

Navigation in Leepfrog Curriculum System

Access and Sign on to Leepfrog system:

You can access the Leepfrog curriculum system from on-campus, through UNI remote access, or off-campus.

1. Go to <https://nextcatalog.uni.edu> (specific links are below for editing courses and programs)
2. Enter your CATID and password
3. Choose OK
4. **You will have access to propose edits to courses and programs through the following navigations – you can go directly to these following navigations and enter CATID and password instead of <https://nextcatalog.uni.edu> to avoid an extra step.**

Navigation for Courses (/courseadmin)

Go to <https://nextcatalog.uni.edu/courseadmin>

Within this navigation you will have the options to edit, add, or drop (deactivate) a course.

Navigation for Programs (/programadmin)

Go to <https://nextcatalog.uni.edu/programadmin>

Within this navigation you will have the options to edit, add, or drop (deactivate) a major, minor, program certificate. (If you want to edit, add, or drop an emphasis within an existing major or minor, this would be done as an “edit” of the program.)

Note: If you will be **adding a major, minor, or program certificate**, please contact Cheryl Nedrow (Provost Office) **and** the Registrar’s Office (curriculum@uni.edu) before proceeding. If a new major is being proposed, there is a required pre-approval process and Provost Office needs to be aware of this. For any new program (major/minor/certificate), the Registrar’s Office will need to set up a new program code in Leepfrog so you will have that program code available when entering program into Leepfrog.

Questions – contact:

The Registrar’s Office – (**Leepfrog/nextcatalog questions**)
curriculum@uni.edu

Cheryl Nedrow (Office of the Provost – **curriculum forms and new majors needing pre-approval**)
cheryl.nedrow@uni.edu (3-2518) (**Note: If sending question by email, also copy curriculum@uni.edu**)

Deedee Heistad (Provost Office - **undergraduate curriculum development**)
d.heistad@uni.edu (3-2518)

Karen Cunningham (Graduate College - **graduate curriculum development**)
karen.cunningham@uni.edu (3-2748)

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