

Syracuse Madrid Spring 2019 Registration Packet

Online registration: November 13-20 (start dates vary)



This packet contains:

- **Registration advice and restrictions**
- **Preparation checklist**
- **Updated time schedule**
- **Instructions**



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Syracuse Madrid Center Spring 2019 Registration Instructions

Online Registration: November 13-20

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.
3. **FIND YOUR PERSONAL REGISTRATION START DATE** in the [OrangeAbroad](#) message in **Learning Content** > *Registration Appointment & Instructions*. 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 Tuesday, November 20. After this time, an "SUA" Registration Hold will prevent you from making any changes to your schedule until you arrive in Madrid.

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 Tuesday, November 20** will register on-site after their arrival abroad and may find that many courses are full. *There will be no exceptions to this policy.*

Course Announcements

The information following reflects updates and additions to the [Time Schedule of Classes](#) included in the Academic Packet released in October.

Special Enrollment Course: TRF/MAG 400.1

Due to high demand for TRF/MAG 400.1 (Travel Writing and New Media), enrollment permission is limited to *students with related majors only*. Students with permission to register for the course will be notified by email. If seats remain open after all students have registered, you may request to add the course after you arrive in Madrid.

Time Change: SOC 300.2

The meeting time for SOC 300.2 (Spanish Popular Culture) has changed to **Tuesday/Thursday at 10:30-11:55 AM**.

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:

- **ANT 381** - Ancient Rituals and Beliefs in Modern Spain
- **COM 400.1** - Global Perspectives on the Media
- **ECN/PSC 300.1** - Healthcare in Europe
- **HOA 209.1** - Arts of Spain (*Consider HOA 209.2, the Tues.-Thurs. section, instead*)
- **PSY 315** - Drugs and Human Behavior
- **SOC 300.2** - Spanish Popular Culture

Other Courses to Consider

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

- **EAR 105** - [Earth Science](#) (lecture) and **EAR 104** - [Earth Sciences Laboratory](#) (Matriculated SU students: EAR 104+105 fulfill your Natural Sciences Division lab course requirement—check with your advisor)
- **PSY 393** - [Personality](#)
- **SPA 325/HST/LAS 422** - [Colonial Latin America](#) (taught in Spanish)
- **SPA/HST/WGS 417** - [The History of Women in Spain](#) (taught in Spanish)

Students in IE University and UAM Special Programs

If you have been accepted to the Business at IE University special program or the Liberal Arts in Spanish at UAM special program, Syracuse Abroad recommends that you register for a full slate of Madrid Center courses (12-13 credits, or 4 courses) during online registration. Once you receive the local university's confirmed class schedule in Madrid, you will be able to drop any Center classes you no longer need.

→ For IE University and UAM courses, there will be **separate registration processes**. Students accepted to these programs, **check your e-mail regularly** since IE University and UAM will contact you directly with registration instructions.

Spanish Language Instruction Courses

Study of Spanish language is a program requirement. Your SPA course registration is subject to review and confirmation shortly after you arrive in Madrid.

All students are required to take one Spanish instruction course. *If you have taken more than 4 semesters of college-level Spanish or the equivalent, you must register for a second 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 with no Spanish credit on their SU transcript MUST take the Spanish online placement survey/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.

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 428	SPA 325/ HST/LAS 322 SPA 364 / HOA 464 SPA 400.2 SPA 400.5 / FIL 300.5 SPA/WGS/HST 417

Registration Notes

Register for 12-16 credits.

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

If you need to register for more than this typical course load, [email Jeanne Chu](#) **PRIOR to the start of online registration** to explain your academic need. If you would like (but don't need) to take more than 16 credits, you may add a course in Madrid on a space-available basis during schedule adjustment.

- If you attempt to register for more than 16 credits, you will receive the error message "Maximum term student unit load exceeded."
- This credit restriction will NOT affect your Signature Seminar registration. Our office will administratively register you for this course after online registration concludes.

Comply with all prerequisites.

Some courses are restricted to students who have had prior course experience. Be sure you have met any prerequisites for a course you plan to take. Prerequisites are indicated on the [Time Schedule](#) in the **Requisites/Notes/Restrictions** column, with equivalent courses described for visiting students in each [course description](#). If you do not meet a prerequisite, you may not register for the course during online registration (priority to register goes to students who meet the prerequisite). Once abroad, if there are open seats in the course, students without the prerequisite may request permission from the instructor to enroll. If the system blocks you from a course during online registration and you believe you have the necessary background, email [Jeanne Chu](#) immediately with supporting information and documentation demonstrating how you are eligible for this course.

Your Signature Seminar will be added to your registration after November 20.

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.

Courses that meet together share one 5-digit class code.

A number of courses meet together and 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 a course under one prefix while seats under the other listings are still open, we have provided **only a single 5-digit class number** for each cross-listed course.

This means that you may want to take Sexuality in Spain for LGBT Studies credit, or Women's and Gender Studies credit, but you will see it appear on your schedule in MySlice as SOC 306. *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 when you arrive 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 (or the signature Seminar)!** 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. You will have an opportunity to make changes to your registration—drop and add classes—with instructor permission until the corresponding academic deadlines. **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.

READ ME!

“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 ABOUT THESE KEY DIFFERENCES:

- **You cannot use “Class Search” or “My Planner” since Madrid classes 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). *If you would like to take more than 16 credits, you may add a course after arriving abroad, on a space-available basis, during the first week of classes.*
- 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.

Checklist:

What To Do BEFORE Your Registration Appointment

- Activate your NetID** and set up your Password at the [NetID Self-Serv portal](#). You will need to know your NetID and Password to access [MySlice](#) for course registration. **You'll need your SUID number to activate your NetID.** (Visiting students: You can find your SUID number on your [OrangeAbroad](#) home page.) If you're new to Syracuse's IT systems, you can find more helpful information at the [IT Services web page for new students](#).

If you have activated your account but forgotten your Net ID, you can retrieve it at the [Self-Serv portal](#). You can also reset a forgotten password at this page.

- 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 NOW for any holds and resolve them.** A hold will prevent you from registering. Do not wait to resolve it until your registration appointment has started. Use this chart to assist you in looking up any holds on your account. *Syracuse Abroad does not place, and therefore cannot lift, account holds for you.*

How to View Holds	
Action	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.

- Confirm your schedule using the following materials:
 - The **Student Advising Form** you uploaded to **Questionnaires** in OrangeAbroad.
 - The 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 Spanish language courses at SU nor brought in Spanish transfer or other credit, you **must take** the [online Spanish placement survey/exam](#) in order to register for the appropriate Madrid language course. Access the exam in MySlice > Student Services > Placement Exams. You may also want to review these [FAQs regarding placement exams](#).
- Along with this packet, familiarize yourself with the illustrated Syracuse Abroad [Online Enrollment Guide](#), which includes screen shots and 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 will help you confirm that you're using the correct screen and tab to enroll. Please take advantage of this resource.
- Before your registration appointment, add your course selections to your Shopping Cart in MySlice** (refer to the [Online Enrollment Guide](#)). While you will only initially 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.

Timetable / Spring 2019



MONDAY & WEDNESDAY CLASSES						TUESDAY & THURSDAY CLASSES					
9:00 to 10:25	SPA 101 TBA Rm.	SPA 102 TBA Rm.	SPA 201 TBA Rm.	SPA 202 TBA Rm.	SPA 302 TBA Rm.	9:00 to 10:25	SPA 101 TBA Rm.	SPA 102 TBA Rm.	SPA 201 TBA Rm.	SPA 202 TBA Rm.	SPA 428 Viñuelas Rm.
10:30 to 11:55	PSY 393 Marrtinez Rm.		ECN/PSC 300 Cadenas Rm.		HUM/REL/MES/ JSP 321 Jepure Rm.	10:30 to 11:55	BUA 300.1 Byrne Rm.	SOC 300.2 Osés Rm.	BIO 300.1 Rodriguez Rm.	SPA 400.2 Iso Rm.	
12:30 to 1:55	PSY 395 Martinez Rm.	ANT 381 Jepure Rm.	ETS 320 Kineen Rm.			12:30 to 1:55	MAR 400.1 Houghton Rm.	PSY 375 Fernandez-Dols Rm.		SPA 400.5/ FIL 300.5 (12:30-3:00 PM) Kuehl Rm.	
2:00 to 3:30	EAR 105 Pérez Bedmar (2.30-4:00 PM) Rm.	HOA 209.1 (2:00-3:40 PM) includes museum visits Espinosa Rm.		HOA 464/SPA 364 (2:00-3:40 PM) Abrantes Rm.		2:00 to 3:30	HOA 209.2 (2:00-3:40 PM) includes museum visits Espinosa Rm.	PSC 356 Sánchez Rm.			
4:00 to 5:25	EAR 104 (lab) Perez-Bedmar (Mondays only, 4:00-5:00 PM) Rm.	HST/LAS 322/ SPA 325 Postigo Rm.	TRF/ MAG 400.1 Jones Rm.	ECN 361 Tennant Rm.	HST 412/ PSC 422 Sánchez- Padilla Rm.	4:00 to 5:25	ECN 365 Tennant Rm.	BUA/SPM 300.2 (Tuesdays only 4:00-7:00 PM) Yañez Rm.		SOC 300.1/ WGS 300.1 Cassain Rm.	PSC 405 Sánchez Rm.
5:30 to 6:55	HST /WGS/SPA 417 Postigo Rm.		COM 400.1 Jones Rm.		PSY 315 Terrazo Rm.	5:30 to 6:55			QSX/SOC/WGS 306 Molinuevo Rm.		

Syracuse Madrid Center Time Schedule of Classes, Spring 2019

Courses Taught in English

Class #	Course #	Sec #	Title	Instructor	Cr.	Fee	Requisites / Notes / Restrictions	Days	Time
31874	ANT 381	601	Ancient Rituals and Beliefs in Modern Spain	Jepure	3	*	* Optional field study; amount to be confirmed and payable by credit card in Madrid	M/W	12:30-1:55 PM
41822	BIO 300	601	Drug Discovery	Rodriguez	3			T/Th	10.30-11.55AM
38361	BUA 300	601	Doing Business in Europe	Byrne	3			T/Th	10:30-11:55AM
38362	BUA 300	602	Business of Sports	Yañez	3		Class meets on Tuesdays only	Tuesdays	4:00-7:00 PM
38569	COM 400	601	Global Perspectives on the Media	Jones	3			M/W	5:30-6:55 PM
42513	EAR 104	601	Earth Sciences Laboratory	Pérez-Bedmar	1		Coreq: EAR 105. Lab meets Mondays only. Matriculated SU students: EAR 104+105 satisfy Natural Sciences lab requirement.	Mondays	4:00-5:00 PM
42514	EAR 105	601	Earth Science	Pérez-Bedmar	3		Lecture session for Earth Sciences Laboratory (EAR 104)	M/W	2:30-4:00 PM
34224	ECN 300	601	Healthcare in Europe	Cadenas	3		[ECN 101 & ECN 102] OR [ECN 101 & ECN 203], OR equivalent intro to microeconomics and macroeconomics course(s)	M/W	10:30-11:55AM
32014	ECN 361	601	Economics of European Integration	Tennant	3		[ECN 101 & ECN 102] OR [ECN 101 & ECN 203], OR equivalent intro to microeconomics and macroeconomics course(s)	M/W	4:00-5:25 PM
30936	ECN 365	601	World Economy	Tennant	3		[ECN 101 & ECN 102] OR [ECN 101 & ECN 203], OR equivalent intro to microeconomics and macroeconomics course(s)	T/Th	4:00-5:25 PM
30559	ETS 320	601	Hemingway in Spain	Kineen	3	\$90		M/W	12:30-1:55 PM
31683	HOA 209	601	Arts of Spain	Espinosa	3	\$25		M/W	2:00-3:40 PM
31684	HOA 209	602	Arts of Spain	Espinosa	3	\$25		T/Th	2:00-3:40 PM
31878	HST 412	601	Understanding 20th Century Spain	Sanchez-Padilla	3		Initially registered as PSC 422	M/W	4:00-5:25 PM
33466	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
33466	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

KEY: = Initially registered under a different prefix. Student may change prefix during schedule adjustment in Madrid. See Registration Packet for full explanation.

Courses Taught in English, continued

Class #	Course #	Sec #	Title	Instructor	Cr.	Fee	Requisites / Notes / Restrictions	Days	Time
38645	MAG 400	601	Travel Writing and New Media	Jones	3		SPECIAL ENROLLMENT. Related majors only.	M/W	4:00-5:25 PM
37860	MAR 400	601	Marketing in Spain & US	Houghton	3		MAR 255 or MAR 301 or equivalent intro to marketing course	T/Th	12.30-1.55PM
33466	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
34224	PSC 300	601	Healthcare in Europe	Cadenas	3		[ECN 101 & ECN 102] OR [ECN 101 & ECN 203], OR equivalent intro to microeconomics and macroeconomics course(s). Initially registered as ECN 300.1 z601.	M/W	10:30-11:55AM
32015	PSC 356	601	Political Conflict	Sánchez	3			T/Th	2:00-3:30 PM
32016	PSC 405	601	Politics of the European Union	Sánchez	3			T/Th	4:00-5:25 PM
31878	PSC 422	601	Understanding 20th Century Spain	Sanchez-Padilla	3			M/W	4:00-5:25PM
41828	PSY 315	601	Drugs and Human Behavior	Terrazo	3		PSY 205/209 or equivalent intro psych course	M/W	5.30-6.55PM
30963	PSY 375	601	Cross-cultural Psychology	Fernández-Dols	3		PSY 205/209 or equivalent intro psych course	T/Th	12:30-1:55PM
30964	PSY 393	601	Personality	Martínez	3		PSY 205/209 or equivalent intro psych course	M/W	10:30-11:55 AM
31121	PSY 395	601	Abnormal Psychology	Martínez	3		PSY 205/209 or equivalent intro psych course (a second psychology course is recommended)	M/W	12:30-1:55PM
31732	QX 306	601	Sexuality in Spain	Molinuevo	3		Initially registered as SOC 306	T/Th	5:30-6:55PM
33466	REL 321	601	Christians, Jews, and Muslims: Historic Encounters in the Mediterranean	Jepure	3			M/W	10:30-11:55 AM
30999	SOC 300	601	Gender, Race, Migration & Family in Spain	Cassain	3			T/Th	4:00-5:25 PM
32855	SOC 300	602	Spanish Popular Culture	Osés	3		Meeting day changed to T/Th	T/Th	10.30-11.55AM
31732	SOC 306	601	Sexuality in Spain	Molinuevo	3			T/Th	5:30-6:55PM
38362	SPM 300	602	Business of Sports	Yáñez	3		Class meets on Tuesdays only. Initially registered as BUA 300 z601.	Tuesdays	4:00-7:00 PM
38645	TRF 400	601	Travel Writing and New Media	Jones	3		SPECIAL ENROLLMENT. Related majors only. Initially registered as MAG 400 z601.	M/W	4:00-5:25 PM
30999	WGS 300	601	Gender, Race, Migration & Family in Spain	Cassain	3		Initially registered as SOC 300 z601	T/Th	4:00-5:25 PM
31732	WGS 306	601	Sexuality in Spain	Molinuevo	3		Initially registered as SOC 306	T/Th	5:30-6:55PM

KEY: = Initially registered under a different prefix. Student may change prefix during schedule adjustment in Madrid. See Registration Packet for full explanation.

SPECIAL ENROLLMENT = *Special Enrollment* course. Restricted enrollment. Check your email to see if you have permission to register.

Courses Taught in Spanish

Class #	Course #	Sec #	Title	Instructor	Cr.	Fee	Requisites / Notes / Restrictions	Days	Time
34132	FIL 300	605	Spanish Comedy, Film and Society	Kuehl	3		SPA 202 or four semesters of college Spanish. Initially registered as SPA 400 z605.	T/Th	12:30-3:00 PM
31686	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
31734	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
31880	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
31734	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
30801	SPA 101	601	Spanish I	TBA	4			M/T/W/Th	9:00-10:25 AM
30810	SPA 102	601	Spanish II	TBA	4		SPA 101 or one semester of college Spanish	M/T/W/Th	9:00-10:25 AM
30816	SPA 201	601	Spanish III	TBA	4		SPA 102 or two semesters of college Spanish	M/T/W/Th	9:00-10:25 AM
30822	SPA 202	601	Spanish IV	TBA	4		SPA 201 or three semesters of college Spanish	M/T/W/Th	9:00-10:25 AM
30908	SPA 302	601	Advanced Language Usage	TBA	3		SPA 202 or four semesters of college Spanish	M/W	9:00-10:25 AM
31734	SPA 325	601	Colonial Latin America	Postigo	3		SPA 201 or three semesters of college Spanish	M/W	4:00-5:25 PM
31686	SPA 364	601	Modern Spanish Art	Abrantes	3	\$25	SPA 201 or three semesters of college Spanish	M/W	2:00-3:40 PM
42518	SPA 428	601	Spanish in Context	Viñuelas	3		SPA 302 or five semesters of college Spanish	T/Th	9:00-10:25 AM
32937	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
34132	SPA 400	605	Spanish Comedy, Film and Society	Kuehl	3		SPA 202 or four semesters of college Spanish	T/Th	12:30-3:00PM
31880	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
31880	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

KEY: = Initially registered under a different prefix. Student may change prefix during schedule adjustment in Madrid. See Registration Packet for full explanation.

Registration Instructions

Register by Tuesday, November 20 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.ps.syr.edu/>. The following will explain things you may notice 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 after you arrive 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 would fulfill 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.
- After 3:00 PM EST on November 20, you will not be able to register or make changes to your schedule online (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 (also found in OrangeAbroad under **Learning Content**), and the [Online Enrollment Guide](#). If you still have questions or problems, please contact [Jeanne Chu](#) or [Marisa Lostumbo](#) at Syracuse Abroad.

Check 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 or the Signature Seminar.**
- 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 Tuesday, November 20 at 3:00 PM EST

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

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
1. Log in to MySlice. Use: <ul style="list-style-type: none"> • NetID • Password 	1. Log in to MySlice. Use: <ul style="list-style-type: none"> • NetID • Password 	1. Log in to MySlice. Use: <ul style="list-style-type: none"> • NetID • Password
2. In Student Services > Enrollment , select link: <ul style="list-style-type: none"> • Enroll in a class From Add Classes page: <ul style="list-style-type: none"> • Select term 	2. In Student Services > Enrollment , select link: <ul style="list-style-type: none"> • Enroll in a class From Add Classes page: <ul style="list-style-type: none"> • Select term 	2. In Student Services > Enrollment , select link: <ul style="list-style-type: none"> • Enroll in a class From Add Classes page: <ul style="list-style-type: none"> • Select term
3. Enter 5-DIGIT CLASS NUMBER (highlighted in yellow on Time Schedule in Registration Packet)	3. Click DROP tab <ul style="list-style-type: none"> • Select class(es) to drop from your schedule 	3. Click SWAP tab <ul style="list-style-type: none"> • Use first dropdown to select the class you wish to swap
4. Add Components (if needed): <ul style="list-style-type: none"> • Lecture • Lab • Discussion 	4. No need to select components; all related parts drop automatically	4. Select your replacement class(es) : <ul style="list-style-type: none"> • Select from your Shopping Cart, OR • Enter 5-digit Class Number found on Time Schedule in Registration Packet
5. Confirm selection: <ul style="list-style-type: none"> • Check Class Number • Check Day/Time • Check Location 	5. Confirm selection: <ul style="list-style-type: none"> • Check Class Number • Check Day/Time • Check Location 	5. Confirm selection: <ul style="list-style-type: none"> • Check Class Number • Check Day/Time • Check Location
6. Click Finish Enrolling Button	6. Click Finish Enrolling Button	6. Click Finish Enrolling Button

Registration 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 (prereq, 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 Madrid 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. You must clear holds to be able to register.
Maximum term student unit load 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 has expired or has not been granted	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.
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.	Check Academic Packet for Special Enrollment courses. If you do not qualify for permission, select another class. Contact Syracuse Abroad for additional information.

Syracuse ABROAD

Madrid Registration FAQs – Spring 2019

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 current 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. 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 13-20), you will register in Madrid when the number of open courses will be more limited.

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

Madrid registration appointments are not viewable in MySlice! (Any appointment you may see there is for Syracuse Main Campus registration.) You will find your individual registration start date in [OrangeAbroad](#): see the message under **Learning Content** > *Registration Appointment and Instructions*.

All Madrid students' registration appointments expire at 3:00 pm EST on Tuesday, November 20.

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

Sign in to [OrangeAbroad](#). 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 ([Rick Cieri](#), 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 the NetID [Self-Serv portal \(https://netid.syr.edu/selfserv/\)](https://netid.syr.edu/selfserv/).

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

Go to the NetID [Self-Serv portal](#).

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

Unfortunately, our office does not place holds or 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 [OrangeAbroad](#). You will find your uploaded form under **Questionnaires** > Student Advising Form (*with Advisor's Signature*)

■ May I register for a course that I didn't list on my Student Advising Form?

Yes, as long as you are eligible for it (for example, meet any prerequisite). Syracuse Abroad recommends you have all Madrid courses approved in advance by your academic advisor(s).

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

This is typically fine, since most classes meet in the same building. (Students in special programs will need additional time to travel to and from local university classes.)

■ 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 students starts at **noon EST on Wednesday, November 14**. 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 [OrangeAbroad](#), in the message under **Learning Content** > *Registration Appointment and Instructions*. The earlier you get online to register for your classes abroad, the better your chances of getting into your first-choice courses.

Matriculated SU Students: Do not look for your appointment in MySlice! Only appointments for Main Campus registration are available there.

■ How do I register?

Log in to [MySlice](#) > Student Services > Enrollment. You can find detailed instructions on how to register in the Registration Packet, found along with these FAQs under **Learning Content** > *Registration Appointment and Instructions* in [OrangeAbroad](#).

DO NOT SEARCH FOR CLASSES! 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 [OrangeAbroad](#).

■ **There are no class numbers for the Signature Seminars. 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.

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

Check the Time Schedule of classes. If the course prefix and catalog number are **highlighted in green**, this is a cross-listed course that can be registered under more than one prefix. If it is, we provide a single class number for each cross-listed course 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 Madrid so that it reflects your chosen prefix you want, so you will earn the credits under the correct academic department.

■ **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 Spanish immigration.

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

Some classes have seats reserved for specific populations (for example, specific majors). When seats are reserved, even though it appears that seats are available, the seats are actually available to specific populations only.

■ **I'm getting an error message when I try to register for a fifth or sixth class.**

During online registration for Madrid, you are limited to a **maximum of 16 credits** (not including the Signature Seminar). 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 Madrid during the schedule adjustment period.

Please note that if you register for any credits over the amount of 19 (including your 3-credit Signature Seminar), those credits are subject to additional per-credit tuition charges. For detailed information, see the latest [Tuition, Fees, and Related Policies Bulletin](#).

■ **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, and you should select another course. You should not contact the instructor for permission to register during online registration when priority goes to students who meet the prerequisite. If you believe you are adequately prepared for this class, [email Jeanne Chu](#) with information supporting your request to take the class in question. Once abroad, if there are open seats in the course, students without the prerequisite may request permission from the instructor to enroll.

■ **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](#) 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 wait list, note that this will be addressed when you get to Madrid. 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 that 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 academic advisor.

All students must be registered for at least 12 credits of Madrid classes, not counting wait-listed classes or the Signature Seminar.

■ How do I get off a wait list and into the class?

If you are on a wait list, note that this will be addressed when you get to Madrid. Please do not contact the SU academic department or the instructor (neither can waive you into a Madrid 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 associated majors, then minors, by class level.

■ I want to make a change to my schedule. When can I do this?

Once online registration ends on **Tuesday, November 20 at 3:00 pm EST**, you may not make changes to your schedule online (this hold is placed on all students' records in order to manage the registration process). You will be able to schedule-adjust in Madrid 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 PSY class, don't meet the prerequisite, etc.). Syracuse Abroad makes every attempt to notify students by email before processing an administrative drop, so be sure to regularly read your **@syr.edu* messages.