

# Syracuse ABROAD

## Florence Registration FAQs

### Preparing to Register

#### Browser Information

##### JavaScript, Popups and Clearing Cache

In order to use MySlice, you must have JavaScript turned on in your browser and not have any popup blockers actively running. There are also times when you may need to clear your cache. Please see the [Browser Help](#) web page for instructions.

##### MySlice Supported Browsers

MySlice supports the use of modern web browsers and operating systems, but results can vary depending on specific combinations and versions. If you have any difficulties navigating or completing functions within MySlice, please call the ITS Help Desk at 315-443-2677 or send an email request to [help@syr.edu](mailto:help@syr.edu). Additional information about MySlice and compatible browser/operating system combinations can be found at [Answers.syr.edu: MySlice - Supported Browsers](#).

#### Other Concerns

- **I won't have access to a computer when my registration appointment starts. What should I do?**

You should get online to register as soon as possible once your appointment starts. This will give you the best chance of getting your desired course schedule. If you do not register during the online registration period (November 15-21), you will register in Florence when the number of open courses will be more limited.

- **Where can I find my registration appointment?**

Florence registration appointments are not viewable in MySlice (any appointment you may see is for Syracuse Main Campus registration). You will find your individual registration start date in your [online application](#); see the message under Learning Content: Registration Appointment and Instructions. **All Florence students' registration appointments expire at 3:00 pm EST on Tuesday, November 21.**

- **I'm a **visiting student**. Where do I find my SUID number?**

[Sign in](#) to your Syracuse Abroad application home page. Your SUID number is on the right side of your home page, directly below your profile picture. If you cannot locate it, contact your Admissions Counselor in our office (Gael Noyes, 1-800-235-3472). You will need to provide some personal identification information (name, birthdate, SSN) in order for us to release this number to you.

- **How do I activate my Net ID? (**visiting students**)**

Follow the instructions at this website: <http://its.syr.edu/security/tutorials/index.php>. This website can also help if you've forgotten your Net ID and/or password.

- **Help! I've forgotten my Net ID and/or password. How do I recover them?**

Go to <http://its.syr.edu/security/tutorials/index.php>

■ **I have an Advising hold (or a Bursar or other registration hold) on my record. What should I do?**

Unfortunately, our office does not have the authority to remove holds. Here's whom you should contact depending on the type of hold:

- **Advising holds** (matriculated SU students only): Your home college
- **Bursar holds:** Bursar's Office at +1 315-443-2444
- **Other Financial Holds** (Parking, Bookstore, Library, misc.): Office that placed the hold

■ **How do I add classes to my Shopping Cart in MySlice?**

Review the [Online Enrollment Guide](#).

■ **I don't remember the courses I listed on my Student Advising Form. Where can I find them?**

[Sign in](#) to your Syracuse Abroad application home page. You will find your uploaded form under Application Questionnaires > Student Advising Form (with Advisor's Signature)

■ **Can I register for courses that meet back-to-back?**

YES!

■ **What if I want to take two classes that overlap in meeting times?**

You cannot register for classes when there is a time conflict (you need to be available for the entire meeting time of each class). Select the course you most want to take.

## Registering

■ **When should I register?**

Registration for most Florence Center students starts at **noon EST on Thursday, November 16**. A smaller group of students, including certain majors and those expecting to graduate within the next year, has an earlier appointment.

You will find your individual registration start time in your online application in the message under *Learning Content: Registration Appointment and Instructions*.

**Matriculated SU Students:** Do not look for your appointment in MySlice! Only appointments for Main Campus registration are available there. The earlier you get online to register for your classes abroad, the better your chances of getting into your first-choice courses.

■ **How do I register?**

Log in to [MySlice](#) > Student Services > Enrollment. You can find detailed instructions in the [Registration Packet](#). **Do not Search for classes!** Searching for Syracuse Abroad classes will not work. **Instead, enter the five-digit class number associated with each class** (see next question).

■ **Where do I find the class number I need to register for a class?**

The five-digit class number is found in the first column (**highlighted in yellow**) of the Time Schedule of Classes, found in the Registration Packet. The packet can be found at the Syracuse Abroad website as well as under *Learning Content* in your Syracuse Abroad [application](#).

■ **There are no class numbers for some courses, including the Signature Seminar and University of Florence courses. How can I register without a class number?**

All participants in the signature seminars will be administratively registered for these courses by our office after online registration concludes. Students accepted to the University of Florence (UniFI) special programs will register for some of their UniFI classes in Florence when the university's time schedule will be available.

■ **Why is a course listed with the correct title but the wrong departmental prefix?**

This is probably a cross-listed course which can be registered under more than one prefix. If it is, the explanation is that we provided a single class number for each cross-listed courses to prevent you from getting closed out of the course under one prefix while seats are still available under another. You will be able to correct your registration once you get to Florence so that it reflects your chosen prefix you want, so you will earn the credits under the correct academic department.

■ **Why is the wrong title and level listed for a studio arts course?**

Some studio arts courses (generally intermediate and advanced levels) meet together in what is known as a "vertical studio." During online registration, we provide a single class number for the classes that make up the vertical studios to prevent you from getting closed out of the level you need while seats are still available under another level. You will be able to correct your registration once you get to Florence so that it reflects the appropriate course title and level.

■ **I'm getting an error message when I try to register for a fourth class, or more than 16 credits?**

During online registration for Florence, you are limited to **a maximum of 16 credits**. If you need to take more than 16 credits, [email Jeanne Chu](#) **BEFORE** registration begins, documenting your academic need and your advisor's approval. (You may also have your advisor email Jeanne directly.) If you have not made arrangements for this prior to registration, don't worry—you will be able to add an additional course in Florence during the schedule adjustment period.

Please note that if you register for any credits over the amount of 19, those credits are subject to additional per-credit tuition charges. For detailed information, see the latest [Tuition, Fees, and Related Policies Bulletin](#).

■ **I'm taking a Film course. How do I register for the mandatory screening?**

You do not register for screening times online. For the following courses, screenings are arranged in Florence in consultation with the respective professors:

- FIL300.1/LIT 423.1 - Italian Cinema: 1945-Present
- FIL300.2/WGS/QSX/LIT 400.2 - New Queer Cinema in Europe
- FIL300.5/LIT 400.5/CRS 483 - Contemporary Cinema, Ideology and Pleasure

■ **Why can't I enroll in a class when I can see there are spaces available?**

Some classes have seats reserved for specific populations (i.e., Studio Arts or Architecture Program students). When seats are reserved, even though it appears that seats are available, the seats are actually available to specific populations only.

■ **What do I do if a course is full?**

See if you can add your name to a wait list and/or select an alternative course. Be sure that you are registered for a **minimum of 12 credits** (not counting waitlisted courses). This is a requirement of both the program and Italian immigration.

■ **I'm getting closed out of my required Italian language class! What now?**

The key is to be persistent. Record the class number(s) for the level/time slot/section you want. If multiple time slots are offered, note that some sections may be full when you register. *You will then need to find a different open section by referring back to the Time Schedule for the additional options at that time. (Keep trying—there are enough seats for everyone!)*

■ **... and what's the story with this error message I get when trying to add my required Italian language class?**

You need to register for corequisite Italian courses (ITA 101 + ITA 117, ITA 201 + ITA 118, etc.) that have the same section number. For example, ITA 117.9 is the co-requisite for ITA 101.9.

■ **I am getting an error message that says a requisite is not met for the class I want to take. What should I do?**

If you do not have the background needed for a class (see prerequisites in course description and on the Time Schedule), the system may not allow you to enroll. You should then select another course. If you believe you are adequately prepared for the class in question, [email Jeanne Chu](mailto:jeanne.chu@syr.edu) at jechu100@syr.edu with information supporting your request to take the class.

■ **I'm getting an error message that I don't understand. Why can't I register?**

If you can't register for a course that is currently in your Shopping Cart, first try removing it from your cart and then re-add it. If you continue to have problems, review the *Common Registration Error Messages* in the **Troubleshooting** section (last page) of the Registration Instructions. If this doesn't address your problem, [email Marisa Lostumbo](mailto:marisa.lostumbo@syr.edu) at malostum@syr.edu with the error message you receive, or better yet, a screen shot.

## After Registration

■ **What do I do if I didn't get into a course?**

If you are on a waiting list, note that this will be addressed in Florence. Students on waiting lists are required to attend the first class session and speak with the instructor in order to demonstrate continued interest in the course. If you are closed out of a course which you believe you *must* take *this* semester in order to graduate on time, check with your home college to see if another course will meet the same requirement or if you have any other registration options.

If you have no other options, submit the [Academic Need Verification Form](#). **IMPORTANT:** This form must be signed by a school official who is familiar with **all of your remaining degree requirements**. For matriculated SU students, this should be your school or college advisor/recorder.)

**All students must be registered for at least 12 credits of Florence classes, not counting wait-listed classes.**

■ **How do I get off a Wait List and into the class?**

If you are on a waiting list, note that this will be addressed in Florence. Do not contact the SU academic department or the instructor (neither can waive you into a Florence class). Students on waiting lists are required to attend the first class session and speak with the instructor in order to demonstrate continued interest in the course. If there is room in the class, priority to enroll off of the wait list goes to majors, then minors, by class level.

■ **I want to make a change to my schedule. Why do I have a registration hold?**

Once online registration ends on **Tuesday, November 21 at 3:00 pm EST**, you may not make changes to your schedule online (we have placed this hold on all students' records in order to manage the registration process). You will be able to schedule adjust in Florence during the first week of classes.

■ **Why was a course dropped from my schedule?**

Our office may remove you from any class for which you are deemed ineligible (registered for more than one restricted HOA class, haven't fulfilled the Italian language requirement, don't meet the prerequisite, etc.).