



# Spring 2025 Registration Calendar

To review our updated registration instructions, visit: [projectadvance.syracuse.edu/registration](https://projectadvance.syracuse.edu/registration)

Please pay close attention to Syracuse University Project Advance deadlines.

2024-2025 Tuition rate: **\$115** per credit hour

| Registration Steps   | Dates and Deadlines  |
|--|--|
| Online Registration Opens  | January 20, 2025   |
| Online Registration Closes   | February 21, 2025  |
| Tuition Assistance Application Deadline  | February 21, 2025  |
| <b>TUITION PAYMENT DEADLINES</b><br>Students who do not pay tuition in full by the specified date will not be registered for SU course credit. No exceptions. Any partial payments will be refunded after the specified deadline, and the student will be eligible for HS credit only. | March 21, 2025   |
| <b>DROP Deadline</b><br>Full refund provided if drop form is received by SUPA Office by this deadline; course will be removed from SU transcript.  | <b>April 11, 2025</b><br><u>Spring semester courses only.</u> This drop deadline does not pertain to full-year and spring courses in a linked sequence.                |
| <b>WITHDRAW Deadline</b><br>No tuition refund; grade of "WD" appears on student's SU transcript.   | <b>May 9, 2025</b> <ul style="list-style-type: none"> <li>Spring semester courses</li> <li>Full-year courses</li> <li>Spring courses in a linked sequence</li> </ul>   |
| <b>Official Syracuse University Grades Posted</b><br>Students can view their final course grades after this date. For instructions, visit <a href="https://projectadvance.syracuse.edu/transcripts">projectadvance.syracuse.edu/transcripts</a> .                                      | <b>June 20, 2025</b> <ul style="list-style-type: none"> <li>Spring semester courses</li> <li>Full-year courses</li> <li>Spring courses in a linked sequence</li> </ul> |

## Still Have Questions?



# Spring 2025 Registration Guide

## BEFORE YOU START

All Students (returning and new) will need the following:

- List of ALL classes and class times you wish to register for. If taking multiple Syracuse University classes, only complete one application.
- Student social security number (US citizens).
- Student AND parent/guardian emails and cell phone number.

### STEP 1: LOG IN or START NEW APPLICATION at [PASS.SUPA.SYR.EDU](https://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 March 21, 2025. Otherwise, students will be removed from the Syracuse University class roster and will not be registered for college credit.

### TUITION ASSISTANCE\*

*\*refer to tuition assistance page for more information.*

- Completed tuition assistance request and required documentation is due by February 21, 2025.
- Your account will be updated if you received tuition assistance.

### DROPS\*

*\*refer to understanding drops page for more information.*

*Please note: This drop deadline does not pertain to full-year and spring courses in a linked sequence.*

- Once officially registered, the only way to remove your financial responsibility to SU is to drop the class.
- Form must be signed by student, parent and instructor and submitted by April 11, 2025, for spring semester courses only.

### WITHDRAWALS\*

*\*refer to understanding withdrawals for more information.*

- Once past the drop date the student only has the option to withdraw (tuition will not be refunded).
- Last day to withdraw is May 9, 2025, for spring, full-year, and spring courses in a linked sequence.

### GRADES and TRANSCRIPTS

- A letter grade is assigned into the Syracuse University system for your final course grade by your instructor.
- You should only request a transcript after your grade has been posted.

## Still Have Questions?



## Tuition Payment Options

Once the e-signed parent consent has been submitted you will be able to proceed to payment page and see the amount due and complete payment. You can download and print a PDF version of your invoice in the tuition payment section. If your High School is paying student tuition, they have been designated as “direct billed” and will be invoiced directly.

Any questions regarding billing, please contact our accounting clerk at [supabilling@syr.edu](mailto:supabilling@syr.edu).

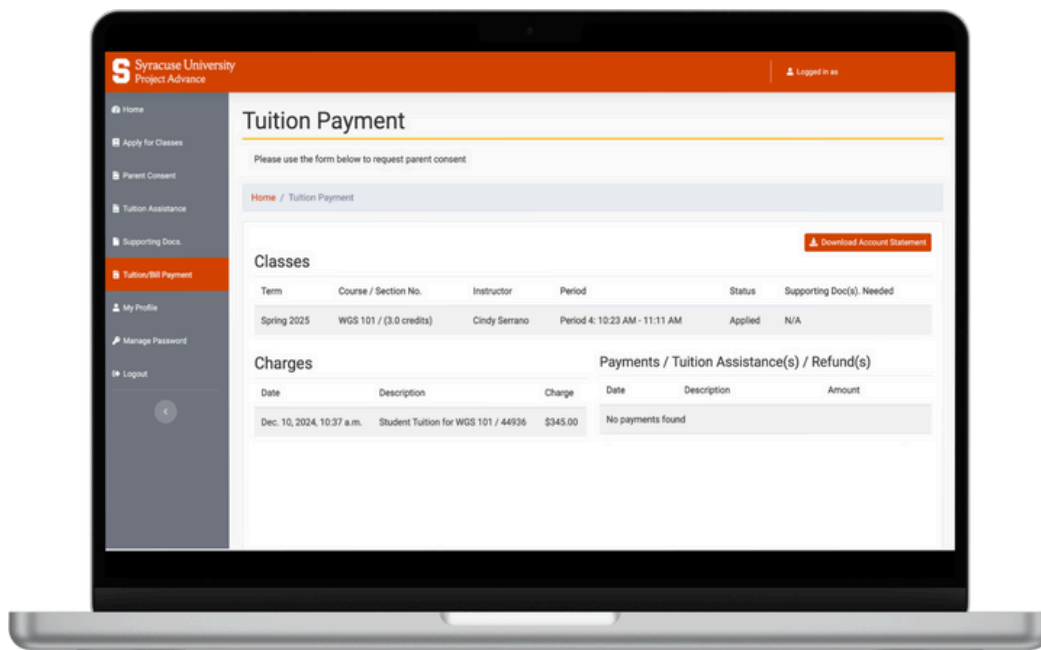
For a student to be officially registered for a Syracuse University class through Project Advance, full payment of the course tuition **MUST** be received by the payment deadline ([Spring 2025 = March 21st](#)). If full payment is not received by the payment deadline, the student will be removed from the Syracuse University class roster and ineligible for college credit for the class.

If the student is officially registered for the SU class and then decides they no longer want SU credit, the student **MUST** submit a drop request form to the Project Advance office by the drop deadline of ([Spring 2025 = April 11th](#)) to receive a full refund.

Types of payment options:

1. Online tuition payment (credit card only) - [pass.supa.syr.edu](https://pass.supa.syr.edu)
2. Checks received by mail - **400 Ostrom Ave., Syracuse, NY 13244**
3. Credit card payments received by phone - **315-443-2404**

If you apply for and receive tuition assistance, the adjusted amount due will appear on your account. Payment will still be due by the listed payment deadlines.





## Tuition Assistance

Project Advance offers tuition assistance to eligible students. Eligibility is primarily based on federal guidelines for low-income families. However, students who are experiencing unexpected financial hardships, such as a sudden loss of employment in the household or sudden military deployment, should also consider applying. Funding is limited and applications are considered until the deadline (Spring: February 21, 2025). Requesting tuition assistance is available directly in the registration system at: [pass.supa.syr.edu](https://pass.supa.syr.edu)

Once submitted, the decision will be sent to both the student and parent via email. If approved, students will receive anywhere from a 60%-70% reduction in tuition. The application for tuition assistance only needs to be submitted once per academic year.

### Required documentation:

- Brief (under 500 words) personal statement describing your financial situation (ie- why are you applying for aid) AND
- The [most recent](#) 1040 Federal Income Tax Form filed in the household (please obtain and submit a non-filing letter if you did not file your taxes)

### Students and/or their parents/guardians can apply for financial aid in two ways:

- Log in to PASS and fill out the form under Tuition Assistance on the left hand menu
- Download and complete the Student Tuition Assistance Application form and return it by the deadline (Spring: February 21, 2025) with the required documentation.

If you have any questions about tuition assistance eligibility, please email us at [supabilling@syr.edu](mailto:supabilling@syr.edu). Forms are available at [supa.syr.edu/tuition-assistance](https://supa.syr.edu/tuition-assistance)

### Haudenosaunee Promise Scholarship Program

Syracuse University has extended the [Haudenosaunee Promise Scholarship Program \(click to download form\)](#) to include Syracuse University Project Advance (SUPA). The Promise seeks to make the rich educational experiences and opportunities of Project Advance available to qualified Haudenosaunee high school students. The Promise expresses Syracuse University's gratitude and appreciation for the historical, political, and cultural legacies of the Haudenosaunee and honors the continually growing relationship between us.

### Benefits

- Qualified Haudenosaunee high school students receive financial assistance of 90% to enroll in Syracuse University courses offered through Project Advance.

### Eligibility

- Be a high school student with senior standing, or a home-schooled student equivalent to the senior year of high school for online courses.
- Be a certified citizen of one of the Haudenosaunee Nations (Mohawk, Oneida, Onondaga, Cayuga, Seneca, or Tuscarora).



- Reside on one of the Haudenosaunee Nation territories listed above for a minimum of three years prior to and during enrollment in SU courses through Project Advance.
- Apply for the scholarship by the SUPA registration deadline (see registration calendar for deadlines).

You do not need to be a citizen of the US or Canada to be eligible for the Promise.

### **Indigenous Pathways Program for Project Advance students**

In addition to the Haudenosaunee Promise Scholarship Program, Syracuse University Project Advance offers tuition assistance for Project Advance students from any Indigenous Tribe or Nation who meet the on-campus criteria for the University's [Indigenous Pathways Program \(click to download form\)](#). See eligibility requirements below.

Instituted in 2020, the Indigenous Pathways Program seeks to provide viable pathways to higher education opportunities at Syracuse University by offering need-based aid to Native American and Indigenous students from the U.S. and Canada who matriculate at Syracuse University.

Project Advance is pleased to extend tuition assistance support to its non-matriculated Indigenous SUPA students enrolled in Syracuse University courses at partner high schools.

### **Benefits**

- Qualified Native American and Indigenous high school students receive tuition assistance of 75% to enroll in Syracuse University courses through Project Advance.

### **Eligibility**

To be eligible to apply, students must be:

- Indigenous verified - Indigenous students who have self-identified and who have submitted a copy of a tribal ID card and/or letter from their tribal leadership verifying citizenship.
- Students who are not enrolled themselves may submit their parent's/grandparent's information if the latter is enrolled in either a state or federally recognized Tribe/Nation.
- Apply for the scholarship by the SUPA registration deadline
- As part-time, non-matriculated, i.e., non-degree-seeking students, Project Advance students are NOT required to submit a FAFSA form or CSS/PROFILE to document financial need to be eligible for the Indigenous Pathways Program through Project Advance.

### **To Submit Application**

Please send your completed application to [supabilling@syr.edu](mailto:supabilling@syr.edu).

### **For More Information**

For more information on the Haudenosaunee Promise and the Indigenous Pathways Program at Syracuse University, e-mail Tammy Bluewolf-Kennedy or call the SU Office of Admissions at [315-443-4844](tel:315-443-4844).



# Understanding Syracuse University Drop Requests Through SUPA (2024-25)

## What does dropping an SU course mean?

- Dropping a course means that you are officially unenrolling from a course you were officially registered in. The dropped course will not appear on your college transcript. Drop request forms are located on the SUPA website.

## What happens when you drop?

- A drop will result in a full refund of any tuition paid and it removes the class from your SU record as if it never existed. Your instructor will no longer see you listed on their SU class roster.

## I officially registered for an SU course, but my schedule changed, and I never attended. Am I still financially responsible?

- Yes, not attending the class is not an official drop of the class. SU needs to know that your schedule changed, and you are not attending the course prior to the drop date as noted. It is the student's responsibility to notify SUPA of any changes that occur within the high school schedule.

## Can I drop my SU course via email or phone?

- No, we must receive the official drop form signed by student, parent, and instructor.

## What if I missed the drop deadline?

- Please contact the Syracuse University Project Advance Office at [315-443-2404](tel:315-443-2404) or email us at [supahelp@syr.edu](mailto:supahelp@syr.edu) if there were changes in your class schedule after the deadline.

## When can you drop?

- For spring semester courses only, if Project Advance receives the signed drop request prior to Friday, 4/11/25, you are entitled to a full refund. After 4/11/25 you are no longer eligible to drop the course and no refunds are issued. This drop deadline does not pertain to full-year and spring courses in a linked sequence.

## Exceptions / Documentation Required

- Student is ill and unable to complete the course / doctor's note required. Student moved out of district / guidance documentation required. Student graduated early / guidance documentation required.

Questions? Email us: [suparegistration@syr.edu](mailto:suparegistration@syr.edu)



# Drop Request Form - Spring 2025

If you no longer wish to receive Syracuse University credit for the class(es) you registered for, it is your responsibility, not the instructor's, to submit the drop form before the deadline. Courses won't be dropped via email or telephone notification. You will be sent an email notification when the drop request has been officially processed.

Submit Form Via:

- Email to [suparegistration@syr.edu](mailto:suparegistration@syr.edu)
- Fax to [315-443-1626](tel:315-443-1626)

**This form must be received in the Project Advance office by the Spring 2025 drop deadline of April 11, 2025**

## Student's Information

Name: \_\_\_\_\_ High School: \_\_\_\_\_

SUID #: \_\_\_\_\_ Email: \_\_\_\_\_

## Course(s) to Be Dropped

Course Name: \_\_\_\_\_

Course Number (i.e. SOC 101): \_\_\_\_\_

Reason: \_\_\_\_\_

## Signatures

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_



# Understanding Syracuse University Withdrawal Requests Through SUPA (2024-25)

## What does withdrawing from an SU course mean?

- A withdrawal is defined as a circumstance in which the student does not want to complete the course for college credit and can only be utilized after the drop date. You are still officially registered for the course with SU but have decided to have a “WD” appear in place of a grade on your college transcript. Please note: A WD does not affect your Syracuse University GPA if you end up attending SU.

## What does a “WD” mean?

- Your college transcript will reflect that an attempt was made to officially register in an SU course but that you chose to withdraw from the course rather than have your earned grade negatively affect your GPA.

## What happens when you withdraw?

- You will receive a “WD” for the course in place of a grade and you will remain on your Instructor’s SU class roster.

## Am I eligible for a refund if I withdraw from a course?

- Unfortunately, the answer is no.

## Can I withdraw from my SU course via email or phone?

- No, we must receive the official withdrawal form signed by student, parent and instructor.

## What if I missed the withdrawal deadline?

- You will receive the final grade you earned for the course.

## When can you withdraw?

For all course types, if Project Advance receives the signed withdraw request prior to Friday, 5/9/25, you are entitled to a full refund. After 5/9/25 you are no longer eligible to drop the course and no refunds are issued.

Questions? Email us: [suparegistration@syr.edu](mailto:suparegistration@syr.edu)





# Withdrawal Request Form - Spring 2025

If you wish to withdraw from the class(es) you registered for, it is your responsibility, not the instructor's, to submit the withdrawal form before the deadline. You will be sent an email notification when the withdrawal request has been officially processed.

The withdrawal option posts as a WD on your college transcript. This means the grade earned will not calculate into the grade point average (GPA).

Submit Form Via:

- Email to [suparegistration@syr.edu](mailto:suparegistration@syr.edu)
- Fax to [315-443-1626](tel:315-443-1626)

**This form must be received in the Project Advance office by the Spring 2025 withdrawal deadline of May 9, 2025 for all courses.**

## Student's Information

Name: \_\_\_\_\_ High School: \_\_\_\_\_

SUID #: \_\_\_\_\_ Email: \_\_\_\_\_

## Course(s) to Be Withdrawn

Course Name: \_\_\_\_\_

Course Number (i.e. SOC 101): \_\_\_\_\_

Reason: \_\_\_\_\_

## Signatures

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

# Credit Transfer Process

## Earning Credit Recognition

SUPA cannot guarantee that all colleges and universities will accept the Syracuse University credits that you earned in high school. Every school has their own policies regarding the transfer of credit, sometimes varying by department. In any case, colleges are under no obligation to recognize transfer credit earned at another institution.

Students who earned a “C” or better in a Syracuse University course in high school and attempted to transfer the course, report transfer success 90% of the time. This could mean any or all of these:

- Placement: student is eligible to take a higher-level course
- Course Exemption: the course is used to fulfill a general education requirement, a requirement for a major or minor, or both
- Credit: credits are added to the student’s transcript either in addition to the above recognition or as “elective credit”

## Credit Explained

“Credits” are what universities award students for successful completion of a course. They are based on the number of hours per week the student spends in the class. At schools like Syracuse University that operate on a semester system most courses earn either three or four credits (labs in science courses count as one hour).

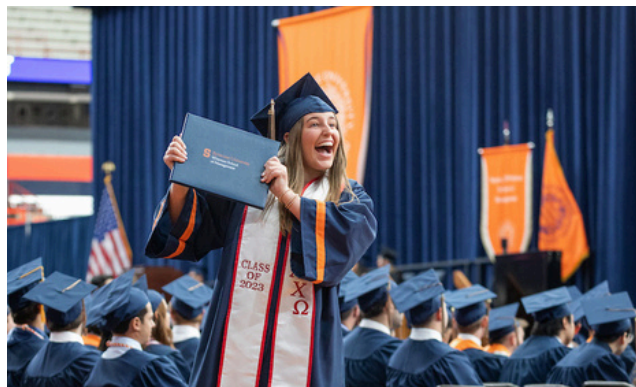
While all colleges and universities are different, most will have a minimum requirement of credit hours needed to graduate, usually around 120 for a Bachelor’s degree or 60 for an Associate’s degree. This number will include credits awarded for general education courses, required courses for a major or minor, and elective courses.

## Tips for Securing Credit Recognition

**SAVE IT:** Students should save their class syllabus and any written work and exams/tests that they can. These can help the faculty at the institution you attend properly place you into more advanced courses and determine if the course meets general education and/or major or minor program requirements.

**SAY IT:** Make sure you indicate on your college applications that you have taken/are taking Syracuse University courses.

**PROVE IT:** After you have received e-mail notification that your final course grade has been posted from Project Advance, you may request that a transcript be sent to the appropriate contact at the college or university of your choice (see transcript request process below).



If you initially are denied credit recognition, do not despair! Sometimes you have to go past admissions officials or the Registrar’s office and appeal directly to a department head or professor. That’s why it’s important to save your syllabus and your work.

Some schools may still choose not to offer any recognition for college courses taken in high school. If that happens, your effort and tuition have not been wasted! Credit recognition is not the only benefit of taking a Syracuse University course through SUPA. You will have gained valuable experience by taking an actual college course, helping prepare you for the rigor of college coursework.

## Requesting a Transcript

To begin the credit transfer process, students will need to request that an official Syracuse University transcript be sent to the school they will be attending. Students should wait to order transcripts until they have received notification from our office that grades have officially been submitted! Syracuse University transcripts are managed by Parchment, a secure partner of the University. Students will create an account and Parchment will send the transcript to the school or college of the student’s choice. Transcripts cost \$12 each. Full instructions with screen-shots and a link to Parchment are available on our website at [projectadvance.syracuse.edu/transcripts/](https://projectadvance.syracuse.edu/transcripts/).

As always, you can contact our office with any questions. We are always happy to help students with the credit transfer process.

[supahelp@syr.edu](mailto:supahelp@syr.edu)  
315-443-2404



# Transferring Syracuse University Credit

All transcript and credit recognition information has been posted on our website for your convenience at [projectadvance.syracuse.edu/transcripts/](https://projectadvance.syracuse.edu/transcripts/)

## Ordering Your Syracuse University Transcript

Syracuse University partners with Parchment to order and deliver official university transcripts. Parchment has recently upgraded their system, so all students will be required to create a new account.

\*FORMER STUDENTS: if you are not currently enrolled in a SU course, skip to Step 2. If you are currently enrolled in an SU course, proceed with Step 1

### **1. Confirm that your grade has been posted by your high school instructor after completion of the course. If you do not wait until your grade is officially posted, your transcript will be blank.**

We recommend that students wait to order their official transcript until after their grade has been posted. We will alert students when this has occurred via email. The student may also log in to view/confirm their grade has been posted.

To view your grade, you will be required to log into “MySlice” using your NetID. See below for instructions on this process:

- Activate your NetID at [netid.syr.edu](https://netid.syr.edu) utilizing your SUID number: Your SU ID number would be located on your welcome letter mailed to your attention or in the PASS student portal.
- Any issues with activating you NetID can be resolved through: [its.syr.edu/create-a-help-ticket/](https://its.syr.edu/create-a-help-ticket/)
- Sign into “MySlice” at [myslice.syr.edu](https://myslice.syr.edu) with your NetID and Password.
- When asked for your email, please use your NetID + “@syr.edu”. For example, if your NetID is “JSmith” your should enter “JSmith@syr.edu” as your email address.
- You may be prompted to set up multifactor authentication (MFA) for security purposes. Go to our website for more information on the MFA setup process.
- Under “Student home”, go to “Academics” and then click on “Grades”.
- You are looking for a letter grade to the right of the course(s).
- Proceed to the next step “Order your official SU Transcript through Parchment”.

### **2. Order your official SU transcript through Parchment**

A transcript is the most important piece of evidence of your college work and must be sent to your chosen institution in order to transfer your credit. Only students who officially registered for and completed their course are eligible to receive a transcript.

(continued on next page)



Link to Parchment Website: [parchment.com/u/registration/33194/institution](https://parchment.com/u/registration/33194/institution)

Parchment recommends using either Chrome or Firefox. Mobile devices are not supported.

- Create an account through Parchment, a secure partner of the University who handles transcript requests. Click [HERE](#) for a Guide to Ordering Transcripts
- When you are filling out the form, under the section “Program” please enter “Project Advance”
- Please be sure to use your full or formal name (i.e. “James” not “Jim”) and date of birth when setting up your Parchment account
- Know your SUID # or last 4 digits of your Social Security Number. (If you did not provide your Social Security number when you registered for credit and do not have your SUID, please call our office at [315-443-2404](tel:315-443-2404) to receive your SUID. We will not give it out that information over email or livechat.)
- Know the mailing or email address of where your transcripts need to be sent- please contact your college for that information ahead of completing the request.
- Have your credit card information available (there is a \$12.00 fee for ordering transcripts)
- To check the status of your request, log back in with the username and password you set up when you created your account with Parchment.

#### **Additional Recommendations for All Students:**

- Save your course syllabi. Colleges and universities might request a copy of your syllabus to assure that the course is comparable to the one taught on their campus.
- Contact colleges and universities directly and speak with your academic advisor or faculty to see if there is any more information that needs to be provided in order to have credit recognized.

#### **Microsoft Multifactor Authentication (MFA) for MySlice**

MFA is an added verification step during authentication that helps to prevent the unauthorized use of NetIDs and passwords by ensuring that only the account owners themselves can access their account. Members of the Project Advance community who use online systems like MySlice will need to set up an authentication method to log into these systems moving forward.

See the Syracuse University “Answers” Page link: [bit.ly/3rjMqhq](https://bit.ly/3rjMqhq) for the full MFA process for Project Advance students.

Before you start, you will need:

Your NetID and Password. Please go to [netid.syr.edu](https://netid.syr.edu) to retrieve and activate your NetID.

Steps:

- Go to [myslice.syr.edu](https://myslice.syr.edu)
- Click “Students/Faculty/Staff”
- Enter your NetID and then your password. You will be prompted to set up Multifactor authentication at this time. When you get to the Microsoft Sign in screen, enter your NetID followed by “@syr.edu”, for example, NetID “otto44” would enter “otto44@syr.edu”.