

HOME WHO ARE YOU? - DESTINATIONS - APPLY - GRANTS & AID -

## Enrollment Guide

## **Study Abroad**

Imagine the world differently.

Add a Class Drop a Class Swap a Class



• <u>Add Classes</u>- To begin adding classes to your schedule, Select the 'Enroll in a Class' link then select the 'Add' tab. Then enter the 5-digit class number for each class you wish to take. Class numbers are found on the Schedule of Classes in the Registration packet. Do **NOT** use any 'Search' options that are displayed on the page.

s 🔊 h		Enroll		My Academics
my class schedule	dd drop	swap	edit	term information
Add Classes				
1. Select classes to a	add	Add (	<u>lasses Help</u>	
		Textb	ook Information	1
To select classes for an satisfied with your class	other term, select the to s selections, proceed to	erm and select Cha step 2 of 3.	nge. When yo	ou are
Fall 2016   Graduate   Sy	racuse University			
			and A way	
			sed 🛆 🗤	
Add to Cart:	all 2016 Shopping Cart	:		
Enter Class Nbr				
enter	Your enroll	ment shopping car	t is empty.	
Find Classes				
e ty Program				
search				

After you have entered the 5-digit class number, the enrollment preferences page is displayed.

Progress is indicated by numbered boxes at the top of each page		St. Y h			Enroll	My Academics
Class status indication:	my class	s schedule	add	drop	swap	edit term information
Open	Add C	asses				12_3
Closed	1. Sele Enroll	ect classes ment Pref	to add - erev	Add Clas	i <mark>ses Help</mark>	a shask hav Var
A = Waitlisted	Fall 2016	Graduate   Sy		<b>T</b> be automa	tically enrolled	from a wait list.
Click NEXT to Continue.	PED 226	i - Bootcamp	Fitn Registrat	are resolved	l abroad (see S nd FAOs for det	yracuse Abroad tailed information).
	Class Pr	eferences				
	PED 226	-M001 Se	ection Open	Wait List	🔲 Wait list if d	class is full
	Session	Flex Long C	lass	Grading	A-F	
	Career	Undergradu	ate	Units	1.00	
					CANCE	EL NEXT
	Section	Component	Days & Times	Room	Instructor	Start/End Date
	M001	Section	MoWe 9:30AM - 10:25AM	Women's Building Gym A	M. Thomson	10/17/2016 - 12/07/2016
	My Class	Schedule Add	<u>Drop Swap Ec</u>	<u>lit Term Inform</u> ;	ation	

At the end of Step 1, your class is placed in your Shopping Cart. From this point you may either continue to add more classes to your cart, or you can continue to step 2 of 3.

e.

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.	1. Select classes	to add			Add Classes H	elp ormation	
✓       PED 226 has been added to your Shopping Cart.         Fall 2016   Graduate   Syracuse University       You can add classes to your Shopping Cart even before your registration appointment starts.         Add to Cart:       Fall 2016 Shopping Cart         Enter Class Nbr       Delete Class       Days/Times         Find Classes       Delete Class       Days/Times         Mowe 9:30AM       Women's       M.         1:00       Thomson       1.00	To select classes for satisfied with your cl	another te ass selecti	erm, select the ons, proceed to	term and select o step 2 of 3.	t Change. Wh	en you are	
Fall 2016   Graduate   Syracuse University       You can add classes to your Shopping Cart even before your registration appointment starts.         Add to Cart:       Fall 2016 Shopping Cart         Enter Class Nbr       Delete Class       Days/Times         Find Classes       PED 226-M001       Mowe 9:30AM         (19467)       10:25AM       M.	VED 226 has be	een addeo	d to your Sho	pping Cart.			
Enter Class Nbr     Delete     Class     Days/Times     Room     Instructor     Units     State       enter     enter     PED 226-M001     MoWe 9:30AM     Women's     M.     1.00     1.00       Find Classes     (19467)     -10:25AM     A     No     1.00     0	Fall 2016   Graduate   S	yracuse Ur	niversity	<b>Cart</b> even l	before y <u>ou</u>	o your <b>Sr</b> r registra	ition
enter     PED 226-M001     MoWe 9:30AM     Women's     M.       Find Classes     (19467)     - 10:25AM     Building Gym     Thomson     1.00	Fall 2016   Graduate   S Add to Cart:	Fall 20	niversity 16 Shopping Ca	Cart even l appointme	before you ent starts.	r registra	tion
	Fall 2016   Graduate   S Add to Cart: Enter Class Nbr	Fall 20 Delete	niversity 16 Shopping Ca Class	Cart even l appointme operation	Room	r registra	t Units Stat

Shopping Cart

A "holding" space for classes to be kept until ready to enroll.

Use the trash can icon to delete a class from your Shopping Cart.

To continue, click

PROCEED TO STEP 2 OF 3.

In Step 2 of 3 you have the opportunity to confirm your enrollment choice (es) ) and either finish enrolling if your registration appointment has started or save your selections by simply logging out (they will remain in your shopping cart).

The 🔎 indicates the class is open	(Sb.)	0		Enroll	My Academics
Select FINISH ENROLLING to continue.	my class sch	edule add	drop	swap	edit term information
	Add Class 2. Confirm	es m classes		Add Cla	sses Help
	Click Finish Enr exit without add Fall 2016   Graduate	olling to process y ding these classes +   Syracuse Univers	our request for the , click Cancel. 	classes listed below.	То
			Open	Closed	Wait List
	Class	Description	Days/Times	Room Instruct	tor Units Status
	PED 226-M001 (19467)	Bootcamp Fitness (Section)	MoWe 9:30AM - 10:25AM	Women's Building Gym A	n 1.00
			CANCEL	PREVIOUS	FINISH ENROLLING

**Drop Classes**- To begin dropping classes from your schedule, select the 'Enroll in a Class' link (remember all enrollment actions start with the 'Enroll in a Class' link) then select the '**Drop'** tab.



his is step 1 of 3	Drop	Classes						
After you have selected the class(es) you wish to Irop	1. Se	elect classes	s to drop		Drop Cl.	ass Help	1	-21-
he enrollment status indication:	Sel	ect the classes t	to drop and click D	orop Selected Class	ses.			
▶ 🖋 = Enrolled	1							
S = Dropped	Fall 2	008   Undergr	aduate   Syracu	se University				
▶ ▲ = Waitlisted				✓Enrolled	<b>⊗</b> Dropp	ed 🛕 Wa	it Liste	d
Waitlisted ick the DROP SELECTED CLASSES button to	Select	Class	Description	Enrolled Days/Times	& Dropp Room	ed 🛕 Wa	it Liste Units	d Statu
= Waitlisted ick the DROP SELECTED CLASSES button to ntinue	Select	Class AAS 306-M001 (11587)	Description African American Politics (Section)	Enrolled Days/Times TuTh 11:00AM - 12:20PM	Room Sims Hall 137	ed Awa Instructor S. Sangmpam	Units 3.00	d Statu
= Waitlisted ick the DROP SELECTED CLASSES button to ntinue	Select	Class AAS 306-M001 (11587) MUE 326-M001 (21471)	Description African American Politics (Section) Brass Class For Mus Ed (Section)	Conception Conceptica Conceptica Conceptica Conceptica Conceptica Conceptica	Room Sims Hall 137 Crouse College 400	ed Awa Instructor S. Sangmpam J. Coggiola	Units 3.00 1.00	statu V
■ = Waitlisted ick the DROP SELECTED CLASSES button to intinue Click into the box to the left of the	Select	Class AAS 306-M001 (11587) MUE 326-M001 (21471) MUE 333-M001 (20919)	Description African American Politics (Section) Brass Class For Mus Ed (Section) Mus in the Elem School (Section)	Days/Times TuTh 11:00AM - 12:20PM MoWe 10:35AM - 11:30AM MoWeFr 11:40AM - 12:35PM	Room Sims Hall 137 Crouse College 400 Crouse College 209	ed Awa Instructor S. Sangmpam J. Coggiola E. Rodriguez Suarez	Units 3.00 1.00 2.00	statu V

The Vindicates which class you have chosen to	Drop Classes						
Select FINISH DROPPING to continue	2. Confirm y	our selection		Drop (	lass Help		
	Click Finish Di these classes,	ropping to process y , click Cancel.	our drop request. 1	ro exit without	dropping		
Po suro to shock the class	Fall 2008   Underg	praduate   Syracuse l	Jniversity		oed 🔺 w	ait Liste	ed
information before you select	Class	Description	Days/Times	Room	Instructor	Units	Status
'Finish Dropping'.	MUE 333-M001 (20919)	Mus in the Elem School (Section)	MoWeFr 11:40AM - 12:35PM	Crouse College 209	E. Rodriguez Suarez	2.00	<b>~</b>
			CANOFI	PREVIOU	IC FINIS		PPING

	Drop Classes		
<ul> <li>Success</li> <li>Error</li> </ul>	3. View results	Drop Class Help	
	View the results of you request. Fall 2008   Undergraduate	r enrollment request. Click Fix Errors to make changes to	your
he ' <b>Message'</b> column provides		Success: dropped	drop class
atail about the dree status	Class	Message	Status
etali about the drop status.			

If you receive an error, read the message carefu	Ily to best determine how to res	olve.	
	 3. View results	<u>Help</u>	- 1-2-3
Errors are often easily resolved. Review the information in the	View the following status re	port for enrollment confirmations and errors:	
' <b>Message'</b> column and contact Syracuse Abroad staff if assistance	Pail 2006   Undergraduate   Syr	Success: enrolled	to add class
is needed.	Class	Message	Status
	PED 211	<ul> <li>Error: You cannot add this class due to a time conflict with class 20919. Select another class or override the time conflict.</li> </ul>	×
	   	MY CLASS SCHEDULE ADD	ANOTHER CLASS

**Swap Classes**- To begin swapping classes in your schedule, Select the 'Enroll in a Class' link (remember all enrollment actions start with the 'Enroll in a Class' link) then select the **'Swap'** tab.

After you select your 'SwapSwfrom' class, the 'Change to'1.class may be either selected1.from your Shopping Cart, orselectionyou may enter the 5- digitclass number directly in the'Enter Class Nbr' field. YouSwcannot use the 'search'selection	wap a Class Select a class to swa ect the class you wish to swap all 2008   Undergraduate   wap This Class Select from your schedule	then select the class Syracuse Universit	<u>Swap Class F</u> you wish to replace it t <del>y</del>	12_3
'Enter Class Nbr' field. You Sw cannot use the 'search' Search' Searc	wap This Class Select from your schedule			
		AAS 306: African	American Politics	×
Wit So So	ith This Class Sea Or Class Select from Shopping Cart	Claserarch OR	v sela	rch sct
E	Enter Class Nbr	OR		

Choose your enrollment preferences on	this page.	
At the end of step 1 be sure to check: • Section • Day/time	Enroll My Academics my class schedule add drop swap edit term information Swap a Class 1. Select a class to swap - Enrollment Preference To add yourself to a Wait list, click the check box. Y	- 1 /ol
Verify your <b>'Change to'</b> class, then click ' <b>Next'</b> to continue.	Fall 2008   Undergraduate   Syracuse       WILL NOT be automatically enrolled from a wait list         AAS 465 - Image-Blacks in Art&       Wait lists are resolved abroad (see Syracuse Abroad         Class Preferences       Registration packet for detailed information).         AAS 465-M001       Section         Open       Wait List	st. d
Cli	Session       Regular Academic Session         Career       Undergraduate         ick 'Cancel' if you change your mind.       CANCEL	
	Section Component Days & Times Room Instructor Start/End Date	ł
	M001 Section 9:50PM Sims Hall 241 Kheli Willetts 12/03/2008	

In Step 2 of 3 you have the opportunity to c	onfirm your enrollme	ent choice.						
For the class you are REPLACING check the status symbols: = Open = Closed	my class schedule Swap a Class 2. Confirm you	add ur selection	drop	Enroll swap    <u>Swap</u>	edit Class Help	My #    te	icademi rm info	rmation
For the NEW class you will enroll into, check the status symbols:	Click Finish Swa classes, click Ca Fall 2008   Undergra You are replaci	pping to process y incel. duate   Syracuse L ng this class	our swap request. Iniversity	To exit witho	ut swapping	g these		1
Click FINISH SWAPPING to continue.	Class AAS 306-M001	Description African American	Days/Times	Room	pped A	Wait Lis	status	
	₩ith this class		Dopen	Clos	sangmpa sed 🔺	m   Wait Lis	it .	
	Class	Description	Days/Times	Room	Instructo	r Units	Status	Override Time Conflict
	AAS 465-M001 (24635)	Image- Blacks in Art&Film (Section)	We 7:00PM - 9:50PM	Sims Hall 241	K. Willetts	3.00	•	
				CAN	ICEL	FI	NISH SV	VAPPING

	Enroll My Academics
	my class schedule add drop swap edit term information
	Swap a Class
	3. View results Swap Class Help
ou receive an error message,	View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.
ou receive an error message, ad the message carefully for ormation on how best to olve. Contact Syracuse Abroad	View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices. Fall 2008   Undergraduate   Syracuse University Success: Classes were swapped X Error: Unable to swap class
ou receive an error message, ad the message carefully for ormation on how best to olve. Contact Syracuse Abroad ff if assistance is needed	View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices. Fall 2008   Undergraduate   Syracuse University Success: Classes were swapped Error: Unable to swap class Class Message Status