



Spring 2026

Course Preference Form (CPF) Instructions & Checklist

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

Plan for registration:

- ☐ Plan your schedule using the [Schedule of Classes](#) and [Timetable](#) together with all information in the online guide entitled [Planning Your Schedule](#).
 - 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 meet together under only one title). *Don't select the same course more than once under different prefixes!*
- ☐ Carefully review [Select Your Required Spanish Class](#) to guide you in choosing your required Spanish language course. If you're a matriculated **Syracuse University** student with no SPA credits on your transcript, you must take the Spanish 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 our office will add to your schedule). If you plan to register for more than 17 credits, email the [Madrid Academic Team](#) in advance for permission so our team can adjust the limit in MySlice.
 - **NOTE:** You may not register for more than 19 total credits without approval from your home college. (Visiting students seek approval from Syracuse Abroad by emailing the [Madrid Academic Team](#).) 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 **October 21**; 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.
- ☐ A copy of your CPF selections will be automatically emailed to the address you included on the CPF after you submit it.
- ☐ 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 will 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.

Register online in MySlice:

- ☐ You will receive a registration appointment specific to registration for your Madrid classes (**November 12-18**). *Don't confuse this appointment with your Main Campus registration appointment!*
- ☐ 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.