



State University of New York
College of Environmental Science and Forestry

Office of Instruction and Graduate Studies

Frequently Asked Questions

For general information regarding accepted students and things to do/forms to complete before you get to ESF, please see the Graduate Studies webpage at <http://www.esf.edu/graduate/accepted.htm>.

- **Where can I park my car? How do I get a parking pass?**

ESF students are not allowed to park on campus during regular weekday hours. However, ESF graduate students are allowed to park in Standart Lot on SU campus, next to Stadium Place (see ESF map), with a valid parking permit. Parking permits are free to Graduate Assistants and an application form for a permit comes in the packet with your GA appointment. Bring this parking application form, your driver's license, ESF student ID, and car registration to University Police in 19 Bray Hall to get your permit. Limited after-hour student parking is available on ESF campus ONLY from 5:00pm-2:00am weekdays and 7:00am-2:00am on weekends with this permit.

If you are not a GA and you do not get a free parking permit, you must pay for a parking permit, with costs depending on location. Permits are issued through the My Slice Portal (myslice.syr.edu). Call 315-443-4652 for more information.

- **Where can I find a bus schedule for routes and times to/from campus?**

Centro Bus Lines has a variety of routes through the SU/ESF neighborhood, SU/ESF campus, downtown Syracuse, and to other parts of the city. You can access their bus routes and schedules at <http://www.centro.org/cnyCentroSchedules.aspx>.

- **Where can I get a student ID?**

If you did not get an ID during orientation, go to 202 Steele Hall to get an ID (call 315-443-2726 for additional information about hours). You will need to present proof of identification, such as a driver's license or passport, and have your SU-ID number (found in your registration packet).

- **How do I register for classes? Where do I register?**

Before you can register for classes, you must meet with your advisor. Then go to the My Slice portal (myslice.syr.edu) to see your enrollment appointment time (under the Student Services application) for the selected semester. You can register on My Slice anytime after your enrollment appointment time, but no later than the last day of scheduled registration (or you may have to pay a late fee). Complete the course selection process with the appropriate personal information, course numbers, sections, and names found on the course offerings

website (www.esf.edu/registrar). If any courses are restricted and require professor consent, you must see that faculty member that teaches the class to obtain a permission number.

- **Where can I find a list of funding opportunities for graduate students?**

The Office of Instruction and Graduate Studies has information available at <http://www.esf.edu/graduate/awards.htm> for ESF-funding such as Graduate Assistantships and <http://www.esf.edu/graduate/outsideawards.asp> for outside ESF grants and fellowships. The Graduate Student Association has a list of grants and fellowships available on their website: www.esf.edu/org/gsa. You can also go to other sites, such as www.grants.gov for other funding.

- **Where can I find a calendar of upcoming events, both graduate and undergraduate?**

The Office of Instruction and Graduate Studies has a listing of upcoming events pertaining to graduate students on their website at <http://www.esf.edu/graduate/events.asp>. The Academic Calendar with important dates relevant to course scheduling and college offices can be found at <http://www.esf.edu/registrar/calendar.htm>. The Student Activities Office also has a calendar listed on their website for campus events (<http://www.esf.edu/students/calendar.asp>). The Graduate Student Association has an updated listing located at www.esf.edu/org/gsa.

- **What is required of me as a graduate student in order to complete my degree? What forms are required regarding my committee, major advisor, and coursework?**

A list of degree requirements and forms are available at the Office of Instruction and Graduate Studies website <http://www.esf.edu/graduate/graddegreq.htm>. There are usually two types of forms that are necessary to complete as a new graduate student: 2A, which is the appointment of your major professor and your steering committee, and the 3B form, which is your program of study, where the required coursework is decided. The 2A is usually recommended to be completed by the end of your first semester, while the 3B form is dependent on your specific degree and program.

- **Where do I pick up my paycheck? How do I get direct deposit?**

For both the Research Foundation and State Graduate Assistantships, paychecks are issued biweekly (see payroll calendars at <http://www.esf.edu/business/payroll.htm>) through the Cashier's Office in 102 Bray Hall. Your ESF student ID is required to show proof of identification.

To get direct deposit, you must fill out a direct deposit form, which differs between state-appointed GA's and the Research Foundation. These forms can be picked up outside the Cashier's office at 102 Bray Hall, or found online at <http://www.esf.edu/business/payroll.htm>.

- **Where are there computers that are available for student use?**

There are computers available in both Baker Laboratory (3rd floor) or Moon Library. For a list of hours see the Computing and Network Services website at <http://cns.esf.edu/acadcomp/LabHours.htm>. Syracuse University also has computer labs open to ESF students; locations and hours can be found at <http://its.syr.edu/labs/hours.cfm>.

- **How do I reserve the Nifkin Student Lounge for an event? Can I serve alcohol at the event?**

In order to reserve Nifkin Lounge, you first must check the Nifkin Reservations Calendar (<http://www.esf.edu/facstaff/nifkin/>) to make sure there is no event already scheduled. Then you must fill out and submit a reservation form online through your MyESF portal (Myesf.esf.edu)

If you want to serve alcohol at any event on campus, you must fill out an Alcohol Request form and submit to Dean of Student Life, Cynthia Sedgewick, at least **two weeks** in advance (<http://www.esf.edu/students/alcohol/>).

- **How do I get onto the wireless network? What buildings are wireless?**

In order to get wireless internet on ESF campus from your personal computer, you must register your computer with Computing Services and set up the Evergreen Wireless connection. The CNS webpage, <http://cns.esf.edu/Wireless.htm>, has step-by-step instructions.

There are several buildings on campus that can access this wireless network: the main floor of Moon Library, all of Marshall Hall, and a few floors in Illick Hall have access.

- **How do I access research articles online?**

There are a variety of online databases that are accessible through the ESF Moon Library website (www.esf.edu/moonlib). Accessed through these databases, many articles are available free for download. In order to access them for free, you are sometimes required to enter in your SU ID number and last name or password. Your SU ID number is the 10 digit number that is found on your ESF student ID card.

If you cannot find certain articles through Moon Library, you can request an Interlibrary Loan through the Moon Library website.

- **Where can I get a map of SU/ESF campus?**

Maps are available online at <http://www.esf.edu/maps> for ESF campus and <http://map.syr.edu/> for SU campus.

- **Where can I get an ESF planner?**

Free ESF planners with ESF activity information are available at the Moon Library service desk.

- **Where is a good resource to find graduate housing?**

ESF has a list of local apartments, realtors, and housing listserves for both ESF and SU students located at <http://www.esf.edu/housing/offcampus.htm>. The Graduate Student Association also has a housing forum on their website (www.esf.edu/org/gsa).

- **Who do I contact about setting up utilities such as gas, electricity, and cable?**

ESF and SU have some information about who to contact listed at <http://www.esf.edu/housing/utilitiesbanking.htm>.

- **Where can I get a job off-campus?**

Marshall Street has a variety of food services and stores that could serve as a part-time job. Syracuse University also has Student Employment Services, located at <http://seo.syr.edu/> where jobs in the area are posted.

- **How do I get an e-mail address?**

Your e-mail address is also your NetID, which you will be assigned upon enrolling in ESF. You can also find more information about how to activate your NetID and password and where to access your e-mail at <http://its.syr.edu/netid/>.

- **How do I get to ESF?**

From the south: Take Route 81 North to Exit 18 (E. Adams Street). Turn right onto E. Adams St. at the first traffic light. Turn right onto Irving Ave. and follow up the hill to the ESF Campus Police booth. **See map below.**

From the north: Take Route 81 South to Exit 18 and turn left onto E. Adams St. Follow directions above.

How to get to ESF:

