MySlice Overview for Graduate Students

Logging In and Using MySlice for Academics, Advising, Enrollment, Finances, Financial Aid, Housing, Meal Plans, and more.
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How to Login to MySlice

1. Open your internet browser:
   • Internet Explore and Firefox are the recommended browsers.
2. Type in the address bar:
   • https://myslice.syr.edu
3. Under the **Net ID** Box type in your SU Net ID.
4. Type in your password.
5. Click **Sign In**.
• This is the main MySlice page that will appear once you login.
Adding or Changing Personal Information

1. Scroll halfway down the page.
2. The Personal Services link will be on the far left side of the page.
3. Click on the bolded Personal Information link to enter the personal information home page.
4. Or click on the desired link within the box.
Where to Find the Course Catalog

• This link is located on the left side of the home page, under **MySlice Applications**
• Using this link will allow you to:
  1. Browse all Syracuse University Courses.
  2. Search for a particular course using specific course criteria.
     • This link can also help you enroll for classes, as it will be demonstrated on page 17
How to View Your Grades

1. Scroll halfway down the page.
2. The View Grades link will be in the center of the page under Enrollment.

• Click on the View Grades link to enter a separate page.
How to View Your Grades (cont’d)

3. On separate page click on your desired semester.

4. Click Continue on the bottom of the chart.

5. Your grades will appear on the following page for viewing.
How to View Your Transcript

1. Go to Academics in the Student Services category.
2. Click on the My Academics link to open the My Academics Home Page.
3. On the separate page, click on the **View my Advising Transcript**.
   - Note that this is not an Official Transcript.
How to Check for Holds on Your Account

1. Holds can affect your ability to register for classes. Holds placed on your account will appear on the MySlice Home Page. Scroll halfway down the page to view holds.

   - Advising Hold
   - Financial Hold
   - Health Center Hold
   - Judicial Affairs Hold
   - Probationary Hold
   - Non-declared Plan (Major) Hold
   - OIS Hold – Slutzker Center for International Services

2. There are seven different types of holds that can be placed on your account. Make it a habit to routinely check for holds.

   - Advising Hold
   - Financial Hold
   - Health Center Hold
   - Judicial Affairs Hold
   - Probationary Hold
   - Non-declared Plan (Major) Hold
   - OIS Hold – Slutzker Center for International Services
How to Enroll in a Class

1. Click on **Search for Classes** under **Course Catalog**
How to Enroll in a Class (cont’d)

2. This is the search page. To search for a course you must first:
   A. Switch to the proper “Term” (Semester)
   B. Pick your “Subject Area” from the dropdown menu (ex. Education).
      • This will automatically add the “Subject Code” (ex. EDU).
   C. Type in the course number (ex. 101).
      All undergraduate courses are between the 100 and 500 level.

3. Click Search to open to a new page with all of the courses with the code and number you typed in (ex. EDU 101).

4. Once you have clicked Search, select the desired Lecture/Forum, then select the desired Section. The class will be added to your shopping cart. You will not be enrolled in your desired class until you click the Proceed to Step 2 of 3 link, which will show when clicking the Enroll tab at the top of the page.

*** The Additional Search Criteria can also be used if you have the information available from the class you desire, when you are searching for the course. It is not required.***
5. After clicking Enroll, choose the term and this will appear on your screen, showing any classes you have signed up for.
   • This is called your shopping cart.
   • Any courses you plan to enroll in for the upcoming semester will appear in this box after you have selected them.
   • This box only shows the classes you plan to take. You are not enrolled in any courses until you click Proceed to Step 2 of 3.

6. Click Search in order to open the class search page (that is the image on page 18) to find any additional desired courses.
How to View or Modify Your Religious Observances

1. Scroll halfway down the page.
2. The **My Religious Observances** link will be in the center of the page under **Enrollment**. Click the link.
How to Check Your Bursar Student Account

1. Scroll halfway down the page.
2. The **View Student Account** link will be in the center of the page under **Finances**. Click the link to open the bursar home page.
3. Click the **Please click here to enter** link in order to enter your Student Account.

4. This will open a new page showing your:
   - Name, Program (ex. Education), Year (ex. Senior).
   - Your current account balance and the last bill that was sent to you.
   - A selection of additional links, related to your bursar account information.
Where to Find Your Financial Aid Information

1. Scroll halfway down the page.
2. The **My Financial Aid** link will be in the center of the page under **Financial Aid**. Click the link to open the financial aid home page.

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**Personal Services**

- View My Enrollment Profile
- View My Class Schedule
- My Religious Observances
- View My Exam Schedule
- View Grades

**Finances**

- View Student Account
- Make a Payment
- View Holds
- View/Update My Direct Deposit
- View Financial Deadlines
- UC Payment Option Selection

**Employee Services**

- View My W-2 Form
- Update My W-2 Consent Form

**Employee Reimbursement**

- View/Update My Direct Deposit
Where to Find Your Financial Aid Information (cont’d)

3. Click on your desired financial aid year.
4. A new page will open providing additional financial aid tabs for the academic year you had chosen.