

(SUPA) SCSD Instructor Registration Highlights (2022-2023)

Online Application / <https://pass.supa.syr.edu>

- Before distributing materials to students please enter your class information & upload syllabus
- Schedule computer lab – students must register for all courses on (1) application
- Signed applications should be emailed to suparegistration@syr.edu or faxed to 315-443-1626 (Due by 10/7/22 for Fall & Year Long Sequence and 3/3/23–Spring Only)

Application Review / <https://pass.supa.syr.edu>

- Review Online Applications- 1 week after you have faxed or emailed them to Project Advance
- Pending Applications- notify us if student no longer wants SU credit so we can delete application
- Signed Applications not received will be deleted on 10/28/22 for Fall & Year Long Sequence and 4/3/23 –Spring Only

Class List Confirmation / <https://pass.supa.syr.edu>

- Official confirmation of your class list for students registered for SU credit
- You will be unable to confirm if you have any students in pending applications. You must either send us their signed application or officially let us know that they no longer want SU credit
- Only the registered students listed will appear on your grade roster to be assigned an SU grade
- Official Class List Confirmation due 10/18 to 10/25/22 for Fall and 3/16 to 3/23/22 for Spring
- SU Class List Verification is mailed to you for review. You must determine if accurate then return asap
- If teaching a Year Long Sequence Class List Re-Confirmation is due by 1/13/23

Drops / <http://supa.syr.edu/downloads>

- Be knowledgeable about Drop Procedure to assist students
- Last Day to Drop Class 11/11/22 - Fall & Year Long Sequence and 4/14/23–Spring Only

Withdrawals / <http://supa.syr.edu/downloads>

- Be knowledgeable about Withdrawal Procedure to assist students
- Students can only withdraw after the drop date
- A WD will appear on the student's transcript instead of a grade
- Last day to Withdraw from Class 1/6/23 - Fall Only and 5/12/23 Spring & Year Long Sequence

Grades / <https://myslice.syr.edu>

- You must enter a letter grade for each student on your grade roster by the due date
- Any questions when assigning grades contact Christine at suparegistration@syr.edu /315-443-5705
- Grades Due by 2/17/23– Fall Only and 6/23/23 – Spring & Year Long Sequence
- SU Grade Roster Verification is mailed to you to determine if grades are accurate then return asap

**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.

	Fall 2022	Spring 2023
Class Information: Email Notification-PASS input Enter class times & number of students in your class	9/16/22	1/6/23
Upload Syllabus for each class section you are teaching	9/16/22	1/6/23
Signed Application Forms due in Project Advance Office Email: suparegistration@syr.edu or fax 315-443-1626	10/7/22	3/3/23
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	9/7 - 10/17	1/30- 3/15
Class List Confirmation: Email Notification - PASS input To officially confirm students on class list to be assigned an SU grade	10/18 -10/25	3/16 -3/23
Drop Form - Instructor signature required Must submit drop form to PA office by:	11/11/22	4/14/23
Year-Long Class Re-Confirmation due by: Email - PASS input	NA	1/13/23
Withdrawal Form - Instructor signature required Must submit withdrawal form to PA office by stated deadline prior to grade portal opening	1/6/23	5/12/23
Grade Submission Portal Open from: Email - SU MySlice input	2/1 - 2/17/23	6/1 - 6/23/23
SU Registrar Grade Roster Verification response Mailed but due electronically: Typically mailed February/June- upon input of grades	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	6/9/23

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

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

Syracuse City School District 2022-2023 Academic Year Calendar and Course Registration Guide

Registrar's Calendar		
Registration Deadlines	Fall 2022	Spring 2023
Online Registration Portal Opens	September 7th	January 30th
Online Registration Portal Closes	September 30th	February 24th
Signed Application Form Due in SUPA Office	October 7th	March 3rd
Online Applications Deleted (unsigned or incomplete applications deleted)	October 28th	April 3rd
Last Day to Drop Course	November 11th (Fall and year-long)	April 14th (Spring only)
Last Day to Withdraw from Course	January 6th (2023)	May 12th

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

LINKS:

- SUPA Website: <http://supa.syr.edu>
- Online Registration: <http://pass.supa.syr.edu>
- Forms: <http://supa.syr.edu/forms>
Drop, withdraw, etc.
- Registration Questions: suparegistration@syr.edu

Turn over for Registration Guide

Course Registration Guide 2022-2023

Registration Overview at supa.syr.edu/register

SCSD students pay no tuition for SU courses through SUPA

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.

Returning Students (Have taken an SU course through SUPA before)

Returning students will also need their 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/>.

STEP 1: LOG IN	STEP 2: SELECT COURSES	STEP 3: PRINT AND SIGN
<ul style="list-style-type: none">• 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.• Click “Get Started” to review your profile details (such as ‘Graduation Date’), make any changes needed, and click ‘Update’ to save changes.	<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• 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 be officially registered once Project Advance receives your signed application.

New Students (Have not taken an SU course through SUPA before)

STEP 1: REGISTER	STEP 2: SELECT COURSES	STEP 3: PRINT AND SIGN
<ul style="list-style-type: none">• 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”.	<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• 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 be officially registered once Project Advance receives your signed application.

* If you are on a public computer, make sure you delete the PDF once you have printed it.

Understanding a SUPA Drop Request 2022-2023

What does Dropping an SU course mean?

Dropping a course means that you are removing a course in which you were officially registered in from your SU academic record. The dropped course will not appear on your college transcript. Drop request forms are located on the SUPA website.

What happens when you drop?

A drop will result in a full refund of any tuition paid and it removes the class from your SU record as if it never existed. Your instructor will no longer see you listed on their SU class roster.

I officially registered for an SU course but my schedule changed and I never attended. Am I still financially responsible?

Yes, not attending the class is not an official drop of the class. SU needs to know that your schedule changed and you are not attending the course prior to the drop date as noted. It is the student's responsibility to notify SUPA of any changes that occur within the high school schedule.

Can I drop my SU course via email or phone?

No, we must receive the official Drop form signed by student, parent and instructor.

What if I missed the Drop Deadline?

Please contact the Syracuse University Project Advance Office at 315-443-2404 or email us at supa@syr.edu if there were changes in your class schedule after the deadline.

When can you Drop?

Fall Only Semester Class *(eg. ECN 203 / 3 credits)*

If Project Advance receives the signed drop request prior to Friday, 11/11/22, you are entitled to a full refund. After 11/11/22, you are no longer eligible to drop the course and no refunds are issued.

Yearlong course *(eg. CHE 113 / 4 credits)*

Typically registered in the fall semester

If Project Advance receives the signed drop request prior to Friday, 11/11/22, you are entitled to a full refund. After 11/11/22, you are no longer eligible to drop the course and no refunds are issued.

Sequence Class, 1 section in fall and 1 section in spring *(eg. HST 101/HST 102 / 3 credits each)*

You register for both in the fall semester as they are linked together.

If Project Advance receives the signed drop request, typically for both sections prior to Friday, 11/11/22, you are entitled to a full refund. After 11/11/22, you are no longer eligible to drop the course and no refunds are issued.

Spring Only Semester Class *(eg. PST 101 / 3 credit)*

Register in spring semester only

If Project Advance receives the signed drop request prior to Friday, 4/14/23, you are entitled to a full refund. After 4/14/23, you are no longer eligible to drop the course and no refunds are issued.

Exceptions / Documentation Required:

Student is ill and unable to complete the course / Doctor's note required

Student moved out of district / Guidance documentation required

Student graduated early / Guidance documentation required

Questions: Email suparegistration@syr.edu

Understanding a SUPA Withdrawal Request 2022- 2023

What does Withdrawing from an SU course mean?

A withdrawal is defined as a circumstance in which the student does not want to complete the course for college credit and can only be utilized after the drop date. You are still officially registered for the course with SU but have decided to have a “WD” appear in place of a grade on your college transcript. Please note: A WD does not affect your Syracuse University GPA if you end up attending SU.

What does a “WD” mean?

Your college transcript will reflect that an attempt was made to officially register in an SU course but that you chose to withdraw from the course rather than have your earned grade negatively affect your GPA.

What happens when you withdraw?

You will receive a “WD” for the course in place of a grade and you will remain on your Instructor SU Class Roster. You remain financially responsible and will continue to receive invoices and eventually your account will go on financial hold if the account remains unpaid. You will not be eligible to enroll in any additional SU classes until your outstanding balance is paid in full.

Am I eligible for a refund if I withdraw from a course?

Unfortunately, the answer is No.

Can I withdraw from my SU course via email or phone?

No, we must receive the official withdrawal form signed by student, parent and instructor.

What if I missed the Withdrawal deadline?

You will receive the final grade you earned for the course.

When can you Withdraw?

Fall Only Semester Class *(eg. ECN 203 / 3 credits)*

To be eligible for a withdrawal, Project Advance must receive the signed Withdrawal request form prior to Friday, 1/6/23.

Yearlong Course *(eg. CHE 113 / 4 credits)*

Typically registered in the fall semester

To be eligible for a withdrawal, Project Advance must receive the signed Withdrawal request form prior to Friday, 5/12/23.

Sequence Class, 1 section in fall and 1 section in spring *(eg. HST 101/HST 102 / 3 credits each)*

You register for both in the fall semester as they are linked together

You are eligible to withdraw from the first section if the withdrawal form is received prior to 1/6/23. If you decide to continue on with the second section you have until Friday, 5/12/23 submit your withdrawal request form.

Spring Only Semester Class *(eg. PST 101 / 3 credit)*

Register in spring semester only

To be eligible for a withdrawal, Project Advance must receive the signed Withdrawal request prior to Friday, 5/12/23.

Questions: Email suparegistration@syr.edu

Transferring Syracuse University Credit

All transcript and credit recognition information has been posted on our website for your convenience

<http://supa.syr.edu/transcripts>

Instructions and Screenshots of the Parchment System

- Login or register
- Select documents
- Details
- Provide consent
- Credit / debit card payment
- Review and confirm

Link to University Transcript Request System (Parchment)

- Prior to request you should have created your NetID
- Then you should have signed into MYSlice to verify your final course grade
- NO grade posted = wait to request transcript
- If account is on hold you will not be eligible to request a transcript
- New User - Create Account
- Cost = \$12.00 electronic transcript and additional \$2.50 for mailed transcript

Credit Transfer FAQ detail

Credit Transfer Process (1 page) Flyer

Microsoft Multifactor Authentication (MFA) for MySlice

MFA is an added verification step during authentication that helps to prevent the unauthorized use of NetIDs and passwords by ensuring that only the account owners themselves can access their account. Members of the Project Advance community who use online systems like MySlice will need to set up an authentication method to log into these systems moving forward.

[See the Syracuse University "Answers" Page linked HERE for the full MFA process for Project Advance students](#)

Before you start, you will need:

Your NetID and Password. Please go to <http://netid.syr.edu> to retrieve and activate your NetID.

Steps:

1. Go to <http://myslice.syr.edu>
2. Click "Students/Faculty/Staff"
3. Enter your NetID and then your password. You will be prompted to set up Multifactor authentication at this time. When you get to the Microsoft Sign in screen, **enter your NetID followed by "@syr.edu"**, for example, NetID "otto44" would enter "otto44@syr.edu".

MySlice Login without a SUMail account

Created by Daniel L. Jeski, last modified by Andrea Reynolds on Dec 16, 2021

Some user groups at Syracuse University must log into MySlice to access key information from SU but do not have a SUMail email account provisioned. The page below details the instructions to access MySlice as an applicant, Project Advance instructor, Project Advance student or other user population without an active email inbox.

Instructions to Access MySlice as an Applicant or SUPA (Project Advance) Instructor / Student

Access to the University's computing services, including MySlice, Blackboard, SUMail, and many other systems, are controlled through your NetID username and NetID password.

Please note the following:

- The NetID is derived automatically from the user's name based on available NetIDs. No two NetIDs are the same.
- **Applicants** for admission to SU receive information about activating their NetID via an email (orange@syr.edu or grad@syr.edu) from the **Office of Admissions**.
- New College of Professional Studies (CoPS) students receive information about their NetID via US Mail or in person, corresponding with the manner in which they register.
- Users can manage their NetID password at any time at <http://netid.syr.edu>.

Additional information is available on the [Accounts and NetIDs](#) page.

Applicants: Activate and Manage Your NetID and Password

- Once you have received your SUID number, which is included in your letter of admission from Syracuse University, activate your NetID by going to <http://netid.syr.edu> and selecting "Activate your NetID" from the options provided.
- Follow the provided on screen instructions to finish your NetID activation.

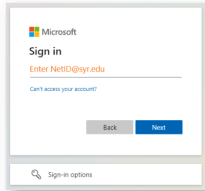
▲ It can take up to **24 business hours** after activating your NetID before you will be able to log into MySlice.

Navigate to MySlice and Log In

- Using a **supported MySlice browser**, navigate to <http://myslice.syr.edu>
- Once there, click on the "Student - Faculty - Staff" button.



- MySlice is protected by **Microsoft's Multi-Factor Authentication (MFA)**
- When you get to the Microsoft Sign in screen, **enter your NetID followed by "@syr.edu"**, for example, NetID "otto44" would enter "otto44@syr.edu".



● Email access is not available to applicants or Project Advance (PA or SUPA) instructors or students.

For **applicants**, an active email inbox is automatically generated within 24-48 hours **after the acceptance process** for newly active students. Once generated, active students access their email address by visiting <http://sumail.syr.edu>.

- Enter your NetID password
- If you need to change your password, do so at <http://netid.syr.edu>. Check the [NetID Password FAQ](#) for more information.

