

FALL 2017 NEW STUDENT CHECKLIST FOR FIRST-YEAR STUDENTS

JUNE		
Due Date	Tasks & Notifications	How to Complete Tasks & Other Information
MID-JUNE	Access your MyESF portal using your Applicant Account log-in or by setting up a new account.	You will receive a letter in early June with instructions on how to access your MyESF portal. Log in at: myesf.esf.edu .
	New Student E-Newsletter #1 and New Student Video Launch	The first in a series of E-Newsletters and videos sent to new students with information and tips to help prepare for arrival at ESF.
LATE JUNE	Deadline to return Centennial Hall housing contract, roommate selection and agreement to abide by Centennial Hall Handbook (Centennial Hall residents only).	If you will be living in Centennial Hall, you will receive an email directing you to sign into your MyESF portal for a link to complete and sign your housing contract. You will then submit your housing contract electronically.
	Finalize your admission to ESF	All required official, final transcripts, test scores and credentials from your high school and all colleges attended must be submitted to the Office of Undergraduate Admissions. Failure to submit these items will result in a hold on your fall semester registration. (Summer course work transcripts due August 1)
	Accept your Financial Aid award	If you applied for financial aid, you will receive an email notifying you that your Financial Aid award is available on-line. Follow the link in the email to view and print your award. Accept or decline your award on-line.
	Activate your NetID account and your student e-mail account	Very important and needed to access on-line resources and receive email notifications. Complete on-line at your MyESF portal. Log in at: myesf.esf.edu . Check your syr.edu email at sumail.syr.edu .
JULY		
Due Date	Tasks & Notifications	How to Complete Tasks & Other Information
EARLY JULY	Take the Math Placement Exam Required for all first-year students..	You will be notified by email to complete the on-line math placement examination that you will access on your MyESF portal. Log in at: myesf.esf.edu .
	Choose your meal plan for SU Dining and/or ESF's Trailhead Café. SU meal plans will be billed by SU and Trailhead Café meal plans will be billed by ESF.	If you live in Centennial Hall, you might have a minimum meal plan requirement. ESF will set your meal plan to your minimum requirement prior to opening the portal for meal plan selection on June 19. Allowed changes to your plan can be made through July 14 and still have any applicable changes in costs reflected on your initial ESF bill. Further changes to Trailhead meal plans, which affect your ESF bill, can be made on MyESF through September 10. After September 10, only new or increased Trailhead plans can be made from MyESF. See LATE JULY for more information about meal plans and SU billing. All changes will be subject to the ESF Bursar's office audit of minimum meal plan requirements in mid-September, which may result in bill adjustments at that time.
	Receive Centennial Hall housing assignment (Centennial Hall residents only). July 7 target date	You will receive an email from Centennial Hall directing you to the MyESF portal to view your housing and roommate assignment. You will not receive your assignments until your Centennial Hall contract is submitted.
	Complete Online Sexual and Interpersonal Violence Program (SPARC)	Complete the on-line, interactive experience designed to help students make smart decisions in college around sexual violence and bystander intervention. You will receive an email to your @syr.edu email account giving you access to the program. Check your syr.edu email at sumail.syr.edu .
	Request accommodations for a documented disability	Register and request accommodations for a documented disability with the Office of Disability Services through Syracuse University. Visit disabilityservices.syr.edu for more information or access from MyESF.
	New Student E-Newsletter #2 and Video #2	Email from the Division of Student Affairs with Newsletter and Video
LATE JULY	ESF bills released	You will receive an email notifying you to access and pay your ESF bill on MyESF. SU will bill you directly for any SU meal plan selection made on MyESF and those charges are not reflected on your ESF bill. Instructions and due dates will be posted on MyESF. Log in at: myesf.esf.edu
	SU August billing deadline	You must finalize your SU meal plan selection using the MyESF portal by late July if you want to receive your SU billing statement by early August.

LATE JULY	SU August billing deadline	Otherwise, your SU plan will be automatically confirmed and sent to SU on August 22, which will result in you receiving an SU bill in mid-September (after arrival). Once SU meal plan selections are sent from MyESF to SU, changes to SU meal plans can only be made from MySlice at myslice.syr.edu (SU's student portal) or in person at Steele Hall.
AUGUST		
Due Date	Tasks & Notifications	How to Complete Tasks & Other Information
EARLY AUGUST	Submit a recent head-shot photo for your SU (ESF) Student ID Card AND for your ESF student record file	There are two places where your head-shot photo must be submitted. Your SU (ESF) Student ID card and your ESF student record both require photos. Although the same photo can be used, each requires its own upload. Complete on-line on your MyESF portal. Log in at: myesf.esf.edu .
	Complete ESF Emergency Contact Information Page	Complete on-line on your MyESF portal. Log in at: myesf.esf.edu .
	Complete ESF Policies Acknowledgment Page	Complete on-line on your MyESF portal. Log in at: myesf.esf.edu .
	Complete FERPA Waiver (if desired)	Complete on-line on your MyESF portal. Log in at: myesf.esf.edu . In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the SUNY College of Environmental Rights and Forestry requires the student's permission to grant anyone access to confidential financial and academic records and transactions.
MID-AUGUST	Complete Online Sexual and Interpersonal Violence Program (SPARC)	You received an email to your <i>@syr.edu</i> account giving you access to the program in early-July. Check your <i>syr.edu</i> email at sumail.syr.edu . Please note that failure to complete this course will affect your ability to register for Spring 2018 classes.
	New Student E-Newsletter #3 and Video #3	Email from the Division of Student Affairs with Newsletter and Video
AUGUST 20 Starting AUGUST 22	Last chance for SU meal plan selections on MyESF Any desired SU meal plan that was not completed on MyESF by the August 21 deadline can be made on MySlice or arranged at Steele Hall during normal business hours.	Any SU meal plan selected from MyESF that was not confirmed for billing by you in LATE JULY will be sent to SU on August 21, so make your selections by August 20. Remember, SU will bill you directly for any SU meal plan. After plans have been received by SU, SU meal plans can only be changed on MySlice at myslice.syr.edu (SU's student portal) or in person at Steele Hall. Any change to an SU meal plan on MyESF after August 20 will not get sent to SU. Please check MySlice for further information and deadlines. All changes will be subject to the ESF Bursar's office audit of minimum meal plan requirements in mid-September, which may result in bill adjustments at that time.
ORIENTATION		
Due Date	Tasks & Notifications	How to Complete Tasks & Other Information
August 21	Complete the required Student Health Form	Access PDF form on http://www.esf.edu/health/ . For more details, please visit the website above.
August 22	Move-In to Centennial Hall (Centennial Hall Residents only)	You will receive information and directions about your assigned move-in time with your room assignment in early July. First-Year students will move in to Centennial Hall on August 22 from 9am-1pm
August 22-27	Attend ESF Orientation!	Schedules and information available at http://www.esf.edu/orientation/
August 23	Receive your class schedule at Orientation check-in.	All new students are pre-registered for the fall semester by their academic department over the summer. Class schedules are distributed at Orientation check-in. You will meet with your advisor during Orientation to finalize your class schedule and registration. Schedule changes require the approval of your academic advisor.
August 23-September 5	Purchase textbooks on-line	Once you have received your schedule, you can purchase your textbooks on-line from the Virtual Bookstore and have the books delivered, free-of-charge, to the ESF Bookstore in the Gateway Center. For more information and to place your on-line order, visit www.esf.edu/bookstore and click on the "Books" button. After September 8 th , textbooks may be purchased at the SU Bookstore in the Schine Student Center on the SU campus.
During Office Hours Beginning on August 23	Parking permits for SU and ESF campuses are for commuting first-year students ONLY. First-year students living in Centennial Hall are not permitted to have a car on campus.	There is no student parking available during weekdays on the ESF campus. You must purchase an SU parking permit for parking in SU commuter and overnight lots. Access SU parking permit information and application on-line on your MyESF portal. Log in at: myesf.esf.edu . Obtain evening and weekend parking permits for the ESF campus from ESF University Police (lower level of Bray Hall).