

# School of Information Studies/ Whitman School of Management Dual Degree Directions for Online Registration

Submit online no later than **June 15, 2017**

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

Your Fall 2017 registration form will be available on MySlice (the central portal for all student academic information) starting May 22<sup>nd</sup>. You will receive an email 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.

- Once you access MySlice, click on First Term Enrollment Selection (FTES) under Enrollment. It contains your name, Syracuse University ID number (SUID), SU email address, and intended major already printed on it.
- Please read the directions on both this site and the Courses Available to First Year Students site that explain course selection process.
- When you are finished, you will press the submit button to send your selections to the University. Please note: there is a save button if you would like to work on your FTES in more than one session. When you save, you have not submitted your selections.

You will find special instructions further in this document:

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

## Renée Crown University 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 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 to Hanna Richardson.

### SummerStart

If you are planning to participate in SummerStart, you must still complete and submit the fall First Term Enrollment Selections as requested. You must also submit your placement examinations. For SummerStart you will be contacted via email and phone by an advisor who will assist you with summer course registration. For a general overview of courses available during SummerStart, see the program's website at

<http://summerstart.syr.edu>

### Learning Community

If you have applied to participate in a Learning Community, it may have one or more required courses. When you make your course selections, please list any Learning Community course as one of your first choices unless it is already pre-printed on your Course Selection Sheet. Information about courses required for Learning Communities can be found online at <http://lc.syr.edu/>

## Selecting Your Courses

To complete this dual iSchool/Whitman degree, you must earn 142 credit hours. Although you may take as few as 12 or as many as 19 credits per semester for the same tuition, students in the dual degree typically take 16-19 credits each semester, an average load of 6 courses.

Six courses (a total of 16 credits) are listed under “Required Courses” on the First Term Enrollment Selections for all students in The School of Information Studies/Whitman dual degree. Instructions for choosing additional courses can be found later in these directions.

## Required Courses

- IST 101 Freshman Forum** (1 credit) Exposes new Information Management and Technology (IMT) students to the literature of the field and concentrates on current and emerging issues in the field of information management and technology.
- IST 195 Information Technologies** (3 credits) Provides an introduction to information technologies, focusing on personal information management technologies and technologies employed in large scale settings.
- SOM 122 Perspectives of Business and 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 Introductory Statistics for Management** (3 credits) Basic statistical theory and data analysis methods. Describing data graphically and numerically. Probability distributions. Sampling. Statistical tests and intervals. Use of computer statistics programs. Emphasis on choice, limitations,

and interpretation of methods for management use. *Calculator Policy:* The type of calculator used in mathematics courses varies from course to course. In most cases, either the TI-83 or TI-84 will meet the needs of Whitman students. The Syracuse University Bookstore sells the required calculators.

**Math Placement:** Whitman students **do not** 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.

**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 enter the credit information on page 2 of the FTES form and select a second liberal arts class in its place.

## Elective Courses

Your required classes make up a full schedule. However, if you wish to take another course, or if you have AP or transfer credit for a required course, you may choose a course from “Courses Available to First-Year Students” (PDF file from iSchool/Whitman Freshmen Registration page). 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 only one or two choices WILL NOT guarantee that you get those courses. If you leave spaces blank and we cannot register you for your top choices, you may be registered for an elective that you did not choose.

- **Science Elective**

Your first elective course should be selected from the *Science electives* in the Course List. Select four classes and list them in order of preference. iSchool/Whitman students do not need to take a lab science. (Select science electives even if you think you may receive AP or transfer credit.)

**OR**

- **Arts & Science Elective**

This should be selected from the remaining courses listed under *Arts & Science Electives* in the Course List. List eight classes in order of preference.

**There is no foreign language requirement for iSchool/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. French, Hebrew, Italian, German, and Spanish exams will available at <https://placementexams.syr.edu/webapps/portal/frameset.jsp>

Placement exams for all other languages will be offered on Friday, August 26. For on-site language Placement Exams, students must contact the appropriate language coordinator. Language coordinator information can be found on the Languages, Literatures, and Linguistics department website at: <http://lang.syr.edu/languages/PlacementExams.html>.

Non-native English speakers must take the “English Language Assessment Exam”. More information on all placement exams can be found at <http://readysset.syr.edu/academic/placement-exams.html>

## For Students with College Credit

### Advanced Placement Credit

If you have taken an Advanced Placement 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 courses or transfer credit, leave the lines blank on the top of page 2 of FTES.

### Advanced Placement Credit and Other Test Scores

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

Please take note of 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 examination and have not received your scores, for the purpose of online registration **assume that you have received a passing score and register accordingly.**
- If you find your score is lower than required, you can adjust your schedule when you arrive on campus and add the course for which the Advanced Placement credit would have substituted.
- Some of the Advanced Placement areas listed below substitute for specific courses in the Arts and Sciences requirements. For example, if you received credit for Psychology, you would have completed the equivalent of PSY 205, fulfilling three credits from the Behavioral Studies Division. Three credits will be posted on your Syracuse transcript.
- 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 CREDIT 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.
- If you have AP credit in a foreign language, you may not receive credit for a lower level course in the same language. For example, if you have AP course credit for SPA 102, you may not take SPA 101 or 102 at Syracuse.
- Fill in any AP courses for which you hope to receive credit on the First Term Enrollment Selections.

Following, you will see a list of the Advanced Placement tests and the Syracuse University course equivalents:

# Advanced Placement Scores and Syracuse University Course Equivalents

## Advanced Placement Test Syracuse Course Equivalent

Art History	HOA 105–106
Biology	BIO 121, 123 (a score of 4 or higher is required for 6 course credit. For additional 2 lab credits, students must petition with documentation)
Chemistry	CHE 103, CHE 106/116
Chinese	CHI 102/201
Comparative Government and Politics	PSC 123
Computer Science A or Computer Science AB	CPS 196
English Language and Composition	WRT 105–205(a score of 4 or higher is required)
English Literature and Composition	Score of 4 or 5 required for one of the following course substitutions: ETS 117, 118, 151, 152, or 153
Environmental Science	EAR 200
European History	HST 111, 112 (score of 4 or 5 required)
French Language	FRE 102
French Literature	FRE 102 (score of 3) or FRE 201 (score of 4 or 5)
German Language	GER 102
Human Geography	GEO 105 or 171 (score of 4 or higher required)
Italian Language and Culture	ITA 102
Japanese Language and Culture	JPN 102/201
Latin	LAT 102
Macro economics	ECN 102
Micro economics	ECN 101
Mathematics—Calculus AB	MAT 285(score 3 or higher) or MAT 285 and 286 or MAT 295 (score of 4 or higher)
Mathematics—Calculus BC	MAT 295–296 (score of 4 or higher required)
Mathematics Level II (exams taken in Puerto Rico)	MAT 194
Music Theory	HOM 125, 126
Physics B	PHY 101, 102
Physics C (Mechanics)	PHY 101 or 211, 221
Physics C (Electricity and Magnetism)	PHY 102 or 212, 222
Psychology	PSY 205 or 209 (score of 4 or higher required)
Spanish Language	SPA 102
Spanish Literature	SPA 102 (score of 3) or SPA 201 (score of 4 or 5)
Statistics	MAT 121, 221, or STT 101
United States Government and Politics	PSC 121
United States History and Politics	HST 101–102 (score of 4 or higher required)
World History	HST 121/122 (score of 4 or higher required)

## 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 Project Advance 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 the First Term Enrollment Selections. If you are receiving credit for a required course (e.g. WRT 105), please note it on page 2 under College-Level Credit, and we will not register you for it again.**

## 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 toward your degree requirements.
- You must provide us with a course description from the college or university catalog. (In some instances, we may ask to see a syllabus or papers).
- You must have an official transcript sent from the college or university to

*The School of Information Studies  
Syracuse University  
114 Hinds Hall  
Syracuse, New York 13244-1230*

**Please note any Transfer Credit courses that you have taken on the First Term Enrollment Selections. If you are receiving credit for a required course (e.g. WRT 105), please note it on page 2 under College-Level Credit, and we will not register you for it again.**

**Remember:** Do not register for a course for which you already have credit. Don't hesitate to call us at 1-800-295-1357 if you have any questions.

## Special Categories

### **Syracuse University Marching Band (SUMB) "The Pride of the Orange."**

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 [fm Moore@syr.edu](mailto:fm Moore@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**

Air Force

1-800-295-7456

315-443-2461

E-mail: [afdet535@syr.edu](mailto:afdet535@syr.edu)

<http://afrotc.syr.edu>

Army

315-443-2462

E-mail: [armyrotc@syr.edu](mailto:armyrotc@syr.edu)

<http://armyrotc.syr.edu>

# Final Check

## Count

Count the “Required Courses” and your first-choice electives. Make sure you have a total of six courses with a total of 14-17 credits. (Do not include SU Marching Band or ROTC in your count.)

## Check

Be 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.

- Be sure to take placement exams, if needed, following all directions.
- Don’t repeat courses. A course can only appear once on the selection sheet.
- Make all choices. Be sure to include all four science selections and all eight Arts and Science selections.
- Fill in the appropriate section of the First Term Enrollment Selections if you are expecting Advanced Placement, Project Advance, or transfer credit.
- Print your confirmation page (page 4 of FTES)
- Make sure you click the **submit** button on screen four; clicking on the save button does not submit the FTES form.

## Submit

Submit your form by **Friday, June 15, 2017**. **Your chances of being enrolled in first choice courses are substantially reduced if you submit the forms late.**

If you have additional questions email Tess Schaufler at [thschauf@syr.edu](mailto:thschauf@syr.edu).

For questions relating to admissions, call (315) 443-3611.

For questions relating to financial aid, call (315) 443-1513.

**Have a pleasant summer. See you in August for Syracuse Welcome!**