Syracuse University
Project Advance

2020-2021 Academic Year Calendar and Course Registration Guide

2020-2021 Tuition rate: $115 per credit hour

Registrar's Calendar		
Registration Deadlines	**Fall 2020**	**Spring 2021**
Online Registration Portal Opens	September 8th	February 1st
Online Registration Portal Closes	October 2nd	March 1st
Signed Application Form Due in SUPA Office	October 9th	March 5th
Online Applications Deleted (unsigned or incomplete applications deleted)	October 30th	April 1st
Last Day to Drop Course (*Removes financial responsibility to University*)	November 13th (Fall and year-long)	April 9th (Spring only)
Last Day to Withdraw from Course (*Remains financially responsible to University*)	January 7th (2021)	May 14th
Tuition Due	**First Payment Due***	**First Payment Due***
Invoices generated monthly beginning in September for Fall semester & yearlong classes; February for Spring classes	October 15th OR November 15th	March 15th OR April 15th

NOTE REGARDING FINANCIAL OBLIGATION: If the student is officially registered for the SU course and then decides he/she no longer wants SU credit, the student MUST submit a Drop Course Form by the Drop Course Deadline of **(Fall 2020 = Nov 13th and Spring 2021 = April 9th)** to remove the student from the Syracuse University class roster, and release the student/parent from financial obligation.

One misconception about SUPA is that if you register for the class, and decide that you do not want college credit, you do not need to pay the course fee. **This is incorrect.** Once you have registered for an SU course, the only way to remove financially responsibility is to officially drop the course by submitting a drop form by the deadline.

SUPA CONTACT INFORMATION, FORMS AND LINKS

CONTACT INFORMATION:
Syracuse University Project Advance
400 Ostrom Ave, Syracuse, NY 13244
Phone: (315) 443-2404
Fax: (315) 443-1626 or 2585
Email: help@supa.syr.edu
Live Chat: http://supa.syr.edu/livechat/
Office Hours: 8:30 AM- 5:00 PM

LINKS:
• SUPA Website: http://supa.syr.edu
• Online Registration: http://pass.supa.syr.edu
• Forms: http://supa.syr.edu/forms
  financial aid, drop, withdraw, transcript, etc.
• Online Payment: http://pass.supa.syr.edu
• Registration Questions: suparegistration@syr.edu
• Financial Aid/billing questions: supabilling@syr.edu

Course Registration Guide 2020-2021

Registration Overview at *supa.syr.edu/register*

BEFORE YOU START

All Students (returning and new) will need the following:
- List of ALL courses and their class times you wish to register for. If taking multiple SU courses, **only one application should be completed.**
- Student social security number (required for university to comply with federal guidelines)
- Student AND Parent/guardian e-mail addresses and cell phone number.
- A computer where you can download and print a PDF document.

   Please note: we recommend you do NOT use your high school assigned email address, as these are often deleted at the end of the senior year. That can affect your ability to order transcripts after the course is complete.

Returning Students (Have taken an SU course through SUPA before)

Returning students will also need their 9-digit SU ID number and your previously used e-mail address and password you created on your original application. If you do not remember your password or SUID, please follow the instructions on the login page at **https://pass.supa.syr.edu/student-login/.**

STEP 1: LOG IN	STEP 2: SELECT COURSES	STEP 3: PRINT AND SIGN
• Go to **pass.supa.syr.edu.** • Click "High School Student", then "United States of America". • You do not have to complete the application again. On the right side of the page, under "I have filled this form before" click "login here". • Log into the system using your email address, SUID, and password. • Click "Get Started" to review your profile details (such as **'Graduation Date'**), make any changes needed, and click 'Update' to save changes.	• On the left hand side of the screen, click "Register for Courses". • Select all the courses you wish to register for from the list. You may select more than one. • When all courses have been selected, click "Register for Selected". You will then have the opportunity to review your selection and remove a course if you want.	• Click "Print Application" from the menu on the left hand side. Then click "Download PDF Application". • Your application will download to your computer* where it can be printed, saved or both. • The application must be signed by **both the student and parent/guardian** and returned to the SUPA instructor or SUPA coordinator. You will be officially registered once Project Advance receives your signed application.

New Students (Have not taken an SU course through SUPA before)

STEP 1: REGISTER	STEP 2:SELECT COURSES	STEP 3: PRINT AND SIGN
• Go to **pass.supa.syr.edu.** • Click "High School Student", then "United States of America". • Click "Register for Classes". • Fill out the application. When complete, click "Create Application".	• On the left hand side of the screen, click "Register for Courses". • Select all the courses you wish to register for from the list. You may select more than one. • When all courses have been selected, click "Register for Selected". You will then have the opportunity to review your selection and remove a course if you want.	• Click "Print Application" from the menu on the left hand side. Then click "Download PDF Application". • Your application will download to your computer* where it can be printed, saved or both. • The application must be signed by **both the student and parent/guardian** and returned to the SUPA instructor or SUPA coordinator. You will be officially registered once Project Advance receives your signed application.