



# Fall 2025 Registration Calendar (SCSD)

Please pay close attention to Syracuse University Project Advance deadlines. Syracuse University prohibits retroactive registration for SU courses after the registration deadline has passed.

Registration Steps	Dates and Deadlines	
Online Registration Opens	August 25, 2025	
<b>Online Registration Closes</b> <b>Deadline to complete:</b> <ul style="list-style-type: none"><li>All course selections and application with student &amp; parent consent/e-signatures</li><li>Any supporting documentation (if applicable)</li></ul>	<b>October 3, 2025</b> Students are not permitted to start or complete applications after this date. Incomplete applications missing required materials will be deleted.	
<b>DROP Deadline</b> Course will be removed from SU transcript.	<b>November 14, 2025 - FOR ALL COURSE TYPES</b>	
<b>WITHDRAW Deadline</b> Grade of "WD" appears on student's SU transcript.	<b>January 5, 2026</b> All fall semester courses, incl. fall courses in a linked sequence.	May 8, 2026 <ul style="list-style-type: none"><li>Full-year courses</li><li>Spring courses in a linked sequence</li></ul>
<b>Official Syracuse University Grades Posted</b> 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>February 13, 2026</b> All fall semester courses, incl. fall courses in a linked sequence.	June 18, 2026 <ul style="list-style-type: none"><li>Full-year courses</li><li>Spring courses in a linked sequence</li></ul>
<b>Course Types</b> <ul style="list-style-type: none"><li>Fall semester course = a course that begins and ends in the fall semester</li><li>Full-year course = a single course that starts in the fall and extends the full academic year, e.g., SPA 201 or ACC 151.</li><li>Linked Sequence courses = a fall semester course + spring semester course that comprise a 2-course sequence, e.g., HST 101 &amp; 102 or PHY 101 &amp; 102.</li></ul>		



# Fall 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.DIGITALSERVICES.SYR.EDU](https://PASS.DIGITALSERVICES.SYR.EDU)

- RETURNING STUDENTS: Log in OR reset your password if you last took a course through SUPA before Spring 2025.
- 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 your intent to enroll in a Syracuse University course.
- All online registration requirements must be started and completed by October 3, 2025, or your application will not be accepted and deleted.

## DROPS\*

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

- Once officially registered, the only way to remove your financial responsibility to SU is to drop the class.
- Drop request in the PASS student portal must be submitted by November 14, 2025, for all course types.

## WITHDRAWALS\*

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

- Once past the drop date the student only has the option to withdraw (tuition will not be refunded).
- Withdrawal request in the PASS student portal must be submitted by January 5, 2026, (fall and fall courses in a linked sequence) or May 8, 2026 (spring, full-year, and spring courses in a linked sequence)

## GRADES and TRANSCRIPTS

- Your instructor will assign a letter grade, i.e., A, A-, B+, B, etc. in the Syracuse University MySlice system for your final course grade.
- You should only request a transcript after your grade has been posted.

## Still Have Questions?



## Important Registration Reminders

- Completed applications must be submitted within PASS by the October 3, 2025, deadline for ALL course types. Students are not permitted to start or complete applications after this date. Incomplete applications missing required materials will be permanently deleted.
- Students who request to withdraw from a fall semester course of a linked sequence must also withdraw from the spring course if the former is a prerequisite for the latter.

## Examples of Course Types

Refer to your instructor if you are unsure about your specific course type

### Full-year Course Examples\*

- ACC 151 - Introduction to Financial Accounting
- CHE 113 - Forensic Science
- EAR 203 - Earth System Science
- FRE 201 - French III
- SPA 201 - Spanish III

\*Please note that some courses may be offered by the school as full-year or one semester courses, e.g. WRT 105, SOC 101.

### Linked Sequence Course Examples\*

- HST 101 - American History to 1865 & HST 102 - American History Since 1865
- PHY 101 - Major Concepts of Physics I & PHY 102 - Major Concepts of Physics II
- WRT 105 - Practices of Academic Writing & ENG 192 - Gender and Literary Texts

\*Please note that some linked sequence courses have the ability to be unlinked and offered independently.

## Tips for Remembering Deadlines

- Print the “Fall 2025 Registration Calendar” and reference it as needed.
- Bookmark [projectadvance.syracuse.edu](https://projectadvance.syracuse.edu) and visit our page periodically. Upcoming deadlines will be noted on the home page.
- Check your email for updates and reminders from Project Advance. Registration and payment reminders will be sent to the email address provided. It is your responsibility to check your inbox and junk folders. RETROACTIVE REGISTRATION IS PROHIBITED!
- Connect with us on social media (Facebook, LinkedIn and/or Instagram) for the latest updates and reminders. Search “Syracuse University Project Advance” and follow us!

### Still Have Questions?



# Understanding Syracuse University Drop Requests Through SUPA (2025-26)

## 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 can be accessed in the student portal through PASS.

## 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 registered?

- 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.

## How do I submit a drop request?

- To submit a drop request, the student must log into their PASS student portal and access the drop request form. The student must e-sign and complete the form and also collect e-signatures from their parent/guardian, and the course instructor before submitting the request to the SUPA office.

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

- No, we must receive the completed drop request form e-signed by the 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 all course types, Project Advance must receive the signed drop request prior to November 14, 2025. After that deadline you are no longer eligible to drop the course and no refunds are issued.

## 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)



# Understanding Syracuse University Withdrawal Requests Through SUPA (2025-26)

## 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 plan to matriculate at 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.

## How do I submit a withdrawal request?

- To submit a withdrawal request, the student must log into their PASS student portal and access the withdrawal request form. The student must e-sign and complete the form and also collect e-signatures from their parent/guardian, and the course instructor before submitting the request to the SUPA office.

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

- No, we must receive the completed withdrawal request form (found in your PASS student portal) e-signed by the 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 fall semester courses, including fall courses in a linked sequence, if Project Advance receives the e-signed withdrawal request form prior to January 5, 2026, you are entitled to a withdrawal. You have until May 8, 2026, to completed the request for spring, full-year, and spring courses in a linked sequence. After those deadlines you are no longer eligible to withdraw from the course.

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

# 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).

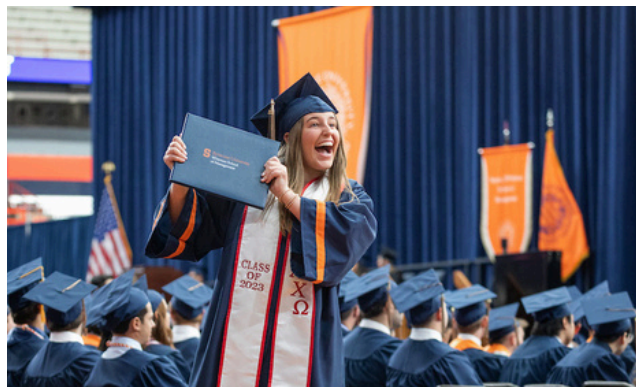
While all colleges and universities are different, most will have a minimum requirement of credit hours needed to graduate, usually around 120 for a Bachelor’s degree or 60 for an Associate’s degree. This number will include credits awarded for general education courses, required courses for a major 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/3rjMqhg](https://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](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”.





## Guaranteed **Orange** Pathway Program

Syracuse University values the commitment of students who participate in our Syracuse University Project Advance (SUPA), Syracuse University Summer College and Accelerated Semester Online programs. Participants in these signature Syracuse University programs for high school students have demonstrated a dedication to learning and proven that they are serious about college success.

### Benefits of Guaranteed Orange

To reward their dedication, Syracuse University offers eligible students:

- Guaranteed admission to Syracuse University's [College of Arts and Sciences](#). Students applying to other colleges within Syracuse University will not be guaranteed admission but will receive full consideration for those programs and applicable scholarships.
- A \$20,000 per year tuition scholarship\* - that's \$80,000 over four years!

Please note: The Guaranteed Orange Scholarship cannot be added on to other Syracuse University merit-based scholarships.

If you receive a merit-based scholarship greater than \$20,000, the Guaranteed Orange Scholarship will cover the first \$20,000 each year and the remaining amount of your scholarship will be provided by the named scholarship you have received.

If you are awarded a merit-based scholarship of less than \$20,000, you will instead receive the Guaranteed Orange Scholarship, up to a maximum of \$20,000 once your eligibility is verified.

### Eligibility

You qualify for Guaranteed Orange if you:

- Have completed or plan to complete at least 6 credit hours through SUPA, Syracuse University Summer College or Accelerated Semester Online by the end of your high school senior spring semester. Students who completed a combination of courses from these programs that equals at least 6 credits are also eligible.
- Achieved at least a 3.0 grade point average (GPA) in the SU courses that you completed.
- Must have achieved an overall high school GPA of 3.7 (on a 4.0 unweighted scale) or 4.7 (on a 5.0 weighted scale) at the conclusion of your junior year.
- Apply to Syracuse University by the [deadlines](#).

### Next Steps

1. Apply to Syracuse University using the Common Application or the Coalition Application, powered by Scoir, by November 15 (Early Decision) or January 5 (Regular Decision and Early Decision II). All SUPA and Syracuse University Summer College students regardless of credit hours obtained may apply to Syracuse University free of charge.
2. Once we confirm your GPA for the courses you completed, you will be notified if you qualify for Guaranteed Orange. If you are currently enrolled in a SUPA or Accelerated Semester Online course that will fulfill the 6 credit requirement, you will be notified of your eligibility for Guaranteed Orange after your semester grades have been confirmed. This notification may not come until after you have received admission notification.

\*To retain their scholarship throughout their time at Syracuse, students must register full-time each semester, maintain an average GPA of 2.75, and maintain satisfactory academic progress and academic integrity.

For questions, contact the Office of Admissions at [orange@sy.edu](mailto:orange@sy.edu) or visit the [Guaranteed Orange webpage](#).