

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

To facilitate collection of syllabi, CUA has created a secure website where you can upload syllabi as Word or PDF documents for the courses in your School or department this term. The site is located at <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 (for example “Fall 2008”), 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.

We will send out notification for uploading syllabi at least 3 weeks prior to the start of the semester. 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.

Thank you for your assistance.