## 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](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](https://nextcatalog.uni.edu) to avoid an extra step.

### Navigation for Courses (/courseadmin)

Go to [https://nextcatalog.uni.edu/courseadmin](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](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)

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