

Le Moyne-ECS Engineering Partnership Registration Checklist

REQUIRED FORMS

Change of Major – Declaration of Concentration

In order to participate in the Bachelor's + Master's Engineering Degree Partnership with Syracuse University, you must declare a concentration in pre-engineering using a Le Moyne "Change of Major" form or one of the discipline specific "Declaration of Concentration" forms obtainable through the Office of the Registrar. (These forms are also available online under the "Forms" link at <http://www.lemoyne.edu/registrar>.)

3.0 Requirement Acknowledgement Form

The 3.0 requirement for all pre-engineering concentrations described in the Le Moyne College Catalog is a crucial feature of the program. To participate in the program you must read, date and sign the 3.0 requirement acknowledgement form and return it to the Director of Engineering Programs. (You will find a copy of this form at web.lemoyne.edu/kyrkoss/ProgramGuides/30Form.pdf.)

Transcript Permission Form

Because Syracuse University engineering courses are part of your Le Moyne degree requirements, ***you may not participate in the engineering partnership program if you do not fill out this form.***

Fill out **Authorization for Syracuse University to share your grades with Le Moyne:** web.lemoyne.edu/kyrkoss/ProgramGuides/GradeReleaseForm.pdf, and email (or fax) it to Lora Carlson at the Syracuse University Office of the Registrar.

The (much) preferred option is to scan or photograph the form and email it to lascarso@syr.edu: *The file you send **must** be a black-and-white pdf no greater than 500 kB in size.* If you choose this path, *make sure* you CC the Director of Engineering Programs. (Alternately, you may fax it to 315-443-3187; be sure the fax is addressed to Lora. Once the fax has been sent, write the date the fax was sent on the form and return the form (*with fax receipt attached*) to the Director of Engineering Programs.)

Note that this form asks for your SU ID. You will receive an SUID number during the process of registering for SU classes for the first time – see "Payment Instructions" below – so do so *before* you submit this permission form.

- Declare concentration in pre-engineering
- Sign and return 3.0 requirement acknowledgement form
- Authorization for SU to share your grades with Le Moyne sent to SU
- Authorization CC'd or dated & returned to Director of Engineering Programs

You only have to complete these forms once, but it is absolutely crucial that you complete and return all of them in order to participate in the program.

REGISTRATION CHECKLIST

ALL ECS STUDENTS – EVERY SEMESTER YOU REGISTER

- Email Dr. Kyrkos (kyrkoss@lemoyne.edu) the complete list of ECS courses for which you intend to register [Include course name, designation and number (e.g. ECS 221), lecture section number (SEC-MOXX) and times, recitation/lab section number (REC/LAB-MOXX) and times, the corresponding 5-digit numbers for both, and – for returning students – ***your SU student ID number***
* ***If you do not do this step, you will not be cleared to register at SU*** *
- Check the Syracuse University academic calendar – *ECS semesters and breaks are generally different from Le Moyne's*
- If your ECS courses begin before Le Moyne's or require you to be on campus over a Le Moyne break, make arrangements with the Office of Campus Life & Leadership for early arrival and/or to remain on campus over a break.

NEW ECS STUDENTS – FIRST TIME YOU REGISTER

Like all part-time Syracuse University students you will register at SU through University College. The first time you register, visit <http://parttime.syr.edu>, click the link "REGISTER FOR CLASSES", and follow the link to MySlice. ***N.B. This link does not appear on the UC web page until registration for UC students has opened.***

Sign in where it says "NEW STUDENTS: REGISTER AS A FIRST TIME STUDENT", using your Le Moyne email address. Once your account is created by answering a series of questions, you will be able to register for classes.

Be sure to have the 5-digit class number for each section for which you intend to register ready *before* you register. To search for classes and find the 5-digit class number go to MySlice, the the SU student access system, at <http://myslice.syr.edu>, and click on "Search for Classes" on the right side.

To finalize your registration, click "PROCEED TO PAYMENT" and follow the payment instructions below. Failure to do so will result in cancellation of your registration.

Once you have registered for your courses at ECS through University College, ***you must also register for the corresponding Le Moyne "SYRE"-designated course(s) through WebAdvisor.***

- Complete/email forms described on the previous page *[It is only necessary to do this once]*
- Create MySlice account & register as described above, including payment info
- Email required information to bursareg@uc.syr.edu
- Register for the corresponding Le Moyne SYRE-designated course(s)

RETURNING ECS STUDENTS – EVERY SEMESTER YOU REGISTER

Returning ECS students may register online through <http://myslice.syr.edu>, the SU student access system.

To finalize your registration, click “PROCEED TO PAYMENT” and follow the payment instructions below. Failure to do so will result in cancellation of your registration.

Once you have registered for your courses at ECS through University College, *you must also register for the corresponding Le Moyne “SYRE”-designated course(s) through WebAdvisor.*

- Register online through <http://myslice.syr.edu>, including payment information.
- Email required information to bursareg@uc.syr.edu
- Register for the corresponding Le Moyne SYRE-designated course(s)

PAYMENT INSTRUCTIONS – ALL STUDENTS, EVERY SEMESTER YOU REGISTER

Engineering courses taken at SU that are required as part of your degree program are covered by your Le Moyne tuition and you do not have to pay separately for them. However, when you register for SU courses they must know you are enrolled in the program.

To make sure that your courses are paid for by the Le Moyne-ECS partnership, after you register, click “PROCEED TO PAYMENT.” (New students: note your SUID number at the top of this page!)

Turn off any pop-up blockers for your web browser. If you don't, you will not be able to continue and your registration will not be complete.

Select “Direct Bill to a Sponsoring Agency” as your payment option. Note the directions under “Sponsoring Agency”. *These directions include the instruction to send a voucher. **Disregard** that particular instruction, as you neither have nor need a voucher.* You should then be taken to the confirmation page and finished with registration.

After you have completed your registration, *immediately* email bursareg@uc.syr.edu with the following information:

- Your Name
- Your SU ID
- The term for which you have registered
- The number of credits for which you have registered
- Indicate “Sponsored by Le Moyne College/ECS Partnership”

Registration and payment tutorials are available at <http://answers.syr.edu>.

AFTER REGISTRATION – ALL STUDENTS, EVERY SEMESTER YOU REGISTER

Once you *have* registered, University College will provide the following information:

New students will be sent an email containing information concerning your SUID number, activation of your permanent SU NetID, information on how to get your permanent SU ID card, and so on. Some of that information is also available here:

<http://parttime.syr.edu/tuition-financial-aid/tuition-fees/bursar-registration-office/new-student-information-after-registration/>

Returning students are sent an email that explains that your registration has been processed, and that you should print a copy of your schedule off MySlice.

If you do not receive this more or less immediately after registering, please call 315-443-4135 and choose the Student Services Coordinator that handles your portion of the alphabet. They should be able to help.

If a course section you need is closed, note the section number, day(s) and time(s), and instructor, and email that information, **along with your SU ID number**, to Dr. Kyrkos. We will work with the department/instructor to get you registered, if possible.

- Notify Dr. Kyrkos immediately if any needed course sections are closed?
- Can you log into your MySlice account and confirm you are registered?
- Received email from SU with relevant registration and other student information immediately after registering?

ALL ECS STUDENTS – REGISTRATION NOTES

REGISTRATION TIMES

Registration for all University College students (that means you) typically begins at 8:30 a.m. the first day Syracuse University registration opens for the following term.

REGISTERING FOR ECS 221 or ECS 325

→ *If you are registering for ECS 221 or ECS 325*: These courses typically offer *different* lecture/recitation sections for mechanical engineers and civil engineers, than for other engineering students. **Make sure you are registered in a section appropriate for your specialization.** (The *Notes* area for a course description in *myslice* tells you which sections are which.) However, if you are taking these courses “off-cycle” (for example, if you are taking ECS 221 in the spring) they do not always make this distinction.

“RESERVE CAPACITY REQUIREMENTS” ERROR

For some courses (particularly ECS 325 and some chemical engineering courses), when you attempt to register you may encounter the message “Error: You are

unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements.” This message occurs because seats in the course are flagged as reserved for SU students majoring in the appropriate discipline. Since you are not a full-time SU student the system does not know that you should be allowed to register for the course. If you see this message when attempting to register, *immediately* email Syracuse University’s Maria Marceau at mcmarce@syr.edu (and cc: the Le Moyne Director of Engineering Programs!) with the following information: (1) your name and SU ID number; (2) that you are participating in the Le Moyne-SU engineering partnership; (3) that you are attempting to register for a course and are receiving the “you do not meet the reserve capacity requirements” error; and (4) the course designation and number, lecture section number and times, and recitation section number and times for which you need to register. She will clear you to register and reserve a seat for you in that section. When she notifies you that she has done so, you should register for that section *immediately*.

“DEPARTMENT CONSENT REQUIRED” ERROR

For some courses (for example, some sections of ECS 326), when you attempt to register you may encounter the message “Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, select Add Another Class, select the class link, enter the number and resubmit.” If you encounter this error, follow the same instructions as for the “reserve capacity requirements” error described above and you should be sent a permission number.

DROPPING AN ECS COURSE

Should you need to drop a course at Syracuse University for which you are registered, please note that Le Moyne and SU are separate institutions, and dropping a course at SU does **not** drop your registration for Le Moyne’s corresponding “SYRE” course, and vice-versa. *It is your responsibility to drop **both** the ECS course and the Le Moyne SYRE course.*

Also note that Le Moyne and ECS deadlines for registration, add/drop, withdrawal, etc. are generally different. If there is ever a question (e.g. concerning your status as a full-time student), *it is generally the **earlier** deadline to which you are ultimately beholden for ECS courses.*

Successfully dropped ECS course through <http://myslice.syr.edu>?

Dropped corresponding Le Moyne SYRE-designated course(s)?

STUDENT RESPONSIBILITIES

Your education is *your* responsibility. We are here to help you meet your goals, but ultimate responsibility for making sure your program is on track rests with you.

In particular, it is *entirely* your responsibility to make sure you are aware of (and meet) all ECS semester schedules, breaks, class schedules, registration deadlines, add/drop deadlines, withdrawal deadlines, and the like.

Similarly, it is *your* responsibility to attend ECS courses, acquire course texts, be aware of course requirements, maintain and be aware of your GPAs, etc.

Finally, while the program will provide you with a Syracuse University parking permit if you require one (see below), *you* are responsible for your own transportation to and from SU. Most students drive or carpool. If neither of those works for you, consider making use of Le Moyne's Zipcar, or Centro, public transportation in Syracuse.

Remember the 3.0 grade requirement: *You must maintain a 3.0 GPA overall, and in all your mathematics, science, and engineering courses, in order to be permitted to register for courses at ECS every semester, and to be pre-admitted to the master's degree program with the 50% tuition waiver.*

SU PARKING PERMITS

Le Moyne will **not** cover the cost of a parking permit for an SU student parking lot anymore.

If you apply for a parking permit, note that permits are valid for one semester, and must be secured separately every semester a permit is required.

Permits must be applied for online through MySlice. You will find detailed **instructions** for applying at <http://parking.syr.edu/permits/student-parking-application/>

When you get to the section of the permit application concerning payment, select “Bursar” as the payment option in the “Select Payment Method” drop down menu, and then click the “continue with purchase” button. Once the transaction has completed you will be emailed a receipt, or you can print a copy. You will then need to pick up the permit from Syracuse University Parking and Transit Services at the address given below. (Bring your receipt, your ID, and make sure you know your SU ID number.)

The web page above lists availability dates for permit sales. As “Unclassified” students, permits are typically available for purchase on July 29 (Fall) / January 4 (Spring).

Please note that parking lots at SU fill up quickly, and the longer you wait to apply the less likely you are to receive a permit for the most desirable lots.

For the purposes of permit eligibility you will be considered a “Commuter”. As such, you will be eligible for a permit in one of the following lots: Fine, Harrison, Manley North, Manley South, Evening Orange (valid only in orange lots after 5pm), Skytop, Standart, or University Ave. The largest of these lots (and therefore the ones you are most likely to get a permit for) are the Manley lots and Skytop. Note, however, that you will need to take a shuttle bus to get to the SU campus from these lots, so you must plan accordingly.¹ Maps and directions to the various lots may be found at <http://parking.syr.edu/category/lot-directions/>

For more information concerning parking at Syracuse University, contact

Parking and Transit Services

<http://parking.syr.edu>

621 Skytop Road
Syracuse, NY 13244

Phone: (315) 443-4652

¹For this reason, some students choose instead to try to find parking off Euclid Avenue – which can be challenging – or use the pay parking meters at either the Flint or Day freshman residence halls.

For more information

<http://www.lemoyne.edu/physics>

<http://www.lemoyne.edu/engineering>

Director of Engineering Programs

Dr. Stamatios Kyrkos

117 Coyne Science Center

E-mail: kyrkoss@lemoyne.edu

Phone: (315) 445-4318

University College at Syracuse University

<http://parttime.syr.edu/>

University College

700 University Avenue

Syracuse, New York 13244-2530

Phone: 315-443-3225

Fax: 315-443-3255

University College Bursar/Registration Office:

Phone: 315-443-4135

E-mail: bursareg@syr.edu

University College Office Parking: For free short-term visitor's parking, go to the University Avenue Garage. Take your parking stub to UC for validation.

Syracuse University Office of the Registrar

<http://registrar.syr.edu/>

Office of the Registrar

Syracuse University

106 Steele Hall

Syracuse, NY 13244

Phone: (315) 443-2422

Fax: 315-443-3187 *attention Susan Wright*

Registration and payment tutorials are available at <http://answers.syr.edu>.

To search for classes register go to MySlice, the the SU student access system, at <http://myslice.syr.edu>, and click on "Search for Classes" on the right side.