

**REGISTRAR'S CALENDAR  
(Student Deadlines)**

	<b>Fall 2019</b>	<b>Spring 2020</b>
Online Registration Portal Opens	9/3/19	1/27/20
Online Registration Portal Closes	10/4/19	2/28/20
Signed Application Form Due in the Project Advance Office	10/11/19	3/6/20
Class Cancellation (due to low enrollment)	10/14/19	3/9/20
Online Application Deleted - No signed Application Received	11/1/19	4/1/20
Last Day to Drop Course - Student Responsibility Removes financial responsibility to University	11/13/19 Fall Semester & yearlong	4/10/20 Spring Semester Only
Last Day to Withdraw from Course - Student Responsibility Remains financially responsible to University	1/7/20	5/15/20

<b>Tuition Due</b>		
Invoices generated monthly beginning in September for Fall semester & yearlong classes and in February for Spring classes. *First Payment Due Date depends upon when the signed application form is received in the Project Advance Office.	October 15th or November 15th	March 15th or April 15th

Syracuse University Grade to be posted by instructor by:	2/21/20	6/29/20
NET ID Activation ( <a href="https://netid.syr.edu">https://netid.syr.edu</a> ) Required so you can view SU grade in MySlice	After Grade posted	After Grade posted
View Grade - MySlice ( <a href="https://myslice.syr.edu">https://myslice.syr.edu</a> ) Sign in to view grade assigned by your instructor for SU class	After Grade posted	After Grade posted
Transferring Credit - Transcript Request Information on Project Advance website at <a href="http://supa.syr.edu">supa.syr.edu</a>	After Grade posted	After Grade posted

**See Reverse Side for Instructor Calendar and Deadlines**

Registration for SU credit and pay online: <https://pass.supa.syr.edu>

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

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

LiveChat: <http://supa.syr.edu/livechat> (click to chat with us)

**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.

	<b>Fall 2019</b>	<b>Spring 2020</b>
Class Information: Email Notification-PASS input Enter class times & number of students in your class	9/13/19	1/10/20
Upload Syllabus for each class section you are teaching	9/27/19	1/24/20
Signed Application Forms due in Project Advance Office Email: suparegistration@syr.edu or fax 315-443-1626	10/11/19	3/6/20
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	9/3 - 10/21	1/27 - 3/18
Class List Confirmation: Email Notification - PASS input To officially confirm students on class list to be assigned an SU grade	10/22 - 10/29	3/19 - 3/26
Drop Form - Instructor signature required Must receive drop form by:	11/13/19	4/10/20
Year-Long Class Re-Confirmation due by: Email - PASS input	NA	1/15/20
Withdrawal Form - Instructor signature required Must receive withdrawal form by due date prior to grade portal opening	1/7/20	5/15/20
SU Registrar Class List Verification due by: Hardcopy - Mail Typically mailed December/April	Upon receipt	Upon receipt
Grade Submission Portal Open from: Email - SU MySlice input	2/1 - 2/21/20	6/1 - 6/29/20
SU Registrar Grade Roster Verification due: 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	6/5/20

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](mailto:suparegistration@syr.edu)

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