

Syracuse University Madrid

Online Registration Information

Fall 2020



Register online

June 18-25

(Start dates vary.)

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SyracuseAbroad

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Syracuse Madrid Center Fall 2020 Registration Instructions

Online Registration: June 18-25

1. **READ THIS ENTIRE DOCUMENT** 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 Eastern US time on Thursday, June 25. 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.

If you do not register online by **3:00 PM Eastern US time on Thursday, June 25**, you will be registering on site after your arrival abroad, when courses may be full.

Course Announcements

The following information reflects updates and additions to the [Schedule of Classes](#) included in *Planning Your Schedule*, released in May under **OrangeAbroad > Learning Content**.

Course Cancellations

The following courses have been cancelled for the fall 2020 semester. **Please note:** Courses in orange have been cancelled since *Planning Your Schedule* was issued last month:

- **BUA 300.1 - Doing Business in Europe**
- BIO 306 - Drug Discovery (formerly BIO 300.1)
- **BIO 312 - Seminar: Marine Ecology of the Mediterranean Sea and North Africa**
- **COM 400.1 - Global Perspectives on the Media**
- **ECN 336/PSC 436 - Healthcare in Europe: A Comparative Approach**
- ECN 361- Economics of European Integration
- **ENG 320 - Hemingway in Spain**
- HST/HUM/MES 400.1 - Azahar: The Islamic Conquest and the Christian Reconquest (Signature Seminar)
- **HUM/JSP/MES/REL 321 - Christians, Jews, and Muslims: Historic Encounters in the Mediterranean**

- **MAR 400.1 - Marketing in Spain and the US**
- PSC 356 - Political Conflict
- SOC 300.2 - Spanish Popular Culture
- SPA 300.1 - Spanish Identities: A Linguistic and Cultural Journey (Signature Seminar)
- SPA 400.5/FIL 300.5 - Spanish Comedy, Film & Society
- **SPA 325/HST 422 LAS 322 - Colonial Latin America**

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 at least 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 following chart. Please also refer to the [course descriptions](#) on our website.

Matriculated Syracuse students with no Spanish credit on their SU transcript MUST take the Spanish online placement survey/exam accessed through [MySlice](#). Yes, this includes beginners, native or heritage speakers, and those who studied the language in high school. Without an 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 one based on prior study:	Must choose two (one from each column below):	
	SPA 102 (second semester) SPA 201 (third semester) SPA 202 (fourth semester)	Language instruction course	Content course taught in Spanish
		SPA 302 (fifth semester) SPA 428 (sixth semester)	SPA 325/HST/LAS 322 SPA 364/HOA 464 SPA 400.2 SPA/WGS/HST 417

Fall 2020

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."

Due to the compressed time frame of this semester, Syracuse Abroad strongly recommends registering for no more than 15-17 credits. Any student request to take 18 or more credits is subject to individual approval by Syracuse Abroad's Director of Curriculum & Academic Services, [Dr. Petra Hejnova](#).

→ 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. You can find prerequisites on the [Schedule of Classes](#) 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 that you are eligible for this course.

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

A number of courses meet together and have cross-listings. This means 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, for example, 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.

READ ME!

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

The online registration system OPERATES DIFFERENTLY when you register for Syracuse Abroad classes (as opposed to those on Main Campus). HERE ARE THE KEY DIFFERENCES:

- **You cannot use “Class Search” or “My Planner” because 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 [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 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, **you must obtain individual approval from Syracuse Abroad's Director of Curriculum & Academic Services, Dr. Petra Hejnova.**
- In some cases, the system may not prevent you from registering for classes for which you are not eligible. Be sure to check for prerequisites on the Schedule of Classes and in [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.

Any optional Signature Seminar will be added to your registration after June 25.

If you have elected to participate in the Signature Seminar course, HST/HUM 400.2 - Imperium, you **will not** register online for it. This will be administratively added to your record after online registration concludes.

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—with the permission of the instructor and Academic Office until the corresponding academic deadlines. You will receive instructions from overseas center staff on the schedule adjustment process. **You will not schedule-adjust online.**

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 MySlice , using your NetID and Password	The MySlice homepage is displayed.
In Student Services > Finances , 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 [Schedule of Classes](#)
 - Check prerequisites in course descriptions and on the Schedule of Classes. 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 number found in the **third** column of the Schedule of Classes). **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 2020

Courses Taught in English

Course #	Sec #	MySlice Class #	Title	Professor	Credits	Fee	Requisites / Notes / Restrictions	Days	Time
ANT 381	601	12123	Ancient Rituals and Beliefs in Modern Spain	Jepure	3			M/W	1:30-3:30 PM
BUA 300	602	17180	The Business of Sport	Yañez	3		Class meets on Tuesdays only.	T ONLY	3:30-7:25 PM
CHE 180	601	13532	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.	TBC M/W	1:30-3:30 PM
CHE 180	602	13533	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.	TBC T only	5:30-7:30 PM
EAR 104	601	13534	Earth Sciences Laboratory	Pérez-Bedmar	1		Coreq: EAR 105. Lab meets on Tuesdays only. Syracuse students: Satisfies lab requirement.	T ONLY	3:30-4:30 PM
EAR 105	601	13535	Earth Science	Pérez-Bedmar	3		Lecture session for Lab (EAR 104).	T/Th	1:30-3:30 PM
ECN 365	601	10783	World Economy	Matute	3		[ECN 101 AND ECN 102] OR ECN 203, or equivalent background in microeconomics and macroeconomics.	T/Th	5:30-7:25 PM
HOA 209	601	10467	Arts of Spain	Espinosa	3	\$25		M/W	3:30-5:25 PM
HST 400	602	12016	Imperium: Historical & Artistic Clues to the Origins of the Iberian Empires	Postigo	3		Signature Seminar. October 31-November 9.	Semester break.	
HST 412	601	11783	Modern Spain: History and Politics	Yrizar	3		Initially registered as PSC 422.	M/W	11:00 AM-1:00 PM
HUM 400	602	12016	Imperium: Historical & Artistic Clues to the Origins of the Iberian Empires	Postigo	3		Signature Seminar. October 31-November 9. Initially registered as HST 400 z602.	Semester break.	
MAG 400	601	17488	Travel Writing and New Media	Goodman	3		Enrollment priority to Public Communications majors.	M/W	5:30-7:25 PM
MAT 194	601	20725	Pre-Calculus	Taboada	4			M/W AND T AND Th only	6:00-7:30 PM 11:00 AM-12 noon 11:00 AM-12 noon
MAT 295	601	13537	Calculus I	Taboada	4		Enrollment priority to first-year students.	T/Th AND Th only	12:00-2:00 PM 2:00-3:00 PM
PSC 405	601	12126	Politics of the European Union	Sánchez-Millas	3			T/Th	1:30-3:30 PM
PSC 422	601	11783	Modern Spain: History and Politics	Yrizar	3			M/W	11:00 AM-1:00 PM
PSY 315	601	20542	Drugs and Human Behavior	Terrazo	3		PSY 205/209 or equivalent intro psychology course.	M/W	5:30-7:25 PM
PSY 375	601	10640	Cross-cultural Psychology	Fernández-Dols	3		PSY 205/209 or equivalent intro psychology course.	T/Th	1:30-3:30 PM
PSY 393	601	11001	Personality	Martinez	3		PSY 205/209 or equivalent intro psychology course.	T/Th	11:00 AM-1:00 PM

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

= Course taught at ICAI, about 30 minutes from Syracuse Madrid Center. Confirmation of class time is pending.

Courses Taught in English, continued

Course #	Sec #	MySlice Class #	Title	Professor	Credits	Fee	Requisites / Notes / Restrictions	Days	Time
QXS 306	601	11638	Sexuality in Spain	Molinuevo	3		Initially registered as SOC 306	T/Th	5:30-7:25 PM
SOC 302	601	22205	Gender, Race, Migration and Family in Spain	Cassain	3			T/Th	3:30-5:25 PM
SOC 306	601	11638	Sexuality in Spain	Molinuevo	3			T/Th	5:30-7:25 PM
SPM 300	602	17180	The Business of Sport	Yáñez	3		Class meets on Tuesdays only. Initially registered as BUA 300 z601.	T ONLY	3:30-7:25 PM
TRF 400	601	17488	Travel Writing and New Media	Goodman	3		Initially registered as MAG 400 z601. Enrollment priority to Public Communications majors.	M/W	5:30-7:25 PM
WGS 302	601	22205	Gender, Race, Migration and Family in Spain	Cassain	3		Initially registered as SOC 302 z601.	T/Th	3:30-5:25 PM
WGS 306	601	11638	Sexuality in Spain	Molinuevo	3		Initially registered as SOC 306.	T/Th	5:30-7:25 PM

Courses Taught in Spanish

Course #	Sec #	MySlice Class #	Title	Professor	Credits	Fee	Requisites / Notes / Restrictions	Days	Time
HOA 464	601	11641	Modern Spanish Art	Abrantes	3	\$25	SPA 201 or three semesters of college Spanish. Initially registered as SPA 364.	M/W	1:30-3:30 PM
HST 417	601	11786	History of Women in Spain	Postigo	3		SPA 202 or four semesters of college Spanish. Initially registered as SPA 417.	M/W	5:30-7:25 PM
SPA 101	601	10666	Spanish I	TBA	4			M/T/W/Th	9:00-10:55 AM
SPA 102	601	10676	Spanish II	TBA	4		SPA 101 or one semester of college Spanish.	M/T/W/Th	9:00-10:55 AM
SPA 201	601	10684	Spanish III	TBA	4		SPA 102 or two semesters of college Spanish.	M/T/W/Th	9:00-10:55 AM
SPA 202	601	10687	Spanish IV	TBA	4		SPA 201 or three semesters of college Spanish.	M/T/W/Th	9:00-10:55 AM
SPA 302	601	10766	Advanced Language Usage	TBA	3		SPA 202 or four semesters of college Spanish.	M/W	9:00-10:55 AM
SPA 364	601	11641	Modern Spanish Art	Abrantes	3	\$25	SPA 201 or three semesters of college Spanish.	M/W	1:30-3:30 PM
SPA 400	602	13131	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	11:00 AM-1:00 PM
SPA 417	601	11786	History of Women in Spain	Postigo	3		SPA 202 or four semesters of college Spanish.	M/W	5:30-7:25 PM
SPA 428	601	13539	Spanish in Context: Oral and Writing Practice	TBA	3		Any 300-level SPA course taught at Syracuse University, five semesters of college-level Spanish (or the equivalent), or permission of instructor.	T/Th	9:00-10:55 AM
WGS 417	601	11786	History of Women in Spain	Postigo	3		SPA 202 or four semesters of college Spanish. Initially registered as SPA 417.	M/W	5:30-7:25 PM

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

Revised Timetable / Fall 2020

MONDAY & WEDNESDAY CLASSES						TUESDAY & THURSDAY CLASSES					
9:00 to 10:55	SPA 101 TBA Rm.	SPA 102 TBA Rm.	SPA 201 TBA Rm.	SPA 202 TBA Rm.	SPA 302 TBA Rm.	9:00 to 10:55	SPA 101. TBA Rm	SPA 102 TBA Rm.	SPA 201 TBA Rm.	SPA 202 TBA Rm.	SPA 428 TBA Rm.
11:00 to 1:00	HST 412/PSC 422 Yrizar Rm					11:00 to 1:00	SPA 400.2 Iso Rm.	PSY 393 Martinez Rm	MAT 194 (Tues. only, 11:00 AM- 12:00 noon) plus Recitation	MAT 194 Recitation (Thurs. only, 11:00 AM-12:00 noon)	MAT 295 12:00 noon- 2:00 PM plus Recitation on Thurs.)
1:30 to 3:30	ANT 381 Jepure Rm.	CHE 180.1 TBC (taught at ICAI*)			HOA 464 / SPA 364 Abrantes Rm.	1:30 to 3:30	EAR 105 Pérez-Bedmar Rm.	MAT 295 Recitation (Thurs. only, 2:00-3:00 PM) Taboada Rm.	PSC 405 Sánchez Rm.	PSY 375 Fernandez-Dols Rm.	
3:30 to 5:25	HOA 209 Espinosa Rm.					3:30 to 5:25	EAR 104 (Tues. only, 3:30-4:30 PM) Pérez-Bedmar Rm.		BUA/ SPM 300.2 (Tues. only, 3:30-7:25 PM) Yañez Rm		SOC/WGS 302 Cassain Rm.
5:30 to 7:25	SPA/HST/ WGS 417 Postigo Rm.	TRF/MAG 400.1 Goodman Rm.	PSY 315 Terrazo Rm.	MAT 194 (6:00-7:30 PM) plus Recitation on Thursdays		5:30 to 7:25	ECN 365 Matute Rm.			SOC/QSX/ WGS 306 Molinuevo Rm.	CHE 180.2 TBC (taught at ICAI*, Tues. only)

PLEASE NOTE: CHE 180.1 & CHE 180.2 times have yet to be confirmed. Offered at ICAI, a different institution about 30 minutes from Madrid Center.

Registration Instructions

Register by Thursday, June 25 at 3:00 PM Eastern US time

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 [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 generally 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 attending the first class session and speaking with the instructor and the Madrid Academic Office.
- 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 Eastern US time on June 25, 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 Thursday, June 25 at 3:00 PM Eastern US time

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"> • NetID • Password 	1. Log in to MySlice. Use: <ul style="list-style-type: none"> • NetID • Password 	1. Log in to MySlice. Use: <ul style="list-style-type: none"> • NetID • Password
2. Under Student Services > Enrollment , select link: <ul style="list-style-type: none"> • Enroll in a class From Add Classes page: <ul style="list-style-type: none"> • Select term 	2. Under Student Services > Enrollment , select link: <ul style="list-style-type: none"> • Enroll in a class From Add Classes page: <ul style="list-style-type: none"> • Select term 	2. Under Student Services > Enrollment , select link: <ul style="list-style-type: none"> • Enroll in a class From Add Classes page: <ul style="list-style-type: none"> • Select term
3. Enter 5-DIGIT CLASS NUMBER (highlighted in yellow on Schedule of Classes in Registration Instructions)	3. Click DROP tab <ul style="list-style-type: none"> • Select class(es) to drop from your schedule 	3. Click SWAP tab <ul style="list-style-type: none"> • Use first dropdown to select the class you wish to swap
4. Add Components (if needed): <ul style="list-style-type: none"> • Lecture • Lab • Discussion 	4. No need to select components; all related parts drop automatically	4. Select your replacement class(es) : <ul style="list-style-type: none"> • Select from your Shopping Cart, OR • Enter 5-digit Class Number found on Schedule of Classes in Registration Instructions
5. Confirm selection: <ul style="list-style-type: none"> • Check Class Number • Check Day/Time • Check Location 	5. Confirm selection: <ul style="list-style-type: none"> • Check Class Number • Check Day/Time • Check Location 	5. Confirm selection: <ul style="list-style-type: none"> • Check Class Number • Check Day/Time • Check Location
6. Click Finish Enrolling Button	6. Click Finish Enrolling Button	6. Click Finish Enrolling 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 schedule of classes 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. You must clear holds to be able to register.
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 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.	Check Planning Your Schedule for Special Enrollment courses. If you do not qualify for permission, select another class. Contact Syracuse Abroad for additional information.