Visiting Student Guide to ESF Courses
Summer Session and Academic Year

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

For Fall and Spring Semesters (16 weeks) visit: http://www.esf.edu/registrar/calendar.asp

For Summer Semesters visit: http://www.esf.edu/outreach/summer

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

About Courses and Programs

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 Fall and Spring courses, course schedules and descriptions, visit: www.esf.edu/registrar. For Summer Session course schedules and descriptions, visit www.esf.edu/outreach/summer

Who may take an ESF course?  

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

Disclosure Requirement

SUNY requires students, including visiting students, to inform SUNY-ESF if they have been convicted of a felony* or were ever dismissed and/or suspended from a college for disciplinary reasons.** An affirmative response to either 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.

*A felony in NY State law is defined as a crime for which more than one year in prison may be imposed. The felony question applies if you have been convicted as an adult. If you have been adjudicated as having juvenile delinquent or youthful offender status, you are not considered as being convicted of a felony.

**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.

How To Register

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: Maura Stefl)
- Mail: SUNY-ESF Outreach, Attn: Maura Stefl, 1 Forestry Drive, 235 Gateway Center, Syracuse, NY 13210
- Email: to mhstefl@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 (235 Gateway Center) at 315.470.6817 mhstefl@esf.edu/www.esf.edu/outreach

Registration Deadlines: All students taking ESF courses should be aware of timelines for registration, and for adding and dropping courses. Please refer to the following web pages for pertinent information for Fall/Spring (http://www.esf.edu/registrar/calendar.asp) and for summer (http://www.esf.edu/outreach/summer/deadlines.htm). In addition, some summer courses with unique schedules have their own add and drop deadlines, found in the course descriptions at http://www.esf.edu/outreach/summer/coursedescriptions.htm.

Audits and Non-credit Options

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 Outreach by:
Fax: 315.470.6890 (Attn: Maura Stefl)
Mail: SUNY-ESF Outreach, Attn: Maura Stefl, 1 Forestry Drive, 235 Gateway Center, Syracuse, NY 13210
Email: to mhstefl@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 (235 Gateway Center) at 315.470.6817 or mhstefl@esf.edu / www.esf.edu/outreach

**Special Audit:** Audits and non-credit registrations are available in the Fall and Spring semesters only. 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, 235 Gateway Center, attention: Maura Stefl
- 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 Maura Stefl at mhstefl@esf.edu

**Dropping a Course**

To drop course:

- 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. Rick Beal on the advisor signature line (229 Gateway Center, rebeal@esf.edu)
- 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 (registrar@esf.edu) 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 found in the course descriptions at http://www.esf.edu/outreach/summer/coursedescriptions.htm and at http://www.esf.edu/outreach/summer/deadlines.htm.

**Tuition, Fees and Billing**

Visiting Students taking credit courses on campus during the Academic Year and Summer Session 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 Bursar’s Office (103 Bray Hall) at 315.470.6652 or kkgolden@esf.edu / www.esf.edu/bursar

**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**

- 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

Housing

Visiting students can contact the Community Manager (below) to inquire about housing during the Summer Session 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 (www.esf.edu/welcome/campus/centennial.htm). Centennial Hall, the first residence hall at ESF, has been awarded Gold certification by the U.S. Green Building council’s Leadership in Energy and Environmental Design (LEED) program. LEED is the nation’s preeminent program for the design, construction and operation of high-performance green buildings.

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

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, you should access the Student Portal at https://wwwinfo.esf.edu/student. Look for the link “End-of-Course Surveys for Syracuse University Students taking ESF Classes and for ESF visiting Students,” which 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

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.

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

Important Information for Visiting Students

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 (Maura Stefl) 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 will receive an ESF Outreach ID Card. If you are unable to come to the Syracuse campus ID cards can obtained by following the instructions given by Syracuse University (http://housingmealplans.syr.edu/idcardservices_newstudents.cfm).

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). 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. 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: 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.

ESF Code of Student Conduct (return to top)
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. Visiting students
should read the student handbook available at www.esf.edu/students/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 (return to top)
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 / esfgrad@esf.edu), Admissions Office (315.470.6600 /
esfinfo@esf.edu), 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

Sustainable Construction Management & Engineering
202 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—Gregory G. McGee, 315.470.6792, gmcgee@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, ryanai@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 Sefa, 315.470.6570, tsselfa@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 and MPS/MF—Rene Germain, 315.470.6698, rhgermai@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—Emanuel J. Carter, Jr. 315.470.6665, ejcarter@esf.edu
Undergraduate—Robin Hoffman, 315.470.6546, rehoffma@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, rwmalms@esf.edu

Pre-Medicine
Scott Tuner, 315.470.6742, jsturner@syr.edu, and
Christopher Whipps, 315.470.6760, cwhipps@esf.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
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, 315.470.6599, sshannon@esf.edu

Helpful Links and Resources for ESF and Visiting Students

- 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
- Student Affairs / www.esf.edu/students
- Outreach / www.esf.edu/outreach
- Credit Courses and Certificates / www.esf.edu/outreach/ce
- Maps and Directions / www.esf.edu/maps
- Housing / www.centennialhall.esf.com/index.php/prop/home