Courses"
7. This will give you a list of all institutions offering ARTH 1110 and their internal course Prefix and Course Number (see below)
8. In this case, eight other institutions have a course equivalent to ARTH 1110 and would seamlessly accept ART 131 from Clovis Community College

Search By Course

Compare Schools

Show Courses Reset

Excel CSV PDF Print
Show 10 entries

Common Course Subject	Common Course Number	Common Course Title	Institution Name	Institution Course Number
ARTH	1110	Art Appreciation	Central New Mexico Community College	ARTH 1101
ARTH	1110	Art Appreciation	Clovis Community College	ART 131
ARTH	1110	Art Appreciation	Eastern New Mexico University	ART 131
ARTH	1110	Art Appreciation	Eastern New Mexico University: Roswell	ART 131
ARTH	1110	Art Appreciation	Eastern New Mexico University: Ruidoso	ART 131
ARTH	1110	Art Appreciation	Mesalands Community College	ART 101
ARTH	1110	Art Appreciation	New Mexico Highlands University	AH 100
ARTH	1110	Art Appreciation	New Mexico Junior College	AR 113
ARTH	1110	Art Appreciation	Western New Mexico University	ART 211