

Syracuse Madrid Spring 2018 Registration Packet

ONLINE REGISTRATION: NOVEMBER 28 - DECEMBER 1



THIS PACKET CONTAINS:

- **REGISTRATION ADVICE AND RESTRICTIONS**
- **PREPARATION CHECKLIST**
- **UPDATED TIME SCHEDULE**
- **INSTRUCTIONS**



Syracuse ABROAD

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Syracuse Madrid Center Spring 2018 Registration Instructions

Online Registration: Tuesday, November 28-Friday, December 1

1. **READ THIS ENTIRE PACKET** and Registration FAQs **before** you attempt to register online.
2. **CHECK NOW** to see if you have any **HOLDS** that will prevent you from registering. [Instructions on how to do this](#) are found in this packet under the heading "[Additional Registration Resources](#)."
3. **FIND YOUR PERSONAL REGISTRATION START DATE** in the message for *Learning Content: Registration Appointment & Instructions* in your [online application](#). Syracuse Abroad registration appointments are not viewable in MySlice. (Matriculated SU students: Note that any appointment reflected in MySlice is for *main campus registration only*.) All Madrid students' registration appointments expire at 3:00 PM EST on Friday, December 1. After this time, an SUA Registration Hold will prevent you from making any changes to your schedule until you arrive in Madrid. No schedule adjustment can occur after this time.

Course Announcements

Courses in High Demand

Based on information from submitted Student Advising Forms, some courses may reach capacity and close during registration. **Be sure to have some alternative classes identified (and even placed in your Shopping Cart in MySlice)**, in case a class you would like to take is closed when you register. Listed below are classes with demand at or near capacity. This should **NOT** be interpreted as a complete list of all classes that may close:

- **ECN/PSC 300.1** - Healthcare in Europe
- **ETS 320** - Hemingway in Spain
- **HOA 209.1** - Arts of Spain (*Mon.-Wed. section*)
- **MAG/TRF 400.1** - Travel Writing and New Media
- **REL/HUM/JSP/MES 321** - Christians, Jews, and Muslims: Historic Encounters in the Mediterranean
- **PSC 356** - Political Conflict
- **PSY 393** - Personality
- **SOC 300.2** - Spanish Popular Culture
- **SOC/QSX/WGS 306** - Sexuality in Spain

IMPORTANT:

Make sure you will have access to a computer and the Internet during the online registration period.

Students who do not register online by **3:00 PM EST on Friday, December 1** will register on-site after their arrival abroad and may find that some courses are full. *There will be no exceptions to this policy.*

Other Courses to Consider

As you finalize your schedule in preparation for online registration, you may want to consider the following courses:

- [ECN 361](#) - Economics of European Integration
- [FIN 457](#) - International Financial Management
- [MAR 400.1](#) - Marketing in Spain and the U.S.
- [SPA 325 / HST/LAS 322](#) - Colonial Latin America
- [SPA 364/HOA 464](#) - Modern Spanish Art

Spanish Language Instruction Courses

Study of Spanish language is a program requirement. Your SPA registration is subject to review and confirmation during Orientation abroad.

Be sure to register for the required Spanish language instruction course and, if you have taken more than 4 semesters of college-level Spanish or the equivalent, another course taught in Spanish. You can find out your specific requirement(s) by identifying your language level and consulting the following [chart](#). Please also refer to the [course descriptions](#) on our website.

Matriculated Syracuse students who have not taken a Spanish course at Syracuse MUST take the Spanish online placement exam, accessed through [MySlice](#). This includes beginners, native or heritage speakers, and those who studied the language in high school. The exam will identify your language level, enabling you to register for the appropriate course in MySlice. [Instructions on accessing this exam](#) are available online.

Visiting students, if you are unsure of your language level, review the SPA [course descriptions](#) and consult with an advisor in the languages department of your home school. You may also request access to SU's online placement exam by emailing [Jeanne Chu](#).



Which Spanish course(s) should I take?

No prior knowledge of Spanish	Some prior knowledge (incl. high school study), but < 2 years of college-level SPA or the equivalent proficiency (may include native and heritage speakers)	> 2 years of college-level SPA or the equivalent proficiency (may include native and heritage speakers)	
SPA 101	Choose one based on prior study:	Must choose two (one from each column below):	
	SPA 102 (<i>second semester</i>) SPA 201 (<i>third semester</i>) SPA 202 (<i>fourth semester</i>)	<i>Language instruction</i>	<i>Content course taught in Spanish</i>
		SPA 302 SPA 400.1	SPA 325 / HST/LAS 322 SPA 364/HOA 464 SPA 400.2 SPA 400.3 SPA/WGS/HST 417

Registration Requirements and Restrictions

Register for 12-16 Credits

During online registration, MySlice will not allow you to register for more than **16 credits** (5 semester courses), NOT including your Signature Seminar course. You must register for **at least 12 credits** to meet both Spanish immigration and program requirements.

Sociology Course Restriction

Due to high demand for Sociology courses, during online registration, students may register for **only one** of the following, with the exception of Sociology majors, who may register for **two SOC courses only**.

- SOC/WGS 300.1 - Gender, Race, Migration and Family in Spain
- SOC 300.2 - Spanish Popular Culture
- SOC/QSX/WGS 306 - Sexuality in Spain

Students who disregard this directive will be administratively dropped from the additional restricted course. (The registration system will not prevent you from registering for more than one of these courses.) If seats remain open after all students have registered, you may request to add an additional SOC course after you arrive in Madrid.

Prerequisites

Some courses are restricted to students who have had specific prior course experience. Be sure you have met any prerequisites for a course you plan to take. Prerequisites are indicated in the [Time Schedule of Classes](#) and [course descriptions](#). 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, [email Jeanne Chu](#) with supporting documentation of your eligibility for this course.

WARNING!

“Class Search” and “My Planner” functions in MySlice DO NOT WORK for Syracuse Abroad classes.

The online registration system for Syracuse Abroad classes does NOT operate the same as it does for Main Campus classes. READ NOW ABOUT THESE KEY DIFFERENCES:

- You cannot use “Class Search” or “My Planner” for Madrid classes since they do not appear in the MySlice searchable database. In order to register, be sure you are on the *Enroll* tab and enter the 5-digit class numbers highlighted on the [Time Schedule of Classes](#).
- DO NOT use the online Help during registration (some of these directions do not apply to Madrid class registration). Instead, refer to the [enclosed three-column chart](#) that details how to add, drop, and swap classes, and the Online Enrollment Guide.
- You cannot register for more than 16 semester credits during the online registration period (MySlice will prevent you from doing so).
- 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 [Time Schedule](#) and [course descriptions](#), 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.

Registration Notes

Your Signature Seminar will be added to your registration after December 1.

You **will not** register online for your Signature Seminar course (BIO 312 - Marine Ecology of the Mediterranean Sea and North Africa, HST/HUM/MES 400.1 - Azahar, HST/HUM 400.2 - Imperium, or SPA 300.1 - Spanish Identities). Our office will administratively add this course to your record after online registration concludes.

Remember that a cross-listed courses shares one 5-digit code across multiple prefixes.

A number of courses have cross-listings (they can be registered under more than one prefix and/or number, such as SOC/QSX/WGS 306). To prevent you from being closed out of such a course under one prefix while other equivalent listings are still open, we have provided **only ONE single 5-digit class number** for cross-listed courses. This means that you may want to take Sexuality in Spain for LGBT Studies credit or Women’s and Gender Studies credit but will see it appear on your schedule as SOC 306. *Please don’t be concerned!* **Once you get to Madrid, you will have an opportunity to correct your registration so that it reflects the prefix you want.** The numbers for these courses are highlighted in green on the schedule.

Wait lists require action on your part upon arrival abroad.

All wait lists will be addressed in Madrid during the schedule adjustment period. Wait-listed students are required to attend the first class session and speak with the instructor to demonstrate continued interest in the course. **Make sure you are registered for at least 12 credits NOT counting any wait-listed courses!** This is necessary in order to fulfill both Spanish immigration and Syracuse Madrid program requirements. See page 3 of the [Online Enrollment Guide](#) for instructions on adding yourself to a wait list in MySlice.

Schedule adjustment takes place after your arrival in Madrid.

After you arrive abroad, you will receive a copy of your schedule, which you will then be asked to confirm. During the first week of 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.** (An “SUA” registration hold prevents you from making changes to your registration once the online registration period ends.) You will receive instructions from overseas center staff on the schedule adjustment process.

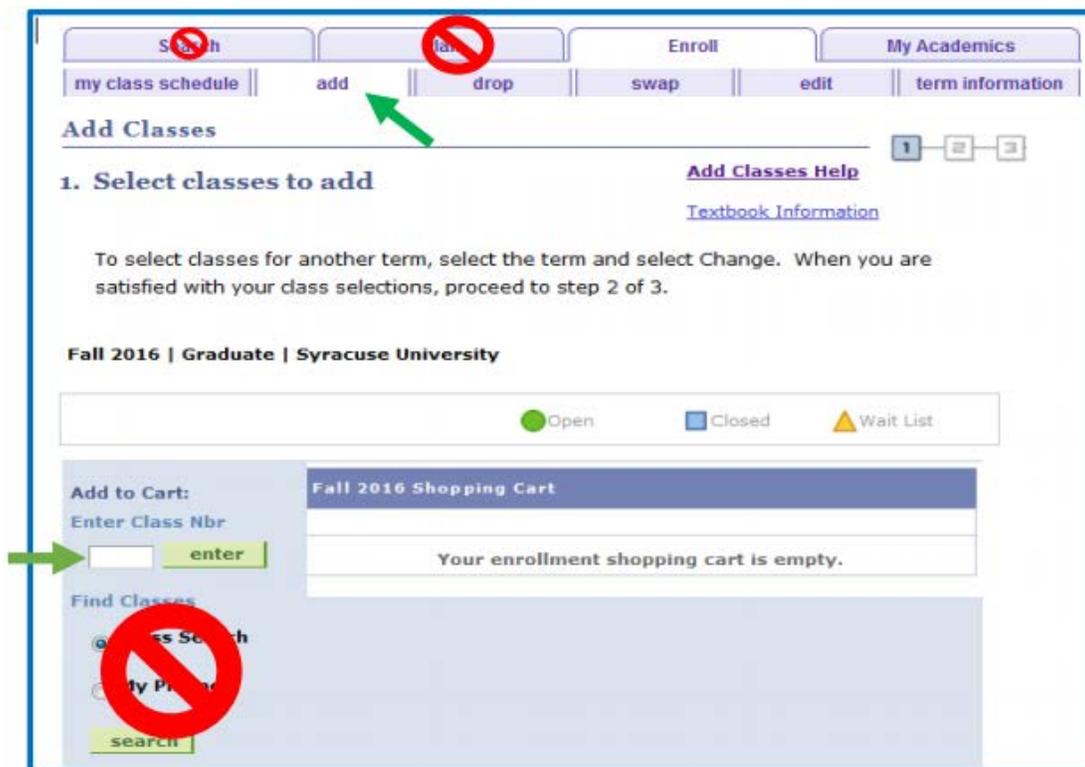
Online Enrollment Instructions

[Registration instructions](#) begin on **page 11** of this packet.

Along with the packet, please also see the illustrated Syracuse Abroad [Online Enrollment Guide](#), which includes detailed instructions on MySlice functions such as:

- How to add courses to your MySlice Shopping Cart,
- How to drop or swap classes once they are in your cart, and
- How to add yourself to the [wait list](#) of a closed class.

Illustrations in the Online Enrollment Guide like the one below will help you confirm that you’re using the correct screen and tab to enroll. Please take advantage of this [resource](#).



Checklist: What to Do BEFORE Tuesday, November 28

Prepare to Register for Classes

- 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 [IT Services website](#). **You'll need your SU ID number to activate your NetID.** (Visiting Students: You can find your SU ID number on the home page of your [Syracuse Abroad application](#).) If you have activated your account but forgotten your Net ID, consult [the NetID help site](#).
- Verify and/or update contact information on MySlice, if required. 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 schedule using the following materials:
 - The **Student Advising Form** you uploaded to your [online application](#)
 - Updated Time Schedule of Classes
 - Check prerequisites in course descriptions and on the Time Schedule. Do not select any course for which you are not eligible. Syracuse Abroad reserves the right to drop you from any course for which you are deemed ineligible based on the transcript information available to us.
 - Record the Class Numbers (**yellow-highlighted** 5-digit number found in the first column of the Time Schedule). **You will enter these numbers in MySlice to select your classes.**
 - Do not select courses whose meeting times conflict.
- If you are a matriculated Syracuse student and have not taken any SPA course(s) at SU, you **MUST TAKE** the [online Spanish placement exam](#) in order to register for the appropriate Madrid language course. You may request access to SU's online placement exam by contacting Jeanne Chu at jechu100@syr.edu. You may also want to review these [FAQs regarding placement exams](#).
- Before your registration appointment, add your course selections to your Shopping Cart in MySlice** (refer to the [Online Enrollment Guide](#)). While you will only register for 4-5 semester courses (12 to 16 credits), you can also put some alternative selections in your cart. Once your registration appointment begins, log back into MySlice and click the boxes next to your first-choice courses and 'ENROLL' to register for classes. If you are unable to get into one or more classes, your alternative courses will still be in your cart for selection.

Syracuse Madrid Center Time Schedule of Classes, Spring 2018

Courses Taught in English

Class Code	Course #	Sec #	Title	Professor	Credits	Fees	Requisites / Notes	Days	Time
31944	ANT 381	601	Ancient Rituals and Beliefs in Modern Spain	Jepure	3	*	* Optional field study, fee to be announced and payable by CC in Madrid	M/W	12:30-1:55 PM
41693	BUA 300	601	Doing Business in Europe	Byrne	3			T/TH	10:30-11:55AM
41694	BUA 300	602	The Business of Sport	Yañez	3		Class on Tuesdays only	T	4:00-7:00 PM
38137	COM 400	601	Global Perspectives on the Media	Jones	3			M/W	5:30-6:55 PM
42096	ECN 300	601	Healthcare in Europe	Cadenas	3		ECN 101/102 or 203 or equiv intro economics course	M/W	10:30-11:55AM
32097	ECN 361	601	Economics of European Integration	Martinez	3		ECN 101/102 or 203 or equiv intro economics course	T/TH	5:30-6:55 PM
30950	ECN 365	601	World Economy	Tennant	3		ECN 101/102 or 203 or equiv intro economics course	T/TH	4:00-5:25 PM
30563	ETS 320	601	Hemingway in Spain	Kineen	3	\$90		M/W	12:30-1:55 PM
37530	FIN 457	601	International Financial Management	Byrne	3		FIN 256 or FIN 301 or equiv intro finance course	T/TH	12:30-1:55PM
31744	HOA 209	601	Arts of Spain	Espinosa	3	\$25		M/W	2:00-3:40 PM
31745	HOA 209	602	Arts of Spain	Espinosa	3	\$25		T/TH	2:00-3:40 PM
33895	HUM 321	601	Christians, Jews, and Muslims: Historic Encounters In The Mediterranean	Jepure	3		Initially registered as REL 321	M/W	10:30-11:55 AM
31948	HST 412	601	Understanding 20th Century Spain	Yrizar	3		Initially registered as PSC 422	T/TH	10:30-11:55 AM
33895	JSP 321	601	Christians, Jews, and Muslims: Historic Encounters In The Mediterranean	Jepure	3		Initially registered as REL 321	M/W	10:30-11:55 AM
38217	MAG 400	601	Travel Writing and New Media	Jones	3			M/W	4:00-5:25 PM
37408	MAR 400	601	Marketing in Spain & US	Houghton	3		MAR 255, MAR 301, or equiv. intro marketing course	M/W	4:00-5:30 PM
33895	MES 321	601	Christians, Jews, and Muslims: Historic Encounters In The Mediterranean	Jepure	3		Initially registered as REL 321	M/W	10:30-11:55 AM
42096	PSC 300	601	Healthcare in Europe	Cadenas	3		ECN 101/102 or 203 or equiv. intro economics course; Initially registered as ECN 300.1	M/W	10:30-11:55AM
32098	PSC 356	601	Political Conflict	Sánchez	3			T/TH	2:00-3:30 PM
32099	PSC 405	601	Politics of the European Union	Sánchez	3			T/TH	4:00-5:25 PM
31948	PSC 422	601	Understanding 20th Century Spain	Yrizar	3			T/TH	10:30-11:55 AM
30977	PSY 375	601	Cross-cultural Psychology	Fernández-Dols	3		PSY 205/209 or equivalent intro to psychology course	T/TH	12:30-1:55PM
30978	PSY 393	601	Personality	Heglar	3		PSY 205/209 or equivalent intro psychology course	M/W	10:30-11:55 AM
31142	PSY 395	601	Abnormal Psychology	TBA	3		PSY 205/209 or equivalent introductory psychology course (second psych course is recommended)	TBA	TBA

Courses Taught in English, continued

Class Code	Course #	Sec #	Title	Professor	Credits	Fees	Requisites / Notes	Days	Time
31795	QSX 306	601	Sexuality in Spain	Molinuevo	3		Initially registered as SOC 306	T/TH	5:30-6:55PM
33895	REL 321	601	Christians, Jews, and Muslims: Historic Encounters In The Mediterranean	Jepure	3			M/W	10:30-11:55 AM
31014	SOC 300	601	Gender, Race, Migration and Family in Spain	TBA	3			T/TH	4:00-5:25 PM
33069	SOC 300	602	Spanish Popular Culture	Osés	3			M/W	4:00-5:25PM
31795	SOC 306	601	Sexuality in Spain	Molinuevo	3			T/TH	5:30-6:55PM
41694	SPM 300	602	The Business of Sport	Yáñez	3		Class on Tuesdays only. Initially registered as BUA 300 z602	T	4:00-7:00 PM
38217	TRF 400	601	Travel Writing and New Media	Jones	3		Initially registered as MAG 400 z601	M/W	4:00-5:25 PM
31014	WGS 300	601	Gender, Race, Migration and Family in Spain	TBA	3		Initially registered as SOC 300 z601	T/TH	4:00-5:25 PM
31795	WGS 306	601	Sexuality in Spain	Molinuevo	3		Initially registered as SOC 306	T/TH	5:30-6:55PM

Courses Taught in Spanish

Class Code	Course #	Sec #	Title	Professor	Credits	Fees	Requisites / Notes	Days	Time
31747	HOA 464	601	Modern Spanish Art	Abrantes	3	\$25	SPA 201 or three semesters of college Spanish. Initially registered as SPA 364.	M/W	2:00-3:40 PM
31798	HST 322	601	Colonial Latin America	Postigo	3		SPA 201 or three semesters of college Spanish. Initially registered as SPA 325.	M/W	4:00-5:25 PM
31951	HST 417	601	History of Women in Spain	Postigo	3		SPA 202 or four semesters of college Spanish. Initially registered as SPA 417.	M/W	5:30-6:55 PM
31798	LAS 322	601	Colonial Latin America	Postigo	3		SPA 201 or three semesters of college Spanish. Initially registered as SPA 325.	M/W	4:00-5:25 PM
30814	SPA 101	601	Spanish I	TBA	4			M/T/W/TH	9:00-10:25 AM
30823	SPA 102	601	Spanish II	TBA	4		SPA 101 or one semester of college Spanish	M/T/W/TH	9:00-10:25 AM
30829	SPA 201	601	Spanish III	TBA	4		SPA 102 or two semesters of college Spanish	M/T/W/TH	9:00-10:25 AM
30835	SPA 202	601	Spanish IV	TBA	4		SPA 201 or three semesters of college Spanish	M/T/W/TH	9:00-10:25 AM
30922	SPA 302	601	Advanced Language Usage	TBA	3		SPA 202 or four semesters of college Spanish	T/TH	9:00-10:25 AM
31798	SPA 325	601	Colonial Latin America	Postigo	3		SPA 201 or three semesters of college Spanish	M/W	4:00-5:25 PM
31747	SPA 364	601	Modern Spanish Art	Abrantes	3	\$25	SPA 201 or three semesters of college Spanish	M/W	2:00-3:40 PM
30843	SPA 400	601	Spanish in Context: Oral and Writing Practice	TBA	3		SPA 302 or five semesters of college Spanish	T/TH	9:00-10:25 AM
33157	SPA 400	602	De Madrid al Cielo: The Culture of Modernity and the Urban Experience in Spain's Capital	Iso	3		SPA 202 or four semesters of college Spanish	T/TH	10:30-11:55 AM
41697	SPA 400	605	Spanish Comedy, Film and Society	Kuehl	3		SPA 202 or four semesters of college Spanish.	T/TH	12:30-1:55PM
31951	SPA 417	601	History of Women in Spain	Postigo	3		SPA 202 or four semesters of college Spanish	M/W	5:30-6:55 PM
31951	WGS 417	601	History of Women in Spain	Postigo	3		SPA 202 or four semesters of college Spanish. Initially registered as SPA 417.	M/W	5:30-6:55 PM



Timetable / Spring 2018

MONDAY & WEDNESDAY CLASSES					TUESDAY & THURSDAY CLASSES						
9:00 to 10:25	SPA 101 Rm.	SPA 102 Rm.	SPA 201 Rm.	SPA 202 Rm.	9:00 to 10:25	SPA 101 Rm.	SPA 102 Rm.	SPA 201 Rm.	SPA 202 Rm.	SPA 302 Rm.	SPA 400.1 Rm.
10:30 to 11:55	PSY 393 Heglar Rm.	ECN/PSC 300.1 Cadenas Rm.	REL/HUM/ MES/JSP 321 Jepure Rm.	10:30 to 11:55	BUA 300.1 Byrne Rm.	SPA 400.2 Iso Rm.	HST 412/PSC 422 Yrizar Rm.				
12:30 to 1:55	ANT381 Jepure Rm.	PSY 395 TBA (provisional only; final class time TBA) Rm.	ETS 320.1 Kineen Rm.	12:30 to 1:55	PSY 375 Fernandez-Dols Rm.	FIN 457 Byrne Rm.	SPA 400.5 Kuehl Rm.				
2:00 to 3:30	HOA 209.1 (2:00-3:40 PM) (Museum visits on Wednesdays) Espinosa Rm.	HOA 464 /SPA 364 (2:00-3:40 PM) (Museum visits on Wednesdays) Abrantes Rm.	SPA 400.5 (Wednesdays only) 2:00-4:00 PM) Screening Rm.	2:00 to 3:30	HOA 209.2 (2:00-3:40 PM) (Museum visits on Thursdays) Espinosa Rm.	PSC 356 Sánchez Rm.					
4:00 to 5:25	HST/LAS 322/ SPA 325 Postigo Rm.	TRF /MAG 400.1 Jones Rm.	MAR 400 Houghton Rm.	SOC 300.2 Osés Rm.	4:00 to 5:25	ECN 365 Tennant Rm.	BUA/SPM 300.2 (Tuesdays only) 4:00-7:00 PM) Yañez Rm.	SOC/WGS 300.1 Instructor TBA Rm.	PSC 405 Sánchez Rm.		
5:30 to 6:55	SPA/HST/WGS 417 Postigo Rm.	COM 400 Jones Rm.	5:30 to 6:55	ECN 361 Martínez Rm.	QSX/SOC/WGS 306 Molinuevo Rm.						

Registration Instructions

Register by Friday, December 1 at 3:00 PM EST

Use MySlice: <http://myslice.ps.syr.edu/>

As You Register

Use your copy of your Student Advising Form (with the 5-digit class numbers found on the [Time Schedule of Classes](#) recorded for each course) and the Registration Instructions that follow. Go online to <http://myslice.syr.edu>. The following will explain things you may note as you register:

- Some courses may reach their enrollment limit and you may find that you are unable to register. You may have the option of adding your name to a [wait list](#). Wait lists are resolved in Madrid; if space opens up during schedule adjustment in Madrid, students on wait lists may be able to register for the course. Wait-listed students need to demonstrate their continued interest in a course by attending the first class session and speaking with the instructor.

If you are closed out of a course that is fulfilling a specific academic requirement that cannot be met by another course AND which you must take this semester in order to graduate on time, you should document this need by having your home college submit the [Academic Need Verification Form](#). We will make every effort to meet your confirmed academic needs.

- You will not be able to register or make changes to your schedule online after December 12 (an SUA registration hold will be placed on your record).

All Madrid classes have enrollment limits. You will not be able to register for a class (or section) once the enrollment limit is reached, so be sure to have alternative course selections ready when you register.

Questions, Problems, and Help with Error Messages

If you encounter any problems or errors as you attempt to register for classes, refer to the [Troubleshooting Guide](#) in this packet, the [Registration FAQs](#), and the [Online Enrollment Guide](#). If you still have questions or problems, please contact [Jeanne Chu](#) or [Marisa Lostumbo](#) at Syracuse Abroad.

To ensure the accuracy of your schedule:

- Make sure all the sections start with “Z6__” (this identifies them as Madrid classes).
- If you are an undergrad, make sure your Term Credits Total **is at least 12 credits** to confirm your status as a full-time student. **Do not include credits for wait-listed courses.**
- Be sure to verify the section number of any course that has more than one section to confirm that you’ve registered for the correct section.

Registration Instructions

Register by Friday, December 1 at 3:00 PM EST

Use MySlice: <http://myslice.ps.syr.edu/>

Additional Registration Resources

Use this chart to assist you in looking up any holds on your account. *Syracuse Abroad does not place and therefore cannot lift holds.*

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

Use the chart below for a quick overview of registration procedures. For more detailed instructions and screenshots, review the [Online Enrollment Guide](#).

Add Classes	Drop Classes	Swap Classes
<p>1. Log in to MySlice. Use:</p> <ul style="list-style-type: none"> • NetID • Password 	<p>1. Log in to MySlice. Use:</p> <ul style="list-style-type: none"> • NetID • Password 	<p>1. Log in to MySlice. Use:</p> <ul style="list-style-type: none"> • NetID • Password
<p>2. In Student Services Enrollment, select link:</p> <ul style="list-style-type: none"> • Enroll in a class <p>From Add Classes page:</p> <ul style="list-style-type: none"> • Select term 	<p>2. In Student Services Enrollment, select link:</p> <ul style="list-style-type: none"> • Enroll in a class <p>From Add Classes page:</p> <ul style="list-style-type: none"> • Select term 	<p>2. In Student Services Enrollment, select link:</p> <ul style="list-style-type: none"> • Enroll in a class <p>From Add Classes page:</p> <ul style="list-style-type: none"> • Select term
<p>3. Enter 5-digit Class Number</p> <p>Found on Time Schedule in Registration Packet</p>	<p>3. Click Drop tab</p> <p>Select class(es) to drop from your Time Schedule</p>	<p>3. Click Swap tab.</p> <p>Use drop down to select swap out class(es).</p>
<p>4. Add Components (if needed):</p> <p>Lecture</p> <p>Lab</p> <p>Discussion</p>	<p>4. No need to select components, all related parts drop automatically</p>	<p>4. Select switch into class(es):</p> <p>Enter Class Number found on Time Schedule in Registration Packet</p>
<p>5. Confirm Selection:</p> <ul style="list-style-type: none"> • Check Class Nbr • Check Day/Time • Check Location 	<p>5. Confirm Selection:</p> <ul style="list-style-type: none"> • Check Class Nbr • Check Day/Time • Check Location 	<p>5. Confirm Selection:</p> <ul style="list-style-type: none"> • Check Class Nbr • Check Day/Time • Check Location
<p>6. Click:</p> <ul style="list-style-type: none"> • Finish Enrolling Button 	<p>6. Click:</p> <ul style="list-style-type: none"> • Finish Enrolling Button 	<p>6. Click:</p> <ul style="list-style-type: none"> • Finish Enrolling Button

Troubleshooting Guide

TROUBLESHOOTING AND TIPS

Cannot see STUDENT SERVICES application: Within the Orange header of the 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 URL <http://myslice.ps.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 Time 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: <http://selfserv.syr.edu/selfserv/home>

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, the section z601 is a Syracuse Abroad Madrid course identified by "601." The section M001 is a Main Campus course identified by "001" and U001 is a University College course identified by "001."

Questions regarding technical problems should be directed to [Marisa Lostumbo](#) at Syracuse Abroad, or call +1 800-235-3472.

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.
Class full; student added to wait list.	Add not processed because class is closed. Class will appear on student's schedule with status = waiting.	Wait list addressed in London during schedule adjustment. Wait-listed students are not automatically added to the class, but need to demonstrate their continued interest in a course by attending the first class session.
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.
Term student exceeded	UGRAD = trying to register for more than 16 credits GRAD = trying to register for more than 15 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. Use the Academic Need Verification Form 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. Use the Academic Need Verification Form only if you meet the class requirements AND need this specific course this semester in order to graduate on time.

Troubleshooting Guide

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.
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