



How to Approve a Course or Program Change Proposal

1. Navigate to the **Approve Pages** screen at <https://nextcatalog.uark.edu/courseleaf/approve/> or follow the [Please Visit](#) link from your automated e-mail.

E-mail for courses:

There are pending course change proposals awaiting your review, including IDES 1003: Basic Course in the Arts: Interior Design Lecture.

Please visit:
https://nextcatalog.uark.edu/courseleaf/approve/?role=Registrar_Initial
 to review the changes and provide your feedback.

For questions or information regarding this email, please reply to this email (<<mailto:lkulcza@uark.edu>, kjvestal@uark.edu>) or contact Karen Turner (575-5451) OR Lisa Kulczak (575-7456).

[Message originally for lkulcza@uark.edu, kjvestal@uark.edu]

Thank you.

-- CourseLeaf

E-mail for programs:

There are pending program change proposals awaiting your review, including IDES-M: Interior Design Minor.

Please visit:
https://nextcatalog.uark.edu/courseleaf/approve/?role=Registrar_Initial
 to review the changes and provide your feedback.

For questions or information regarding this email, please reply to this email (<<mailto:lkulcza@uark.edu>, kjvestal@uark.edu>) or contact Karen Vestal (575-5451) and Lisa Kulczak (575-7456).

[Message originally for lkulcza@uark.edu, kjvestal@uark.edu]

Thank you.

-- CourseLeaf

2. Click the **Your Role** drop down menu and select the role you will use to review and approve pages.
(Example: if you are the designated approver at the HIST department chair level, select that role from the dropdown).
 - a. Your role should default in if you follow the [Please Visit](#) link from your automated e-mail notification. This will populate the **Pages Pending Approval** list with pages assigned to that role.

NOTE: Click **Refresh List** to see if any new pages have been added or if the list doesn't contain an expected page.

3. Scroll through the **Pages Pending Approval** list and select the proposal you wish to view.
4. When an item is selected, the **Page Info**, **Workflow Status**, **Attached Files**, **Revision History** windows along with the **Page Review** window will be populated with information.

PAGE	USER
/courseadmin/5892: COMM 5033: Communicating With Frogs	uark
/courseadmin/5891: ENTO 4353: Bugs and More	uark
/programadmin/46: FDSCBS: Food Science, Bachelor of Science in Agricultural Food & Life Sciences	uark
/courseadmin/1837: HIST 4013: Alexander the Great and the Hellenistic World	uark
/courseadmin/1840: HIST 4053: Late Middle Ages	uark
/courseadmin/4464: IDES 1003: Basic Course in the Arts: Interior Design Lecture	uark
/programadmin/98: IDES-M: Interior Design Minor	kjvestal
/courseadmin/5838: SUST 390V: Special Problems in Sustainability	uark
/programadmin/128: TOPI-M: Topiary Minor	uark

Page Info | Workflow Status | Attached Files | Revision History

Title: IDES 1003: Basic Course in the Arts: Interior Design Lecture
 Last Update: Aug 22, 2014 5:26pm
 Template: cim
 Page Authors: any
 Workflow:
 College:
 Department:



5. Review content in the Page Review area:

a. **View changes made by prior editors**

Click the **View Changes By** drop down menu and select an editor whose changes you wish to review.

- The selected editor's changes are shown in red and green. Red for deleted text, green for new text.
- Remember that there can be *any* number of page editors in a workflow. Each editor reviews or edits content sent to them for the editor directly before them in the queue. The changes seen here are changes the selected author made compared to the document they received.

b. **Hide Changes**

Click the **Hide Changes** button to view the document without the color coding or markup.

Course Inventory Change Request

Date Submitted: 01/06/14 2:09 pm

Viewing: **ARCH 1003 : Basic Course in the Arts: Architecture Lecture**

Last edit: 01/06/14 2:09 pm

Changes proposed by: melindas

Catalog Pages referencing this course: [Architectural Studies \(ARCH\)](#), [Architecture \(ARCH\)](#), [Architecture \(ARCH\)](#), [Geography \(GEOG\)](#)

Last Update Effective: **Spring 2013 08/15/2011**

Status: Active

Academic Level: Undergraduate

College: Fay Jones School of Architecture (ARCH)

Department: Department of Architecture (ARCH)

CIP Number: Architecture. (04.0201)

Title: Basic Course in the Arts: Architecture Lecture

Short Title: ARCHITECTURE LECTURE

Description: A general introduction to architecture, exploring the designed environment, including cities and buildings and their histories, technologies and users, in a holistic manner. May not be presented towards satisfaction of major requirements in either the B.Arch or B.A. in architectural studies degrees.

Prerequisite(s):

Corequisite(s): ARCH 1013

Pre or Corequisite(s):

Cross-listed With:

Offering	Regular Every Year	Fall Spring
Course is a State Minimum Core Course	Yes	Core Designation University Core Fine Arts
Course delivery method	On campus Off campus	Online/Web-based

In Workflow

1. Registrar Initial
2. ARCH Chair
3. Global Campus
4. ARCH Dean
5. University Course and Program Committee
6. Core Committee
7. Faculty Senate
8. AA Vice Chancellor
9. Registrar Final
10. PeopleSoft



c. One of three actions may be taken after reviewing the page. Select the appropriate action on the page, **Edit**, **Rollback**, or **Approve**. Buttons for these actions are located in the upper right of the **Page Review** window. *The page may also be left alone and returned to later.*

Approve: Click **Approve** to send the page on to the next step in the workflow.

Edit: Click **Edit** to open an Edit Course form allowing you to make changes to the page. After making your edits, Click **Approve** to send to the next step in the workflow.

Rollback: Click **Rollback** to return the page back to a previous editor. A prompt appears with a comment field to indicate why the page is being rolled back. Click the **Roll Back** button.

d. Select another page to review, or close your browser window to end your session.