

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 and Parents/Guardians then e-sign the completed online application, 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!

Registration Guide Downloads

[Syracuse City School District](#)

[All other US Schools](#)

[Direct Billed Schools](#)

[International Schools](#)

What You Need Before You Register

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

- 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.
- Student social security number (US students).

- Parent/guardian e-mail address and cell phone number.

New Students

- A list of ALL courses and their class times you wish to register for.
- Student social security number (US students).
- Parent/guardian e-mail address and cell phone number.

Step-by-Step Registration Instructions

Step 1: Log in or start new application at pass.supa.syr.edu.

- RETURNING STUDENTS: Reset your password and log in.

- NEW STUDENTS: Start a new application.

Step 2: E-sign and submit any required documents.

- You and your parent/guardian are required to e-sign to confirm consent for the registration to be official.

Step 3: Complete tuition payment.

- Payment in full is due by stated deadline. Otherwise, students will be removed from the Syracuse University class roster and will not be registered for college credit.

Electronic Signature Process (for Drops and Withdrawals)

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: