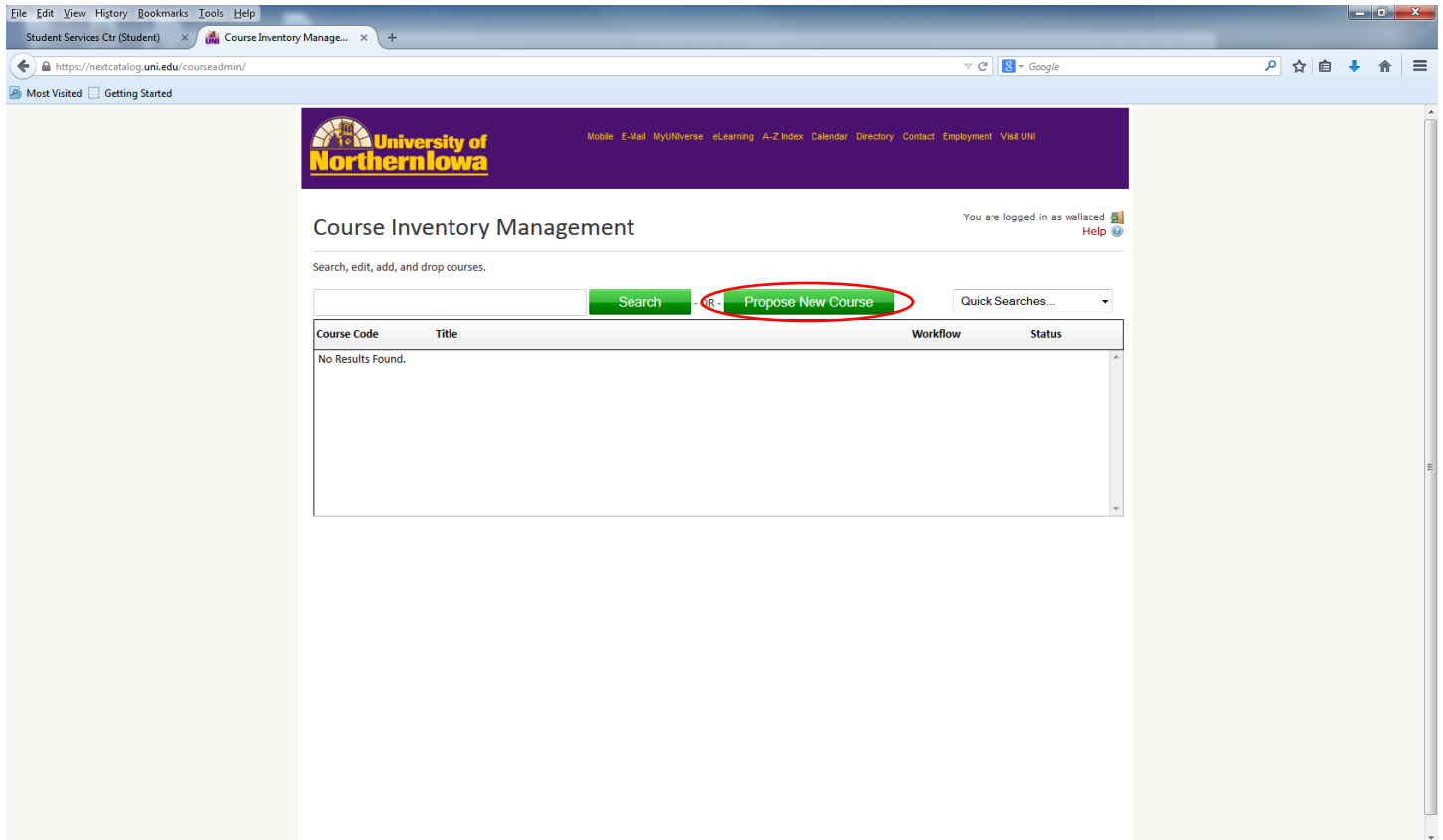


# To Propose/Add a New Course:

1. Go to <https://nextcatalog.uni.edu/courseadmin>
2. Enter your CATID and password
3. Choose OK




Click on green button **Propose New Course**. The Course Inventory screen will appear in a format where the following fields need to be entered. Answer all questions – **boxes outlined in red are required fields and must be answered or the proposed changes will not be able to be saved and submitted for the next approval level.** Depending on the nature of the course (undergraduate or graduate) and whether you answer “yes” or “no” to a question may create/require additional question(s) be answered.

1. College
2. Department
3. Proposed Course Number
4. LACC Course (check if new course is being proposed as Liberal Arts Core course – this will ensure it goes to Liberal Arts Core Committee as part of the curriculum workflow)
5. Substantive or Editorial change (defaults to “substantive”; you will need to change to “editorial” if it is your opinion it should be indicated as editorial)
6. Title
7. Short Title
8. Credit Hours
9. Catalog Description
10. Catalog Prerequisites
11. Corequisite(s)
12. Prerequisite(s) or Corequisites(s)
13. Same As


- 14. Terms Offered
- 15. Offering Frequency

New Record - Mozilla Firefox  
https://nextcatalog.uni.edu/courseleaf/courseleaf.exe?page=/courseadmin/index.html&step=editrecord&cmd=new&\_id=1422915518007


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## Course Inventory

### New Course Proposal

College	<input type="text" value="Select..."/>
Department	<input type="text" value="Select Academic Department (Required)..."/>
Proposed Course Number 	<input type="text" value="Select Course Subject"/> <input type="text"/>
LACC Course	<input type="checkbox"/>

Title	<input type="text"/>
Short Title	<input type="text"/>
Credit Hours 	<input type="text"/>
Catalog Description	<input type="text"/>
Short Prerequisites	<input type="text"/> 240 characters remaining
Catalog Prerequisites	<input type="text"/>

### If the new course also will have a 5000-level number –

Check the box “also offered at graduate level”. The 5000 number will then automatically be created. **Do not insert both the undergraduate level number and the 5000-level number in the box or it will always show up as an error in the program (major, minor, program certificate) it is listed in.**

### Proposing a new course number –

Check to make sure you are not duplicating an existing undergraduate/graduate number - confirm with Office of the Registrar - Rachele Kidwell [rachele.kidwell@uni.edu](mailto:rachele.kidwell@uni.edu) or April Schmiesing [april.schmiesing@uni.edu](mailto:april.schmiesing@uni.edu). Previous numbers cannot be re-used.

### Answer all questions at bottom of screen -

Boxes outlined in red are required fields and must be answered or the proposed changes will not be able to be saved and submitted for the next approval level. Depending on whether you answer “yes” or “no” to a question or what you are proposing (i.e. graduate number) may create/require additional question(s) be answered.

There is a green “Attach Syllabus” button which should be utilized to **attach a syllabus** when appropriate (if the course has been taught before). There is also a green “Attach Documents” button which should be utilized to **attach any supporting documents** (such as forms, consultations, etc.).

The screenshot shows a web browser window titled "Edit Record - Mozilla Firefox" with the URL [https://nextcatalog.uni.edu/courseleaf/courseleaf.exe?page=/courseadmin/index.html&step=editrecord&id=36&\\_id=1423155950552](https://nextcatalog.uni.edu/courseleaf/courseleaf.exe?page=/courseadmin/index.html&step=editrecord&id=36&_id=1423155950552). The form contains the following elements:

- A question: "Have the departmental graduate faculty approved this proposal?" with radio buttons for "Yes" and "No".
- A large text area labeled "Explanation and justification:" with a red border.
- A green button labeled "Attach Syllabus" with the text "If the course has been taught before, please attach a syllabus" below it.
- A green button labeled "Attach Documents" with the text "Supporting Documents" below it.
- Two sections on the right for file uploads, each with "Uploaded Files:" and "Files To Be Uploaded:" labels and corresponding input boxes.

**When a course is proposed as a new course and, therefore, is not in the current catalog, Leepfrog system cannot provide “Catalog Pages referencing this course” and no departments are automatically notified of this new course. If you are proposing a new course, it is the responsibility of the originating department to consult with any departments that may be affected by this new course or any departments that may be interested in this new course with the possibility of incorporating it into their curriculum program(s). The most efficient means to search for existing courses, course titles, and course content is through the most recent searchable catalog PDF which is located on the Provost Office website at**

<https://provost.uni.edu/curriculum-review/leefrog-curriculum-entry> - then look for *Search the \_\_\_\_ Catalog for Content* ( “ \_\_\_\_ ” will be the most recent available catalog).

When you have entered proposed changes, you have the following options:

1. **Cancel** (in which case none of your changes entered will be saved)
2. **Save Changes** (will save the changes you have entered to that point, but will not be submitted to next approval level)
3. **Save & Submit** (will save the changes you have entered and will be submitted to the next approval level). **It will not save and submit unless you have responded to all required questions.** If you are the originator of the proposal, it will go to department head as part of the next approval level.

**Note: “Admin Save” shown in the screenshot above is not an option. Rachelle Kidwell, April Schmiesing, and Cheryl Nedrow have this option.**

Diane Wallace  
Assistant Registrar  
11/12/2020