

# MySlice Tips

SYRACUSE UNIVERSITY | ABROAD

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## Enrollment Guide



Study Abroad

Imagine the world differently.

Add a Class

Drop a Class

Swap a Class

SYRACUSE UNIVERSITY  
**MYSLICE**

Enter your

- Net ID
- Password

NetID [JSTUDENT]

Password [\*\*\*\*\*]

Sign In

PROTECT YOURSELF: Don't share your password with anybody, including your peers, friends and family members. Treat your password like the PIN for your ATM card - as your secret!

[Forgot your Password?](#) [Activate your NetID](#)

To protect your personal information, be sure to close your web browser when you are done.

Select 'Enroll/Drop/Adjust Classes' for all enrollment actions:

- Add
- Drop
- Swap

- Holds
- My Class Schedule
- Class Search
- **Enroll/Drop/Adjust Classes**
- Enrollment Dates
- Enrollment Profile
- Enrollment Verification
- Final Exam Schedule
- Religious Observance
- Schedule Builder

- **Add Classes**- To begin adding classes to your schedule, Select Enroll/Drop/Adjust Classes then select the 'Add' tab. Then enter the 5-digit class number for each class you wish to take. Class numbers are found on the Schedule of Classes in the Registration packet. Do **NOT** use any 'Search' options that are displayed on the page.

my class schedule | **add** | drop | swap | edit | term information

**Add Classes**

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2016 | Graduate | Syracuse University

Open Closed Wait List

Add to Cart: Enter Class Nbr [ ] enter

Find Classes [ ] search

Fall 2016 Shopping Cart

Your enrollment shopping cart is empty.

After you have entered the 5-digit class number, the enrollment preferences page is displayed.

Progress is indicated by numbered boxes at the top of each page.

Class status indication:

- ▶ ● = Open
- ▶ ■ = Closed
- ▶ ▲ = Waitlisted

Click NEXT to Continue.

Search ~~Plus~~ | my class schedule | add | drop | swap | edit | term information | Enroll | My Academics

### Add Classes

1. Select classes to add - Enrollment Preferences [Add Classes Help](#)

Fall 2016 | Graduate | Syracuse University

**PED 226 - Bootcamp Fitness**

**Class Preferences**

PED 226-M001 Section ● Open Wait List  Wait list if class is full

Grading A-F

Units 1.00

Session Flex Long Class

Career Undergraduate

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
M001	Section	MoWe 9:30AM - 10:25AM	Women's Building Gym A	M. Thomson	10/17/2016 - 12/07/2016

My Class Schedule Add Drop Swap Edit Term Information

At the end of Step 1, your class is placed in your Shopping Cart. From this point you may either continue to add more classes to your cart, or you can continue to step 2 of 3.

### Shopping Cart

A "holding" space for classes to be kept until ready to enroll.

Use the trash can icon to delete a class from your Shopping Cart.

To continue, click

PROCEED TO STEP 2 OF 3.

Search ~~Plus~~ | my class schedule | add | drop | swap | edit | term information | Enroll | My Academics

### Add Classes

1. Select classes to add [Add Classes Help](#) [Textbook Information](#)

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✔ PED 226 has been added to your Shopping Cart.

Fall 2016 | Graduate | Syracuse University

● Open ■ Closed ▲ Wait List

**Add to Cart:**

Enter Class Nbr  enter


Find Classes  Search

~~My Shopping Cart~~




Fall 2016 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	PED 226-M001 (19467)	MoWe 9:30AM - 10:25AM	Women's Building Gym A	M. Thomson	1.00	●


PROCEED TO STEP 2 OF 3

In Step 2 of 3 you have the opportunity to confirm your enrollment choice (es ) and either finish enrolling if your registration appointment has started or save your selections by simply logging out (they will remain in your shopping cart).

The  indicates the class is open  
Select FINISH ENROLLING to continue.

Fall 2016 | Graduate | Syracuse University

 Open     Closed     Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
PED 226-M001 (19467)	Bootcamp Fitness (Section)	MoWe 9:30AM - 10:25AM	Women's Building Gym A	M. Thomson	1.00	



**Drop Classes**- To begin dropping classes from your schedule, select Enroll/Drop/Adjust Classes (remember all enrollment actions start with Enroll/Drop/Adjust Classes) then select the 'Drop' tab.

my class schedule | add | **drop** | swap | edit | term information

## Drop Classes

1 2 3

### 1. Select classes to drop

[Drop Class Help](#)  
[Textbook Information](#)

Select the classes to drop and select Drop Selected Classes.

**To begin dropping classes from your schedule, click the check box next to the class(es) that you wish to drop**

This is step 1 of 3

After you have selected the class(es) you wish to drop

The enrollment status indication:

- ▶ ✓ = Enrolled
- ▶ ⊗ = Dropped
- ▶ ▲ = Waitlisted

Click the DROP SELECTED CLASSES button to continue

### Drop Classes

1. Select classes to drop [Drop Class Help](#)

Select the classes to drop and click Drop Selected Classes.

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✓ Enrolled
⊗ Dropped
▲ Wait Listed


Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">AAS 306-M001 (11587)</a>	African American Politics (Section)	TuTh 11:00AM - 12:20PM	Sims Hall 137	S. Sangmpam	3.00	✓
<input type="checkbox"/>	<a href="#">MUE 326-M001 (21471)</a>	Brass Class For Mus Ed (Section)	MoWe 10:35AM - 11:30AM	Crouse College 400	J. Coggiola	1.00	✓
<input checked="" type="checkbox"/>	<a href="#">MUE 333-M001 (20919)</a>	Mus in the Elem School (Section)	MoWeFr 11:40AM - 12:35PM	Crouse College 209	E. Rodriguez Suarez	2.00	✓
<input type="checkbox"/>	<a href="#">SED 340-M004 (15403)</a>	Particip. Prof Devt Sch/Music (Section)	Tu 7:00PM - 7:50PM	Eggers Hall 010	K. Popow		✓

**DROP SELECTED CLASSES**

Click into the box to the left of the class you wish to drop.

The green check mark identifies the selected class(es).

## In Step 2 of 3 you have the opportunity to confirm the class (es) that you wish to drop

The  indicates which class you have chosen to drop

Select FINISH DROPPING to continue

Be sure to check the class information before you select 'Finish Dropping'.




### Drop Classes


#### 2. Confirm your selection

[Drop Class Help](#)

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

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Enrolled  Dropped  Wait Listed 

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">MUE 333-M001 (20919)</a>	Mus in the Elem School (Section)	MoWeFr 11:40AM - 12:35PM	Crouse College 209	E. Rodriguez Suarez	2.00	

CANCEL

PREVIOUS

FINISH DROPPING

## In step 3 of 3 you may view your results

Drop Status indication

-  = Success
-  = Error

The 'Message' column provides detail about the drop status.

### Drop Classes

#### 3. View results

[Drop Class Help](#)

View the results of your enrollment request. Click Fix Errors to make changes to your request.

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Success: dropped  Error: unable to drop class 

Class	Message	Status
MUE 333	Success: This class has been removed from your schedule.	

MY CLASS SCHEDULE

If you receive an error, read the message carefully to best determine how to resolve.



Errors are often easily resolved. Review the information in the 'Message' column and contact Syracuse Abroad staff if assistance is needed.


#### 3. View results

[Help](#)

View the following status report for enrollment confirmations and errors:

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Success: enrolled  Error: unable to add class 

Class	Message	Status
PED 211	Error: You cannot add this class due to a time conflict with class 20919. Select another class or override the time conflict.	

MY CLASS SCHEDULE

ADD ANOTHER CLASS



**Swap Classes**- To begin swapping classes in your schedule, Select Enroll/Drop/Adjust Classes (remember all enrollment actions start with Enroll/Drop/Adjust Classes) then select the **'Swap'** tab.

To begin swapping classes from your classes schedule, use the 'Select from your Schedule' drop down menu.

In step 1 of 3 you will select the class you will exchange.

After you select your **'Swap from'** class, the **'Change to'** class may be either selected from your Shopping Cart, or you may enter the 5- digit class number directly in the 'Enter Class Nbr' field. You **cannot** use the 'search' function.

Choose your enrollment preferences on this page.

At the end of step 1 be sure to check:

- ▶ Section
- ▶ Day/time

Verify your **'Change to'** class, then click **'Next'** to continue.

Section	Component	Days & Times	Room	Instructor	Start/End Date
M001	Section	We 7:00PM - 9:50PM	Sims Hall 241	Kheli Willetts	08/27/2008 - 12/03/2008

**In Step 2 of 3 you have the opportunity to confirm your enrollment choice.**

For the class you are REPLACING check the status symbols:

- = Open
- = Closed

For the NEW class you will enroll into, check the status symbols:

- ✓ = Enrolled
- ⊗ = Dropped

Click FINISH SWAPPING to continue.

Search
Drop
Enroll
My Academics

my class schedule
add
drop
swap
edit
term information

### Swap a Class

2. Confirm your selection [Swap Class Help](#)

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

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You are replacing this class

→

✓ Enrolled
 
⊗ Dropped
 
▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">AAS 306-M001 (11587)</a>	African American Politics (Section)	TuTh 11:00AM - 12:20PM	Sims Hall 137	S. Sangmpam	3.00	✓

With this class

→

● Open
 
■ Closed
 
▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status	Override Time Conflict
<a href="#">AAS 465-M001 (24635)</a>	Image-Blacks in Art&Film (Section)	We 7:00PM - 9:50PM	Sims Hall 241	K. Willetts	3.00	●	<input type="checkbox"/>

CANCEL
FINISH SWAPPING

**In step 3 of 3, you may view the results of your enrollment transaction.**

If you receive an error message, read the message carefully for information on how best to resolve. Contact Syracuse Abroad staff if assistance is needed.

Search
Drop
Enroll
My Academics

my class schedule
add
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swap
edit
term information

### Swap a Class

3. View results [Swap Class Help](#)

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

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✓ Success: Classes were swapped
 
✗ Error: Unable to swap class

Class	Message	Status
Swap AAS 306 with AAS 465	Success: This class has been replaced.	✓

MY CLASS SCHEDULE