



ESF Outreach
 1 Forestry Drive
 221 Marshall Hall
 Syracuse, NY 13210
 315-470-6817 (voice)
 315-470-6890 (fax)
outreach@esf.edu (email)
www.esf.edu/outreach (web)

Visiting Student Guide to Fall and Spring Semesters

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 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:

- [Fall and Spring Semester Dates](#)
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Fall and Spring Semester Dates [\(return to top\)](#)

Fall 2011

Classes Begin	August 29, Monday
Last day to add a class	September 6, Tuesday
Last day to drop a class*	October 26, Wednesday
Last Day of Classes	December 9, Friday
Final Exams	December 12-16, Monday-Friday

Spring 2012

Classes begin	January 17, Tuesday
Last day to add a class	January 24, Tuesday
Last day to drop a class*	March 20, Tuesday
Last day of classes	May 1, Tuesday
Final Exams	May 7-9, Monday-Wednesday

*Financial penalties associated with course withdrawal can be found at: www.esf.edu/bursar

About Courses and Programs [\(return to top\)](#)

Courses and programs represent the range of academic and professional disciplines available in ESF's undergraduate and graduate programs. Courses are offered in online, classroom, lab, and/or field-based formats. For a complete list of courses, course schedules and descriptions, visit: www.esf.edu/registrar.

Who will benefit from ESF courses? [\(return to top\)](#)

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

How To Register [\(return to top\)](#)

Visiting Students (i.e. students not matriculated in an ESF degree program)

Students attending other colleges and universities or other individuals not enrolled in an ESF degree program register through the ESF Outreach Office. You should pick up or download the [Visiting Student Registration Form](#) and return the completed and signed form directly to ESF Outreach by:

- **Fax:** 315.470.6890 (Attn: S. Weis)
- **Mail:** SUNY-ESF Outreach, Attn: S. Weis, 1 Forestry Drive, 221 Marshall Hall, Syracuse, NY 13210
- **Email:** to syweis@esf.edu ONLY if the attachment includes a signature; with the Subject line: *Visiting Student Registration*

For questions about Visiting Student registration contact ESF Outreach (221 Marshall Hall) at 315.470.6817 or syweis@esf.edu / www.esf.edu/outreach

Audits [\(return to top\)](#)

Audit: 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 Outreach by:

- **Fax:** 315.470.6890 (Attn: S. Weis)
- **Mail:** SUNY-ESF Outreach, Attn: S. Weis, 1 Forestry Drive, 221 Marshall Hall, Syracuse, NY 13210
- **Email:** to syweis@esf.edu ONLY if the attachment includes a signature; with the Subject line: *Visiting Student Registration*

You will receive a grade of "S" Satisfactory or "U" unsatisfactory.

For questions about Visiting Student registration contact ESF Outreach (221 Marshall Hall) at 315.470.6817 or syweis@esf.edu / www.esf.edu/outreach

Special Audit: To register as a special audit (NYS residents age 60 or above), you should follow the instructions below:

This is an informal audit available on a space-available basis. Special Audits are allowed to sit in on lectures of a course. There is no formal registration and no grade will be awarded. Outreach must keep a record of these requests.

- Registration for Special Audits: Complete the [Visiting Student Registration Form](#) and return to ESF Outreach, 221 Marshall Hall, attention: Sharon Weis

- An ESF Outreach ID card will be issued by Outreach
- 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 Sharon Weis at syweis@esf.edu

Tuition, Fees and Billing

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Visiting Students taking credit courses on campus during the Academic Year are billed by the ESF Bursar's Office. The bill is confirmation of enrollment.

Questions about tuition, fees and billing, including employer payment and payment plans, should be directed to the ESF Bursars Office (103 Bray Hall) at 315.470.6652 or kgolden@esf.edu / www.esf.edu/bursar

Exceptions, Visiting Students: *ESF Online* courses are billed through ESF Outreach.

Financial Deadlines: Students taking courses should be aware of the financial timelines. Please refer to the following web pages for pertinent information: www.esf.edu/bursar.

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 finaid@esf.edu or visit: www.esf.edu/financialaid

Important Information for Visiting Students

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Immunizations Required (6 Credits or more): 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. The Onondaga County Health Department provides immunizations Thursdays from 8:30 am - 11:30 am at 301 Slocum Ave. Call 315.435.3287 for directions.

Identification Card: Upon registration, you will receive an email from the ESF Outreach office (Sharon Weis) 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 campus resources and, for security purposes, you should carry it with you on campus. Special Audits will receive an ESF Outreach ID Card.

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 received from ESF Outreach (SUID#)
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)

Books: Books are available at the Schine Student Center (303 University Place) on the Syracuse University campus (adjacent to SUNY-ESF's campus) or Follett's Orange Bookstore in Marshall Square Mall (720 University Ave. No. 2). Specific book requirements are provided by your instructors.

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. You will also need your ESF ID card to gain remote access to some library databases and electronic journals. For remote access, while in the library catalog, simply enter your 10-digit SUID number listed on the front of your ESF ID card. Please direct any questions regarding library services to 315.470.6726 or visit: www.esf.edu/moonlib

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.

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.

Special Audits do not receive parking access through ESF.

Final Grade & Transcript Request [\(return to top\)](#)

Final grade(s): At the end of the grading period, final grades will be mailed by the Registrar's Office to the address provided on the Visiting Student Registration Form.

Requesting a transcript: To request a transcript follow the instructions and use the transcript request form provided at www.esf.edu/registrar/transcripts.htm.

Academic Advising for Visiting Students [\(return to top\)](#)

If you intend to apply coursework to an ESF undergraduate or graduate degree program, you are encouraged to discuss your course selections and intentions 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

Sustainable Construction Management & Engineering

205 Baker Laboratory, 1 Forestry Dr., Syracuse NY 13210 / 315-470-6880

Graduate—William Smith, 315.470.6832, wbsmith@esf.edu

Undergraduate —Paul Crovella, 315.470.6839, plcrovella@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—Roy A. Norton, 315.470.6752, ranorton@esf.edu

Environmental Resources Engineering

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

Undergraduate—Jungho Im, 315.470.4709, imj@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—Timothy Knight, 315.470.4709, trknight@esf.edu

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

Environmental Studies

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

Graduate—Jack P. Manno, 470-6816, jpmanno@esf.edu

Undergraduate (upper division) —Richard Smardon, 315.470.6576, rsmardon@esf.edu

Undergraduate (lower division) —Mary O'Halloran, 315.470.6549, mary.ohalloran@esf.edu

Forest & Natural Resources Management

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

Graduate—Rene Germain, 315.470.6698, rhgermai@syr.edu

Undergraduate and MPS/MF—Christopher Nowak, 315.470.6575, canowak@esf.edu

Landscape Architecture

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

Graduate—Emanuel J. Carter, Jr. 315.470.6665, ejcarter@esf.edu

Undergraduate—Robin Hoffman, 315.470.6546, mhoffman@esf.edu

Paper & Bioprocess Engineering

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

Graduate—Bandaru Ramarao, 315.470.6513, bvramara@syr.edu

Undergraduate—Shijie Liu, 315.470.6885, sliu@esf.edu

Specialty Programs

Pre-Law and Masters of Public Administration (MPA)

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

Pre-Medicine

James P. Nakas, 315.470.6769, jpnakas@syr.edu

Teacher Certification (Biology)

Thomas R. Horton, 315.470.6794, trhorton@esf.edu

Teacher Certification (Chemistry)

Neal M. Abrams, 315.470.4723, nmabrams@esf.edu

Honors Program

Donald Leopold, 315.470.6760, djleopold@esf.edu

Undergraduate Admissions

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

Graduate Admissions

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

Helpful Links and Resources for ESF and Visiting Students

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- [Visiting Student Registration Form](#)
- Academic Advising / www.esf.edu/outreach/ce/advising.htm
- ESF College Catalog / www.esf.edu/catalog
- Registrar / www.esf.edu/registrar
- Bursar / www.esf.edu/bursar
- Financial Aid / www.esf.edu/financialaid
- Moon Library (SUNY-ESF) / www.esf.edu/moonlib
- Outreach / www.esf.edu/outreach
- Credit Courses and Certificates / www.esf.edu/outreach/ce
- Maps and Directions / www.esf.edu/maps