MySlice, Orange Success, and Degree Works Overview

The Office of Academic and Student Services

Logging in and Using MySlice for Academics, Advising, Enrollment, Finances, Financial Aid, Housing, Meal Plans, and more.

Syracuse University
School of Education
Office of Academic and Student Services

Fall 2019

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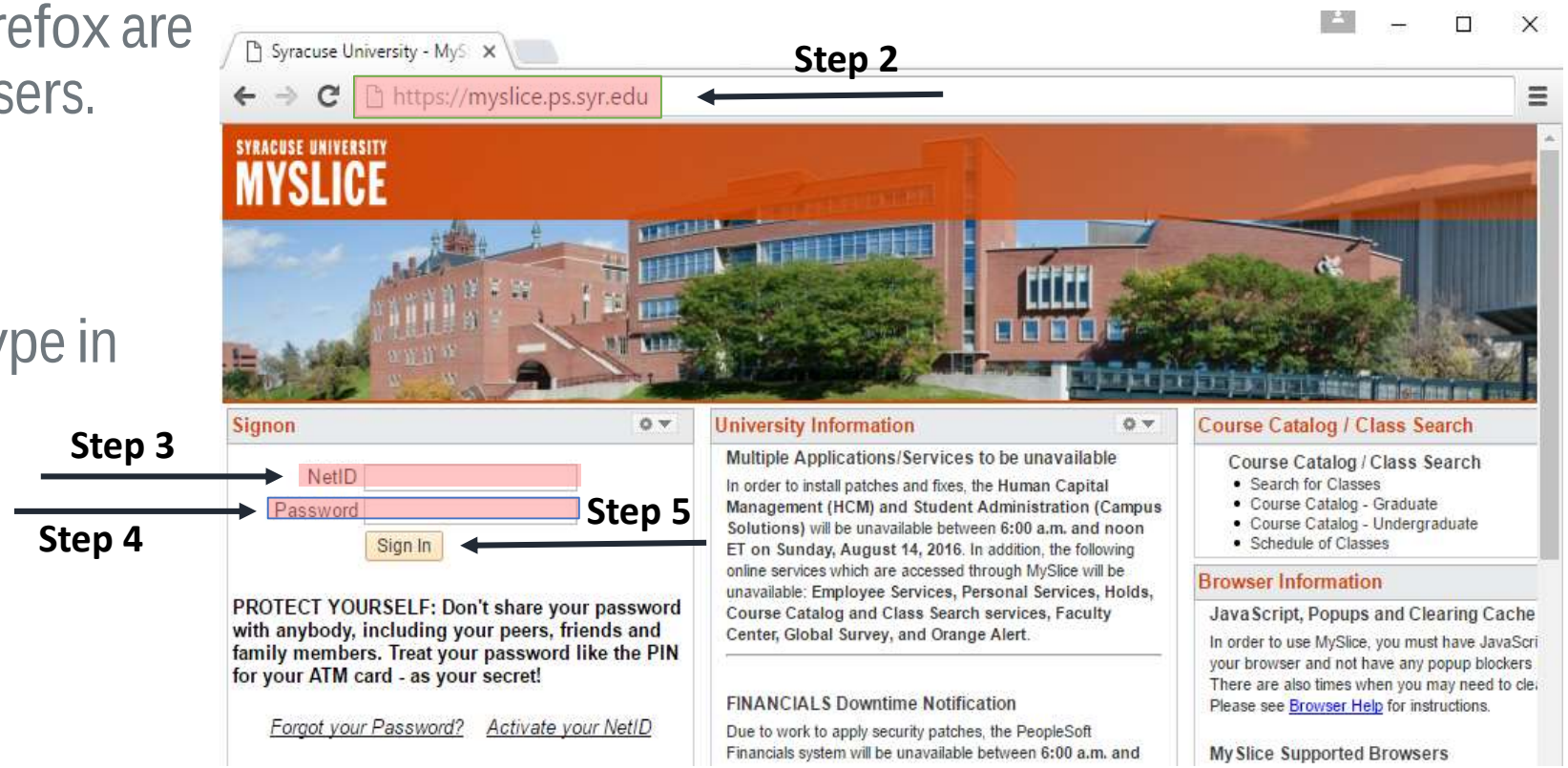
Login to MySlice

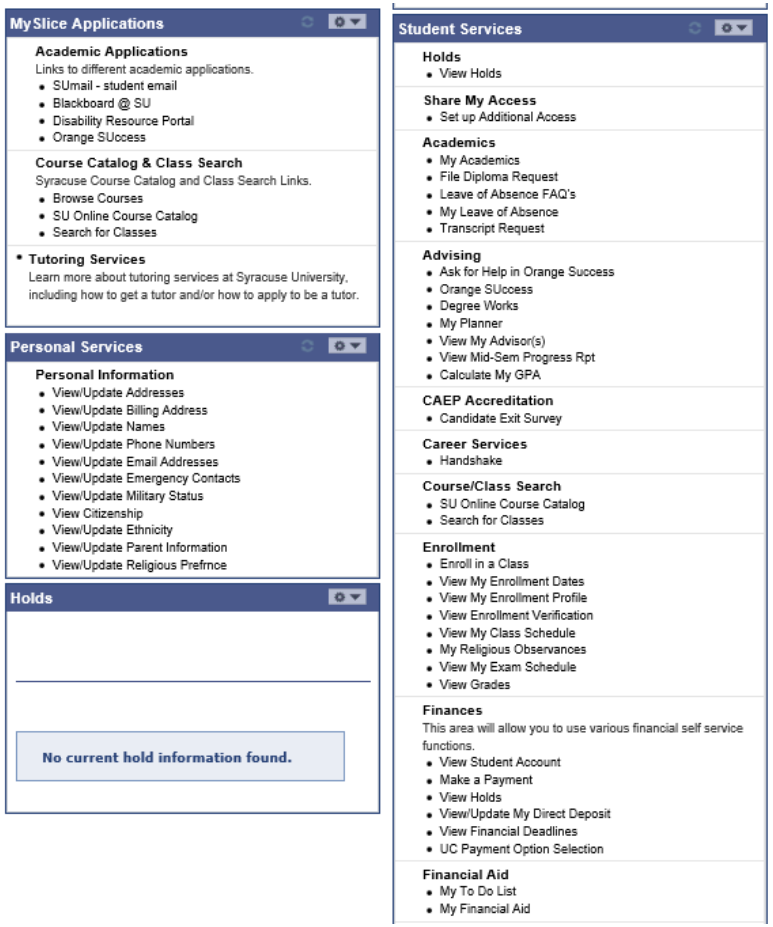
1. Open your internet browser.
2. Internet Explorer and Firefox are the recommended browsers.
3. Type in the address bar: https://myslice.syr.edu.
4. Under the **Net ID** box type in your **SU Net ID**.
5. Type in your password.
6. Click **Sign In**.



MySlice Home Page

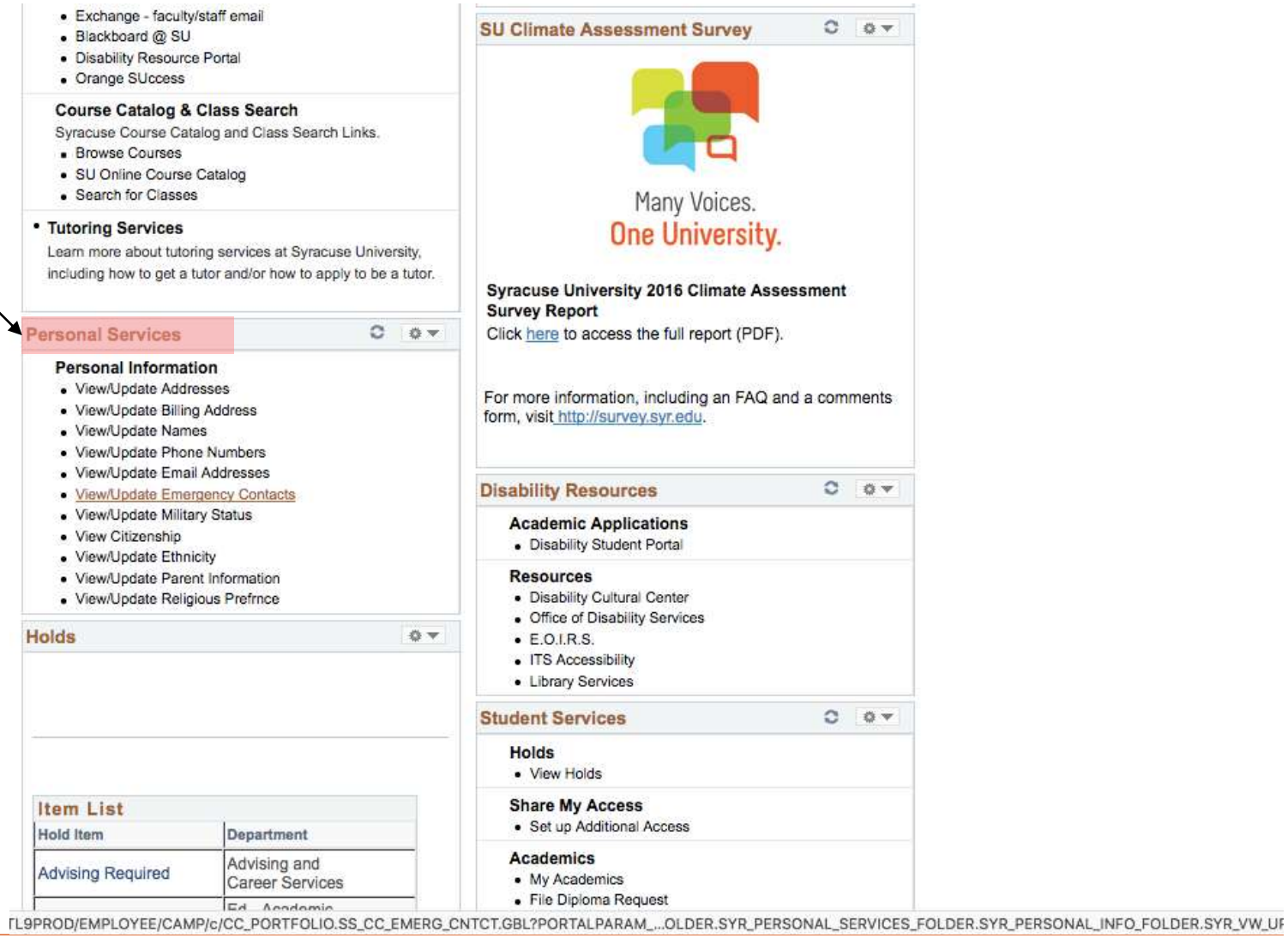
This is the main MySlice page that will appear once you login.

Scroll down to see this section.



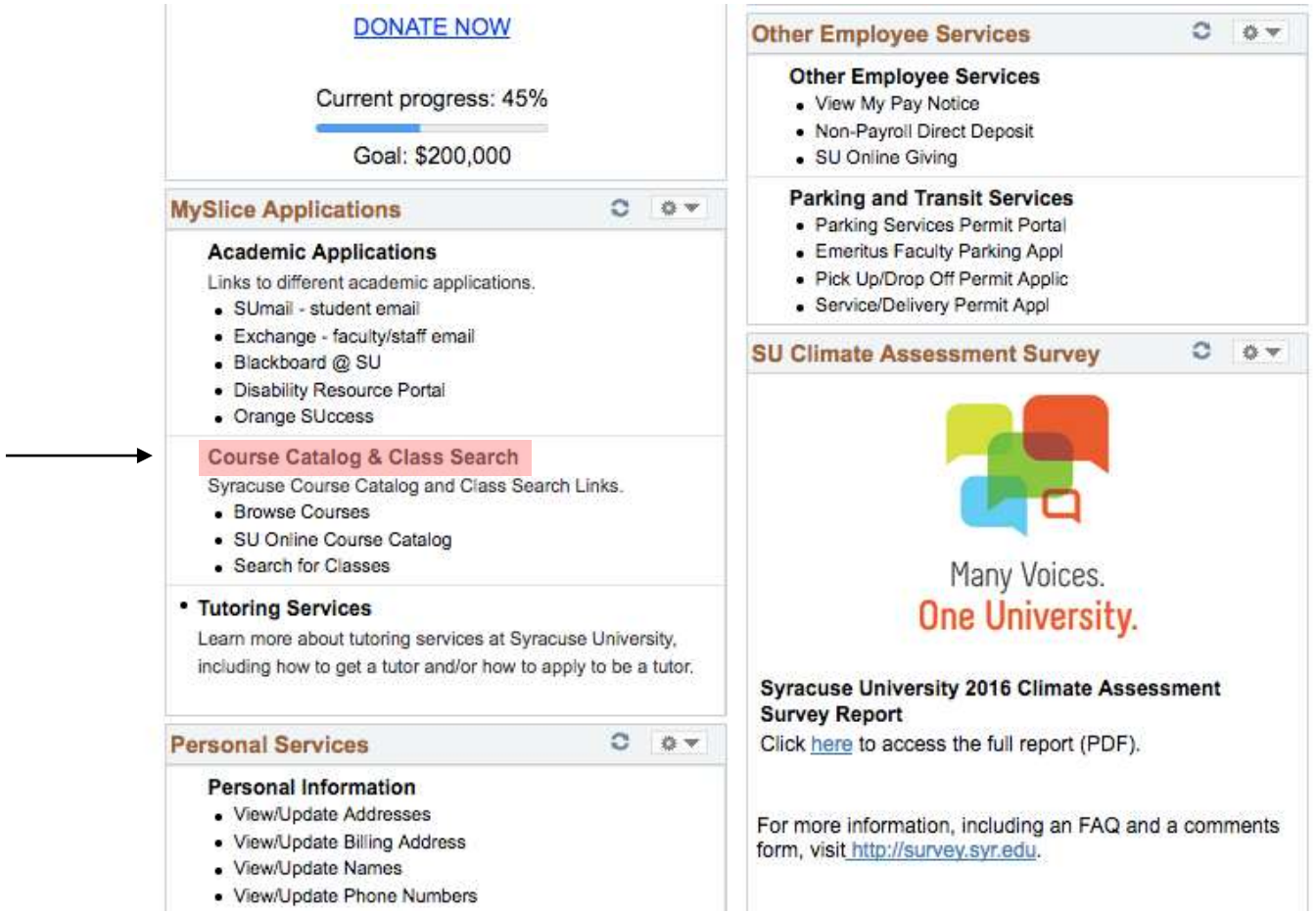
Add or Change Personal Information

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.



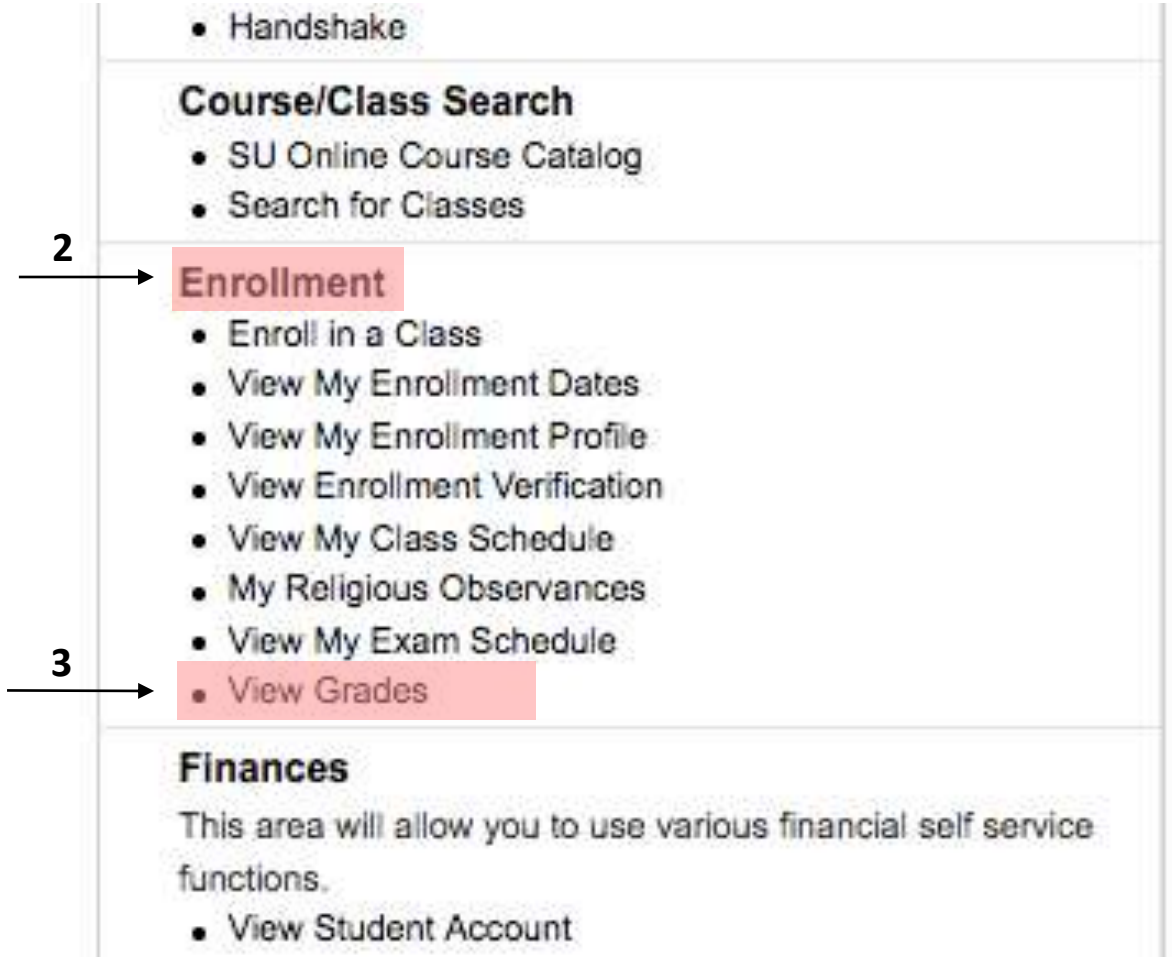
Where to Find the Course Catalog

This link is located on the left side of the home page, under MySlice Applications



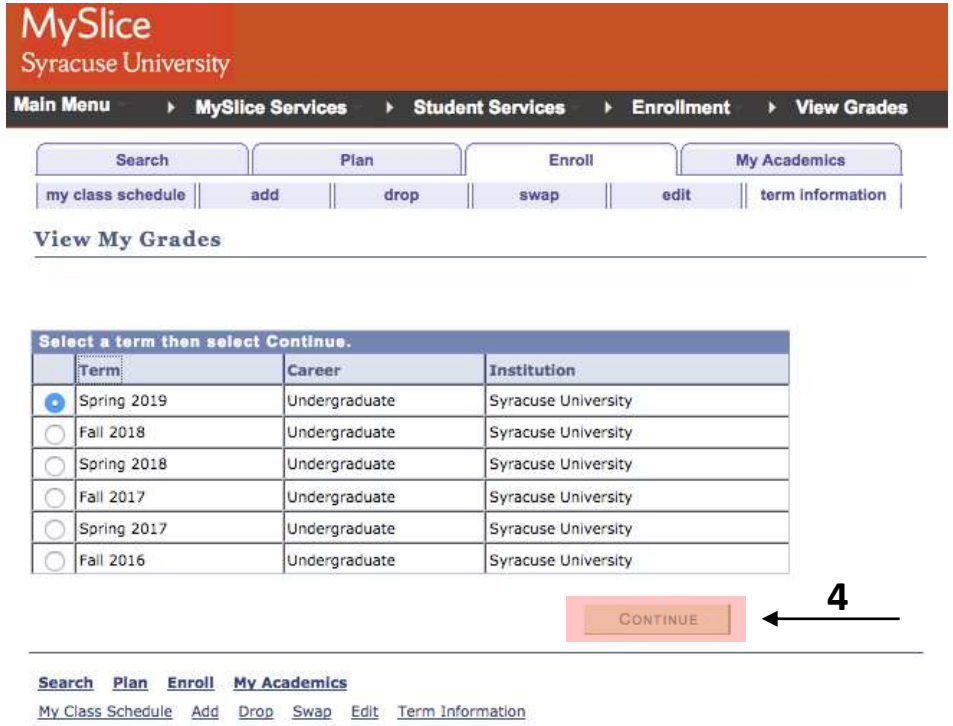
View Your Grades

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.



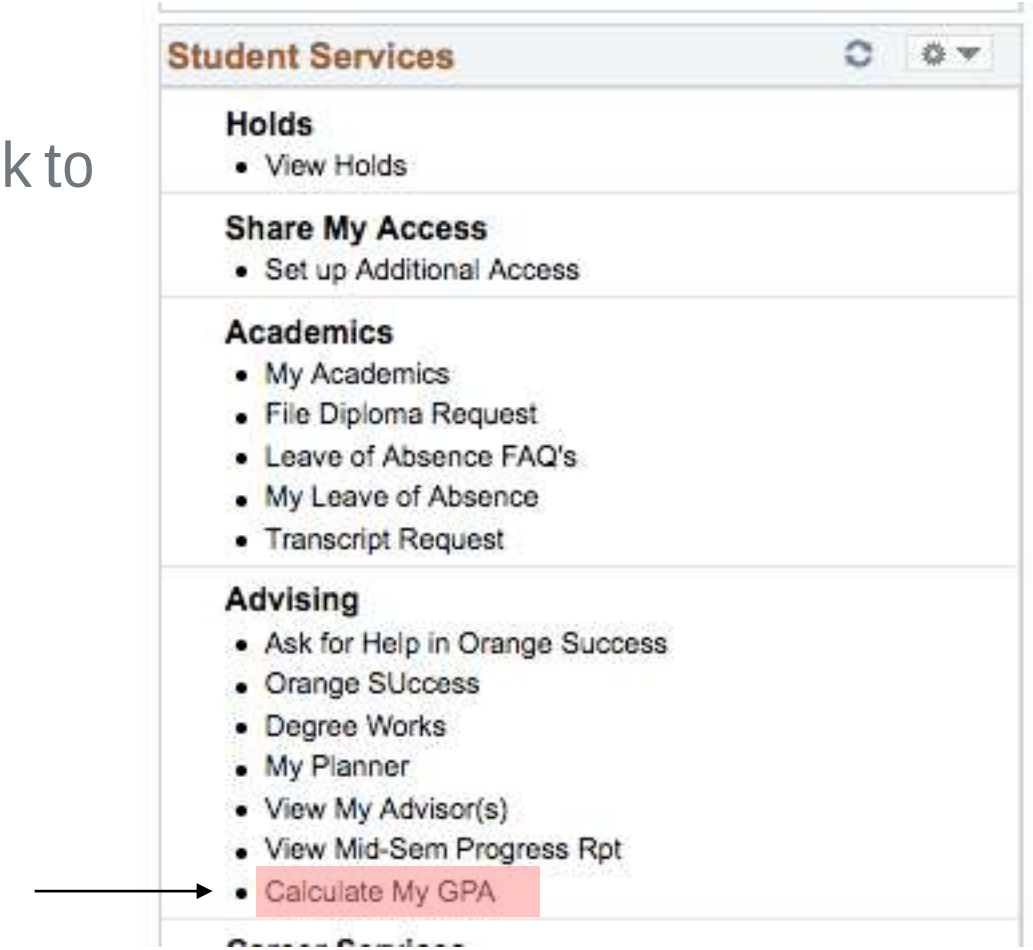
View Your Grades *(cont'd)*

3. 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.



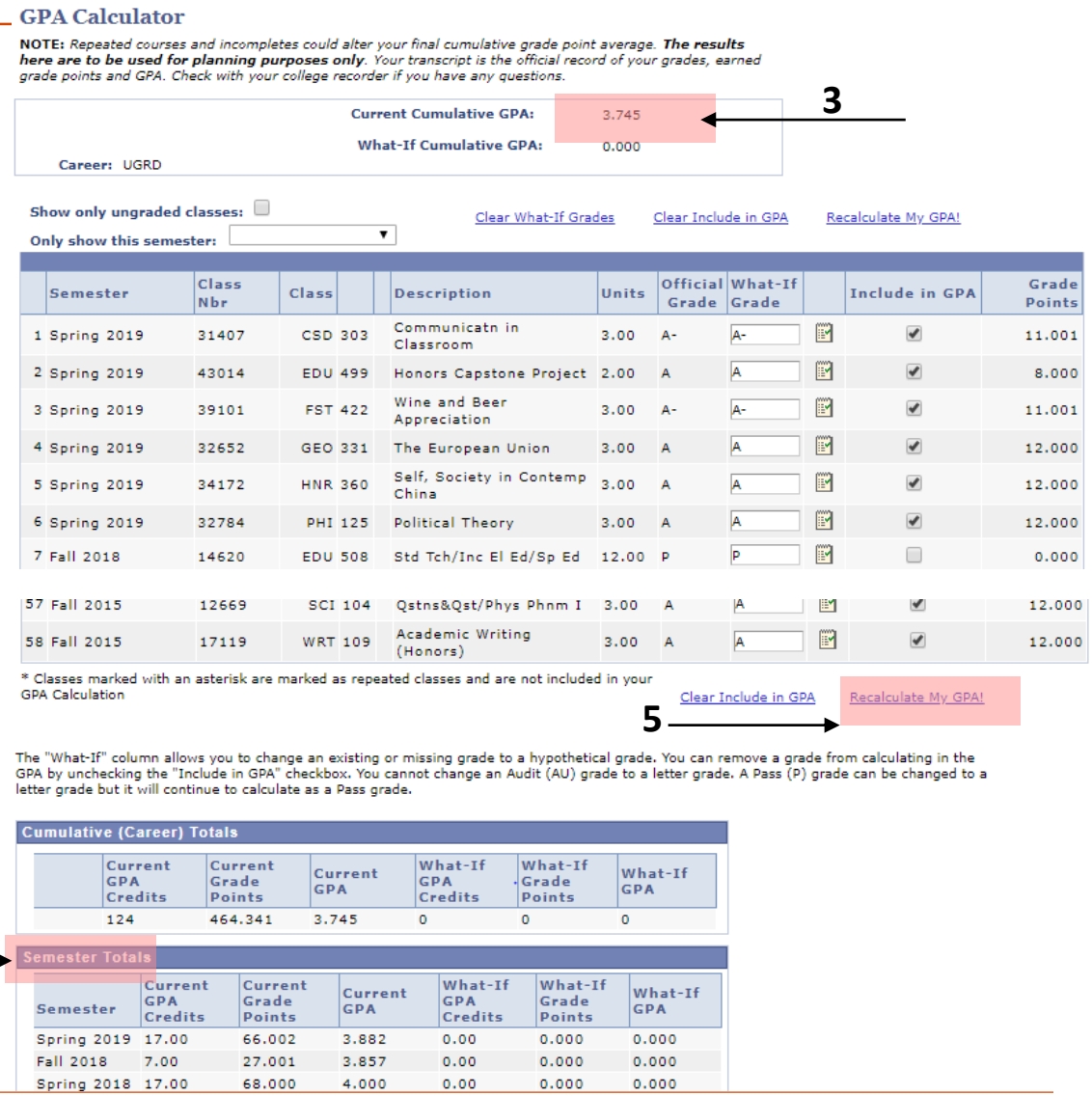
Check or Calculate Your GPA

1. Go to **Advising** in the **Student Services** category.
2. Click on the **Calculate my GPA** link to open the GPA Page.



Check or Calculate Your GPA *(cont'd)*

3. At the top of the page you can view your overall GPA
4. To view your **individual semester** GPA, scroll to the bottom of the page.
5. To calculate your GPA with classes you have not yet completed:
   - put in a grade for each course you wish to include, and click the box that says "include in GPA"
   - Click "Recalculate my GPA!" at the bottom of the page
   - To clear these grades, click "clear what-if grades" at the top of the chart



GPA Calculator

NOTE: *Repeated courses and incompletes could alter your final cumulative grade point average.* ***The results here are to be used for planning purposes only****. Your transcript is the official record of your grades, earned grade points and GPA. Check with your college recorder if you have any questions.*

Current Cumulative GPA: 3.745

What-If Cumulative GPA: 0.000

Career: UGRD

3

Show only ungraded classes:

Only show this semester:

Clear What-If Grades | Clear Include in GPA | Recalculate My GPA!

	Semester	Class Nbr	Class	Description	Units	Official Grade	What-If Grade	Include in GPA	Grade Points
1	Spring 2019	31407	CSD 303	Communicatn in Classroom	3.00	A-	A-	☑	11.001
2	Spring 2019	43014	EDU 499	Honors Capstone Project	2.00	A	A	☑	8.000
3	Spring 2019	39101	FST 422	Wine and Beer Appreciation	3.00	A-	A-	☑	11.001
4	Spring 2019	32652	GEO 331	The European Union	3.00	A	A	☑	12.000
5	Spring 2019	34172	HNR 360	Self, Society in Contemp China	3.00	A	A	☑	12.000
6	Spring 2019	32784	PHI 125	Political Theory	3.00	A	A	☑	12.000
7	Fall 2018	14620	EDU 508	Std Tch/Inc El Ed/Sp Ed	12.00	P	P	☐	0.000
57	Fall 2015	12669	SCI 104	Qstns&Qst/Phys Phnm I	3.00	A	A	☑	12.000
58	Fall 2015	17119	WRT 109	Academic Writing (Honors)	3.00	A	A	☑	12.000

* Classes marked with an asterisk are marked as repeated classes and are not included in your GPA Calculation

Clear Include in GPA | Recalculate My GPA!

5

The "What-If" column allows you to change an existing or missing grade to a hypothetical grade. You can remove a grade from calculating in the GPA by unchecking the "Include in GPA" checkbox. You cannot change an Audit (AU) grade to a letter grade. A Pass (P) grade can be changed to a letter grade but it will continue to calculate as a Pass grade.

Cumulative (Career) Totals

Current GPA Credits	Current Grade Points	Current GPA	What-If GPA Credits	What-If Grade Points	What-If GPA
124	464.341	3.745	0	0	0

Semester Totals

Semester	Current GPA Credits	Current Grade Points	Current GPA	What-If GPA Credits	What-If Grade Points	What-If GPA
Spring 2019	17.00	66.002	3.882	0.00	0.000	0.000
Fall 2018	7.00	27.001	3.857	0.00	0.000	0.000
Spring 2018	17.00	68.000	4.000	0.00	0.000	0.000

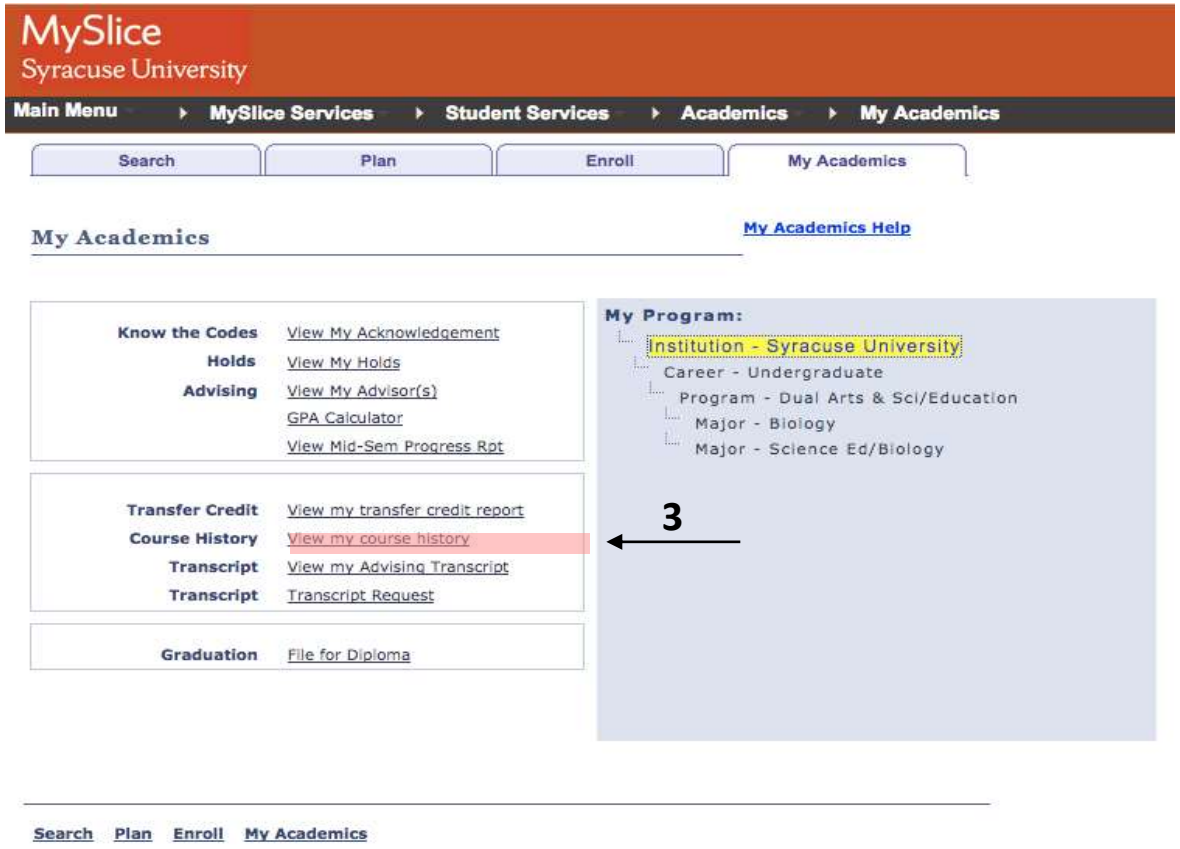
View Your Transcript

1. Go to **Academic** in the **Student Services** category.
2. Click on the **My Academics** link to open the My Academics Home Page.

View Your Transcript *(cont'd)*

3. On the separate page, click on **View my Advising Transcript.**

   Note that this us not an official transcript.



View Your Transcript *(cont'd)*

Official Transcripts

If you want an official transcript, click on "transcript request" and follow the instructions to input the recipient.

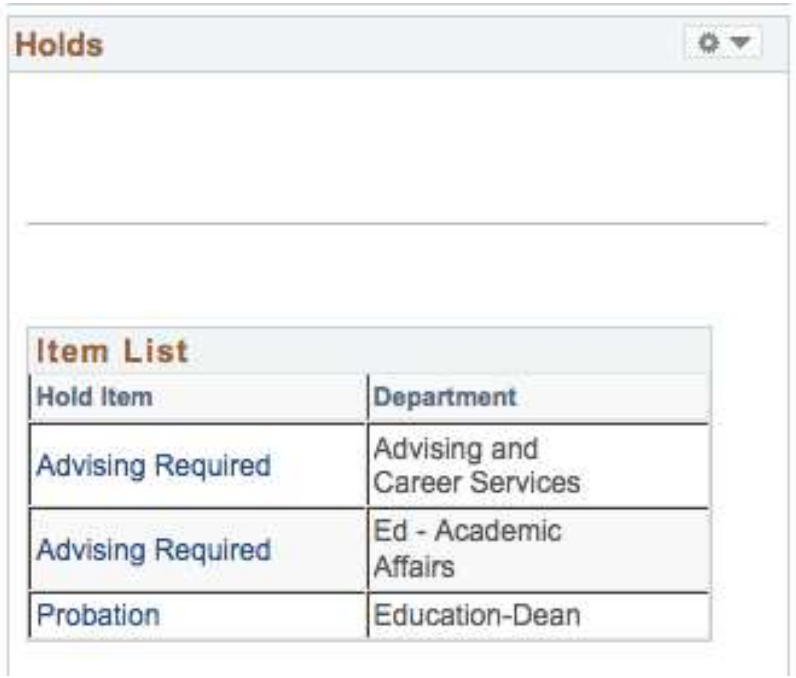
- You can have transcripts emailed or mailed to the recipient
- Current matriculated students may order up to three free transcripts per academic year through 60 days after their last degree is posted. After the first three, there is a fee.

Check for Holds on Your Account

Holds may affect your ability to register for classes.

1. Holds placed on your account will appear on the MySlice home page. Scroll halfway down the page to view holds.

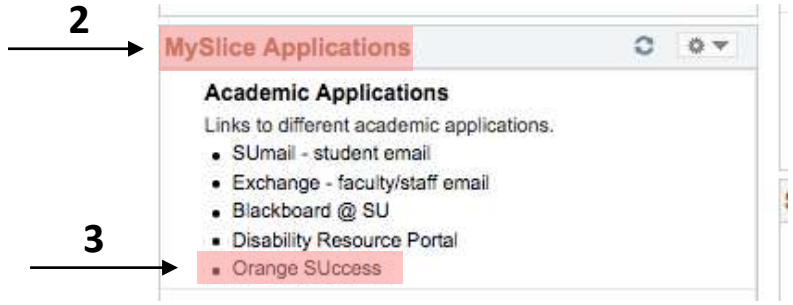
2. There are seven different types of holds that can be placed on your account. Make it a habit to routinely check for holds as you are not always notified of a hold placed on your account.
   - Advising Hold* Financial Hold
   - Health Center Hold
   - Judicial Affairs Hold
   - Probationary Hold
   - Non-declared Plan (Major) Hold
   - OIS Hold – Slutzker Center for Intl. Services



Using Orange Success

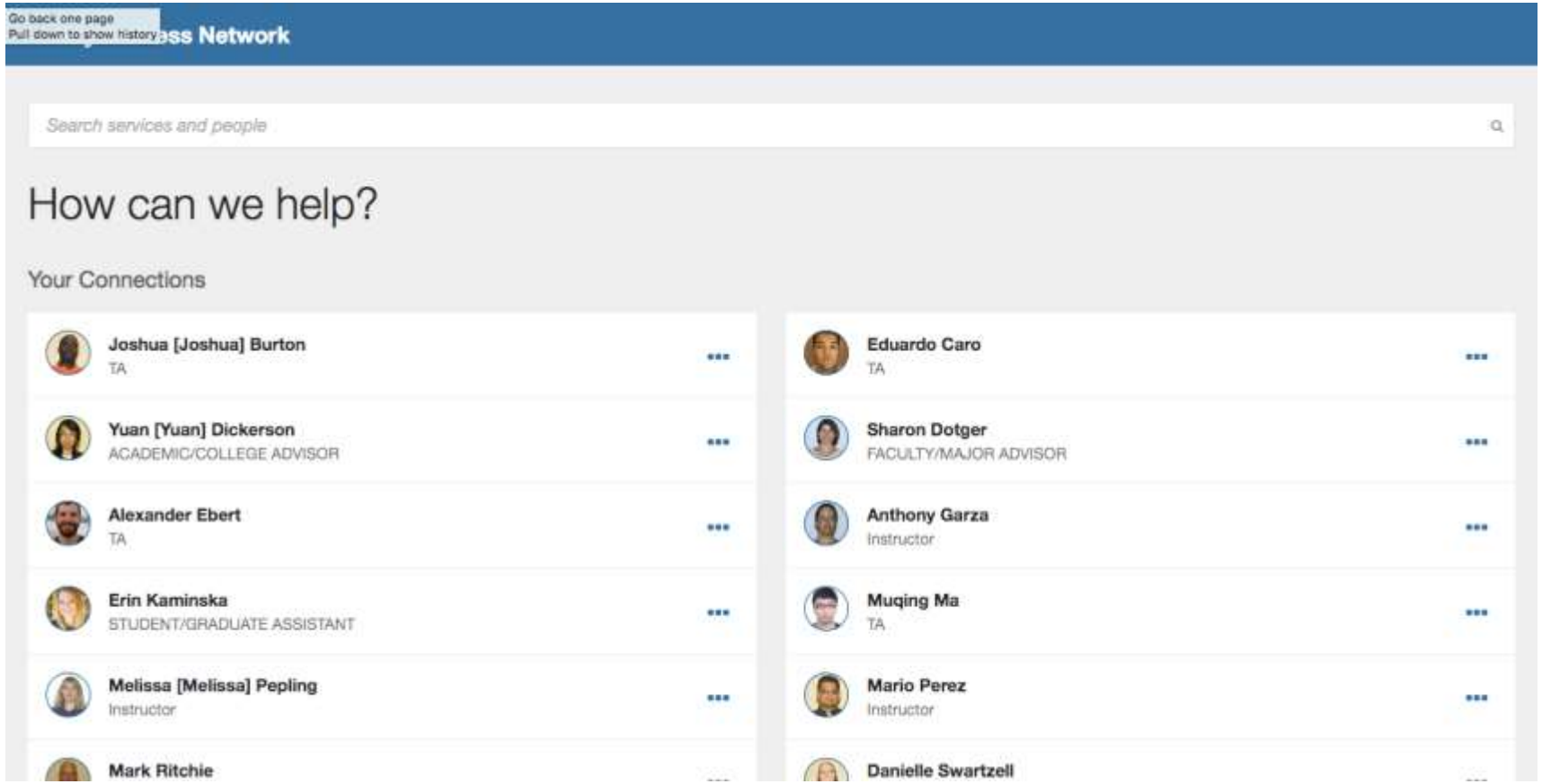
Advisors expect you to make all appointments through Orange SUccess.

1. Scroll to the middle of the page.
2. **MySlice Applications** is located on the left.
3. Click **Orange SUccess.**



Using Orange Success *(cont'd)*

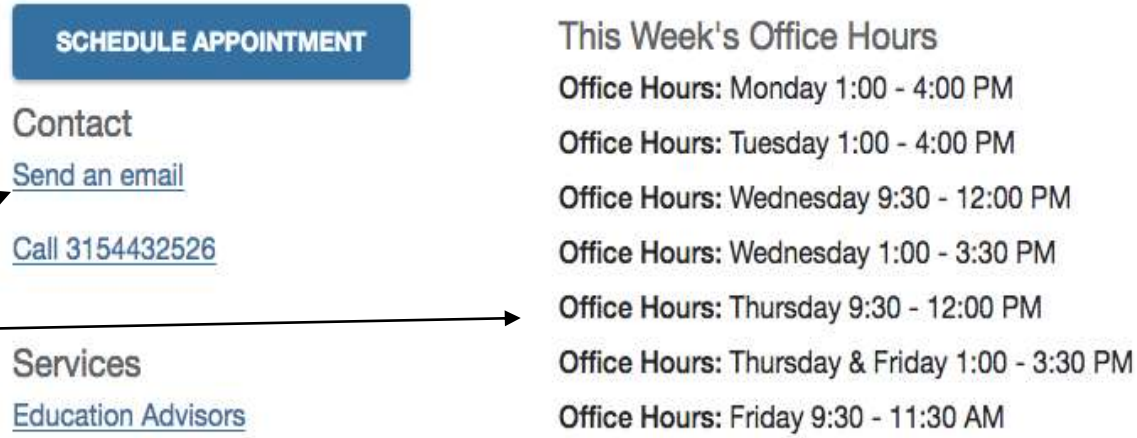
4. Your connections contacts are listed. Click on the person you want to contact.



Using Orange Success *(cont'd)*

5. On this page you can:

- **Schedule an appointment**
- **Send an email** to your advisor/professor
- View your advisor/professor's **office hours**



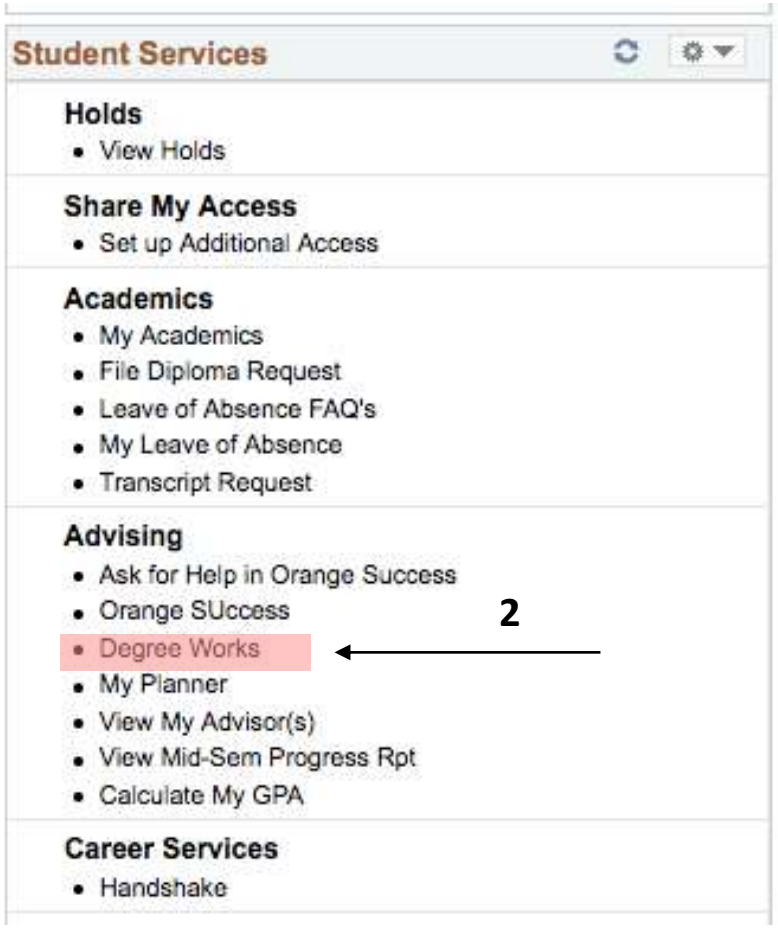
Make an Appointment With the Senior Assistant Dean

Amie Redmond

Email either Carol Dewitt, cedewitt@syr.edu or Amie Redmond, amredmon@syr.edu to make an appointment. You can also call 315-443-2506.

Degree Works

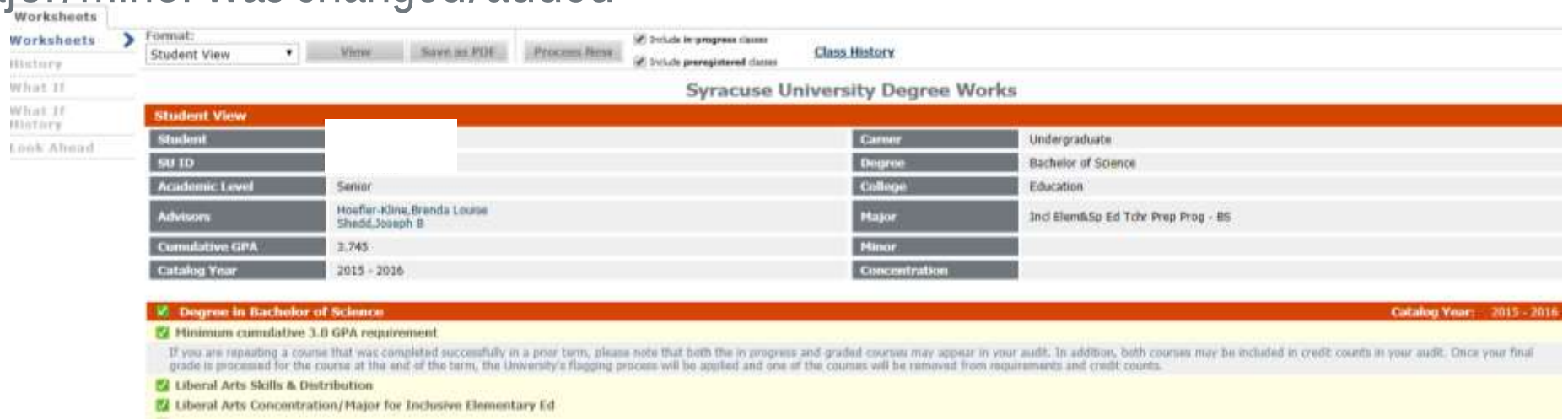
You use Degree Works to check your progress toward your degree.



1. Scroll down to **Student Services**.
2. Under **Advising**, click on Degree Works, located under **Orange SUccess.**
3. You will be redirected to another page that will prompt you with a login portal.
4. Enter your net ID and password.

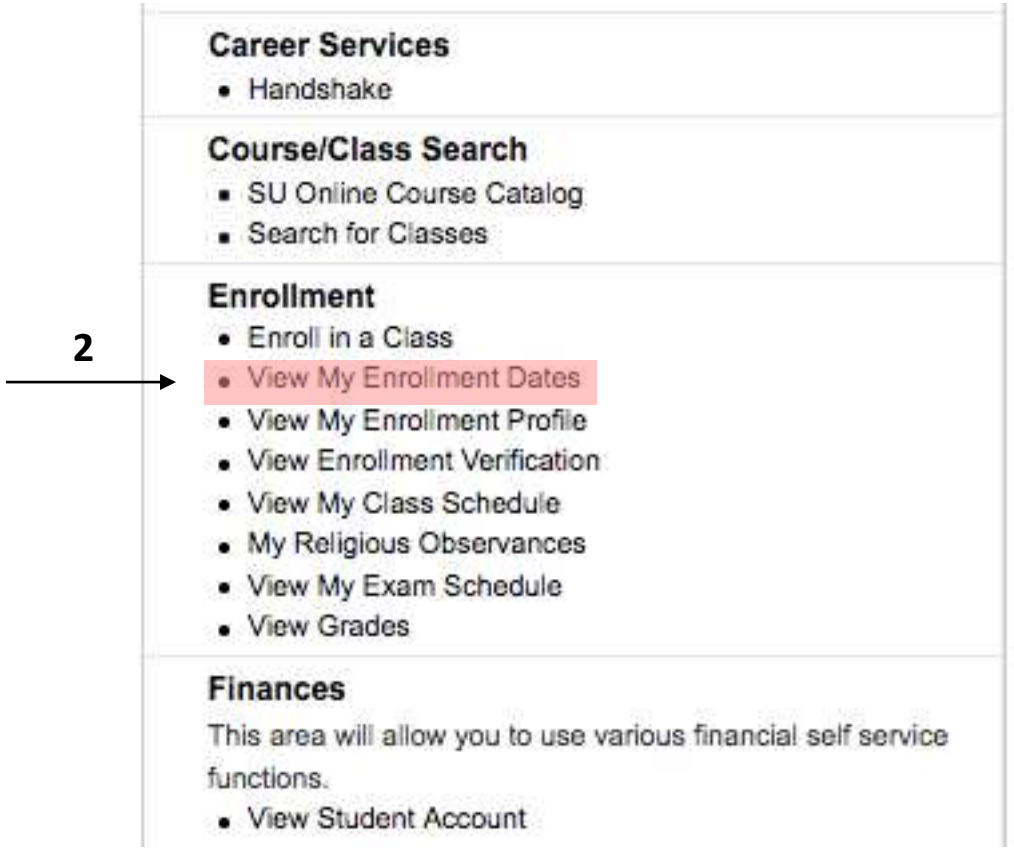
Degree Works *(cont'd)*

2. The Worksheets Tab allows you to see your graduation and degree requirements, and , if you scroll down, it breaks it down by area of needs, classes, and requirements.
   - if highlighted yellow with a green check, the requirement is complete
   - if highlighted blue, the requirement is in progress
   - if highlighted red, the requirement has not been completed
3. The 'what if' tab will allow you to view what requirements would be met or needed if your major/minor was changed/added



View Your Enrollment Date

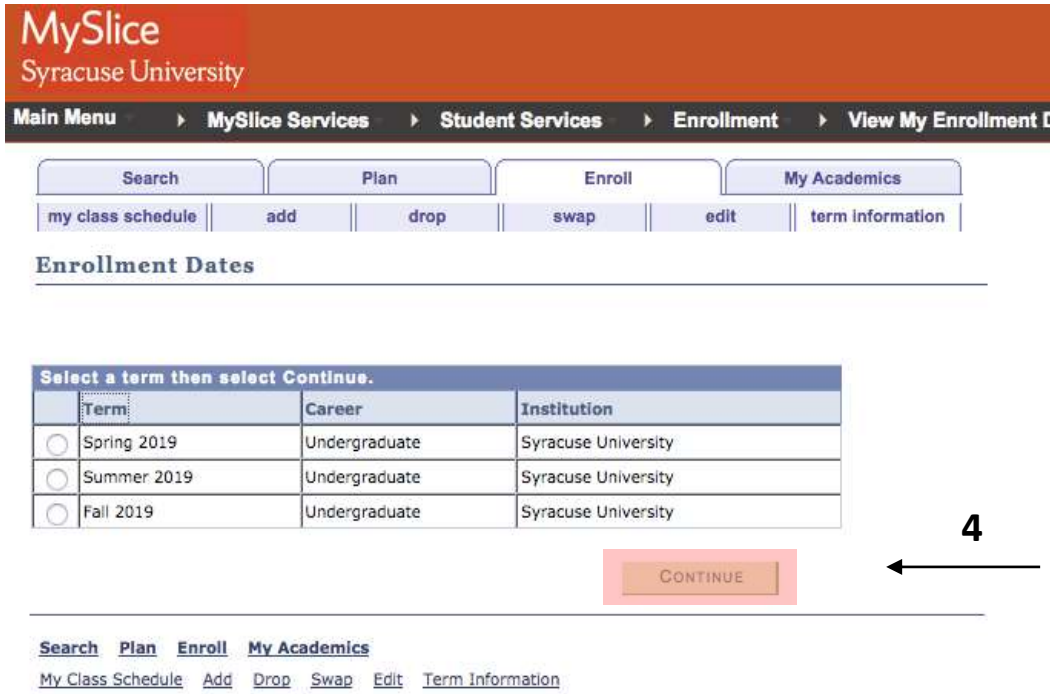
1. Scroll down to **Student Services.**
2. Select **View My Enrollment Dates** under the **Enrollment** section.



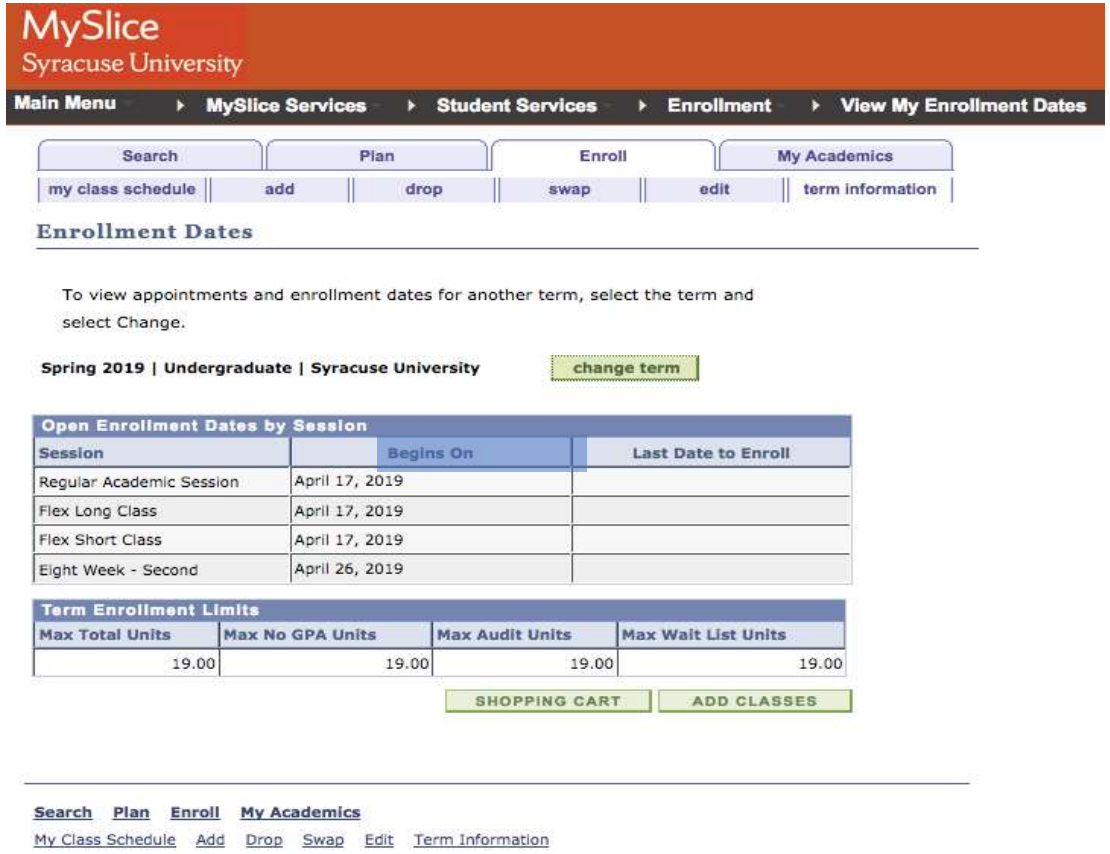
View Your Enrollment Date *(cont'd)*

3. Select a term.

4. Click **Continue.**

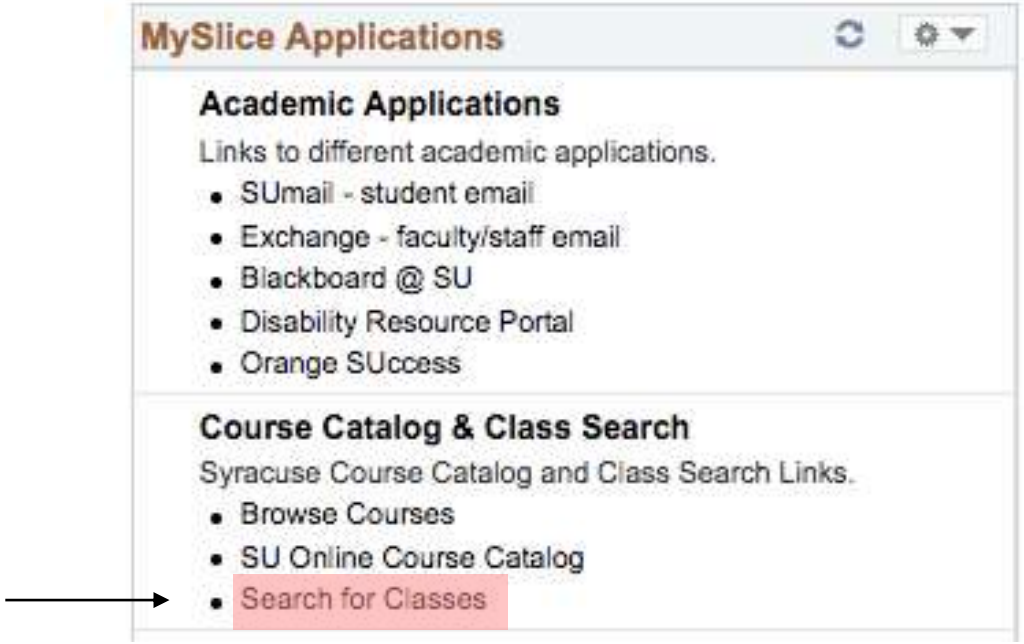


5. View enrollment dates under **Begins On** column. Contact your advisor prior to this date in order to register for classes on time.



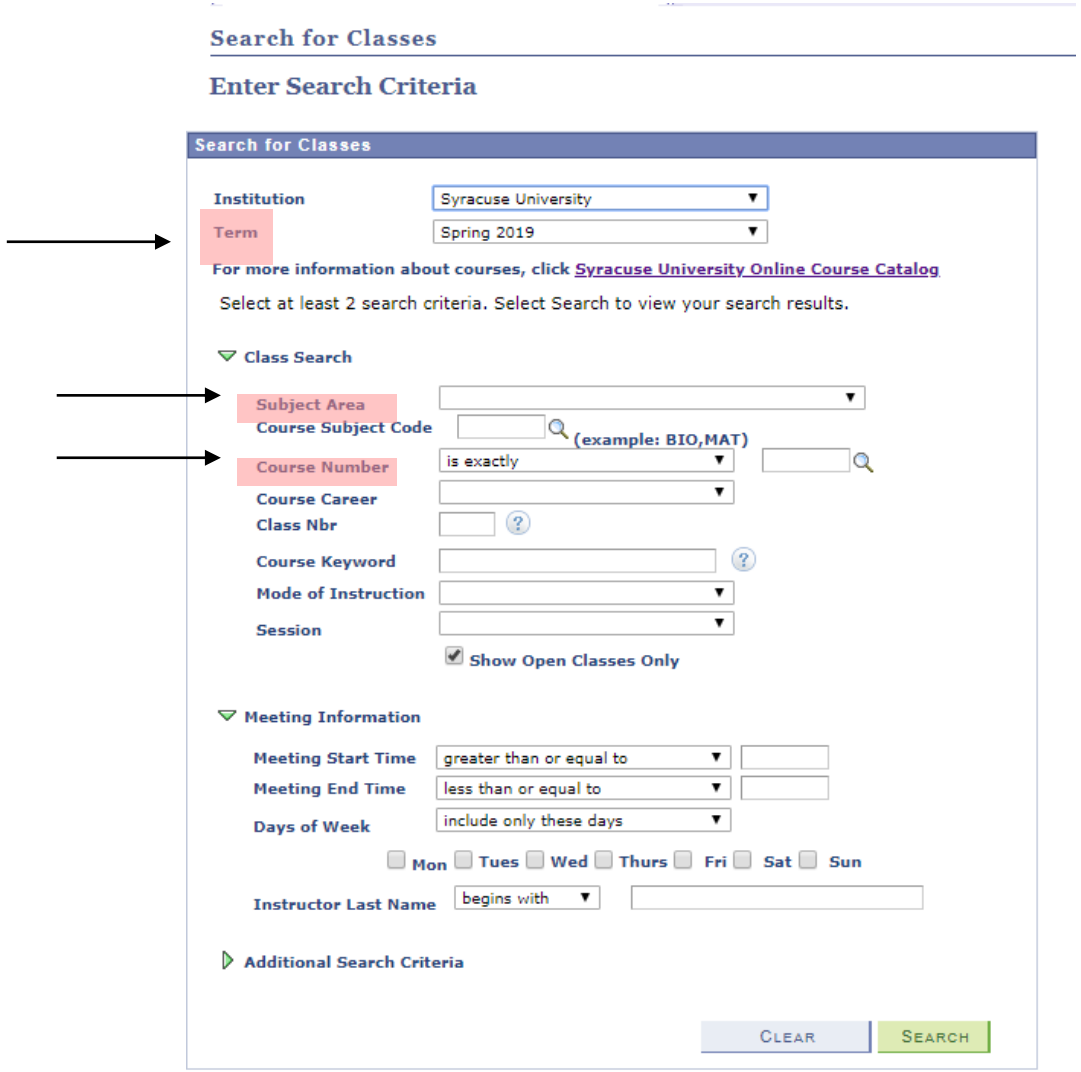
Enrolling in Classes

1. Click on **Search for Classes** under **MySlice Applications.**



Enrolling in Classes *(cont'd)*

2. This is the search page. To search for a course you must first:
   - Switch to the proper "Term"
   - Pick your "Subject Area" from the dropdown menu (ex. EDU)
   - Type in the course number (ex. 101). All undergraduate courses are between the 100 and 500 level.



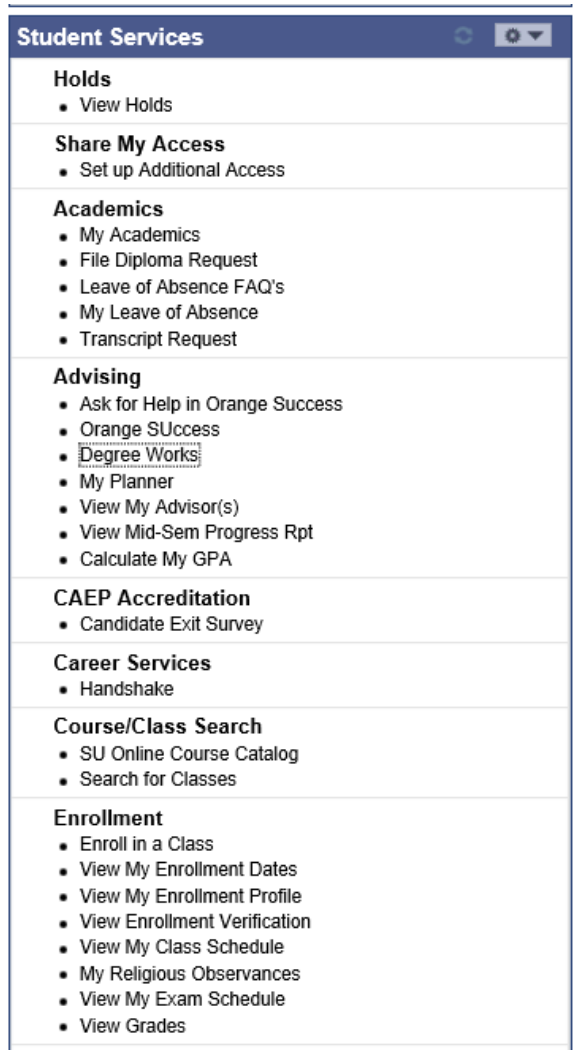
Enrolling in Classes *(cont'd)*

3. A list of classes that fit the criteria you stated will appear
   - If the course is open, it will have a green circle under 'status;' (an orange triangle is wait list, and a blue square is closed/full)
   - Select a course but clicking on the class number
   - Once you have chosen a course, follow the instructions and click continue until you have been enrolled

Swap Classes

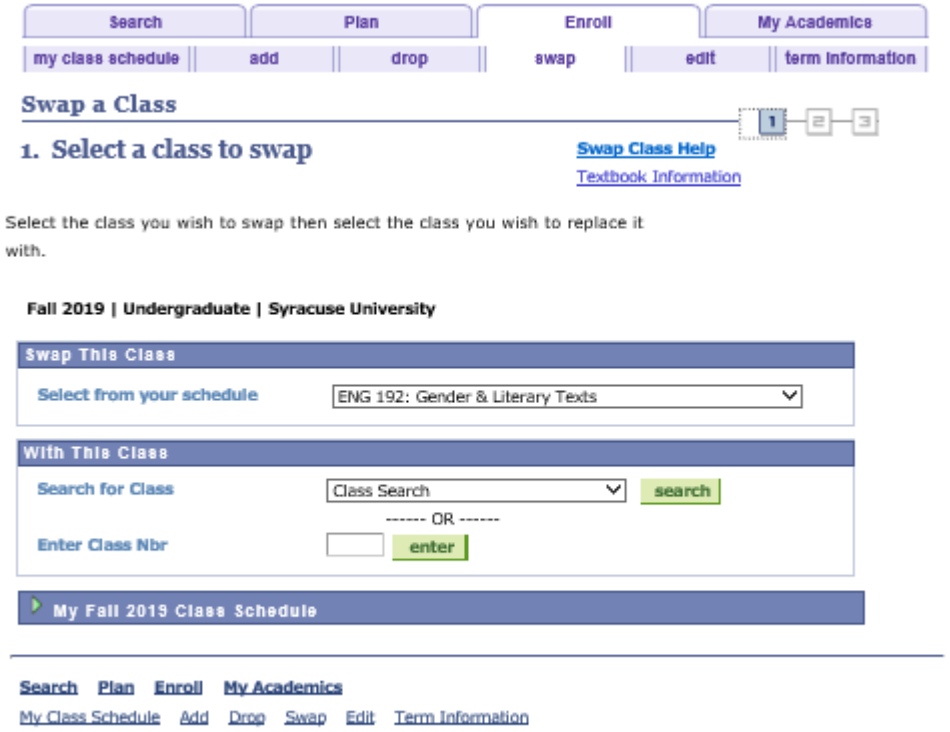
Swapping classes is an option in which you drop one class and enroll in another, but it only goes through if you are accepted into the latter. This ensures that you do not drop a class without another to replace it, and miss fulfilling a requirement or not having enough credits.

1. Click on View My Class Schedule.



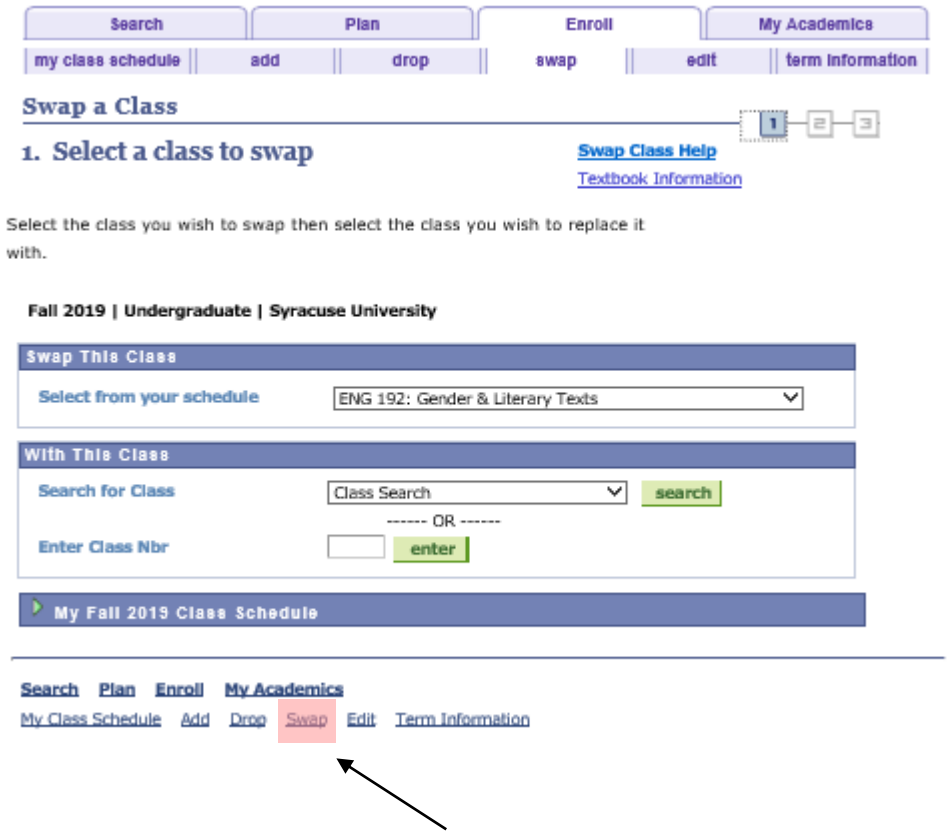
Swap Classes *(cont'd)*

2. Select a class to swap.



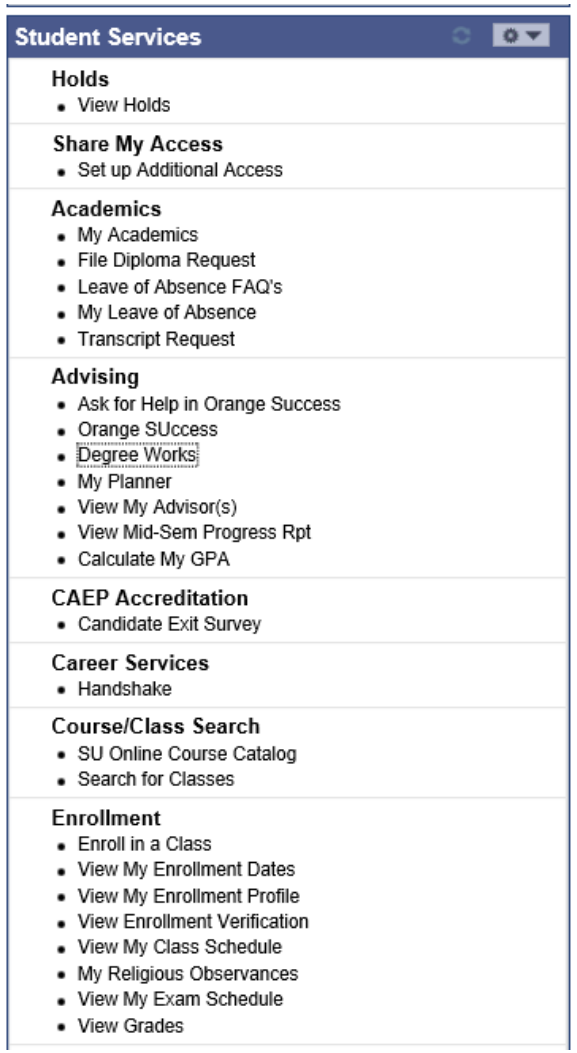
Swap Classes *(cont'd)*

3. Click Swap at the bottom of the screen.



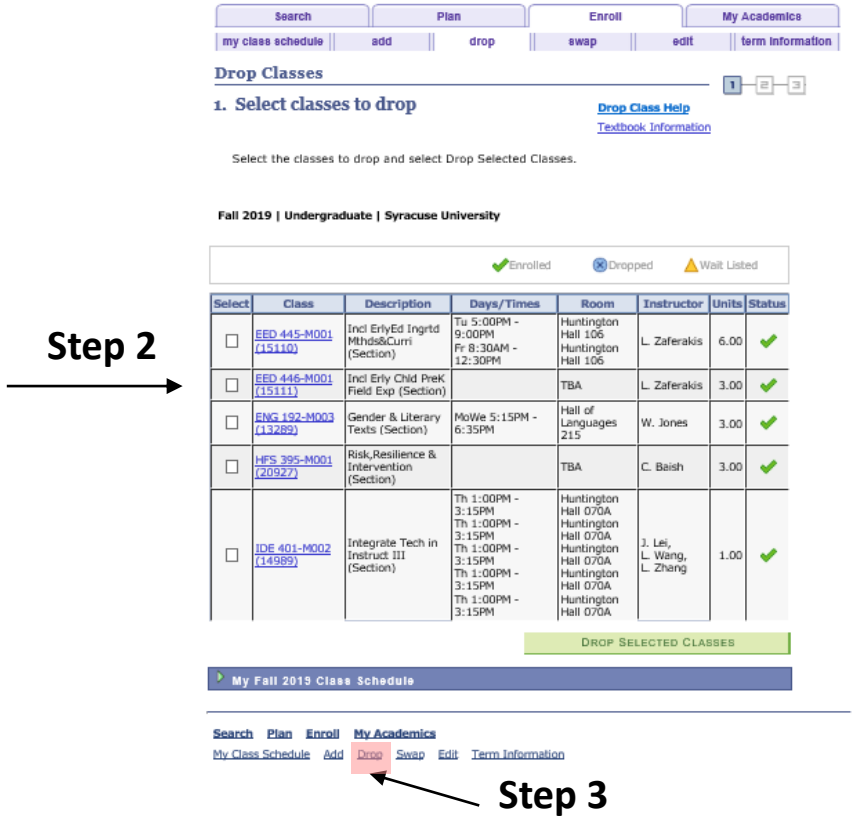
Drop a Class

1. Click on View My Class Schedule.



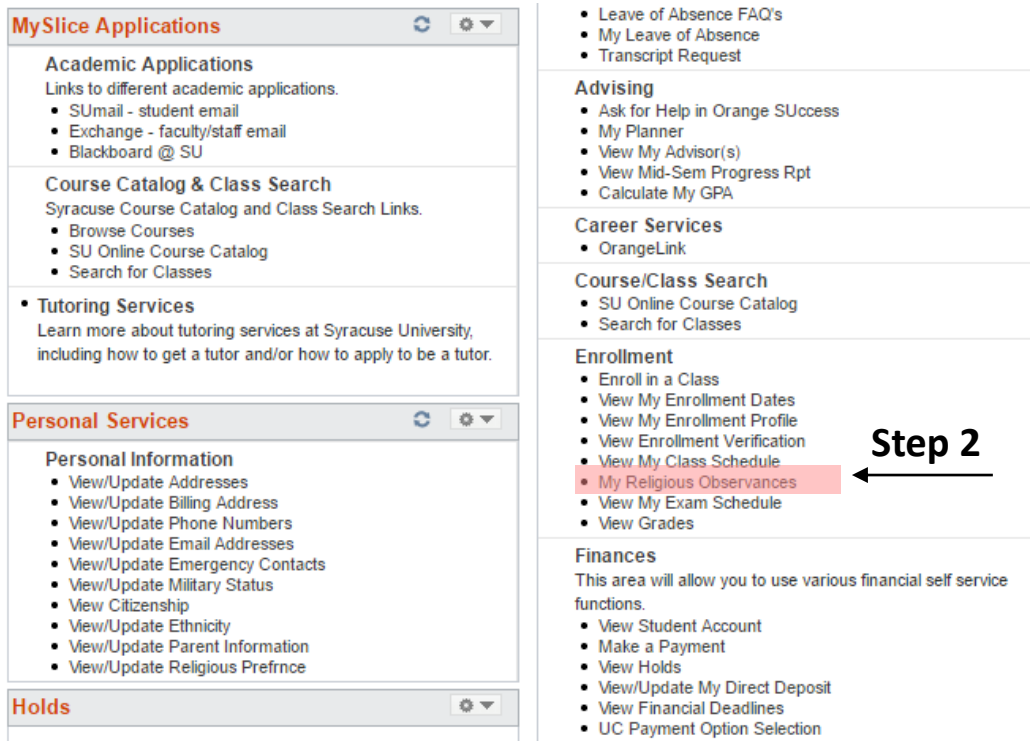
Drop a Class *(cont'd)*

2. Select the course you wish to drop.
3. Click drop at the bottom of screen



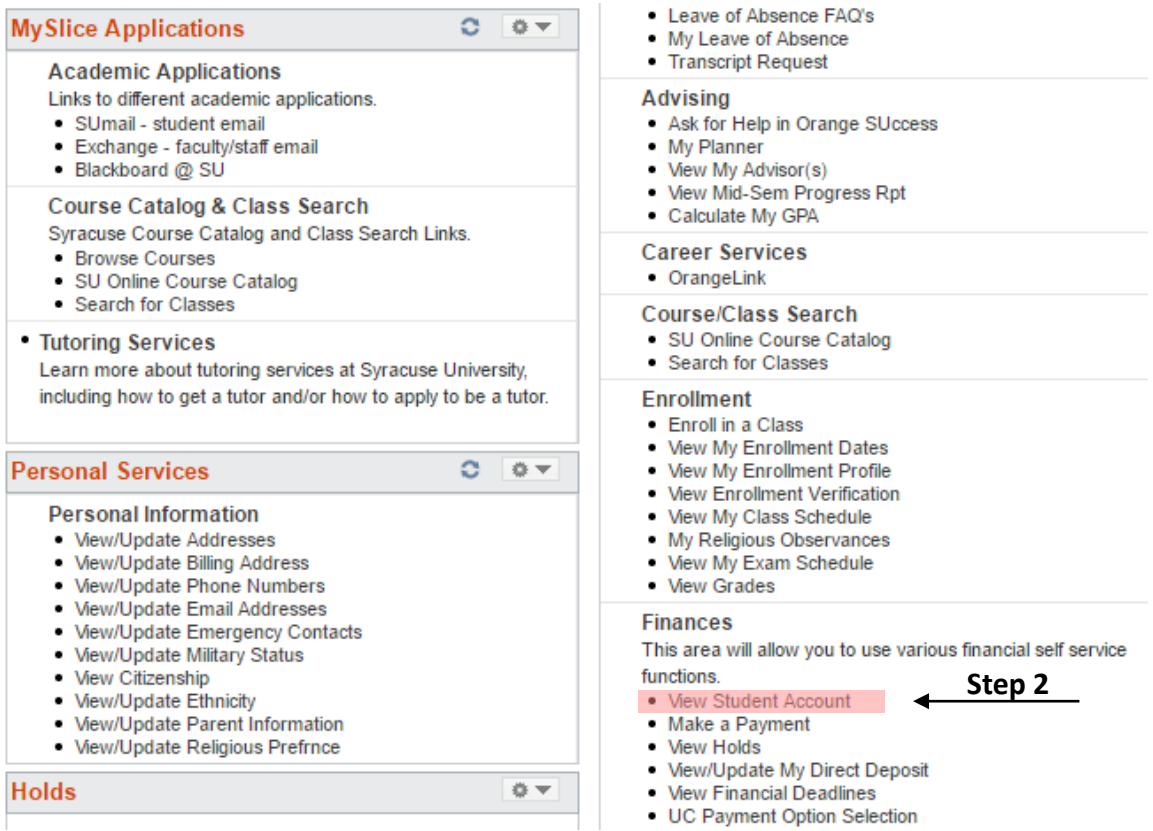
View or Modify Your Religious Observances

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.
3. Check deadline on MySlice.



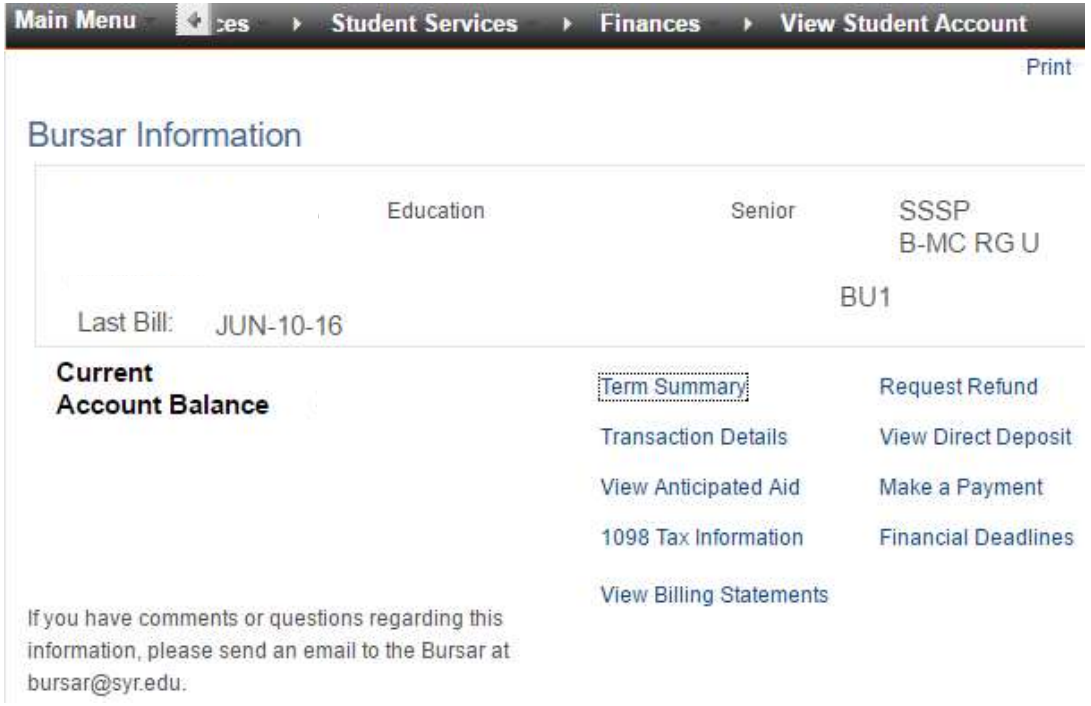
Check Your Bursar Account

1. Scroll halfway down the page to **Student Services.**
2. The **View Student Account** link is located under **Finances.** Click the link to open the bursar home page.



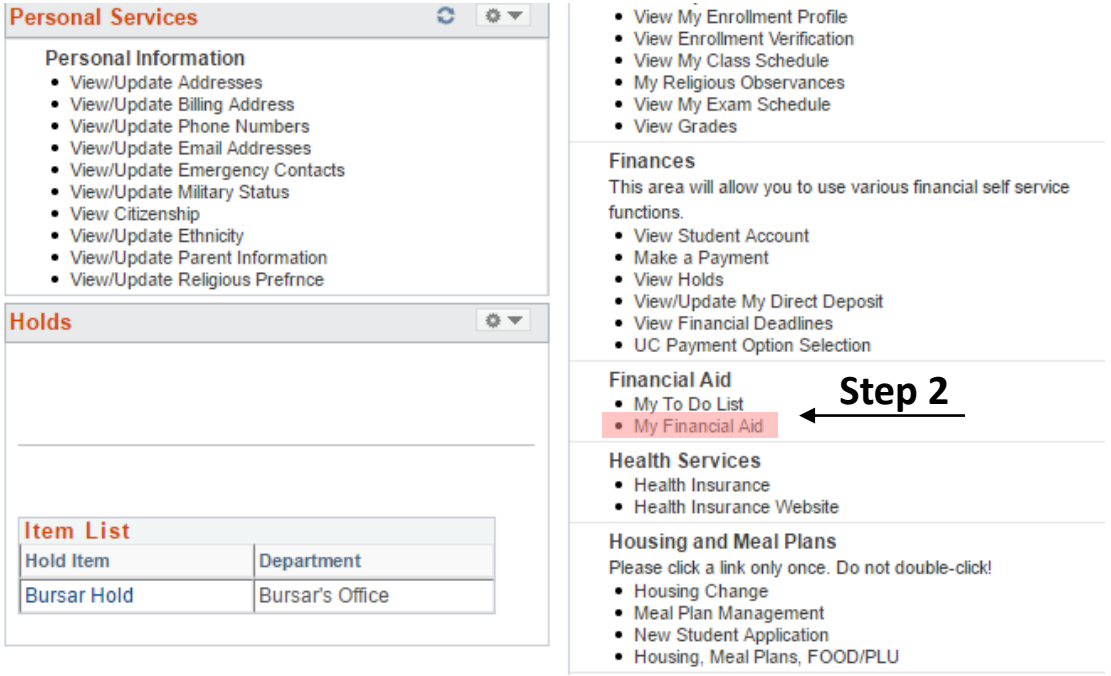
Check Your Bursar Account *(cont'd)*

4. Click the Please click here to enter link in order to enter your student account.
5. This will open a new page showing your account details.



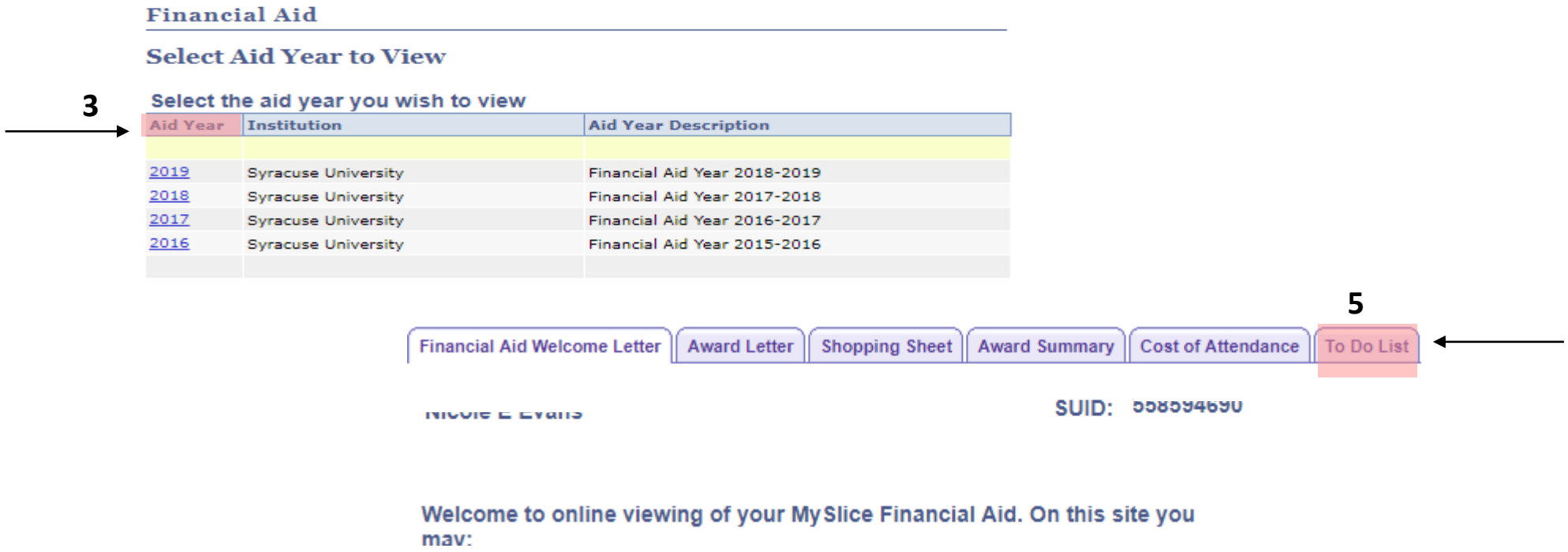
Financial Aid Information

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.



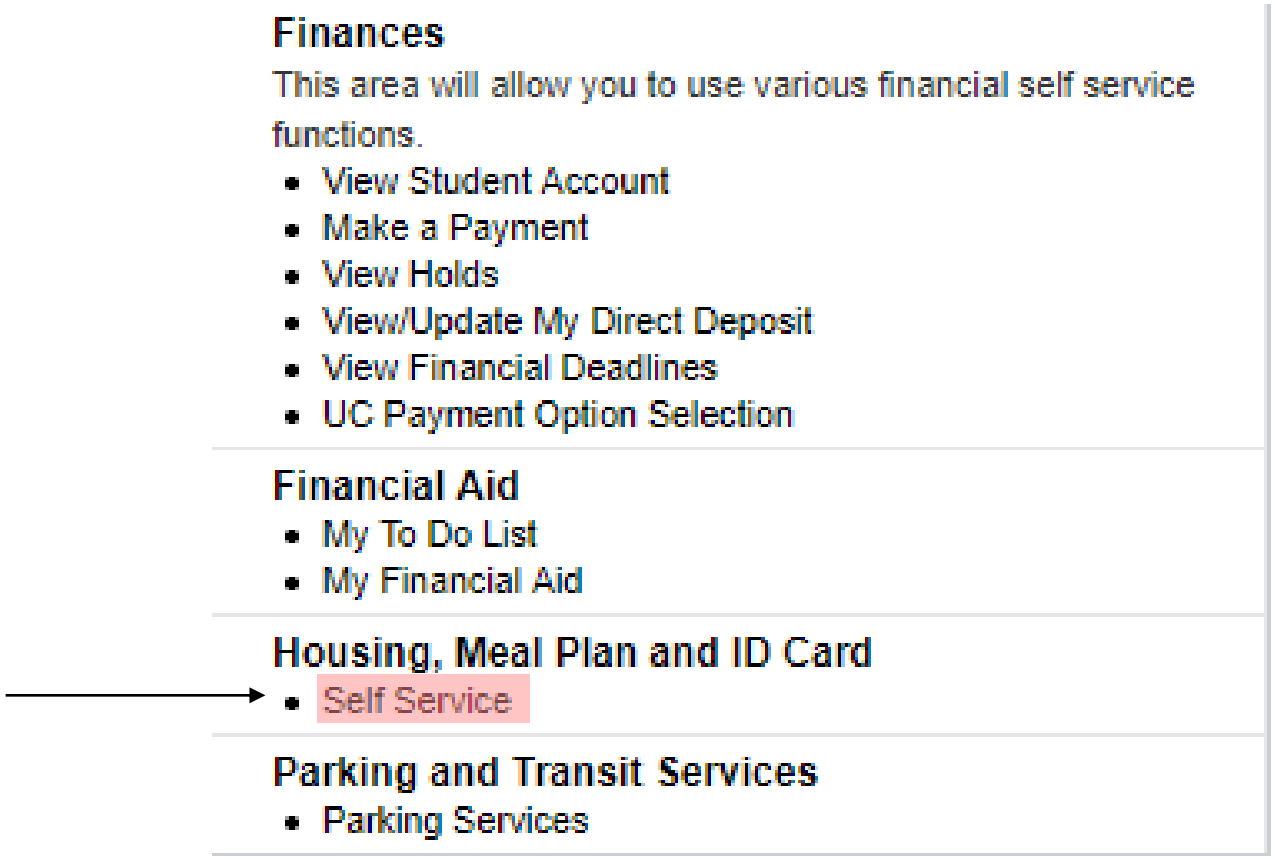
Financial Aid Information *(cont'd)*

3. Click on the year you wish to view from the menu.
4. At the top, you will see options to view different selections of your financial aid and scholarships.
5. Your 'To Do List' is what you must complete to make sure your financial aid is all set



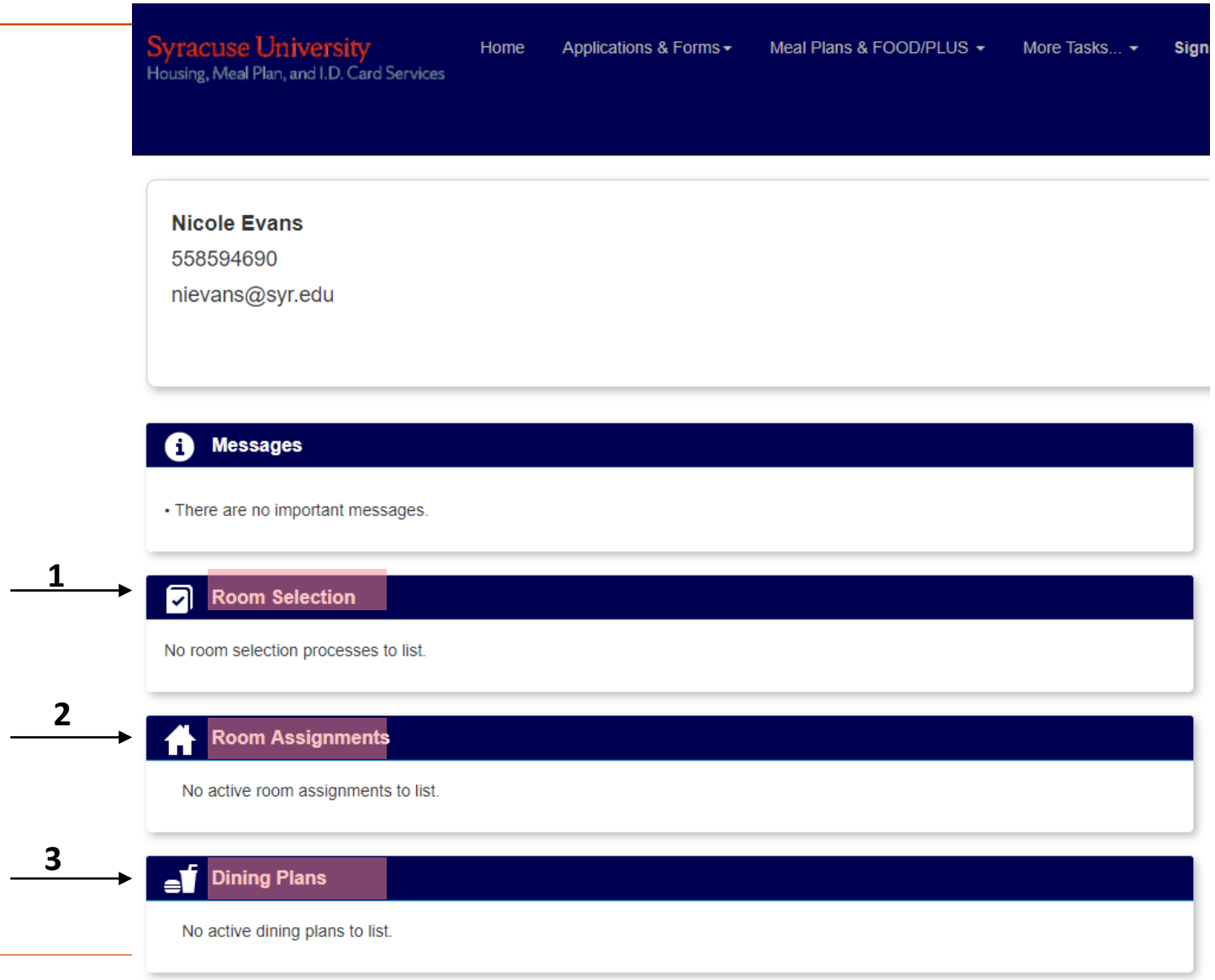
View or Modify Your Housing and Meal Plan Information

1. To access housing and meal plan information, click the self service link under Housing, Meal Plan., and ID Card Services.
2. You will be redirected to another website to take care of anything in this area



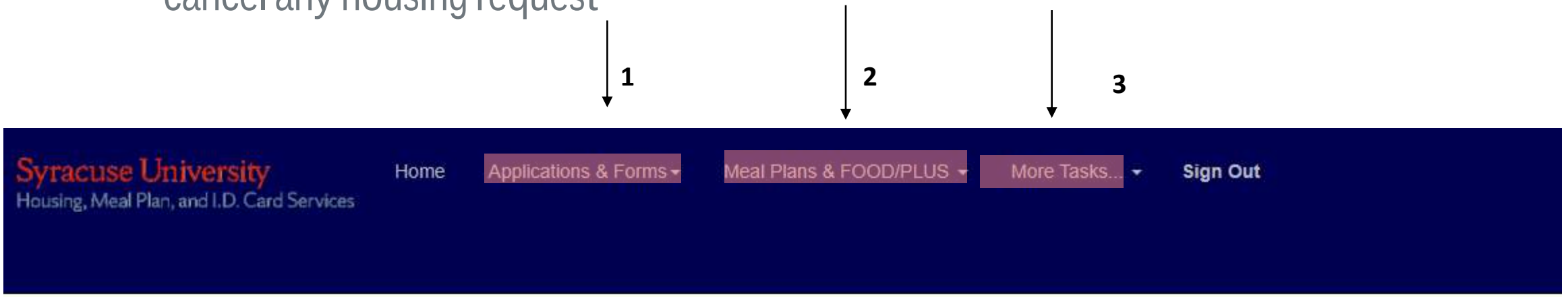
View or Modify Your Housing and Meal Plan Information *(cont'd)*

1. The Room Selection is where you will choose a roommate and a room for any year that you are living in campus housing
2. The Room Assignments is where your assigned living space will appear when you are living in campus housing
3. The Dining Plans is where any meal plan you have will appear, as well as where you can edit it.

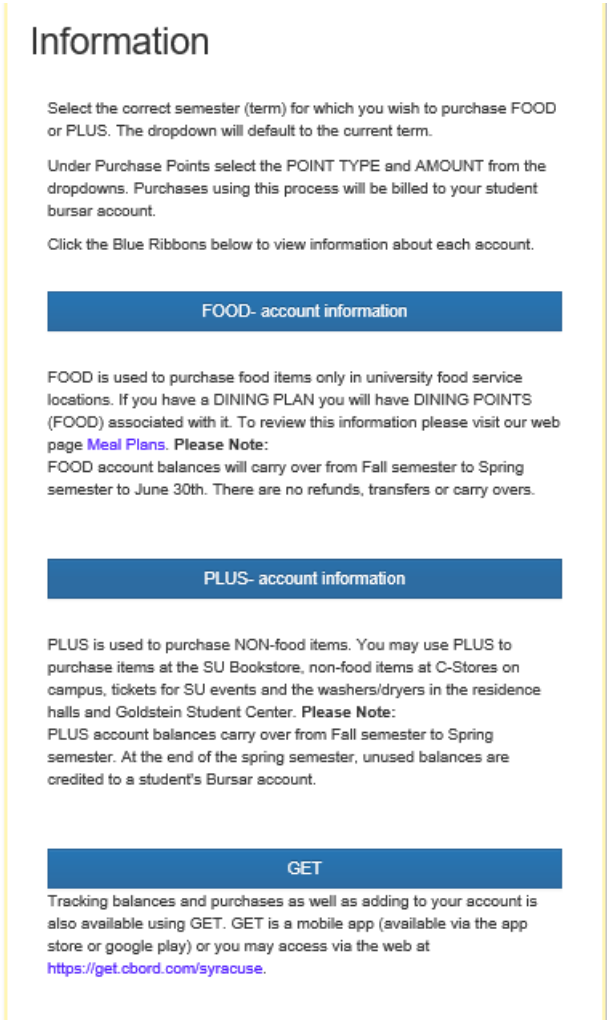


View or Modify Your Housing and Meal Plan Information *(cont'd)*

1. Applications and Forms is where you can apply for summer housing or the housing lottery
2. Meal Plan and FOODPLUS is where you can edit your meal plan and/or add money to you SUperFood or SUperPlus Account
3. More Tasks is where you can apply to live off campus as a sophomore and where to cancel any housing request



View or Modify Your Housing and Meal Plan Information *(cont'd)*



Information

Select the correct semester (term) for which you wish to purchase FOOD or PLUS. The dropdown will default to the current term.

Under Purchase Points select the POINT TYPE and AMOUNT from the dropdowns. Purchases using this process will be billed to your student bursar account.

Click the Blue Ribbons below to view information about each account.

FOOD- account information

FOOD is used to purchase food items only in university food service locations. If you have a DINING PLAN you will have DINING POINTS (FOOD) associated with it. To review this information please visit our web page Meal Plans. **Please Note:**
FOOD account balances will carry over from Fall semester to Spring semester to June 30th. There are no refunds, transfers or carry overs.

PLUS- account information

PLUS is used to purchase NON-food items. You may use PLUS to purchase items at the SU Bookstore, non-food items at C-Stores on campus, tickets for SU events and the washers/dryers in the residence halls and Goldstein Student Center. **Please Note:**
PLUS account balances carry over from Fall semester to Spring semester. At the end of the spring semester, unused balances are credited to a student's Bursar account.

GET

Tracking balances and purchases as well as adding to your account is also available using GET. GET is a mobile app (available via the app store or google play) or you may access via the web at https://get.cbord.com/syracuse.

Troubleshooting

1. MySlice sometimes works better on certain browsers. So, if its not working, switch to Chrome or Firefox and try again!
2. If MySlice still isn't working for you, contact ITS:
   - help@syr.edu; (315) 443-2677; or walk-in at 1-227 Life Sciences Complex
3. If you have a hold on your account that you don't understand, contact the registrars office, the bursar, or your academic advisor.
4. For help enrolling in, dropping, or choosing classes, contact your peer advisor, academic advisor, or faculty advisor,
5. Remember! There are lots of people here to help ☺