

Syracuse University

College of Arts & Sciences
Advising and Career Services

GOT QUESTIONS?

The 2017 Guide to Navigating
the College of Arts and Sciences
Online Course Selection System
for Incoming Transfer Students

Course Selection Guide for Transfer Students

Welcome to the College of Arts and Sciences! This guide is designed to help you navigate the College's interactive course planner, the **First Term Enrollment Selections (FTES)** online system, available under Student Services on [myslice](#). Incoming students will begin registering for courses on **May 22nd, 2017**. **We STRONGLY RECOMMEND that you read this guide BEFORE making selections in FTES.** Selecting your first term courses involves the following steps:

- Review this guide and related materials
- Complete each page of FTES and save your work
- Speak with your College Advisor
- Save your finalized FTES by the **July 3rd** deadline

The questions and answers below will guide you through each page of the FTES online course selection system. If you need further assistance, please call 1-800-295-0994 to speak with your College Advisor.

FTES Page 1: Required Courses and Student Data

Answers to the questions below can help you make the appropriate selections on page 1 of FTES.

Important Note:

Listed on page 1 is your assigned College Advisor who you will be contacting you in mid-May to discuss your course selections and to answer any questions you may have.

Question 1: What are the required courses?

A Writing Studio Course:

[CAS 100 course descriptions](#) or [WRT 105 course description](#) (for Native Speakers of English)

—OR—

[ENL courses](#) (for Non-native Speakers of English)

If you have questions regarding ENL courses, please contact Youmie Kim (ykim27@syr.edu) or Matthew Hammill (mjhammil@syr.edu), ESOL Language Co-Coordinator by email or at 315-443-9484

NOTE: If you took a Writing course at your previous institution, please review the transfer credit evaluation you received to see if that course was awarded to you as a direct equivalent to our WRT 105 or 205.

If it was not, you will need to email a copy of the course syllabus AND a completed [Writing Petition](#) to casadvising@syr.edu. Please include your college advisor on the email. You will receive the result of the petition within 10 business days.

Question 2: Do I take a Language or Math Placement Exam?

First term students are strongly encouraged to take placement exams, available on [myslice](#), before making their course selections. **If you expect to receive AP/IB or transfer credit for a language or math, please consult with your College Advisor before taking the placement exam.**

If you have any additional questions about placement exams, please visit the [IT website](#). Students who require disability-related accommodations should contact the Office of Disability Services by calling 315-443-4498.

Question 3: What language placement exams are available?

Language exams are available for Ancient Greek, Arabic, Chinese, French, German, Hebrew, Hindi, Italian, Japanese, Korean, Latin, Portuguese, Russian, Spanish, and Turkish. For certain languages, you may be required to take an additional exam if you place beyond the 101 level.

Question 4: What courses should I take if I have indicated an intended major?

If you have indicated a major, enter related courses on page 3 of FTES. See the [list of majors and minors](#) for descriptions of major requirements. If you have any questions about major requirements be sure to discuss these with your College Advisor.

Question 5: What courses should I take if I am in the Honors Program?

If you have been admitted to the Renée Crown University Honors Program, please refer to the special supplemental online registration information on your FTES. If you have questions about selecting Honors courses, call 1-800-295-2537 and ask to speak to Hanna Richardson or Karen Hall.

Question 6: How do I register for Special Categories?

If you plan to participate in ROTC, please indicate this in the information section on page 1. Under ROTC, mark “X” in the appropriate box for either Air Force or Army.

If you are interested in participating in “The Pride of the Orange,” Syracuse University Marching Band, please call the band office at 315-443-2194 or email Fran Moore at fmmoore.syr.edu. You are required to register for the 1-credit course, Marching Band (ENI 510).

FTES Page 2: College Level Credit

Answers to the questions below can help you make the appropriate selections on page 2 of FTES.

Question 7: What do I do about Transfer Credit and AP Credit?

As a transfer student, you should have received a transfer credit evaluation listing all of the courses for which you will receive credit.

If you have not received this, please contact your College Advisor or email casadvising@syr.edu. Type “Transfer Credit Evaluation” in the subject area and include your SUID.

Language Transfer Credit Evaluation Process

Students who have taken a language course or a math course at an accredited college or university should email a copy of the course syllabus AND a completed [Language Petition](#) or [Math Petition](#) to casadvising@syr.edu. Please include your college advisor on the email. You will receive it within 10 business days.

FTES Page 3: Course Selections

Answers to the questions below can help you make the appropriate selections on page 3 of FTES.

Question 8: How many credits should I take?

Students should take between 15 and 17 credits during their first semester. A minimum of 12 credits is considered full-time. Students can take up to 19 credits, however, this is generally not recommended in your first semester. Please speak with your College Advisor about balancing your course load.

Question 9: How do I know what courses to select?

As a student in the College of Arts and Sciences, you are required to complete your Liberal Arts Core requirements and your major requirements by the time you graduate. See the [Liberal Arts Core Guidebook \(2017-2018\)](#) and [the College of Arts and Sciences Course Catalog](#) for further information, as well as the Arts and Sciences [Fall 2017 schedule of classes](#).

If you will be receiving credit for a particular course, do not enroll in it. If you do so, you may lose your transfer, AP or IB credit for that class. It is your responsibility to insure that all transcripts and score reports are sent directly to Syracuse University's Undergraduate Admissions Processing Center (Syracuse University, 621 Skycap Road, Suite 160, Syracuse, NY 13244-5290).

If you try to enroll in classes that are above the 300-level, whether for your core or your intended major, you will receive an error message that reads, "Subject Number not offered by your college". Your College Advisor must review and approve these selections before you will be allowed to register for them.

Question 10: What courses are recommended for Language or Quantitative Skills?

Students are required to complete a language or a math skillset. Some majors require proficiency in either language or math, so all students should review [major requirements](#) before making course selections.

Question 11: How do I begin to select courses for the Divisional Requirements?

See the [Liberal Arts Core Guidebook \(2017-2018\)](#) for an outline of the Core and a list of the courses that satisfy the various requirements. If you have additional questions, please ask your College Advisor.

Question 12: What else should I keep in mind when selecting courses?

Balance your course selections! In the divisional course section on page 3, students should pick a course from each divisional area (humanities, social sciences, natural sciences). Your FTES selections are not complete unless you list alternate courses.

The Schedule of Classes and the Course Catalog are also great resources for selecting classes. The [Schedule of Classes](#) lists every course offered in the fall 2017 semester alphabetically by college, while the [Course Catalog](#) provides detailed course descriptions.

Question 13: What courses should I take if I plan to enter the health or legal professions?

For further information about preparing for the health professions, visit [the College's health professions advising website](#). For further information about preparing for the legal professions, please see [the College's prelaw advising website](#).

Question 14: If I am a dual student in a Secondary Education teacher preparation program. What courses should I select?

As with all Arts and Sciences students, you must select courses required by the College, along with specific courses for your Secondary Education major. If you have questions, consult your College Advisor.

FTES Page 4: Confirm Selections

Answers to the questions below can help you make the appropriate selections on page 4 of FTES.

Question 15: I have made my selections and completed FTES. Now what?

Once you have completed your FTES entries on all pages, save your selections.

Question 16: How do I contact my College Advisor?

All new students have a College Advisor who is available to provide guidance and support. Your College Advisor is indicated on Page 1 of your FTES. They will be contacting you by email, so be sure to set up your Syracuse email account (syr.edu), as that is the official communication method of the College.

Question 17: I have completed the steps. How do I finalize my plan?

Once you have discussed your course selections and overall academic plan with your College Advisor, you may alter or amend your FTES entries. When you complete them on all pages, submit your selections. Your FTES Course Selections must be finalized by the July 3rd deadline.

Please note, the deadline to submit your Registration Materials is listed as July 3rd. However, if you matriculate into the College past this deadline, you should still submit your course selections in FTES. Once you have submitted, we will assist you in creating a schedule prior to Opening Weekend.