

Fall 2024 First Term Registration

Whitman Undergraduate Programs



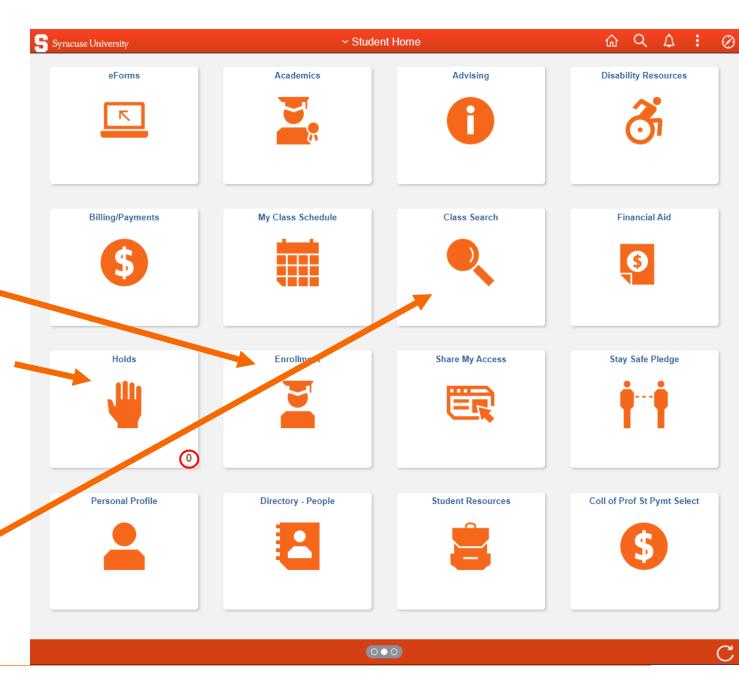
Agenda

- Things to do before registration
- Overview of courses
- Reviewing your pre-registered class schedule
- Searching for classes and using the shopping cart
- Registration and completing your fall schedule
- Connecting with our office

Things To Do *Before* Registration

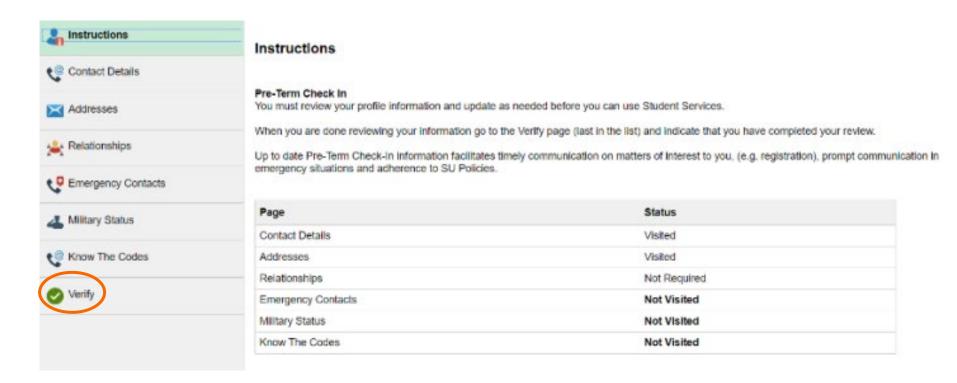
In MySlice

- View enrollment date
- Check for holds and resolve
- Pre-term check-in
- Search and add courses to shopping cart



Pre-Term Check-In

- You must review your profile information and update as needed before you can use Student Services.
- When you are done reviewing your information on each of the required pages, go to the Verify page (last in the list) and indicate that you have completed your review.



Fall Registration Dates

- Class search and shopping cart open: July 30
 - Advisors already pre-enrolled some of your courses
- Pre-registration period: August 5 9
 - This is when you finalize your schedule!
- Add period: August 23 September 3
- Drop deadline: September 16
 - Must consult with your advisor to remove hold

Overview of Courses

Overview of Courses

			<u>Junior</u>	<u>Junior</u>	<u>Junior</u>	
<u>Fall</u>	<u>Freshman</u>	<u>Sophomore</u>	(no abroad)	(fall abroad)	(spring abroad)	<u>Senior</u>
	SOM 122 ~	FIN 256*	Major I	A&S elective	Major I	EEE 457/elective
	MAS 261	MAR 255*	A&S elective	A&S elective	Major II	Major III
	ECN 101	SCM 265*	A&S elective	A&S elective	WRT 307	Major IV
	PSY 205	A&S elective/IDEA	A&S elective	A&S elective	Free elective	A&S elective
	WRT 105	ACC 252	Free elective	Business Elective	Free elective	A&S elective
	FYS 101	•	•	•	•	

Spring

AC	C 151	MGT 247**	Major II	Major I	A&S elective	Major V
MA	AT 284 ~	MGT 248**	WRT 307	Major II	A&S elective	elective/EEE 457
EC	N 102	SOM 354**	A&S elective	WRT 307	A&S elective	Free elective
LPI	P 255	BUA 345	Free elective	Free elective	A&S elective	A&S elective
sci	ence	WRT 205	Business Elective	Free elective	Business Elective	A&S elective

key: Integrated courses

* Core 1: taken concurrently

~ offered only in this semester

9

 General guideline for singly enrolled, single major Whitman students and is not a substitute for academic advising

^{**} Core 2: taken concurrently

Reviewing your Pre-Registered Class Schedule

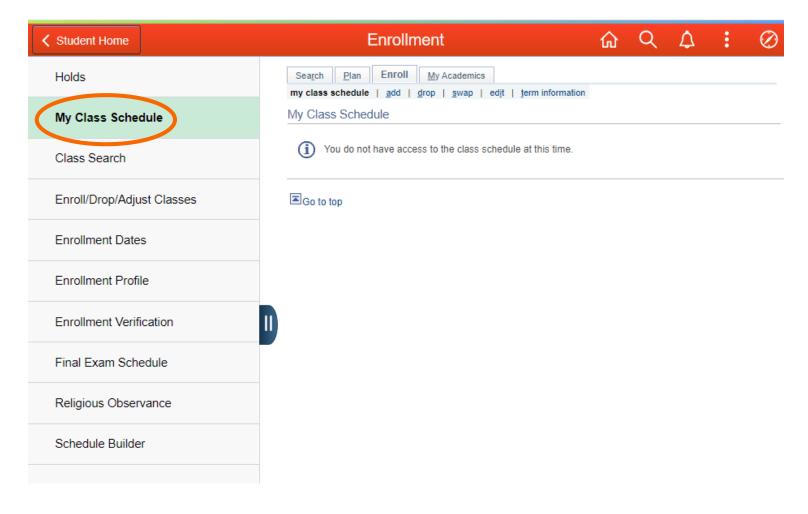
Timeline: Now

Current Partial Schedule

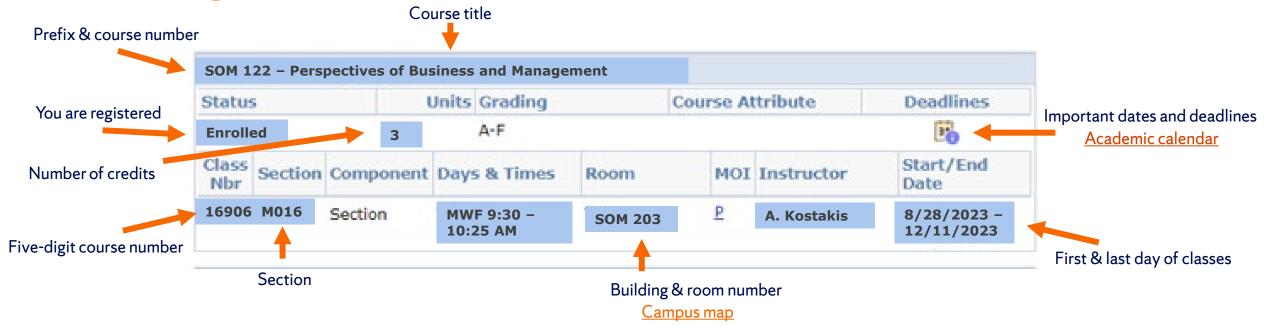
- Current schedule built based on the following:
 - Major requirements (single or dual enrollment)
 - AP/IB/Transfer credit
 - Division I athlete practice and travel schedule
 - Living Learning Community (LLC)
- Advisors cannot change current schedules, unless:
 - Duplicate credit (AP/IB/Transfer credit currently registered for)
 - Documented accommodations through Center for Disability Resources
 - Newly added to Division I sport
- You can adjust days/times of some courses beginning August 5

Reviewing your Pre-Registered Classes





Reading your Schedule



- Calendar view!
- Some classes have recitations or discussions (i.e. ACC 151)
 - Recitations/discussions are typically smaller classes that are part of a larger lecture
 - You are required to attend, unless otherwise noted by your instructor

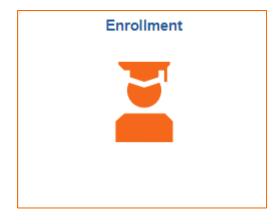
Searching for Courses and Using Shopping Cart

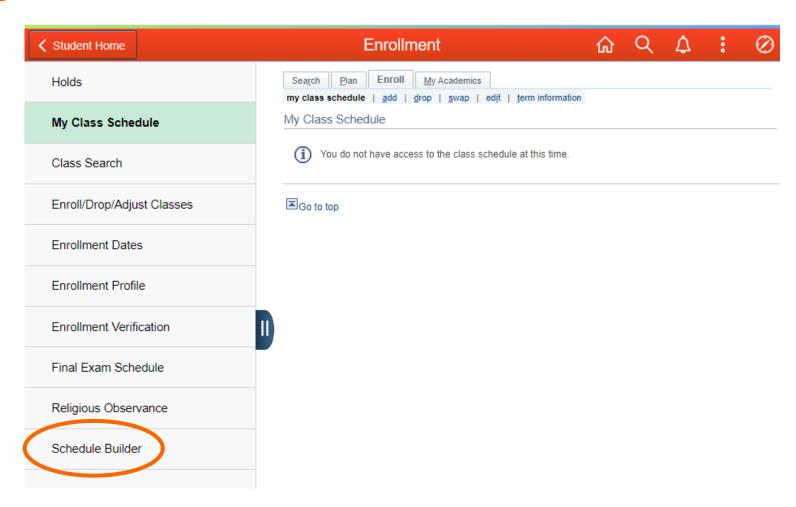
Timeline: Now

What Classes Should I Add?

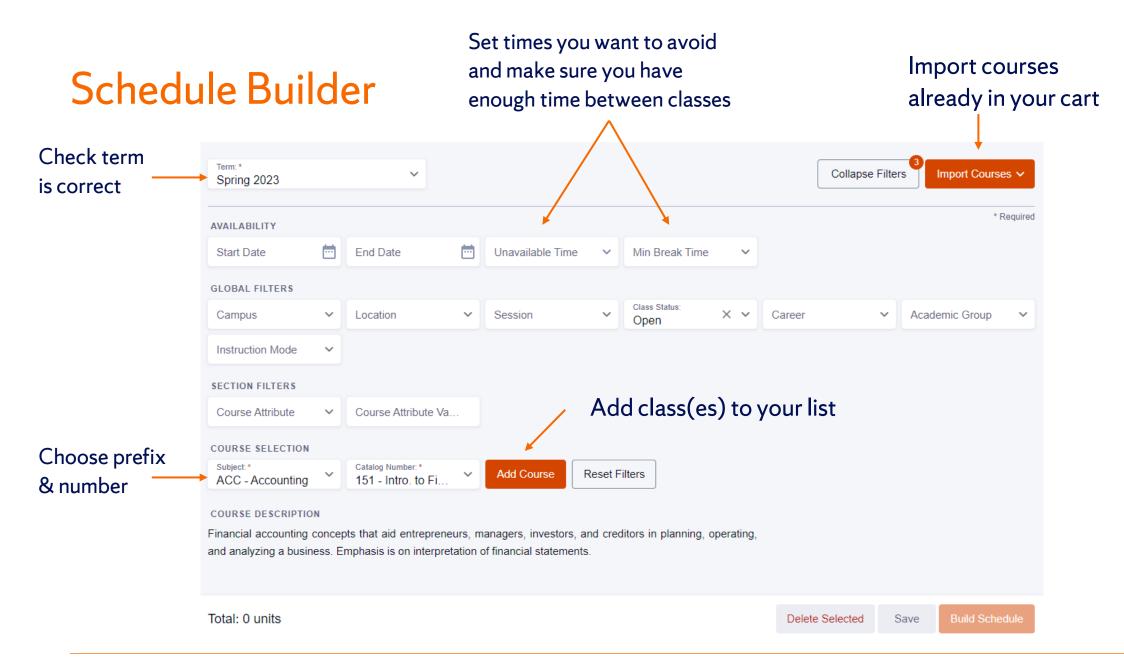
- Your advisor will email you a list of courses to register for 7/31!
- WRT 105 (required if no AP or transfer credit)
- PSY 205
 - Reserved Whitman seats in: M001 & M003 (M002 can be enrolled as well, but no reserved seats)
 - Discussion required
- Science elective
 - Lab not required
 - Visit https://whitman.syr.edu/newstudent for a complete list
- A&S electives.
 - Visit https://whitman.syr.edu/newstudent for a complete list
 - You are not required to take a foreign language, but if you'd like to as part of your A&S electives, you'll need to take a placement exam.
 Visit "courses" in Blackboard for access
- Whitman singly enrolled students should plan to enroll in a minimum of 15 credits
- Athletes and A&S, Maxwell, and Newhouse duals have a full schedule and should not make changes without talking to an advisor

Begin Searching for Courses

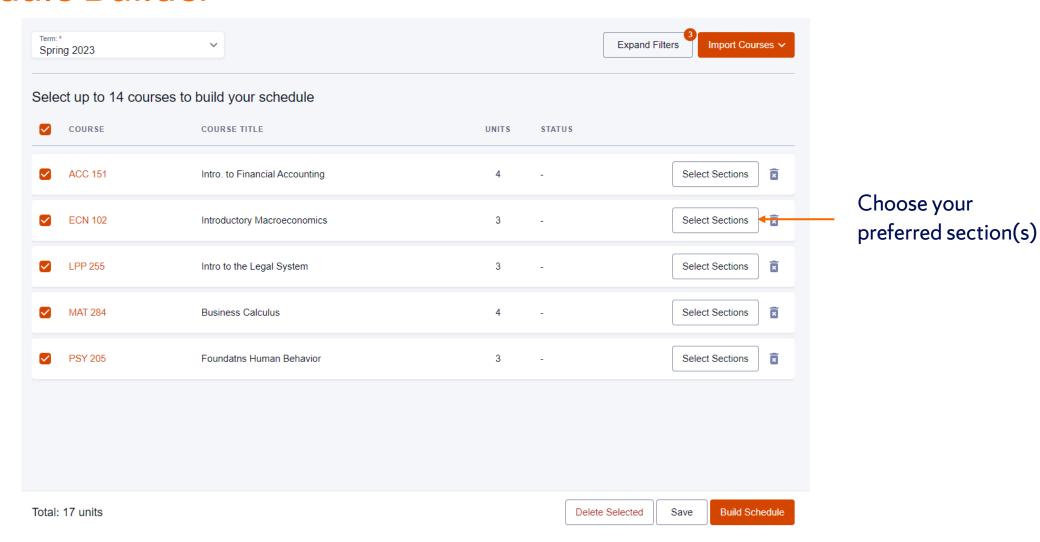




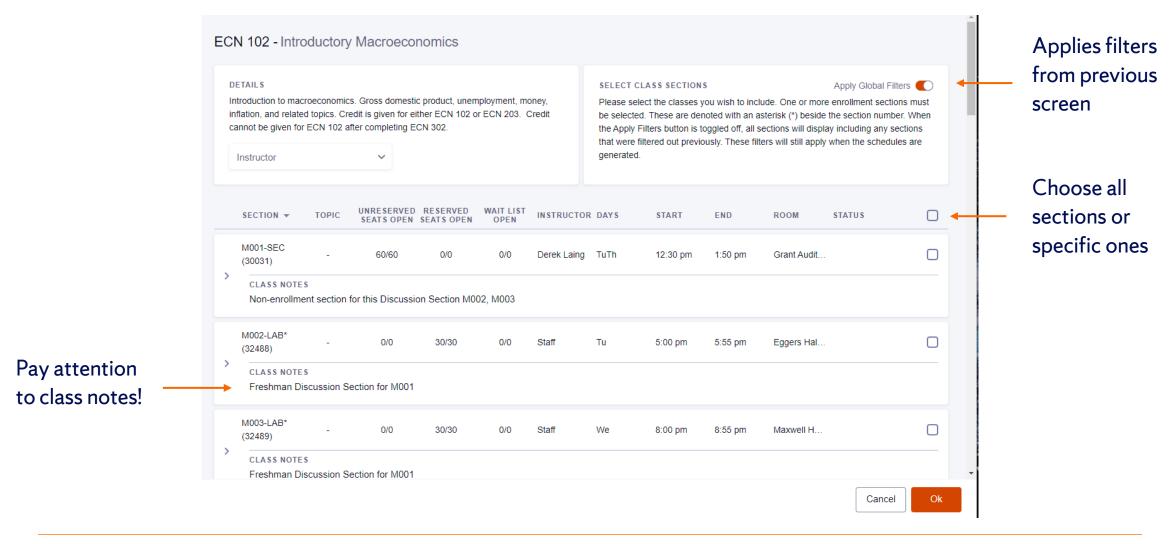
Schedule builder help video



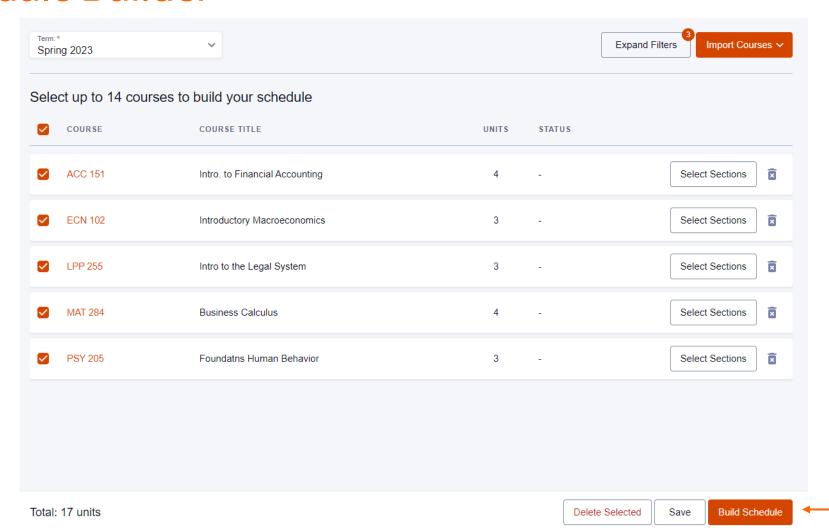
Schedule Builder



Schedule Builder

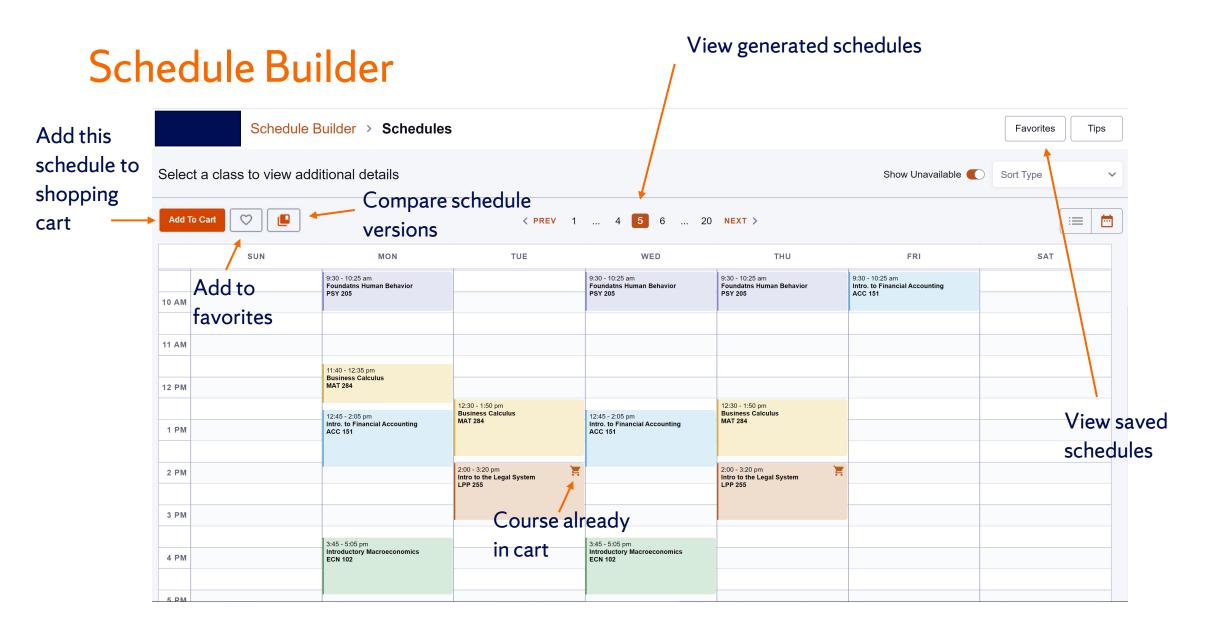


Schedule Builder

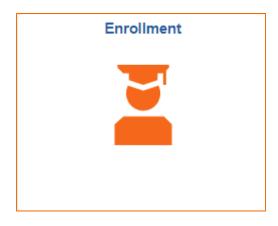


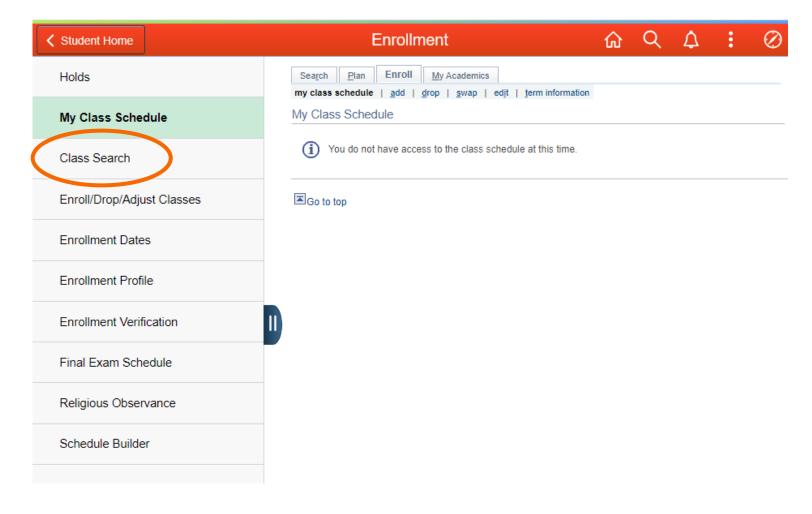
Syracuse University 20

Build your schedule



Begin Searching for Courses

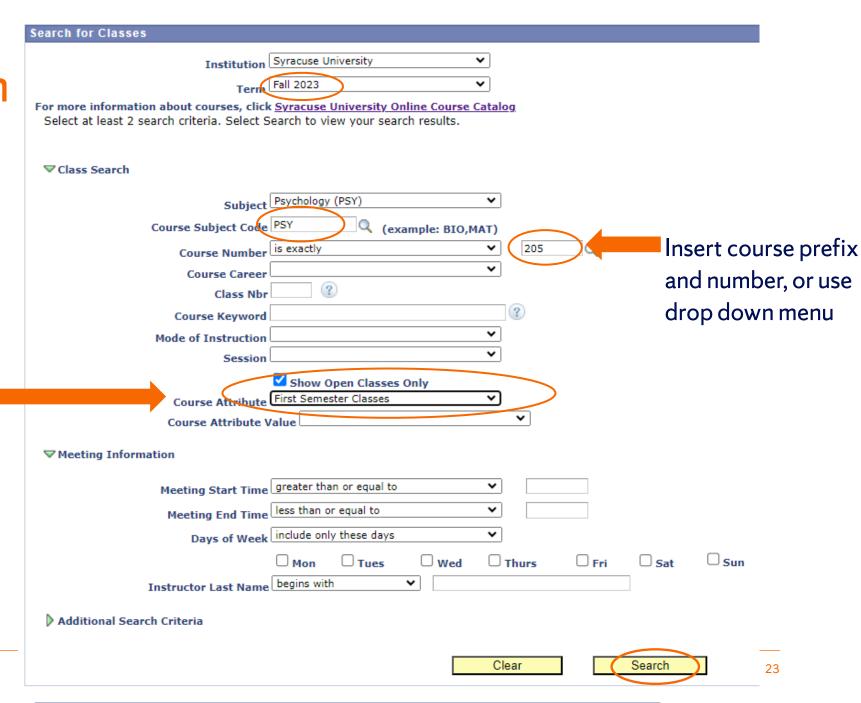




Using Class Search to look for classes

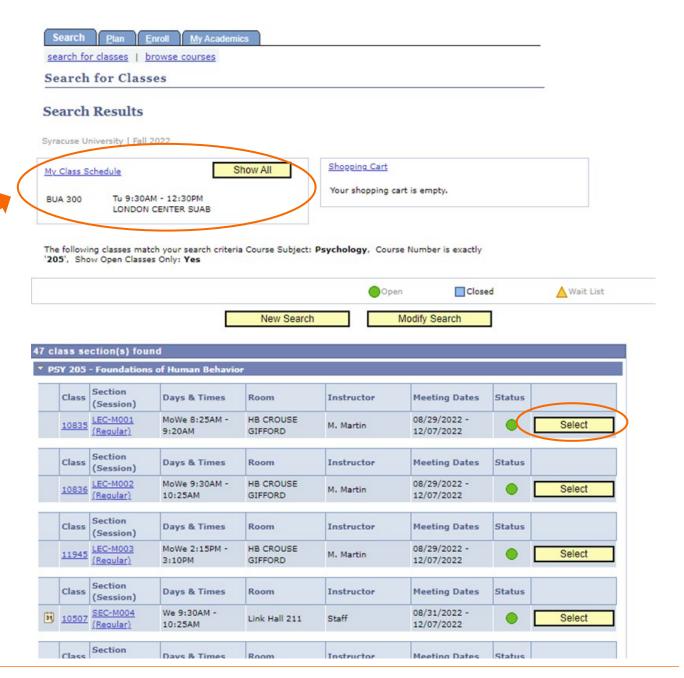
Use course attributes to search for courses with seats open to freshmen

Enter Search Criteria



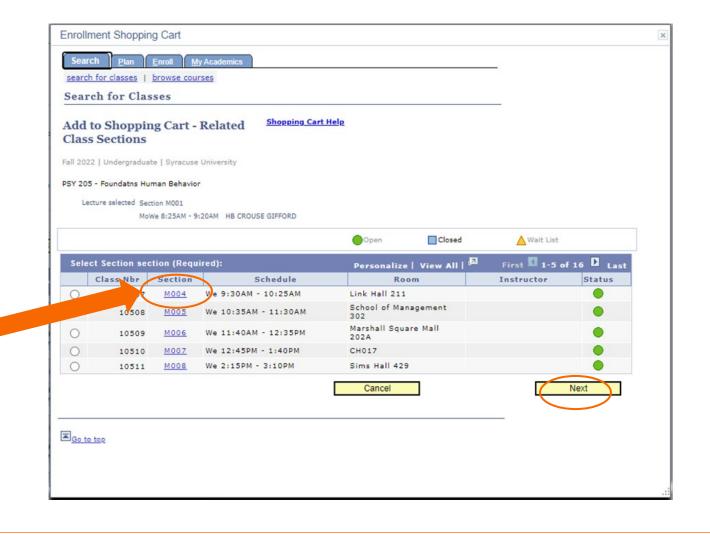
Using Class Search to look for classes

View your schedule while you're searching

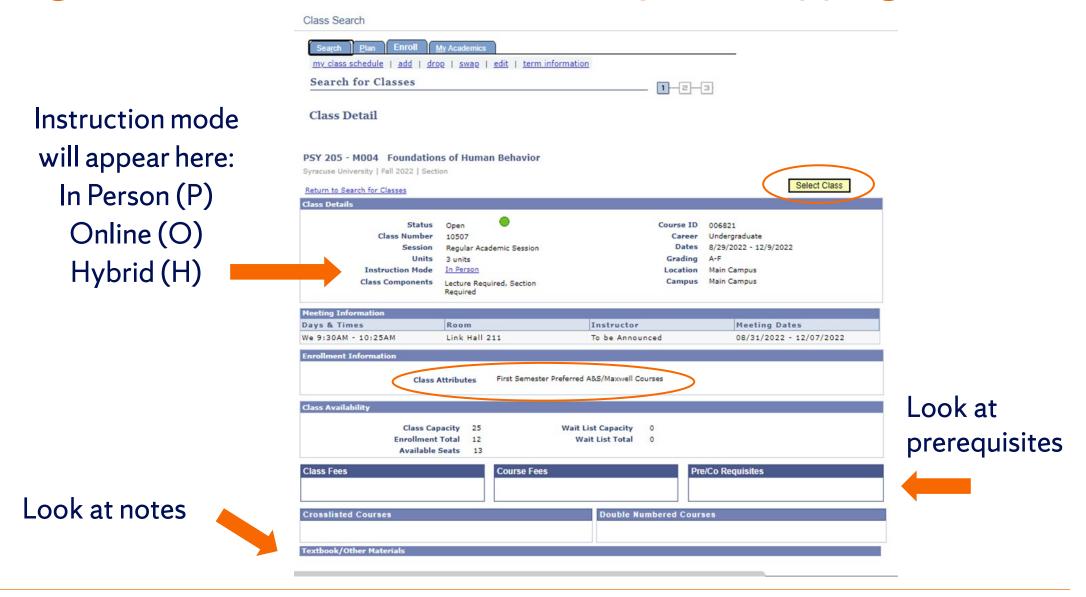


Using Class Search to add courses to your Shopping Cart

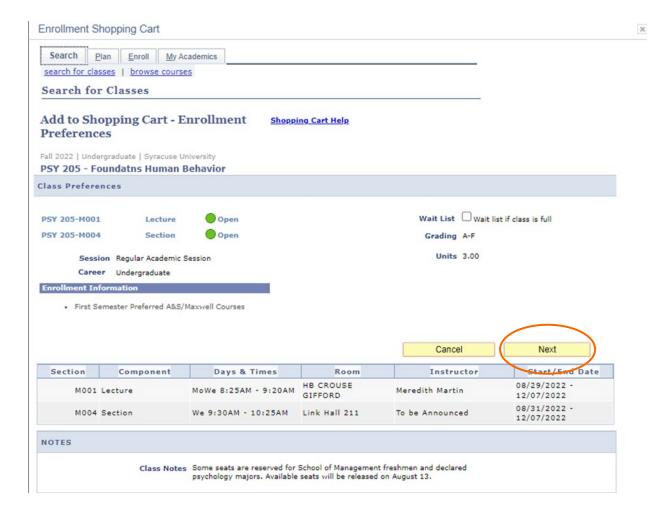
Click class number for class notes



Using Class Search to add courses to your Shopping Cart



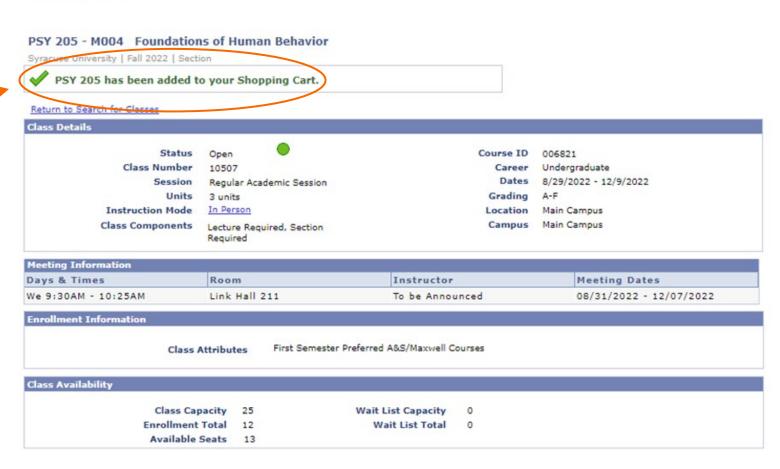
Confirm your selection

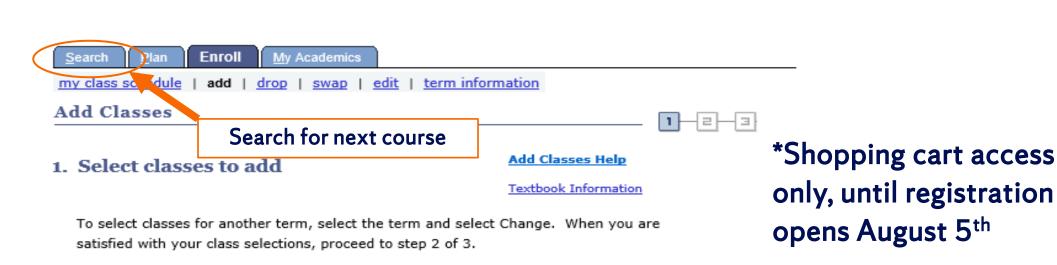






Green check mark means this class is now in your shopping cart





Change Term Spring 2020 | Undergraduate | Syracuse University Open Closed Spring 2020 Shopping Cart Add to Cart **Enter Class Nbr** Instructor Units Status Delete Class Days/Times Room enter ACC 151-School of Fr 9:30AM -M002 Management J. Hu 4.00 Find Classes 10:25AM (38234)103 Class Search School of ACC 151-MoWe My Planner 12:45PM -M001 Management Monforte (38128)2:05PM 103 search

PROCEED TO STEP 2 OF 3

Registration & Completing your Fall Schedule

Timeline: August 5 - 9

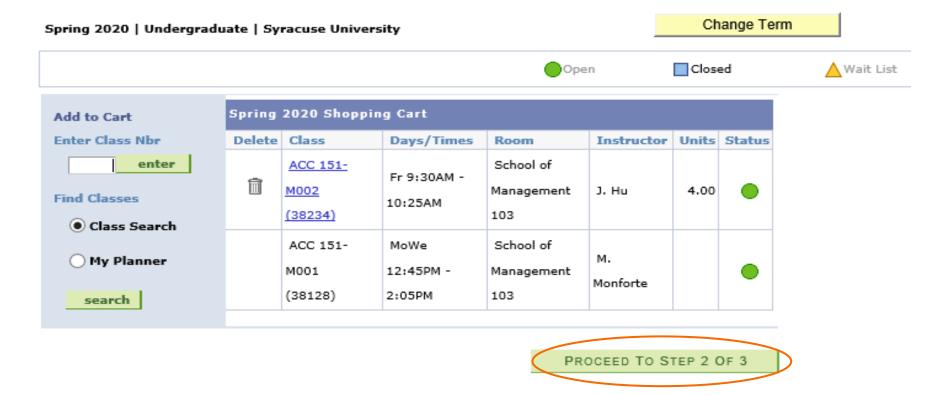


1. Select classes to add

Add Classes Help

Textbook Information

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.





Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall 2016 | Undergraduate | Syracuse University



Textbook Information

Can add multiple classes in the same transaction

Registration Tips: Adding and Swapping Courses



SWAP, DON'T DROP!

- The courses on your current schedule are required for your degree.
 Please do not change these courses!
- Add function: used to add an entirely new class to schedule
 - Ex. You are enrolled in 12 credits and need to add another to get to required 15
- Swap function: used when switching from one class to another, if necessary
 - Ex. You are enrolled in one section of a course and want to change to another day/time

Troubleshoot Error Messages

- "No valid enrollment appointment found"
 - You tried to enroll before your appointment opens
 - Registration opens August 5th at 9 am and closes August 9th
- "Seats reserved; you do not meet the reserve requirements"
 - The class, or several seats in the class, are restricted for a specific student population which you are not part of
 - Try to enroll in different sections of the course. Sometimes one section is reserved while others are not
- "Hold on student record"
 - You have a hold on your account that needs to be resolved before you will be able to finish enrolling in classes
- "A required related class also needs to be selected"
 - This is a multi-component course and all parts need to be enrolled simultaneously
- "Requisite not met for class, not enrolled"
 - You have not met the required pre or co-requisites for this course so must select a different class
- "Time scheduling conflict; Student not enrolled in class"
 - You are trying to enroll in two courses that overlap in time, by any amount so must select a different class

Reminders

- ✓ Send AP/IB/Transcripts ASAP and communicate this with advisor
- ✓ Resolve any holds ASAP
- ✓ Add advised courses to shopping cart this week
- ✓ Register as early as 9 am Monday, August 5 and no later than Friday, August 9 for a minimum of 15 credits
- Read error messages and troubleshoot accordingly
- ✓ Swap, don't drop!

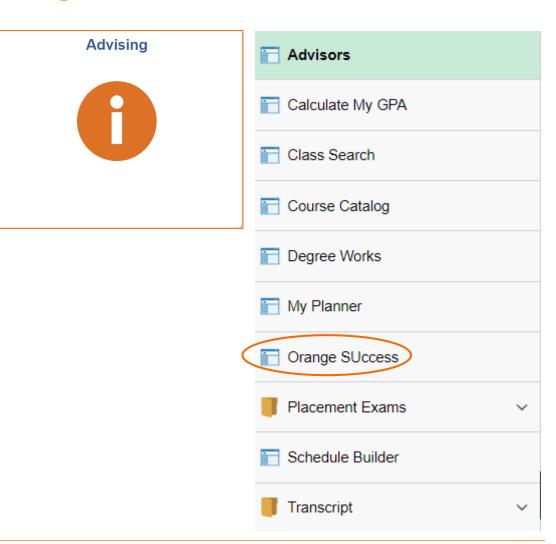
Need Help? Connect With Our Office!

Registration Questions?

- Online advising drop-ins Monday, August 5 Friday, August 9, 9am-4pm
 - -whitman.syr.edu/advisingmeeting
 - Quick, one-on-one appointments with an advisor for registration questions
 - No scheduled appointments will be available during this time
- Scheduled appointments in Orange Success
 - -Begin August 12
 - Registration will be closed at this time, so do not wait to schedule an individual appointment if you need to adjust your classes

Scheduling Appointments in Orange SUccess

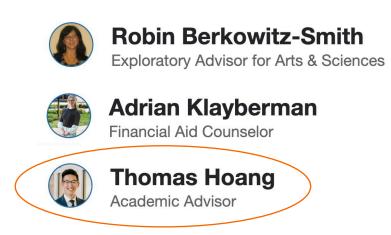
- Access through MySlice ——
 - After August 9
- "Your Connections" or "Success Network"
- Advisor name, contact information, and appointment availability updated weekly

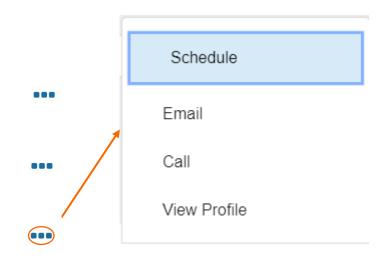


Scheduling Appointments in Orange SUccess

Your connections are listed in Your Connections/Success Network

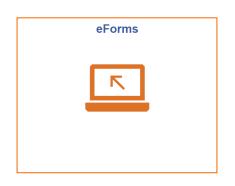
Academic Advisor Financial Aid Advisor Honors





Your Privacy (Family Educational Rights and Privacy Act/FERPA)

- FERPA prevents our office from sharing any academic information with your parents or guardians
- If you want to provide us permission to speak with your parents regarding your academics, you must file a FERPA release waiver. This is optional.
 - MySlice > eForms > Office of the Registrar > FERPA Authorization



Office of the Registrar

Student Forms PDF Fillable Forms

FERPA Authorization Authorization to Release Educational Information

Grading Option Grading Option (Pass/Fail only)

Major Declaration Major Declaration



Questions?

Online Drop-Ins: whitman.syr.edu/advisingmeeting
August 5th - August 9th, 9am - 4pm EDT

