



Fall 2025

## Course Preference Form (CPF) Instructions & Checklist

*This is NOT a registration process and does not guarantee enrollment in selected courses.*

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### Plan for registration:

- ☐ Plan your schedule using the [Schedule of Classes](#) and [Timetable](#) and all information on the [Planning Your Schedule](#) online guide.
  - Use the Timetable to make certain that there are no time conflicts among your Primary Course Selections.
  - Check to be sure you have met any prerequisites (indicated on Schedule of Classes) for all courses you select.
  - Also take note of any class cancellations or registration restrictions listed.
  - Some courses are cross-listed — that is, they appear under more than one prefix on the schedule (but under only one title). Don't select the same course more than once under different prefixes!
- ☐ Carefully review the [Spanish Language Requirement](#) section of Planning Your Schedule to plan for your required Spanish language course. If you are a matriculated **Syracuse University** student with no SPA credits on your transcript, take the SPA placement survey/exam *before* submitting your Course Preference Form (CPF).
- ☐ 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 **12-17 credits** (including [CAS 200](#), which will be added by our office to your schedule). If you plan to register for more than 17 credits, you should email the [Madrid Academic Team](#) in advance for permission.
  - **NOTE:** You may not register for more than 19 total credits without approval from your home college. (Visiting students seek approval from Syracuse Abroad.) Enrollment in more than 19 credits is subject to additional per-credit tuition charges.

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

- ☐ Using your course plan, complete and submit the Course Preference Form (CPF) by **April 30**; 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.
- ☐ Following submission, a copy of your CPF selections will be automatically emailed to the address included 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.
  - 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 and may be used in determining course availability.

### Online registration in MySlice:

- ☐ You will receive a registration appointment specific to registration for your classes abroad (**June 4-10**), not to be confused with registration for Main Campus!
- ☐ Additional information will be emailed to you the week prior to online registration, including how to access your assigned registration time (start times vary). Links to this information will also be added to the Registration Appointment & Instructions checklist item in your OrangeAbroad portal.
- ☐ **Matriculated SU students:** Be sure any holds are lifted prior to the online registration period.