Martin J. Whitman School of Management
Directions for First Term Registration 2016
Submit online no later than June 17, 2016

This information will help you make course selections for your first semester at Syracuse University. Please read carefully and follow all directions, view all links, and then make your course selections.

Your fall 2016 registration form will be available on MySlice (the central portal for all student academic information). You will receive an email/letter with instructions and your syr.edu email address. To access MySlice and activate your Net ID and Password, go to http://its.syr.edu/netid/.

Once you access the First Term Enrollment Selections (FTES) link, you will see your name and major, along with web addresses that will take you to directions for choosing courses, taking placement exams, and submitting your FTES.

- First Term Enrollment Selections (FTES) – the online page that comes up when you press this link on MySlice. It contains your name, Syracuse University ID number (SUID), SU email address, and intended major.
- Please read all instructions available on the Whitman Registration website that explains the course selection process.
- When you are finished, you must press the SUBMIT button to send your selections to the University. Please note: there is a SAVE button if you would like to work your FTES in more than one session. When you save, you have not submitted your selections.

You will find special instructions in this document:

1. To register for required courses for your program.
2. If you have been admitted to the Renee Crown University Honors Program.
3. If you plan to participate in a Learning Community.
4. If you plan to attend SummerStart.
5. If you have received or are expecting college credit for Advanced Placement, Project Advance, or have transferred from another college.
6. If you intend to enroll in Marching Band or ROTC.
7. Selecting your elective courses.
8. If you plan to participate on an Athletic team.

**Duals:**
- If you are a dual with Whitman/Newhouse, follow these instructions.
- If you are a dual with iSchool/Whitman, follow the instructions from the iSchool at http://ischool.syr.edu/current/advising/firsttermenrollment.aspx
Selecting Courses

To complete the BS degree in the Whitman School of Management, you must earn a minimum of 122 credits (150+ for the MG/PC Dual program). Students typically take 15-17 credits each semester, an average load of 5 courses.

Required Courses
First-year Whitman students have four required courses in the fall semester.

**SOM 122**  
**Perspectives of Business Management** (3 credits) Understanding the role and responsibility of management in society; fundamental knowledge of the nature and integration of functional disciplines in business; skills essential to effective management; development of base for academic/career mission and achievement.

**MAS 261**  
* Math Placement: Whitman students must take the math placement exam.

**PSY 205**  
**Foundations of Human Behavior** (3 credits) Fundamental principles of mental life and human behavior. Significance of psychology in human relationships and self-understanding.

Writing Requirement:  
*You must check one of the appropriate boxes regarding the WRT courses on page one of the FTES form.

**WRT 105**  
**Writing Studio I** (3 credits) Study and practice of writing processes, including critical reading, collaboration, revision, editing, and the use of technologies. Focuses on the aims, strategies, and conventions of academic prose, especially analysis and argumentation.

If you expect to receive external credit (AP, college credit, etc.) for writing – you must select the 2nd option and enter the credit information on page 2 of the FTES form.

If you have been admitted to the Renee Crown University Honors Program and would like to take an alternate writing class – you must select the 3rd option and enter the selections on page 3 of the FTES form.

International Students – You must take the ELAE exam when you arrive on campus for Orientation and will be placed in the appropriate ENL or WRT course. Select the 4th option.

Dual Enrollment with Newhouse  
If you are dually enrolled with Whitman/Newhouse, you will be registered for the following courses:

*COM 100  
First-Year Seminar (0 credit)

*COM 107  
Communications and Society (3 credits)

*COM 101  
Practical Grammar for Public Communications (1 credit)
Special Notes

Honors Program Students
If you have been admitted to the Renee Crown University Honors Program, please refer to the special, supplemental online registration information on your FTES page. Please wait to make your final selection of courses until you read this material. If you have questions about selecting Honors courses, call 1-800-295-2537 and ask to speak with Hanna Richardson.

Learning Community
If you have applied to participate in a Learning Community, it may have one or more required courses. These courses are listed on your FTES page online. Additional information about required courses for learning communities can be found online at http://lc.syr.edu/

SummerStart
If you are planning to participate in SummerStart, you must still complete and submit the fall First Term Enrollment Selections as requested, by June 17th. An advisor from the Whitman School will be available to assist you when you arrive for SummerStart. For a general overview of courses available during SummerStart, see the program’s website at http://summerstart.syr.edu.

Selecting your Elective Courses
In addition to your required courses, you will be registered for one Liberal Arts elective. These courses are described in the “Courses Available for First-Year Students” PDF File from the Whitman New Student Registration site. Select the courses that you would most like to take and be sure to fill in all available choices.

Note: Due to scheduling conflicts and the fact that some courses will close, it is imperative that you fill every slot. Listing just one or two choices WILL NOT guarantee your enrollment in those courses. If you have spaces blank and we cannot register for your top choices, you may be registered for an elective that you did not choose.

There is no foreign language requirement for Whitman students, but if you decide to take a language as one of your electives during your first semester, you should take the placement exam. Most foreign language placement exams will be available at Myslice.syr.edu. Placement exams for all other languages will be offered Thursday, August 25th & Friday, August 26th. Please refer to the Schedule in Syracuse Welcome Book for times and locations.
For Students with College-Level Credit

Advanced Placement Credit

If you have taken an AP course, a Project Advance course, or are planning to transfer credit to Syracuse University from another college, you must enter the information on page 2 of the FTES form on MySlice.

If you have no AP, IB, test credit, SU Project Advance or other transfer credit, leave the lines blank on that portion of page 2.

Advanced Placement Credit and Other Test Scores

List all exams (and the scores) you have taken or will take on the FTES form. Arrange to have your official scores sent to Syracuse University. It is your responsibility to check with the Whitman Undergraduate Office to make sure you have received the proper credit based on your scores.

Please note the following conditions:

*We cannot record your credit until we have an official copy of your scores. If you have had the scores sent to Syracuse University’s Admissions Office, they will be forwarded to us.

*If you took the Advanced Placement examinations and have not received your scores, for the purpose of online registration assume that you have received a passing score and select courses accordingly.

*If you find your score is lower than required, you can adjust your schedule when you arrive to campus and add the course for which the AP credit would have substituted.

*Since you are granted AP credit with the understanding that the work you have done is equivalent to the courses listed, YOU SHOULD NOT TAKE THE COURSES FOR WHICH YOUR AP COURSE SUBSTITUTES. You can receive credit only once for this work, so if you take the equivalent course at Syracuse, your AP credit will no longer count.

*You can find a list of AP course equivalents in the Courses Available to First Year Students file.

Project Advance Credit

Project Advance credit is Syracuse University credit. These courses already appear on your Syracuse transcript. Therefore, as long as you have passed the SUPA course, you will receive credit for it and should not register for the same course again.

Please note any Project Advance courses that you have taken on page 2 of the FTES.

Transfer Credit

If you have taken a course at another college or university, you may be able to transfer the credit to Syracuse University if the course meets the following criteria:

- It must be from an accredited institution.
- You must have earned a grade of “C” or higher (pass/fail grades are not acceptable).
• It must be roughly equivalent to a course offered at Syracuse University and apply towards your degree requirements.

• You must have an official transcript sent from the college or university to (transcripts sent to the Registrar’s Office are not forwarded to our office, you may need to request a new copy sent to the address below):

  Whitman Undergraduate Programs
  Whitman School of Management
  721 University Ave, Suite 215
  Syracuse, NY 13244-2450

Please note any Transfer Credit that you have taken on the First Term Enrollment Selections. Remember – do not choose to enroll in a course for which you already have credit. Don’t hesitate to call us if you have questions.

Athletes
If you are playing in a Division I sport, even as a walk-on, please indicate your intention on page 1 of the online registration page.

Special Categories
If you are interested in participating in “The Pride of the Orange,” Syracuse University Marching Band, please contact the band office at 315-443-2194 or e-mail Fran Moore at fmmoore@syr.edu. All members are required to attend band camp the week before classes begin. Rehearsals averaging six hours per week (three evenings, two hours each) occur during the fall semester with additional rehearsals during game week. You are required to register for Marching Band (ENI 510) for one credit. If you are at a maximum credit load, your college will contact the band office for consent.

Find the Special Categories area on the Course Selection Sheet. Under SUMB, mark an x in the appropriate box.

Reserve Officer Training Corps (ROTC)
The Army ROTC meets for two academic hours, two leadership lab hours, and three physical fitness hours each week, and the Air Force meets for three academic and three physical fitness hours each week. Army ROTC program consists of a combination of credit and non-credit courses. Air Force ROTC courses can be taken for credit or noncredit. Army ROTC offers merit-based scholarships that pay for full tuition and fees at Syracuse, as well as monthly stipends. Air Force ROTC also offers merit-based scholarships that pay for full or partial tuition and fees, and gives each recipient a monthly stipend. In addition, all Army and Air
Force scholarship winners receive an annual $9,500 Leadership Award from the University that can be applied to their room and board fees.

Find the **Special Categories** area on the Course Selection Sheet. Under **ROTC**, mark an x in the appropriate box, either **Air Force** or **Army**.

**Special Categories**

**ROTC**

**General Information:** 1-800-295-7456

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<td>315-443-2461</td>
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<td>E-mail: <a href="mailto:afdet535@syr.edu">afdet535@syr.edu</a></td>
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**Final Check**

**Check**

Make sure the information on the First Term Enrollment Selections is complete and correct. Check the page for the following problems that may delay your registration.

- Do not repeat courses. A course can only appear once on the form, whether it was listed as a first, second, or third choice.
- Make all selections. Be sure to include a class choice in every box. Listing fewer choices does not guarantee that you will be registered in those courses!
- Be sure to list all test and course credit: Advanced Placement, Project Advance, or transfer credit.
- Print your confirmation page.
- Make sure you click the SUBMIT button on the final screen; clicking the save button does not submit the form.

**Submit**

Submit your form by Friday, June 17th. Your chances of being enrolled in your top choice courses are substantially reduced if you submit the forms late.
Questions??

- If you have advising questions, please contact us at 1-800-295-1376 or whitmanadvising@syr.edu.
- If you have admissions related questions, please call (315) 443-3611.
- If you have financial aid related questions, please call (315) 443-1513.

Have a great summer! See you on Thursday, August 25th for Syracuse Welcome!