



FLORENCE REGISTRATION FAQs

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 [Browser Help](#) for instructions.

MySlice Supported Browsers

MySlice supports the use of modern 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'm a **Syracuse student**. During these uncertain times, can I register for Florence classes and still keep my main campus schedule?

[Special note for SU/ARC and other selected majors: you may not need or be allowed to maintain registration on both main campus and through Syracuse Abroad. Please be sure to first discuss this with your advisor.]

Yes, in part. Consult with your academic advisor **now** to determine the 2-3 main campus classes most important to your degree progress. When your Florence registration appointment starts, you will be able to drop any main campus classes you do not need, allowing you to add the 2-3 Florence classes you need to take to stay on track for graduation. **TIP:** Wait until schedule adjustment to add the required ITA language course! Keep in mind:

- You will not be able to *add* main campus courses because main campus registration is not currently open. You will be able to do so during the main campus schedule adjustment period in August.
- You will not be able to register for more than 19 total credits nor for more than 17 Florence credits.

By August 1, you should know where you will study for the fall. Our office will then administratively drop the classes (either main campus or Florence center) you will not take. You will be able to round out your final schedule with electives or other open classes during the schedule adjustment period in Syracuse or Florence.

- 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 (Cullen Stubbs, cmstubbs@syr.edu). You will need to provide some personal identification information (name, birthdate, SSN) in order for us to release this number to you.

- **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 registration period (**June 18-25**), you will register in Florence when the number of open courses will be more limited.

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

Florence registration appointments are not viewable in MySlice (any appointment you may see 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 Florence students' registration appointments expire at 3:00 pm EDT on Thursday, June 25.**

- **How do I activate my Net ID? (visitingstudents)**

Follow the instructions at this website: <http://its.syr.edu/security/tutorials/index.php>. This website can also help if you've forgotten your Net ID and/or password

- **Help! I've forgotten my Net ID and/or password. What should I do?**

Go to <http://its.syr.edu/security/tutorials/index.php>

- **I have an advising, Bursar, or some other hold on my record. What should I do?**

Our office cannot remove holds. Here's whom you should contact depending on the type of hold:

- **Advising holds** (SU students only): Your home college
- **Bursar holds**: Bursar's Office at +1 315-443-2444
- **Other Financial Holds** (Parking, Bookstore, Library, misc.): Office placing the hold

- **How do I add classes to my Shopping Cart in MySlice?**

Review the [Enrollment Guide](#).

- **I don't remember the courses I listed on my Student Advising Form (SAF). What do I do?**

[Sign in](#) to OrangeAbroad. Assuming you uploaded your signed SAF, you will find it under Application 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) and it is not a Special Enrollment course. Syracuse Abroad recommends you have all Florence courses approved in advance by your academic advisor(s).

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

Yes.

- **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 Florence Center students starts at **noon** (Eastern Daylight Time) on **Friday, June 19**. A smaller group of students, including certain majors and seniors, 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, the better your chances of getting into your first-choice classes.

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 in [OrangeAbroad](#) in the message under **Learning Content > Registration Appointment and Instructions**.

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?**

This is the five-digit class number found **highlighted** in the first column of the [Schedule of Classes](#).

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

Check the [Schedule of Classes](#) to see if this is a cross-listed course which can be registered under more than one prefix. If it is, the explanation is that we provided 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 Florence so that it reflects the prefix for the academic department you want.

- **Why is the wrong title and level listed for a studio arts course?**

Some studio arts courses (generally intermediate and advanced levels) meet together in what is known as a “vertical studio.” During online registration, we provide a single class number for the classes that make up the vertical studios to prevent you from getting closed out of the level you need while seats are still available under another level. You will be able to correct your registration once you get to Florence so that it reflects the appropriate course title and level.

- **How do I register for the screening time I want or need for a cinema course?**

You do not do this online. This is arranged in Florence in consultation with the professor.

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

Some classes have seats reserved for specific populations (i.e., Studio Arts or Architecture Program students). When seats are reserved, even though it appears that seats are available, the seats are actually available to specific populations only.

- **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 Italian immigration.

- **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 [Schedule of Classes](#)), 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 [Jackie Lewis-Frenay](#) 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 *Registration Information*. If this doesn't address your problem, email Marisa Lostumbo at malostum@syr.edu with the error message you get or a screen shot.

After Registration

- **What do I do if I didn't get into a course?**

If you are on a waiting list, note that this will be addressed during the break between semesters or when you get to Florence. If you are closed out of a course which 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](#). Note that this form must be signed by a school official who is familiar with all of your remaining degree requirements; for SU students, this should be your school or college academic advisor. **All students must be registered for at least 12 credits of Florence classes, not counting wait-listed classes.**

- **How do I get off a Wait List and into the class?**

If you are on a waiting list, note that this will be addressed during the break between semesters or when you get to Florence. Do **not** contact the SU academic department or the instructor (neither can waive you into a Florence class). If there is room in the class, priority to enroll off of the wait list goes to 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 **Thursday, June 25 at 3:00 pm EDT**, you may not make changes to your schedule online. You will be able to schedule adjust in Florence 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 SOC class, don't meet the prerequisite, etc.). Syracuse Abroad attempts to notify students via email before processing an administration drop so **be sure to regularly read your *syr.edu* messages!**