

ESF Student and Visiting Student Guide to Summer Session 2012

www.esf.edu/outreach/summer

Welcome to SUNY-ESF Summer Session 2012! We are excited to offer a diverse array of courses and summer terms that are designed to meet your needs and 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 offered through Summer Session.

The following information is included in this document to help you succeed in your summer session course work:

- [Summer Session Dates](#)
- [About Courses and Programs](#)
- [Who will benefit from ESF Summer Session 2012?](#)
- [How To Register](#)
- [Audits and Non-credit Options](#)
- [Dropping a Course](#)
- [Tuition, Fees and Billing](#)
- [Financial Aid](#)
- [Final Grade & Transcript Request](#)
- [Important Information for Visiting Students](#)
- [Academic Advising for Visiting Students](#)
- [Helpful Links and Resources for ESF and Visiting Students](#)

Summer Session Dates

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

- Maymester (2 weeks): Monday, May 14 - Friday, May 25
- Summer Session 1 (6 weeks): Monday, May 21 - Friday, June 29
- Summer Session 2 (6 weeks): Tuesday, July 2 - Friday, August 10
- Combined Session (12 weeks): Monday, May 21- Friday, August 10

About Courses and Programs

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

Courses and programs represent a 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, and course schedules and descriptions, visit: www.esf.edu/outreach/summer.

Who will benefit from ESF Summer Session 2012?

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

- ESF students
- Visiting Students: students in good standing at other colleges or universities
- Rising high school seniors (will be seniors Fall 2012)

- K-12 educators
- Professionals in environmental science, design, engineering, management, and other fields
- Lifelong learners

How To Register

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

ESF Students

Students currently matriculated in an ESF undergraduate or graduate degree program register for academic year and summer session courses through the ESF Registrar's Office. For Summer Session, you should pick up, complete and return your signed **SUNY-ESF Registration Form** directly to the ESF Registrar's Office. *Please note that there is no 5 digit class number for Summer Session courses. For questions about registration, contact the ESF Registrar (111 Bray Hall) at 315.470.6657 or registrar@esf.edu / www.esf.edu/registrar.

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 (as of Spring semester 2012) register for Academic Year and Summer Session courses through the ESF Outreach Office. Please pick up or download this **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.

Registration Deadlines: All students taking Summer Session 2012 courses should be aware of timelines for registration, and for adding and dropping courses. Please refer to the following web page for pertinent information: www.esf.edu/outreach/summer.

Audits and Non-credit Options

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

- Audits and non-credit registrations are not available for Summer Session 2012.
- **Special Audits** only for NYS residents age 60 or above, please register by following the instructions below:
Special audits are informal audits 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. However, by law, ESF must submit records 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.

Dropping a Course

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

To drop a Summer Session course:

- ESF students should complete a **SUNY-ESF Registration Form** (available at the Registrar's Office) and return the completed form to the Registrar's Office. This form requires student, advisor/major professor, and instructor signature. Please contact your academic department or the Registrar's Office with questions.
- Visiting students should complete a **SUNY-ESF Registration Form** (available at the Outreach Office or at the Registrar's Office) and return the completed form to the Outreach Office, Attention: S. Weis. Please note that this is NOT the same as the Visiting Student Registration Form above). This form requires student and instructor signature. The Associate Provost for Outreach or his designee will sign for Advisor/Major Professor. Please contact the Outreach Office at 315.470.6817 or syweis@esf.edu with questions.

Tuition, Fees and Billing

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

ESF students and 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 payment plans and employer payment, should be directed to the ESF Bursar's Office (103 Bray Hall) at 315.470.6652 or kgolden@esf.edu / www.esf.edu/bursar.

Exceptions for ESF Students: As of Summer 2010 and continuing for Summer Session 2012, ESF students matriculated in undergraduate and graduate degree programs will be billed tuition and fees by the Bursar on a course basis. Two exceptions to this procedure are the:

- Cranberry Lake Biological Station summer program: www.esf.edu/clbs/schedule.htm, and
- Summer Program in Field Forestry at Wanakena. www.esf.edu/calendar/event.asp?EventId=3849

Tuition for these courses will appear on the fall semester bill for ESF students.

Financial Deadlines: All students taking Summer Session 2012 courses should be aware of the financial timelines. Please refer to the following web pages for pertinent information: www.esf.edu/bursar.

Financial Aid

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

Students taking Summer Session 2012 courses, please be advised:

- Visiting Students (i.e. not matriculated in an ESF degree program) are not eligible for federal, state, or institutional financial aid.
- Students matriculated at ESF and taking fewer than 6 credit hours are not eligible for federal or institutional financial aid, but some financial assistance may be available. Please contact ESF's Financial Aid and Scholarships Office, 113 Bray Hall, 315.470.6670 or finaid@esf.edu, for more information.
- Students matriculated at ESF and taking more than 6 credit hours might qualify for some financial aid. Please contact ESF's Financial Aid and Scholarships Office, 113 Bray Hall, 315.470.6670 or finaid@esf.edu, for more information.
- 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.

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.

Important Information for Visiting Students

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

Immunizations Required (6 Credits or more): For 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 on 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 photo 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 have this ID card with you on campus.

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 that you received from ESF Outreach (SUID#)
2. Go to <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 will be 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 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.

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

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

- [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