



Instructions for requesting Experiential Learning Designation

1. Go to <https://nextcatalog.unl.edu/courseadmin/> and log in using your My.UNL account credentials.
2. In the search box enter the subject code and catalog number and hit the search button.
3. Click on the green button that says "Edit Course".


Course Inventory Management


You are logged in as mklucas1  [Help](#) 

Search, edit, add, and inactivate courses.

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 Course Code, Title, Workflow step and CIM Status.


Quick Searches provides a list of predefined search categories to use.

#2 

CASC 100 Archive History - OR - 

Course Code	Title	Workflow	Status
CASC 100	SAMPLE PROPOSAL		Added

New Course Proposal
Changes saved but not submitted

#3  [Preview Workflow](#)

[View](#) **CASC 100 - SAMPLE PROPOSAL**

4. Add changes as necessary but must include

- a. Justification

Effective Term

#4a 

Justification

Hours

Repeatable Yes No

- b. Addition of Experiential Learning designation
 - i. Select “yes” radio button
 - ii. Select the type of Experiential Learning

ACE Certification Yes No

Is this an Experiential Learning course? Yes No

Please select the type of experiential learning:

<input type="checkbox"/> Case Work	<input type="checkbox"/> Community Engagement
<input type="checkbox"/> Education Abroad	<input type="checkbox"/> Field Studies
<input type="checkbox"/> Internship	<input type="checkbox"/> Leadership
<input type="checkbox"/> Practicums	<input type="checkbox"/> Project-Based Learning
<input type="checkbox"/> Research	<input type="checkbox"/> Student Teaching
<input type="checkbox"/> Other	

#4bii →

← #4bi

- c. Syllabus – in the area designated for the Syllabus
 - i. Click on the green button “Attach File”
 - ii. Browse to where the file is stored and select the syllabus file
 - iii. The selected file then should show up in the “files to be uploaded box.”

Syllabus Attach File

Uploaded Files:

Files To Be Uploaded:
CASC 100 TEST.docx [Remove](#)

#4ciii →

- d. Additional Documentation - Form CAS8 (Permanent Group Course) or CAS9 (Independent Course)
 - i. Click on the green button “Attach File”
 - ii. Browse to where the file is stored and select the Form CAS8 or Form CAS9 file.
 - iii. For independent courses, if you have chosen to use a departmental learning agreement and/or internship evaluations, browse to where the file is stored and select that file as well.
 - iv. The selected file(s) then should show up in the “files to be uploaded box.”

Additional Documentation Attach File

Uploaded Files:

Files To Be Uploaded:

#4dii-iii →

- 5. When done with changes,
 - a. click on green button “Start Workflow”
 - b. or if you need to save what’s been done and come back to it later you can select the white button “Save Changes”.

Cancel Save Changes Start Workflow

#5b ↙

#5a ↙