

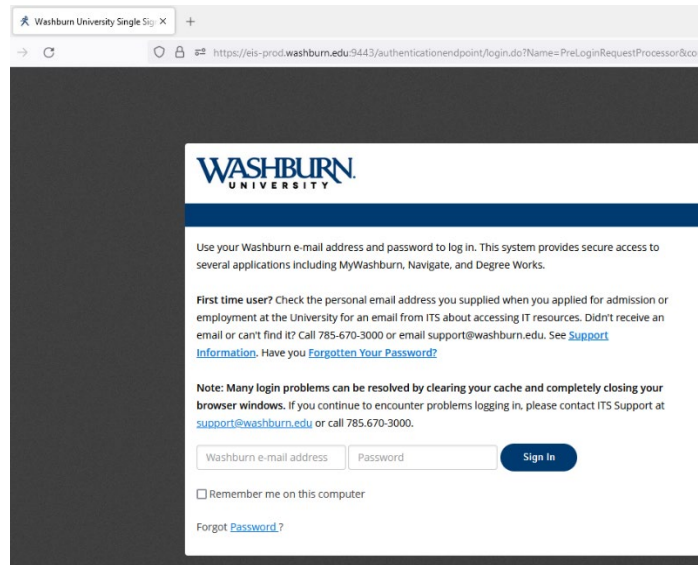
COURSELEAF - PROGRAM GUIDE

1. To propose a new program, access the CourseLeaf by logging into:

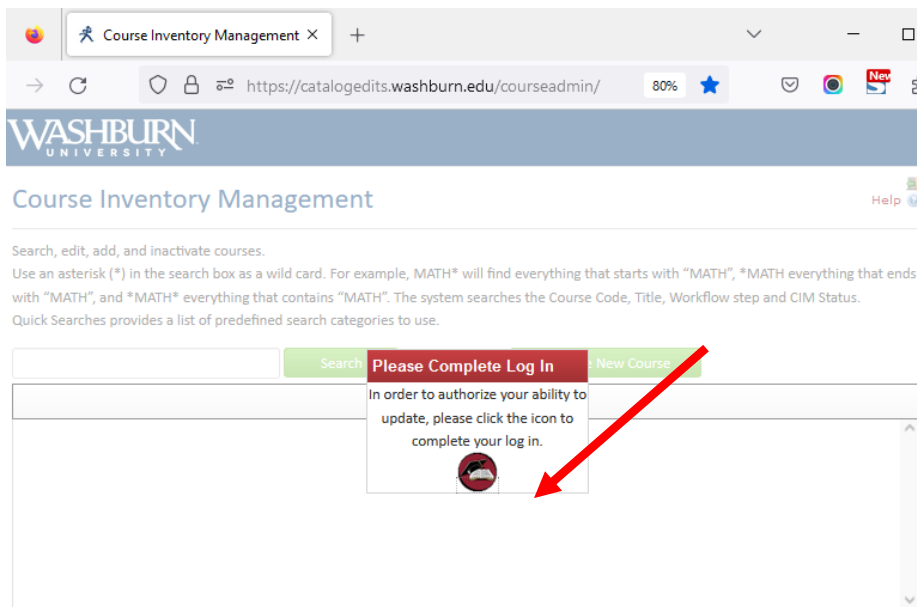
<https://catalogedits.washburn.edu/programadmin/>

All new credentials (associate degree, technical diploma, apprenticeship and certificates) will require you to start by proposing a new program.

2. You may need to login! On the Washburn screen, enter your Washburn email address and network Password. Click Sign In.



3. Click on the red icon in the middle of the screen to complete your login.



4. Click on the green **Propose New Program** button to start. A new window will pop open.

WASHBURN UNIVERSITY

Program Management

You are logged in as holly.broxterman Help

Search, edit, add, and inactivate programs.
Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.

Search History - OR - **Propose New Program** Quick Searches...

Program Code	Program Name	Workflow	Status
	Chemistry Secondary Education BEd		added
AAAD-MNR	African Am & African Diaspora Studies Minor		
AC	BU: Accounting		
ACE	IS: Admin Communication Emph		
ADC-BAS	HS: Addiction Counseling/BAS		
ADC-CT	CT: Addiction Counseling/HS		

5. In the Program Management window, edit the following fields. The fields outlined in red are required:

New Record — Mozilla Firefox

https://catalogedit.washburn.edu/courseleaf/courseleaf.cgi?page=/programadmin/index.html&step=editrecord&cmd=new&_ =1664

WASHBURN UNIVERSITY

Program Management

New Program Proposal **Propose New from Existing Program**

General Information

Effective Catalog Edition

Department

College

Degree Level

Program Title

Degree to be Offered

Related Degree

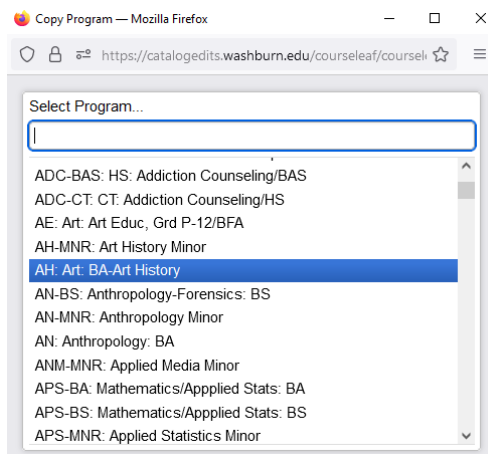
Does this program lead to a teaching certification? Yes No

Program Code

Is this program an interdisciplinary program? Yes No

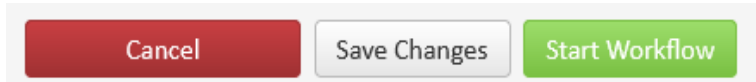
NOTE: If you click on the green **Propose New from Existing Program** button in the top right corner, you can select an existing program and copy it over into the new program. Use this when you have a new program that may have similar structure / courses to the new program. This will eliminate the need to fill out a blank form and save time. Once you have selected the program (hover mouse over program and click to highlight), click the **Copy Program** button.

If you select the wrong program, click the green **Propose New from Existing Program** and select the Program. Click Ok is will overwrite the old data. If you do not wish to move forward, you can scroll to the bottom of the Program Management page and click the red **Cancel** button.



6. If you have started with a blank form, the following fields outlined in red are required to have data in the field before saving or sending to workflow. If you have copied over data from an existing program, the required fields are still outlined in red. Edit data as needed. Be sure to confirm if data is correct or needs updated too!
 - a. **Effective Catalog Edition:** Select the appropriate date.
 - b. **Department:** Select the appropriate department.
 - c. **College:** Select the appropriate college.
 - d. **Division:** Select if appropriate.
 - e. **Degree Level:** Select the appropriate level
 - f. **Program Title:** Complete course title
 - i. **NOTE:** *If you copied data from an existing program, be sure to change the Program Title name so that Courseleaf will create a new records when you save or send to Workflow.*
 - g. **Degree to be Offered:** Select the appropriate degree.
 - h. **Program Code:** Enter the appropriate code.
 - i. **CIP Code:** Select the appropriate code. If you do not know, click Find.
 - j. **Modality:** Select the appropriate modality.
 - k. **New Program Header:** Enter your rationale and program demand notes.
 - l. **Projected Enrollment:** Enter the projected enrollment data.
 - m. **Admission and Curriculum:** Add total number of semester credits.
 - n. **Curriculum** – SEE SEPARATE CURRICULUM DOCUMENT FOR NOTES!
 - o. Fill-in the additional fields, when applicable.

7. After completing the form, select one of the following buttons:



NOTE: Once a proposal is move into Workflow, you are able to see the steps in the Workflow on the right side of the Course Proposal along with the Approval Path. This workflow cannot be bypassed.

Revising Existing Program Curriculum

1. To begin editing an existing program, scroll through the list programs or enter search criteria and click the green **Search** button.

WASHBURN UNIVERSITY

Program Management You are logged in as holly.broxterman [Help](#)

Search, edit, add, and inactivate programs.
 Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.
 Quick Searches provides a list of predefined search categories to use.

History - OR -

Program Code	Program Name	Workflow	Status
	Chemistry Secondary Education BEd		added
AAAD-MNR	African Am & African Diaspora Studies Minor		
AC	BU: Accounting		
ACE	IS: Admin Communication Emph		
ADC-BAS	HS: Addiction Counseling/BAS		
ADC-CT	CT: Addiction Counseling/HS		

2. Find the program you wish to revise and click on it to select. You can scroll down to preview the details. Click the green **Edit Program** button to the right of the program name to open to edit.

History - OR -

Program Code	Program Name	Workflow	Status
AE	Art: Art Educ, Grd P-12/BFA		
AH	Art: BA-Art History		
AH-MNR	Art History Minor		
AN	Anthropology: BA		
AN-BS	Anthropology-Forensics: BS		
AN-MNR	Anthropology Minor		
ANM-MNR	Applied Media Minor		

Viewing: **AH : Art: BA-Art History** [Preview Workflow](#)

8. The following fields outlined in red are required to have data in the field before saving or sending to workflow.

WASHBURN UNIVERSITY

Program Management

Editing: **AH: Art: BA-Art History**

Change Type: Select...

General Information

Effective Catalog Edition: Select...

Department: Art

College: College of Arts and Sciences

Division: Creative & Performing Arts

Degree Level: Undergraduate

Program Title: Art: BA-Art History

Degree to be Offered: Bachelor of Arts (BA)

Related Degree: Select...

Does this program lead to a teaching certification? Yes No

Program Code: AH

Is this program an interdisciplinary program? Yes No

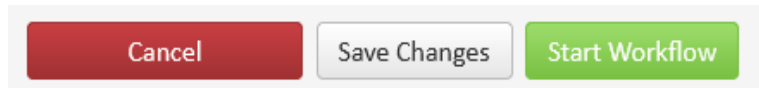
CIP Code: Find...

Modality: Select...

- a. **Effective Catalog Edition:** Select the appropriate date.
- b. **Department:** Select the appropriate department.
- c. **College:** Select the appropriate college.
- d. **Division:** Select if appropriate.
- e. **Degree Level:** Select the appropriate level
- f. **Program Title:** Complete course title.
- g. **Degree to be Offered:** Select the appropriate degree.
- h. **Program Code:** Enter the appropriate code.
- i. **CIP Code:** Select the appropriate code. If you do not know, click Find.
- j. **Modality:** Select the appropriate modality.
- k. **New Program Header:** Enter your rationale and program demand notes.
- l. **Projected Enrollment:** Enter the projected enrollment data.
- m. **Admission and Curriculum:** Add total number of semester credits.
- n. **Curriculum** – SEE SEPARATE CURRICULUM DOCUMENT FOR NOTES!
- o. Fill-in the additional fields, when applicable.

NOTE: If you need to pause during this process, you can click the Save Changes button at the bottom of the page.

3. After completing the form, select one of the following buttons:



NOTE: Once a proposal is move into Workflow, you are able to see the steps in the Workflow on the right side of the Course Proposal along with the Approval Path. This workflow cannot be bypassed.