



Fall 2025 Course Preference Form (CPF) Instructions & Checklist

Plan for Registration:

- ☐ Pre-select classes using information in the [Planning Your Schedule online guide](#).
- ☐ Include 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 12 credits. Syracuse University undergraduate tuition covers up to 19 credits per semester; however, due to the rigorous travel schedule and intensive semester in Wroclaw, you may not register for more than 16 credits without approval from the program director.
- ☐ Check to be sure you have met prerequisites (indicated in [course descriptions](#)), if any, for all courses you select.

Submit course preferences and consult with your advisor(s):

- ☐ Complete and submit the Course Preference Form (CPF) by **May 8**. The link to your program's CPF is found in [OrangeAbroad](#) > Planning Your Schedule.
 - **Visiting students:** Your home school may require you to complete its own course approval form for its records. You must still complete the CPF so our office has a record of your preferences with which to register you.
- ☐ Following submission, a copy of your CPF selections will be automatically emailed to the address that you entered on the CPF.
- ☐ Seek guidance from your advisor(s) or home institution as needed or required **prior** to the CPF submission deadline.
 - Check that none of your selected courses repeat 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, school or college review the syllabus for the course offered abroad. Contact the [Academic Team](#) for syllabi.
 - Discuss how a course may count toward your degree progress.
- ☐ Changes to selected course preferences may be submitted up to the CPF deadline by submitting a new CPF. Note that only the most recently submitted CPF will be considered.
- ☐ **Matriculated SU students:** Be sure any holds on your MySlice account are lifted so that our office can pre-register you for courses.

Registration

- ☐ **Syracuse Abroad staff will administratively register you in MySlice over the summer based on the course preferences you submitted and will contact you so that you can review your enrollment.**
- ☐ You will have an opportunity to adjust your registration in Wroclaw during the Add/Drop period. It can be helpful to refer to your original Course Preference Form (see the email you were sent after submission).