

# Syracuse Madrid Fall 2019 Registration Packet

Register online May 21-29 (start dates vary)



## **This packet contains:**

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



# Syracuse ABROAD

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## Syracuse Madrid Center Fall 2019 Registration Instructions

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### Online Registration: May 21-29

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 for *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 EDT on Wednesday, May 29. After this time, you will not be able to make 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 EDT on Wednesday, May 29** will register on-site after their arrival abroad when many courses may be full.

### Course Announcements

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

#### Course Cancellation

The following courses will not be offered for the Fall 2019 semester due to insufficient demand:

- **ANT 381** - Ancient Rituals and Beliefs in Modern Spain
- **PSY 395** - Abnormal Psychology

#### Schedule Change

The meeting time has changed for **HST 412/PSC 422** - Understanding 20<sup>th</sup> Century Spain. It will now meet on Monday and Wednesday afternoons at 4:00-5:25 PM.

Please review the timetable carefully to make sure your courses do not conflict with one another. MySlice will prevent you from registering from courses whose times conflict.

## Pending Class Time

Meeting times have yet to be confirmed for **CHE 180.1** and **CHE 180.2** - General Chemistry I lecture and lab, but you may register for these courses with the understanding that a conflict with another class may arise. When these times are scheduled, you will be notified via email.

**Students interested in CHE 180.1 and CHE 180.2, please note:** These courses are taught at ICAI School of Engineering, a local affiliated university. You will need to allow 30 minutes' travel time to and from the Syracuse Madrid Center.

## Other Courses to Consider

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

- **BUA 300.1** - [Doing Business in Europe](#)
- **CHE 180.1** and **CHE 180.2** - [General Chemistry I Lecture](#) and [General Chemistry Laboratory I](#) (Matriculated SU students: These courses are equivalent to CHE 106+107 and fulfill your Natural Sciences Division lab course requirement—check with your academic advisor)
- **COM 400.1** - [Global Perspectives on the Media](#)
- **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)
- **MAR 400.1** - [Marketing in Spain and the U.S.](#)
- **SPA 325/HST/LAS 422** - [Colonial Latin America](#) (taught in Spanish)
- **SPA/HST/WGS 417** - [The History of Women in Spain](#) (taught in Spanish)

## Spanish Language Instruction Courses

Study of Spanish language is a program requirement. Your SPA course registration is subject to review and confirmation 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 [chart on the following page](#). Please also refer to the [course descriptions](#) on our website.

**Matriculated Syracuse students! If you have no Spanish credit on your SU transcript, you MUST take the Spanish online placement survey/exam accessed through MySlice.** This includes beginners, native or heritage speakers, and those who studied Spanish in high school. Without a survey/exam result or Spanish credit on your SU transcript, MySlice will not allow you to register for your required SPA course. [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 FEWER THAN 2 YEARS of college Spanish or equivalent proficiency (may include native and heritage speakers)	2 YEARS OR MORE of college Spanish or equivalent proficiency (may include native and heritage speakers)	
SPA 101	Choose <b>one</b> based on prior study:	Must choose <b>two</b> (one from <b>each column</b> below):	
	SPA 102 ( <i>second semester</i> ) SPA 201 ( <i>third semester</i> ) SPA 202 ( <i>fourth semester</i> )	<i>Language instruction course</i>	<i>Content course taught in Spanish</i>
		SPA 302 ( <i>fifth semester</i> ) SPA 428 ( <i>sixth semester</i> )	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 12-17 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 **17 credits**. If you attempt to register for more than 17 credits, you will receive the error message “Maximum term student unit load exceeded.”

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 17 credits, you may add a course in Madrid on a space-available basis during schedule adjustment.

→ 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 May 29.

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 cross-listed 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.

You will not be able to make changes to your registration once the online registration period ends. 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—until the corresponding academic deadlines **with permission of the instructor and the Madrid Academic Office.** You will receive instructions from Madrid Center staff on the schedule adjustment process and deadlines.

### 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. HERE ARE THE 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-services page](#). 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 <a href="#">MySlice</a> , using your NetID and Password	The MySlice homepage is displayed.
In Student Services > <b>Finances</b> , 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 numbers found on 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 (possibly 6 with a lab) totaling 12 to 17 credits, you can also add some alternative selections to your cart. Once your registration appointment begins, log back into MySlice, click the boxes next to your first-choice courses, and click "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, Fall 2019

## Courses Taught in English

Course #	Sec #	MySlice Class #	Title	Professor	Credits	Fee	Requisites / Notes / Restrictions	Days	Time
BIO 300	601	21958	Drug Discovery	Rodriguez	3			T/Th	10:30-11:55 AM
BUA 300	601	17922	Doing Business in Europe	Byrne	3			T/Th	10:30-11:55 AM
BUA 300	602	17923	The Business of Sport	Yañez	3		Class meets on Tuesdays only.	T	4:00-7:00 PM
CHE 180	601	13921	General Chemistry Lecture I	TBA	3		Coreq: CHE 180.2. Syracuse students: Equivalent to CHE 106. Taught at ICAI. Enrollment priority to first-year students.	TBA	TBA
CHE 180	602	13922	General Chemistry Laboratory I	TBA	1		Coreq: CHE 180.1. Syracuse students: Equivalent to CHE 107, satisfies lab requirement. Taught at ICAI. Enrollment priority to first-year students.	TBA	TBA
COM 400	601	18185	Global Perspectives on the Media	Jones	3			M/W	5:30-6:55 PM
EAR 104	601	13923	Earth Sciences Laboratory	Pérez-Bedmar	1		Coreq: EAR 105. Lab meets on Tuesdays only. Syracuse students: Satisfies lab requirement.	T	2:00-3:00 PM
EAR 105	601	13924	Earth Science	Pérez-Bedmar	3		Lecture session for Lab (EAR 104).	T/Th	12:30-1:55 PM
ECN 300	601	13925	Healthcare in Europe	Cadenas	3		[ECN 101 AND ECN 102] OR ECN 203, or equivalent background in microeconomics and macroeconomics.	M/W	10:30-11:55 AM
ECN 361	601	12181	Economics of European Integration	Matute	3		ECN 101 or ECN 203 or equivalent background in microeconomics.	T/Th	5:30-6:55 PM
ECN 365	601	10795	World Economy	Tennant	3		[ECN 101 AND ECN 102] OR ECN 203, or equivalent background in microeconomics and macroeconomics.	T/Th	4:00-5:25 PM
ENG 320	601	11188	Hemingway in Spain	Kineen	3	\$90		M/W	12:30-1:55 PM
HOA 209	601	10473	Arts of Spain	Espinosa	3	\$25		M/W	2:00-3:40 PM
HOA 209	602	10474	Arts of Spain	Espinosa	3	\$25		T/Th	2:00-3:40 PM
HST 412	601	11825	Understanding 20th Century Spain	Sánchez-Padilla	3		Initially registered as PSC 422.	M/W	4:00-5:25 PM
HUM 321	601	12897	Christians, Jews, and Muslims: Historic Encounters In The Mediterranean	Jepure	3		Initially registered as REL 321.	M/W	10:30-11:55 AM
JSP 321	601	12897	Christians, Jews, and Muslims: Historic Encounters In The Mediterranean	Jepure	3		Initially registered as REL 321.	M/W	10:30-11:55 AM
MAG 400	601	18271	Travel Writing and New Media	Jones	3		Enrollment priority to Public Communications majors.	M/W	4:00-5:25 PM

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

## Courses Taught in English, continued

Course #	Sec #	MySlice Class #	Title	Professor	Credits	Fee	Requisites / Notes / Restrictions	Days	Time
MAR 400	601	17577	Marketing in Spain & US	Houghton	3		MAR 255, MAR 301, or equiv. intro marketing course, and junior standing.	M/W	12:30-1:55 PM
MAT 295	601	13926	Calculus I	Taboada	4		Enrollment priority to first-year students.	T/Th AND Th only	12:30-1:55 PM 2:00-3:00 PM
MES 321	601	12897	Christians, Jews, and Muslims: Historic Encounters In The Mediterranean	Jepure	3		Initially registered as REL 321.	M/W	10:30-11:55 AM
PSC 300	601	13925	Healthcare in Europe	Cadenas	3		[ECN 101 AND ECN 102] OR ECN 203, or equivalent background in microeconomics and macroeconomics. Initially registered as ECN 300 z601.	M/W	10:30-11:55 AM
PSC 356	601	12182	Political Conflict	Sánchez-Millas	3			T/Th	2:00-3:30 PM
PSC 405	601	12183	Politics of the European Union	Sánchez-Millas	3			T/Th	4:00-5:25 PM
PSC 422	601	11825	Understanding 20th Century Spain	Sánchez-Padilla	3			M/W	4:00-5:25 PM
PSY 315	601	21960	Drugs and Human Behavior	Terrazo	3		PSY 205/209 or equivalent intro psychology course. Non-Psych majors may take only ONE Psychology course.	M/W	5:30-6:55 PM
PSY 375	601	10647	Cross-cultural Psychology	Fernández-Dols	3		PSY 205/209 or equivalent intro psychology course. Non-Psych majors may take only ONE Psychology course.	T/Th	12:30-1:55 PM
PSY 393	601	11017	Personality	Martinez	3		PSY 205/209 or equivalent intro psychology course. Non-Psych majors may take only ONE Psychology course.	T/Th	4:00-5:25 PM
QSX 306	601	11673	Sexuality in Spain	Molinuevo	3		Initially registered as SOC 306.	T/Th	5:30-6:55 PM
REL 321	601	12897	Christians, Jews, and Muslims: Historic Encounters In The Mediterranean	Jepure	3			M/W	10:30-11:55 AM
SOC 300	601	12394	Gender, Race, Migration and Family in Spain	Cassain	3			T/Th	4:00-5:25 PM
SOC 300	602	12688	Spanish Popular Culture	Osés	3			M/W	10:30-11:55 AM
SOC 306	601	11673	Sexuality in Spain	Molinuevo	3			T/Th	5:30-6:55 PM
SPM 300	602	17923	The Business of Sport	Yáñez	3		Class meets on Tuesdays only. Initially registered as BUA 300 z602.	T	4:00-7:00 PM
TRF 400	601	18271	Travel Writing and New Media	Jones	3		Initially registered as MAG 400 z601. Enrollment priority to Public Communications majors.	M/W	4:00-5:25 PM
WGS 300	601	12394	Gender, Race, Migration and Family in Spain	Cassain	3		Initially registered as SOC 300 z601.	T/Th	4:00-5:25 PM
WGS 306	601	11673	Sexuality in Spain	Molinuevo	3		Initially registered as SOC 306.	T/Th	5:30-6:55 PM

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



## Courses Taught in Spanish

Course #	Sec #	MySlice Class #	Title	Professor	Credits	Fee	Requisites / Notes / Restrictions	Days	Time
FIL 300	605	13929	Spanish Comedy, Film and Society	Kuehl	3		SPA 202 or four semesters of college Spanish. <b>Initially registered as SPA 400 z605.</b>	T/Th	12:30-3:00 PM
HOA 464	601	11676	Modern Spanish Art	Abrantes	3	\$25	SPA 201 or three semesters of college Spanish. <b>Initially registered as SPA 364.</b>	M/W	2:00-3:40 PM
HST 322	601	11675	Colonial Latin America	Postigo	3		SPA 201 or three semesters of college Spanish. <b>Initially registered as SPA 325.</b>	M/W	4:00-5:25 PM
HST 417	601	11828	History of Women in Spain	Postigo	3		SPA 202 or four semesters of college Spanish. <b>Initially registered as SPA 417.</b>	M/W	5:30-6:55 PM
LAS 322	601	11675	Colonial Latin America	Postigo	3		SPA 201 or three semesters of college Spanish. <b>Initially registered as SPA 325.</b>	M/W	4:00-5:25 PM
SPA 101	601	10674	Spanish I	TBA	4			M/T/W/Th	9:00-10:25 AM
SPA 102	601	10684	Spanish II	TBA	4		SPA 101 or one semester of college Spanish.	M/T/W/Th	9:00-10:25 AM
SPA 201	601	10692	Spanish III	TBA	4		SPA 102 or two semesters of college Spanish.	M/T/W/Th	9:00-10:25 AM
SPA 202	601	10695	Spanish IV	TBA	4		SPA 201 or three semesters of college Spanish.	M/T/W/Th	9:00-10:25 AM
SPA 302	601	10777	Advanced Language Usage	TBA	3		SPA 202 or four semesters of college Spanish.	M/W	9:00-10:25 AM
SPA 325	601	11675	Colonial Latin America	Postigo	3		SPA 201 or three semesters of college Spanish.	M/W	4:00-5:25 PM
SPA 364	601	11676	Modern Spanish Art	Abrantes	3	\$25	SPA 201 or three semesters of college Spanish.	M/W	2:00-3:40 PM
SPA 400	602	13292	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
SPA 400	605	13929	Spanish Comedy, Film and Society	Kuehl	3		SPA 202 or four semesters of college Spanish.	T/Th	12:30-3:00 PM
SPA 417	601	11828	History of Women in Spain	Postigo	3		SPA 202 or four semesters of college Spanish.	M/W	5:30-6:55 PM
SPA 428	601	13928	Spanish in Context: Oral and Writing Practice	TBA	3		SPA 302 or five semesters of college Spanish.	T/Th	9:00-10:25 AM
WGS 417	601	11828	History of Women in Spain	Postigo	3		SPA 202 or four semesters of college Spanish. <b>Initially registered as SPA 417.</b>	M/W	5:30-6:55 PM

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

## Timetable / Fall 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 TBA Rm.	
10:30 to 11:55	REL/HUM/MES/JSP 321 Jepure Rm.		SOC 300.2 Osés Rm.		ECN/PSC 300.1 Cadenas Rm.	10:30 to 11:55	SPA 400.2 Iso Rm.		BIO 300.1 Rodriguez Rm.		BUA 300.1 Byrne Rm.	
12:30 to 1:55	MAR 400.1 Houghton Rm.		ENG 320 Kineen Rm.			12:30 to 1:55	EAR 105 Pérez-Bedmar Rm.		MAT 295 Taboada Rm.	PSY 375 Fernandez-Dols Rm.	SPA 400.5/ FIL 300.5 (12:30-3:00 PM) Kuehl Rm.	
2:00 to 3:40	HOA 209.1 Espinosa Rm.		HOA 464/SPA 364 Abrantes Rm.			2:00 to 3:40	EAR 104 (Tues. only, 2:00-3:00 PM) Pérez-Bedmar Rm.	MAT 295 (Thurs. only, 2:00-3:00 PM) Taboada Rm.	HOA 209.2 Espinosa Rm.	PSC 356 (2:00-3:30 PM) Sánchez Millas Rm.		
4:00 to 5:25	SPA 325 / HST/LAS 322 Postigo Rm.		TRF /MAG 400.1 Jones Rm.	HST 412/PSC 422 Sánchez-Padilla Rm.		4:00 to 5:25	ECN 365 Tennant Rm.		BUA/ SPM 300.2 (Tues. only, 4:00-7:00 PM) Yañez Rm.	SOC/ WGS 300.1 Cassain Rm.	PSY 393 Martinez Rm.	PSC 405 Sánchez Millas Rm.
5:30 to 6:55	SPA/HST/WGS 417 Postigo Rm.		COM 400.1 Jones Rm.	PSY 315 Terrazo Rm.		5:30 to 6:55	ECN 361 Matute Rm.		SOC/QSX/WGS 306 Molinuevo Rm.			

**NOTE: Meeting days/times to be announced for CHE 180.1 and CHE 180.2. These courses are taught at ICAI School of Engineering, a local affiliated university; you will need to allow 30 minutes' travel time to and from the Syracuse Madrid Center.**

# Registration Instructions

Register by Wednesday, May 29 at 3:00 PM EDT

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 **speaking with the instructor and the Madrid Academic Office** and attending the first class session.
- 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 EDT on May 29, you will not be able to register or make changes to your schedule online.

**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 Wednesday, May 29 at 3:00 PM EDT**

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