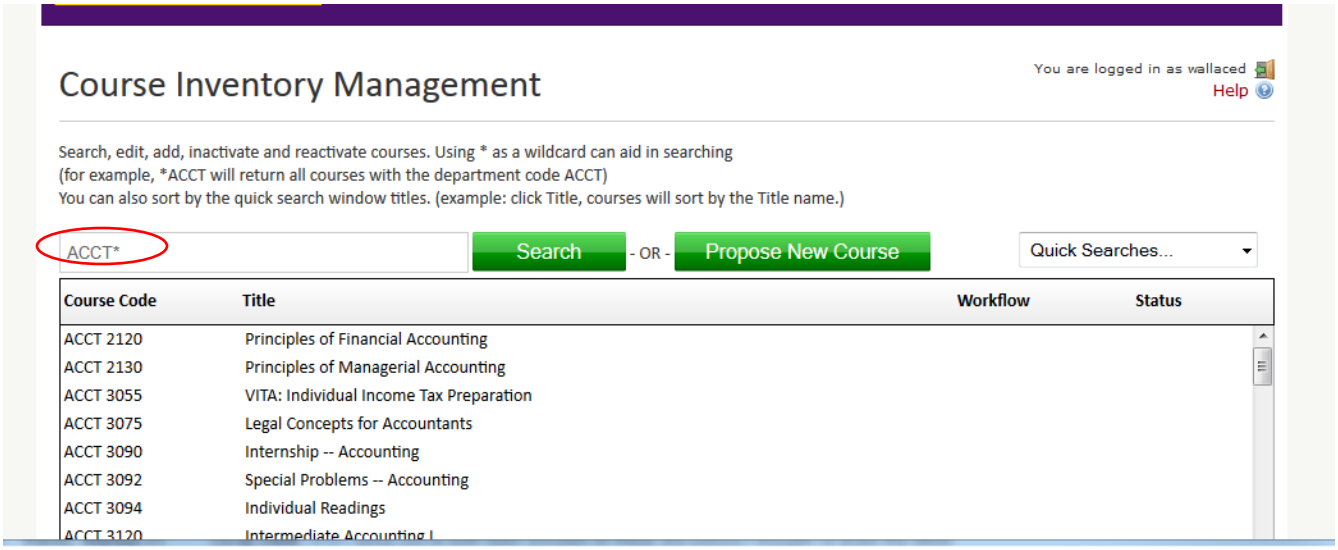
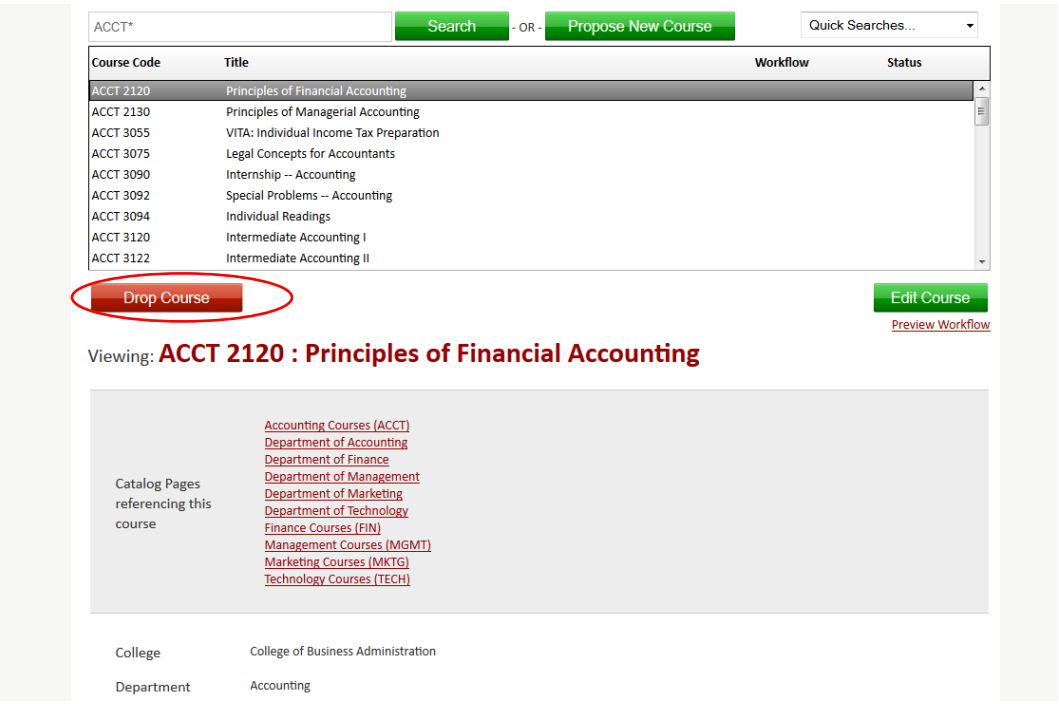
Search for existing course (to drop the course):

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).

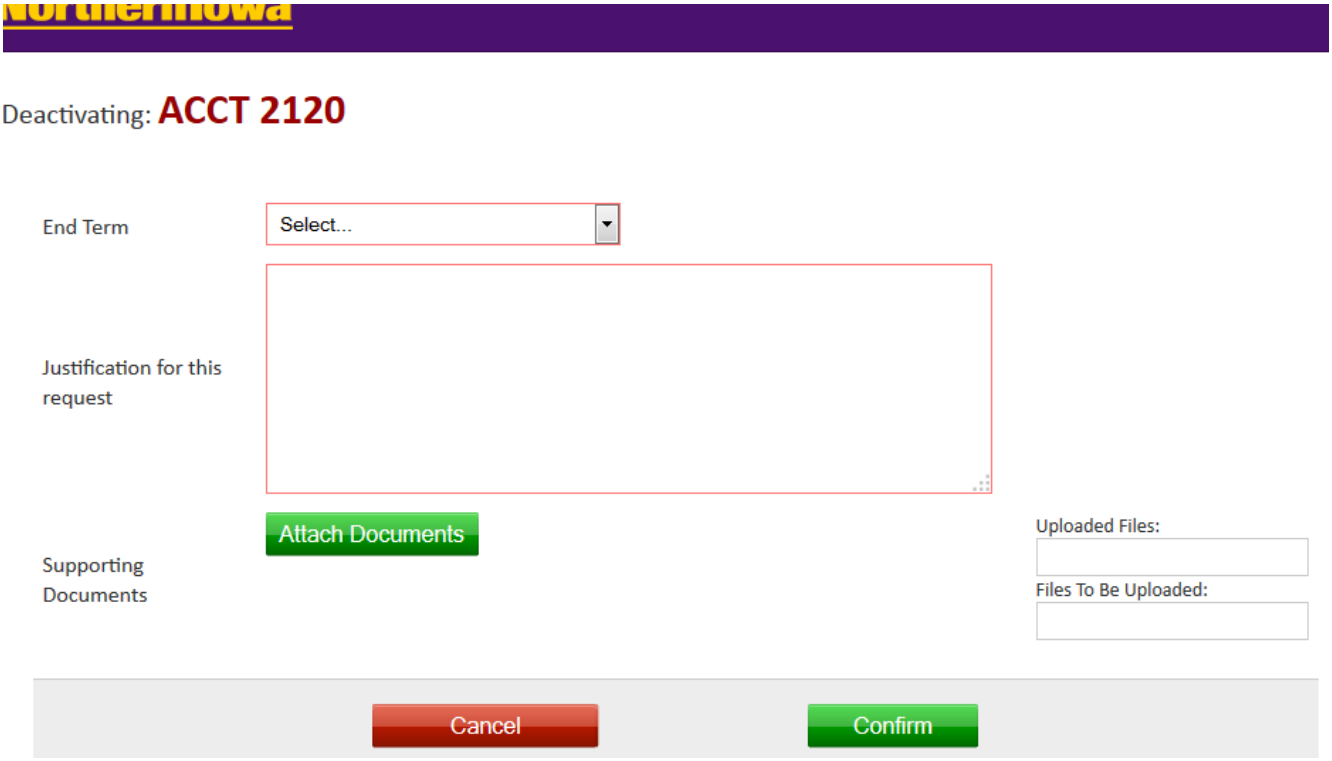


To **drop** an existing course:

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 Summer 2023 for 2023-24 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 rachelle.kidwell@uni.edu 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.

Rachelle Kidwell
Assistant Registrar
2/3/2023