

## 2023-2024 Student Academic Year Calendar and Course Registration Guide Syracuse City Schools

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	September 29th	February 27th
Incomplete Registration Applications Deleted <i>Unsigned or incomplete applications deleted in our system</i>	October 13th	March 25th
Drop Deadline	November 15th (Fall and year-long)	April 17th (Spring only)
Withdraw Deadline <i>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 <a href="http://supa.syr.edu/transcripts">supa.syr.edu/transcripts</a></i>	2/16/24	6/21/24

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

Registration: [supa.syr.edu/register](http://supa.syr.edu/register)  
Drops/Withdraws: [supa.syr.edu/forms](http://supa.syr.edu/forms)

Download the full SUPA Student Guide:  
[supa.syr.edu/studentguide](http://supa.syr.edu/studentguide)

# Course Registration Guide 2023-2024

Registration Overview at [supa.syr.edu/register](https://supa.syr.edu/register)

## 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](https://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.