



Spring 2025 Registration Calendar (Direct Billed)

To review our updated registration instructions, visit: projectadvance.syracuse.edu/registration

Please pay close attention to Syracuse University Project Advance deadlines.

Registration Steps	Dates and Deadlines
Online Registration Opens	January 20, 2025
Online Registration Closes	February 21, 2025
DROP Deadline Course will be removed from SU transcript.	April 11, 2025 Spring semester courses only. This drop deadline does not pertain to full-year and spring courses in a linked sequence.
WITHDRAW Deadline Grade of "WD" appears on student's SU transcript.	May 9, 2025 <ul style="list-style-type: none">• Spring semester courses• Full-year courses• Spring courses in a linked sequence
Official Syracuse University Grades Posted Students can view their final course grades after this date. For instructions, visit projectadvance.syracuse.edu/transcripts .	June 20, 2025 <ul style="list-style-type: none">• Spring semester courses• Full-year courses• Spring courses in a linked sequence

Still Have Questions?

 315-443-2404

 projectadvance.syracuse.edu

 supahelp@syr.edu



Spring 2025 Registration Guide (Direct Billed)

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

- 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.

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.

- 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 page for more information.*

- Once past the drop date the student only has the option to withdraw.
- 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 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?



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 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 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 can drop. After 4/11/25 you are no longer eligible to drop the course. 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



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
- 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.

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 can withdraw. After 5/9/25 you are no longer eligible.

Questions? Email us: 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
- 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).

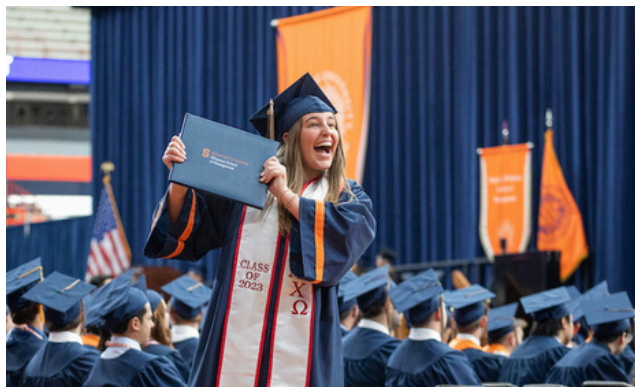
While all colleges and universities are different, most will have a minimum requirement of credit hours needed to graduate, usually around 120 for a Bachelor’s degree or 60 for an Associate’s degree. This number will include credits awarded for general education courses, required courses for a major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

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
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/

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 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/
- Sign into “MySlice” at 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

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/3rjMqhg 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 to retrieve and activate your NetID.

Steps:

- Go to 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”.