

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

## Search for existing program:

1. Navigate to <https://nextcatalog.uni.edu/programadmin>
2. Enter your CATID and password
3. Choose OK
4. To search for **existing** program – using \* as a wildcard in the field next the green **Search** button can aid in searching.

For example:

ACCT\* will return ACCT-BA, ACCT-MACC, and ACCTNOTE-NOTE.

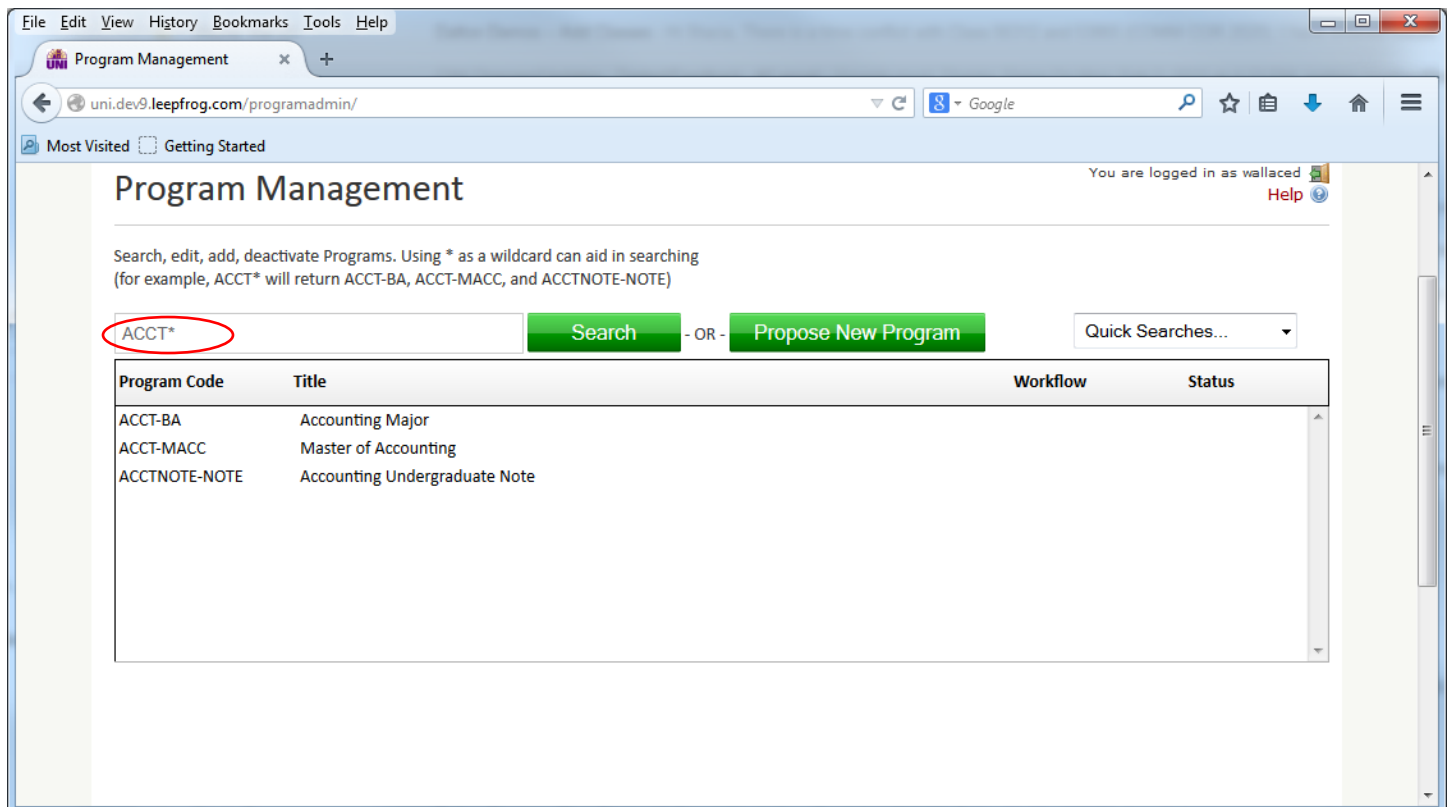
\*BA will return all majors which are existing B.A. degrees

\*MA will return all majors which are existing M.A. degrees

\* will return all programs

5. When you have entered in blank field, choose “Search”.
6. By clicking on the headings “Program Code”, “Title”, “Workflow”, and “Status”, programs can also be sorted by those headings.

Example ACCT\* search:



The screenshot shows a web browser window with the URL [uni.dev9.jeefrog.com/programadmin/](https://uni.dev9.jeefrog.com/programadmin/). The page title is "Program Management" and it indicates the user is logged in as "wallaced". Below the title, there is a search instruction: "Search, edit, add, deactivate Programs. Using \* as a wildcard can aid in searching (for example, ACCT\* will return ACCT-BA, ACCT-MACC, and ACCTNOTE-NOTE)". A search input field contains "ACCT\*" and is circled in red. To the right of the input field are two green buttons: "Search" and "Propose New Program". A "Quick Searches..." dropdown menu is also visible. Below the search area is a table with the following data:

Program Code	Title	Workflow	Status
ACCT-BA	Accounting Major		
ACCT-MACC	Master of Accounting		
ACCTNOTE-NOTE	Accounting Undergraduate Note		

### Example \*BA search:

The screenshot shows the 'Program Management' page on the University of Northern Iowa website. The search bar contains the text '\*BA', which is circled in red. Below the search bar, a table lists the results of the search.

Program Code	Title	Workflow	Status
ACCT-BA	Accounting Major		
ALLSCITCHG-BA	All Science Teaching (Extended Program)		
ANTH-BA	Anthropology Major		
ARTEDTCH-BA	Art Education Major-Teaching		
ARTHIST-BA	Art Major-Art History Emphasis		
ARTSTUDIO-BA	Art Major-Studio Emphasis		
AT-BA	Athletic Training Major		
BIOCHEM-BA	Biochemistry Major		

### Example \*MA search:

The screenshot shows the 'Program Management' page on the University of Northern Iowa website. The search bar contains the text '\*MA', which is circled in red. Below the search bar, a table lists the results of the search.

Program Code	Title	Workflow	Status
CITECH-MA	Major in Instructional Technology		
LIBSTD-MA	Major in School Library Studies		
POSTSEC-MA	Major in Postsecondary Education: Student Affairs		
HLTHED-MA	Major in Health Education		
PE-MA	Major in Physical Education		
LYHS-MA	Major in Leisure, Youth and Human Services		
ARTED-MA	Major in Art Education		
COMMEDEMPH-MA	Major in Communication Studies: Communication Education Emphasis		
GENCOMMEMPH-MA	Major in Communication Studies: General Communication Emphasis		

# To drop an existing program:

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

Click on red **“Deactivate Program”** button.

Program Management

You are logged in as wallaced [Help](#)

Search, edit, add, and deactivate Programs.

BIOL\*  -OR-

Program Code	Title	Workflow	Status
BIOECEVO-BA	Biology Major: Ecology, Evolution and Organismal Biology Emphasis		
BIOLACADPOLICY-NOTE	Biology Academic Standard Policy		
<b>BIOLOGY-BS</b>	<b>Biology Major</b>		
<b>BIOLOGY-MINOR</b>	<b>Biology Minor</b>		
BIOLOGY-MS	Major in Biology		
BIOLOGY-BA	Biology Major		
BIOMED-BA	Biology Major: Biomedical Emphasis		
BIOTCHG-MINOR	Biology Minor-Teaching		
BIOTCHG-BA	Biology Major-Teaching		

[Preview Workflow](#)

Viewing: **BIOLOGY-BS : Biology Major**

Last approved: 07/08/14 3:04 pm

Last edit: 07/08/14 3:04 pm

Catalog Pages Using this Program [Department of Biology](#)

### Basic Information

Program Type	Major
Major	BIOLOGY
Degree Code	BS
Start Term	Fall 2014
Primary College	College of Humanities, Arts and Science

History

- Jul 8, 2014 by wallaced

You will then see the following screen:

Deleted Record - Mozilla Firefox

https://nextcatalog.uni.edu/courseleaf/courseleaf.exe?page=/programadmin/86/index.html&step=deleterecord&id=86&\_1423176947027

University of Northern Iowa

Mobile E-Mail MyUNiverse eLearning A-Z Index Calendar Directory Contact Employment Visit UNI

Deactivating: **BIOLOGY-BS**

End Term

Justification for this request

Supporting Documents

Uploaded Files:

Files To Be Uploaded:

**Enter information** - end term (choose Spring 2022 for the 2022-23 catalog), justification for the drop, and any supporting documents (consultations, etc.).

**When ready to submit the proposal to drop (deactivate) the program**, click the green **Confirm** button. If you are not ready to submit the proposal to drop the program, click the red **Cancel** button. There is no “save” button to save your work when dropping a program – you must choose either “cancel” or “confirm”. Once you enter **Confirm**, the proposal to drop cannot be changed. You need to contact Rachelle Kidwell ([rachelle.kidwell@uni.edu](mailto:rachelle.kidwell@uni.edu)) or April Schmiesing ([april.schmiesing@uni.edu](mailto:april.schmiesing@uni.edu)) to reverse this and shred the proposal to drop the program. (Leapfrog will need to intervene so this does not show as a deleted program.)

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