

**Propose a New Course on CourseLeaf**

Go to <https://nextcatalog.uthscsa.edu/courseadmin> by copying and pasting the link, or typing the URL into your browser. The link may not work if you use CTRL+Click. It is also better to use a browser other than Internet Explorer, since it is not always compatible with CourseLeaf.

Use your UTHSCSA credentials to log in.

Click 'Propose New Course'.

**Course titles CANNOT be in all caps. Titles must be entered similarly to courses already in PeopleSoft.**

After completing the form<sup>+</sup>, select one of the following:

<sup>+</sup> Important to note: All fields outlined in red must be completed. An attachment (this will typically be a syllabus) is required once edits are made. Once fields are complete and additional document is attached, you will be able to save and submit changes.