To Change an Existing Course

Important note: The system works best when you do your work and promptly save (or save and submit) and exit. Leaving a form open/idle for long periods of time can result in lost work.

1. Go to the CourseLeaf website located here:
   https://catalog-next.uvm.edu/courseadmin

2. Log on with your UVM netid and password
   - All salaried faculty and staff have access to the system (via net ID and password)
   - You must enable cookies to access the system

3. Find the course by entering its subject prefix in the Search function:

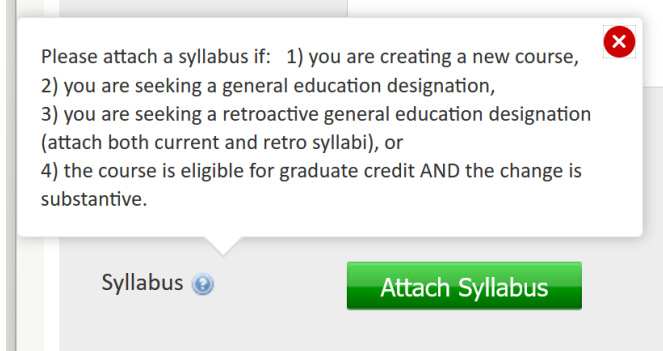4. Highlight the course to be changed and **scroll down** to see the form's contents:

5. Click the Edit/Inactivate/Activate button:

6. Make the desired changes in the appropriate fields on the form; the following fields are fixed and cannot be changed: Term, Subject Prefix, College/School, Department/Program, and Course Number

   All fields bordered in red are required for submission

7. Attach a syllabus in these cases:

Please attach a syllabus if: 1) you are creating a new course,
2) you are seeking a general education designation,
3) you are seeking a retroactive general education designation
(attach both current and retro syllabi), or
4) the course is eligible for graduate credit AND the change is
substantive.

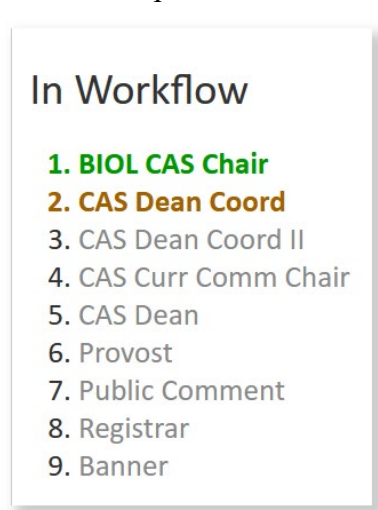Syllabus ⓘ   Attach Syllabus

8. To save changes and return to the form later, click Save Changes

   When you have finished your work and are ready to submit the form into workflow, click Save &
   Submit:

Cancel   Save Changes   Admin Save   Save & Submit

9. After submitting the form, you can see the workflow path it will follow, and where it is in workflow.
   The individual at the next stop will receive an e-mail indicating that the form is ready for
   review/approval. You can log in to the system periodically to see its progress. When it has completed its
   entire workflow, you will get an e-mail notification.

   In this example, the form is at Step 2 in its workflow:

   ## In Workflow

   1. **BIOL CAS Chair**
   2. **CAS Dean Coord**
   3. CAS Dean Coord II
   4. CAS Curr Comm Chair
   5. CAS Dean
   6. Provost
   7. Public Comment
   8. Registrar
   9. Banner

10. Logout by closing your browser