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Catalog (CAT)
How to Find Catalog Pages Needing My Review & Approval

If you do not have the notification email directly from CourseLeaf (uthscsa@notify.courseleaf.com) providing you a link to make edits to the Catalog, you can log in directly to CourseLeaf to make edits.

Video Instructions

1. Navigate to CourseLeaf using the following link:

https://nextcatalog.uthscsa.edu/courseleaf/approve

Internet Explorer is not a supported browser for editing the Catalog. If clicking the link defaults to opening Internet Explorer, copy and paste the link into a different browser before continuing.
2. Log in using your UT Health credentials

The following message may appear. Click 'Accept'.

---

Office of the University Registrar - CourseLeaf
Page 5
3. Select your role from the drop down menu

Contact catalog@uthscsa.edu if you do not know your role.

4. Review the List of Catalog Pages Awaiting Review/Approval
5. Follow instructions on making catalog edits and approving pages

Instructions on how to edit catalog pages: How to Edit Catalog Pages

Instructions on how to approve catalog pages: How to Approve Catalog Pages
How to Edit Catalog Pages

The Catalog is open for editing once per year from mid-late January until March/April. When it is time for you to review, edit, and approve your pages of the catalog, you will receive an email notification from uthscsa@notify.courseleaf.com.

Video Instructions

1. Access the Catalog page you want to edit in nextcatalog.uthscsa.edu

Internet Explorer is not a supported browser for editing the Catalog. If clicking the link defaults to opening Internet Explorer, you will want to copy and paste the link into a different browser before continuing.
... via the email notification

1.1. Click the below link in the email

A catalog page is at your stage in the workflow. Please carefully read all provided instructions and complete the following actions:

1) Review the catalog page and make any needed edits. Use this link to make edits directly into the catalog page:
   https://nestcatalog.uthscsa.edu/generalinformation/administration/index.html
   Instructions on how to make edits:
   https://nestcatalog.uthscsa.edu/generalinformation/administration/index.html
   Click the link to go directly to the catalog page you need to review/edit.

2) Approve the catalog page so that the next user can review and approve the catalog page. Use this link to approve catalog pages at your step in the workflow:
   https://nestcatalog.uthscsa.edu/CourseLeaf/approve?module=Registrar
   Instructions on how to approve a catalog page:
   Please contact us at catalog@uthscsa.edu or (210) 567-3621 should you have any questions or concerns.

Thank you,

Office of the University Registrar
UT Health Science Center at San Antonio

Catalog Page Information
Administration
https://nestcatalog.uthscsa.edu/generalinformation/administration/index.html
1.2. Log in with your UT Health credentials

... using a direct link

1.1. Go to nextcatalog.uthscsa.edu

URL link: https://nextcatalog.uthscsa.edu/
1.2. Sign in using your UT Health credentials

1.3. Navigate to the page you want to edit
2. Click on EDIT PAGE or the adjacent red icon

This icon is located on the top left of the screen.

3. Click the edit icon or text to begin editing the page

Bachelor of Science in Nursing (B.S.N.)

The Bachelor of Science in Nursing program is an upper division program leading to a Bachelor of Science in Nursing (B.S.N.) degree. Candidates for the program take their first two (i.e., freshman and sophomore) years of general education credits at any accredited college of their choice.

There are two tracks of study in the B.S.N. program:

1. **Accelerated Track** - designed to meet the learning needs of the individual who has completed a prior BS or higher degree in a field other than nursing. The Accelerated Track will require 15 months of continuous full time intensive study. The faculty recommends that students in this track do not work while in the program. Candidates will be admitted to this track once per year in May.

⚠️ Clicking 'Edit' will open a pop-up window to allow you to edit. If clicking Edit does not bring up a new window, check your pop-up blocker.
4. Be sure to review/edit content under all tabs

The Baccalaureate Nursing program is an upper division program leading to a Bachelor of Science in Nursing (B.S.N.) degree. Candidates for the program take their first two years (i.e., freshman and sophomore) years of general education credits at any accredited college of their choice.

There are two tracks of study in the B.S.N. program:

1. **Accelerated Track** - designed to meet the learning needs of the individual who has completed a prior BS or higher degree in a field other than nursing. The Accelerated Track will require 15 months of continuous full-time intensive study. The faculty recommends that students in this track do not work while in the program. Candidates will be admitted to this track once per year in May.

2. **Traditional Track** - an upper division completion track for individuals completing their first baccalaureate degree and who are not registered nurses. Students will complete this program in 2 years of full-time during fall and spring semesters with summers off. Candidates are admitted in both the fall and spring semester of each year.

Transfer between tracks is not permitted.

Save often! The editing window will time-out after a certain amount of time. When this occurs, all unsaved data is lost!
5. Approve Pages

Follow instructions on how to approve pages (How to Approve Catalog Pages) when edits have been completed.

Special Note for Updating Admission Requirements, Degree Requirements, and Plans of Study

The catalog content for the following sections requires additional approvals before being published in the catalog:

- Admissions Requirements
- Degree Requirements
- Plan of Study

For more information about how to update information in these sections, reference How to update Admission Requirements, Degree Requirements and Plans of Study in the Catalog.
How to Rollback Catalog Pages for Additional Editing

A catalog page can either be approved (move forward in the workflow) or rolled back (moved backwards in the workflow). Moving a page backwards allows those earlier in the workflow to re-edit pages.

1. Access the Approve panel in CourseLeaf

URL: https://nextcatalog.uthscsa.edu/courseleaf/approve/
Log in using your UT Health credentials

2. Select your role from the drop down menu

⚠️ If you do not know your role name, email catalog@uthscsa.edu

3. Select the Catalog page

ℹ️ All catalog pages at your step in the workflow are listed here.
4. Click 'Rollback'

**Click Rollback to send the catalog page to a prior role/user.**
5. Select a prior role in the workflow, leave a comment/reason, click **Rollback**

![Rollback Screen]

- **Ensure you select the correct role.**
- **A comment/reason is required.**
- **When ready, click Rollback.**

---

**The user who you selected will now receive an email notifying them that a catalog page has been rolled back to them. They must now edit and approve the catalog page.**
How to Approve Catalog Pages

Once a Catalog Page has been reviewed and edited, it can then be approved. Catalog pages that are not approved can be rolled back to a prior user for additional editing (reference How to Rollback Catalog Pages for Additional Editing).

Video Instructions

1. Access the Approve panel in CourseLeaf

... from a link in an email

1.1. Click the Approve link in the email

Sr. Assoc. Registrar:

A catalog page is at your step in the workflow. Please carefully read all provided instructions and complete the following actions:

1) Review the catalog page and make any needed edits. Use this link to make edits directly into the catalog page:
https://nextcatalog.uthscsa.edu/generalinformation/administration/index.html
Instructions on how to make edits:
http://uthealthregistrars.screendstepslive.com/s/19889/m/75089/v/9818622

2) Approve the catalog page so that the next user can review and approve the catalog page. Use this link to approve catalog pages at your step in the workflow:
https://nextcatalog.uthscsa.edu/courseleaf/approve/?role=Sr_AssocRegistrar
Instructions on how to approve a catalog page:
http://uthealthregistrars.screendstepslive.com/s/19889/m/75089/v/9818622

Please contact us at catalog@uthscsa.edu or (210) 567-2621 should you have any questions or concerns.

Thank you,

Office of the University Registrar
UT Health Science Center at San Antonio

Catalog Page Information:
Administration
https://nextcatalog.uthscsa.edu/generalinformation/administration/index.html
... using a direct link and selecting your role

1.1. Click on the CourseLeaf approve pages link

Link: https://nextcatalog.uthscsa.edu/courseleaf/approve/

1.2. Select your role from the drop down menu

⚠️ If you do not know your role name, email catalog@uthscsa.edu

2. Select the Catalog page needing approval

ℹ️ All catalog pages at your step in the workflow are listed here.
3. Review the Catalog Page

⚠️ If you need to edit this catalog page, then reference instructions on How to Edit Catalog Pages

⚠️ Be sure to check content under all tabs on this page.
4. Click Approve

If you need someone else earlier in the workflow to update the content before approving, reference How to Rollback Catalog Pages for Additional Editing
How to update Admission Requirements, Degree Requirements and Plans of Study in the Catalog

These components of the catalog are updated via the Program Management (CIM Program) system. When this content is updated and approved in Program Management, content is automatically updated in the catalog.

These instructions assume that the the catalog is currently open for editing. Otherwise, updates must be directly made in the Program Management System. Reference How to Edit an Existing Program if these sections need to be updated and the catalog is not yet available for editing.

Video Instructions

1. Access the page you need to edit in nextcatalog.uthscsa.edu

1. Go to nextcatalog.uthscsa.edu

URL link: https://nextcatalog.uthscsa.edu/
1.2. Sign in using your UT Health credentials

2. Navigate to the page you want to edit
3. Select the Admissions, Degree, or Plan of Study tab

4. Click the EDIT PAGE (red icon) on the top left of the screen
5. Find the gray section on page that needs content edited and click 'Edit CIM Program...' at the top of this section.

The Program Management (CIM Program) page will immediately open directly to this program.

6. Click 'Edit Program'
7. Complete the Program form, then and click 'Save and Start Workflow'

Once all required fields are entered and edits completed, click Save and Start Workflow to obtain required approvals.

The Office of the University Registrar will review the request and adjust the workflow as needed depending on the types of changes requested. Contact sacs@uthscsa.edu or call 210.567-6320 with any questions.
How to Update Courses under the Courses Tab

1. Navigate to the Courses tab in nextcatalog.uthscsa.edu

URL: nextcatalog.uthscsa.edu

Master of Science in Respiratory Care - Entry to the Profession

RESC 5002. Introduction to Respiratory Care. 5 Credit Hours.

This course will introduce the student to respiratory therapies, protocols and hands-on experience with respiratory care equipment to gain experience. Specific modes of therapy are examined to recognize principles of application to patient, indications, hazards, contraindications, and efficacy. The equipment this course will focus include: medical gases, oxygen delivery, Losee humidifiers, aerosol nebulizers, oxygen concentrators, hyperbaric chambers, ventilators, monitoring and disposable devices.
2. Click 'Edit Page' on the top left of the screen

3. Click the Edit "Courses" link

This will bring up a pop-up window allowing you to edit this page.
Master of Science in Respiratory Care - Entry to the Profession

RES 5002. Introduction to Respiratory Care. 5 Credit Hours.

This course will introduce the student to respiratory therapies, protocols and hands on experience with respiratory care equipment to gain experience. Specific modes of therapy are examined to recognize principles of application to patients, indications, hazards, contraindications, and efficacy. The equipment this course will focus include: medical gases, oxygen delivery devices, humidifiers, aerosol generators, pressure ventilators, gas delivery, metering and analyzing devices, percussors, environmental devices, manometers, gauges and vacuum systems, manual resuscitators, artificial airways, intubation equipment, maintenance of artificial airways, tracheostomies, secretion removal devices.

4. Double Click on the Course Block table
To Add a New Course

1. Click New Course
2. Type in the Subject and Catalog Number in Quick Add, then click Add Course
To Remove a Course

1. Select the course from the list and click Delete Course

To Rearrange Courses

It is preferable that courses are arranged in alphabetical order.
1. Select the course from the list and use the Move Up/Move Down buttons.
Course Inventory Management (CIM)
Searching/Viewing a Course in CourseLeaf

The Course Inventory Management section in CourseLeaf is used to view, add, update, or inactivate existing courses in the inventory of available courses on campus.

1. Log into Course Inventory Management (CIM)

https://nextcatalog.uthscsa.edu/courseadmin/
2. Type the Subject and Catalog Number into the search field, then click Search

If you do not know the Catalog Number, just type the subject followed by an * (e.g. OCCT*) to view all courses with that subject.

3. The index of courses after a search provides helpful information about the courses

The headings can be clicked in order to sort the list of courses by that column. For example: if you want to see all courses currently in workflow, click the 'Workflow' heading twice (once puts all items at the bottom, the second click pulls all items to the top) to pull all workflow items to the top of the list.
4. Select a course from the list

### Course Inventory Management

Enter a subject prefix followed by an asterisk (i.e. PHAS*) to find a course to edit or deactivate. Click on "Propose New Course" to initiate a new course for consideration.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Workflow</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 5205</td>
<td>Psychiatric and Mental Health: Theoretical</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Foundations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 5206</td>
<td>Psychiatric and Mental Health: Theoretical</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consultation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 5207</td>
<td>Development and Childrearing Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 5208</td>
<td>Development and Childrearing Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 5209</td>
<td>Intro To Professional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 5211</td>
<td>NURS 5211 Nursing &amp; Drug Use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 5219</td>
<td>Prof: MENTAL HEALTH: Transit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The Workflow column indicates where this course is in the workflow.*
5. Scroll down to view the Course Preview Screen, which provides the latest information about this course.
6. (If needed) Click on any of the links within the History section of the preview screen to view a copy of the form that was originally submitted.
Deactivating a Course in CourseLeaf

The Course Inventory Management section in CourseLeaf is used to view, add, update, or inactivate existing courses in the inventory of available courses on campus.

Deactivating a course removes the course from being offered in the future. A course should not be deactivated if it is currently being used in a program's plan of study or if it might be offered again soon.

1. Log into Course Inventory Management (CIM)

https://nextcatalog.uthscsa.edu/courseadmin/
2. Type the Subject and Catalog Number into the search field, then click Search.

If you do not know the Catalog Number, just type the subject followed by an * (e.g. OCCT*) to view all courses with that subject.
3. Select a course from the list

Course Inventory Management

Enter a subject prefix followed by an asterisk (e.g., PHAS*) to find a course to edit or deactivate. Click on “Propose New Course” to initiate a new course for consideration.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Workflow</th>
<th>States</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCT 7007</td>
<td>Level I Fieldwork: Mental Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCT 7008</td>
<td>Occupational Therapy Process: Pediatric Part I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCT 7009</td>
<td>Clinical Conditions: Pediatrics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCT 7010</td>
<td>Application of Neural Systems to Occupation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCT 7011</td>
<td>Research Design and Proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCT 7012</td>
<td>Level I Fieldwork: Pediatrics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCT 7013</td>
<td>Assessment Measures</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Check to see if there are any catalog pages referencing this course

⚠️ If there are catalog pages referencing this course, it may currently be used in the plan of study. The plans of study should be updated before deactivating the course (use the [Program Management form](#)).
Example of Course Potentially Being Used in the Plan of Study

Viewing: **CSAT 5007 : Methods In Cell Biology**

Example of catalog pages referencing this course

Effective Date of Proposal

Example of Course Not Being Used in a Plan of Study

Viewing: **CSAT 4025 : Anatomy Mentored Teaching**

Last approved: 06/08/18 3:20 am
Last edit: 05/03/18 1:51 pm

This course is not being used in a plan of study as it does not display catalog information.

Effective Date of Proposal

Approve to Begin
5. Click Deactivate

Viewing: **CSAT 4025 : Anatomy Mentored Teaching**
Last approved: 06/08/18 3:20 am
Last edit: 05/03/18 1:51 pm

**Effective Date of Proposal**

6. Complete all required fields (outlined in red) and click Save & Submit
Do I update CourseLeaf CIM or the Schedule of Classes with this change?

Confused on whether or not the change you need to make to your class or course should be done in the CourseLeaf Course Inventory Management (CIM) or within My Student Center during the Schedule of Classes editing? This list will help you determine the right course of action!

Deadlines to these changes can be found on the registrar website: https://students.uthscsa.edu/registrar/2015/03/instructions-for-faculty/

Things updated in the Schedule of Classes:

- The Schedule of Classes is updated immediately proceeding student registration. It determines what classes are offered when, how the students register, and who teaches the class. More instructions on how to update the Schedule of Classes are on this site.

- Different offerings of a course within a term or session
- Start and end dates
- Staff/Faculty who are assisting/teaching (includes coordinators)
- Enrollment capacity
- Permission to enroll into the class
- Optional: Course meeting pattern (i.e. Monday & Wednesdays from 3-5pm)

Things updated in Course Inventory Management (CIM):

CourseLeaf CIM (pronounced kim, rhymes with slim) is the system that we use to govern larger changes to curriculum. Proposals in this system will go through Curriculum Committee approvals.

You can access the form here: https://nextcatalog.uthscsa.edu/courseadmin/

- Course Title
- Course Description
- Grading Basis (pass/fail, letter grade, etc)
- Semester Credit Hours (determined by clock/contact hours)
• Different methods of teaching the course (lecture, lab, conference, etc and determined by how clock/contact hours are assigned)
• Online vs Hybrid vs Face-to-Face teaching method
• Adding a brand new course
• Removing a course completely from the inventory
Program Management (CIM Programs)
How to Search for a Program

Program Management (CIM Programs) is an inventory of all academic programs on the UT Health San Antonio campus. This system is used to propose, modify, or inactive the inventory of programs on campus.

1. Access Program Management (CIM Programs)

Go to:

https://nextcatalog.uthscsa.edu/programadmin/

Log in with your UT Health credentials.

2. In the search bar, type in search words surrounded by asterisks (*)

💡 You can not only search by the name of a program, but also by the My Student Center (PeopleSoft) plan and subplan codes.

Example: *dental hygiene*
3. Click Search

Program Management

Search, edit, add, and deactivate programs.
To search for a program, use an asterisk (*) around search terms in the search box as a wild card. Example: *dental hygiene*.

Quick Searches provides a list of predefined search categories to use.

4. Select the record from the search results
5. Scroll down to review record contents

Next steps:

How to Edit an Existing Program
How to Inactivate a Program
How to Add a New Program

For any questions about this process, contact the Office of Institutional Effectiveness: 210-567-0648 or sacs@uthscsa.edu

When a school or department at UT Health has plans to start a new academic program at UT Health, they can log into CourseLeaf and submit the proposal for the program. This will initiate the process of having this program reviewed internally and externally (UT System, THECB, SACS, etc). This process also assists in the collection and storage of approval documentation about the program.

1. Access Program Management (CIM Programs)

Go to:

https://nextcatalog.uthscsa.edu/programadmin/

Log in with your UT Health credentials.

2. Click 'Propose New Program'
3. Complete the New Program Proposal form

Fields that are red are required.

If you cannot complete the entire form now, you can begin the form and save it for later. To do this, scroll to the bottom and click the 'Save Changes' button.
4. Click the Save and Start Workflow button

5. Follow up as needed

The form is first sent to the Office of Institutional Effectiveness for review. Contact them with any questions that you have about this proposal or process.

You can follow up on the workflow of this form by searching for the program (reference How to Search for a Program), then reviewing the workflow status. Green indicates the workflow step has been completed. Yellow indicates the current workflow location.
In Workflow

1. CP Initiation-AFSA Preliminary Review
2. CP Initiation-Dental School Curriculum Committee Approval
3. CP Initiation-Dental School Dean Approval
4. CP Initiation-UT Health Internal Review
How to Edit an Existing Program

For any questions about this process, contact the Office of Institutional Effectiveness: 210-567-0648 or sacs@uthscsa.edu

Program Management (CIM Programs) can be used to update the location, mode of instruction, plan of study, admission requirements, degree requirements, length, and semester credit hours of an existing program.

1. Access Program Management (CIM Programs)

Go to:

https://nextcatalog.uthscsa.edu/programadmin/

Log in with your UT Health credentials.

2. Search or browse for the program

Reference How to Search for a Program for additional information.

3. Select the desired program
4. Click the green 'Edit Program' button

A pop-up window will appear with a form you can use to propose the changes to the program.
5. Select what information you are changing in this program

Editing: **BS EHS: BS : Emergency Health Sciences**

**Instructions**

Instructions only display when a form is being edited. When this form is in the workflow, click 'Edit while in the steps'. Pending Approval panel to view the unique instructions for that workflow step.

Select the type of program change request (select all that apply):

- Adding or changing a location of a program
- Addition/Modification of a Subplan or Track
- Change in OP Code
- Change in Catalog & Curriculum Components
- Change in School (Administrative Change)
- Change of Degree Designator
- Changing Length of the Program (Semester Credit Hours or Months)
- Changing Mode of Instruction
- Departmental Name Change
- Edit of External Partners or Revision of Memorandum of Understanding (MOU)
- Revisit Program Name

**Effective Date of Proposal**

6. Complete the rest of the form and update information as needed

Only fields outlined in **red** are required.
7. Click Save and Start Workflow

The Office of Institutional Effectiveness will then be notified of the requested changes and update the workflow as needed.

Contact the Office of Institutional Effectiveness with any questions or concerns at sacs@uthscsa.edu or (210) 567-0648.
How to Inactivate a Program

For any questions about this process, contact the Office of Institutional Effectiveness: 210-567-0648 or sacs@uthscsa.edu

When a school or department has made a decision to close a program, the proposal to start this process must be completed in CourseLeaf. The Office of Institutional Effectiveness will then assist the school or department in collecting necessary documentation to inactivate the program.

1. Access Program Management (CIM Programs)

Go to:

https://nextcatalog.uthscsa.edu/programadmin/

Log in with your UT Health credentials.

2. Search or browse for the program

Reference How to Search for a Program for additional information.

3. Select the desired program
4. Click the red 'Inactivate Program' button

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Program Name</th>
<th>Workflow</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS DENIII BSIDH COSMOL</td>
<td>BS: Dental Hygiene - Degree Completion Track</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS DENIII BSIDH ENTRY</td>
<td>BS: Dental Hygiene - Entry Level Track</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS EHS</td>
<td>BS: Emergency Health Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS MLS</td>
<td>BS: Medical Laboratory Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS RESC BSRCOMPOL</td>
<td>BS: Respiratory Care - Degree Completion Track</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS RESC BSRCENTRY</td>
<td>BS: Respiratory Care - Entry Level Track</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CERT AEGD</td>
<td>CERT: Advanced Education in General Dentistry</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Viewing: BS EHS : BS: Emergency Health Sciences

Last edit: 01/07/19 1:24 pm

Bachelor of Sciences in Emergency Health Sciences

5. Complete the form and update required documentation

Only fields outlined in red are required.
6. Click 'Save and Start Workflow'

The Office of Institutional Effectiveness will then be notified of the request and will update the workflow as needed.

Contact the Office of Institutional Effectiveness with any questions or concerns at sacs@uthscsa.edu or (210) 567-0648.
How to Review & Approve a Program Form in Workflow

New, modified, or inactivated programs will route to individuals within the different schools for upload of documentation and approval.

If you have any issues accessing CourseLeaf, contact registrars@uthscsa.edu.

If you have any questions about the Program Management form, contact sacs@uthscsa.edu.

1. Access the Approve panel in CourseLeaf

... from a link in an email

When a catalog page arrives at your step in the approval workflow, you receive an email.

From: [CIM Programs] Review Request: CP Initiation-AFSA Preliminary Review
To: [Email]

A change to a UT Health program has been proposed and is awaiting your approval (CP Initiation-AFSA Preliminary Review).

Use the following link to review, update (if needed), and approve the program changes:
https://nextcatalog.uthscsa.edu/courseleaf/approve?role=CP%20Initiation-AFSA%20Preliminary%20Review

The program being modified is BS: Biomedical text.

For questions regarding the UT Health program modification process, please contact our office at sacs@uthscsa.edu or 210-557-0648.

Thank you,

Office of Institutional Effectiveness
UT Health Science Center at San Antonio
... using a direct link and selecting your role

1.1. Click on the CourseLeaf approve pages link

   Link: https://nextcatalog.uthscsa.edu/courseleaf/approve/

1.2. Select your role from the drop down menu

   ! If you do not know your role name, email catalog@uthscsa.edu

2. Select the Program Form needing approval

   ! All program forms at this step (role) workflow are listed here
3. Review form within the page review panel
4. Click Edit to view additional instructions and upload any additional attachments

4.1. Click Edit

Clicking Edit opens a pop-up window.

4.2. Review Instructions

These instructions always appear under the 'instructions' heading.

These instructions indicate if attachments are needed and when this step should be approved.
4.3. (If Needed) Scroll down to the bottom of the form and upload documentation
4.4. (Optional) Leave comments

4.5. (If Changes Occurred) Click Save Changes
5. Click Approve

For any questions, contact the Office of Institutional Effectiveness at sacs@uthscsa.edu or (210) 567-0648.