

To Change an Existing Course

1. Go to the CourseLeaf website located here:
<https://catalog-next.uvm.edu/courseadmin>
-all salaried faculty and staff have access to the system (via net ID and password)
-you must enable cookies to access the system
-opening with Internet Explorer is NOT recommended as it may cache an old version of the form
2. Log on with your UVM netid and password.

3. Find the course using the Search function:

4. Highlight the course to be changed:

Course Code	Title
SOC 001	Introduction to Sociology
SOC 009	Small Group Comm
SOC 011	Social Problems
SOC 014	Deviance & Social Control

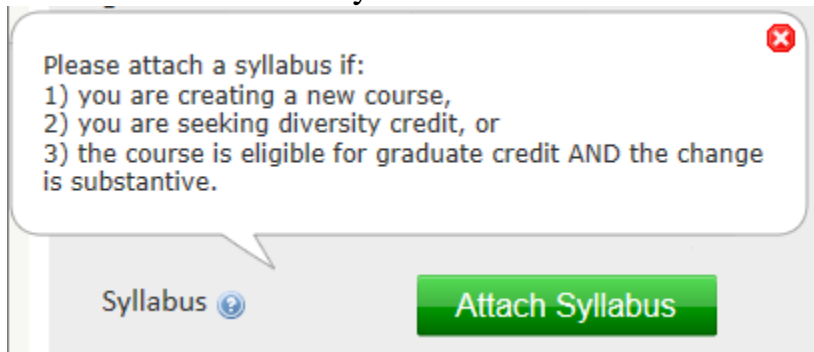
5. Click the Edit/Deactivate button:



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

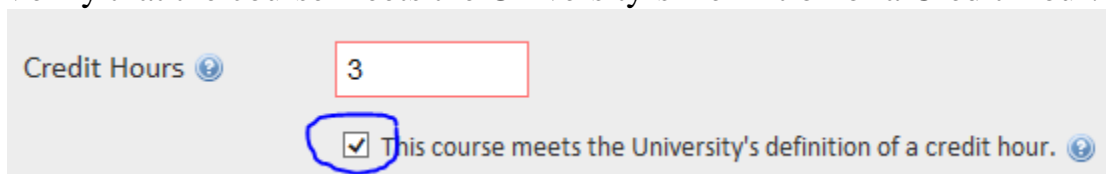
With the exception of the questions related to diversity course approval, all of the fields bordered in red are required for submission.

7. Remember to attach a syllabus in these cases:

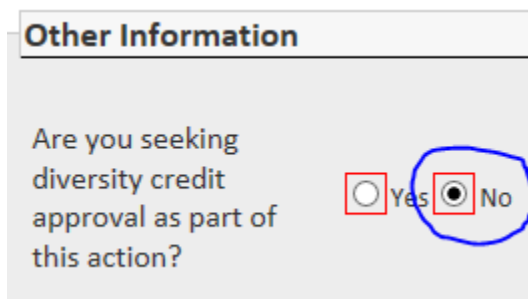


8. Before you submit your form, make sure you do two things:

A. Verify that the course meets the University's Definition of a Credit Hour:



B. Indicate whether or not you are seeking diversity credit approval as part of the change:



9. When you have finished your work, click Save & Submit:



10. After submitting your 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 your 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 Workflow

1. **SOC Chair**
2. CAS Dean
3. CAS Curr Comm Chair
4. CAS Dean
5. Provost
6. Registrar

11. Logout by closing your browser.