

Navigation in Leepfrog Curriculum System

Acceptable Browsers

Mozilla Firefox
Internet Explorer (9/10/11)
Google Chrome

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> [this is the home page for the “nextcatalog” – you will not be able to do edits here – you will only be able to do edits on “courseadmin” (for courses) and “programadmin” (for programs) as noted below]
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** Rachelle Kidwell and April Schmiesing (Office of the Registrar) 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), Rachelle Kidwell or April Schmiesing will need to set up a new program code in Leepfrog curriculum system so you will have that program code available when entering program into Leepfrog.

Questions – contact:

Rachelle Kidwell (Office of the Registrar) - **Leepfrog/nextcatalog questions**
rachelle.kidwell@uni.edu (3-2279) (Note: If sending question by email, also copy April Schmiesing)

April Schmiesing (Office of the Registrar) - **Leepfrog/nextcatalog questions**
April.schmiesing@uni.edu (3-6801) (Note: If sending question by email, also copy Rachelle Kidwell)

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 Rachelle Kidwell and April Schmiesing)

Patrick Pease (Provost Office - **undergraduate curriculum development**)

patrick.pease@uni.edu (3-2518)

Gabriela Olivares (Graduate College - **graduate curriculum development**)
gabriela.olivares@uni.edu (3-2748)

Diane Wallace
Assistant Registrar
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