

REGISTRATION INFORMATION



FALL 2021

REGISTER ONLINE: JUNE 1-4

PACKET CONTENTS:

- Registration advice and preparation
- Link to updated schedule with class codes needed to register in MySlice
- Instructions for online registration



Fall 2021 Registration Information

Online Registration: Tuesday-Friday, June 1-4

1. **READ THIS ENTIRE PACKET** 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 London students' registration appointments expire at 3:00 PM Eastern US time on Friday, June 4. After this time, you will not be able to make any changes to your schedule until you arrive in London.

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 Friday, June 4**, our office will administratively register you according to your uploaded or submitted SAF. If any requested classes are full, we will next go to an alternative selection that works with your schedule.

Course Announcements

The following information reflects updates and additions to the [Schedule of Classes](#). It supersedes information released previously.

Cancelled Classes

Due to insufficient demand, the following classes will not be offered for the fall 2021 semester.

- BUA 300.1 - London's Creative Industries
- CRS 300.1 - London's Creative Industries
- BUA 300.2 - From Harry Potter to Airbnb: The Business of Tourism
- COM 300 - Digital Britain: Engaging the User
- ECN 312 - Behavioural Economics (available as an I.S.)
- ECN 362 - Globalization, Development + Environment
- ENG 430.2 - Global Cities + World Cinema
- ENG 464 - Travellers' Tales: An Education Abroad
- MAR 300 - Essentials of Marketing Pre-arrival course
- PHI 494 - Bioethics: Technology, Science and Human Rights

- PHO 204.2 Intro to Photography (M 3:30-6:00pm)
 - Please note that the morning section (PHO 204.2, which meets Mondays 9:00-11:30am) *will run as scheduled*.
- PSY 400.1 Conflict, Trauma + Collective Memory

Special Enrollment Courses

Qualified students with permission to register for these courses will be notified by email. **If you receive such an email but do not intend to register for a course for which we've reserved a seat for you**, please [advise Jeanne Chu via email](#) ASAP so we can free up your seat for another student.

For further information on these courses and necessary qualifications, please see *Planning Your Schedule* (found in [OrangeAbroad](#) > **Learning Content** > *Planning Your Schedule*).

- **COM 346** - Race, Gender, and the Media
- **COM 348** - Beauty and Diversity in Fashion Media
- **PHO 204** - Introduction to Photography

Registration Restrictions

Art History Courses

During online registration, students may register for **only one** of the following courses (only Art History majors may register for **two** HOA courses):

- HOA 208 - An Architectural History of London
- HOA 473 - London Museums: Art, History and Science in Contemporary Culture
- HOA/HST 474 - A History of London in 11 Objects

→ The restrictions on HOA courses applies *regardless of the prefix under which you intend to ultimately register the course*.

→ **Students who disregard the directives above will be administratively dropped from any additional course.** If seats remain open after all students have registered, you may request to add a second HOA course in London.

Other Restrictions

- **BUA 400/BAN 403/CFS 493/MUI 408** - *The Global Workplace* is open **only** to students who submitted the Internship Commitment Form by the deadline.
- **SPECIAL PROGRAM COURSES:** The following courses are open **only** to students admitted to the London Programs noted:

Architecture Program

- ARC 408 - Architectural Design
- ARC 561 - Survey of British Architecture
- ARC 434 - London's Built Environment
- ARC 500.1 - Genealogies of the City: London's Urban Lineage

Drama Program

- DRA451 - The Modern Stage: Theories, Issues, Productions
- DRA529 - Acting for the Frame

- DRA580 - Advanced Acting: Shakespeare's Globe

Registration Notes

Our office will administratively register you for CAS 200 before online registration.

You will already be enrolled in this course when you register for your London classes.

If you have opted to take a Signature Seminar, we will administratively register you after June 4.

Don't be concerned that your seminar does not appear in MySlice.

Register for a total of 13-17 credits.

All London program students are required to take:

- CAS 200 - [Mapping London](#) (1 credit)
- Minimum of 13 credits (including CAS 200) — **not counting any wait-listed classes!**
- Minimum of 10 credits taught in person at the London Centre
 - No limit on number of London Center online courses if 10 in-person credits are met
- **For Architecture and Drama students:** Any ARC or DRA courses required by your Syracuse London Special Program. These are found on your SAF.

Remember, these registration options do NOT count towards the 13-credit minimum:

- Signature Seminars
- Maximum of one pre-semester online course
- Maximum of two Main Campus online courses

During online registration, MySlice will not allow you to register for more than **17 credits**. If you need to register for more than this typical course load, [email Jeanne Chu](#) **PRIOR to the start of online registration** for instructions and to confirm your academic need. If you would like (but don't need) to take more than 17 credits, you may add a course in London, on a space-available basis, during schedule adjustment.

- If you attempt to register for more than 17 credits, you will receive the error message "Maximum term student unit load exceeded."
- This credit restriction will NOT affect your CAS 200 or Signature Seminar enrollment.

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

Several courses meet together and have cross-listings (they can be registered under more than one prefix and/or number, such as FIL/QSX/WGS 416). 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 the course *British Masculinity on Screen: James Bond and Sherlock Holmes* for Film credit, but you will see it appear on your schedule in MySlice as WGS 416. *Don't be concerned. Once you get to London, you will have an opportunity to correct your registration so that it reflects the prefix you want.* We have highlighted the course prefixes and numbers for these courses in **green** on the schedule.

Our office will add your Signature Seminar to your registration after June 4.

You **will not** register online for the optional Signature Seminar. Our office will administratively add this course to your record 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. Take note of prerequisites on the [Schedule of Classes](#) in the **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 (enrollment priority 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 how you are eligible for this course.

Wait lists require action on your part when you arrive abroad.

See page 3 of the [Online Enrollment Guide](#) for instructions on adding yourself to a wait list in MySlice.

All wait lists will be addressed over the summer. **Make sure you are registered for at least 13 credits NOT including any courses for which you're wait-listed.** This is necessary to fulfill both U.K. immigration and Syracuse London program requirements.

Schedule adjustment takes place after your arrival in London.

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

IMPORTANT: 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 London 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 London class registration). Instead, refer to the [enclosed three-column chart](#) that details how to add, drop, and swap classes, and the [Online Enrollment Guide](#).
- In some cases, the system may not prevent you from registering for classes for which you are not eligible. Be aware of 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.

Checklist:

What to Do Before Your Registration Appointment

- Activate your NetID** and set up your Password at the [NetID Self-Serv portal](#). 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, 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 and select any of the links in Student Services. Any items that must be reviewed/updated will automatically appear.
- 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 holds, and therefore cannot lift them for you.*

How to View Holds	
Action	Expected Result
Login to MySlice , using your NetID and Password	The MySlice homepage is displayed.
In Student Services, under 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.
 - Your [Schedule Planning Worksheet](#)
 - [Special Enrollment Courses eligibility info](#). **Only students whom we have notified via email will be able to register for these courses!**
 - Updated [Schedule of Classes](#)
 - **Check Restrictions/Requisites/Notes column.** 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 numbers found on the Schedule of Classes). **You will enter these numbers in MySlice to select your classes.**
- Along with this packet, review 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.
- 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 (13 to 17 credits), you should also put some alternative selections in your cart. Once your registration appointment begins, 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 by Friday, June 4 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 and the Registration Instructions that follow. Record the **yellow-highlighted** 5-digit class number (found on the [Schedule of Classes](#)) for each course. 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 resolved after you arrive in London**; if space opens during schedule adjustment in London, 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.
- If a course closes that would fulfill a specific academic requirement for you that cannot be met by another course **AND that 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 4, you will not be able to register nor make changes to your schedule online.

All London 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](#) (found online; log into Google using [your NetID]@g.syr.edu as you did when completing your Student Advising Form), and the [Online Enrollment Guide](#). If you still have questions or problems, please contact [Jeanne Chu](#) or [Marisa Lostumbo](#) at Syracuse Abroad.

To ensure the accuracy of your schedule:

- Make sure all the sections start with “z80__” (this identifies them as London classes).
- If you are an undergrad, make sure your Term Credits Total **is at least 13 credits** to confirm your status as a full-time student. **Wait-listed courses do not count toward your 13-credit minimum.**
- **Only one** of the following may count toward your 13-credit minimum:
 - A Signature Seminar course
 - Online credits with a Main Campus instructor
 - Independent study or experience credit with a Main Campus sponsor.
- Verify the section number of any course that has more than one section to confirm that you’ve registered for the correct section.
- Note that the full title for ENG courses may not be displayed.

Registration Instructions

Register by Friday, June 4 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. In Student Services > Enrollment , select link: <ul style="list-style-type: none"> • <i>Enroll in a class</i> From Add Classes tab: <ul style="list-style-type: none"> • Select term 	2. In Student Services > Enrollment , select link: <ul style="list-style-type: none"> • <i>Enroll in a class</i> From Add Classes tab: <ul style="list-style-type: none"> • Select term 	2. In Student Services > Enrollment , select link: <ul style="list-style-type: none"> • <i>Enroll in a class</i> From Add Classes tab: <ul style="list-style-type: none"> • Select term
3. Enter 5-DIGIT CLASS NUMBER (highlighted in yellow on Schedule of Classes)	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
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 - you keys to the University's computing network - you can follow the simple steps outlined on the University's NetID Self-Serv portal: <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 must 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 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 z801 is a Syracuse Abroad London course identified by "801." The section M001 is a Main Campus course identified by "001" and U001 is a University College course identified by "001."

Please direct questions regarding technical problems 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 London 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. 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 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.	Check <i>Planning Your Schedule</i> for Special Enrollment courses. If you do not qualify for permission, select another class. Contact Syracuse Abroad for additional information.

London Schedule Planning Worksheet

Using the [Timetable schematic](#) and [Schedule of Classes](#), work out your class schedule on this sheet.

	Monday	Tuesday	Wednesday	Thursday	Friday
9:30-11:30					
12:30-3:00					
3:30-6:00					
Evening					