

Search for existing course (to edit the course):

NOTE: COURSES THAT WERE DROPPED IN THE PREVIOUS CURRICULUM CYCLE WILL BE LISTED AS “DELETED” UNDER THE STATUS COLUMN AND CANNOT BE EDITED – LEEPFROG CURRICULUM SYSTEM IS SET UP TO RETAIN THE HISTORICAL LIST OF DELETED COURSES AS A MATTER OF INFORMATION. YOU WILL BE ABLE TO DISTINGUISH PREVIOUSLY DELETED COURSES FROM THOSE CURRENTLY BEING PROPOSED – FOR THOSE CURRENTLY BEING PROPOSED TO BE DROPPED, THE COURSE WILL ALSO BE IN “WORKFLOW” (AS INDICATED UNDER “WORKFLOW” COLUMN).

Search for existing course:

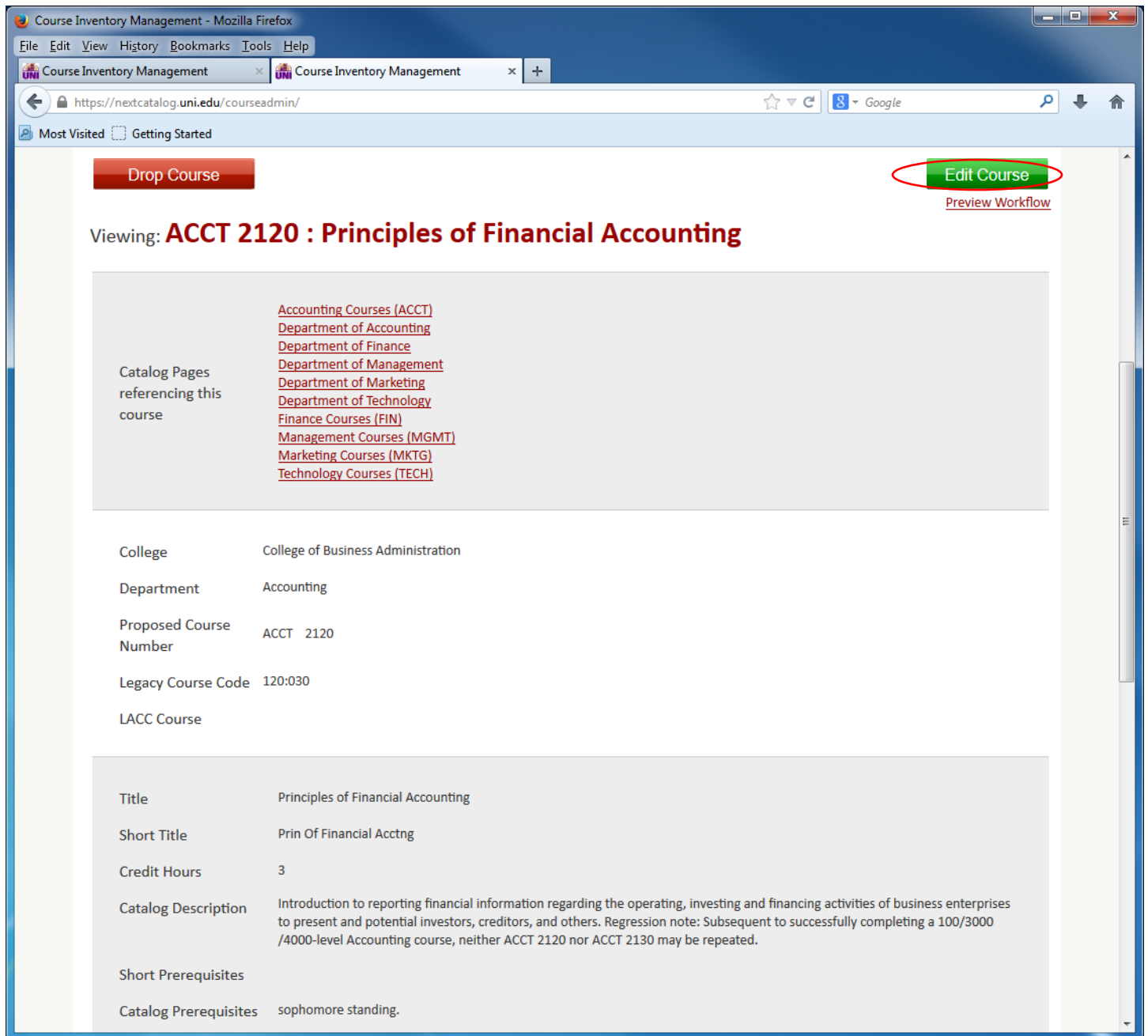
1. Go to <https://nextcatalog.uni.edu/courseadmin>
2. Enter your CATID and password
3. Choose OK
4. To search for **existing** courses by department prefix, enter course prefix and * in “Search” field (for example: ACCT*). Choose “Search”.
5. To search for all courses enter * and choose “Search”.
6. 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 displaying the 'Course Inventory Management' page for the University of Northern Iowa. The page header includes the university logo and navigation links. The main content area features a search bar with 'ACCT*' entered, a 'Search' button, and a 'Propose New Course' button. Below the search bar is a table listing courses with columns for Course Code, Title, Workflow, and Status. The first row, 'ACCT 2120 Principles of Financial Accounting', is highlighted with a red circle.

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 edit an existing course:

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



The screenshot shows a web browser window titled "Course Inventory Management - Mozilla Firefox". The address bar displays "https://nextcatalog.uni.edu/courseadmin/". The page content includes a "Drop Course" button on the left and an "Edit Course" button on the right, which is highlighted with a green oval. Below the "Edit Course" button is a link for "Preview Workflow". The main content area displays "Viewing: ACCT 2120 : Principles of Financial Accounting". A section titled "Catalog Pages referencing this course" lists 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). Below this is a table of course details:

College	College of Business Administration
Department	Accounting
Proposed Course Number	ACCT 2120
Legacy Course Code	120:030
LACC Course	

Below the table is another section with course details:

Title	Principles of Financial Accounting
Short Title	Prin Of Financial Acctng
Credit Hours	3
Catalog Description	Introduction to reporting financial information regarding the operating, investing and financing activities of business enterprises to present and potential investors, creditors, and others. Regression note: Subsequent to successfully completing a 100/3000 /4000-level Accounting course, neither ACCT 2120 nor ACCT 2130 may be repeated.
Short Prerequisites	
Catalog Prerequisites	sophomore standing.

Click on green "Edit Course" button. The Course Inventory screen will appear in a format where the following fields can be edited:

1. College (typically will not change)
2. Department (typically will not change)
3. Proposed Course Number
4. LACC Course (check if existing Liberal Arts Core course or it 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

Enter all proposed changes to the existing course.

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=24&_1413841721578. The page is titled 'Course Inventory' and shows 'Editing: ACCT 2120'. The form contains the following fields:

- College: College of Business Administration
- Department: Accounting
- Proposed Course Number: ACCT 2120
- LACC Course:
- Title: Principles of Financial Accounting
- Short Title: Prin Of Financial Acctng
- Credit Hours: 3
- Catalog Description: Introduction to reporting financial information regarding the operating, investing and financing activities of business enterprises to present and potential investors, creditors, and others. Regression note: Subsequent to successfully completing a 100/3000/4000-level Accounting course, neither ACCT 2120 nor ACCT 2130 may be repeated.
- Short Prerequisites: sophomore standing.
- Catalog Prerequisites: sophomore standing.
- Corequisite(s):
- Prerequisite(s) or Corequisite(s):

If you are adding a 5000-level number –

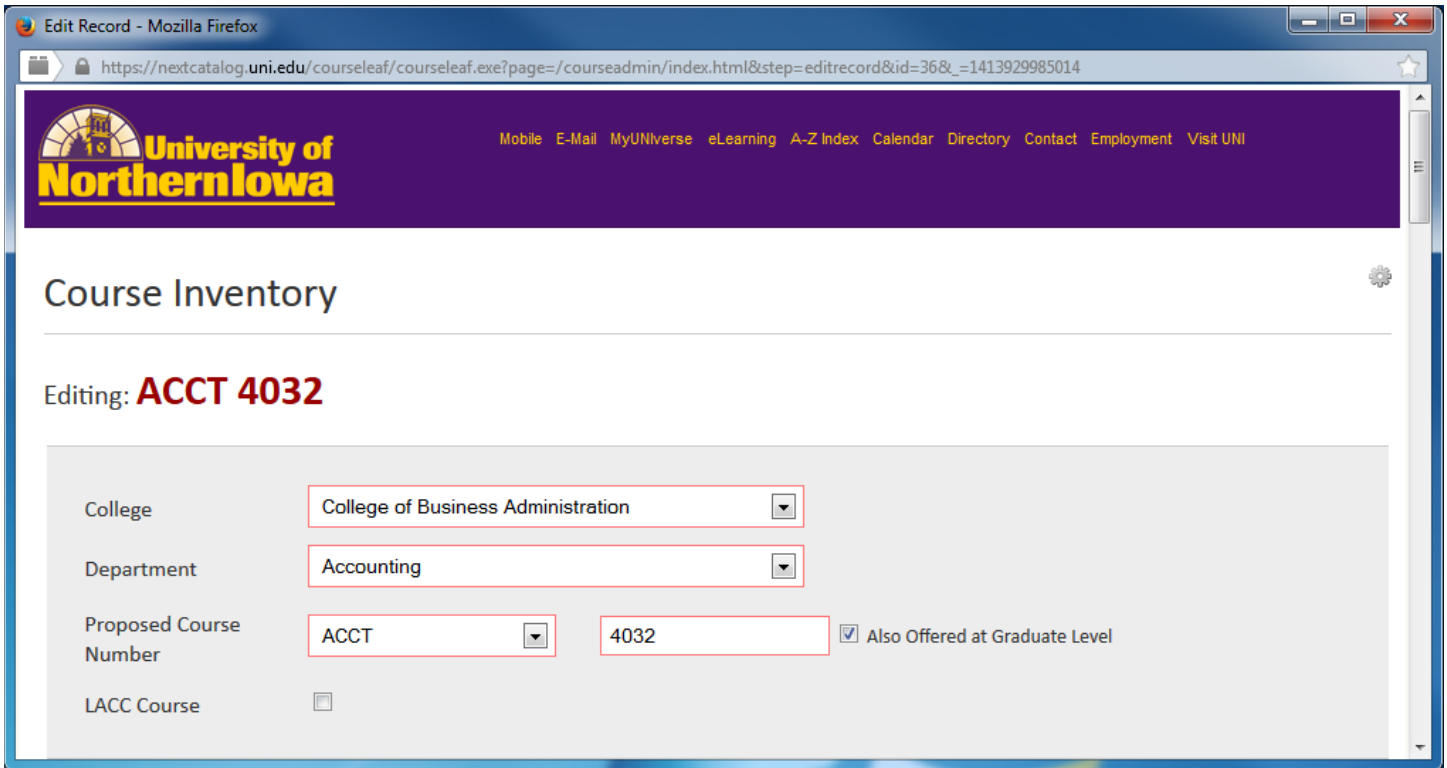
Check the box “also offered at graduate level”. The 5000 number will then automatically be created. **Do not insert both the undergraduate level number and the 5000-level number in the box or it will always show up as an error in the program (major, minor, program certificate) it is listed in.** Also, if you are proposing a new course number, check to make sure that you are not duplicating an existing undergraduate/graduate number - confirm with Office of the Registrar: Rachelle Kidwell rachelle.kidwell@uni.edu or April Schmiesing april.schmiesing@uni.edu. Previous numbers cannot be re-used.

If the existing course already has a 5000-level graduate course number and you want to keep that 5000-level, the box “also offered at graduate level” will already be checked.

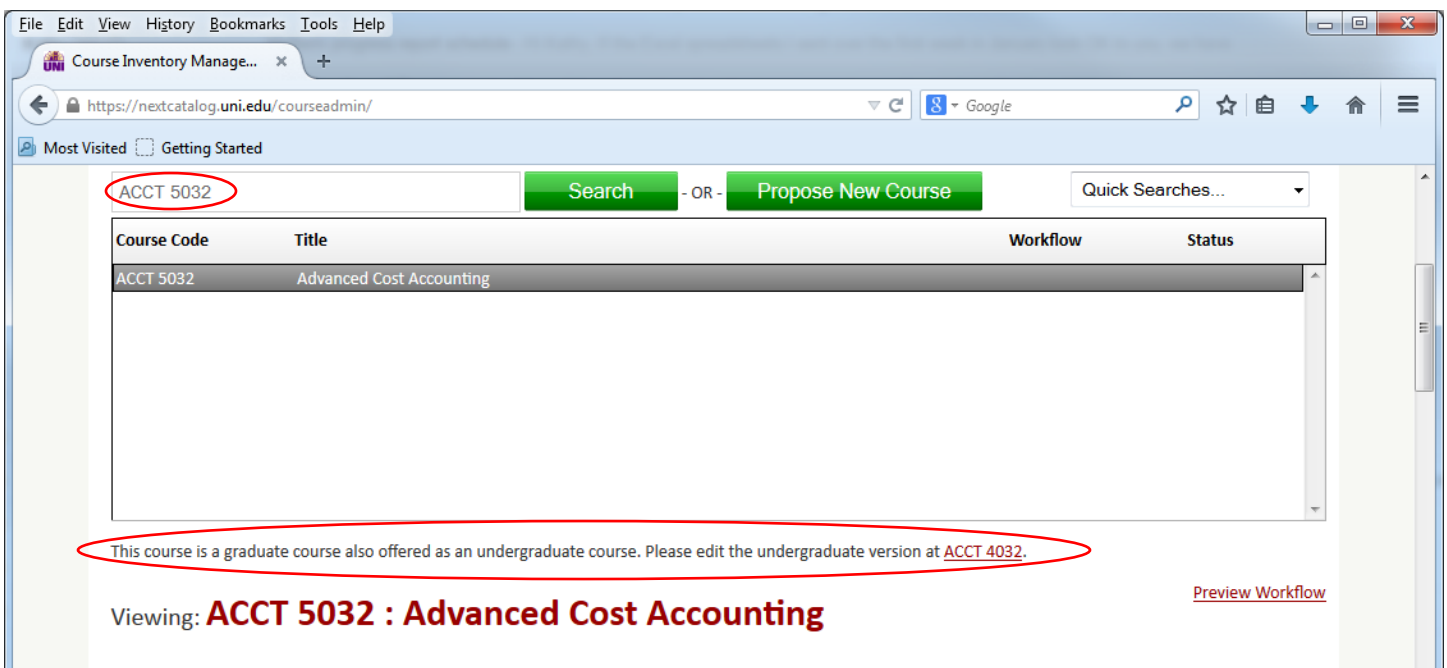
If you are dropping a 5000-level number -

Select the undergraduate number for the course (3000-/4000-level) and uncheck box “also offered at graduate level”. Do not select the 5000-level number.

Example: ACCT 4032/5032



Note: If you select ACCT 5032 or enter ACCT 5032 in the “Search” box, the course ACCT 5032 would appear with the following message: “*This course is a graduate course also offered as an undergraduate course. Please edit the undergraduate version at ACCT 4032.*”



If you are proposing a change in prefix or number –

Check to make sure that you are not duplicating an existing undergraduate/graduate number - confirm with Office of the Registrar: Rachelle Kidwell rachelle.kidwell@uni.edu or April Schmiesing april.schmiesing@uni.edu. Previous numbers cannot be re-used. If a change in number is proposed for an existing course (rather than the course being dropped under that number and a new course being added under a new number) the course under the proposed course number will be considered equivalent to the existing course number.

If you are proposing a change in number that is also part of major/minor/certificate programs, you need to also change 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 edited 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).

Answer all questions at bottom of screen -

Important! The last time this course was edited for a previous catalog, the responses to these questions at the bottom were retained in “nextcatalog” – YOU MUST CLEAR ALL PREVIOUS RESPONSES TO THE QUESTIONS AND DELETE ANY SUPPORTING DOCUMENTS AND ATTACHMENTS BEFORE PROCEEDING WITH ANSWERING THE 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 whether you answer “yes” or “no” to a question or what you are changing (i.e. adding 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. There is also a green “[Attach Documents](#)” button which should be utilized to **attach any supporting documents** (such as forms, consultations, etc.). (See screenshot below)

Edit Record - Mozilla Firefox

https://nextcatalog.uni.edu/courseleaf/courseleaf.exe?page=/courseadmin/index.html&step=editrecord&id=36&_id=1423155950552

Have the departmental graduate faculty approved this proposal? Yes No

Explanation and justification:

If the course has been taught before, please attach a syllabus [Attach Syllabus](#)

Supporting Documents [Attach Documents](#)

Uploaded Files:

Files To Be Uploaded:

Uploaded Files:

Files To Be Uploaded:

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

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