

2022-2023 Academic Year Calendar and Course Registration Guide

2022-2023 Tuition rate: \$115 per credit hour

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 (Removes financial responsibility to University)	November 11th (Fall and year-long)	April 14th (Spring only)
Last Day to Withdraw from Course (Remains financially responsible to University)	January 6th (2023)	May 12th
Tuition Due	First Payment Due*	First Payment Due*
Invoices generated monthly beginning in September for Fall semester & yearlong classes; February for Spring classes	October 15th OR November 15th	March 15th OR April 15th

NOTE REGARDING FINANCIAL OBLIGATION: If the student is officially registered for the SU course and then decides he/she no longer wants SU credit, the student **MUST** submit a Drop Course Form by the Drop Course Deadline of **(Fall 2022 = Nov 11th and Spring 2023 = April 14th)** to remove the student from the Syracuse University class roster, and release the student/parent from financial obligation.

One misconception about SUPA is that if you register for the class, and decide that you do not want college credit, you do not need to pay the course fee. **This is incorrect.** Once you have registered for an SU course, the only way to remove financial responsibility is to officially drop the course by submitting a drop form by the deadline.

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

LINKS:

- SUPA Website: <http://supa.syr.edu>
- Online Registration: <http://pass.supa.syr.edu>
- Forms: <http://supa.syr.edu/forms>
financial aid, drop, withdraw, transcript, etc.
- Online Payment: <http://pass.supa.syr.edu>
- Registration Questions: suparegistration@syr.edu
- Financial Aid/billing questions: supabilling@syr.edu

Turn over for Registration Guide

Course Registration Guide 2022-2023

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.

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: LOGIN	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.

Tuition, Payment and Financial Assistance

Course Payment Options / Invoices

Tuition for Syracuse University course taken through Project Advance is \$115 per credit hour. This is a 96% reduction of the on-campus cost and a great value for students. Only those students who officially register for the course and pay the tuition fee will be eligible for an official Syracuse University transcript when they complete the course.

Invoices are generated monthly and mailed to the attention of the parent /guardian at the home address provided on the application. If your High School is paying student tuition, they have been designated as “direct billed” and will be invoiced directly.

Any questions regarding billing, please contact our accounting clerk at supabilling@syr.edu.

Payment options available on the invoice include either paying the balance in full or choosing the installment plan that incurs a \$15.00 nonrefundable administrative fee. Payment is due on the 15th of the month.

Types of payment options:

- 1) Online Bill Pay (credit card only) <https://pass.supa.syr.edu>
- 2) Checks and credit card information received by mail
- 3) Credit card payments received by phone

Outstanding balances at the end of the semester are placed on financial hold and will remain in that status until the balance is paid in full. Invoices will continue to be generated and mailed to the parent/guardian.

Financial Assistance

Project Advance offers financial assistance to eligible students. Eligibility is primarily based on federal guidelines for low-income families. However, students who are experiencing unexpected financial hardships, such as a sudden loss of employment in the household or sudden military deployment, should also consider applying.

Funding is limited and applications are considered on a rolling basis.

Once submitted, the decision will be sent to both the student and parent via email. If approved, students will receive anywhere from a 50%-70% reduction in tuition. The application for financial assistance only needs to be submitted once per academic year.

Required documentation:

- Brief (under 500 words) personal statement describing your financial situation (ie- why are you applying for aid) AND
- The most recent 1040 Federal Income Tax Form filed in the household (ie- for 2022 academic year, please submit the 1040 from 2021)

Students and/or their parents/guardians can apply for financial aid in two ways:

- Log in to PASS and fill out the form under Financial Aid on the left hand menu (<https://pass.supa.syr.edu>)
- Download (supa.syr.edu/forms) and complete the Student Financial Assistance Application form and return it with the required documentation.

If you have any questions about financial assistance eligibility, please email us at supabilling@syr.edu.

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.

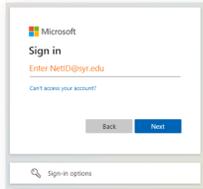
▲ It can take up to **24 business hours** after activating your NetID before you will be able to log into MySlice.

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.

