

2023-2024 Student Academic Year Calendar and Course Registration Guide

2023-2024 Tuition rate: \$115 per credit hour

Student Registration Dates and Deadlines	Fall 2023	Spring 2024
Online Registration Portal Opens	September 6th	January 29th
Online Registration Portal Closes	September 22nd	February 16th
Signed Application Form Due in SUPA Office <i>Invoices will be sent upon receipt of signed application</i>	September 29th	February 27th
Tuition Assistance Applications Due	September 29th	February 27th
Incomplete Registration Applications Deleted <i>Unsigned or incomplete applications deleted in our system</i>	October 13th	March 25th
TUITION DUE DATE <i>Students who do not pay in full by this date will not be registered for SU course credit. No exceptions. Any partial payments will be refunded after this date.</i>	November 1st	April 1st
Drop Deadline <i>Full refunds given if course dropped by this deadline</i>	November 15th (Fall and year-long)	April 17th (Spring only)
Withdraw Deadline <i>No refunds provided, a grade of "WD" will appear on student transcript</i>	January 5th (2024)	May 10th
Syracuse University Grades Posted <i>Students can view their grades after this date. For instructions, visit supa.syr.edu/transcripts</i>	2/16/24	6/21/24

NOTE REGARDING FINANCIAL OBLIGATION:

For a student to be officially registered for an SU course through Project Advance, full payment of the course tuition **MUST** be received by the payment deadline (**FALL= November 1st; Spring= April 1st**). If full payment is not received by the payment deadline, the student will be removed from the Syracuse University class roster and ineligible for college credit for the course.

If the student is officially registered for the SU course and then decides they no longer want SU credit, the student **MUST** submit a Drop Course Form to the Project Advance office by the Drop Deadline of (**Fall 2023 = Nov 15th and Spring 2024 = April 17th**) to receive a full refund.

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: supahelp@syr.edu
Live Chat: <http://supa.syr.edu/livechat/>
Office Hours: 8:30 AM- 5:00 PM

Registration: supa.syr.edu/register
Tuition and Payments: supa.syr.edu/tuition
Tuition Assistance: supa.syr.edu/tuition-assistance
Drops/Withdraws: supa.syr.edu/forms

Download the full SUPA Student Guide:
supa.syr.edu/studentguide

Turn over for Registration Guide

Course Registration Guide 2023-2024

Registration Overview at supa.syr.edu/register

Tuition is \$115 per credit hour; eg ECN203 is a 3-credit course so tuition will be \$345

BEFORE YOU START

All Students (returning and new) will need the following:

- List of ALL courses and their class times you wish to register for.
If taking multiple SU courses, **only one application should be completed.**
- Student social security number (required for university to comply with federal guidelines)
- Student AND Parent/guardian e-mail addresses and cell phone number.
- A computer where you can download and print a PDF document.

Please note: we recommend you do NOT use your high school assigned email address, as these are often deleted at the end of the senior year. That can affect your ability to order transcripts after the course is complete.

REGISTRATION PROCESS

STEP 1: REGISTER/LOG IN and SELECT COURSES

NOTE: if you have previously taken an SU course through SUPA, you do NOT have to complete the application again. Simply select "I have filled this form before" and click "login here". Then use your email, SUID and password to log in. Then proceed to "Register for Courses".

- Go to pass.supa.syr.edu.
- Click "High School Student", then "United States of America".
- Click "Register for Courses".
- Fill out the application. When complete, click "Create Application".
- On the left hand side of the screen, click "Register for Courses".
- Select all 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.

STEP 2: PRINT, SIGN and SUBMIT DOCUMENTS

A parent/guardian signature is required to confirm their consent for you to enroll in a Syracuse University course and to acknowledge responsibility for the associated course tuition.

- 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.

You will NOT be officially registered until Project Advance receives your signed application by the registration deadline and your full payment by the payment deadline.

TUITION ASSISTANCE

Need-based tuition assistance is available, e.g. for students who meet the federal guidelines for free and reduced lunch based on household income requirements.

If you believe that you might be eligible for tuition assistance, you must submit the tuition assistance form and requested documents by the same deadline as the signed registration application form for consideration.

Please see our website for criteria and forms at:
supa.syr.edu/tuition-assistance

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STEP 3: TUITION and PAYMENT

- Invoices will be sent after the signed registration application is received in our office.
- Students who apply for and receive tuition assistance will receive a new invoice reflecting the adjusted tuition.
- Payment in full is due by the payment deadline listed on the front of this document. Otherwise, students will be removed from the Syracuse University course roster and will not be registered for college credit. Any partial payments will be refunded if this occurs.

TUITION and PAYMENTS

TUITION

Tuition for Syracuse University courses taken through Project Advance is \$115 per credit hour.

DIRECT BILLED SCHOOLS

Some schools utilize grants or other funds to pay for their students' Syracuse University course tuition. If your school is one of these "Direct Billed" schools, you will not receive an invoice for your course tuition. However, please note students are still responsible for meeting deadlines for registration, drops and withdraws.

PAYMENT

Payment can be made through our secure, online system, by check or by credit card over the phone. Please visit supa.syr.edu/tuition for more information.