

REGISTRATION FAQ'S

Preparing to Register

Where do I find my SU ID number?

This was mailed to your home address (and is located on any bill you have received). If you cannot locate it, contact Gail Rich in our office (1-800-235-3472). You will need to provide some personal identification information (name, birthdate, SSN) in order for us to release this number to you.

How do I activate my Net ID?

Follow the instructions at this website: <https://selfserv.syr.edu/accounts/newsuidlogon.asp>

I have an advising hold (or a Bursar hold) on my record. What should I do?

Our office cannot remove holds. Here's who you should contact depending on the type of hold:

Advising holds (SU students only): your home college

Bursar holds: Bursar's Office – (315) 443-2444

Other Financial Holds (Parking, Bookstore, Library, Misc.) – office placing the hold

I don't remember the courses I listed on my Course Request form. What do I do?

Email Jackie at jdlewis@syr.edu and we'll send this info to you.

Can I register for courses that meet back-to-back?

In most cases, this is okay since almost all of our classes meet in the same building (classrooms identified on the Time Schedule as OGS and SR are both in Faraday House). However, you should **not** register for a course that meets immediately before or after:

- any course that has a visit (see *Visits* column on the Time Schedule of classes)
- any course that meets at City University (PSY 280, PSY 380, and SOC 380)

What if I want to take two classes that overlap in meeting times?

You should **not** register for classes when there is a time conflict (you need to be available for the entire meeting time of each class). Select the course you most want to take.

Registering

When should I register?

Registration for all London Centre students starts at noon (Eastern Standard Time) on Monday, December 22. The earlier you get online to register, the better your chances of getting into your first-choice classes.

Where do I find the class number I need to register for a class?

This is the five-digit number found in the first column of the London time schedule of classes emailed to you.

How do I register for a site visit (for certain FIA classes)?

You do not do this online. This is arranged in London. Just make sure that you do not register for a class that meets just before or after the visit since you have to allow for travel time to and from the visit.

What if a course is full?

See if you can add your name to a wait list and/or select an alternate course. Be sure that you are registered for a minimum of 12 credits (not counting waitlisted courses), but no more than 15.

After Registration

I registered but no days or times are listed on my printed schedule. Is this a problem?

No. Meeting times and locations for London classes are not displayed online. As long as you made sure that your classes do not conflict, you are all set.

What do I do if I didn't get into a course?

If you are on a waiting list, note that this will be addressed in London. If you are closed out of a course which you believe you must take this semester in order to graduate on time, check with your home college to see if another course will meet the same requirement or if you have any other registration options. If you have no other options, submit the [Academic Need Verification Form](#) (note that this form must be signed by a school official).

I want to make a change to my schedule. Why do I have a registration hold?

Once online registration ends on December 23 at 11:59 pm EST, you may not make changes to your schedule online (we have placed this hold on all students' records in order to manage the registration process). You will be able to schedule adjust in London during the first week of classes.

Why was a course dropped from my schedule?

Our office may remove you from any class for which you are deemed ineligible (don't meet the minimum GPA requirement, haven't fulfilled the pre-req's, registered for more than 15 credits, etc.).