



## Spring 2024 Student Advising Form (SAF) Instructions & Checklist

***This is NOT a registration process, nor does your advisor's approval guarantee enrollment in selected courses.***

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### Plan for Registration:

- ☐ Plan your schedule using the online [Schedule of Classes](#) and [Timetable](#). Make certain that there are no time conflicts among your Primary Course Selections (make note of museum visits required by some courses, allowing commuting time to get to and return from a site).
- ☐ If you are a matriculated Syracuse University student, you may need to take the **Spanish placement survey and exam** before submitting your SAF. Carefully review the Program Requirements page of the ["Planning Your Schedule"](#) website to see if this requirement applies to you.
- ☐ Include several alternative course selections in your plan. This will facilitate your registration in the event of a schedule conflict, course cancellation, or closed class.
- ☐ If you are an undergraduate, check that your course plan totals **at least 13 credits**, NOT including your Signature Seminar course. You may take up to 19 credits including the seminar. Registration over 19 total credits requires approval from your home college and is subject to additional per-credit tuition charges. (Visiting students seek approval from Syracuse Abroad.) Notify [Jeanne Chu](#) ASAP if you need to take more than 17 credits.
- ☐ Check that none of your selected courses repeats prior study, *even if the course is taught in another language*. If you have any questions about whether a course covers the same or similar material to one already on your transcript, have your home institution review the syllabus for the new course. Contact [Jeanne Chu](#) in Academic Services or your [Madrid International Program Advisor](#) to obtain a syllabus.
- ☐ Check to be sure you have met any prerequisites (indicated in [course descriptions](#)) for all courses you select.

### Submit Course Preferences & Consult with Your Advisor(s):

- ☐ Complete and submit the [Student Advising Form \(SAF\)](#) by **October 11**.
- ☐ Share the PDF copy of your submission (sent to your email) with your academic advisor(s).
- ☐ Using the printed completed form and [course descriptions](#), seek approval for all courses from your college academic advisor, major or faculty advisor, college dean, study abroad advisor, and/or other authorized official(s) at your institution. Your school's official(s) should sign and indicate how each course will count for you. *Documentation of the courses your college has pre-approved will facilitate your online registration and the transfer of credits to your degree program. If it is difficult to have your advisor sign the SAF, you may—based on email, phone, or video consultation with your advisor—complete the form yourself by indicating how each course will count.*
  - **Visiting students:** You must complete and submit the SAF even if your school requires you to use its own course approval form for its records. You may also upload a copy of your school's form. *If this form indicates how courses count in your degree program, you do not need to also get your SAF signed.* If your school does not pre-approve courses as a matter of policy, please note this when uploading the completed SAF to your application.
  - **Matriculated SU students:** Email your SAF to your home college advisor to ensure that the courses you select are appropriate for your program of study. You may also need to obtain some approvals from your faculty, dual college, or minor advisor(s). (UAM program participants, remember to also seek approval for your UAM course selections.) *Be sure any advising hold is lifted when you get your SAF reviewed and signed.*

### Submit Proof of Advising:

- ☐ Upload (**PDFs only!**) the completed SAF with approvals or signatures of your advisor(s) to [OrangeAbroad](#) > 'Student Advising Form (With Advisor's Signature)' by **October 18**.
- ☐ Access the uploaded form to assist you during online registration (**November 8-14**, with start dates varying) by returning to OrangeAbroad > 'Student Advising Form (With Advisor's Signature)'.