

# 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).

Course Inventory Management

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

Search, edit, add, inactivate and reactivate courses. Using \* as a wildcard can aid in searching (for example, \*ACCT will return all courses with the department code ACCT)  
You can also sort by the quick search window titles. (example: click Title, courses will sort by the Title name.)

ACCT\*  - OR -  Quick Searches...

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.

ACCT\*  - OR -  Quick Searches...

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		
ACCT 3122	Intermediate Accounting II		

[Preview Workflow](#)

Viewing: **ACCT 2120 : Principles of Financial Accounting**

Catalog Pages referencing this course

- [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 \(MKTG\)](#)
- [Technology Courses \(TECH\)](#)

College: College of Business Administration  
Department: Accounting

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

NOTICE

Deactivating: **ACCT 2120**

End Term:

Justification for this request:

Supporting Documents:

Uploaded Files:

Files To Be Uploaded:

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 the Registrar’s Office (curriculum@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.

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