University of Arkansas Libraries
How to view Course Proposals for Collection Development Assessment

1. Navigate to https://nextcatalog.uark.edu/courseleaf/approve/

2. Accept the Security Certificate exception, if asked. More about Certificate errors:
   http://libinfo.uark.edu/access/certificateerrors.asp

3. Log in with your UARK credentials at the UARK Central Login.

4. At the CourseLeaf page, you will be asked to click the icon to complete your login:

5. On the top menu, change Your Role from your login name to the University Course and Program Committee.
6. You will now see a list of courses currently before the committee. Click on any course to view the full details.

Even though the Approve, Edit and Modify buttons appear, you will not be able to take any actions unless you are a member of the Course and Program Committee.

7. Scroll down to see details, including linked syllabus.
You can also use the Filter List link at the top menu to filter your list to specific department or program abbreviations:

8. There isn’t really a logout button; just close the window or tab to exit.