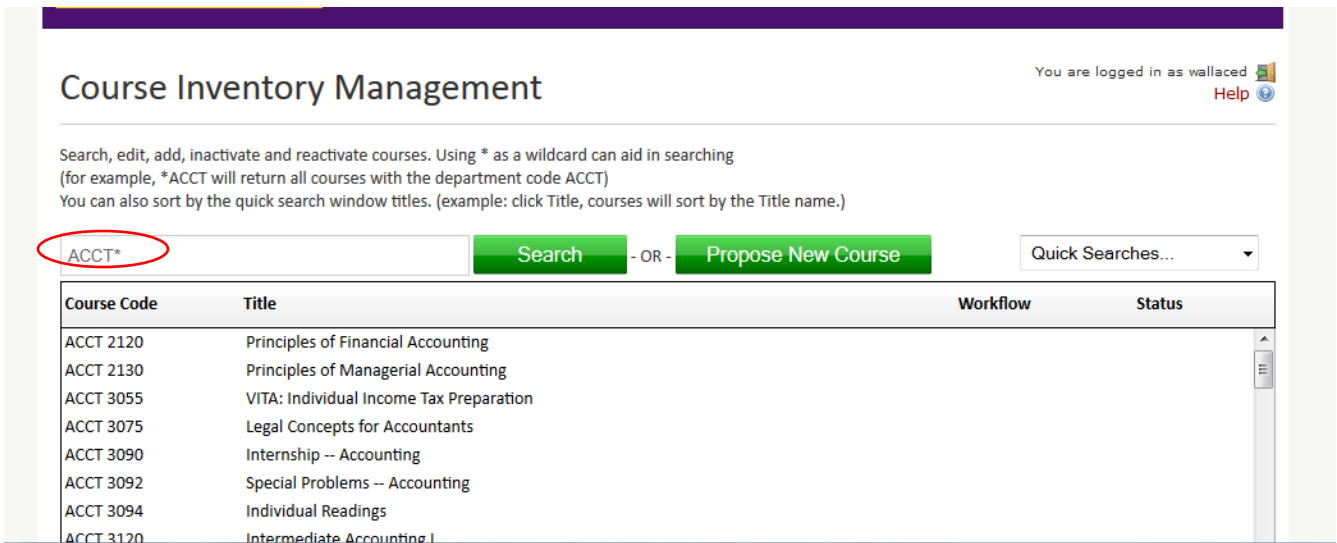


Search for existing course (to drop the course):

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).

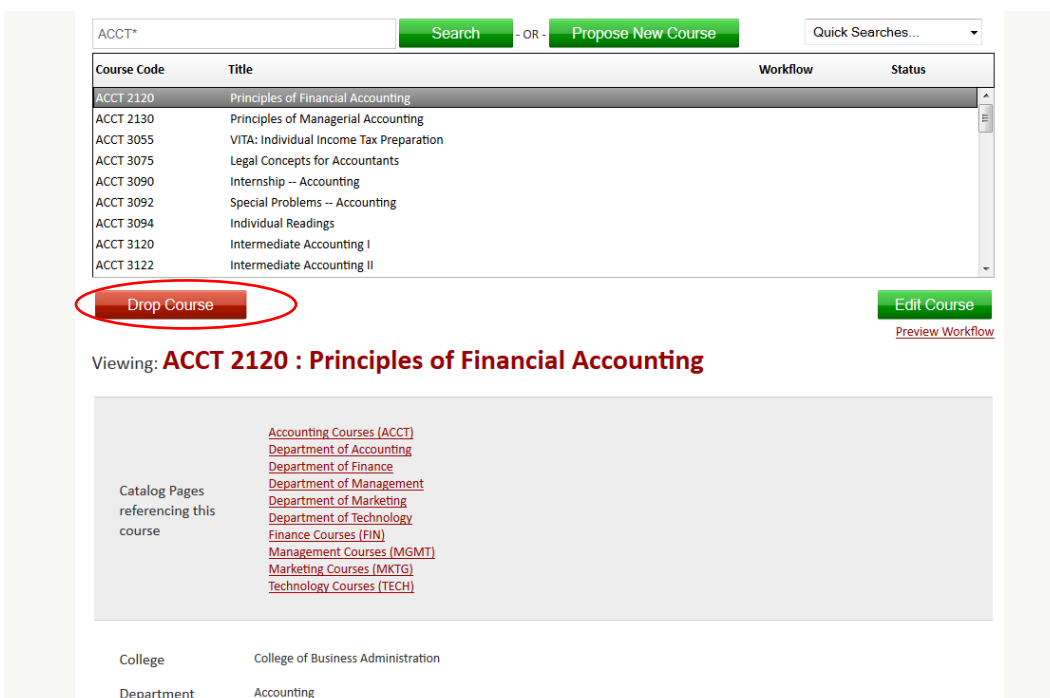


The screenshot shows the 'Course Inventory Management' page. At the top right, it says 'You are logged in as wallaced' with a 'Help' link. Below the title, there is a search bar containing 'ACCT*' (circled in red), a green 'Search' button, a '- OR -' separator, a green 'Propose New Course' button, and a 'Quick Searches...' dropdown menu. Below the search bar is a table with the following data:

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 drop an existing course:

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



The screenshot shows the 'Drop Course' button (circled in red) and the 'Edit Course' button. Below the search bar, the table is filtered to show only the selected course:

Course Code	Title	Workflow	Status
ACCT 2120	Principles of Financial Accounting		

Below the table, there is a 'Drop Course' button (circled in red) and an 'Edit Course' button. Below the 'Drop Course' button, there is a 'Viewing: ACCT 2120 : Principles of Financial Accounting' section. Below this section, there is a list of 'Catalog Pages referencing this course' with links to 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 the list, there is a 'College' field with the value 'College of Business Administration' and a 'Department' field with the value 'Accounting'.

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

North Iowa

Deactivating: **ACCT 2120**

End Term	<input type="text" value="Select..."/>	
Justification for this request	<div style="border: 1px solid red; height: 100px;"></div>	
Supporting Documents	<input type="button" value="Attach Documents"/>	Uploaded Files: <input type="text"/> Files To Be Uploaded: <input type="text"/>
<input type="button" value="Cancel"/>		<input type="button" value="Confirm"/>

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. (Leapfrog 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