

Student Guide



SUPA

Project Advance[®]
SYRACUSE UNIVERSITY

CREDIT *with* **CREDIBILITY**[®]



TABLE OF CONTENTS

4 Application

5 Tuition

5 Dropping a Course

6 Withdrawing from a Course

6 Academic Integrity Policy

6 Grades

7 Seeking Recognition

10 Reminders



Welcome to Syracuse University! Through Project Advance, a partnership program between Syracuse University and your school district, you have the chance to prepare yourself for the academic challenges of college. Enrolling in introductory SU courses before you begin full-time college study shows everyone that you are a serious student who expects the best from yourself and from your education.

This student guide contains important information regarding the SU courses you are taking. As an officially registered non-matriculated SU student, you should become familiar with this important information and use it for reference both during and after your SU studies. If you ever have a question that is not answered here, please don't hesitate to request assistance from your instructor or the Project Advance office.

We hope that taking SU courses with Project Advance will inspire you the way it has inspired so many of our graduates.

I wish you the best of luck with your coursework this year, and in the years to come.

A handwritten signature in black ink that reads "Gerald S. Edmonds".

Gerald S. Edmonds, Ph.D.
Director, Project Advance
Syracuse University



Application

How do I apply to take classes?

You can register for classes online by logging into our secure site at <https://pass.supa.syr.edu> using the sign-on procedure received from your instructor or by viewing the instructions on our website, supa.syr.edu. Simply choose the course(s) you wish to register for and then print out the Application so that your parent/guardian can sign it. Bring the form to your instructor, who will forward it on to Project Advance for processing. Only those students registering for Syracuse University credit should complete the online registration forms. **Even if you are registering for more than one Syracuse**

University course you should complete only one registration form per semester. Your application is not complete and you are not officially registered for a Syracuse University course(s) until the SUPA office receives your signed form for processing.

The registrar's calendar outlines the specific block of time available for you to register online. The registrar's calendar is distributed to students and outlines all the critical dates in the registration process. It is also posted on our website, supa.syr.edu. Critical dates include when you may register for courses and when you may drop a class without any financial obligation to the University.

When I register for these courses, what is my official status with Syracuse University?

When you register for SU courses through Project Advance, you become a part-time student at Syracuse University. Just as it does for all SU students, the SU registrar's office will maintain your academic records for the SU course(s) you take.

As an officially registered part-time, non-matriculated student of Syracuse University, you will receive a Syracuse University Project Advance identification number. This number permits you to use the SU libraries.

Who can register to take SU courses through Project Advance?

Course offerings are normally restricted to qualified high school seniors. However, students in their junior year are sometimes permitted to enroll in Project Advance sections of SU courses with approval from the appropriate Project Advance administrator and University faculty coordinator.

Tuition

Tuition is based on the number of credits designated for your course(s) at the current rate of \$110.00 per credit hour.

Payment Policies

Once your Application/Intent to Register Form has been received and processed, an invoice will be generated for the total cost of your tuition (as determined by the course(s) you registered for) and mailed to your parent/guardian at the address provided on the registration form. Your tuition payment must be received at the Project Advance office by the due date printed on the bill. Options for payment include paying the balance in full or choosing to make installment payments. The payment plan does include an additional \$15.00 service charge to help defray the cost of generating a monthly invoice.

Bills for full-year and fall semester courses are due beginning Oct. 15 or Nov. 15. Bills for spring semester courses are due beginning March 15 or April 15. Once the invoice is received, payment for the

course(s) can be made online using our secure online payment processing system (BillPay).

To make an online payment, a parent or guardian can go to <https://pass.supa.syr.edu> and sign in using your SU ID number and BillPay code, which is provided on the invoice. Credit cards are accepted online—American Express, Discover, MasterCard, and Visa. Syracuse University also accepts checks and money orders.

Registering for a Syracuse University course incurs a financial obligation to the University. Students will be placed on financial hold if their tuition is not paid. Students on financial hold will not be issued an SU transcript.

Dropping a Course

If you have any doubts about your readiness for the work included in your SU course, you should consult with your instructor before the drop date. A Syracuse University drop form, signed by you, your instructor, and a parent/guardian, must be submitted to Project Advance. The University's regulations concerning dropping a course, described below, apply to all SU students. Dropping a course with a school guidance department or instructor DOES NOT remove you from the Syracuse University class list. **You will remain a registered SU student until SUPA receives your drop request documentation.**

To drop a course you must complete a drop form (available from your instructor or our website, supa.syr.edu), obtain the required signatures, and mail or fax it to the Project Advance office. This will remove you from the class list and remove all financial obligations to the University. Please refer to the registrar's calendar at supa.syr.edu for the specific dates when you can voluntarily drop courses and still receive a 100 percent refund. SU will **not** issue tuition refunds after these dates.

If your family moves out of the district or if a major illness or accident requires you to drop all high school courses for an extended period, you may receive a 100 percent tuition refund up to the 10th week of the semester. If you drop the course(s) under these conditions, you will not receive any SU credit for the

work you have completed before or during the 10th week. Involuntary drops or withdrawals after the 10th week of a semester are evaluated by SU on a case-by-case basis.

Withdrawing from a Course

After the official SU drop deadlines you may withdraw from a course. To withdraw from a course you must complete a withdrawal form (available from your instructor or our website, supa.syr.edu); obtain the required signatures; and mail or fax it to the Project Advance office. The symbol WD (withdrew) is recorded on your transcript. The option of withdrawing from a course and having a WD instead of a grade recorded on your SU transcript extends to two weeks before the last day of classes. If you withdraw from the first semester of American history, biology, calculus, chemistry, statistics, or writing/English, you will not be eligible to enroll in the second course of the sequence. If you repeat courses or units of courses for any reason, both grades will appear on your transcript but only the later grade will be calculated in your grade point average. NOTE: Withdrawal from a course after the official drop deadline does **not** remove the student/parent financial obligation to the University; it only removes a grade.

You will be placed on financial hold for failure to pay your tuition. **Students on financial hold will not be issued an SU transcript.** Information regarding these University policies can be found online at <http://www.syr.edu/publications/undergradcat>.

Academic Integrity Policy

At Syracuse University, academic integrity is expected in all the endeavors of every community member. Academic integrity includes a commitment to the values of honesty, trustworthiness, fairness, and respect. These values are essential to the overall success of an academic society. In addition, each member of the University community has a right to expect adherence to academic integrity from all other community members. The complete policy is available at: http://supolicies.syr.edu/ethics/acad_integrity.htm

Grades

Students enrolling in SU courses through Project Advance normally obtain both high school and college credit for the courses. The standards used to determine your SU grades are the same as those used on campus. Your high school grade is determined in accordance with grading criteria established by your high school. A-F are normal grades for Syracuse University courses. Other University grade designations are as follows:

- I** (Incomplete) Given when a student has not completed the coursework when grades are assigned — this option is only available to students who are taking a fall semester class.
- WD** (Withdrawal) The option of withdrawing extends to two weeks before the last day of classes — this does **not** remove your financial responsibility to Syracuse University for the outstanding balance.

What are credit hours?

In most colleges and universities, the courses you take are described in credit hours. Some courses are “worth” three credit hours, some four, etc. You complete an undergraduate program of study in college (a major) when you accumulate the number of credit hours (usually 120 to 122) that satisfy a specified combination of courses in your major, courses that fulfill institutional requirements, and elective courses you choose to take. Often, course credit (hours) taken at one college or university can be transferred to another and applied toward degree requirements. Upon successful completion of the SU courses you take through Project Advance, you will have earned course credits from Syracuse University.

Will my SU grades affect my GPA at the college I eventually attend?

Most institutions do not use the grades earned in courses they accept for transfer credit when they calculate a student’s GPA in their own institution. However, the grade you earn in your SU course is part of your permanent record at SU and will count toward your GPA if you attend SU. If you are concerned about



how your grades earned in SU courses will affect your GPA, you should contact the registrar at the college you choose to attend for information.

How do colleges recognize work done at another institution?

Colleges and universities can recognize coursework taken at other institutions in several ways. Based on the student’s transcript, which is proof that he or she has completed college coursework, institutions may transfer the credit hours into a student’s program of study, reducing the number of courses the student must complete to graduate. They may also offer a student the option of using transferred courses to gain exemption from specific course requirements. These might include courses that fulfill distribution or general education requirements, introductory writing courses, and courses required within a major or minor course of study. Finally, colleges and universities can allow the student to use transfer courses to fulfill prerequisite course requirements for more advanced study

by granting placement into a higher level of a course sequence. All of these forms of recognition may be granted individually or in combination.

Seeking Recognition

You must decide what forms of recognition you are seeking. Once you determine the institution you will attend, we recommend that you review its catalog to identify all of the requirements for graduation. Then, determine which of these requirements might be completely or partially fulfilled by the courses you have already taken. To receive any form of recognition you must request that a transcript from Syracuse University be sent to your college.

Requesting that a transcript be sent to your college is the most important action you must take in seeking recognition for your Syracuse University coursework. Your transcript (a record of all of your SU courses) will not be sent automatically to your college or university because (unless you enroll at SU) Syracuse University has no way of knowing where you are enrolling. Your request must go to the Syracuse University Transcript Office, not the Project Advance office. You can have



an official transcript sent by following these procedures:

1. Find out exactly where your college wants the transcript to be sent (the admissions office, the registrar's office, etc.). You can get this information from your college application, the college catalog, or the college admissions office.
2. Complete the transfer request form from our website at supa.syr.edu. The form must include your full name (not your nickname); social security number; high school; SU course taken; year the course was taken; and the name, title, and address of the college official to whom the transcript will be sent. When you request an official transcript, we recommend that you ask the registrar to send you an unofficial copy of it for your records. Students should wait one or two weeks after the end of

the semester before mailing a transcript request.

Mail your transcript request to this address:

Transcript Office
109 Steele Hall
Syracuse University
Syracuse NY 13244-1120

You may also fax the form to 315-443-7994.

3. Syracuse University policy and federal law protect access to student records. You are the only person authorized to request that an official Syracuse University transcript be sent to your chosen college or university and the request must be made according to the procedure detailed above. Transcripts will not be sent in response to requests made by telephone, by e-mail, or by an individual other than you.

4. Check with the person or office where you had your transcript sent to make sure it arrived.
5. Do not try to negotiate credit transfer before your college has received your transcript. Courses in which you earned grades below a C are usually not accepted for transfer credit.
6. If your college is reluctant to recognize your SU courses (in one of the ways outlined above), contact our office in writing, by phone or e-mail:

Syracuse University Project Advance
400 Ostrom Avenue
Syracuse NY 13244-3250
315-443-2404
e-mail: help@advance.syr.edu

Be sure to find out the reason for your college's reluctance; the more information we have, the more useful we can be. Although we can't force any college to accept Syracuse credit, we can write letters and/or make phone calls on your behalf.

Are all colleges and universities obligated to recognize my SU credit hours?

Credit recognition remains the exclusive prerogative of the institution granting it. College policies vary in regard to transfer credit, may be changed from year to year, and may be applied differently from student to student.

Many factors affect the decision to accept transfer credit, including the grade the student earned in the course. In most cases, colleges will accept courses in which you've earned a C or better and that are a good match for those you would take on that campus. Courses that differ from those the college offers may also be transferred, usually as elective credits.

Some colleges will not give credit for a college course that also fulfilled a high school graduation requirement.

Increasingly, transfer credit decisions for some combination of degree credit, requirement exemption, and/or placement are made case by case, based on the work the student can show he or she did in the course. Even at schools where transfer credit is not normally granted, you may be able to negotiate recognition for your SU coursework. Keep all of your course materials, including portfolios and your syllabi, so you can show them to college officials who ask for more information before accepting your transfer credit.

To whom do I talk to about transfer credit?

The most important person to talk with about transfer credit is the person at your institution who has the power to make transfer credit decisions. That person varies from institution to institution. Begin by asking your academic advisor whom to see. If she or he doesn't know, talk with a college official such as a dean or department chairperson.

Some things to remember:

- The chairperson of the academic department relevant to your course may be the most helpful in your effort to gain recognition for your SU coursework;
- Admissions representatives usually do not have the authority to make transfer credit decisions;
- Registrars typically do not make transfer credit decisions - although they may interpret and administer policies established by their academic departments or their institution's faculty senate.

How do I talk about getting my SU credit recognized?

It is important to refer to the SU courses you took as SU courses, **not** as Project Advance courses. There is no such thing as a Project Advance course. When you meet with the faculty member or college official who will make the decision about your SU credits, you should bring your course syllabi or manuals, course

descriptions and, if appropriate, your student portfolios from the SU courses you took. Course descriptions can be downloaded from the Project Advance web site, supa.syr.edu. Bring these with you as well.

What if my college or university will not accept my Syracuse credit?

If your college or university will not transfer your SU credits after you have (1) sent your transcript; (2) talked with the appropriate college official(s); (3) shown your syllabus and course portfolio to the appropriate official(s); and (4) called our office and asked us to contact (on your behalf) the appropriate person at your school, you may need to resign yourself to the fact that some institutions, for various reasons, simply will not accept the transfer credit.

However, there are other ways your SU credit can be recognized by your college. You may be exempted from taking a similar required course or you may be placed in a higher-level course. Both forms of recognition will benefit you by allowing you more room to take courses in your major as well as interesting electives. Talk about the SU coursework you have taken with your advisor or with another college official. Typically, colleges will not force you to take coursework you've already completed. Your job will be to make and support that argument.

If my college doesn't accept my credit, has my tuition to SU been wasted?

Of course not. First of all, that credit and the educational experience are always yours. If for some reason you transfer to a different school, you may be able to transfer the credit to that institution. If you ever leave college for some reason, the work you completed at SU will always be there for you. Whatever your situation, the coursework you took from Syracuse University will serve you well throughout your life.

Reminders

To avoid misunderstandings, please review the following clarifications:

- Completing an online application does not mean that you are officially registered for SU credit. SUPA must receive your signed application in order to complete the registration process;

- Payment of tuition does not ensure Syracuse University credit;
- You are not automatically granted admission to Syracuse University upon successful completion of a course taken through Project Advance;
- The Syracuse University transcript certifies college credit earned but does not automatically guarantee its acceptance at any other institution. You and/or your parents are solely responsible for the decision to enroll in Syracuse University courses through Project Advance;
- High school grades for courses taken through Project Advance are determined by criteria established by your high school, while University grades for courses are determined by criteria established by Syracuse University;
- Questions about University grades should be resolved, whenever possible, with the instructor. Together, you and your instructor may refer any unresolved questions to the academic supervisor for the course;
- Registering for a Syracuse University course incurs a financial obligation to the University on the part of students/parents - non-payment of tuition will result in students being placed on financial hold;
- You are not entitled to a Syracuse University e-mail address.



For more information on any aspect of SUPA contact us at:

PH: 315-443-2404

FAX: 315-443-1626

Email: help@supa.syr.edu

Web & Live Chat: supa.syr.edu

For more information on any aspect of SUPA contact us at:

Project Advance®

SYRACUSE UNIVERSITY

400 Ostrom Avenue, Syracuse, NY 13244-3250

T 315-443-2404 **F** 315-443-1626 **W** supa.syr.edu

© 2012 Syracuse University

