

SYLLABUS DATABASE FREQUENTLY ASKED QUESTIONS FOR STUDENTS

1. How do I access the Syllabus database?
The database can be accessed under the Student Services tab at the myLSU portal or at www.lsu.edu/syllabus
2. Are faculty required to use the Syllabus Database?
No, use of the database is voluntary.
3. If departments, schools or colleges have already fielded similar repositories, can they maintain them?
Certainly, and faculty can continue to use them.
4. How do I access the Syllabus database?
On your myLSU page, the Syllabus database is located under the Student Services tab.
5. Can faculty upload syllabi for past terms?
Yes, syllabi can be loaded for up to two prior years' terms.
6. Can faculty upload syllabi for the current term?
Yes.
7. Can faculty upload syllabi for future terms?
Yes, for up to two years in the future.
8. Can an uploaded syllabus be deleted?
An uploaded syllabus can be deactivated, but it cannot be deleted. Students will not be able to view deactivated syllabi.
9. How many characters will be allowed for course titles?
Faculty should use the course title as printed in the LSU General Catalog. One hundred characters are permitted.
10. What is the database's search functionality?
Users can search by the following.
 - Course Rubric*
 - Course Rubric and Course Number*
 - Course Rubric, Course Number and Section Number*
 - Instructor of Record's Last Name*
 - Semester and Year*
11. Are faculty required to post their syllabi on the database?
While faculty are not required to do so, the University hopes the faculty will post their syllabi. Students should also know that some colleges and departments previously created syllabi repositories, and they may decide to maintain them. Therefore, if students do not find syllabi on the syllabus database, they should check these other sources.