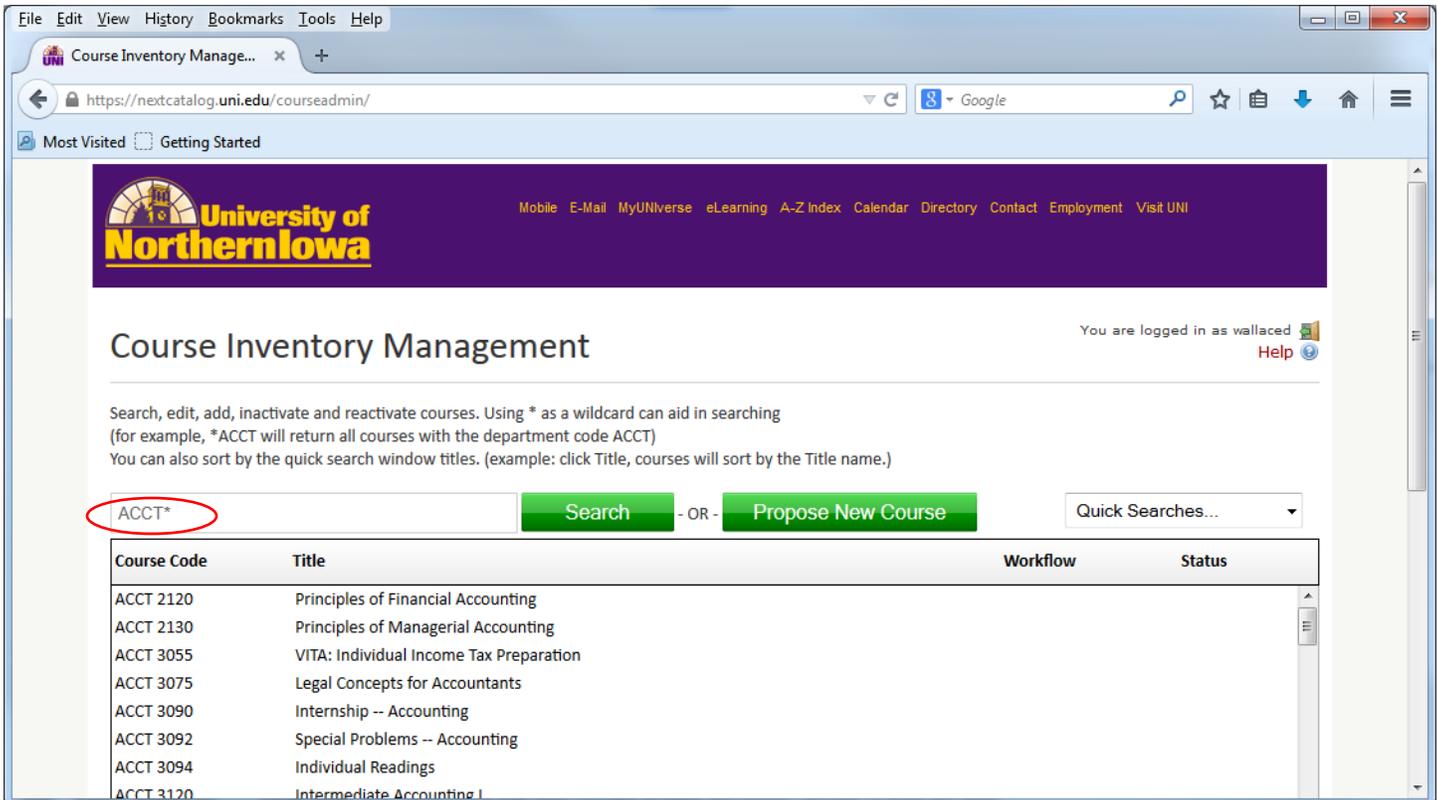


# Search for existing course (to drop the course):

1. Go to <https://nextcatalog.uni.edu/courseadmin>
2. Enter your CATID and password
3. Choose OK
4. To search for **existing** courses by department prefix, enter course prefix and \* in "Search" field (for example: ACCT\*). Choose "Search".
5. To search for all courses enter \* and choose "Search".
6. You can also search through "Quick Searches" window and also sort by column headings (Course Code, Title, Workflow, Status).



The screenshot shows a web browser window with the URL <https://nextcatalog.uni.edu/courseadmin/>. The page title is "Course Inventory Management" and it indicates the user is logged in as "wallaced". Below the header, there is a search bar containing "ACCT\*" (circled in red), a green "Search" button, and a green "Propose New Course" button. To the right of the search bar is a "Quick Searches..." dropdown menu. Below the search area is a table with the following data:

Course Code	Title	Workflow	Status
ACCT 2120	Principles of Financial Accounting		
ACCT 2130	Principles of Managerial Accounting		
ACCT 3055	VITA: Individual Income Tax Preparation		
ACCT 3075	Legal Concepts for Accountants		
ACCT 3090	Internship -- Accounting		
ACCT 3092	Special Problems -- Accounting		
ACCT 3094	Individual Readings		
ACCT 3120	Intermediate Accounting I		

# To drop an existing course:

Click on the course you wish to drop. The course information will appear in the bottom part of screen.

The screenshot shows a web browser window with the URL <https://nextcatalog.uni.edu/courseadmin/>. The page title is "Course Inventory Management". At the top right, it says "You are logged in as wallaced" with a "Help" link. Below the title, there is a search instruction: "Search, edit, add, inactivate and reactivate courses. Using \* as a wildcard can aid in searching (for example, \*ACCT will return all courses with the department code ACCT). You can also sort by the quick search window titles. (example: click Title, courses will sort by the Title name.)". A search bar contains "ACCT\*" and has "Search" and "Propose New Course" buttons. A "Quick Searches..." dropdown is also present. Below the search bar is a table of courses:

Course Code	Title	Workflow	Status
ACCT 2120	Principles of Financial Accounting		
ACCT 2150	Principles of Managerial Accounting		
ACCT 3055	VITA: Individual Income Tax Preparation		
ACCT 3075	Legal Concepts for Accountants		
ACCT 3090	Internship -- Accounting		
ACCT 3092	Special Problems -- Accounting		
ACCT 3094	Individual Readings		
ACCT 3120	Intermediate Accounting I		
ACCT 3122	Intermediate Accounting II		

Below the table are two buttons: "Drop Course" (red) and "Edit Course" (green). A "Preview Workflow" link is also visible. The main content area shows "Viewing: **ACCT 2120 : Principles of Financial Accounting**". Below this is a list of "Catalog Pages referencing this course" with links to various departments: Accounting Courses (ACCT), Department of Accounting, Department of Finance, Department of Management, Department of Marketing, Department of Technology, Finance Courses (FIN), Management Courses (MGMT), Marketing Courses (MKTG), and Technology Courses (TECH). At the bottom, course details are listed:

College: College of Business Administration  
Department: Accounting  
Proposed Course Number: ACCT 2120

Click on red **Drop Course** button. You will then see the following screen:

The screenshot shows a web browser window titled "Deleted Record - Mozilla Firefox" with the URL [https://nextcatalog.uni.edu/courseleaf/courseleaf.exe?page=/courseadmin/index.html&step=deleterecord&id=24&\\_id=1423157993070](https://nextcatalog.uni.edu/courseleaf/courseleaf.exe?page=/courseadmin/index.html&step=deleterecord&id=24&_id=1423157993070). The page header features the University of Northern Iowa logo and navigation links: Mobile, E-Mail, MyUNIverse, eLearning, A-Z Index, Calendar, Directory, Contact, Employment, and Visit UNI. The main content area displays "Deactivating: **ACCT 2120**". Below this, there is a form with the following fields and buttons:

- End Term:** A dropdown menu with "Select..." as the current selection.
- Justification for this request:** A large empty text area.
- Supporting Documents:** A green "Attach Documents" button.
- Uploaded Files:** An empty text input field.
- Files To Be Uploaded:** An empty text input field.

At the bottom of the form, there are two buttons: a red "Cancel" button and a green "Confirm" button.

Enter end term (it will be Spring 2022 for 2022-23 nextcatalog entry), justification for the drop, and attach any supporting documents (consultations, etc.).

**When ready to submit the proposal to drop the course**, click the green **Confirm** button. If you are not ready to submit the proposal to drop the course, click the red **Cancel** button. There is no "save" button to save your work when dropping a course – you must choose either "cancel" or "confirm". **Once you enter Confirm, the proposal to drop cannot be changed.** You need to contact Rachelle Kidwell or April Schmiesing (Office of the Registrar) to reverse this and shred the proposal to drop the course. (Leepfrog will need to intervene so the course does not show as dropped/deleted.)

**If you are proposing a course be dropped that is also part of major/minor/certificate programs, you need to also drop that number in the program (and alert any department using that course) so it goes through the workflow approval process** – if the number is not dropped in the major/minor/certificate program it will show up as an error. 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).