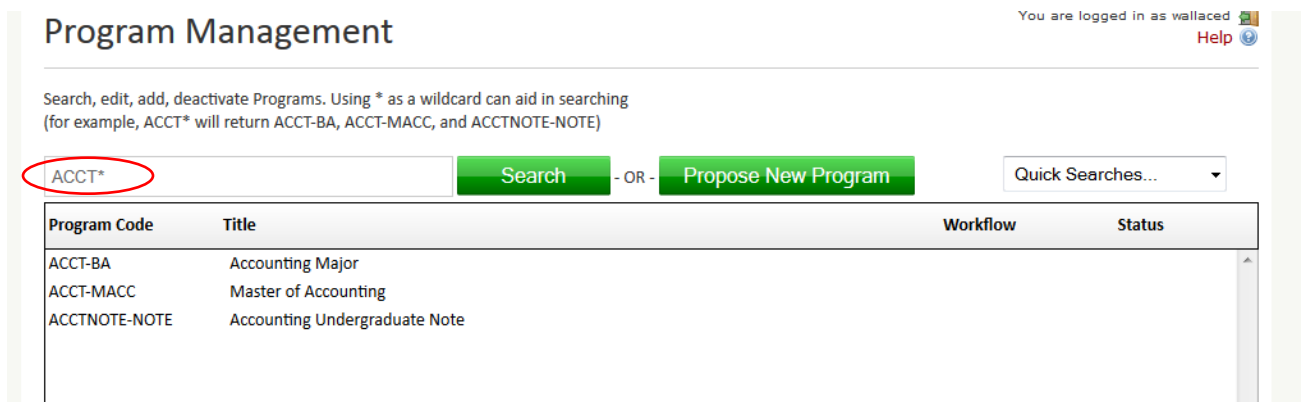


Search for existing program (to edit the program):

Note: programs that were dropped in the previous curriculum cycle will be listed as “deleted” under the status column and cannot be edited – leepfrog curriculum system is set up to retain the historical list of deleted programs as a matter of information. You will be able to distinguish previously deleted programs from those currently being proposed – for those currently being proposed to be dropped, the program will also be in “workflow” (as indicated under “workflow” column).

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
*LAC will return Liberal Arts core categories
* 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, and a green 'Propose New Program' button. To the right of the search bar is a dropdown menu labeled 'Quick Searches...'. 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 edit an existing program:

Questions on how to edit an existing program within the Leepfrog curriculum system are very common. While it is not a difficult process, there are some basics when entering edits to existing programs that are easily forgotten when it is not used routinely.

After you have read the following steps, and you have any questions regarding editing an existing program in Leepfrog, contact the Registrar’s Office curriculum@uni.edu.

Following are the steps to editing an existing program:

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

Example for BIOLOGY-BS major:

Click on green “Edit Program” button.

BIOL* Search - OR - Propose New Program Quick Searches...

Program Code	Title	Workflow	Status
BIOECEVO-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		

Deactivate Program Edit Program Preview workflow

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
Start Term	Fall 2014
Primary College	College of Humanities, Arts and Science

History

- Jul 8, 2014 by wallaced

You will then see the following screen – Enter information into **Basic Information** section using drop downs (see screenshot below).

NOTE: It is important to select the appropriate type of edit (editorial or substantive), so the correct workflow steps for this proposal will be in place.

Editing: **BIOLOGY-BS**

Basic Information

Program Type

Major

Degree Code

Start Term

Primary College

Secondary College(s)

Primary Department

Secondary Department(s)

Title

Abbreviation

Is this proposal editorial or substantive?

Under **Program Requirements and Description**, double click on blue line next to *Course List* (see screenshot below).

Program Requirements and Description

Course List		
Required:		
Introductory track:		
BIOL 2051	General Biology: Organismal Diversity	4
BIOL 2052	General Biology: Cell Structure and Function	4
BIOL 3100	Evolution, Ecology and the Nature of Science	3
BIOL 3140	Genetics	4
Biology:		5-6
BIOL 3190	Undergraduate Research in Biology	
BIOL 4157/5157	Biostatistics	
Cognate courses:		
Mathematics:		
MATH 1420	Calculus I	4

When you double click on the blue line, the following *Course List* will appear:

Course List

College of Humanities, Arts and Sciences

Biology (BIOL)

- BIOL 1012 Life: The Natural World
- BIOL 1013 Life: The Natural World - Lab
- BIOL 1014 Life: Continuity and Change
- BIOL 1015 Life: Continuity and Change - Lab
- BIOL 1033 Principles of Microbiology
- BIOL 1060 Careers in Biology: _____
- BIOL 1089 Seminar
- BIOL 3101 Anatomy and Physiology I
- BIOL 3102 Anatomy and Physiology II
- BIOL 3103 Applied Ecology and Conservation
- BIOL 3106 Vertebrate Anatomy
- BIOL 3107 Environmental Physiology
- BIOL 3108 Vertebrate Histology
- BIOL 3110 Obesity and Diabetes: Science, Sociology and Economics
- BIOL 3112 Invertebrate Zoology

Quick Add: Add Course

Add Comment Entry

Sum Hours

Required:

- Introductory track:
- BIOL 2051 General Biology: Organismal Diversity
- BIOL 2052 General Biology: Cell Structure and Function
- BIOL 3100 Evolution, Ecology and the Nature of Science
- BIOL 3140 Genetics

Comment: Required:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header

Move Up Move Down

OK Cancel

Explanation of columns and fields for Program Requirements as shown in above screenshot:

The **column on the left** is a list of courses in the catalog – you choose the college, then the department, and all courses in the catalog will be listed for that department.

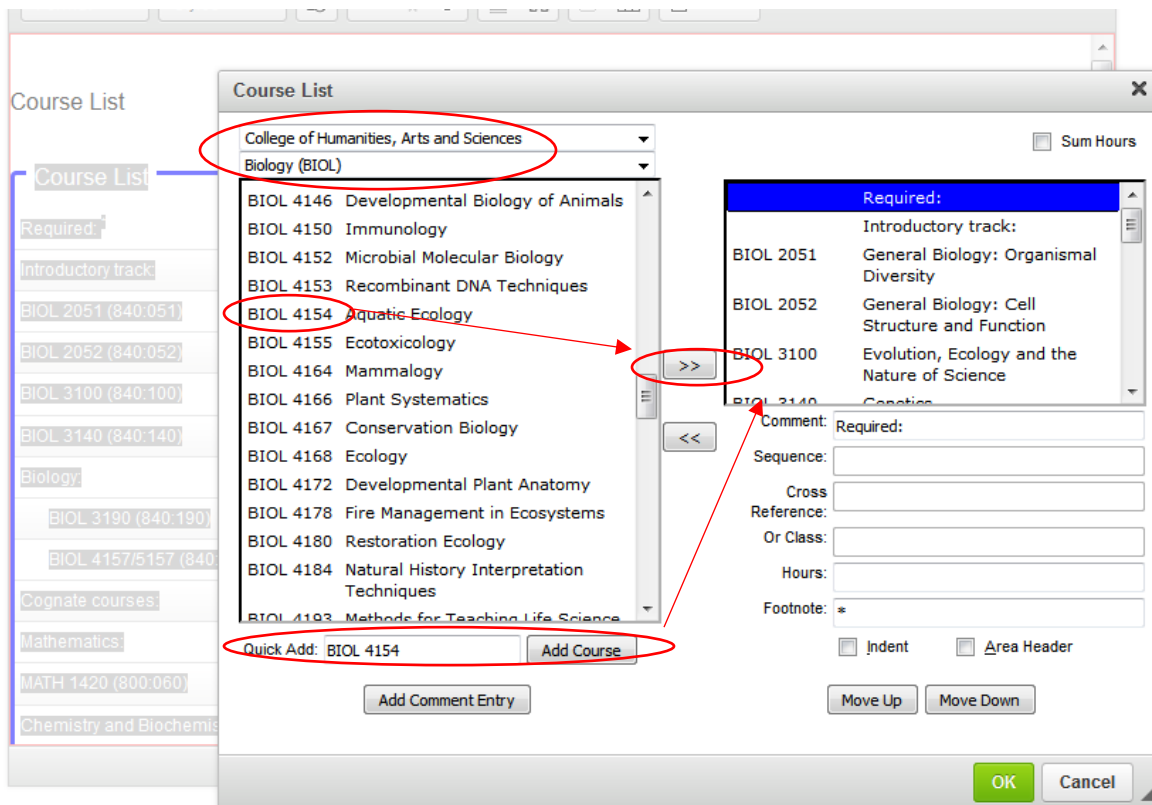
The **column on the right** is the program requirements as they appear in the catalog.

>> used to move a course in the left column (catalog courses) to a specific spot in the column on the right (catalog program requirements)

<< used to move a course in the right column (catalog program requirements) to the column on the left (back to catalog courses) so it is not listed in program requirements.

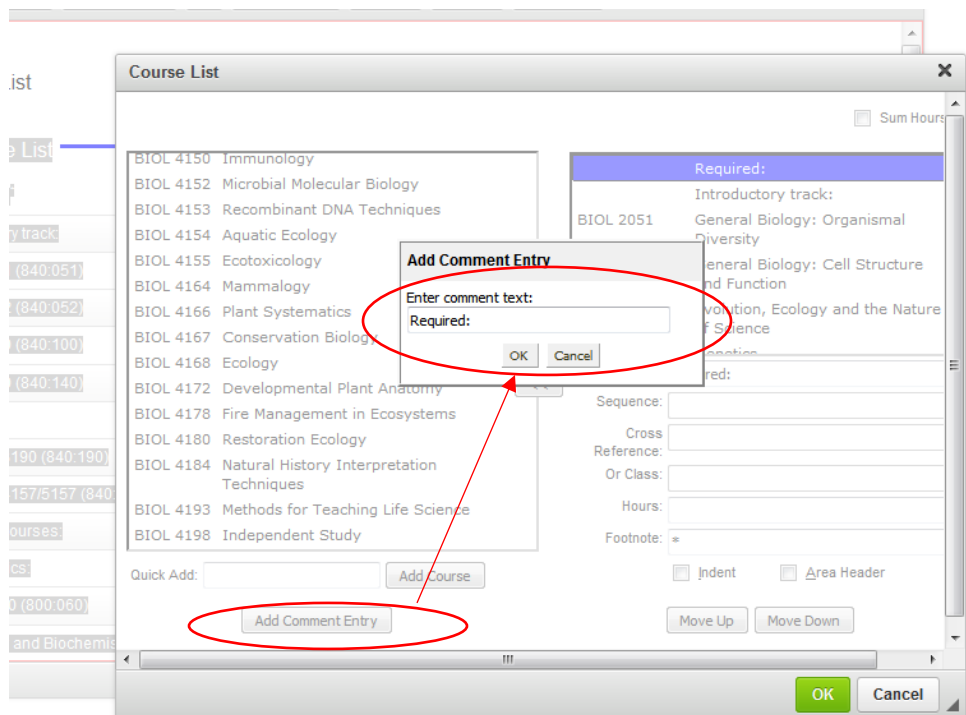
Quick Add: (Add Course) – instead of using the >> arrows to move a course from the catalog to program requirements, you can enter the course number in the box between “Quick Add” and “Add Course”. The entry of this course number in this box must be an exact match to the catalog - course prefix must be capitalized and the correct course number entered. **If a course has a 5000-level number, you must enter the undergraduate number only (not the 5000-level number) or it will result in the error message “course not found”**. When number is entered click on the spot in the right column where you want to insert the course, and select “Add Course”.

Example below: You could choose to move BIOL 4154 from Course List in left column from College of Humanities, Arts and Sciences, Biology (BIOL), and move to right column with >> **OR** just enter BIOL 4154 in “Quick Add” box and click “Add Course” – this is a matter of preference.



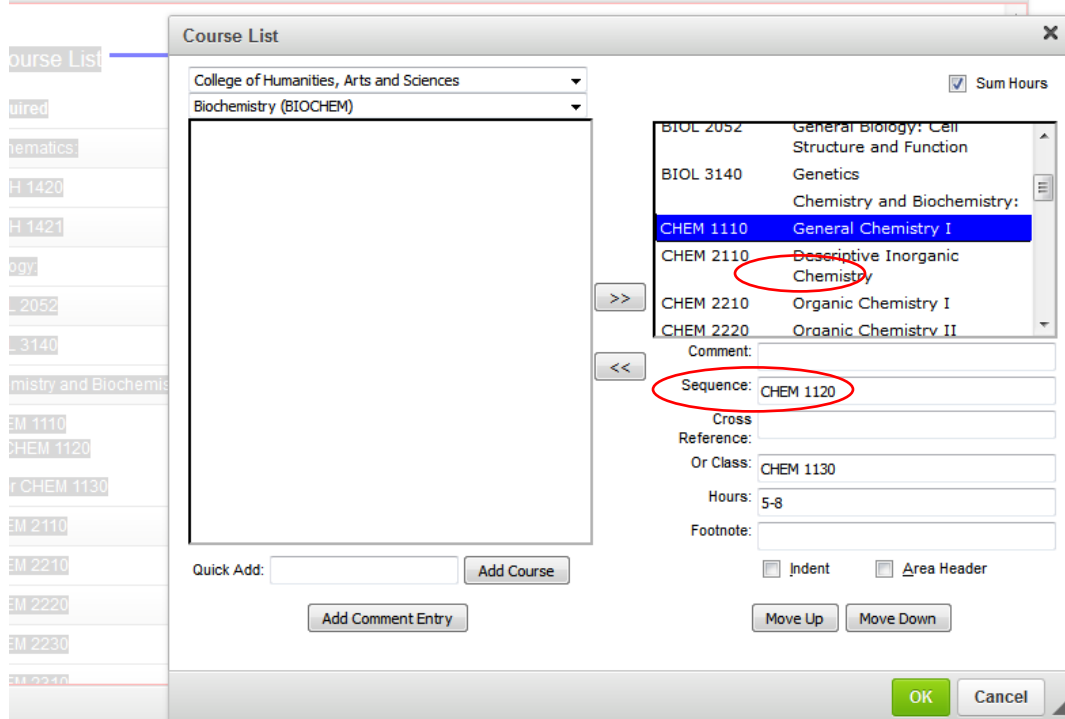
Program Details

Add Comment Entry and Comment – this is used for any “comment” that is not a course number. (For example: in above screenshot “Required” is one comment entry and “Introduction track” right below it is another comment entry. You need to click on the specific spot in the right column where you choose to add a comment. Choose “Add Comment Entry”, enter the comment, and then click “OK”. It will then show up under the right column in the “Comment” box.) [Note: If you do not place the comment (or a course) in the correct spot for program requirements, you can use the “Move Up” and “Move Down” buttons.]



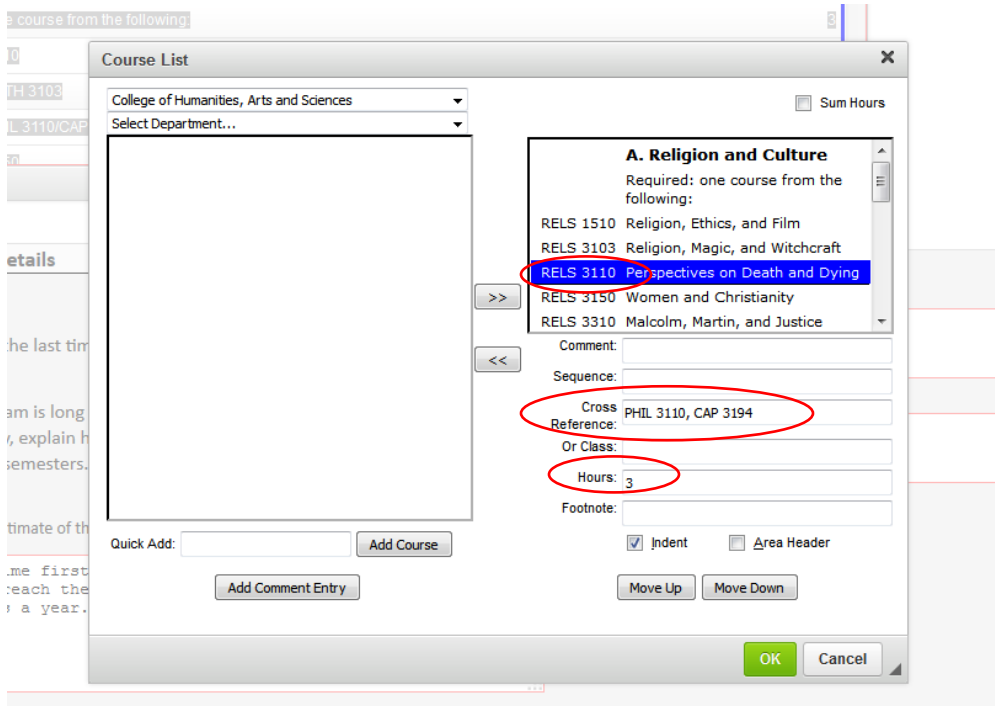
Sequence: this is used for courses that are part of a sequence where you want to use “and”.

For example below: CHEM 1110 & CHEM 1120 are a “sequence”. (Note: the “hours” indicated with this sequence is entered as “5-8” also.) You will only see the CHEM 1110 course in the right hand column and need to click on CHEM 1110 to see the rest of the entry of courses.



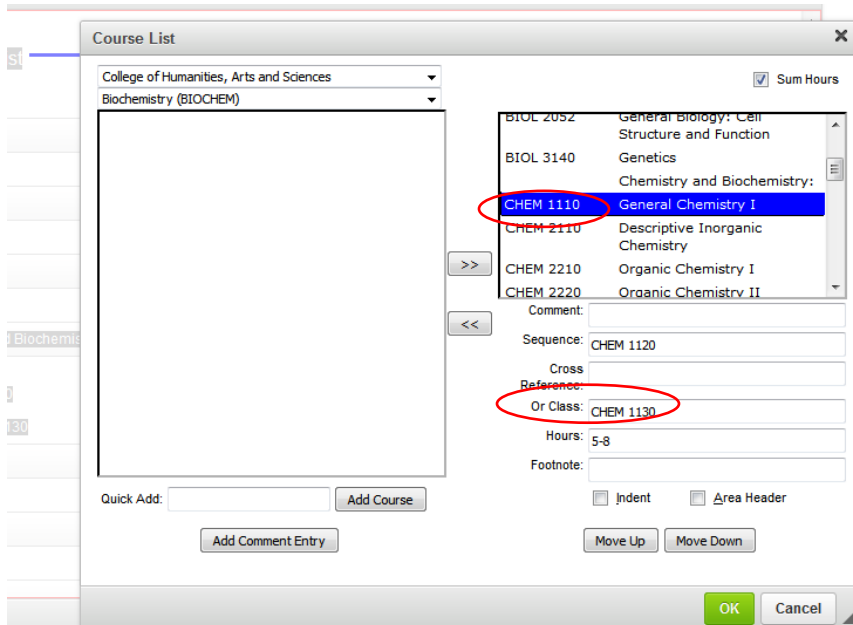
Cross Reference: these are “same as” courses.

For example below: RELS 3110, PHIL 3110, CAP 3194 are “same as” courses. Note how the courses need to be entered in “cross reference” or will result in “error”. (Note: RELS 3110 will only show in right column – you need to click on RELS 3110 to see the other “same as” courses that are listed in program requirements. Also note that hours need to be entered.)



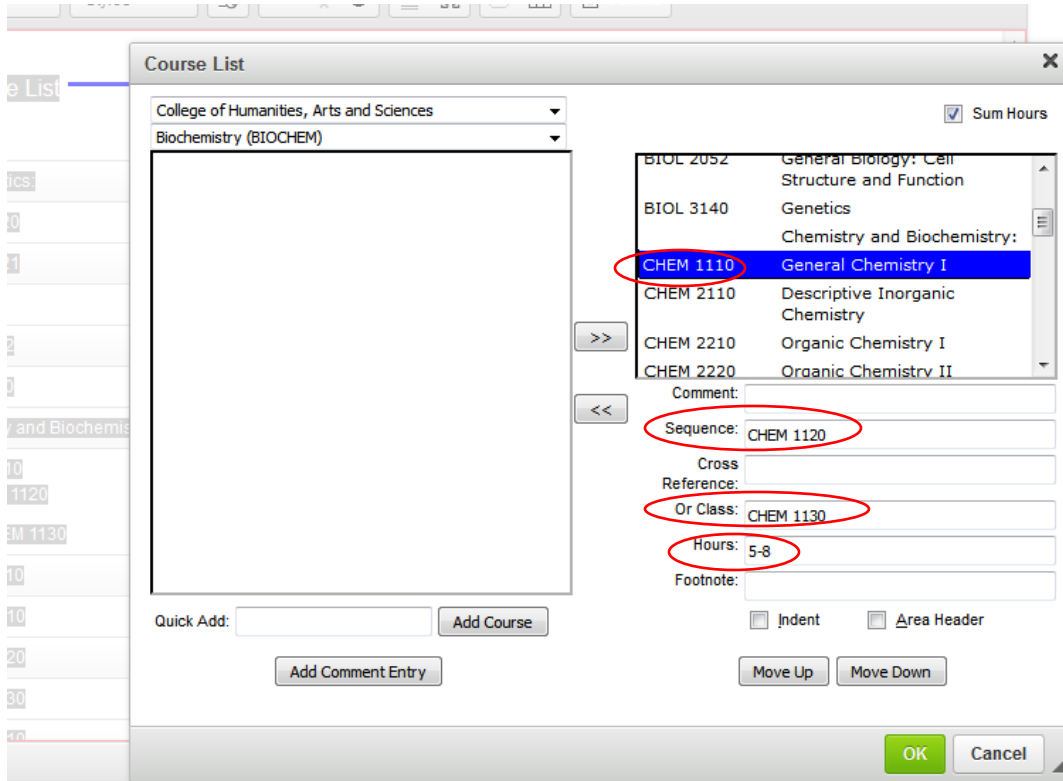
Or Class: this is used to indicate a choice of one course or another course – in this case you would enter the first course to appear in the right column and then click on the course in the right column and enter the other “or” course in the “or class” box.

For example below: The “sequence” below is CHEM 1110 & CHEM 1120 and it also contains an “or class” of CHEM 1130. You will only see the CHEM 1110 course in the right hand column and need to click on CHEM 1110 to see the rest of the entry of courses. (Note: “hours” of 5-8 is also entered to designate the variable hours associated with this “and”/“or” combination.)



Hours: this automatically feeds from the catalog and does not need to be entered unless it is a variable hour course and you want to specify hours or you have a set of courses with variable hours.

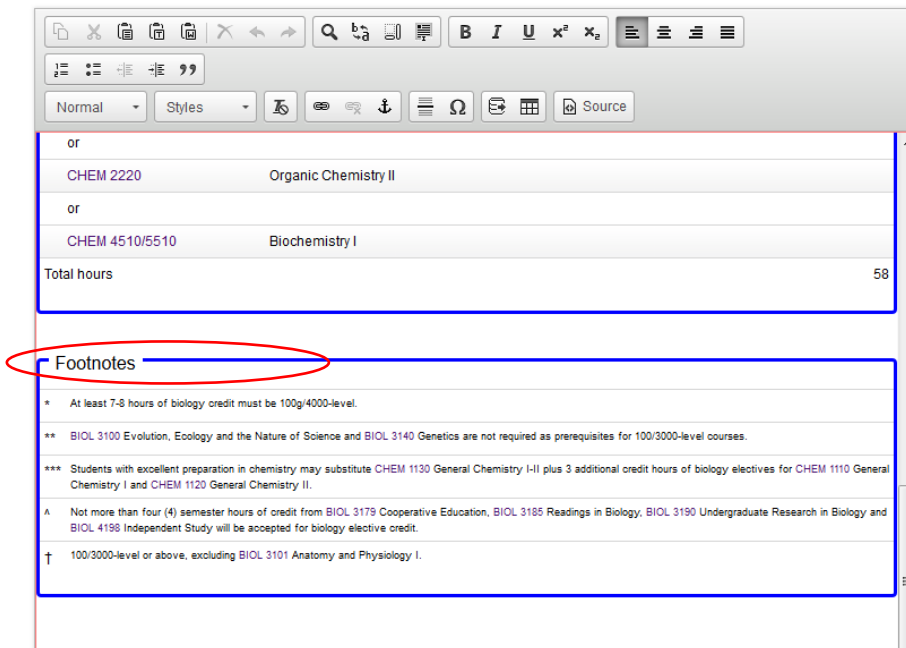
See example below with the entry of 5-8 hours because the selection of courses (CHEM 1110 & CHEM 1120 OR CHEM 1130 in that category can vary the hours. **(Also see “Indent” below).**



Footnote: this is used to attach footnotes at bottom of program. To change footnotes click on the blue line next to “Footnotes”.

For example these are footnotes for the B.A. Biology major program. Each of these designated footnotes (i.e., *, **, ***) would be designated next to the course in the course list that the footnote corresponds with.

Program Requirements and Description



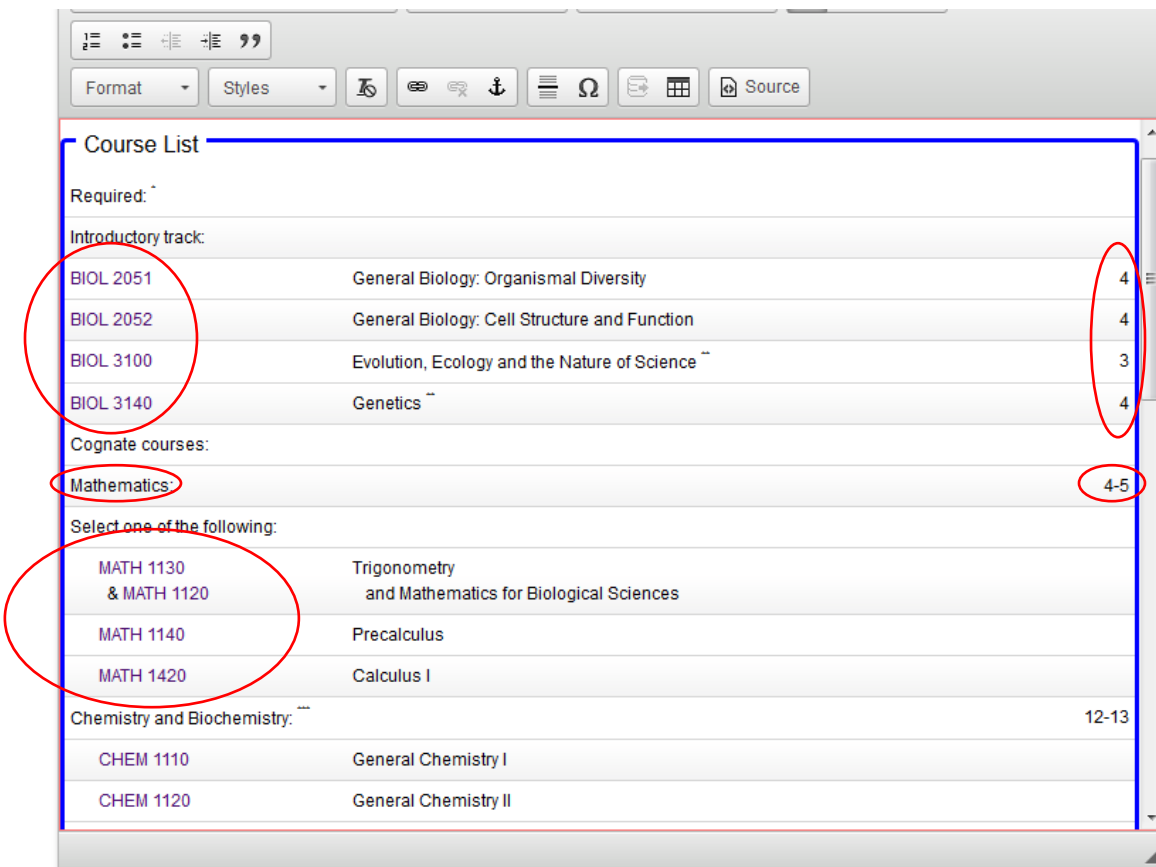
Indent: This is an important item to remember when getting hours for the program to sum correctly. Typically you will want the hours for a course to automatically show up and not have to enter the hours - in that case you would not check the “indent” box. However, in other cases, you may have a set of courses to select/choose from and want the “comment” field to designate the hours and the list of courses to select from would not have the hours listed next to them – in this case you would check the “indent” box for each of the courses in that list.

Following is an example screenshot demonstrating the following:

BIOL 2051, BIOL 2052, BIOL 3100, BIOL 3140 are required courses – the “indent” box is **not** checked and the hours appear in the right hand column next to each course.

Mathematics: is entered as a “comment” and “4-5” hours would be entered in the “hours” box for that comment – the “indent” box is **not** checked and the hours appear in the right column next to “Mathematics:”

MATH 1130 & MATH 1120, MATH 1140, MATH 1420 are courses to select from – the “indent” box **is** checked and the courses appear but no hours appear in the right column next to the courses.



Area Header: this box is checked if you want to bold a header.

In the following screenshot example, “A. Religion and Culture” and “B. Textual and Analytical Explorations of Religion” are checked as “Area Headers”.

Format Styles

Courses support Learning Goal 1:

Course List

A. Religion and Culture 3

Required: one course from the following:

RELS 1510	Religion, Ethics, and Film
RELS/ANTH 3103	Religion, Magic, and Witchcraft
RELS/PHIL 3110/CAP 3194	Perspectives on Death and Dying
RELS 3150	Women and Christianity
RELS 3310/HUM 3138	Malcolm, Martin, and Justice
RELS 3320	Black Liberation and the Black Church
RELS 3500	Religion and Ethics
RELS 4230/5230	Religion in America

B. Textual and Analytical Explorations of Religion 3

One course from the following:

RELS 2001	Old Testament and Other Hebrew Scriptures
RELS 2002	New Testament and Early Christian Writings
RELS 2140	Philosophy of Religion
RELS 3120	Myth and Symbol

Sum Hours (top right hand corner): If this box is checked, it sums all hours in the right hand column. (This is where incorrect indenting will be noticeable because it won't sum the hours of the program correctly if indentation is used incorrectly.) "Sum Hours" works very well as long as there are no variable hours in the right hand column. If there are variable hours in the right hand column, and the program needs to have a specific number of hours, the box should remain unchecked – in this case a "total" "comment entry" can be added with the total hours then designated with the comment.

When done entering information in the "Course List" two-column box, you have the following options:

1. OK (in which all changes you made to the program at this point will be saved).
2. Cancel (in which no changes you made to the program since it was last edited/saved will be saved)

Answer all questions under "Program Details".

Program Details: Important! The last time this program was edited for a previous catalog, the responses to these questions at the bottom were retained in "nextcatalog", the responses to those questions in "Program Details" were retained in "nextcatalog" – IF YOU ARE THE ORIGINATOR OF THE EDITED PROPOSAL, YOU MUST CLEAR ALL PREVIOUS RESPONSES TO THE QUESTIONS AND DELETE ANY SUPPORTING DOCUMENTS AND ATTACHMENTS BEFORE PROCEEDING WITH ANSWERING THE QUESTIONS.

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 the originator of the proposal, it will go to department head as part of the next approval level.

Note: "Admin Save" is not an option.