Search for existing course (to edit the course):
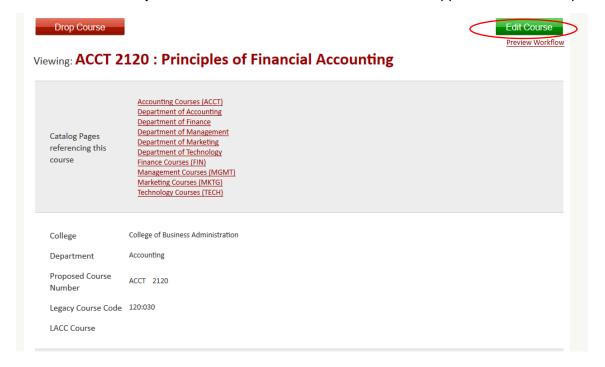
1. Go to https://nextcatalog.uni.edu/courseadmin
2. Enter your CATID and password
3. Choose OK
4. To search for **existing** courses by department prefix, enter course prefix and * in "Search" field (for example: ACCT*). Choose "Search".
5. To search for all courses enter * and choose "Search".
6. You can also search through "Quick Searches" window and also sort by column headings (Course Code, Title, Workflow, Status).
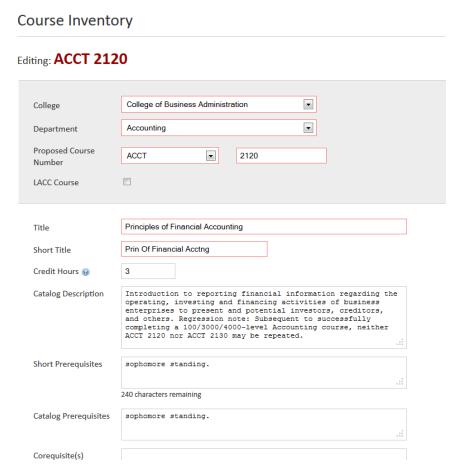

To **edit** an existing course:

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

Click on green "Edit Course" button. The Course Inventory screen will appear in a format where the following fields can be edited:

1. College (typically will not change)
2. Department (typically will not change)
3. Proposed Course Number
4. UNIFI Course (check if existing UNIFI course or it is being proposed as UNIFI course – this will ensure it goes to UNIFI Committee as part of the curriculum workflow)
5. Substantive or Editorial change **(it is important to select the appropriate type of edit, so the correct workflow steps will be in place for this proposal)**
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

Enter all proposed changes to the existing course.

Course Inventory

Editing: **ACCT 2120**

College	College of Business Administration
Department	Accounting
Proposed Course Number	ACCT 2120
LACC Course	☐

Title	Principles of Financial Accounting
Short Title	Prin Of Financial Acctng
Credit Hours ⓘ	3
Catalog Description	Introduction to reporting financial information regarding the operating, investing and financing activities of business enterprises to present and potential investors, creditors, and others. Regression note: Subsequent to successfully completing a 100/3000/4000-level Accounting course, neither ACCT 2120 nor ACCT 2130 may be repeated.
Short Prerequisites	sophomore standing.
	240 characters remaining
Catalog Prerequisites	sophomore standing.
Corequisite(s)	

If you are adding 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.** Also, if you are proposing a new course number, check to make sure that you are not duplicating an existing undergraduate/graduate number - confirm with the Registrar's Office: curriculum@uni.edu. Previous numbers cannot be re-used.

If the existing course already has a 5000-level graduate course number and you want to keep that 5000-level, the box "also offered at graduate level" will already be checked.
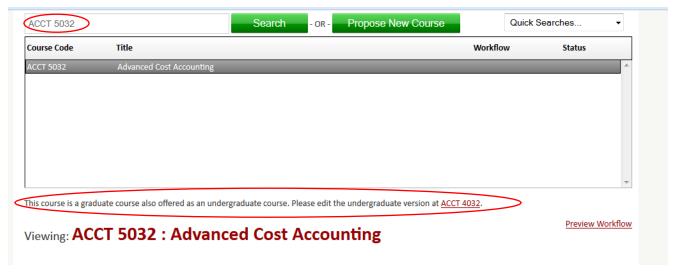
If you are dropping a 5000-level number -
Select the undergraduate number for the course (3000-/4000-level) and uncheck box "also offered at graduate level". Do not select the 5000-level number.

Example: ACCT 4032/5032:

Note: If you select ACCT 5032 or enter ACCT 5032 in the "Search" box, the course ACCT 5032 would appear with the following message: "*This course is a graduate course also offered as an undergraduate course. Please edit the undergraduate version at ACCT 4032.*"

If you are proposing a change in prefix or number –

Check to make sure that you are not duplicating an existing undergraduate/graduate number - confirm with the Registrar's Office: curriculum@uni.edu. Previous numbers cannot be re-used. If a change in number is proposed for an existing course (rather than the course being dropped under that number and a new course being added under a new number) the course under the proposed course number will be considered equivalent to the existing course number.

If you are proposing a change in number that is also part of major/minor/certificate programs, you need to also change 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 edited in the major/minor/certificate program it will show up as an error.

Answer all questions at bottom of screen -

Important! The last time this course was edited for a previous catalog, the responses to these questions at the bottom were retained in "nextcatalog" – YOU MUST CLEAR ALL PREVIOUS RESPONSES TO THE QUESTIONS AND DELETE ANY SUPPORTING DOCUMENTS AND ATTACHMENTS BEFORE PROCEEDING WITH ANSWERING THE 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 whether you answer "yes" or "no" to a question or what you are changing (i.e. adding 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. There is also a green "Attach Documents" button which should be utilized to **attach any supporting documents** (such as forms, consultations, etc.). (See screenshot below)

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

1. **Cancel** (**in which case 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

Rachelle Kidwell
Assistant Registrar
12/6/2023