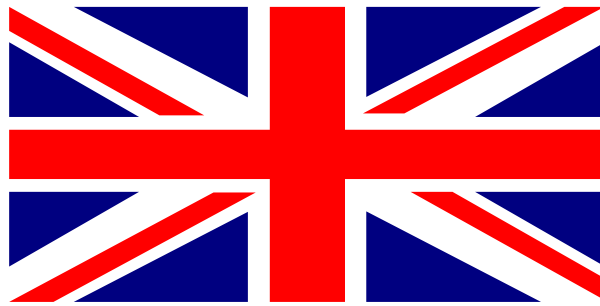


**SYRACUSE UNIVERSITY**  
**in**  
**ENGLAND**



*Academic Update #2 – Fall 2009*

**READ THIS INFORMATION NOW SO  
YOU ARE PREPARED FOR ON-LINE  
REGISTRATION July 23 and 24!!!**

## On-line Registration

**You will be able to register on-line for your London courses beginning at 12:00 noon Eastern Daylight Time (EDT) on Thursday, July 23. The on-line registration system will shut down at 11:59 pm EDT on Friday, July 24. After this date, an SU Abroad Registration Hold will prevent you from making any changes to your schedule.**

### SPECIAL NOTES FOR ON-LINE REGISTRATION

- **During on-line registration, MySlice will not allow students to register for more than 16 credits (5 semester courses).** Students who wish to register for more than this typical course load should contact our office prior to the registration period to explain their academic need (email Jackie Lewis-Frenay, [jdlewis@syr.edu](mailto:jdlewis@syr.edu)) Students who would like (but don't need) to take more than 16 credits may add a course in London, on a space-available basis, during the first week of classes.

**NOTE: This credit restriction will not impact students participating in The Pale and Beyond Signature Seminar;** this is a pre-semester course for which our office will administratively register participants once on-line registration concludes.

- **Students may register for only one of the following courses** (exceptions can be made for FIA majors or minors):  
DRA 351 – Contemporary British & European Theatre  
FIA 300.1 – Performance Live: London  
FIA 300.4 – Masterpieces of British Art
- **Students may register for only one of the following sociology courses** (exceptions can be made for SOC majors or minors or Education majors):  
SOC 362 – Religion, Identity & Power (crosslisted under PSC 362/REL 355)  
SOC 367 – Sociology of Sport  
SOC 400.1 – Culture, Subculture & Style  
SOC 412 – Multicultural London

Please note that students who disregard these directives will be administratively dropped from the additional course(s) (the registration system will not prevent you from registering for more than one of these courses).

- FIA 300.4 – *Masterpieces of British Art* - offers two choices for visit times. **While you do not select your visit when you register online (sign-up for the visits takes place in London), you do need to ensure that you can fit at least one of the visits into your schedule.** Since you have to allow travel time to and from the visit, this means you cannot register for another course which meets just before or after the visit time.

**If you will not have access to a computer during the early registration period, we can register for you. Please contact Jackie Lewis-Frenay at [jdlewis@syr.edu](mailto:jdlewis@syr.edu) or Amy Sturgeon at [asteve03@syr.edu](mailto:asteve03@syr.edu), or call 1-800-235-3472. You need to provide the 5-digit class numbers (first column on left of Course Schedule) and the titles of the courses you want to take, plus several alternate course selections.**

## COURSE ANNOUNCEMENTS

- **HST 400.1/HNR 340.1**, *An Ethnic History of London - HONORS*, can also be registered for anthropology credits as **ANT 400.1**. Note that you must have a minimum cumulative GPA of 3.4 or be in the SU Honors Program.
- Class time for **WRT 422**, has changed; *Studies in Creative Non-Fiction* will now meet Wednesdays, 17:20 – 20:20.
- Day/time changes for the courses listed below were announced in earlier email messages. Please refer to the enclosed updated Time Schedule to confirm that the courses you intend to take do not conflict:

**ADV 206** – Introduction to Advertising

**ARC 500.2** – Emerging Architectures of Global City (*Architecture Program students only*)

**DRA 500.2** – Acting for the Frame (*Drama Program students only*)

**ECN 481/FIN 355** – Money & Banking

**ETS 320** – Interpreting Shakespeare

**FIA 300.1** – Performance Live: London

**SOM 354** – Managing in a Global Setting

- A subtitle has been added to **PSC 352** to better reflect course content: *International Law: Human Rights and Global Conflicts*.
- As announced in an earlier email message, we have added extra sections of the following courses. Please refer to the enclosed updated Time Schedule for meeting times:
  - DRA 500.3** – Acting for the Frame (*Drama Program students only* - **NB:** each section is limited to 12 students, so if you are taking a non-DRA course, be sure to have at least two such courses in mind which fit into your schedule regardless of which *Acting for the Frame* section you get into)
  - HST/PSC 300.4** – America: A Foreign Perspective

## SPECIAL ENROLLMENT COURSES

Refer to the enclosed list of Limited and Special Enrollment Courses to see if you may register for any of the courses noted on the Time Schedule as **Spec Enroll**.

## SPECIAL PROGRAM COURSES

The following courses are open **ONLY** to students admitted to the London program indicated:

ARC 407/608 – Architectural Design (Architecture Program)

ARC 500.2 – Emerging Architectures of Global City (Architecture Program)

ARC 500.3 – Special Topics in Architecture (Architecture Program)

DRA 451 – The Modern Stage (Drama Program)

DRA 500.1 – Advanced Acting: Shakespeare's Globe (Drama Program)

DRA 500.2 – Acting for the Frame (Drama Program)

GRA 345.2 – Visual Issues in the Media (Photojournalism Program)

PHO 581 – Photographic Workshop (Photojournalism Program)

PHO 609 – Problems in Photography (Photojournalism Program)

Other courses are restricted to students with a specific minimum GPA or who have had prior course experience. **Check the PREREQUISITES column on the Time Schedule to make sure you are eligible to enroll in the courses you have selected.**

**The enclosed updated Time Schedule includes meeting times for all the courses offered this semester.** Step-by-step instructions for registering on-line are enclosed. You will receive a copy of your schedule when you arrive in London, which you will then be asked to confirm.

**Schedule Adjustment:** During the first week of classes, you will have an opportunity to make changes to your registration -- drop and add classes—with instructor permission. **If you are on a wait list for a course, this will be addressed in London during schedule adjustment.** **You will not schedule adjust on-line** (an SU Abroad Registration Hold prevents you from making changes to your registration once the London on-line registration period ends). You will receive instructions on the schedule adjustment process during orientation in London.

**Be sure you carefully read through this packet before you attempt to register on-line.** In order to register, you cannot have any financial holds on your Bursar account (tuition and fees must be paid in full -- due July 24 -- or be up-to-date on a monthly payment plan). You should check to see if you have any holds before you register (see Registration Instructions).

**NOTE TO SU STUDENTS: The on-line registration system for SU Abroad classes does NOT operate the same as for Main Campus classes. You will need to READ THESE INSTRUCTIONS! Here are some key differences:**

- **You cannot use “Class Search” or “My Planner” for London classes since they do not appear in the MySlice database.** In order to register you must use the 5-digit class number located in the first column of the enclosed Class Schedule.
- **DO NOT use the online Help during registration (some of these directions do not apply to London class registration). Instead refer to the enclosed registration tutorials.**
- **You cannot register for more than 16 semester credits during the initial online registration period** (the system will prevent you from doing so). Refer to the Time Schedule and carefully select the 4-5 courses you intend to take. If you would like to take more than 16 credits, you may add a course in London, on a space-available basis, during the first week of classes.
- **The system may not prevent you from registering for classes for which you are not eligible.** Be sure to note any prerequisites (including GPA requirements for Honors courses) and select only classes for which you are eligible. Please note that you will be dropped from any class for which you are deemed ineligible based on the transcript information available to us.

## **COURSE-RELATED FEES**

You will find a Course-Related Fee Sheet enclosed. Please note that if you register for any course(s) with mandatory study tour(s), you must participate in this trip (**do not plan personal travel until you know when you are required to take part in a class-related trip!**). You will receive a Study Tour schedule in London and can check the Centre website <http://www.syracuse-u.ac.uk/> for the latest information.

## REGISTRATION TIPS

There are numerous courses likely to reach capacity and close during registration, based on information from the 94% of Course Request forms received. **Be sure to have some alternate classes identified, in case a class you would like to take is closed when you register.** Listed below are classes with demand significantly higher than capacity (note that this should not be interpreted as a complete list of all classes which may close):

**COM 400** – Eye on America: British Mass Media and U.S. Politics

**ETS 320** – Interpreting Shakespeare

**FIA 300.4** – Masterpieces of British Art

**HST/PSC 300.3** (Note additional section HST/PSC 300.4) – America: A Foreign Perspective

**SOC 400.1** – Culture, Subculture & Style

**SOC 412** – Multicultural London.

**WRT 422** – Studies in Creative Non-Fiction

Alternate classes to consider are:

**ETS 340** – Reading the English Landscape

**FIA 312** – The Business of Art

**HST 309** –Lawmakers & Lawbreakers: Crime & Punishment in Britain

**PSC 352** – International Law: Human Rights and Global Conflicts

**PSC 409** – The European Union

- **Just like on campus, you may be closed out of a course.** Courses open to all students have a wait list option.
- If space opens up during schedule adjustment in London, students on wait lists may be able to register for the course. Wait-listed students need to demonstrate their continued interest in a course by attending the first class session.
- **If you are closed out of a course which fulfills a specific academic requirement which cannot be met by another course AND which you must take this semester in order to graduate on time, you should document this need by having your home college submit the [Academic Need Verification Form](#).** We will make every effort to meet students' confirmed academic needs.

## Course-Related Fees England - Fall 2009

## PLEASE REVIEW AND GIVE TO YOUR PARENTS

Students who register for any of the courses listed below will be charged a fee to cover special activities, such as study tours, which are an integral part of the course. Study tour fees reflect the cost of transportation, accommodations, some guest lectures and most site entry fees. Fees are billed from Syracuse following the overseas registration period, appearing on the Bursar statement mailed to the student's billing address in August or October 2009. These fees are not included in either the tuition or program fee charges, which are billed prior to departure. Any new course-related fees or fee increases approved after this date will be announced in a Course Update and mailed to participating students prior to departure.

All students who register for a course with a course-related fee are required to pay the fee, even if they are only auditing the course. **Financial Deadline to Withdraw from the Program:** Please refer to the SU ABROAD Study Abroad Handbook for information on refund of course-related fees for students who withdraw from the program voluntarily, involuntarily, or due to suspension or expulsion. **Financial Deadline for Course/Credit Changes:** Students in the program who make course/credit changes during the first three weeks of classes may request a refund of any unspent or uncommitted portion of the course fees. There is no refund of course fees to students in the program who make course/credit changes after the first three weeks of classes.

### Mandatory Field Study, Activities, and Lab Fees

All arch design courses: ARC 407/608 (studio-related materials)	TBA
ARC 500.2 – Emerging Architectures of a Global City (site entry fees)	\$25
DRA 351 – Contemporary British and European Theater (theater tickets/related costs)	\$475
DRA 451 – The Modern Stage: Theories, Issues, Productions (theater tickets/related costs)	\$495
ETS 320 – Interpreting Shakespeare (entry fees and theater tickets/related costs)	\$300
FIA 300.1 – Performance Live: London (concert tickets/related costs)	\$275
FIN 400.1 – London's Financial Markets (meetings with officials of financial institutions including the London Stock Exchange and Lloyds of London)	\$240
PHO 204 – Introduction to Photography (lab fee)	\$150
PHO 581 – Photographic Workshop (lab fee; overnight trip to Bradford and HOST visit in a British home)	\$500
TRF 560.2 – British Comedy: Film, Television and Radio (theatre ticket/related costs)	\$70

### Optional Field Study

The following courses offer **optional** field trips. Students who choose to participate **must pay the fee in London with a credit card** (Visa or MasterCard) to cover costs of transportation and accommodation. The amount of the fee will be announced in London. **N.B. The number of field trip participants may be limited.** If the number of students who wish to participate is greater than the limit, participants will be selected by lottery or some other fair means.

ETS 340 – Reading the English Landscape (four-day trip to the Lake District)

PSC 409 – The European Union (four-day trip to Brussels; group meal)

SOC 367 – Sociology of Sport (sporting event admissions including overnight trip to Manchester)

## PREPARE TO REGISTER FOR CLASSES

If you follow these steps, the registration process should be quick and easy!

**What to do BEFORE July 23<sup>th</sup>:**

- 1) **Plan** your schedule using the following materials:
  - London Centre Time Schedule (dated July 8, 2009, enclosed)
    - Check **Prerequisites** (including GPA requirements for Honors courses). Do not select any course for which you are not eligible. Please note that SU Abroad reserves the right to drop you from any course for which you are deemed ineligible based on the transcript information available to us.
    - Record the **Class Numbers** (5-digit number found in the first column of the Time Schedule). You will enter these numbers when you register to select your classes.
  - Schedule Planning form (enclosed)

**Do not select courses whose meeting times conflict**, paying special attention to the Days, Times and Visits columns on the Time Schedule. For FIA 300.4, be sure at least one of the 1 ½-hour visits fits into your schedule (actual sign-up for the visits takes place in London). For this and other courses with regular visits/performances (DRA 351, ETS 320, and FIA 300.1), **plan on needing about 30 minutes to get to a site visit and 30 minutes to return from a site**. Note that ETS 340, ETS 430, and FIN 400.1 have occasional mandatory site visits during their regular class time. **You should not register for another class which meets just before or just after any class with a visit**. Then use the Schedule Planning form to make sure no classes conflict. The on-line system will NOT indicate a class scheduling conflict.
  - Special Enrollment Lists (enclosed) – **ONLY STUDENTS ON THESE LISTS WILL BE ABLE TO REGISTER FOR THESE COURSES!**
  - Copy of the Course Request form you returned to our office (**if you did not retain a copy, you can request it by emailing Jackie Lewis-Frenay: [jdlewis@syr.edu](mailto:jdlewis@syr.edu)**)
- 2) **Before online registration starts, you can put courses in a Shopping Cart** (refer to enclosed Shopping Cart tutorial).

While you will only initially register for 4 –5 semester courses (12 to 15 credits), you can also put some alternate selections in your cart. Once registration starts on July 23 (noon EDT), log back into MySlice and click the boxes next to your first-choice courses and ‘ENROLL’ to register for classes. If you are unable to get into one or more classes, your alternate courses will still be in your cart for selection.
- 3) You can register at <http://myslice.syr.edu> from any Internet-connected computer. To access **MySlice** for web registration, you must use your NetID and Password. If you have not used MySlice before, or if you have not activated your account or have forgotten your password, you can set up a new account or reset your password at the CMS website <http://cms.syr.edu/accounts/>. **NOTE: You need your SU ID number to activate your NetID.** (**Non-SU Students:** your SU ID number was mailed to your home address and emailed to you).
- 4) Make sure you have no holds that will prevent you from registering (see “View Holds” section of Registration Instructions).
- 5) If you are a returning student, you may need to verify and/or update your contact information before you will be able to register (or have access to any Student Services on MySlice). Just log into [MySlice](#), select any of the links in Student Services and you will automatically be forwarded to the items which must be reviewed/updated.

**If you will not have access to a computer during this early registration period, we can register for you. Please contact Jackie Lewis-Frenay at [jdlewis@syr.edu](mailto:jdlewis@syr.edu) or Amy Sturgeon at [asteve03@syr.edu](mailto:asteve03@syr.edu), or call 1-800-235-3472. You need to provide the 5-digit class numbers (first column on left of Course Schedule) and the titles of the courses you want to take, plus several alternate course selections.**

## SPECIAL ENROLLMENT COURSES LONDON – FALL 2009

as of 7/7/09

### FIN 400 – London’s Financial Markets (J. Schehtman)

- maximum enrollment is 20
- Prereq: ECN 101/102 or 203 (or equivalent intro micro- and macro-economic courses)
- space is available to qualified students; for permission, contact Jackie Lewis-Frenay at [jdlewis@syr.edu](mailto:jdlewis@syr.edu)

#### **The students listed below may register for this course:**

Basler, Amanda	Benjamin, Andrew	Brandt, Zachary	Dudley, Edward	Jackson, Teiksha
Lin, Yen-Ting	Rosen, David	Singer, Andrew	Sisk, Matthew	Sollod, Michelle
Zilora, Melanie				

### PHO 204 – INTRODUCTION TO PHOTOGRAPHY (I. Hessenberg)

- maximum enrollment is 9 per section; two sections offered
- enrollment preference given to students who listed this course on both their application and course request forms
- you are encouraged to bring to London either a single lens reflex (SLR) film or digital camera, however a good 10 megapixel compact “point and shoot” camera is acceptable

#### **The students listed below may register for section 1 (Monday, 9:00 – 12:00):**

Curley-Egan, Timothy	DeNapoli, Albert	Dudley, Edward	Harvey, Dennis	Ljubijankic, Amra
Marti Ubinas, Jose	Morrone, Gabriella	Zelin, Naomi	Zilora, Melanie	

#### **The students listed below may register for section 2 (Monday, 14:00 – 17:00):**

Cohn, Vanessa	Dressler, Eric	Granger, Kaylie	Halleman, Caroline	Keating, Elizabeth
Lukaczyk, Madison	Manciero, Anthony	McCarthy, Kelsey	Vu, Lien	

#### **Wait List:**

1) Shapiro, Jamian

### GRA 345 – VISUAL ISSUES IN THE MEDIA

- maximum enrollment for section 1 is 25; **section 2 is restricted to students in the Photography Program**
- Prereq: COM 107 – Communications & Society or an equivalent introduction to mass media course
- Syracuse TRF majors must petition to substitute GRA 345 for TRF 345
- Section 2 required of students in the Photography Program (**Graduate students in the program register for this course under PHO 609**)

#### **The students listed below may register for section 1 (Monday, 9:00 – 12:00):**

Bassler, Kathryn	Bevans, Kaitlin	Bienstock, Amelia	Bracken, Kelli	Brenner, Rachel
Cohn, Vanessa	Dressler, Eric	Frias, Kyle	Hunt, Kristin	Lipsky, Ari
Manochi, Dana	McCarthy, Kelsey	McChesney, Carolyn	McLaughlin, Edward	Panetta, Kasey
Press, Jonathan	Rosen, Benjamin	Scher, Dylan	Shapiro, Jamian	Shore, Bettina
Wong, Jada	Wreski, Rebecca			

#### **The students listed below may register for section 2 (Tuesday, 9:00 – 12:00):**

Anselm, Bryan	<b>Belknap, Carolyn</b>	Carrick, Danielle	Cordell, Hannah	Dawson, Brian
Garito, Anthony	Kiilsgaard, Carl	Kinsella, Erin	Miller, David	Pines, Alexandra
Quevedo, Ortiz, Viviana	Reiss, Mackenzie	<b>Rotkiewicz, Jessica</b>	Ruskin, Julia	<b>Slomowitz, Allison</b>
Sutfin, Angela	Ziegler, Matthew			

# REGISTRATION INSTRUCTIONS

## Use MySlice via the Web (<http://myslice.syr.edu>)

### AS YOU REGISTER – July 23 and 24

Use your Schedule Planning Form (with Class Numbers recorded for each course) and the Registration Instructions attached. Go online to <http://myslice.syr.edu>. The following will explain things you may note as you register:

- Some courses will reach their enrollment limit and you may find that you are unable to register. You may have the option of adding your name to a Wait List. If space opens up during schedule adjustment in London, students on wait lists may be able to register for the course. **If this course is fulfilling a specific academic requirement which cannot be met by another course AND which you must take this semester in order to graduate on time, you should document this need by having your home college submit the [Academic Need Verification Form](#).** We will make every effort to meet students' confirmed academic needs.
- You cannot register on-line for any courses that have the word "LONDON" in the Class Number column of the enclosed London Time Schedule (all City University courses and courses that require a proposal – such as independent studies and experience credit/internships). You will register for these courses in London.
- Some class titles are not displayed in their entirety on your schedule (see "Check and Print Your Schedule", enclosed). Any course number that ends in \_00 is displayed as "Selected Topics".
- **All London Centre classes have enrollment limits. You will not be able to register for a class (or section) once the enrollment limit is reached, so be sure to have alternate course selections ready when you register.**

**Note:** Courses with cross-listings (those that are listed under more than one prefix and/or number, such as ECN 481/FIN 355) have individual limits that together equal the class enrollment limit. If the listing you prefer is closed but the other listing is still open, register for the open listing and then notify us that you prefer the closed listing. As an example, let's say you want to take FIN 355 section 801. When you go to register, FIN 355 section 801 is closed but the cross-listing, ECN 481 section 801, is open. You would register for ECN 481 section 801, and then notify us that you are enrolled in ECN 481 section 801 but would prefer the FIN 355 section 801 listing. We will make the schedule adjustment for you. To do this, contact Jackie Lewis-Frenay at [jdlewis@syr.edu](mailto:jdlewis@syr.edu) or Amy Sturgeon at [asteve03@syr.edu](mailto:asteve03@syr.edu)

- You will not be able to register or make changes to your schedule after July 24 (an SU Abroad Registration Hold will be placed on your record).

### HELP/QUESTIONS

If you encounter any problems as you attempt to register for classes, please refer to "TROUBLESHOOTING" (enclosed). If you still have questions or problems, please contact Amy Sturgeon at SU ABROAD ([asteve03@syr.edu](mailto:asteve03@syr.edu) or 1-800-235-3472).

# REGISTRATION INSTRUCTIONS

## Use MySlice via the Web (<http://myslice.syr.edu>)

<b>View Holds</b>		
	<b>Description</b>	<b>Expected Result</b>
<b>1</b>	Login to MySlice, using your NetID and Password	The MySlice homepage is displayed.
<b>2</b>	In Student Services <b><u>Finances</u></b> , select link "View Holds".	All holds are displayed.

<b>Add a Class</b>		
	<b>Description</b>	<b>Expected Result</b>
<b>1</b>	Login to MySlice, using your NetID and Password	The MySlice homepage is displayed
<b>2</b>	In Student Services <b><u>Enrollment</u></b> , select link "Enroll in a Class".	The Add Classes page is displayed
<b>3</b>	In <b>Add Classes</b> page, select term.	You may now enter <b>5-digit class number</b> (found in the Time Schedule of Classes) for each of the classes you wish to take. <b>DO NOT USE CLASS SEARCH or MY PLANNER!</b> Refer to the enclosed illustrated tutorial for additional instructions.

<b>Drop A Class</b>		
	<b>Description</b>	<b>Expected Result</b>
<b>1</b>	Login to MySlice, using your NetID and Password	The MySlice homepage is displayed
<b>2</b>	In Student Services <b><u>Enrollment</u></b> , select link "Enroll in a Class".	The Add Classes page is displayed
<b>3</b>	In <b>Add Classes</b> page, select term.	Click the <b>Drop</b> tab. Refer to the enclosed illustrated tutorial for additional instructions.

<b>Swap a Class</b>		
	<b>Description</b>	<b>Expected Result</b>
<b>1</b>	Login to MySlice, using your NetID and Password	The MySlice homepage is displayed
<b>2</b>	In Student Services <b><u>Enrollment</u></b> , select link "Enroll in a Class".	The Add Classes page is displayed
<b>3</b>	In <b>Add Classes</b> page, select term.	Click the <b>Swap</b> tab. <b>DO NOT USE CLASS SEARCH or MY PLANNER!</b> Refer to the enclosed illustrated tutorial for additional instructions.

# CHECK AND PRINT YOUR SCHEDULE

## How to Print Your Class Schedule

Select the [VIEW MY CLASS SCHEDULE](#) link from the Student Services section in MySlice.

Select the [Printer Friendly Page](#) link at the bottom of the page.

### Step 1

From the Browser tool bar select: **File → Page Setup**

- Set Orientation to landscape
- Set Margins to Left .5, Top .5, Right .5 and Bottom .5
- Set Size to letter
- Click OK

### Step 2:

- From the Browser tool bar select: Print → Print Preview
- From the "as laid out on screen" drop down menu select "only the selected frame" option
- View page(s) and select print.

### Step 3:

#### **To ensure the accuracy of your schedule:**

- Make sure all the sections start with "Z8\_\_" (this identifies them as London classes).
- If you are an undergrad, make sure your Term Credits Total is at least 12 and no more than 16 credits to confirm your status as a full-time student.
- Be sure to verify the section number of any course that has more than one section to ensure that you've registered for the correct section.
- Check the section number on any Selected Topics course (those whose course numbers end in \_00) to ensure you've registered for the correct course (since the specific title is not displayed).
- Note also that the full title for ETS courses may not be displayed.

# TROUBLESHOOTING

## TROUBLESHOOTING AND TIPS

**Cannot see STUDENT SERVICES application:** Within the Orange header of MySlice there is a CONTENT link. Click this link. The MySlice content page is displayed. In the middle of the page is a pagelet with section names listed with check boxes to their left. Click into the check box next to STUDENT SERVICES. Click the SAVE button at the bottom of the page. The MySlice Homepage is re-displayed and the STUDENT SERVICES section has been added. If the STUDENT SERVICES section is not a selection option, contact the ITS help line at 315-443-2677.

**Availability:** MySlice is scheduled to be available twenty-four hours a day, seven days a week. Regularly scheduled system downtimes will occur for various applications in the portal. Check the ANNOUNCEMENTS on MySlice for advance notification of downtimes. The Information Technology Services (ITS) help line is available during regular University business hours at 315-443-2677.

**Timeout:** There is an inactivity timeout on the web. There will be a warning message displayed after 55 minutes of inactivity. "Your session is about to time out ...". After 60 minutes of inactivity, MySlice will "timeout", logging you out of the portal. A dialog box will be displayed with the message: "Your Session has ended". Click the yellow OK button, and log out of your browser. Restart your browser and re-enter the following URL – [myslice.syr.edu](http://myslice.syr.edu) to log into MySlice using your NetID and password.

**Printing Web Pages:** Click inside the open page. Select Print Frame from File menu. When prompted, click OK.

**Scrolling and Moving:** On some web pages, you may have to scroll to the right or left to view all content on page. This is especially important to remember when building a large class schedule consisting of multiple-component classes.

**NetID and Password:** You must have an active NetID and password to use MySlice. You only need to activate your NetID one time. To activate your University NetID and password – your keys to the University's computing network – you can follow the simple steps outlined on the University's NetID Web page - [its.syr.edu/netid](http://its.syr.edu/netid)

### Terms:

**Autoenroll:** When one part of a course is automatically added to your schedule when you register for the other part. When you drop the Enrolled part, both parts are removed from your schedule.

**Related Part/Component:** One course set up with multiple parts. You need to select each part when registering. You will usually select the first section and then have to select from a prompt list of "related" class sections. An example is a class with two lecture sections and multiple discussion sections listed for each lecture. You must choose one lecture and one section that go together in order to register for the course.

**Section Numbering:** Numbering consists of a letter, representing the campus where the course is offered, and three digits, representing the section. For example, the section Z801 is an SU Abroad London course identified by "801". The section Z851 is an SU Abroad Hong Kong course identified by "851." The section M001 is a Main Campus course identified by "001" and U001 is a University College course identified by "001".

## Common Registration Error Messages

Error Message	Explanation	Resolution
Auto enroll not processed, class and wait list full	Class and wait list are both closed	Select another class.
Class full; student added to wait list.	Add not processed because class is closed. Class will appear on student's schedule with status = waiting.	Wait list addressed in London during schedule adjustment. Wait-listed students do not automatically get added to the class but need to demonstrate their continued interest in a course by attending the first class session.
Enrollment in Courses in Career: Graduates are normally not allowed for those in Career: Undergraduate.	UGRD trying to register for grad level class / GRAD trying to register for undergraduate level class	Contact SU Abroad to find out if you are eligible for this class.
Hold on student's record, add not processed	There is a hold on student's record preventing registration	Student can refer to Financial Hold letter sent by the Bursar and/or click the VIEW MY HOLDS link in the STUDENT SERVICES section for information about the hold. Must clear holds to be able to register.
Maximum term student unit load exceeded	UGRAD = trying to register for more than 16 credits GRAD = trying to register for more than 15 credits	Contact SU Abroad. In certain cases (because of Audit or with Permission from the Honors Program), an override may be granted.
No valid appointment found and open enrollment period has not begun	Student is trying to register before initial access date/time or during a time period when the system is not available for registration.	Try again at appropriate time. Contact SU Abroad if attempting to access during the appropriate time.
Permission number entered is not valid	Student Specific permission = permission expired	Contact SU Abroad for clarification on permission status.
Student already enrolled in class, add not processed	Course already on student's schedule	Check class number(s)
Student not enrolled; class and wait list are full.	Both the class and wait list are closed.	Select another class. Use the <a href="#">Academic Need Verification Form</a> only if you need <b>this</b> specific course <b>this</b> semester in order to graduate on time.
Student not enrolled; class full or restricted	The class is closed OR student does not meet class requirements	Select another class; choose wait list if available. Use the <a href="#">Academic Need Verification Form</a> only if you meet the class requirements AND need <b>this</b> specific course <b>this</b> semester in order to graduate on time.
Student not enrolled, student needs permission to enroll in this class	The class is closed or restricted. Student may be able to obtain permission to enroll in the class	Select another class or contact SU Abroad for additional information.

Questions regarding registration should be directed to Amy Sturgeon at SU Abroad ([asteve03@syr.edu](mailto:asteve03@syr.edu) or call 1-800-235-3472

SU LONDON PROGRAM								
CLASS TIMETABLE: FALL 2009			MONDAY			as of 8 <sup>th</sup> July 2009		
Rooms	09.00-10.30	10.40-12.10	12:20-13:50	14:00-15:30	15.40-17:10	17:20-18:50	19:00-20:30	20:40-22:10
B 01								
OGS 101					DRA 451.1 – THE MODERN STAGE: Theories, Issues ,Productions M. Barclay (15:40-17:40)			
OGS 102				PSC 352.1 – INTERNATIONAL LAW; Human Rights & Global Conflicts D. Panethiere				
OGS 103								
OGS 201	GRA 345.1 VISUAL ISSUES IN THE MEDIA C. Cook (09:00-12:00)			COM 400.1 - EYE ON AMERICA: British Mass Media & the U.S. Politics C.Cook				
OGS 202				HNR340/ANT/HST 400.1 - AN ETHNIC HISTORY OF LONDON - HONORS R. Tames				
OGS 203	WATERLOO SCHOOL OF ENGLISH 09:00-12:00			ECN 481.1 – INTRO TO MONEY & BANKING FIN355.1 - MONEY & BANKING N. Wilkinson (14:00-17:00)				
OGS 301	WATERLOO SCHOOL OF ENGLISH 09:00-12:00							
OGS 302		ETS 340.1 READING THE ENGLISH LANDSCAPE F. Morlock		ETS 430.1- READING PICTURES, SEEING STORIES F. Morlock				
OGS 303								
SR 205	SHR 355.1 STRATEGIC HUMAN RESOURCE MGT D. Hageman	FIA 300.4 – MASTERPIECES OF BRITISH ART D. Sparti						
SR 206								
SR 302 – ARCH & DESIGN COMP LAB								
SR 303 – ARCH & DESIGN STUDIO				ARC407.1- ARCHITECTURAL DESIGN VII – N. Boyarsky 14:00-19:00 ARC608.1 – ARCHITECTURAL DESIGN V - N. Boyarsky 14:00-19:00				
SR 401 – ARCH & DESIGN STUDIO				ARC407.2 - ARCHITECTURAL DESIGN VII – J. Hon & X, Kestelier 14:00-19:00 ARC608.2 – ARCHITECTURAL DESIGN V - J. Hon & X, Kestelier 14:00-19:00				
SR 403 (MULTILAB)	PHO 204.1 INTRO TO PHOTOGRAPHY I. Hesseberg (09:00-12:00)			PHO 204.2 INTRO TO PHOTOGRAPHY I. Hesseberg (14:00-17:00)				
SR 503								
SR 504								
SR 505								
THEATRE GALLERY OR ELSEWHERE	<b>DRA500.1 The Globe</b>						ETS320 (M. Wolf) / DRA451 (M. Barclay) PERFORMANCE VISITS (18:45 onwards)	

# SU LONDON PROGRAM

## CLASS TIMETABLE: FALL 2009

## TUESDAY

as of 8<sup>th</sup> July 2009

Rooms	09:00-10:30	10:40-12:10	12:20-13:50	14:00-15:30	15:40-17:10	17:20-18:50	19:00-20:30	20:40-22:10
B 01	DRA 500.3 – ACTING FOR THE FRAME J. Beschizza (09:00-13:00)							
OGS 101				FIA 312.1 – THE BUSINESS OF ART J. Dickerson (14:00-17:00)		PSC 409.1 – THE EUROPEAN UNION W. Deckers		
OGS 102		HST/PSC300.4 – AMERICA: A FOREIGN PERSPECTIVE J.Boys	HST/PSC300.3 – AMERICA: A FOREIGN PERSPECTIVE J.Boys		TRF 560.2 – BRITISH COMEDY: Film, Television and Radio B. Jones (15:40-18:40)			
OGS 103	ETS320.1 – AUTHORS: INTERPRETING SHAKESPEARE M. Wolf (10:00-12:00)							
OGS 201	ARC500.2 – EMERGING ARCHITECTURES OF GLOBAL CITY – I. Weizman							
OGS 202		PSY400.2 – SOCIAL PSYCHOLOGY OF CONFLICT & CO-OPERATION C. Roberts (10:40-13:40)				ECN 300.1 – GLOBALIZATION, DEVELOPMENTS & THE ENVIRONMENT M. Keating		
OGS 203	WATERLOO SCHOOL OF ENGLISH 09:00-12:00			FIN400.1 LONDON'S FINANCIAL MARKETS J. Schehtman (14:00-17:00)				
OGS 301	WATERLOO SCHOOL OF ENGLISH 09:00-12:00							
OGS 302								
OGS 303								
SR 205				SOC 412.1 – MULTICULTURAL LONDON D. Wheatley (14:00-17:00)				
SR 206	GRA 345.2 - VISUAL ISSUES IN THE MEDIA PHO 609.1 – PROBLEMS IN PHOTOGRAPHY S. Heytmajer (09:00-12:00)							
SR 302 – ARCH & DESIGN COMP LAB								
SR 303 – ARCH & DESIGN STUDIO								
SR 401 – ARCH & DESIGN STUDIO								
SR 403 (MULTILAB)								
SR 503								
SR 504								
SR 505								
THEATRE GALLERY OR ELSEWHERE		FIA 300.4 D. Sparti Visit 10:00-11:30 or 11:30-13:00		<b>DRA500.1 The Globe 3:00-22:30</b>			DRA 351.1 PERFORMANCE VISIT 18:45 onwards C. Hail	

# SU LONDON PROGRAM

## CLASS TIMETABLE: FALL 2009

## WEDNESDAY

as of 8<sup>th</sup> July 2009

Rooms	09:00-10:30	10:40-12:10	12:20-13:50	14:00-15:30	15:40-17:10	17:20-18:50	19:00-20:30	20:40-22:10
B 01								
OGS 101		PSY 393.1 – PERSONALITY D. Bury (10:40-13:40)						
OGS 102				PSC 352.1 – INTERNATIONAL LAW: Humna Rights and Global Conflicts D. Panethiere		WRT 422.1 STUDIES IN CREATIVE NON-FICTION T. Gordon (17:20-20:20)		
OGS 103	HST/MES/PSC 368.1 - ISLAM & THE WEST H. Enayat (09:00-12:00)			PSC/REL/SOC 362.1 RELIGION, IDENTITY & POWER H. Enayat (14:00-17:00)				
OGS 201				MAR 300.1 PRINCIPLES OF MARKETING G. Bolton (14:00-17:00)			SOM 354.1 – MANAGING IN A GLOBAL SETTING G. Bolton (19:00-22:00)	
OGS 202					ECN 365.1 - THE WORLD ECONOMY: Theory & Practice C. Driver (15:40-18:40)			
OGS 203	WATERLOO SCHOOL OF ENGLISH 09:00-12:00			ADV 206.1 - INTRO TO ADVERTISING R. Evans (14:00-17:00)				
OGS 301	WATERLOO SCHOOL OF ENGLISH 09:00-12:00							
OGS 302		ETS 340.1 READING THE ENGLISH LANDSCAPE F. Morlock		ETS 430.1- READING PICTURES, SEEING STORIES F. Morlock				
OGS 303								
SR 205	SHR 355.1 STRATEGIC HUMAN RESOURCE MGT D. Hageman			HST 309.1 CRIME & PUNISHMENT IN BRITAIN: Law Makers & Law Breakers C. Noel (14:00-17:00)		DRA 351.1 – BRITISH & EUROPEAN THEATRE C. Haill (17:15-19:15)		
SR 206								
SR 302 – ARCH & DESIGN COMP LAB								
SR 303 – ARCH & DESIGN STUDIO								
SR 401 – ARCH & DESIGN STUDIO								
SR 403 - MULTILAB								
SR 503								
SR 504								
SR 505								
THEATRE GALLERY OR ELSEWHERE				<b>DRA 500.1 THE GLOBE</b>		<b>3:00-22:30</b>		



# SCHEDULE PLANNING FORM

WORK OUT YOUR CLASS SCHEDULE ON THIS SHEET

Class times ----->	9:00- 10:30	10:40-12:10	12:20-13:50	14:00-15:30	15:40-17:10	17:20-18:50	19:00-20:30	20:40-22:10
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								

OGS = Old Gloucester St.  
 SR = Southampton Row

CLASSES HELD IN OGS AND SR CAN BE SCHEDULED BACK-TO-BACK (BOTH LOCATIONS ARE IN FARADAY HOUSE). BE AWARE WHEN PLANNING YOUR SCHEDULE, THAT YOU COULD NEED 30 MINUTES TO GET TO YOUR SITE VISIT AND ANOTHER 30 MINUTES TO RETURN FROM THE VISIT TO THE CENTRE, WHICH WILL AFFECT YOUR ATTENDANCE AT CLASSES IMMEDIATELY BEFORE AND AFTER YOUR VISIT. ALL SITE VISITS ARE LISTED ON THE *TIME SCHEDULE OF CLASSES*, UNDER THE “VISITS” COLUMN.