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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

![Login to CourseLeaf](image)

The following message may appear. Click 'Accept'.

![Information to be Provided to Service](image)
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

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Office of the University Registrar - CourseLeaf
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

Login to CourseLeaf

Username

Password

[ ] Clear prior granting of permission for release of your information to this service.

Login

This is a UT Health San Antonio system. Unauthorized access is prohibited. Usage is subject to security testing and monitoring. Abuse is subject to criminal prosecution. Users have no expectation of privacy except as otherwise provided by applicable privacy laws.

1.3. Navigate to the page you want to edit

Catalog

The Catalog contains all programs offered by The University of Texas Health Science Center at San Antonio, providing applicants and enrolled students with the information they need regarding the academic careers available to them and the resources needed to succeed in those.
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 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 (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 (i.e., freshman and sophomore) years of general education credits at an 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.

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 (i.e., freshman and sophomore) years of general education credits at an accredited college of their choice.
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/](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'
5. Select a prior role in the workflow, leave a comment/reason, click Rollback

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.screendepositive.com/5/19988/m/75089/v/639622

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.Assoc.Registrar
Instructions on how to approve a catalog page:
http://uthealthregistrars.screendepositive.com/5/19898/m/75089/v/646298

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/](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 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

1.1. Go to nextcatalog.uthscsa.edu

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

![Login to CourseLeaf](image)

- Username
- Password
- Clear prior granting of permission for release of your information to this service
- Login

This is a UT Health San Antonio system. Unauthorized access is prohibited. Usage is subject to secretary testing and monitoring. misuse is subject to criminal prosecution. users have no expectation of privacy except as otherwise provided by applicable privacy laws.

2. Navigate to the page you want to edit

![CourseLeaf](image)

- Master Programs
- Certificate Programs
- Non-Degree Programs
- Archives

[Use the navigational options here to select your program.]

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

The M.S. and the Ph.D. in Biomedical Engineering are jointly offered between the Health Science Center and The University of Texas at San Antonio (UTSA). The primary objective of this program is to broadly train students in the principles of biomedical engineering so they are well prepared to participate in the development of new approaches for the prevention and treatment of human diseases.
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 Institutional Effectiveness will review the request and adjust the workflow as needed depending on the types of changes requested. Contact sacs@uthscsa.edu or call 210.567-0648 with any questions.
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

4. Select a course from the list
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.
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*
For instructions on how to search, edit, add, or deactivate programs, reference our instructions here.
Contact the Office of Instructional Effectiveness with any additional questions at sacs@uthscsa.edu or (210) 567-0648.
Quick Searches provides a list of predefined search categories to use.

4. Select the record from the search results

Contact the Office of Instructional Effectiveness with any additional questions at sacs@uthscsa.edu or (210) 567-0648.
Quick Searches provides a list of predefined search categories to use.
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.**

<table>
<thead>
<tr>
<th>Effective Date of Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Proposal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Program Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Name</td>
</tr>
<tr>
<td>Program Description</td>
</tr>
<tr>
<td>Program Start Date</td>
</tr>
<tr>
<td>Program End Date</td>
</tr>
</tbody>
</table>

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.
Proposal

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

Science

Completed Step

Current Step

Future Step
How to Edit an Existing Program

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

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Program Name</th>
<th>Workflow</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS DENTHD BSDDH COMPL</td>
<td>BS : Dental Hygiene - Degree Completion Track</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS DENTHD BSDDH ENTRY</td>
<td>BS : Dental Hygiene - Entry Level Track</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS EMS</td>
<td>BS : Emergency Health Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CERT AEGD</td>
<td>CERT : Advanced Education in General Dentistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CERT DAEV</td>
<td>CERT : Dental Prevention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CERT DPH</td>
<td>CERT : Dental Public Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CERT EMTB</td>
<td>CERT : Emergency/Medical Technician - Basic</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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**

**PLEASE NOTE:** Boxes outlined in red represent required fields.

**Instructions**

Instructions only display when a form is being edited. When the form is in the workflow, edit fields as the Pages 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 O.P. 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 Renewal of Memorandum of Understanding (MOU)
- Revise 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

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.

Joe:

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-%20AFSA%20Preliminary%20Review

The program being modified is BS: Biomedical Test.

For questions regarding the UT Health program modification process, please contact our office at sacs@uthscsa.edu or 210-567-0648.

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.