Syracuse University Florence

Registration Information
Fall 2020

Packet Contents:

- Registration restrictions and advice
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- Instructions for online registration

Be sure to register: June 18-25

Syracuse Abroad

SYRACUSE FLORENCE CENTER
Fall 2020 Registration Packet

Congratulations! You're undertaking the bold adventure of study abroad in a very challenging time. The Florence staff has been working diligently within the restraints posed by these unusual conditions to make sure that this experience will be rich and rewarding. This includes smaller classes, more individualized instruction, and smaller site visits to local places of interest. Because there will be fewer tourists, you'll be able to see Florence and its treasures and experience its history in a more intimate manner. We can't wait to welcome you to Firenze!

Online Registration: June 18-25 (student appointments vary)

- **IMPORTANT: READ THIS PACKET** and Registration FAQs *before* you attempt to register online.

- CHECK NOW to see if you have any **HOLDS** that will prevent you from registering.

- **FIND YOUR PERSONAL REGISTRATION START DATE in** OrangeAbroad: **Learning Content**: *Registration Appointment & Instructions*. Florence registration appointments are **not** viewable in MySlice (Matriculated SU students: Note that any appointment reflected in MySlice is for *main campus registration only*). All Florence students' registration appointments expire at 3:00 PM EDT on Thursday, June 25.

Remember these Registration Restrictions!

➢ Register for **only** *one* of these courses (food studies, nutrition, dietetics and other related majors may register for both):

FST 304 – Farm to Fork

NSD 452/HST 300 - Mediterranean Food and Culture

➢ Register for **only** *one* sociology course (sociology majors may register for two):

SOC/HST 418 – The Italian Mafia (note that there is no field study tour to Sicily this fall)

SOC/PSY 400.1 – Italy and Italians: A Cross-Cultural Study

SOC/HST/WGS 454 – Family and Gender in Contemporary Italy

➢ Register for only **one** of these introductory art history courses:

HOA 203 – Italian Arts from Antiquity to Michelangelo

HOA 320 – Italian Renaissance Art

→ **Students who disregard these directives will be dropped from the additional restricted course.** (The registration system will not prevent you from registering for more than one of these courses.) If seats remain open after all students have registered, you may request to add another course after you arrive in Florence.

Other courses are open only to students admitted to Florence Special Programs as noted on the Schedule of Classes.

STUDIO ARTS COURSES
(applies only to students who are NOT in the Studio Arts (SA) Program)

Select non-SA program students who requested a studio course on their SAF under Primary Course Selections have been given permission to register (and advised via email). If you were not already given permission OR did not list a studio on your SAF as a Primary Course Selection, you should indicate your interest in a studio now by adding yourself to the class wait list in MySlice when you register for your other classes. In Florence, you can attend the Studio Arts meeting during Orientation and find out whether there is room for you in a studio course.

CANCELLED COURSES

Due to insufficient interest, the following courses will not be offered this fall:

- ANT 422/HOA 303 – Etruscans and Romans: Ancient Art and Society in Italy
- BUA 300.1 – Made in Italy: Business, Craftsmanship and Branding Success
- LIT 300.2 – A World of Difference: Otherness and Diversity in Literature
- ARI 361/400.1 – Painting Studio II/Advanced Painting

COURSES IN HIGH DEMAND

Based on information from submitted Student Advising Forms, some courses are likely to 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/HST/REL/WGS 409 – A History of Witchcraft
- ARC 300/HOA 400 (both sections) –Renaissance Architecture in Italy 1400-1600
- FST 304 – Farm to Fork
- GEO 400.2/ARC 500.2 – Sustainable Urbanism in Europe
- NSD 452/HST 300 – Mediterranean Food and Culture
- SOC/PSY 400.1 – Italy and Italians: A Cross-Cultural Study
- SOC/HST 300.1 – The Italian Mafia (note that there is no field study tour to Sicily this fall)

"Class Search" and "My Planner" functions in MySlice DO NOT WORK for Syracuse Abroad classes.

The MySlice 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" for Florence classes since they 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 Schedule of Classes.

- **DO NOT use the online Help during registration** (some of these directions do not apply to Florence class registration). Instead, refer to the three-column chart that details how to add, drop, and swap classes, and the online Enrollment Guide.

- You cannot register for more than 17 semester credits during the online registration period (MySlice will prevent you from doing so). **If you would like to take more than 17 credits during this condensed semester, you should first discuss this Dr. Petra Hejnova, Director of Curriculum at Syracuse Abroad**.

- 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 Schedule of Classes 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.

ITALIAN LANGUAGE REGISTRATION

Study of Italian language is a program requirement. Note that your ITA registration level and time slot is subject to review and confirmation in Florence. In some cases, your preferred time slot may need to change to even out enrollment in sections. This will only occur if the change will not create a conflict with your other registered classes.

How to Register for your Required ITA Class(es)

1. Matriculated Syracuse University students: If you have not taken ITA **at SU**, be sure you have taken the online placement exam/survey. If you don't do this first, you will **not** be able to register for ITA!
2. If you are at the beginning or intermediate levels (equivalent of fewer than 4 semesters of college-level Italian), will you also take the optional 2-credit companion Community and Culture class?

    → If yes, be sure to register for the level that corresponds to your 4-cr course and for the Monday section that meets during the same time slot (either 9:00-10:50 AM OR 11:10 AM-1:00 PM):
    o   ITA 117 is the companion course to ITA 101
    o   ITA 118 is the companion course to ITA 102
    o   ITA 217 is the companion course to ITA 201
    o   ITA 218 is the companion course to ITA 202

IMPORTANT: Make sure you will have access to a computer during the online registration period. Students who do not register online by June 25 will register in Florence and may find that some courses are full.

Course-Related Fees

Many courses get you out of the classroom and into museums and cultural centers where you will view or experience what you are studying. Some of these courses carry fees for study tours, site visits, activities, or supplies that are an integral part of the course. Please carefully review the course-related fee sheet and also share it with your parents/guardians if they are financially responsible for your fees.

→   If you register for any course with a mandatory study tour, you must participate in this field study. **Do not plan personal travel until you get to Florence and know when you may be required to take part in any class-related study tours, all-program trips, make-up classes, exam periods, and other academic commitments.**

Registration Notes

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

A number of courses have cross-listings or meet together (they can be registered under more than one course prefix, such as HST/SOC 418, or number, such as APH 243/340). To prevent you from getting closed out of such a course under one prefix/number while seats under the other listings are still open, **we have provided only a single class number**. This means that you may want to take The Italian Mafia for history (HST) credits, but you will see it on your schedule in MySlice listed as SOC 300.1. *Don't be concerned.* Once you get to Florence, you will have an opportunity to correct your registration so that it reflects the course prefix or number you need.

Credit Limit:

During online registration, MySlice will not allow you to register for more than 17 credits of Florence courses. If you attempt to, 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 Dr. Petra Hejnova **PRIOR to the start of online registration** to explain your academic need for a heavy load during this condensed semester.

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 Schedule of Classes (Restrictions/Requisites/Notes 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 Jackie Lewis-Frenay with supporting information and documentation demonstrating how you are eligible for this course.

Wait lists:

If you are on a wait list for a course, this will be addressed after online registration concludes (either during the break between semesters or once you arrive in Florence). Priority to get off the wait list and into the class goes to related majors, then minors, by class level. If you put yourself on a wait list and find that you are no longer interested in taking the class, please let us know via email to Jackie Lewis-Frenay so we have a clear indication of continued interest in a class that is in demand.

Make sure you are registered for at least 12 credits *not counting any wait-listed courses* by registering for one or more alternative selections. This is necessary in order to fulfill both Italian immigration and Syracuse Florence program requirements.

Schedule adjustment:

You will have an opportunity to make changes to your registration—drop and add classes—in Florence until the corresponding academic deadlines. You will receive instructions on the schedule adjustment process when you arrive in Florence.

Syracuse ABROAD
COURSE-RELATED FEES
FLORENCE FALL 2020

REVIEW AND GIVE TO YOUR PARENT/GUARDIAN

Students who register for any of the courses listed below will be charged a fee to cover special activities, such as field study or attendance at special events, which are an integral part of the course. Field study fees may reflect cost of transportation, accommodations, guest lectures, and most entry fees. Attendance is mandatory, so we strongly discourage students from booking any personal travel before finalizing their registration **in Florence** so they know which course-related field study they will be required to attend.

This is not a bill. Fees are billed from Syracuse University following the online registration period and will appear on a subsequent Bursar statement. Students receive an email notice to view their bill in MySlice. **These fees are not included** in either the tuition or the program fees. Any new course-related fees or fee increases approved after this date will be announced prior to registration. All students who register for a course with a course-related fee are required to pay the fee, even if they are only auditing the course.

Please note: All field study is planned in advance and subject to change due to social distancing requirements and unforeseen circumstances (safety or weather-related alerts, strikes, etc.). In the event there are any changes to the proposed schedule/itinerary, we will either provide an alternative option of comparable academic significance and cost or process the applicable credit to students' Bursar accounts.

Financial Deadline to Withdraw from the Program: Please refer to the SU Tuition, Fees, and Related Policies Bulletin for information on refund of course-related fees for students who withdraw from the program voluntarily, involuntarily, or due to suspension or expulsion.

Financial Drop Deadline: Students who drop a class by the Financial Deadline indicated in MySlice may request a refund of any unspent or uncommitted portion of the course fee. There is no refund of course fees to students in the program who make course/credit changes after this deadline except for an excused absence due to a scheduling conflict with other required field study.

Architecture (ARC)

ARC 300.2/300.3 – Renaissance Architecture in Italy: 1400-1600 (The Ideal City day trip; Florence site visits)	$290
ARC 407/408, ARC 608/609 – Architectural design courses (studio supplies and related activities)	$130
ARC 500.1 – Italian Art and Architecture since 1865 (Rome Divisionism to Futurism day trip; Florence site visits)	$250
ARC 500.2 – Sustainable Urbanism in Europe (WWF day trip; Florence site visits)	$55
ARC 500.3 – Contemporary Practices of Colore e Disegno (printing, supplies and Florence site visits)	$110
ARC 571 – Survey of Italian Architecture (overnight field trips)	$1125*

*   *Actual costs are higher and are supplemented by a portion of the program fee; therefore, students in this field study course do not participate in the All-School field trips.*

Arts and Sciences (GEO, HOA, HST, LIT), Sport and Human Dynamics (FST, NSD), Visual and Performing Arts (CRS, DRA), and Whitman School of Management (MGT)

CRS/MGT 300.1-Cross-Cultural Management: Communicating in the Global Workplace (Florence site visits)	$40
FST 304 – Farm to Fork (day trip for Tuscan farm visit; cooking classes; Florence site visits)	$330
GEO 400.2 – Sustainable Urbanism in Europe (WWF day trip; Florence site visits)	$55
HOA 203 – Italian Arts from Antiquity to Michelangelo (day trip to Fiesole; Florence site visits)	$215
HOA 320 – Italian Renaissance Art (day trip to Arezzo and Sansepolcro; Florence site visits)	$395

HOA 400.1 – Italian Art and Architecture since 1865 (Rome Divisionism to Futurism day trip; Florence site visits)	$250
HOA 400.2/400.3 – Renaissance Architecture in Italy: 1400-1600 (The Ideal City day trip; Florence site visits)	$290
HOA 413 – Art, Faith and Power in Late Medieval Italy (day trip to Ravenna; Florence site visits)	$245
HOA 521 – Michelangelo (day trip to Vatican with private visit to view Sistine Ceiling; day trip to Carrara/Pietrasanta; Florence site visits)	$450
LIT 300.1 – Italian Fashion and Food Stories (Antico Setificio Fiorentino day trip; Florence site visits)	$75
LIT 445/DRA 300.1 – Comedy in Italy from Ancient to Modern Times (day trip to Fiesole; site visits)	$120
NSD 452/HST 300 – Mediterranean Food and Culture (day trip to Chianti; tastings; Florence site visits)	$250

Studio Arts at Syracuse Florence (APH, ARI)

A lab fee will be charged in all courses to cover the cost of models and/or basic studio supplies and studio maintenance. Students must pay directly for additional supplies, if needed, and either bring or purchase materials more appropriate to individual selection, noted with an asterisk (*).

Photography: APH 264, 243, 340 $310
* APH 264: *Students must bring with them or purchase a compact digital camera and 16-32 GB memory cards.*
* APH 243, 340: *Students must bring with them or purchase a SLR digital camera and 16-32 GB memory cards.*

Painting:

ARI 261 – Painting Studio I $325

Drawing:

ARI 231 – Drawing I: Observation – Florentine Sketchbook $215

ARI 333 – Drawing II: Representation to Conceptualization $215
* *Students must bring with them or purchase specialty drawing papers and tools suited to individual project(s).*

ARI 467 – Experimental Advanced Drawing $215
* *Students must bring with them or purchase specialty drawing papers and tools suited to individual project(s).*

Checklist: How to prepare to register for classes

What to do BEFORE your registration appointment:

☐ **Know your NetID and Password** so you can access MySlice for course registration. If you have not used MySlice before, or if you have not activated your account or have forgotten your password, you can set up a new account or reset your password at the IT Services website. You'll need your SUID number to activate your NetID. (**Visiting Students:** You can find your SUID number in OrangeAbroad.) If you have activated your account but forgotten your Net ID, consult the NetID self-service site.

☐ **Check to see if you need to verify and/or update contact information on MySlice.** 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 for holds that will prevent you from registering.

☐ **SU Students: Confirm** with your academic advisor whether you are allowed and encouraged to retain a partial registration of main campus classes as you add the Florence classes needed to keep you on track for graduation. (**TIP:** you may save the required ITA language class to add in Florence so you have room for both main campus and Florence classes.)

☐ **Confirm your schedule** using the following materials:

   ✓ Student Advising Form (SAF) that you uploaded to Questionnaires in OrangeAbroad

   ✓ Updated Schedule of Classes and schematic

      ☐ **Check prerequisites** in course descriptions and on the 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** (highlighted 5-digit number found in the first column of the Schedule). You will enter these numbers when you register to select your classes. Do not select courses whose meeting times conflict.

   ✓ Matriculated SU Students who have not taken an ITA course at SU: **Be sure you have taken the online ITA placement exam/survey before you attempt to register!**

☐ **Add your course selections to your Shopping Cart** in MySlice (refer to the online Enrollment Guide). While you will only initially register for 12 to 17 Florence credits, you can also put some alternative selections in your cart. Once you have access to register, 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.

REGISTRATION INSTRUCTIONS

Register no later than 3:00 PM EDT, Thursday, June 25.

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

As You Register…

Use your copy of your Student Advising Form (with the <mark>highlighted</mark> Class Numbers found on the Schedule of Classes recorded for each course) and the Registration Instructions that follow. Go online to http://myslice.syr.edu. The following will explain things you may note 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. Some wait lists may be resolved during the break between semesters. For others, you may have to wait until you get to Florence to see if space opens up during schedule adjustment. Priority goes to majors, then minors, by class level.

  If you are closed out of a course that is fulfilling a specific academic requirement which 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.

- Registration closes on Thursday, June 25 at 3pm EDT. Be sure you have completed your registration (for a minimum of 12 credits, not counting waitlisted courses) before your appointment expires!

Help/Questions

> All Florence classes have lower enrollment limits in order to achieve social distancing. 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.

If you encounter any problems as you attempt to register for classes, please refer to "Troubleshooting".

If you still have questions or problems, please contact Marisa Lostumbo at Syracuse Abroad (malostum@syr.edu).

Use this chart to assist you in looking up any holds on your account:

How to View Holds	
Description	Expected 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.

REGISTRATION INSTRUCTIONS

Register no later than 3:00 PM EDT, Thursday, June 25.

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

Use the chart below for a quick overview of registration procedures. For more detailed instructions, carefully review the online Enrollment Guide.

Add Classes	Drop Classes	Swap Classes
1. Log in to MySlice. Use: • NetID • Password	1. Log in to MySlice. Use: • NetID • Password	1. Log in to MySlice. Use: • NetID • Password
2. In Student Services **Enrollment**, select link: • Enroll in a class From **Add Classes** page: • Select term	2. In Student Services **Enrollment**, select link: • Enroll in a class From **Add Classes** page: • Select term	2. In Student Services **Enrollment**, select link: • Enroll in a class From **Add Classes** page: • Select term
3. ENTER CLASS NUMBER Found on Schedule of Classes	3. Click **Drop** tab Select class(es) to drop from your Schedule	3. Click **Swap** tab. Use dropdown to select class(es) to swap out.
4. Add Components (if needed): • Lecture • Lab • Discussion	4. No need to select components; all related parts drop automatically	4. Select switch into class(es): Enter Class Number found on Schedule of Classes
5. Confirm Selection: • Check Class Number • Check Day/Time • Check Location	5. Confirm Selection: • Check Class Number • Check Day/Time • Check Location	5. Confirm Selection: • Check Class Number • Check Day/Time • Check Location
6. Click: • Finish Enrolling button	6. Click: • Finish Enrolling button	6. Click: • Finish Enrolling button

To ensure the accuracy of your schedule:

▪ Make sure all the sections start with "**Z9___**" (this identifies them as Florence classes).
▪ If you're an undergrad, make sure your Term Credits Total is at least 12 credits to confirm your status as a full-time student and meet Italian immigration requirements. **Do not include credits for wait-listed courses in this total.**
▪ Be sure to verify the section number of any course that has more than one section to ensure that you've registered for the correct section.

TROUBLESHOOTING

TROUBLESHOOTING AND TIPS

Cannot see STUDENT SERVICES application: Within the Orange header of 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 following URL – *myslice.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 class 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 –*its.syr.edu/netid*

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 Z901 is a Syracuse Abroad Florence course identified by "901". The section M001 is a Main Campus course identified by "001" and U001 is a University College course identified by "001".

Technical QUESTIONS regarding registration should be directed to Marisa Lostumbo at Syracuse Abroad (malostum@syr.edu or 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 (pre-req, 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 during the break between semesters or in Florence. Wait-listed students do not automatically get added to the class but need to demonstrate their continued interest in a course.
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. Must clear holds to be able to register.
Maximum term student unit load exceeded	UGRAD = trying to register for more than 17 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 = permission expired	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.	Select another class or contact Syracuse Abroad for additional information.