

# Syracuse University

## Project Advance

### Syracuse City School District 2019-20 Academic Year Calendar and Course Registration Guide

Registrar's Calendar		
Registration Deadlines	Fall 2019	Spring 2020
Online Registration Portal Opens	September 3rd	January 27th
Online Registration Portal Closes	October 4th	February 28th
Signed Application Form Due in SUPA Office	October 11th	March 6th
Online Applications Deleted (unsigned or incomplete applications deleted)	November 1st	April 1st
Last Day to Drop Course	November 13th (Fall and year-long)	April 10th (Spring only)
Last Day to Withdraw from Course	January 7th (2020)	May 15th

#### 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](mailto: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](mailto:suparegistration@syr.edu)

**Turn over for Registration Guide**

# Course Registration Guide 2019-2020

Registration Overview at [supa.syr.edu/register](http://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"><li>• Go to <a href="http://pass.supa.syr.edu">pass.supa.syr.edu</a>.</li><li>• Click "High School Student", then "United States of America".</li><li>• 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".</li><li>• Log into the system using your email address, SUID, and password.</li><li>• Click "Get Started" to review your profile details (such as '<b>Graduation Date</b>'), make any changes needed, and click 'Update' to save changes.</li></ul>	<ul style="list-style-type: none"><li>• On the left hand side of the screen, click "Register for Courses".</li><li>• Select all the courses you wish to register for from the list. You may select more than one.</li><li>• 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.</li></ul>	<ul style="list-style-type: none"><li>• Click "Print Application" from the menu on the left hand side. Then click "Download PDF Application".</li><li>• Your application will download to your computer* where it can be printed, saved or both.</li><li>• The application must be signed by <b>both the student and parent/guardian</b> and returned to the SUPA instructor or SUPA coordinator. You will be officially registered once Project Advance receives your signed application.</li></ul>

## 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"><li>• Go to <a href="http://pass.supa.syr.edu">pass.supa.syr.edu</a>.</li><li>• Click "High School Student", then "United States of America".</li><li>• Click "Register for Classes".</li><li>• Fill out the application. When complete, click "Create Application".</li></ul>	<ul style="list-style-type: none"><li>• On the left hand side of the screen, click "Register for Courses".</li><li>• Select all the courses you wish to register for from the list. You may select more than one.</li><li>• 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.</li></ul>	<ul style="list-style-type: none"><li>• Click "Print Application" from the menu on the left hand side. Then click "Download PDF Application".</li><li>• Your application will download to your computer* where it can be printed, saved or both.</li><li>• The application must be signed by <b>both the student and parent/guardian</b> and returned to the SUPA instructor or SUPA coordinator. You will be officially registered once Project Advance receives your signed application.</li></ul>

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