MySlice Overview
Undergraduates

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.
MySlice Home Page

• 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 Mid-Semester Progress Report (MSPR)

• This link is located under **Student Services** as you login, under **Advising**.
  • This is only required of your professors for your freshman year or if you are on college probation.
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**.
3. 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.

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

   1. Advising Hold
   2. Financial Hold
   3. Health Center Hold
   4. Judicial Affairs Hold
   5. Probationary Hold
   6. Non-declared Plan (Major) Hold
   7. OIS Hold – Slutzker Center for International Services
How to View/Contact Your Advisor

1. Click the View My Advisor(s) link in the center of the page under Advising to view your advisor.
How to View/Contact Your Advisor (cont’d)

2. Choose the link View Info.
3. Locate email address to contact your advisor if needed.

Adviser Information

<table>
<thead>
<tr>
<th>Current Advisors</th>
<th>Career</th>
<th>Effective:</th>
<th>Program</th>
<th>Plan</th>
<th>My Advisor is:</th>
<th>Advisor Role</th>
<th>View Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Undergraduate</td>
<td>08/08/2016</td>
<td>Education</td>
<td></td>
<td>Freaney, Robert Scott</td>
<td>Academic/College</td>
<td>View Info</td>
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<td>2</td>
<td>Undergraduate</td>
<td>08/08/2016</td>
<td>Education</td>
<td>Selected Studies in Educ</td>
<td>Perez, Mario Rios</td>
<td>Faculty/Major</td>
<td>View Info</td>
</tr>
</tbody>
</table>

View my Academic Information

NOTE: If this information is incorrect please contact your college or department office.

Advisor Contact Information

**Name:** Perez, Mario Rios  
**Phone:** 315/443-3343  
**Email:** mperes@syr.edu  
**Homepage:** [http://soe.syr.edu/about/member.aspx?fac=2460Office Hours](http://soe.syr.edu/about/member.aspx?fac=2460Office Hours)

Step 3

Step 4

Return to Advisor List
How to View Your Enrollment Date

1. The View My Enrollment Dates will be in the center of the page under Enrollment.
2. Your **Enrollment Date** for the next semester will be listed on this page.

3. Contact your advisor prior to the date under **Begins On** to enrolled in your classes.
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.
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.

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Step 3

Welcome to online viewing of your MySlice Financial Aid. On this site you may:
- view and print your financial aid award letter
- check and complete items on your Financial Aid To Do List
- view the Cost of Attendance

Questions? Please visit our website, call (315) 443-1513, or email us.

Have a great year!
Office of Financial Aid and Scholarship Programs
How to View or Modify Your Housing and Meal Plan Information

1. Scroll halfway down the page.
2. The Housing and Meal Plans link will be in the center of the page. Click the link to open the Housing and Meal Plan home page.

In the unlikely event that an Active Shooter Incident should occur on campus, the information provided in this video is intended to reduce the personal risks of members of the University community. For more information, contact the Department of Public Safety at ext. 8328. To watch the video click HERE.

Complaint Hotline
Members of the University community can click HERE to report complaints involving business or financial matters to the office of Audit and Management Advisory Services. Reports may be submitted anonymously.

Employee Services

HR/Payroll
- View My Paycheck
- View My Time Off
- View/Update My Direct Deposit
- View My Pay Notice

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

Tax Withholding Information
The following allow adjustments to your tax withholding allowances.
- View/Update My Federal Tax
- View/Update My NY State Tax
- View/Update My NYC/Onkiers Tax

Employee Reimbursement
- View/Update My Direct Deposit

Step 2

Housing and Meal Plans
Please click a link only once. Do not double-click!
3. Click on any of the desired links to open a new window for My Housing information. All links will open the same window.

4. Use the Navigation list to view or modify any housing or meal plan information.