

To Propose/Add a New Course:

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

Course Inventory Management

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

Search, edit, add, and drop courses.

<input type="text"/>	<input type="button" value="Search"/>	- OR -	<input type="button" value="Propose New Course"/>	<input type="text" value="Quick Searches..."/>
Course Code	Title		Workflow	Status
No Results Found.				

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 Prefix and Number
4. Start Term (will be Summer 20XX, year of effective catalog for proposal)
5. UNIFI Course (check if new course is being proposed as a UNIFI course – this will ensure it goes to Liberal Arts Core Committee as part of the curriculum workflow)
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 Course Proposal

College	<input type="text" value="Select..."/>
Department	<input type="text" value="Select Academic Department..."/>
Proposed Course Number 	<input type="text" value="Select Course Subject"/> <input type="text"/>
Start Term	<input type="text" value="Select..."/>
LACC Course	<input type="checkbox"/>
UNIFI Course	<input type="checkbox"/>

Entry into UNIFI requires UNIFI Committee Approval

Title	<input type="text"/>
Short Title	<input type="text"/>
Credit Hours 	<input type="text"/>
Catalog Description	<input type="text"/>
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 the Registrar’s Office – curriculum@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.).

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).

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

1. **Cancel (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.

Rachelle Kidwell
Assistant Registrar
12/6/2023