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).

To **drop** an existing course:

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

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

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/leepfrog-curriculum-entry - then look for *Search the _____ Catalog for Content* ("_____" will be the most recent available catalog).

Diane Wallace
Assistant Registrar
11/20/2020