

MySlice Tips

SYRACUSE UNIVERSITY | ABROAD

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Enrollment Guide



Study Abroad

Imagine the world differently.

Add a Class

Drop a Class

Swap a Class

Enter your

- Net ID
- Password

Select 'Enroll in a Class'

All enrollment actions:

- Add
- Drop
- Swap

Begin with 'Enroll in a class'.

Enrollment




- Enroll in a Class
- View My Enrollment Dates
- View My Enrollment Profile
- View Enrollment Verification
- View My Class Schedule
- My Religious Observances
- View My Exam Schedule
- View Grades

- **Add Classes**- 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 Time Schedule in the Academic Packet. Do **NOT** use any 'Search' options that are displayed on the page.

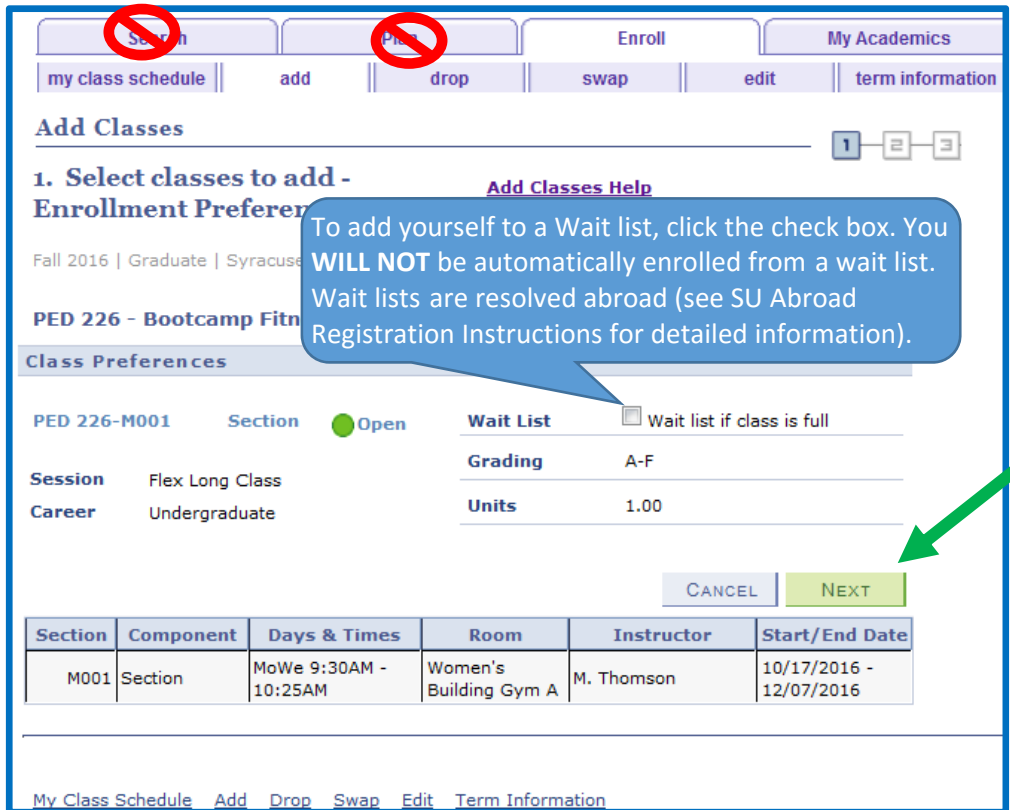
After you have entered the 5-digit class number, the enrollment preferences page is displayed.

Progress is indicated by numbered boxes at the top of each page.

Class status indication:

- ▶  = Open
- ▶  = Closed
- ▶  = Waitlisted

Click NEXT to Continue.




Add Classes

1. Select classes to add - [Add Classes Help](#)

Fall 2016 | Graduate | Syracuse University

PED 226 - Bootcamp Fitness

Class Preferences

PED 226-M001 Section  Open **Wait List** ☐ Wait list if class is full

Session Flex Long Class **Grading** A-F

Career Undergraduate **Units** 1.00

[CANCEL](#) [NEXT](#)

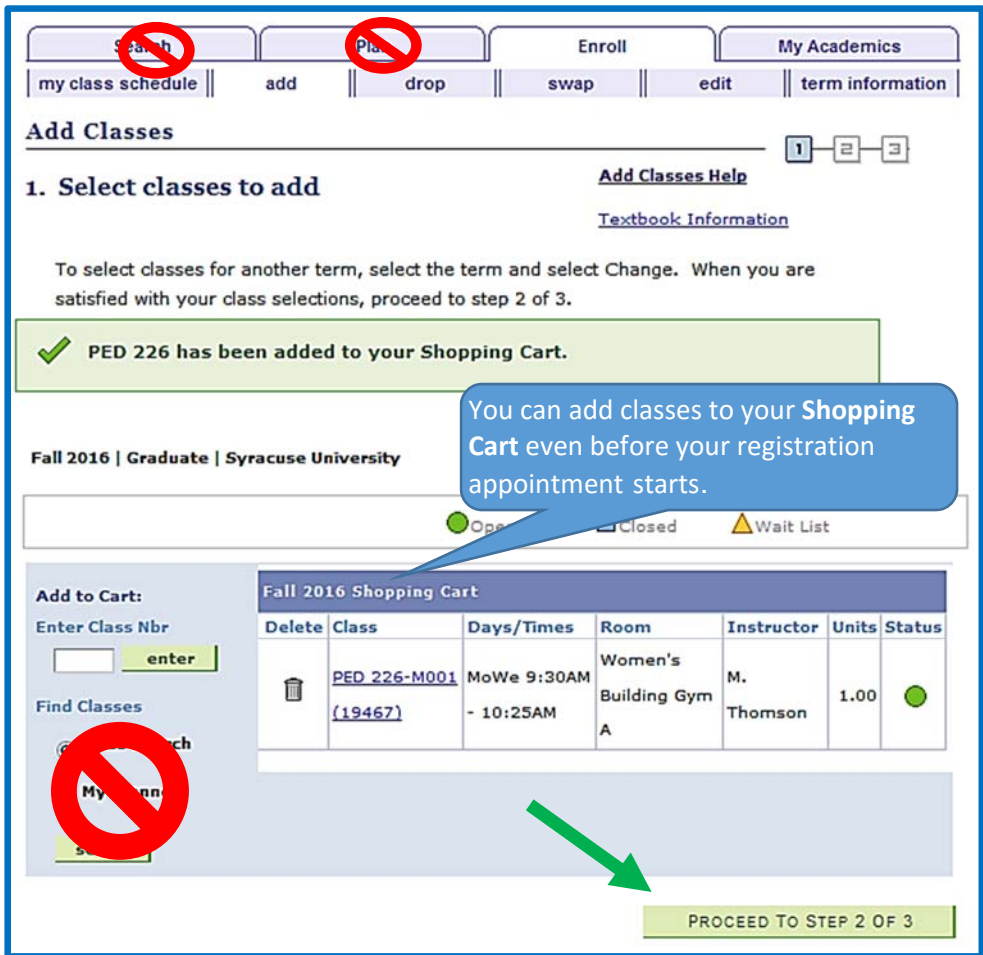
Section	Component	Days & Times	Room	Instructor	Start/End Date
M001	Section	MoWe 9:30AM - 10:25AM	Women's Building Gym A	M. Thomson	10/17/2016 - 12/07/2016

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

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.

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.






Add Classes

1. Select classes to add [Add Classes Help](#) [Textbook Information](#)

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.

✓ PED 226 has been added to your Shopping Cart.

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 Open  Closed  Wait List



Add to Cart:

Enter Class Nbr
 [enter](#)

Find Classes


[Search](#)

Fall 2016 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	PED 226-M001 (19467)	MoWe 9:30AM - 10:25AM	Women's Building Gym A	M. Thomson	1.00	

[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
Select FINISH ENROLLING to continue.

Save

Logout

Enroll

My Academics

my class schedule

add

drop

swap

edit

term information

Add Classes

1

2


3


2. Confirm classes


[Add Classes Help](#)


Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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 Open

 Closed


 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
PED 226-M001 (19467)	Bootcamp Fitness (Section)	MoWe 9:30AM - 10:25AM	Women's Building Gym A	M. Thomson	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.



Drop Classes



1. Select classes to drop

[Drop Class Help](#)

[Textbook Information](#)

Select the classes to drop and select Drop Selected Classes.

To begin dropping classes from your schedule, click the check box next to the class(es) that you wish to drop

This is step 1 of 3

After you have selected the class(es) you wish to drop

The enrollment status indication:

- ▶ = Enrolled
- ▶ = Dropped
- ▶ = Waitlisted

Click the DROP SELECTED CLASSES button to continue

Drop Classes



1. Select classes to drop

[Drop Class Help](#)

Select the classes to drop and click Drop Selected Classes.

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Enrolled Dropped Wait Listed							
Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AAS 306-M001 (11587)	African American Politics (Section)	TuTh 11:00AM - 12:20PM	Sims Hall 137	S. Sangmpam	3.00	
<input type="checkbox"/>	MUE 326-M001 (21471)	Brass Class For Mus Ed (Section)	MoWe 10:35AM - 11:30AM	Crouse College 400	J. Coggiola	1.00	
<input checked="" type="checkbox"/>	MUE 333-M001 (20919)	Mus in the Elem School (Section)	MoWeFr 11:40AM - 12:35PM	Crouse College 209	E. Rodriguez Suarez	2.00	
<input type="checkbox"/>	SED 340-M004 (15403)	Particip. Prof Devt Sch/Music (Section)	Tu 7:00PM - 7:50PM	Eggers Hall 010	K. Popov		

[DROP SELECTED CLASSES](#)

Click into the box to the left of the class you wish to drop.

The green check mark identifies the selected class(es).

In Step 2 of 3 you have the opportunity to confirm the class (es) that you wish to drop

The  indicates which class you have chosen to drop

Select FINISH DROPPING to continue

Be sure to check the class information before you select 'Finish Dropping'.

Drop Classes





1 2 3

2. Confirm your selection

[Drop Class Help](#)

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

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<div>  Enrolled  Dropped  Wait Listed </div>						
Class	Description	Days/Times	Room	Instructor	Units	Status
MUE 333-M001 (20919)	Mus in the Elem School (Section)	MoWeFr 11:40AM - 12:35PM	Crouse College 209	E. Rodriguez Suarez	2.00	

CANCEL

PREVIOUS

FINISH DROPPING

In step 3 of 3 you may view your results

Drop Status indication

 = Success

 = Error

The 'Message' column provides detail about the drop status.

Drop Classes


1 2 3

3. View results

[Drop Class Help](#)

View the results of your enrollment request. Click Fix Errors to make changes to your request.

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<div>  Success: dropped  Error: unable to drop class </div>		
Class	Message	Status
MUE 333	Success: This class has been removed from your schedule.	

MY CLASS SCHEDULE

If you receive an error, read the message carefully to best determine how to resolve.




Errors are often easily resolved. Review the information in the 'Message' column and contact SU Abroad staff if assistance is needed.

3. View results

[Help](#)

View the following status report for enrollment confirmations and errors:

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<div>  Success: enrolled  Error: unable to add class </div>		
Class	Message	Status
PED 211	Error: You cannot add this class due to a time conflict with class 20919. Select another class or override the time conflict.	

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.

To begin swapping classes from your classes schedule, use the 'Select from your Schedule' drop down menu.

In step 1 of 3 you will select the class you will exchange.

After you select your **'Swap from'** class, the **'Change to'** class may be either selected from your Shopping Cart, or you may enter the 5- digit class number directly in the 'Enter Class Nbr' field. You **cannot** use the 'search' function.

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

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Swap This Class

Select from your schedule: AAS 306: African American Politics

With This Class

Search for Class: Class Search [search]

Select from Shopping Cart [select]

Enter Class Nbr [enter]

Choose your enrollment preferences on this page.

At the end of step 1 be sure to check:

- ▶ Section
- ▶ Day/time

Verify your 'Change to' class, then click 'Next' to continue.

Swap a Class

1. Select a class to swap - Enrollment Preference

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AAS 465 - Image-Blacks in Art&

Class Preferences

AAS 465-M001 Section Open

Session Regular Academic Session

Career Undergraduate

Wait List ☐ Wait list if class is full

Grading A-F with plus/minus starting Fall 1987

Units 3.00

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
M001	Section	We 7:00PM - 9:50PM	Sims Hall 241	Kheli Willetts	08/27/2008 - 12/03/2008

To add yourself to a Wait list, click the check box. You **WILL NOT** be automatically enrolled from a wait list. Wait lists are resolved abroad (see SU Abroad Registration Instructions for detailed information).

Click 'Cancel' if you change your mind.

In Step 2 of 3 you have the opportunity to confirm your enrollment choice.

For the class you are REPLACING check the status symbols:

● = Open

■ = Closed

For the NEW class you will enroll into, check the status symbols:

✓ = Enrolled

⊗ = Dropped

Click FINISH SWAPPING to continue.

Search

Filter

my class schedule

add

drop

Enroll

swap

My Academics

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term information

Swap a Class

1 2 3

2. Confirm your selection

[Swap Class Help](#)

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

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▼ You are replacing this class

→

✓ Enrolled

⊗ Dropped

▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
AAS 306-M001 (11587)	African American Politics (Section)	TuTh 11:00AM - 12:20PM	Sims Hall 137	S. Sangmpam	3.00	✓

▼ With this class

→

● Open

■ Closed

▲ Wait List

Class	Description	Days/Times	Room	Instructor	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	●	<input type="checkbox"/>

CANCEL

FINISH SWAPPING

In step 3 of 3, you may view the results of your enrollment transaction.

If you receive an error message, read the message carefully for information on how best to resolve. Contact SU Abroad staff if assistance is needed.

Search

Filter

my class schedule

add

drop

Enroll

swap

My Academics

edit

term information

Swap a Class

1 2 3

3. View results

[Swap Class Help](#)

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

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✓ Success: Classes were swapped

✗ Error: Unable to swap class

Class	Message	Status
Swap AAS 306 with AAS 465	Success: This class has been replaced.	✓

MY CLASS SCHEDULE