

Verifying Upload of Syllabi and Public CVs by Department

<https://syllabus.uga.edu/>

- 1) Go to <https://syllabus.uga.edu/> to access the Public CV and Syllabus System website.
- 2) Click on the **Public CV and Syllabus System Browse** Link:

<https://syllabus.uga.edu/Browse.aspx>



PUBLIC CV AND SYLLABUS SYSTEM

University policy requires that a syllabus for each course is available online. In addition, faculty are required to provide their public CV for each course online. Faculty/Instructors will use this Public CV and Syllabus System to upload their public CV and course syllabus. The Browse option is available to view CVs and syllabi that have been uploaded. Instructions and an FAQ for both faculty/instructors and staff are available under Quicklinks. If you have any questions, please contact the Curriculum Systems unit in the Office of the Registrar at capa@uga.edu or call (706) 542-6358.

QUICKLINKS

- [FACULTY/INSTRUCTOR LOGIN](#) +
- [STAFF LOGIN](#) +
- [FACULTY/INSTRUCTOR INSTRUCTIONS FOR UPLOADING PUBLIC CV AND SYLLABI](#) +
- [STAFF INSTRUCTIONS FOR UPLOADING PUBLIC CV AND SYLLABI](#) +
- [PUBLIC CV AND SYLLABUS SYSTEM BROWSE](#) +

- 3) Select the radio button beside **View of Public CVs and Syllabus Files by Department**, then click **Submit**

- 4) Select a department from the dropdown menu:



5) Select a term (ex: spring 2026) from the dropdown menu:



6) Click on the button **View Information for all courses in department**

- This will display **all** courses housed in the selected department **with OR without** a CV or Syllabus file uploaded.
- *It may take up to 30 seconds to load the course data after this button is clicked.*

View of Public CVs and Syllabus Files by Department
 View of Public CVs and Syllabus Files by Faculty/Instructor
 View History of Public CVs and Syllabus Files by Department

Submit

View of Public CVs and Syllabus Files by Department

Advertising and Public Relations

Spring 2026

Select a Course

View information for all courses with Public CVs and Syllabus

View information for all courses in department

7) Click on the **Semester and Year** Column Header to sort the files, so the most recent semester appears at the top.

- The **Semester and Year** that appears in the column is the semester and year that was selected by the faculty or instructor when they uploaded their syllabus and/or CV.

For example:

Nate Evans uploaded a syllabus for the ADPR 3100 course that he offered and taught in Fall 2025. If the ADPR 3100 course will not be offered in Spring 2026, a syllabus does not need to be uploaded for spring 2026.

Information for all Courses in the **Advertising and Public Relations** Department with or without Syllabus Files

Faculty/Instructor	Course	Semester and Year	CV/Syllabus File	Days and Times	CRN	Syllabus File	Date
Nate Evans	ADPR 3100	Fall 2025	Syllabus			ADPR 3100 Fall 2025 Syllabus .docx	08/13/2025
Mengqi (Maggie) Liao	ADPR 3120	Fall 2025	Syllabus			ADPR_3120_Syllabus_Fall_2025_Liao.pdf	08/13/2025
Wenwen Jiang	ADPR 3400	Fall 2025	Syllabus			ADPR3400_Fall_2025_Jiang.docx	07/28/2025
Yuqian Ni	ADPR 3400	Fall 2025	Syllabus			ADPR3400-62793_Fall_2025_Yuqian Ni.pdf	08/11/2025
Kim Landrum	ADPR 3515	Fall 2025	Syllabus	MWF 1:50-2:40 PM		syllabus ADPR3515_FALL25.pdf	08/19/2025
Kristen Smith	ADPR 3515	Fall 2025	Syllabus			ADPR3515_SmithF25.pdf	07/30/2025
Kristen Smith	ADPR 3520	Fall 2025	Syllabus			3520-F25-1Smith.pdf	07/30/2025
Kristen Smith	ADPR 3520	Fall 2025	Syllabus			3520-F25-2Smith.pdf	07/30/2025
Kim Landrum	ADPR 3550	Fall 2025	Syllabus	MW 9:10-11:10		syllabus ADPR3550_FALL25.pdf	08/19/2025
Kim Landrum	ADPR 3570	Fall 2025	Syllabus	MW 3:00-5:00 PM		syllabus ADPR3570_FALL25.pdf	08/19/2025
Joseph Watson	ADPR 3860	Fall 2025	Syllabus		297678	ADPR 3860 Introduction to Public Affairs Communications - Fall 2025 - Section I.pdf	08/11/2025
Joseph Watson	ADPR 3860	Fall 2025	Syllabus		29769	ADPR 3860 Introduction to Public Affairs Communications - Fall 2025 - Section II.pdf	08/11/2025
Ben Deutsch	ADPR 3870	Fall 2025	Syllabus			ADPR 3870 syllabus - Fall 2025.docx	08/12/2025

8) Copy the rows for the **semester/year you want to verify** that CV and Syllabi have been uploaded:

Information for all Courses in the **Advertising and Public Relations** Department with or without Syllabus Files

Faculty/Instructor	Course	Semester and Year	CV/Syllabus File	Days and Times	CRN	Syllabus File	Date
Nate Evans	ADPR 3100	Fall 2025	Syllabus			ADPR 3100 Fall 2025 Syllabus .docx	08/13/2025
Mengqi (Maggie) Liao	ADPR 3120	Fall 2025	Syllabus			ADPR 3120 Syllabus Fall 2025 Liao.pdf	08/13/2025
Wenwen Jiang	ADPR 3400	Fall 2025	Syllabus			ADPR3400 Fall 2025 Jiang.docx	07/28/2025
Yuqian Ni	ADPR 3400	Fall 2025	Syllabus			ADPR3400-62793 Fall 2025 Yuqian Ni.pdf	08/11/2025
Kim Landrum	ADPR 3515	Fall 2025	Syllabus	MWF 1:50-2:40 PM		syllabus ADPR3515 FALL25.pdf	08/19/2025
Kristen Smith	ADPR 3515	Fall 2025	Syllabus			ADPR3515_SmithF25.pdf	07/30/2025
Kristen Smith	ADPR 3520	Fall 2025	Syllabus			3520-F25-1Smith.pdf	07/30/2025
Kristen Smith	ADPR 3520	Fall 2025	Syllabus			3520-F25-2Smith.pdf	07/30/2025
Kim Landrum	ADPR 3550	Fall 2025	Syllabus	MW 9:10-11:10		syllabus ADPR3550 FALL25.pdf	08/19/2025
Kim Landrum	ADPR 3570	Fall 2025	Syllabus	MW 3:00-5:00 PM		syllabus ADPR3570 FALL25.pdf	08/19/2025
Joseph Watson	ADPR 3860	Fall 2025	Syllabus		297678	ADPR 3860 Introduction to Public Affairs Communications - Fall 2025 - Section I.pdf	08/11/2025
Joseph Watson	ADPR 3860	Fall 2025	Syllabus		29769	ADPR 3860 Introduction to Public Affairs Communications - Fall 2025 - Section II.pdf	08/11/2025
Ben Deutsch	ADPR 3870	Fall 2025	Syllabus			ADPR 3870 syllabus - Fall 2025.docx	08/12/2025
Jeong-Yeob Han	ADPR 5110	Fall 2025	Syllabus			ADPR5110 Fall25.pdf	08/13/2025
Yan Jin	ADPR 5120	Fall 2025	Syllabus			ADPR5120-Fall2025.Jin_29771.pdf	07/14/2025
Yan Jin	ADPR 5120	Fall 2025	Syllabus			ADPR5120-Fall2025.Jin_43880.pdf	07/14/2025
Bryan Harris	ADPR 5130	Fall 2025	Syllabus			ADPR5130 Fall2025.pdf	08/15/2025
Joshua Cloudy	ADPR 5140	Fall 2025	Syllabus			ADPR 5140 - Fall 2025.pdf	08/11/2025
Joshua Cloudy	ADPR 5710	Fall 2025	Syllabus			ADPR 5710 - Fall 2025.pdf	08/11/2025
Mengqi (Maggie) Liao	ADPR 5710	Fall 2025	Syllabus			ADPR 5710 - Syllabus FA25 Liao.pdf	08/13/2025
Jeong-Yeob Han	ADPR 5742/7742	Fall 2025	Syllabus			ADPR5742_7742 Fall25_Han.pdf	08/13/2025
Itai Himelboim	ADPR 5750/7750	Fall 2025	Syllabus			AdPR 5750_7750 - Syllabus - Social Media Analytics - Fall 2025.pdf	08/06/2025
Maria Acosta Alzuru	ADPR 5910	Fall 2025	Syllabus			SyllADPR5910_F2025_Acosta-Alzuru.pdf	08/08/2025
Stephen Jiwonmall	ADPR 5920	Fall 2025	Syllabus			ADPR5920_F25_Jiwonmall_draft3.pdf	07/26/2025
Nicholas Eng	ADPR 5930/7930	Fall 2025	Syllabus			ADPR5930.7930 Syllabus Fall25.pdf	08/13/2025
Ruoyu Sun	ADPR 5930/7930	Fall 2025	Syllabus			ADPR 5930.7930 Syllabus Sun F25.pdf	08/15/2025
David Clementson	ADPR 5950/7950	Fall 2025	Syllabus			ADPR 5950-7950 syllabus --Public Relations Campaigns -- 2025.pdf	05/20/2025
Maria Acosta Alzuru	ADPR 5950/7950	Fall 2025	Syllabus			Syll 5950-FA2025-ACOSTA-ALZURU.pdf	08/08/2025

9) Open **Excel** and paste copied rows:

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
	Faculty/Instructor	Course	Semester and Year	CV/Syllabus File	Days and Times	CRN	Syllabus File	Date
1	Nate Evans	ADPR 3100	Fall 2025	Syllabus			ADPR 3100 Fall 2025 Syllabus .docx	8/13/2025
2	Mengqi (Maggie) Liao	ADPR 3120	Fall 2025	Syllabus			ADPR 3120 Syllabus Fall 2025 Liao.pdf	8/13/2025
3	Wenwen Jiang	ADPR 3400	Fall 2025	Syllabus			ADPR3400 Fall 2025 Jiang.docx	7/28/2025
4	Yuqian Ni	ADPR 3400	Fall 2025	Syllabus			ADPR3400-62793 Fall 2025 Yuqian Ni.pdf	8/11/2025
5	Kim Landrum	ADPR 3515	Fall 2025	Syllabus	MWF 1:50-2:40 PM		syllabus ADPR3515 FALL25.pdf	8/19/2025
6	Kristen Smith	ADPR 3515	Fall 2025	Syllabus			ADPR3515_SmithF25.pdf	7/30/2025
7	Kristen Smith	ADPR 3520	Fall 2025	Syllabus			3520-F25-1Smith.pdf	7/30/2025
8	Kristen Smith	ADPR 3520	Fall 2025	Syllabus			3520-F25-2Smith.pdf	7/30/2025
9	Kim Landrum	ADPR 3550	Fall 2025	Syllabus	MW 9:10-11:10		syllabus ADPR3550 FALL25.pdf	8/19/2025
10	Kim Landrum	ADPR 3570	Fall 2025	Syllabus	MW 3:00-5:00 PM		syllabus ADPR3570 FALL25.pdf	8/19/2025
11	Joseph Watson	ADPR 3860	Fall 2025	Syllabus		297678	ADPR 3860 Introduction to Public Affairs Communications - Fall 2025 - Section I.pdf	8/11/2025
12	Joseph Watson	ADPR 3860	Fall 2025	Syllabus		29769	ADPR 3860 Introduction to Public Affairs Communications - Fall 2025 - Section II.pdf	8/11/2025
13	Ben Deutsch	ADPR 3870	Fall 2025	Syllabus			ADPR 3870 syllabus - Fall 2025.docx	8/12/2025
14	Jeong-Yeob Han	ADPR 5110	Fall 2025	Syllabus			ADPR5110 Fall25.pdf	8/13/2025
15	Yan Jin	ADPR 5120	Fall 2025	Syllabus			ADPR5120-Fall2025.Jin_29771.pdf	7/14/2025
16	Yan Jin	ADPR 5120	Fall 2025	Syllabus			ADPR5120-Fall2025.Jin_43880.pdf	7/14/2025
17	Bryan Harris	ADPR 5130	Fall 2025	Syllabus			ADPR5130 Fall2025.pdf	8/15/2025
18	Joshua Cloudy	ADPR 5140	Fall 2025	Syllabus			ADPR 5140 - Fall 2025.pdf	8/11/2025
19	Joshua Cloudy	ADPR 5710	Fall 2025	Syllabus			ADPR 5710 - Fall 2025.pdf	8/11/2025
20	Mengqi (Maggie) Liao	ADPR 5710	Fall 2025	Syllabus			ADPR 5710 - Syllabus FA25 Liao.pdf	8/13/2025
21	Jeong-Yeob Han	ADPR 5742/7742	Fall 2025	Syllabus			ADPR5742_7742 Fall25_Han.pdf	8/13/2025
22	Itai Himelboim	ADPR 5750/7750	Fall 2025	Syllabus			AdPR 5750_7750 - Syllabus - Social Media Analytics - Fall 2025.pdf	8/6/2025
23	Maria Acosta Alzuru	ADPR 5910	Fall 2025	Syllabus			SyllADPR5910_F2025_Acosta-Alzuru.pdf	8/8/2025
24	Stephen Jiwonmall	ADPR 5920	Fall 2025	Syllabus			ADPR5920_F25_Jiwonmall_draft3.pdf	7/26/2025
25	Nicholas Eng	ADPR 5930/7930	Fall 2025	Syllabus			ADPR5930.7930 Syllabus Fall25.pdf	8/13/2025
26	Ruoyu Sun	ADPR 5930/7930	Fall 2025	Syllabus			ADPR 5930.7930 Syllabus Sun F25.pdf	8/15/2025
27	David Clementson	ADPR 5950/7950	Fall 2025	Syllabus			ADPR 5950-7950 syllabus --Public Relations Campaigns -- 2025.pdf	5/20/2025
28	Maria Acosta Alzuru	ADPR 5950/7950	Fall 2025	Syllabus			Syll 5950-FA2025-ACOSTA-ALZURU.pdf	8/8/2025

10) Compare course data in Excel file against **Schedule of Classes** for the semester you are verifying.

- The **Schedule of Classes** for the semester will show the courses that are being offered/taught in the semester. Compare the list of courses copied from the CV/Syllabus system against the list of courses that are being offered (Schedule of Classes) to verify compliance with uploading syllabi/CVs for the semester.
- A **Schedule of Classes** for courses/departments may be accessed:
 - Internal tracking documentation/spreadsheet managed by departmental course scheduler
 - [Argos Schedule of Classes Report](#)
 - [Schedule of Classes PDF](#)

SUBJECT		COURSE NO		TITLE		DEPARTMENT				PART OF	CLS	SEATS
CRN	SEC	STAT	CREDIT HRS	DAYS	TIME	BLDG	ROOM	CAMPUS	INSTRUCTOR	TERM	SIZE	AVL
AAEC		2580		Appl Microeconomic Principles		Agricultural and Applied Econ						
61007	0	A	3.0 - 3.0	T R	11:35 am-12:55 pm	1011	0104	Athens	Colson	1	100	58
AAEC		3020		Analytical and Comp Tools Econ		Agricultural and Applied Econ						
61009	0	A	3.0 - 3.0	T R	02:55 pm-04:15 pm	1011	0307	Athens	Nath	1	30	5
61635	0	A	3.0 - 3.0	T R	02:55 pm-04:15 pm	4400	0217	Griffin	Nath	1	10	9
61642	0	A	3.0 - 3.0	T R	02:55 pm-04:15 pm	4602	0102	Tifton	Nath	1	10	9
AAEC		3100		Food and Fiber Marketing		Agricultural and Applied Econ						
61010	0	A	3.0 - 3.0	T R	09:55 am-11:15 am	1011	0104	Athens	Shonkwiler	1	100	24
61011	0	A	3.0 - 3.0	T R	09:55 am-11:15 am	4400	0217	Griffin	Shonkwiler	1	10	10
61012	0	A	3.0 - 3.0	T R	09:55 am-11:15 am	4602	0102	Tifton	Shonkwiler	1	10	9
AAEC		3580		Intermediate Econ Principles		Agricultural and Applied Econ						
61016	0	A	4.0 - 4.0	M W	09:55 am-11:15 am	1011	0212	Athens	Hrozencik	1	45	20
61640	0	A	4.0 - 4.0	M W	09:55 am-11:15 am	4602	0102	Tifton	Hrozencik	1	10	10
72338	0	A	4.0 - 4.0	M W	09:55 am-11:15 am	4400	0210	Griffin	Hrozencik	1	5	5
AAEC		3580L		Intermed Econ Principles Lab		Agricultural and Applied Econ						
27061	0	A	0.0 - 0.0		F 09:55 am-10:50 am	1011	0212	Athens	Hrozencik	1	45	20
61641	0	A	0.0 - 0.0		F 09:55 am-10:50 am	4602	0102	Tifton	Hrozencik	1	10	10
72339	0	A	0.0 - 0.0		F 09:55 am-10:50 am	4400	0210	Griffin	Hrozencik	1	5	5
AAEC		3600		Economics of Food Policy		Agricultural and Applied Econ						
61017	0	A	3.0 - 3.0	T R	01:15 pm-02:35 pm	1011	0104	Athens	Smith	1	100	15
61018	0	A	3.0 - 3.0	T R	01:15 pm-02:35 pm	TBA	TBA	Griffin	Smith	1	10	10
61019	0	A	3.0 - 3.0	T R	01:15 pm-02:35 pm	4897	0534	Tifton	Smith	1	10	10
AAEC		3690		Agribusiness Finance		Agricultural and Applied Econ						
26626	0	A	4.0 - 4.0		W 02:55 pm-03:50 pm	1011	0204	Athens	Adjemian	1	45	31
	0	A	4.0 - 4.0		W 02:55 pm-03:50 pm	1011	0202	Athens	Adjemian	1	45	31

11) By the policy deadline, all courses that are in the Schedule of Classes should have a syllabus uploaded in the Public CV and Syllabus System. All faculty who are teaching a course that is listed in the Schedule of Classes should have a public CV uploaded.

- **Deadlines:**
 - Spring 2026 – January 5, 2026 (5 days before the start of classes)
 - Fall 2026 registration and beyond – prior to course registration for the term.

If you need assistance, please contact the Registrar's Office at capa@uga.edu.