

## 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.

# Understanding a SUPA Drop Request 2023-2024

## What does Dropping an SU course mean?

Dropping a course means that you are removing a course you were officially registered in. 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 [supahelp@syr.edu](mailto:supahelp@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 11/15/23, you are entitled to a full refund. After 11/15/23 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, 11/15/23, you are entitled to a full refund. After 11/15/23, 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 11/15/23, you are entitled to a full refund. After 11/15/23, 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 4/17/24, you are entitled to a full refund. After 4/17/24, you are no longer eligible to drop the course and no refunds are issued.

## **Exceptions / Documentation Required:**

Student is ill an 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](mailto:suparegistration@syr.edu)



## Drop Request Form – Fall 2023

If you no longer wish to receive SU credit for the course(s) you registered for, it is **your responsibility**, not the instructor's, to submit the drop form before the deadline. Courses won't be dropped via email or telephone notification. You will be sent an email notification when the drop request has been officially processed.

Submit Form Via:

- Email to [suparegistration@syr.edu](mailto:suparegistration@syr.edu)
- Fax to 315-443-1626

**This form must be received in the Project Advance office by the Fall 2023 drop deadline of November 15, 2023**

### Student's Information

Name: \_\_\_\_\_

High School: \_\_\_\_\_

SUID #: \_\_\_\_\_

Email: \_\_\_\_\_

### Course(s) to Be Dropped

Course Name: \_\_\_\_\_

Course Number (ie SOC 101): \_\_\_\_\_

Reason: \_\_\_\_\_

### Signatures

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

# Understanding A SUPA Withdrawal Request 2023- 2024

## **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.

## **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 1/5/24.

### **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 5/10/24.

### **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 1/5/24. If you decide to continue on with the second section you have until 5/10/24 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 form prior to 5/10/24.

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



## Withdrawal Request Form – Fall 2023

If you wish to withdraw from the course(s) you registered for, it is **your responsibility**, not the instructor's, to submit the withdrawal form before the deadline. Withdrawals won't be processed via email or telephone notification. You will be sent an email notification when the withdrawal request has been officially processed.

The withdrawal option posts as a WD on your college transcript. This means the grade earned will not calculate into the grade point average (GPA).

Submit Form Via:

- Email to [suparegistration@syr.edu](mailto:suparegistration@syr.edu)
- Fax to 315-443-1626

**This form must be received in the Project Advance office by the Fall 2023 withdrawal deadline of 1/5/24**

### Student's Information

Name: \_\_\_\_\_

High School: \_\_\_\_\_

SUID #: \_\_\_\_\_

Email: \_\_\_\_\_

### Course(s) to Be Withdrawn

Course Name: \_\_\_\_\_

Course Number (ie SOC 101): \_\_\_\_\_

Reason: \_\_\_\_\_

### Signatures

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

# Credit Transfer Process

### Earning Credit Recognition

SUPA cannot guarantee that all colleges and universities will accept the Syracuse University credits that you earned in high school. Every school has their own policies regarding the transfer of credit, sometimes varying by department. In any case, colleges are under no obligation to transfer credit earned at another institution.

Students who earned a “C” or better in a Syracuse University course in high school and attempted to transfer the course report transfer success 90% of the time. This could mean any or all of these:

- Placement: student is eligible to take a higher-level course
- Course Exemption: the course is used to fulfill a general education requirement, a requirement for a major or minor, or both
- Credit: credits are added to the student’s transcript either in addition to the above recognition or as “elective credit”

### Credit Explained

“Credits” are what universities award students for successful completion of a course. They are based on the number of hours per week the student spends in the class. At schools like Syracuse University that operate on a semester system most courses earn either three or four credits (labs in science courses count as one hour).

While all colleges and universities are different, most will have a minimum requirement of credit hours needed to graduate, usually around 120 for a Bachelor’s degree or 60 for an Associate’s degree. This number will include credits awarded for general education courses, required courses for a major or minor, and elective courses.

### Tips for Securing Credit Recognition

**SAVE IT:** Students should save their class syllabus and any written work and exams/tests that they can. These can help the faculty at the institution you attend properly place you into more advanced courses and determine if the course meets general education and/or major or minor program requirements.

**SAY IT:** Make sure you indicate on your college applications that you have taken/are taking Syracuse University courses.

**PROVE IT:** After you have received your grade in the mail from Project Advance, request that a transcript be sent to the appropriate contact at the college or university of your choice (see transcript request process below).



If you initially are denied credit recognition, do not despair! Sometimes you have to go past admissions officials or the Registrar’s office and appeal directly to a department head or professor. That’s why it’s important to save your syllabus and your work.

In the end, some schools will simply choose not to offer any recognition for college courses taken in high school. If that happens, your effort and tuition have not been wasted! Credit recognition is not the only benefit of taking a Syracuse University course through SUPA. You will have gained valuable experience by taking an actual college course, helping prepare you for the rigor of college coursework.

### Requesting a Transcript

To begin the credit transfer process, students will need to request that an official Syracuse University transcript be sent to the school they will be attending. Students should wait to order transcripts until they have received notification from our office that grades have officially been submitted! Syracuse University transcripts are managed by Parchment, a secure partner of the University. Students will create an account and Parchment will send the transcript to the school or college of the student’s choice. Transcripts cost \$12 each. Full instructions with screenshots and a link to Parchment are available on our website at [supa.syr.edu/transcripts](http://supa.syr.edu/transcripts).

As always, you can contact our office with any questions. We are always happy to help students with the credit transfer process.

[help@supa.syr.edu](mailto:help@supa.syr.edu)  
(315) 443-2404  
[supa.syr.edu](http://supa.syr.edu)

## Transferring Syracuse University Credit

All transcript and credit recognition information has been posted on our website for your convenience at [supa.syr.edu/transcripts](http://supa.syr.edu/transcripts)

### Ordering Your Syracuse University Transcript

Syracuse University partners with Parchment to order and deliver official university transcripts. Parchment has recently upgraded their system, so all students will be required to create a new account.

\*FORMER STUDENTS: if you are not currently enrolled in a SU course, skip to Step 2. If you are currently enrolled in an SU course, proceed with Step 1

1. Confirm that your grade has been posted by your high school instructor after completion of the course. If you do not wait until your grade is officially posted, your transcript will be blank.

We recommend that students wait to order their official transcript until after their grade has been posted. We will alert students when this has occurred via email. The student may also log in to view/confirm their grade has been posted.

To view your grade, you will be required to log into “MySlice” using your NetID. See below for instructions on this process:

- Activate your NetID at <https://netid.syr.edu> utilizing your SUID number: Your SU ID number would be located on your welcome letter mailed to your attention or on the invoice that was generated and mailed to your parent/guardian’s attention
- Any issues with activating your NetID can be resolved through: <https://its.syr.edu/create-a-help-ticket/>
- Sign into “MySlice” at <https://myslice.syr.edu> with your NetID and Password
- When asked for your email, please use your NetID + “@syr.edu”. For example, if your NetID is “jSmith” your should enter “jSmith@syr.edu” as your email address.
- You may be prompted to set up multifactor authentication (MFA) for security purposes. See the sidebar on the right for this process.
- Under “Student home”, go to “Academics” and then click on “Grades”.
- You are looking for a letter grade to the right of the course(s).
- Proceed to the next step “Order your official SU Transcript through Parchment”

2. Order your official SU transcript through Parchment

A transcript is the most important piece of evidence of your college work and must be sent to your chosen institution in order to transfer your credit. Only students who officially registered for and completed their course are eligible to receive a transcript.

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Link to Parchment Website: <https://www.parchment.com/u/registration/33194/institution>

Parchment recommends using either Chrome or Firefox. Mobile devices are not supported.

- Create an account through Parchment, a secure partner of the University who handles transcript requests. Click [HERE](#) for a Guide to Ordering Transcripts
- When you are filling out the form, under the section “Program” please enter “Project Advance”
- Please be sure to use your full or formal name (ie-“James” not “Jim”) and date of birth when setting up your Parchment account
- Know your SUID # or last 4 digits of your Social Security Number. (If you did not provide your Social Security number when you registered for credit and do not have your SUID, please call our office at 315-443-2404 to receive your SUID. We will not give it out that information over email or livechat.)
- Know the mailing or email address of where your transcripts need to be sent- please contact your college for that information ahead of completing the request.
- Have your credit card information available (there is a \$12.00 fee for ordering transcripts)
- To check the status of your request, log back in with the username and password you set up when you created your account with Parchment

Additional Recommendations for All Students:

- Save your course syllabi. Colleges and universities might request a copy of your syllabus to assure that the course is comparable to the one taught on their campus.
- Contact colleges and universities directly and speak with your academic advisor or faculty to see if there is any more information that needs to be provided in order to have credit recognized.

### **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 link: <https://bit.ly/3rjMqhq> 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:

- Go to <http://myslice.syr.edu>
- Click “Students/Faculty/Staff”
- 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”.