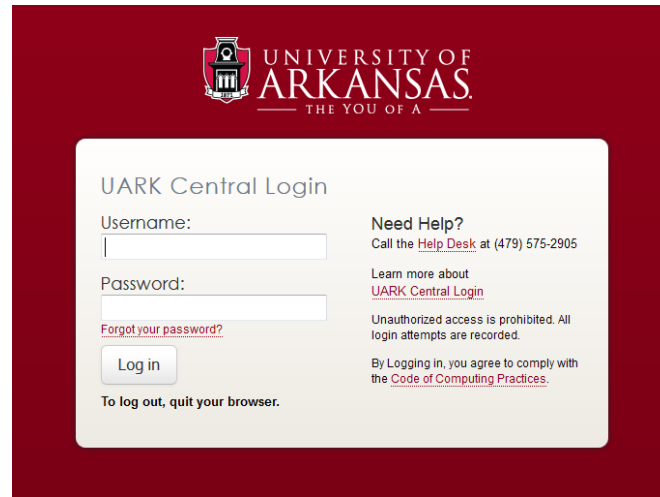


## How to Submit a Course Change Proposal

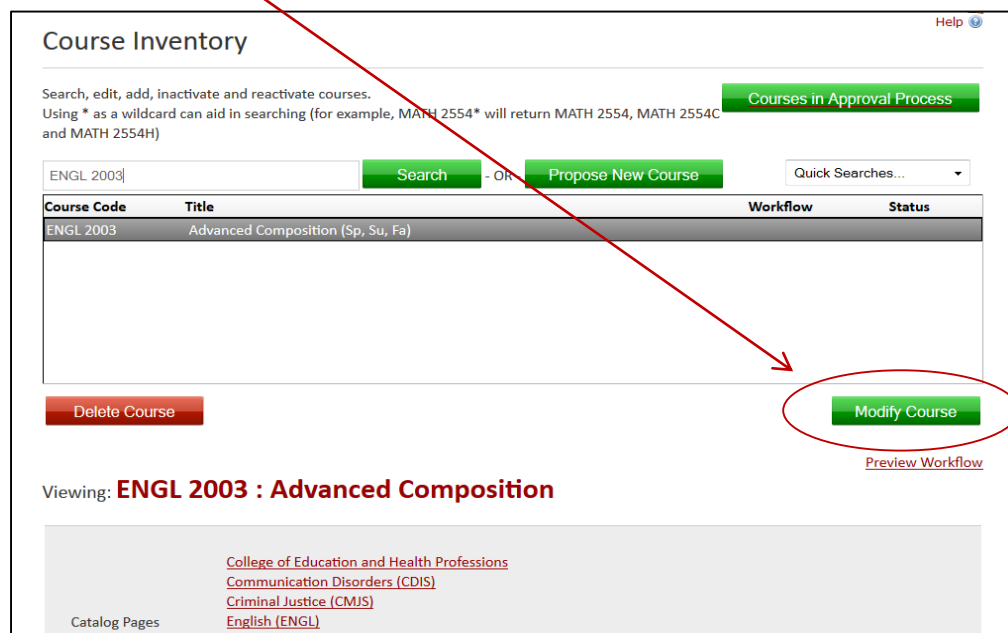
1. Navigate to <https://nextcatalog.uark.edu/courseadmin/> and log in, using your uark **Username** and **Password**.



The image shows the UARK Central Login page. It features the University of Arkansas logo at the top. Below the logo is a white box containing the login form. The form has fields for 'Username:' and 'Password:', a 'Log in' button, and a link for 'Forgot your password?'. To the right of the form, there is a 'Need Help?' section with contact information for the Help Desk (479) 575-2905, a link to 'Learn more about UARK Central Login', and a warning that unauthorized access is prohibited and all login attempts are recorded. At the bottom of the form, it states 'By Logging in, you agree to comply with the Code of Computing Practices.' and 'To log out, quit your browser.'

### Edit an Existing Course

1. Type the **Subject** and **Catalog number** in the search field located along the top of the **Course Inventory** window.
2. Click **Search**.
3. Click **Modify Course**. This prompts an **Edit Course** form to open.



The image is a screenshot of the 'Course Inventory' web interface. At the top, there is a search bar with 'ENGL 2003' entered. Below the search bar are buttons for 'Search', 'Propose New Course', and 'Quick Searches...'. A table below the search bar lists course information with columns for 'Course Code', 'Title', 'Workflow', and 'Status'. The first row shows 'ENGL 2003' and 'Advanced Composition (Sp, Su, Fa)'. Below the table are buttons for 'Delete Course' and 'Modify Course'. The 'Modify Course' button is circled in red, and a red arrow points from the text in the previous section to it. At the bottom of the page, there is a 'Viewing:' section showing 'ENGL 2003 : Advanced Composition' and a list of 'Catalog Pages' including 'College of Education and Health Professions', 'Communication Disorders (CDIS)', 'Criminal Justice (CMJS)', and 'English (ENGL)'.

## Propose a New Course

1. Select the **Propose New Course** button. This prompts a **New Course Proposal** form to open.
2. Attach your supporting documentation, such as a course syllabus if desired.

When either editing an existing course or proposing a new one, you must complete the information as requested on the form. Fields that are highlighted in **red** are required fields. When editing a course, some fields will be pre-populated, based on information currently in ISIS.

**NOTE:** Changes to **Academic Level, Course Number, State Minimum Core** inclusion/exclusion and **Delivery Method** cannot be modified once the proposal has been submitted.

### Edit Course

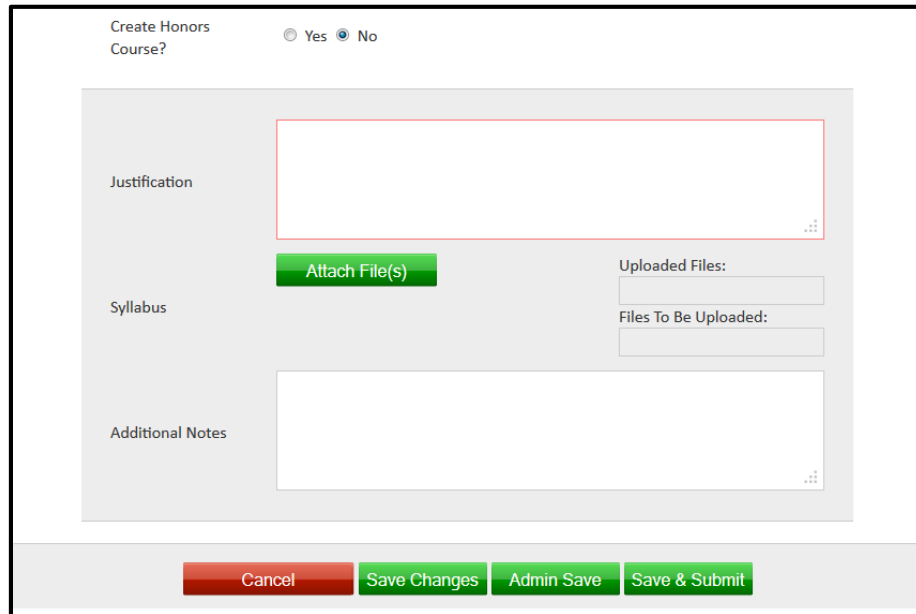
Editing: **ENGL 2003**

**NOTE:** Changes to Academic Level, Course Number, State Minimum Core inclusion/exclusion and Delivery Method cannot be modified once the proposal has been submitted. Contact the Registrar's Office for questions.

Last Update Effective	Fall 2014
Status	Active
Academic Level	Undergraduate
College/School Code	Fulbright Col of Arts & Sci (ARSC)
Department Code	Department of English (ENGL)
Subject Code	English (ENGL)
Course Number	2003

Catalog Title	Advanced Composition
Short Course Title ⓘ	ADVANCED COMPOSITION
Catalog Description	Review course in English composition. Exemption for this course may be granted for certain majors that require it by a grade of at least a "B" in ENGL 1013 and ENGL 1023 (or equivalent courses from an accredited institution), by achieving a score of 4 or 5 on the AP Language and Composition Examination and the AP Literature and Composition Examination, or by achieving a 6 HL or 7 HL on the IB Examination in English. Cannot be counted toward a major in English.
Prerequisite(s)	ENGL 1013 and ENGL 1023.
Corequisite(s)	

3. After completing the form, select one of the following options:
- **Cancel** - Do not save any changes and return to the previous window.
  - **Save Changes** - Save any changes that have been made and return to the form at a later time. *This does not submit the proposed changes to workflow and will allow you to save without completing all the required fields.*
  - **Save & Submit** - Save and submit all changes for approval.  
*All required fields must be filled out before the proposal can be submitted for approval. The new course proposal will route to the next person in the approval process of workflow. The next user in workflow will be sent an automated e-mail to notify the user they may now review, edit, approve, or reject the new course proposal.*



Create Honors Course?  Yes  No

Justification

Attach File(s)

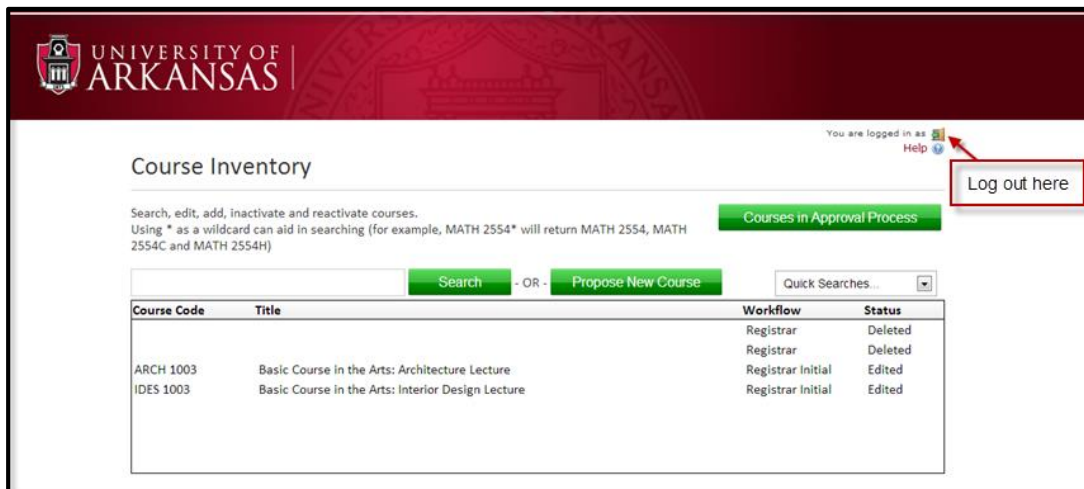
Uploaded Files:

Files To Be Uploaded:

Additional Notes

Cancel Save Changes Admin Save Save & Submit

4. Return to the **Course Inventory** screen to submit additional proposals, or to log out and end your session.



UNIVERSITY OF ARKANSAS

You are logged in as [User] Help

Log out here

## Course Inventory

Search, edit, add, inactivate and reactivate courses.  
Using \* as a wildcard can aid in searching (for example, MATH 2554\* will return MATH 2554, MATH 2554C and MATH 2554H)

Courses in Approval Process

Search - OR - Propose New Course Quick Searches...

Course Code	Title	Workflow	Status
		Registrar	Deleted
		Registrar	Deleted
ARCH 1003	Basic Course in the Arts: Architecture Lecture	Registrar Initial	Edited
IDES 1003	Basic Course in the Arts: Interior Design Lecture	Registrar Initial	Edited