



# Instructions for requesting CAS Human Diversity in the United States Communities designation for a course.

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 -  Quick Searches... 

Course Code	Title	Workflow	Status
CASC 100	SAMPLE PROPOSAL		Added


  

**New Course Proposal**  
**Changes saved but not submitted**

#3   [Preview Workflow](#)

Viewing: **CASC 100 · SAMPLE PROPOSAL**

4. Add changes as necessary but must include
  - a. Justification

#4a 

Effective Term

Justification

Hours

Repeatable  Yes  No

b. Addition of Course Group - CAS Diversity in the US

Course Group (Arts & Sciences)

<input type="checkbox"/> Additional Anthropology Course	<input type="checkbox"/> Additional History
<input type="checkbox"/> Advanced Mathematics Courses	<input type="checkbox"/> Advanced Military
<input type="checkbox"/> American Government and Public Policy	<input type="checkbox"/> Archaeology
<input type="checkbox"/> Biological Anthropology	<input type="checkbox"/> Basic Military Scie
<input type="checkbox"/> CAS Diversity in the US	<input type="checkbox"/> Biology, Psycholog
<input type="checkbox"/> Core Curriculum	<input type="checkbox"/> Composition
<input type="checkbox"/> Cultural Anthropology	<input type="checkbox"/> Creative Writing
<input type="checkbox"/>	<input type="checkbox"/> Digital Humanities

#4b →

c. Syllabus – in the area designated for the Syllabus

- Click on the green button “Attach File”
- Browse to where the file is stored and select the syllabus file
- The selected file then should show up in the “files to be uploaded box.”

Syllabus #4ci →

Uploaded Files:

Files To Be Uploaded:

CASC 100 TEST.docx [Remove](#)

#4ciii →

d. Form CAS4 – CDR-Diversity in the US - in the area designated for Additional Documentation

- Click on the green button “Attach File”
- Browse to where the file is stored and select the Form CAS4 file.
- The selected file then should show up in the “files to be uploaded box.”

Additional Documentation #4di →

Uploaded Files:

Files To Be Uploaded:

#4diii →

5. When done with changes,

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

#5b ↙

#5a ↙