



Visiting Student Guide to ESF Courses Summer Semester and Academic Year

SUNY ESF – Visiting Students
ESF Open Academy
1 Forestry Drive, 227 Gateway Center
Syracuse, NY 13210
315-470-4898 (voice), 315-470-6890 (fax)
banewman@esf.edu (email); www.esf.edu/openacademy/AYvisiting (web)

Updated November 2017

Welcome to SUNY-ESF! We are excited to offer a diverse array of courses that are designed to help you achieve your academic and professional goals. We look forward to your joining the ESF community as a visiting student, and hope that you will enjoy and benefit from the exciting opportunities we offer. This document includes important information to help you succeed in your course work:

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Semester Dates

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For Fall and Spring Semesters (15 weeks) visit: <http://www.esf.edu/registrar/calendar.asp>.

For Summer Semesters visit: <http://www.esf.edu/openacademy/summer/schedule>

- Maymester (2 weeks)
- Summer Session I (6 weeks)
- Summer Session II (6 weeks)
- Combined Summer Session (12-13 weeks)

About Courses and Programs

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Courses and programs represent the range of academic and professional disciplines available in ESF's undergraduate and graduate programs. Courses are offered in classroom, lab, online, and/or field-based formats. The [Registrar's web page](#) contains links to the complete list of Fall and Spring courses, course

schedules and descriptions. The [ESF Open Academy](#) oversees [Summer Semester course schedules](#) and descriptions.

The following is a guide to the course numbering system at ESF. Each course number consists of three characters, e.g. EFB and three numbers. The numbers are an indicator of the level of instruction provided by the course:

- 100-499 Undergraduate courses for which no graduate credit may be given.
- 500-599 Graduate courses designed expressly for areas of specialization in post-baccalaureate programs. Qualified undergraduate students may enroll with permission of the instructor.
- 600-699 Graduate courses designed expressly for advanced levels of specialization. Undergraduate students with a cumulative grade point average of 3.000 or better may enroll in these courses with an approved petition.
- 700-999 Advanced graduate level courses for which no undergraduate students may register.

Who may take an ESF course?

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The following are classes as Visiting Students:

- Students in good standing at other colleges or universities
- High school students
- K-12 educators
- Professionals in environmental science, design, engineering, management and other fields
- Lifelong learners

Note that, during the Summer Semester, SU students are classed as Visiting Students and must follow the registration procedures outlined in this document. MySlice cannot be used for Summer Semester class searches or registration. MySlice information on Summer Semester courses will be incorrect.

Disclosure Requirement

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SUNY requires students, including visiting students, to inform SUNY-ESF if they were ever dismissed and/or suspended from a college for disciplinary reasons.* An affirmative response will not automatically prevent registration as a visiting student, but you are asked to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of registration or dismissal.

*Suspension is defined as a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed time period, less than permanently. Dismissal from a college for disciplinary reasons is defined as permanent separation from an institution of higher education on the basis of conduct or behavior. (SUNY Policy [Admission of Persons with Disciplinary Dismissals, Doc No. 3201](#))

How To Register

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Students attending other colleges and universities or individuals not enrolled in an ESF degree program register through the ESF Office for Visiting Students. Download the [Visiting Student Registration Form](#) (or stop by the office and pick up a paper form) and return the completed and signed form directly to ESF by:

- **Fax:** 315.470.6890 (Attn: Barbara Newman)
- **Mail:** SUNY-ESF, Attn: Barbara Newman, 1 Forestry Drive, 227 Gateway Center, Syracuse, NY 13210
- **Email:** to banewman@esf.edu with the Subject line: *Visiting Student Registration*

Note that forms may be manually signed, electronically signed, or you may type your name on the signature line. Your signature confirms that you agree to the statements contained in the paragraph above the signature line. For questions about Visiting Student registration email [Barbara Newman](#) (227 Gateway Center; 315.470.4898) or see the [Visiting Student web page](#). For Fall and Spring semesters only, registrations for Visiting Students are not finalized until the beginning of the term. ESF matriculated students have priority, and Visiting Students are admitted to a class on a space available basis. Visiting Students registering for Summer Semester classes are registered upon receipt of their registration form, or on the first day of Summer registration (usually in early February), whichever is later.

Registration Deadlines: All students taking ESF courses should be aware of timelines for registration, and for adding and dropping courses. Please refer to the appropriate web page for information for [Fall/Spring](#) and for [Summer](#) deadlines. In addition, some summer courses with unique schedules have their own add and drop deadlines. These can be found in the [course descriptions](#) as well as on the [deadlines](#) page. See below for instructions on how to drop a course.

Audits and Non-credit Options

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Audit: Audits and non-credit registrations are available in the Fall and Spring semesters only. To audit a course, you should pick up or download the [Visiting Student Registration Form](#) and return the completed and signed form directly to ESF by:

- **Fax:** 315.470.4898 (Attn: Barbara Newman)
- **Mail:** SUNY-ESF, Attn: Barbara Newman, 1 Forestry Drive, 235 Gateway Center, Syracuse, NY 13210
- **Email:** to bnewman@esf.edu with the Subject line: *Visiting Student Registration*

You will receive a grade of "SAU" Satisfactory or "UAU" unsatisfactory.

Please note that it is SUNY ESF's policy not to charge tuition or college fees for audited courses. There is a registration fee of \$50, which will be billed by the Bursar. There is no charge for students auditing under Special Audit status (see below).

For questions about Visiting Student registration contact [Barbara Newman](#) at ESF (227 Gateway Center) at 315.470.4898 or visit the Visiting Student [web page](#).

Special Audit: For NYS residents aged 60 and above, audits and non-credit registrations are available in the Fall and Spring semesters only. To register as a special audit, you should follow the instructions below:

- This is an informal audit available free of charge and on a space-available basis. Special Audits are allowed to sit in on the lecture portion of a course. There is no formal registration and no grade will be awarded. The Visiting Student office will keep a record of these requests.
- Registration for Special Audits: Complete the [Visiting Student Registration Form](#) and return to ESF, 227 Gateway Center, attention: Barbara Newman
- An ESF Special Audit ID card will be issued by Barbara Newman (227 Gateway Center) upon request.
- Library access for Special Audits: Present a personal Photo ID to Moon Library personnel to borrow library material and to log into Moon Library computers to search the catalog and databases
- Blackboard Access for Special Audits: Available by contacting [Barbara Newman](#).

Summer Semester Waitlist

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In the event that a Summer Semester class is full, a waitlist will be created. Students on the waitlist will be added to the class in chronological order of joining the waitlist. A student will not be added to the waitlist until he or she has submitted a [Visiting Student Registration Form](#).

Dropping a Course

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Note that non-attendance, non-participation, informing the instructor, and/or non-payment is not sufficient notice of intent to drop a course.

To drop a course:

- During the Fall and Spring semesters –
 - Complete a **SUNY-ESF Registration Form** (available at the Registrar's Office).
 - During the Academic Year (Fall and Spring semesters), this form requires the signature of [Dr. Charles Spuches](#) on the advisor signature line (226 Gateway Center).
 - Drop/Add deadlines for Fall and Spring semesters are to be found on the [Academic Calendar](#).
- During the Summer Semester –
 - Complete a **SUNY-ESF Registration Form** (available at the Registrar's Office).

- During Summer Sessions, this form requires the student signature only. As an alternative (during the Summer only), the student may email the [Registrar's Office](#) to notify them of the dropped class. Please contact the Registrar's Office with questions.
- Please note that some Summer Session courses with unique schedules have their own add and drop deadlines. These can be accessed from the [course descriptions](#) or [deadlines](#) links on the Summer Semester web page.

Tuition, Fees and Billing

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Visiting Students taking courses for credit during the Academic Year and Summer Session are billed by the ESF Bursar's Office. Visiting students auditing courses will not pay tuition and college fees, but will be billed a \$50 registration fee by the ESF Bursar's office

Questions about tuition, fees and billing, including employer payment and payment plans, should be directed to the ESF [Bursar's Office](#) (103 Bray Hall) at 315.470.6652. Information can also be found on the [Bursar's web page](#).

Financial Deadlines: Students taking courses should be aware of the financial timelines. Refer to the [Bursar's web page](#) for pertinent information for all semesters. Additional Summer Semester information may be found on our [Summer Semester page](#).

Financial Aid

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Visiting Students (i.e. not matriculated in an ESF degree program) are not eligible for federal, state and/or institutional financial aid. With any questions about financial aid, please contact ESF's [Financial Aid and Scholarships Office](#), 113 Bray Hall, 315.470.6670 or visit the [financial aid web page](#).

Housing (Summer only)

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Visiting students can contact the Community Manager (below) to inquire about housing during the Summer Semester only. Housing is offered in [Centennial Hall](#) in 2 bedroom suites for a rate of approximately \$40.00/night (2 night stay minimum). Arrangements must be made with the Centennial Hall manager at least 2 weeks prior to the stay. Centennial Hall is an environmentally friendly "green" building that houses ESF students in a combination of residence hall style rooms and student apartments.

Housing information: Kimberly A. Max, Community Manager

Centennial Hall at SUNY ESF

142 Oakland Street

Syracuse, NY 13210

Office: 315-741-3067 Fax: 315-679-4970

Email: mgrchsyracuse@edrtrust.com

End of Course Surveys

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As a Visiting Student, you are strongly encouraged to complete an end-of-course-survey towards the end of your class. Your instructor will inform you when these surveys are available for completion.

In order to complete the online survey, you must first obtain a NETID and establish an syr.edu email address (see "Your NETID", below). Once you have done this, access the [Student Portal](#) and look for the link "End-of-Course Surveys are available," in the "SU or other visiting Student" box. This link leads to a login page for a special portal for "End-of-Course Surveys for ESF Classes". Log in with your syr.edu email address and your 9-digit SU ID. Click on "End-of-Course Surveys" to see your ESF Courses for the summer. If the Status Reads "Click HERE to take survey" for your course, you can start the survey by clicking that link. Fill out the survey and click "Save & submit Course Survey".

Final Grade & Transcript Request

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At the end of the grading period, and upon request, final grades will be mailed by the Registrar's Office to the address provided on the Visiting Student Registration Form.

To request a transcript follow the instructions and use the [transcript request form](#) from the ESF web site.

Important Information for Visiting Students

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Immunizations Required: Visiting Students born after Jan. 1, 1957 and enrolling in six credits or more in a semester, NYS Public Health Law Section 2165 requires proof of immunization against Measles-Mumps-Rubella *prior to registration.*

Proof of immunization must be provided against:

- Measles: Two doses of vaccine given after your first birthday, after 1967, at least 30 days apart; or serologic evidence of antibodies to measles; or physician-diagnosed disease.
- Mumps: One dose of vaccine on or after the first birthday; or serologic evidence of antibodies to mumps; or physician-diagnosed disease.
- Rubella (German Measles): One dose of vaccine on or after the first birthday; or serologic evidence of antibodies to rubella. *Note: Physician diagnosis of disease is not acceptable proof of immunity to rubella.*

Exceptions are made for those students who qualify for medical or religious exemptions.

Public school systems are one source of written proof of documentation.

If a visiting student is registered for 6 or more credits per semester, proof of immunization must be sent by the student directly via email, fax or US Postal system to

Crouse Medical Practice (attn: ESF Student Health Center):

739 Irving Ave., Suite 300, Syracuse, NY, 13210

Tel: 315-766-1628 FAX: 315-766-1614

Email: ESFhealthservices@crousemed.com

A failure to submit these records may cause a hold to be placed on the student's account.

Identification Card: Upon registration, you will receive an email from Barbara Newman with your Identification number (SUID#) that you will need to obtain an ESF ID card. To obtain your ID card, take your ID number to 206 Steele Hall (on the Syracuse University campus, adjacent to SUNY-ESF's campus), along with personal identification, such as a driver's license or passport. Call 315.443.2721 with ID-related questions. You will use this ID to access resources located on campus and, for security purposes, you should carry it with you on campus at all times. Special Audits are not eligible for an SUID or SU ID card; they will receive an ESF Special Audit ID Card, upon request, directly from Barbara Newman.

Your NetID: In order to utilize campus systems (e.g. computer labs, Blackboard [see below]) you will need to activate your "Net ID". To do so,

1. Reference your ID number (SUID#) received from the Visiting Student office at ESF
2. Go to the following web page, <http://its.syr.edu/netid> and follow the link labeled "[Activate your NetID](#)"
3. Follow the steps on the webpage.

Blackboard: ESF uses Blackboard, a web-based, password-protected learning management system. All ESF online courses will employ Blackboard. Many of our classroom, lab and field-based courses will also employ Blackboard.

In order to access your course(s) on Blackboard, you will need to use your NetID and password. To activate your NetID and obtain your password, please follow the steps outlined above (In Your NetID section). For help with Blackboard, please contact the SU Blackboard help desk at 315-443-2677.

Books: For books ordered for academic year classes, please reference the procedure at ESF's [Buying Textbooks](#) web page. Summer Semester students are encouraged to contact their instructor for textbook information. Some Summer textbook information is available with the [summer course descriptions](#).

Libraries: To use library materials at ESF's Moon Library or any of the libraries at Syracuse University, present your ESF ID card at the circulation desk. Electronic access to journals subscribed by ESF may be accessed when connected to an ESF network. In order to electronically access journals subscribed by SU, you must be on the SU campus and connected to an SU network. Please direct any questions regarding library services to 315.470.6726 or visit the [Moon Library](#) web page.

Parking:

Daytime parking on campus is restricted due to the limited parking spaces available. Students may purchase permits through Syracuse University Parking Services and park in the **West** parking lots. For additional information, please contact S.U. Parking Services at 315.443.4652. Special Audits do not receive parking access through ESF.

Evening (after 5:00 p.m. Monday through Friday) and Weekend Parking

Evening and weekend parking on the SUNY-ESF campus is generally available. You may encounter restrictions during major Dome events. To park on campus during evening hours or on weekends, **you must register your car** with the ESF University Police Department, located in the basement of Bray Hall. Present a completed Automobile Registration form, your ESF ID card, your current driver's license and a valid vehicle registration to the University Police Department, 19 Bray Hall, SUNY-ESF Campus.

ESF Code of Student Conduct

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Visiting students are expected to uphold the same Code of Student Conduct as matriculated SUNY-ESF students and all the rights and responsibilities that this entails. The ESF Code of Student Conduct is found in the [student handbook](#). By registering for one or more classes at SUNY-ESF, you are agreeing to adhere to the ESF Code of Student Conduct.

Academic Advising for Visiting Students

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If you anticipate applying your coursework to an ESF undergraduate or graduate degree, you are strongly encouraged to discuss your course selections and intentions with the [Graduate School](#) (315.470.6599), [Undergraduate Admissions Office](#) (315.470.6600), and/or with an academic department representative. Please refer to the list below.

Chemistry

121 Jahn Laboratory, 1 Forestry Dr., Syracuse NY 13210 / 315-470-6855

Graduate—Theodore Dibble, 315.470.6596, tsdibble@syr.edu

Undergraduate—Mark Teece, 315.470.4736, mteece@esf.edu

Environmental & Forest Biology

241 Illick Hall, 1 Forestry Dr., Syracuse NY 13210 / 315-470-6743

Graduate—Danilo D. Fernando, 315.470.6746, fernando@esf.edu

Undergraduate—Gregory G. McGee, 315.470.6792, ggmccgee@esf.edu

Environmental Resources Engineering

402 Baker Laboratory, 1 Forestry Dr., Syracuse NY 13210 / 315-470-6633

Undergraduate—Ted Endreny, 315.470.6565, te@esf.edu

Graduate—Wendong Tao, 315.470.4928, wtao@esf.edu

Environmental Science, Division of

134 Baker Laboratory, 1 Forestry Dr., Syracuse NY 13210 / 315-470-6528

Undergraduate—Ann Moore, 315.470.6709, akmoore@esf.edu

Graduate—Ruth Yanai, 315.470.6955, rdyanai@esf.edu

Environmental Studies

106 Marshall Hall, 1 Forestry Dr., Syracuse NY 13210 / 315-470-6636

Graduate—Sharon Moran, 470-6690, smoran@esf.edu

Undergraduate (upper division)—Theresa Selfa, 315.470.6570, tselfa@esf.edu

Undergraduate (lower division)—Erin Tochelli, 315.470.6943, ertochel@esf.edu

Forest & Natural Resources Management

320 Bray Hall, 1 Forestry Dr., Syracuse NY 13210 / 315-470-6536

Graduate and MPS/MF—Diane Kuehn, 315.470.6561, dmkuehn@esf.edu

Undergraduate—Eddie Bevilacqua, 315.470.6697, ebevilacqua@esf.edu

Landscape Architecture

331 Marshall Hall, 1 Forestry Dr., Syracuse NY 13210 / 315-470-6544

Graduate— Doug Johnston, 315.470.6544, dmjohnst@esf.edu

Undergraduate (upper division)—Doug Johnston, 315.470.6544, dmjohnst@esf.edu

Undergraduate (lower division)--Erin Tochelli, 315-470-6943, ertochel@esf.edu

Paper & Bioprocess Engineering

205 Walters Hall, 1 Forestry Dr., Syracuse NY 13210 / 315-470-6501

Graduate—Tom Amidon, 315.470.6524, teamidon@esf.edu

Undergraduate— Klaus Dölle, 315.470.6501, kdoelle@esf.edu

Specialty Programs

Pre-Law and Pre-Masters of Public Administration (MPA)

Robert W. Malmsheimer, 315.470.6909, rwmalmsh@esf.edu

Pre-Medicine

Scott Turner, 315.470.6742, jsturner@syr.edu, and

Christopher Whipps, 315.470.6760, cwhipps@esf.edu

Honors Program

William Shields, 315.470.6771, wms1@syr.edu

Undergraduate Admissions

Susan Sanford, Director, 315.470.6600, shsanfor@esf.edu

Graduate Admissions

Scott Shannon, Associate Provost and Dean, 315.470.6599, sshannon@esf.edu

Academic Advising / see above list

Academic Calendar (including Fall/Spring deadlines) / www.esf.edu/registrar/calendar.asp

Bursar / www.esf.edu/bursar

Centennial Hall / <http://www.centennialhallesf.com/>

College Catalog / www.esf.edu/catalog

Course Schedules:

- Fall / www.esf.edu/registrar/schedfall.asp
- Spring / www.esf.edu/registrar/schedspring.asp
- Summer / www.esf.edu/openacademy/summer/schedule

Crouse Medical / ESFhealthservices@crousemed.com / 315-766-1628

Financial Aid / www.esf.edu/financialaid

Financial Deadlines (Fall, Spring) /

Financial Deadlines (Summer) / www.esf.edu/openacademy/summer/schedule/deadlines.htm

Housing / <http://www.centennialhallesf.com>

Maps and Directions / www.esf.edu/maps

Moon Library (SUNY-ESF) / www.esf.edu/moonlib

NETID activation / <http://its.syr.edu/netid>

Open Academy / www.esf.edu/openacademy

Registrar / www.esf.edu/registrar

Registration Deadlines (Spring, Fall) / www.esf.edu/registrar/calendar.asp

Registration Deadlines (Summer) / www.esf.edu/openacademy/summer/schedule/deadlines.htm.

Student Affairs / www.esf.edu/students

Student Portal / myesf.esf.edu

Student Handbook / www.esf.edu/students/handbook/

Summer Semester course descriptions / www.esf.edu/openacademy/summer/schedule/coursedescriptions.htm

Transcript / www.esf.edu/registrar/transcripts.htm

Textbooks / www.esf.edu/students/books.htm

Visiting Student Advisor, Dr. Chuck Spuches / cspuches@esf.edu 315-470-6810

Visiting Student Coordinator, Barbara Newman / banewman@esf.edu 315-470-4898

Visiting Student web page / www.esf.edu/openacademy/AYvisiting

[Visiting Student Registration Form](#)