To Reactivate an Inactive 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 seems to cache
   an old version of the form

2. Log on with your UVM netid and password.

3. Find the inactive course using the Search function:

4. Highlight the course to be reactivated:

5. Click the Reactivate/Edit button:

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

7. Enter a reason for reactivating the course:

Course Status   ◯ Inactive ◉ Reactivate

Reason for reactivating the course

8. Make any other 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, and Course Number.

    With the exception of some of the diversity course credit questions, all of the fields bordered in red are required for submission.

9. Remember to attach a syllabus in these cases:

    Please attach a syllabus if:
    1) you are creating a new course,
    2) you are seeking diversity credit, or
    3) the course is eligible for graduate credit AND the change is substantive.

    Syllabus ⊙   **Attach Syllabus**

10. 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:

    Credit Hours ⊙   3

    ☑ This 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:

Other Information

Are you seeking diversity credit approval as part of this action?   ○ Yes ⦿ No

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

Cancel   Save Changes   Save & Submit

12. 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

13. Close your browser to log out.