



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 on the invoice that was generated and mailed to your parent/ guardian’s attention
- 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.

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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”.