

SYRACUSE UNIVERSITY PROJECT ADVANCE

pass.supa.syr.edu

Registration Guide 2016 - 2017 Syracuse City Schools



SYRACUSE UNIVERSITY PROJECT ADVANCE

REGISTRATION PROCESS

For complete registration instructions, see the last page of this document

STEP 1: You can complete the online registration at home or in school. Go to pass.supa.syr.edu and follow the steps to “Register for Courses”. Under this heading choose the class or classes for which you wish to register and receive Syracuse University credit. The Syracuse University courses offered in the SCSD high schools are free of charge. **NOTE: You can only receive Syracuse University credit and transcripts if you register through the SUPA website AND return the signed application to complete the registration process.**

STEP 2: Print the completed online application and have a parent or guardian sign it. The signed application should be returned to the HS instructor or mailed directly to the Project Advance office (see next page for contact information). If the application can't be processed (e.g., signature missing) the student or parent/guardian will be notified.

SYRACUSE UNIVERSITY ID NUMBER (SUID): Once a student is officially registered, he/she will be mailed a Welcome Letter that will include a Syracuse University ID number (SUID). This number can be used to access the SU library, pay bills online, and request transcripts.

AFTER REGISTRATION *(signed application has been received and processed)*

DROPPING A COURSE: If the student decides he or she does not want SU credit or has a schedule change, a drop form—found at supa.syr.edu/downloads—must be completed and received in the SUPA office by the drop date (see registrar's calendar on next page).

WITHDRAW FROM A COURSE: After the drop date has passed, the student may withdraw from the course. A withdrawal only removes a letter grade from his or her transcript (the grade will be registered as “WD”); students may choose to withdraw from a course if they are not doing as well as anticipated and do not want a poor grade reflected on their transcript. Students should always consult with their instructor on their current course status. Withdrawal forms are available at <http://supa.syr.edu/downloads>, please see the registrar's calendar on the next page.

SYRACUSE UNIVERSITY REGISTRAR'S CALENDAR 2016-2017

Registration Deadlines	Fall 2016	Spring 2017
Online Registration Portal Opens	September 1st	February 1st
Online Registration Portal Closes	October 7th	March 3rd
Signed Application Form Due in SUPA Office	October 14th	March 10th
Online Applications Deleted (unsigned or incomplete applications deleted)	November 11th	March 31st
Last Day to Drop Course	November 18th	April 7th
Last Day to Withdraw from Course	January 20th (2017)	May 19th

DROP PROCEDURE: If the student is officially registered for the SU course and then decides he/she no longer wants SU credit, the student **MUST** submit a Drop Course Form by the Drop Course Deadline of (Fall 2016 = Nov 18th and Spring 2017 = April 7th) to remove the student from the Syracuse University class roster.

SUPA CONTACT INFORMATION, FORMS AND LINKS

CONTACT INFORMATION:

Syracuse University Project Advance
400 Ostrom Ave
Syracuse, NY 13244
Phone: (315) 443-2404
Fax: (315) 443-1626 or 2585
Email: help@supa.syr.edu
Live Chat: <http://supa.syr.edu/livechat/>
Office Hours: 8:30 AM- 5:00 PM

STUDENT RECORDS ADMINISTRATOR:

Christine Signy
Phone: (315) 443-5705
E-mail: csigny01@syr.edu
Office Hours: 7:00 AM- 3:30 PM

FORMS (<http://supa.syr.edu/downloads>):

- Drop
- Withdrawal
- Transcript Request

LINKS:

- SUPA Website: <http://supa.syr.edu>
- Online Registration: <https://pass.supa.syr.edu>
- FAQ: <http://supa.syr.edu/faq>
- Online Payment: <https://pass.supa.syr.edu>
- Academic Integrity: http://supolicies.syr.edu/ethics/acad_integrity.htm

To Register Online: pass.supa.syr.edu

There is no charge for Syracuse University courses offered through Project Advance for the 2016-17 school year.

FOR NEW SUPA STUDENTS

Before you start your course application you will need:

- Your Social Security number. (SSN is collected to enable the University to comply with federal requirements mandated under IRS tax laws.)
- List of ALL courses and their class times you wish to register for. If taking multiple SU courses, only one application should be completed.
- Parent/guardian e-mail address and cell phone number.
- A computer where you can download* and print a PDF document.
** If you are on a public computer, make sure you delete the PDF once you have printed it.*

Detailed Instructions

- Go to pass.supa.syr.edu.
- Click “High School Student”, then “United States of America”.
- Click “Register for Classes”.
- Fill out the application. When complete, click “Create Application”.
- Select the courses you wish to register for from the list. You may select more than one. When all courses have been selected, click “Register for Selected”. You will then have the opportunity to review your selection and remove a course if you want.
- Click “Print Application” from the menu on the left hand side. Then click “Download PDF Application”. Your application will download to your computer where it can be printed, saved or both.
- The application must be signed by both the student and parent/guardian and returned to the SUPA instructor or SUPA coordinator.

FOR RETURNING SUPA STUDENTS

Before you retrieve your previous course application, you will need:

- Your 9-digit SU ID number and your previously used e-mail address and password you created on your original application. If you do not remember your password or SUID, please follow the instructions on the login page at <https://pass.supa.syr.edu/student-login/>.
- List of ALL courses and their class times you wish to register for.
- Parent/guardian e-mail address and cell phone number.
- A computer where you can download* and print a PDF document.
** If you are on a public computer, make sure you delete the PDF once you have printed it.*

Detailed Instructions:

- Go to pass.supa.syr.edu.
- Click “High School Student”, then “United States of America”.
- You do not have to complete the application again. On the right side of the page, under “I have filled this form before” click “login here”.
- Log into the system using your email address, SUID, and password.
- Review your profile details (such as ‘Graduation Date’), make any changes needed, and click ‘Update’ to save changes.
- On the left hand side of the screen, click “Register for Courses”.
- Select the courses you wish to register for from the list. You may select more than one. When all courses have been selected, click “Register for Selected”. You will then have the opportunity to review your selection and remove a course if you want.
- Click “Print Application” from the menu on the left hand side. Then click “Download PDF Application”. Your application will download to your computer where it can be printed, saved or both.
- The application must be signed by both the student and parent/guardian and returned to the SUPA instructor or SUPA coordinator.