

### Edit or Deactivate a 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.

Type the 4 letter subject and/or course number followed by \* in the search bar and click Search.

Click on the desired course, and choose 'Edit'+ or 'Deactivate'.

After completing the form, select one of the following:

*+ 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.*