Syracuse Hong Kong Spring 2018 Registration Packet

This packet contains:

- Registration advice and preparation
- Time schedule of classes
- Instructions for online registration **(November 15-30)**

Syracuse Abroad

Syracuse ABROAD

SYRACUSE HONG KONG CENTER
Spring 2018 Registration Packet

ONLINE REGISTRATION: November 15 - 30, 2017

You will be able to register online for Module B courses beginning at 12:00 p.m. Eastern Standard Time (EST) on Wednesday, November 15. The online registration system will shut down at 3:00 p.m. EST on Thursday, November 30. After this date, a Syracuse Abroad Registration Hold will prevent you from making any changes to your schedule until you get to Hong Kong.

Please read this packet before you attempt to register online. You should check now to see if you have any holds that will prevent you from registering.

SPECIAL NOTES FOR ONLINE REGISTRATION

- After online registration concludes, we will administratively register you for the Signature Seminar: PSC 400.1/HUM 300.1, *China: Past, Present and Future*. You will also see a 3-credit Registration Pending course (REP 001) on your schedule as a placeholder for the 3 credits you will earn during Module C. We will administratively drop the REP 001 placeholder during the semester when we receive your Mod C proposal.

- You cannot register for more than 13 Module B credits.

- Be sure you have met any prerequisites for a course you plan to take. Prerequisites are indicated on the time schedule, with equivalent courses described for visiting students in each course description. If you do not meet the prerequisite, the system may not allow you to enroll. If you are blocked from a course during online registration and you believe you have the necessary background, contact Jackie Lewis-Frenay with information as to how you are eligible for this course.

> **IMPORTANT**: Make sure you will have access to a computer during the online registration period. Students who do not register online by November 30 will register on site in Hong Kong.

Schedule Adjustment: During the first week of Module B classes, you will have an opportunity to make changes to your registration -- drop and add classes—with instructor permission. You will not schedule adjust online (a Syracuse Abroad Registration Hold prevents you from making changes to your registration once the Hong Kong online registration period ends). You will receive instructions on the schedule adjustment process in Hong Kong.

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Registration Notes Specifically for Syracuse University Students

The online registration system for Syracuse Abroad classes does NOT operate the same as for Main Campus classes. You will need to READ THESE INSTRUCTIONS! Here are some key differences:

- You cannot use "Class Search" or "My Planner" for Hong Kong classes since they do **not** appear in the MySlice database. In order to register, be sure you are on the Enroll tab and use the 5-digit class numbers highlighted on the Time Schedule.

- DO NOT use the online Help during registration (some of these directions do not apply to Hong Kong class registration). Instead refer to the three-column chart that details how to add, drop, and swap classes and the Online Enrollment Guide.

- You will **only** be able to register for CHI 101 after you have taken the online language placement survey. Instructions on accessing this exam are available online.

- In some cases, the system may not prevent you from registering for classes for which you are not eligible. Be sure to note any prerequisites indicated in the course descriptions on our website and select only classes for which you are eligible. Please note that you may be dropped from any class for which you are deemed ineligible based on the transcript information available to us.

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CHECKLIST: HOW TO PREPARE TO REGISTER FOR CLASSES

What to do BEFORE November 15th:

- ☐ **Be sure you know your NetID and Password** so you can access MySlice for course registration. If you have not used MySlice before, or if you have not activated your account or have forgotten your password, you can set up a new account or reset your password at the ITS website. You need your SUID number to activate your NetID. (Visiting Students: you can find your SUID number on your Syracuse Abroad application home page). If you have activated your account but forgotten your NetID, this site can help.

- ☐ **Check to see if you need to verify and/or update contact information** in MySlice. You may also have to acknowledge that you have read the 'Know the Codes' document. Log into MySlice, select any of the links in Student Services and you will automatically be forwarded to any items that must be reviewed/updated.

- ☐ **Check for holds** that will prevent you from registering (see "How to View Holds").

- ☐ **Confirm your class schedule** using the following materials:

  - Module B Time Schedule
    - ○ Check prerequisites in course descriptions and on the Time Schedule. Do not select any course for which you are not eligible.
    - ○ Record the class numbers (highlighted 5-digit numbers found in the first column of the Time Schedule). You will enter these numbers when you register to select your classes.
    - ○ Do not select courses whose meeting times conflict.
  - Information from the Student Advising Form you uploaded to your online application.

- ☐ **Add your course selection to your Shopping Cart** in MySlice. Once registration starts on November 15 (12 pm EST), log back into MySlice and click the boxes next to your first-choice courses, then 'ENROLL' to register for classes.

SUHK Spring 2018
Time Schedule of Classes

Module B Course Offerings

Starting on November 15, register for 3-4 courses (total Module B credits may not exceed 13).

For students with no background in Chinese language, one of these courses must be CHI 101 or FLL 141.

Class #	Course	Course Title	Credit	Meeting Day & Time	Instructor
30545	CHI 101	Chinese I (SU online Placement Exam)	4	2-4pm M, T, W & Th	Sophia Wei
30547	CHI 102	Chinese II (pre-req: CHI 101 or 1 semester of college Mandarin)	4	2-4pm M, T, W & Th	Lily Sung
32618	CHI 202	Chinese IV (pre-req: CHI 201 or 3 semesters of college Mandarin)	4	10am-12n M & Th, 2-4pm T &W	Cathy Fan
32141	CHI 302	Chinese VI (pre-req: CHI 301 or 5 semesters of college Mandarin)	3	2-4pm M & Th	Jenny Wong
32096	ECN 363	Economic Development of China (pre-req: ECN 101/102 or 203)	3	9:15-11:15am T & W	Kin Chan
37427	EEE 370	Introduction to Entrepreneurship & Emerging Enterprises	3	11:30am-1:30pm T & W	Kin Chan
37416	FIN 355	Money & Banking	3	7-9pm W & Th	Edward Wong
31740	FLL 141	Beginning Cantonese Conversation	1	2-3pm T & W	Winnie Ho
41870	HST 444	Cultural, Business and Political Economics in East Asia	3	11:30am-1:30pm T & W	James Sung
41873	INB 444	Cultural, Business and Political Economics in East Asia	3	11:30am-1:30pm T & W	James Sung
41874	IRP 444	Cultural, Business and Political Economics in East Asia	3	11:30am-1:30pm T & W	James Sung
41875	PSC 444	Cultural, Business and Political Economics in East Asia	3	11:30am-1:30pm T & W	James Sung
32335	LIT 382	Asian Cinema: China and East Asia	3	7-9pm M & T	Kit Lam
37655	MAR 400.2	Marketing in Asia	3	4:30-6:30pm M & T	Michael Trimarchi
31940	REL 387	Religious Belief Systems in Everyday Asian Life	3	4:30-6:30pm M & T	Kit Lam
37654	SOM 400.1	Managing in an Asian Setting	3	7-9pm M & T	Michael Trimarchi

SUHK SPRING 2018 MODULE B Class Schedule

as of 10 Oct 2017

Monday	Tuesday	Wednesday	Thursday	Friday
	ECN 363 9:15-11:15am K. Chan	ECN 363 9:15-11:15am K. Chan		
CHI202 10am-12n C. Fan	HST/INB/IRP/PSC 444 11:30am-1:30pm J. Sung — EEE 370 11:30am-1:30pm K. Chan	HST/INB/IRP/PSC 444 11:30am-1:30pm J. Sung — EEE 370 11:30am-1:30pm K. Chan	CHI202 10am-12n C. Fan	
CHI 101 2-4pm S. Wei — CHI102 2-4pm L. Sung — CHI 302 2-4pm J. Wong	CHI 101 2-4pm S. Wei — CHI102 2-4pm L. Sung — CHI202 2-4pm C. Fan — FLL 141 2-3pm W. Ho	CHI 101 2-4pm S. Wei — CHI 102 2-4pm L. Sung — CHI202 2-4pm C. Fan — FLL 141 2-3pm W. Ho	CHI 101 2-4pm S. Wei — CHI 102 2-4pm L. Sung — CHI 302 2-4pm J. Wong	Reserved for Make-up Classes; Course-related field trips or workshops
MAR 400.2 4:30pm-6:30pm M. Trimarchi — REL 387 4:30pm-6:30pm K. Lam	MAR 400.2 4:30pm-6:30pm M. Trimarchi	REL 387 4:30pm-6:30pm K. Lam		
SOM 400.1 7-9pm M. Trimarchi — LIT 382 7-9pm K. Lam	SOM 400.1 7-9pm M. Trimarchi	LIT 382 7-9pm K. Lam — FIN 355 7-9pm E. Wong	FIN 355 7-9pm E. Wong	

REGISTRATION INSTRUCTIONS
Register by November 30
Use MySlice: https://myslice.ps.syr.edu

Use this chart for a quick overview of registration procedures. For more detailed instructions, review the Online Enrollment Guide.

Add Classes	Drop Classes	Swap Classes
1. Log in to MySlice. Use: • NetID • Password	1. Log in to MySlice. Use: • NetID • Password	1. Log in to MySlice. Use: • NetID • Password
2. In Student Services Enrollment, select link: • Enroll in a class From Add Classes page: • Select term	2. In Student Services Enrollment, select link: • Enroll in a class From Add Classes page: • Select term	2. In Student Services Enrollment, select link: • Enroll in a class From Add Classes page: • Select term
3. Enter 5-digit Class Number Found on Time Schedule	3. Click Drop tab Select class(es) to drop from your class schedule	3. Click Swap tab. Use drop down to select swap out class(es).
4. Add Components (if needed): Lecture Lab Discussion	4. No need to select components, all related parts drop automatically	4. Select switch into class(es): Enter class number found on time schedule in registration packet
5. Confirm Selection: • Check Class Nbr • Check Day/Time • Check Location	5. Confirm Selection: • Check Class Nbr • Check Day/Time • Check Location	5. Confirm Selection: • Check Class Nbr • Check Day/Time • Check Location
6. Click: • Finish Enrolling button	6. Click: • Finish Enrolling button	6. Click: • Finish Enrolling button

REGISTRATION INSTRUCTIONS
Register by November 30
Use MySlice: https://myslice.ps.syr.edu

In order to register, you cannot have any holds on your Bursar account. Check to see if you have any holds well before you register.

How to View Holds		
	Description	Expected Result
1	Login to MySlice, using your NetID and Password	The MySlice homepage is displayed.
2	In Student Services Finances, select link "View Holds".	All holds are displayed.

To ensure the accuracy of your schedule:

- Make sure all the sections start with "Z85_" (this identifies them as Hong Kong classes).

- If you are an undergrad, check that your Term Credits total at least 6 credits and, once we administratively add the Signature Seminar and Mod C placeholder courses, will not exceed 19 credits.

- Verify the section number of any course that has more than one section to ensure that you have registered for the correct section.

Help/Questions

If you encounter any problems as you attempt to register for classes, please refer to Troubleshooting. If you still have questions or problems, please contact Marisa Lostumbo at Syracuse Abroad (malostum@syr.edu or 1-800-235-3472).

TROUBLESHOOTING

TROUBLESHOOTING AND TIPS

Cannot see STUDENT SERVICES application: Within the Orange header of MySlice there is a CONTENT link. Click this link. The MySlice content page is displayed. In the middle of the page is a pagelet with section names listed with check boxes to their left. Click into the check box next to STUDENT SERVICES. Click the SAVE button at the bottom of the page. The MySlice Homepage is re-displayed and the STUDENT SERVICES section has been added. If the STUDENT SERVICES section is not a selection option, contact the ITS help line at 315-443-2677.

Availability: MySlice is scheduled to be available twenty-four hours a day, seven days a week. Regularly scheduled system downtimes will occur for various applications in the portal. Check the ANNOUNCEMENTS on MySlice for advance notification of downtimes. The Information Technology Services (ITS) help line is available during regular University business hours at 315-443-2677.

Timeout: There is an inactivity timeout on the web. There will be a warning message displayed after 55 minutes of inactivity. "Your session is about to time out ...". After 60 minutes of inactivity, MySlice will "timeout", logging you out of the portal. A dialog box will be displayed with the message: "Your Session has ended". Click the yellow OK button, and log out of your browser. Restart your browser and re-enter the following URL - *myslice.syr.edu* to log into MySlice using your NetID and password.

Printing Web Pages: Click inside the open page. Select Print Frame from File menu. When prompted, click OK.

Scrolling and Moving: On some web pages, you may have to scroll to the right or left to view all content on page. This is especially important to remember when building a large class schedule consisting of multiple-component classes.

NetID and Password: You must have an active NetID and password to use MySlice. You only need to activate your NetID one time. To activate your University NetID and password - your keys to the University's computing network - you can follow the simple steps outlined on the University's NetID Web page -*its.syr.edu/netid*

Terms:
Autoenroll: When one part of a course is automatically added to your schedule when you register for the other part. When you drop the Enrolled part, both parts are removed from your schedule.

Related Part/Component: One course set up with multiple parts. You need to select each part when registering. You will usually select the first section and then have to select from a prompt list of "related" class sections. An example is a class with two lecture sections and multiple discussion sections listed for each lecture. You must choose one lecture and one section that go together in order to register for the course.

Section Numbering: Numbering consists of a letter, representing the campus where the course is offered, and three digits, representing the section. For example, section Z851 is an Syracuse Abroad Hong Kong course identified by "851".The section M001 is a Main Campus course identified by "001" and U001 is a University College course identified by "001".

Common Registration Error Messages

Error Message	Explanation	Resolution
Requisite not met for class, not enrolled.	You have not met the requirements (pre-req, class standing, etc.) to enroll in the specified class.	Select another class. If you can demonstrate that you have the background required for the class and should be allowed to register, contact Syracuse Abroad.
Enrollment in Courses in Career: Graduates are normally not allowed for those in Career: Undergraduate.	UGRD trying to register for grad level class / GRAD trying to register for undergraduate level class	Contact Syracuse Abroad to find out if you are eligible for this class.
Hold on student's record, add not processed	There is a hold on student's record preventing registration	Refer to Financial Hold letter sent by the Bursar and/or click the VIEW MY HOLDS link in the STUDENT SERVICES section for information about the hold. Must clear holds to be able to register.
Maximum term student unit load exceeded	UGRAD = trying to register for more than 13 credits GRAD = trying to register for more than 13 credits	Contact Syracuse Abroad. In certain cases (because of Audit or with Permission from the Honors Program), an override may be granted.
No valid appointment found and open enrollment period has not begun	You are trying to register before initial access date/time or during a time period when the system is not available for registration.	Try again at appropriate time. Contact Syracuse Abroad if attempting to access during the appropriate time.
Permission number entered is not valid	Student Specific permission = permission expired	Contact Syracuse Abroad for clarification on permission status.
Student already enrolled in class, add not processed	Course already on your schedule	Check class number(s)
Student not enrolled; class and wait list are full.	Both the class and wait list are closed.	Select another class. Contact Syracuse Abroad only if you need **this** specific course **this** semester in order to graduate on time.
Student not enrolled; class full or restricted	The class is closed OR you do not meet class requirements	Select another class; choose wait list if available. Contact Syracuse Abroad only if you meet the class requirements AND need **this** specific course **this** semester in order to graduate on time.
Student not enrolled, student needs permission to enroll in this class	The class is closed or restricted. You may be able to obtain permission to enroll in the class by contacting Syracuse Abroad.	Select another class or contact Syracuse Abroad for additional information.

Technical QUESTIONS regarding registration should be directed to Marisa Lostumbo at SYRACUSE ABROAD (malostum@syr.edu or 1-800-235-3472).