

## To Reactivate an Inactive 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 inactive course by entering its subject prefix in the Search function:

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

  Hide  

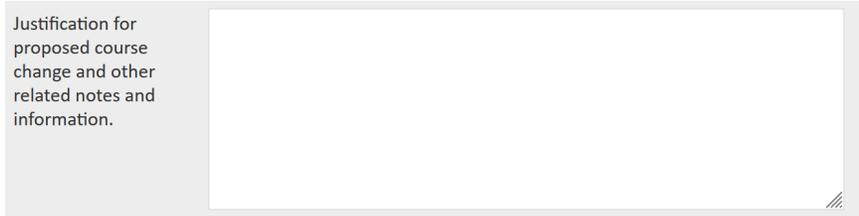
Course Code	Title
BIOE 6991	Internship
BIOE 6993	Independent Study
BIOE 6994	Teaching Assistantship
BIOE 6995	Graduate Independent Research
BIOE 7994	Teaching Assistantship
<b>BIOL 1300</b>	<b>Evolutionary Biology w/lab</b>
BIOL 1991	Internship
BIOL 1994	Teaching Assistantship
BIOL 1995	Undergraduate Research

5. Click the Edit/Inactivate/Activate button:

6. Click the Active button at the top of the form:

Course Status  Active  Inactive

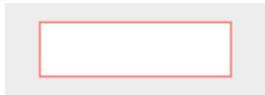
7. Enter a reason for reactivation in the Justification for Proposed Course Change box (near the bottom of the form):



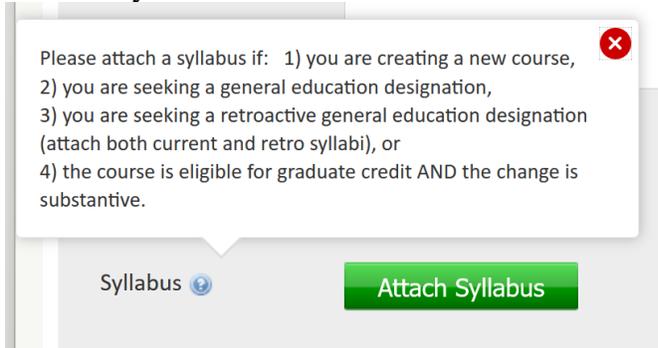
Justification for proposed course change and other related notes and information.

8. Make any other 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

The fields bordered in red are required for submission



9. 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](#)

10. 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

11. 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

12. Close your browser to log out