

Instructions for uploading syllabi for designated individuals in Schools and Departments:

You can now upload syllabi as Word or PDF documents for the courses in your School or department this term on our secure website: <https://secure.cua.edu/syllabi>.

To upload a syllabus, log in with your CUA e-mail account username and password. Click the “Upload a Syllabus” button. Select the term, and submit. The courses appear in a dropdown. Select a course, and browse for the Word or PDF document that holds the syllabus for the course. The document should be on your local computer or a thumb drive. Click the submit button to upload the document. Repeat these steps for each course you are uploading.

Please upload syllabi by the first week of the semester or earlier if possible. Please note that **syllabi are only required for formal course sections**. Formal courses are defined as courses that are provided principally by means of regularly scheduled classes meeting in classrooms, including lectures, seminars, practica, laboratory classes, discussion classes, and studio classes.

Instructions for deleting courses from the list of offerings by your School or Department

Please delete courses that have been cancelled, or for which no syllabi are required, (as approved by the deans). To delete, please run a missing syllabi report, then go to the “remove” column on the right for the course and click on the red X button.