

Search for existing program (to drop the program):

1. Navigate to <https://nextcatalog.uni.edu/programadmin>
2. Enter your CATID and password
3. Choose OK
4. To search for **existing** program – using * as a wildcard in the field next the green **Search** button can aid in searching.

For example:

ACCT* will return ACCT-BA, ACCT-MACC, and ACCTNOTE-NOTE.

*BA will return all majors which are existing B.A. degrees

*MA will return all majors which are existing M.A. degrees

* will return all programs

5. When you have entered in blank field, choose “Search”.
6. By clicking on the headings “Program Code”, “Title”, “Workflow”, and “Status”, programs can also be sorted by those headings.

Example ACCT* search:

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

Program Code	Title	Workflow	Status
ACCT-BA	Accounting Major		
ACCT-MACC	Master of Accounting		
ACCTNOTE-NOTE	Accounting Undergraduate Note		

To drop an existing program:

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

Click on red “Deactivate Program” button.

The screenshot shows the 'Program Management' interface with the search bar containing 'BIOL*' (circled in red). The search results table is expanded to show the following data:

Program Code	Title	Workflow	Status
BIOECOVO-BA	Biology Major: Ecology, Evolution and Organismal Biology Emphasis		
BIOLACADPOLICY-NOTE	Biology Academic Standard Policy		
BIOLOGY-BS	Biology Major		
BIOLOGY-MINOR	Biology Minor		
BIOLOGY-MS	Major in Biology		
BIOLOGY-BA	Biology Major		
BIOMED-BA	Biology Major: Biomedical Emphasis		
BIOTCHG-MINOR	Biology Minor-Teaching		
BIOTCHG-BA	Biology Major-Teaching		

Below the table, the 'Deactivate Program' button is circled in red. Other buttons include 'Edit Program' and 'Preview Workflow'. The interface shows the following information for the selected program:

Viewing: **BIOLOGY-BS : Biology Major**

Last approved: 07/08/14 3:04 pm

Last edit: 07/08/14 3:04 pm

Catalog Pages Using this Program: [Department of Biology](#)

Basic Information

Program Type	Major
Major	BIOLOGY
Degree Code	BS

You will then see the following screen:

Deactivating: **BIOLOGY-BS**

End Term: Select...

Justification for this request

Supporting Documents: Attach Documents

Uploaded Files:

Files To Be Uploaded:

Cancel Confirm

Enter information - end term (choose Summer 2023 for the 2023-24 catalog), justification for the drop, and any supporting documents (consultations, etc.).

When ready to submit the proposal to drop (deactivate) the program, click the green Confirm button. If you are not ready to submit the proposal to drop the program, click the red Cancel button. There is no “save” button to save your work when dropping a program – 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 program. (Leapfrog will need to intervene so this does not show as a deleted program.)

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