SUPA Registration Overview

Students complete the online registration ([link to registration portal](#)), choosing the class or classes they want to register for to receive Syracuse University credit.

Students then print the completed online application and have a parent or guardian sign it, thereby acknowledging financial responsibility. The application will reflect the amount owed based on the course(s) chosen, at a rate of **$115 per credit hour**. Students will not be fully registered for the course until they have made full payment by the payment deadline!

All registration will be online for the foreseeable future! Please see the steps below that include how to sign your application electronically if you do not have access to a printer.

Registration Guide Downloads

[Syracuse City School District](#)

[All other US Schools](#)

[International Schools](#)

Step-by-Step Registration Instructions

Returning Students (have taken an SU course through Project Advance before)

Before you retrieve your previous course application, you will need:

- Your 9-digit SU ID number or your previously used e-mail address.
- The password you created on your original application.
- List of ALL courses and their class times you wish to register for.
- Parent/guardian e-mail address and cell phone number.
- A computer where you can download* and print a PDF document. *(If you do not have access to a printer, please see additional steps below under "Electronic Signature Process")*

* *If you are on a public computer, make sure you delete the PDF once you have printed it.*

Step 1: Access pass.supa.syr.edu for the online registration page.

Step 2: Choose either SUPA or Syracuse City School District Students and click on "Register for Courses."

Step 3: Enter previous e-mail or SU ID number and password.

Step 4: Make appropriate changes in the form and click "Update" to continue.

Step 5: Edit course(s) by selecting course(s) first, and then click "Register" or "Remove."

Step 6: After you finish registering for course(s), follow the link to print your application form.

Step 7: A pop-up window will prompt you to save your application form in PDF. Click "Save" to temporarily save the application and print it.*(If you do not have access to a printer, please see additional steps below under "Electronic Signature Process")*

Step 8: Return the signed application form to your instructor/SUPA coordinator at your high school, unless you were given specific instructions to return it to the SUPA office.

New Students

Before you start your course application you will need:

- Your Social Security number.
- A list of ALL courses and their class times you wish to register for.
- Parent/guardian e-mail address and cell phone number.
- A computer where you can download* and print a PDF document. *(If you do not have access to a printer, please see additional steps below under "Electronic Signature Process")*

* *If you are on a public computer, make sure you delete the PDF once you have printed it.*

Step 1: Access pass.supa.syr.edu to start a new online application.

Step 2: Choose either SUPA or Syracuse City School District Students and click on "Start New Application."

Step 3: Fill in the necessary information and click on "Register" to continue. (All shaded fields are required.)

Step 4: Under "Courses Currently Offered," check ALL the courses you wish to register for. Then click "Register."

Step 5: If you want to un-register for any course(s), select the course(s) and then click "Remove."

Step 6: After you finish registering for course(s), follow the link to print your application form.

Step 7: A pop-up window will prompt you to save your application form in PDF. Click "Save" to temporarily save the application and print it. *(If you do not have access to a printer, please see additional steps below under "Electronic Signature Process")*

Step 8: Return the signed application form to your instructor/SUPA coordinator at your high school unless you were given specific instructions to return it to the SUPA office.

Electronic Signature Process

Step 1: download Adobe Acrobat Reader you can do so [HERE on Adobe's website](#)

Step 2: Complete the online application in PASS (https://pass.supa.syr.edu) choosing all courses to appear on one application and Download application in PDF form to your computer

Step 3: Open the PDF in Acrobat , then Type your signature, and get your parent to type their signature in the appropriate box

Step 4: Save and email to suparegistration@syr.edu please do not mail.

Watch a Video on the e-signature process: