

# Syracuse University/University College

## New Non-Matriculated Student Registration Process

Are you interested in taking a class at Syracuse University?

If you are registering for the first time as a **NEW non-matriculated student** at Syracuse University, please take a few minutes to watch this presentation and familiarize yourself with the registration and payment option process **BEFORE YOU REGISTER** to avoid any situations that may prohibit your registration.

**We are here to help!**

**CHAT** is available during the create and payment portions of the process or call us at **315-443-4135** during business hours.

**UC Bursar/Registration Operations**

**Mon, Tues, & Thurs 8AM – 7PM; Wed 8AM – 5PM**

**Fri 11AM – 5PM EST**

# HOW TO BEGIN

## SIGN IN ON THE LEFT?

If you have an **existing or prior affiliation** with the University but were never a student.

Employees are an example.

Current & Previous SU/ESF Faculty, Staff & Students:

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NetID

Password

**Sign In**

You already have an SU NetID, enter your NetID above. Do **NOT** Create a New Account. Spouses/dependents of SU employees and former Project Advance students may also have a NetID. Before you create an account, please call UC Bursar/Registration at 315-443-4135.

[Forgot your NetID? Password? Activate your NetID](#)

To protect your personal information, be sure not to share your password with anyone and to close your web browser when you are done.

## CREATE AN ACCOUNT ON THE RIGHT?

If you have **no existing or prior affiliation** with Syracuse University, enter your personal email address

New Students: Create a New Account

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I am new to Syracuse University. I did not apply for admission or attend SU/ESF classes in the past and I do not receive any publications or correspondence from SU. My personal e-mail address:

**Create Account**

DO NOT create a new account if your goal is to look for classes being offered. Go to: [myslice.syr.edu](http://myslice.syr.edu) and click the Search for Classes link to find a class BEFORE YOU CREATE an account.

If you have any questions or may have an existing account please contact the SU Help Desk:

Web: <http://its.syr.edu/supportsvc/>  
Email: [help@syr.edu](mailto:help@syr.edu)  
Phone: 315/443-2677

**Please read the text to help you decide**

**UC Bursar/Registration Operations is available by CHAT or phone 315-443-4135 Mon, Tues, Thur 8AM – 7PM Wed 8AM - 5PM Fri 11AM – 5PM EST**

# ENTER YOUR BIOGRAPHICAL INFORMATION

All highlighted boxes are **required information**,  
as well as the **Ethnicity** question.

Click **CONTINUE**

Please enter your personal information below.

Highlighted fields are required.

Name Information	
Name Prefix	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Name Suffix	<input type="text"/>

Personal Information	
Date of Birth	<input type="text"/> (MM/DD/YYYY)
Gender	<input type="text"/>
SSN	<input type="text"/> (SSN is required for Financial Aid and to be able to provide your 1098 Tax Forms.)
Citizenship Status	<input type="text"/>

Address Information	
Country	<input type="text"/> United States
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postal Code	<input type="text"/>

Contact Information	
Main Phone	<input type="text"/>
Cell Phone	<input type="text"/>
Business	<input type="text"/>
Email Address	<input type="text"/> The email address you entered will pre-populate here

Ethnicity	
Are you Hispanic/Latino?	<input type="radio"/> Yes <input type="radio"/> No

<input type="button" value="Return"/>	<input type="button" value="Continue"/>
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# DISCIPLINARY HISTORY

Note: Students who refuse to answer will be prohibited from registering.

Click **CONTINUE**

## Disciplinary History

1. Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution.  Yes  No

2. Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime?  Yes  No

**\*\*Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.**

*If you answered "yes" to either or both questions, you are required to provide a written statement to [ucinfo@uc.syr.edu](mailto:ucinfo@uc.syr.edu) that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experiences. You will be required to sign a consent to release information form which will be sent to you. If you do not provide additional information, your registration will be canceled. If you have questions, email [ucinfo@uc.syr.edu](mailto:ucinfo@uc.syr.edu) or call 315-443-3261.*

**Return**

**Continue**

# DO I KNOW YOU?

Your answers to these questions help us to determine your academic level and if you may already have an account.

Click **Create Account and go to Enrollment**

What is your highest level of education completed?

- High School
- Some College
- Associate Degree
- Bachelor Degree
- Graduate Degree

Do you currently attend or have you ever attended Syracuse University?  Yes  No

Have you ever received promotional materials from Syracuse University such as brochures, catalogs, or class schedules?  Yes  No

Are you a Syracuse University employee, student, or the spouse or dependent of a Syracuse University employee?  Yes  No

Have you ever sent Syracuse University scores from a standardized test such as the PSAT, SAT, or ACT?  Yes  No

If you answered "Yes" to any of the questions above, has your name changed since then?  Yes  No

Did you ever take Syracuse University classes while still attending high school?  Yes  No

**Return**

**Create Account and go to Enrollment**

Your level completed determines if you are currently a graduate or undergraduate student.

Perhaps you already exist in the Syracuse University system. If you answer YES to any of these questions, call us at 315-443-4135 TO SEE IF YOU ALREADY HAVE AN ACCOUNT

# CHOOSE THE TERM OF REGISTRATION

for which you would like to register

Click **CONTINUE**

<a href="#">Search</a>	<a href="#">Plan</a>	<a href="#">Enroll</a>	<a href="#">My Academics</a>		
<a href="#">my class schedule</a>	<a href="#">add</a>	<a href="#">drop</a>	<a href="#">swap</a>	<a href="#">edit</a>	<a href="#">term information</a>

## Add Classes

1 2 3

## Select Term

Select a term then select Continue.			
	Term	Career	Institution
<input checked="" type="radio"/>	Fall 2016	Undergraduate	Syracuse University
<input type="radio"/>	Spring 2017	Undergraduate	Syracuse University

CONTINUE

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

# REGISTER FOR A CLASS

Enter the 5 digit class number OR click on the Class Search button to search for the desired class.

Click **ENTER**

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

### Add Classes

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.

Fall 2016 | Undergraduate | Syracuse University [change term](#)

● Open    ■ Closed    ▲ Wait List

**Add to Cart:**

Enter Class Nbr

 [enter](#)

**Find Classes**

Class Search

My Planner

[search](#)

**Fall 2016 Shopping Cart**

Your enrollment shopping cart is empty.

Item	Cost
Estimated Total	\$0.00

The tuition shown reflects actual tuition charges that will appear on MYSLICE on the 1st day of the term under "View Student Account". Fees are subject to change.

**My Fall 2016 Class Schedule**

You are not registered for classes in this term.

# CLASS DETAILS

This screen provides pertinent information about the class including: grading option, # of credits, title, and meeting pattern. The NOTES section will provide further information related to the class.

Click **NEXT**

Search Plan Enroll My Academics  
my class schedule || add || drop || swap || edit || term informati

### Add Classes

1 2 3

#### 1. Select classes to add - Enrollment Preferences

[Add Classes Help](#)

Spring 2015 | Undergraduate | Syracuse University

#### CER 200 - Selected Topics

**Class Preferences**

CER 200-U001 **Section** ● Open **Grading** A-F  
**Units** 2.00

**Topic** Ceramics Workshop  
**Session** Regular Academic Session  
**Career** Undergraduate

[CANCEL](#) [NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
U001	Section	Mo 5:00PM - 9:00PM	Comstock Art Building 135	M. Hughto	01/12/2015 - 04/27/2015

#### NOTES

**Class Notes** Fee \$75 per credit. Meets with CER 500. Basic techniques in hand building and wheel throwing. Development of personal direction. Prerequisite: UC student status.

**Subject Notes** Students who are not VPA majors or VPA minors will be charged \$75 per credit hour for courses taken in VPA. These will be applied to their bursar account after the financial drop deadline. VPA majors who are UC/part-time students will also be charged \$75 per credit.

Section Closed

A **green circle** indicates the class is OPEN . A **blue square** indicates it is closed and registration is not available.



# THE CLASS IS NOW IN YOUR SHOPPING CART

You may add another class by entering another 5 digit class number or by clicking Class Search

When you are done selecting classes, click **Proceed to step 2 of 3**

The screenshot displays the 'Add Classes' section of the MySLICE system. At the top, there are navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes' with a progress indicator showing step 1 of 3. The first step is '1. Select classes to add', with links for 'Add Classes Help' and 'Textbook Information'. A message states: 'To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.' A green confirmation box says 'CER 200 has been added to your Shopping Cart.' Below this, the term 'Spring 2015 | Undergraduate | Syracuse University' is shown. A legend indicates 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). The 'Spring 2015 Shopping Cart' table contains one entry: CER 200-U001 (47690) for 2.00 units, taught by M. Hughto in Comstock Art Building 135, Mo 5:00PM - 9:00PM. To the left of the cart is an 'Add to Cart' section with an 'Enter Class Nbr' field and an 'enter' button, and a 'Find Classes' section with radio buttons for 'Class Search' and 'My Planner', and a 'search' button. To the right is a 'Tuition and Estimated Fees' table. At the bottom, a green button says 'PROCEED TO STEP 2 OF 3'. A dark blue bar at the very bottom shows 'My Spring 2015 Class Schedule' with the message 'You are not registered for classes in this term.'

Item	Cost
CER200 tuition (2 credits)	\$1456.00
Estimated VPA Program Fee (CER200)	\$150.00
Late registration fee	\$50.00
<b>Estimated Total</b>	<b>\$1656.00</b>

The tuition shown reflects actual tuition charges that will appear on MYSLICE on the 1st day of the term under "View Student Account". Fees are subject to change.

Note that the tuition and fees associated with this registration are now indicated.

# ENROLL IN CLASSES FROM YOUR SHOPPING CART

This page displays all of the classes in your shopping cart AND their status.

**You will be enrolled for open classes** if you click **Finish Enrolling**

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

### Add Classes

1 2 3

## 2. Confirm classes

[Add Classes Help](#)  
[Textbook Information](#)

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Spring 2015 | Undergraduate | Syracuse University

● Open    ■ Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
CER 200-U001 (47690)	Ceramics Workshop (Section)	Mo 5:00PM - 9:00PM	Comstock Art Building 135	M. Hughto	2.00	●

### Tuition and Estimated Fees

Item	Cost
CER200 tuition (2 credits)	\$1456.00
Estimated VPA Program Fee (CER200)	\$150.00
Late registration fee	\$50.00
<b>Estimated Total</b>	<b>\$1656.00</b>

The tuition shown reflects actual tuition charges that will appear on MYSLICE on the 1st day of the term under "View Student Account". Fees are subject to change.

CANCEL    PREVIOUS    **FINISH ENROLLING**

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[Search](#)   [Plan](#)   [Enroll](#)   [My Academics](#)

[My Class Schedule](#)   [Add](#)   [Drop](#)   [Swap](#)   [Edit](#)   [Term Information](#)

# ELECTRONIC SIGNATURE

As a first time student, you must indicate that you understand your financial obligation to Syracuse University.

Enter the last 4 digits of your SSN, even if you did not enter it on the first page.

Type your first and last name as your required signature.

Click both boxes to **Continue Registration Transaction**

## UC Online Registration - Student eSignature

I, Point, Power SUID:99999999

, represent that I am fully responsible for all tuition, fees, charges and expenses incurred by me during my entire attendance at Syracuse University as governed by the State of New York. I agree to either pay or make arrangements for payment suitable to the University which will be due before confirmation of registration each semester. I have reviewed and agree to be bound to the [University's Tuition and Fees publication available online](#).

If you are a US resident for verification purposes, the last four digits of my social security number are:

My electronic signature set forth between the slashes herein is intended by me to be equal to and legally enforceable as my original signature.

(e.g. //John Smith//)

//   // Date March 11 2015

I agree to the terms and conditions noted above

I have read Tuition and Fees [\(click here\)](#)

Continue Registration Transaction

Cancel

Print This Page

# FINANCIAL ACKNOWLEDGEMENT

Every time you enroll in a class, you must agree to the terms and conditions associated with payment.

Click **continue to register for classes, THEN WAIT**

## Financial Disclaimer Acknowledgement

### Financial Information

I, **Anna Smith**, understand that Syracuse University (the "University") is advancing value to me in the form of educational services, and that my right to register is expressly conditioned upon my agreement to pay University tuition and fees and any additional costs in accordance with the University's financial policies as published in the Bulletin of Tuition, Fees and Related Policies. Please [click here](#) to view the University's Tuition, Fees and Related Policies publication. If I fail to maintain a current account, I understand I can be assessed late payment charges in accordance with University policy. In addition, failure to pay the costs of tuition and fees will result in a financial hold on my account record which will prevent release of my academic transcript, prohibit registration activity, and withhold the release of my diploma. I further understand that the University may refer my past due account for collection and may authorize legal action against me for the collection of this debt. I agree to be liable for all reasonable collection costs, including attorney fees, court costs, statutory interest, and other charges necessary for the collection of my past due account. I understand that if I am being sponsored by an employer or country that I am still ultimately liable for all fees incurred on my behalf in the event that the sponsor does not for any reason remit payment on my behalf.

I understand the University will need to use various methods to contact me; I expressly consent to the University, its affiliates, agents, and service providers using written, electronic, or verbal means to contact me as the law allows. This consent includes, but is not limited to contact by manual calling methods, prerecorded or artificial voice messages, emails and/or automated telephone dialing systems. I also expressly consent to the University, its affiliates, agents, and service providers contacting me by telephone at any telephone number associated with my account, currently or in the future, including wireless telephone numbers, regardless of whether I incur charges as a result. I agree that the University, its affiliates, agents, and service providers may record telephone calls regarding my account in assurance of quality and/or other reasons.

The information contained in this document supersedes all other agreements I may have signed with the University. Questions should be directed to the Bursar's Office at [bursar@syr.edu](mailto:bursar@syr.edu) or 315 443 2444.

By clicking 'continue to register for classes' Point, Power I agree to the terms and conditions outlined above.

continue to register for classes

Cancel

# THE CLASS STATUS

## Is the class available to you?

If STATUS is a **GREEN CHECK**, you have a **successful registration**. You **MUST** proceed to the payment option page in order to confirm your registration.  
NOTE: Failure to click **Complete My Registration** will result in CANCELLATION of your entire registration.

Search Plan Enroll My Academics  
my class schedule || add || drop || swap || edit || term information

**Add Classes** 1 2 3

3. View results [Add Classes Help](#)

View the following status report for enrollment confirmations and errors:

Fall 2016 | Undergraduate | Syracuse University

Class	Message	Status
ANT 400	Success: This class has been added to your schedule.	✓

Success: enrolled    Error: unable to add class

Item	Cost
ANT400 tuition (3 credits)	\$2349.00
Late registration fee	\$50.00
Estimated Total	\$2399.00

The tuition shown reflects actual tuition charges that will appear on MYSlice on the 1st day of the term under "View Student Account". Fees are subject to change.

Failure to click 'Complete My Registration' will result in cancellation of your class schedule.

**Complete My Registration**

MY CLASS SCHEDULE | ADD ANOTHER CLASS

Search Plan Enroll My Academics  
My Class Schedule Add Drop Swap Edit Term Information

If STATUS is a **RED X**, you are **unable to add the class**. The message will indicate if the class is closed or restricted. Go to SEARCH to find another class OR choose ADD ANOTHER CLASS if you know the class number of another class choice.

Search Plan Enroll My Academics  
my class schedule || add || drop || swap || edit || term information

**Add Classes** 1 2 3

3. View results [Add Classes Help](#)

View the following status report for enrollment confirmations and errors:

Fall 2016 | Undergraduate | Syracuse University

Class	Message	Status
ANT 273	Error: Class 26530 is full. If a wait list is available, select Add Another Class to return to step 1. Select the class link, select the wait list option and resubmit your request.	✗

Success: enrolled    Error: unable to add class

MY CLASS SCHEDULE | **ADD ANOTHER CLASS**

Search Plan Enroll My Academics  
My Class Schedule Add Drop Swap Edit Term Information

# HOW WILL YOU PAY?

If this is the next page you see, **you are enrolled.**  
You **MUST** now tell us how you intend to pay by **completing 4 easy steps.**

## STEP 1 - SIGN THE PROMISSORY NOTE



### University College of Syracuse University

<b>Name</b>	Point,Power	<b>Address</b>	100 Learning Way	<b>Date</b>	10/27/2016
<b>SU ID</b>	790753638		Registraton		
<b>Phone</b>	124875412		NY	12477	
<b>Email</b>	pmtompki@gmail.com				

**QUESTIONS?**  
**CLICK FOR LIVE CHAT**

Estimated Charges	
<b>Total Estimated Term Tuition</b>	<b>2,349.00</b>
<b>Total Estimated Term Fees</b>	<b>50.00</b>

Estimated Credits	
<b>Payments Received</b>	<b>0.00</b>
<b>Pending Payments</b>	<b>0.00</b>

#### STEP 1: Sign below to continue this registration request

In consideration for Syracuse University (the "University") permitting the Student to register and attend classes at the University without the University receiving full payment of Student's tuition, room, board and other charges, the Student and/or the Guarantor (referred to individually and collectively as "Obligor"), promises to pay to the order of the University the sum stated as 'amount due' by the 'due date' as stated on the University invoice or invoices (the "Note"). If full payment is not made by the 'due date', the Obligor shall pay a late fee. When the unpaid balance is \$499.99 or less, the late fee is \$85; when \$500 or more, the late fee is \$120.

In the event that the Obligor does not pay any invoice within 5 days after the invoice is due, the University may declare the entire outstanding balance of this Note immediately due and payable in full. Until all amounts due and owing on this Note are paid in full, the University may withhold the student's grades, transcripts, and /or diploma, and prohibit the Student from registering for any subsequent periods. If full payment is not made within 5 days from the initial invoice 'due date', the University may also cancel the Student's current and future registration, remove or bar the student from attending classes and retain all monies received.

In the event of any default on this Note, the University may set-off against sums outstanding on the Note all sums, deposits, credits, or other property belonging to the undersigned that may be in, or thereafter come into, its possession or control.

In the event that legal proceedings are commenced, the Obligor agrees that legal action may be brought on this Note in the State of New York with venue in a court of appropriate jurisdiction in Onondaga County and that the Obligor shall be personally subject to the jurisdiction of that court.

In the event of default, the Obligor shall pay on demand all costs of collection incurred by the University in connection with enforcement and collection of this Note, including reasonable attorneys' fees and disbursements.

The Obligor waives demand for payment, presentment, and all notices in connection with this Note, including, but not limited to, notice of dishonor and protest.

The Obligor intends any facsimile of his/her signature on this Note as printed by University's receiving facsimile machine to be equal to and enforceable as his/her original signature and that such a facsimile copy of this Note be deemed a counterpart to the original Note and, therefore, enforceable in court or other tribunal.

I acknowledge that I have read and understood Syracuse University's Promissory Note

# STEPS 2 and 3 – CHOOSE YOUR OPTION(S)

Failure to complete this process will result in *cancellation of your entire registration*.  
Steps 2 and 3 are explained in detail on the following slides.

Estimated Charges

Estimated Credits

You must satisfy any **BALANCE** by applying **PAYMENT AWARDS** and choosing **PAYMENT OPTIONS** to bring your Balance to 0.00

**Balance** that must be satisfied to confirm registration

**University College of Syracuse University**

Name: Point, Power      Address: 100 Learning Way      Date: 10/27/2016  
SU ID: 790753638      Registraton NY 12477  
Phone: 124875412  
Email: pmtompki@gmail.com

**QUESTIONS? CLICK FOR LIVE CHAT**

Estimated Charges		Please Read
Total Estimated Term Tuition	3,132.00	<b>TUITION and Fee INFORMATION:</b> Tuition and fees are estimated. An official calculation of tuition and fee charges will occur on the first day of the term and can be viewed on your Syracuse University student account at MySlice > Student Services > Finances > View Student Account.
Total Estimated Term Fees	50.00	

Estimated Credits	
Payments Received	0.00
Pending Payments	0.00

**STEP 2 PAYMENT AWARD(S):** If an UNAPPLIED amount is indicated you MUST click APPLY.

<input type="button" value="Info"/>	Estimated Remitted Tuition (RTB)	0.00
<input type="button" value="Info"/>	Est. Outside Agency Tuition Credits	0.00
<input type="button" value="Info"/>	Estimated Grad Award (GA)	0.00
<input type="button" value="Info"/>	Estimated VA Benefits (VA)	0.00
<input type="button" value="Info"/>	Estimated Dependent Tuition	0.00
<input type="button" value="Info"/>	Estimated Financial Aid Deferment	0.00

If your Outside Agency Tuition credits or Graduate Award is not indicated as an unapplied amount, choose INFO and enter the information.

**STEP 3 PAYMENT OPTION(S):** Select a payment option to pay any remaining balance.

<input type="button" value="Select"/>	Employer Tuition Reimbursement	0.00
<input type="button" value="Select"/>	Direct Bill to a Sponsoring Agency	0.00
<input type="button" value="Select"/>	Student Deferred Payment Plan	0.00
<input type="button" value="Select"/>	Pay in Full	

**Failure to satisfy the BALANCE indicated on this page will result in cancellation of your entire registration.**

**Step 4 PAY REMAINING BALANCE:** Failure to do so will result in cancellation of your entire registration.

Balance **3,182.00**     

University College Bursar/Registration Contact Information  
Phone: 315-443-4135 • Fax: 315-443-3255  
Email: [bursareq@uc.syr.edu](mailto:bursareq@uc.syr.edu)  
700 University Avenue, Room 103 • Syracuse, New York • 13244-2530



## Step 2 – APPLY ANY PAYMENT AWARDS

A **Payment Award** is funding awarded to you from either Syracuse University or an outside source.

**If SU knows of your award** at the time of registration, the award will pre-populate for you. This is demonstrated here for a student with Financial Aid.

***IMPORTANT: In order to use the award as payment toward your tuition and fees You MUST click APPLY.***

**If an existing award is not pre-populated**, choose INFO for more information.

Estimated Charges	
Total Estimated Term Tuition	3,132.00
Total Estimated Term Fees	50.00

**STEP 2 PAYMENT AWARD(\$): If an UNAPPLIED amount is indicated you MUST click APPLY.**

Info	Estimated Remitted Tuition (RTB)	0.00	
Info	Est. Outside Agency Tuition Credits	0.00	
Info	Estimated Grad Award (GA)	0.00	
Info	Estimated VA Benefits (VA)	0.00	
Info	Estimated Dependent Tuition	0.00	
<b>Apply</b>	Estimated Financial Aid Deferment	<b>-3,182.00</b>	<b>(unapplied)</b>

If your Outside Agency Tuition credits or Graduate Award is not indicated as an unapplied amount, choose INFO and enter the information.



# STEP 3 – CHOOSE PAYMENT OPTION(S)

The total amount owed for the term is indicated at the top of the page.

Estimated Charges	
Total Estimated Term Tuition	3,132.00
Total Estimated Term Fees	50.00

Choose a PAYMENT OPTION if you do not have Payment Awards to cover the full amount indicated (see previous slide).

STEP 3 PAYMENT OPTION(S): Select a payment option to pay any remaining balance.

Select	Employer Tuition Reimbursement	0.00
Select	Direct Bill to a Sponsoring Agency	0.00
Select	Student Deferred Payment Plan	0.00
Select	Pay in Full	

As an example, this student selected Student Deferred Payment Plan and 75% of the tuition was deferred

STEP 3 PAYMENT OPTION(S): Select a payment option to pay any remaining balance.

Select	Employer Tuition Reimbursement	0.00
Select	Direct Bill to a Sponsoring Agency	0.00
Select	Student Deferred Payment Plan	-2,349.00
Select	Pay in Full	

Payment of the remaining 25% and all fees is due NOW. Have your credit card or E-banking information ready. Choose PAY BALANCE NOW. Failure to do so will result in cancellation of your entire registration.

Step 4 PAY REMAINING BLANCE: Failure to do so will result in cancellation of your entire registration.

Balance	833.00	Pay Balance Now
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# MAKING A CREDIT CARD OR E-BANKING PAYMENT

Whenever you choose **PAY BALANCE NOW**, you will be taken to CASHNet ( 3<sup>rd</sup> party vendor) to process your major credit card or E-banking transaction. You must follow the directions (see next slide) to ensure your **POPUP BLOCKERS ARE OFF** or you will not be presented with the CashNet payment page.

*If you are not prompted for your credit card or E-banking information,  
you **MUST** call our office within the next business day  
to ensure your registration is not cancelled.*

**UC Bursar/Registration Operations is available by CHAT  
or phone 315-443-4135  
Mon, Tues, Thur 8AM – 7PM      Wed 8AM - 5PM  
Fri 11AM – 5PM EST**

# POP-UP BLOCKERS

Please read this page carefully before you Continue to Payment  
Unless your **POP-UP BLOCKERS are OFF**, you will **NOT** be able to insert your credit card or E-banking information and your **REGISTRATION WILL BE CANCELLED**

## STOP!!

- You will **NOT** be able to make a payment if your POP UP BLOCKERS are on.
- Failure to make payment will result in cancellation of your entire registration.
- Ensure that the POP UP BLOCKERS ARE OFF before you continue.

## TEST:

- Click **HERE** to test your Pop-up Blockers.
- If POP UP BLOCKERS are OFF you will receive a message indicating you may proceed.
- If POP UP BLOCKERS are ON you will receive instruction to access the payment site.

Take the test!!

## AFTER MAKING YOUR PAYMENT:



## HELP:

- For technical support contact Information Technology Services  
Web: <http://its.syr.edu/supportsvc/>  
Email: [help@syr.edu](mailto:help@syr.edu)  
Phone: 315/443-2677

Continue to Payment

Go Back

Once you are sure your **POP-UP BLOCKERS are OFF**, click Continue to Payment

# CREDIT CARD or E-BANKING?

You have successfully reached CASHNet (3<sup>rd</sup> party vendor) payment site.

Click **Continue Checkout**

Syracuse University (Training)

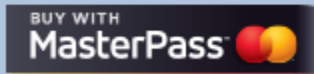
~~check out sign out~~

UC Online Enrollment

## Select Method of Payment

### New Payment Methods

- Enter new credit card information.
- Enter new electronic check information.

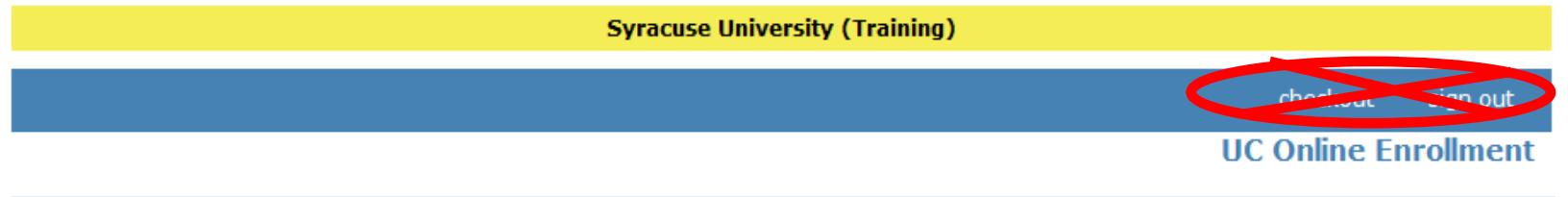


Continue Checkout

# ENTER THE REQUIRED PAYMENT INFORMATION

You will **NOT** be charged a service fee by using this convenient feature.

click **Continue Checkout**



## Enter credit card information

Total Amount: \$1,656.00

Credit Card Number	<input type="text"/>	*
Expiration Month	Select Month <input type="button" value="v"/>	*
Expiration Year	Select Year <input type="button" value="v"/>	*
Cardholder Name	<input type="text"/>	*
Address	<input type="text"/>	* Enter the address where you receive the bill for this card.
City	<input type="text"/>	
State/Province/Region	<input type="text"/>	
Zip/Postal Code	<input type="text"/>	
Country	United States <input type="button" value="v"/>	
Email Address	ppoint@gmail.com	*

We accept:

The image shows logos for American Express, Discover, MasterCard, Visa, and JCB. The JCB logo is positioned below the text "We accept:".

(You'll have a chance to review this order before it's final.)

**Continue Checkout**

# VERIFY YOUR PAYMENT INFORMATION

click **SUBMIT PAYMENT**

Syracuse University (Training)

~~check out sign out~~  
UC Online Enrollment

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items Selected	Amount
UC Online Enrollment Fall Semester	\$3,182.00
<b>Total Amount</b>	<b>\$3,182.00</b>

### Payment Information

Credit Card Number: MasterCard XXXXXXXXXXXX5454  
Expiration Date: 0920  
Cardholder Name: Power Point  
Address: 100 Learning Way  
City: Registration  
State/Province/Region: NY  
Zip/Postal Code: 12411  
Country: United States  
Email Address: ppoint@gmail.com

Submit Payment

# YOUR PAYMENT IS CONFIRMED

A receipt is automatically sent to your e-mail address.

You may print the receipt or e-mail a copy to a different email address.

**IMPORTANT: be sure to close the payment tab NOT the browser!**

Syracuse University (Training) sign out

**UC Online Enrollment**

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**Transaction Approved**

Receipt Number: 139641  
Customer:  
Current Date: 03/11/2015  
Business Date: 02/23/2015

Description	Amount
UC Online Enrollment Spring Semester	\$1,656.00
<b>Total</b>	<b>\$1,656.00</b>

Payments Received	Amount
Gateway Credit Card MasterCard XXXXXXXXXXXX5454 Authorization # TEST41	\$1,656.00
<b>Total</b>	<b>\$1,656.00</b>

**Thank you for your payment.**  
Your receipt has been emailed to [jeca.strbac@gmail.com](mailto:jeca.strbac@gmail.com)

[Email Another Receipt](#)  
[View Printable Receipt](#)

You may now close the CASHNet tab. Do NOT close the browser, you won't get your confirmation!

The screenshot shows a browser window with two tabs: "Syr Uc Pay (Student)" and "CASHNet". The "CASHNet" tab is selected and has an orange circle around its close button (X). An orange arrow points from the text above to this close button. To the right of the browser window, there is a red "X" over a portion of the browser's toolbar and the text "NO!!", indicating that the browser itself should not be closed.

# CONGRATULATIONS! - You are registered!

Keep this page as permanent record of your **SUID** number.



## University College of Syracuse University

This registration transaction is complete pending receipt of payment or required payment documents.

<b>Student Name</b>	Point,Power	<b>Date</b>	2016-11-01
<b>SUID</b>	790753638	<b>Email</b>	pmtompki@gmail.com
<b>Phone</b>	124875412		
<b>Address</b>	100 Learning Way Registraton, NY 12477		

### Payment Awards/Options Selected

<b>Pending Payment Amount</b>	3,182.00
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#### 1. PRINT THIS PAGE

The SUID noted above is your unique identifier with Syracuse University, please note this number for future reference.

#### 2. VERIFY YOUR CLASS SCHEDULE

Students are required to verify the accuracy of their class schedule at MySlice > Enrollment > View My Class Schedule.

#### 3. KNOW YOUR DEADLINES

Important information regarding academic deadlines and related financial implications can be found at: <http://parttime.syr.edu/current-students/important-dates/>

**NEW STUDENTS:**A temporary NetID and password were sent to the email address you entered at login. The temporary NetID and password should be used to access further enrollment, your student schedule and your student account at [myslice.syr.edu](http://myslice.syr.edu). Once your payment option has been verified and any related payment posted to your account you will be emailed instructions on how to activate your permanent Syracuse University NetID.

For additional information please contact:  
University College Bursar/Registration Office at 315-443-4135 during [regular business hours](#)  
[bursareg@uc.syr.edu](mailto:bursareg@uc.syr.edu)

Confirmation of your registration is contingent upon completion of the payment page including receipt of any necessary payment. If your payment option required you to Pay Balance Now and you did not enter your banking information, payment will not be received and your registration will be cancelled.

Your selected Payment Award and/or Payment Option is listed here.

Important Information that you need to know!



# DID YOU FULFILL THE PAYMENT REQUIREMENT?

- Did you **APPLY** any indicated **PAYMENT AWARD**?
- Did you **SELECT** a **PAYMENT OPTION** to pay the remaining **BALANCE**?
- Did you **ENTER** your **CREDIT CARD** or **E-BANKING INFORMATION**?
- Did you receive a **RECEIPT** for your **CREDIT CARD** or **E-BANKING INFO PAYMENT**?

**IF YOU ANSWERED 'NO' TO ANY OF THE ABOVE STATEMENTS  
YOU HAVE NOT COMPLETED THE PAYMENT PROCESS  
AND YOUR REGISTRATION WILL BE CANCELLED**

You **MUST** call our office *within 24 business hours of registration* to rectify the matter.

***UC Bursar/Registration Operations 315-443-4135  
Mon, Tues, Thurs 8AM – 7PM Wed 8AM – 5PM  
Fri 11AM – 5PM EST***

# WHAT HAPPENS NOW?

1. You will receive **TWO EMAILS** at the personal email address used to create your account.
  - The 1st email will indicate your TEMPORARY Network Identification Number (NetID).
  - The 2<sup>nd</sup> email will be your TEMPORARY PASSWORD.

*NOTE: We do NOT have access to the temporary NetID and passwords should you delete the emails!*

2. Use the combination of these two items to re-enter **MySlice** if you wish to:
  - **ADD or DROP classes:** MySlice>Student Services>Enrollment>**Enroll In A Class**
  - **Select or View your Payment Option** MySlice>Student Services>Financials>**UC Payment Option Selection Page**

3. Within 48 business hours, you will receive another email from Syracuse University indicating how to activate your **PERMANENT NetID**. **Follow those instructions immediately**. By activating your permanent NetID your SU EMAIL ACCOUNT will be available to you.

4. Your **SYR.EDU email account** is the official means of communication from Syracuse University. You are required to monitor that account daily.

5. **READY? GET STARTED!** [New Student Registration](#)