

**REGISTRAR'S CALENDAR  
(Instructor Deadlines)**

As a certified Syracuse University instructor, it is your responsibility to carry out these procedures. They have been put in place to ensure the accuracy of the student records.

	<b>Fall 2018</b>	<b>Spring 2019</b>
Class Information: Email Notification-PASS input Enter class times & number of students in your class	9/7/18	1/11/19
Signed Application Forms due in Project Advance Office Email: suparegistration@syr.edu or fax 315-443-1626	10/12/18	3/7/19
Pending Application Review: Email Notification- PASS input 1) inform us if a student wants to delete their application 2) check the status of your students (pending or registered) 3) did all students that want SU credit complete an online application	9/4 - 10/22	1/28 - 3/18
Class List Confirmation: Email Notification - PASS input To officially confirm students on class list to be assigned an SU grade	10/23 - 10/30	3/19 - 3/26
Drop Form - Instructor signature required Must receive drop form by:	11/9/18	4/12/19
Year-Long Class Re-Confirmation due by: Email - PASS input	NA	1/15/19
Withdrawal Form - Instructor signature required Must receive withdrawal form by due date prior to grade portal opening	1/7/19	5/17/19
SU Registrar Class List Verification due by: Hardcopy - Mail	Upon receipt	Upon receipt
Grade Submission Portal Open from: Email - SU MySlice input	2/1 - 2/22/19	6/1 - 6/21/19
SU Registrar Grade Roster Verification due:	Upon receipt	Upon receipt
Annual Instructor Report: Email direct Link - PASS input To officially inform us what class you will be teaching and how many sections need to be assigned for the next Academic year.	N/A	6/5/19

PASS: <https://pass.supa.syr.edu> (sign in to access class and students registered detail)

Grade Input: <https://Myslice.syr.edu>

Email: [suparegistration@syr.edu](mailto:suparegistration@syr.edu)

LiveChat: <http://supa.syr.edu/livechat>