



State University of New York
College of Environmental Science and Forestry

Graduate Student Orientation Guidebook



Fall 2010

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Student ID and Parking

YOU MUST GET A STUDENT ID BEFORE YOU CAN REGISTER



Your student ID serves as personal identification, and gives you access to campus resources and programs.

If you don't have your ID, starting Monday, August 30, you can go to 202 Steele Hall (SU Campus) to get your ID card, or call 315-443-2726 for additional information.

YOU WILL NEED TO SHOW PERSONAL IDENTIFICATION, SUCH AS A DRIVER'S LICENSE OR PASSPORT, AND HAVE YOUR SU-ID NUMBER (PRINTED IN YOUR REGISTRATION PACKET)

PARKING AT ESF



During the New Graduate Student Orientation, SU will allow ESF students to park in their West Campus Lots (below the Carrier Dome and Lawrinson Garage, between Standart and Oakland Streets, with the entry off Standart at the corner of Henry Street)

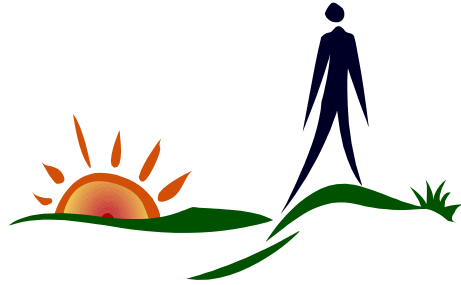
There is no regular weekday student parking on the ESF campus

- Limited after-hours student parking is available at ESF:
Weekdays: 5:00pm – 2:00am
Weekends: 7:00am – 2:00am
- In order to obtain the free pass necessary to park at ESF during these hours, you must register your vehicle with University Police in 19 Bray Hall.
- You will need your vehicle registration, a valid driver's license, and your student I.D.
- Parking is available in the West Campus–Standart lot through Syracuse University (443-4652).
- Costs vary depending on location.
- Permits will be issued through MySlice.
- Questions about parking? Call 315-443-4652.

Syracuse Attractions

Eateries in Walking Distance of ESF:

Acropolis Pizza House:	(315) 472-4876
Aladdin's Natural Eatery:	(315) 471-4000
AppeThaizing:	(315) 295-2200
Berry Town Restaurant:	(315) 422-1702
Bruegger's Bagel Bakery:	(315) 478-1477
Cosmo Pizza & Grill:	(315) 446-6766
Darwin's Restaurant & Bar:	(315) 472-1901
Dunkin Donuts:	(315) 475-5999
Faegan's Café & Pub:	(315) 472-4721
King David's Restaurant:	(315) 471-5000
Panda West Restaurant:	(315) 474-7777
Pita Pit:	(315) 479-0460
Starbucks:	(315) 475-2707
Subway:	(315) 478-2929
Varsity Pizza:	(315) 478-1235



Syracuse Area Restaurants and Diners:

Pastabilities: Off of Franklin St. Not your typical Italian!

Alto Cinco: Westcott St; Great food, south of the border style!

Danzers: Ainsly Ave. Syracuse's German Restaurant

Dinosaur BBQ: Downtown, just north of Clinton Square

Stella's Diner: 110 Wolf St.

Ruston's Diner: Jamesville near the quarry; Great diner fare at reasonable prices.

Syracuse Attractions

Theaters

Regal Cinemas in the Carousel Mall and Shoppingtown Mall
Westcott Cinema on Westcott Street: Independent Films/Concerts
Landmark Theater on Salina Street: Concerts
The Redhouse on S. West Street: Plays, musicals, films, art exhibitions, etc.
Syracuse Opera house on Montgomery Street
Syracuse Stage

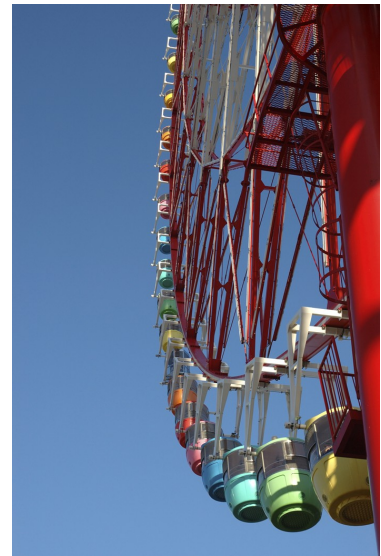


Festivals

NY State Fair: late August 26 - September 6, 2010
Lafayette Apple Festival: October 9 - 10, 2010
Irish Festival: Clinton Square, September 10-11, 2010
CNY Maple Festival: Marathon, NY, mid-April FREE!
Cortland PumpkinFest: October 2 - 3, 2010
La Festa Italiana: September 18-20, 2010
Regional Farmers Market: CNY Regional Market, Park Street. All year round, every weekend!

Other Activities

AAA Paintball Park: Hiawatha Blvd.
Fairmount Glen Miniature Golf Course: N. Onondaga Rd
Flamingo Bowl: Liverpool
Fury Paintball: Chapel Drive
Salt Museum on Onondaga Lake Parkway, Liverpool
Solvay Recreation Alleys, Milton Ave.
Check out syracusefun.com for more fun ideas.



Parks

Barry Park: Broad Street
Burnet and other City Parks
Chittenango Falls State Park
Clark Reservation State Park
Erie Canal Tow Path—Dewitt
Green Lakes State Park
Highland Forest County Park
Onondaga Lake Park
Pratts Falls County Park
Thornden Park: Ostrom Ave.





Welcome to the Neighborhood!

An Introduction to Off-Campus Living



At SUNY-ESF we believe that our community extends beyond the bounds of our campus. Many ESF students live in the university neighborhood and it is our hope that they are known to be respectful and involved community members. This brochure is provided to serve as a resource as you make your home in an off-campus residence. Please know that living in a community such as ours is a great privilege; get to know your neighbors, know the rules and make a difference!



MAKE NEW FRIENDS...

Remember, you are joining a neighborhood that has long been established. There are folks that have lived in this area for many years and they are active in maintaining their neighborhood. And, while this is your area too, please realize that permanent Syracuse residents may have different levels of investment. Take advantage of that! Introduce yourself to your neighbors, find out about the “hot topics” and help to dispel any negative thoughts about student tenants!

STUFF TO KNOW...

As a member of your neighborhood you are responsible for keeping it a safe, clean and peaceful environment. In addition, you are responsible for following the ordinances of the City of Syracuse. Make sure you know the codes...they’re enforced!

Barbecues: Open-flame devices are prohibited on premises and overhangs. Grills must be used 12 feet from a building.

Noise: We realize you are college students living in a college town, however the City of Syracuse has a noise ordinance that prohibits excessive or unnecessary noise that can be heard across property lines.

Parking: It is important to park legally on the streets to ensure safety and to allow public services to occur. Follow posted signs, and know that odd-even parking starts at 6:00p.m. Parking regulations are enforced by the Syracuse Police Department, not by ESF or SU.

Open Containers: If you are of legal age, you may consume alcoholic beverages only on your property. Carrying open containers of alcoholic beverages, including those in brown bags, are prohibited on city streets and sidewalks.

Snow: Fines may be assessed if you neglect to shovel your sidewalks. It is YOUR responsibility to make sure others are able to safely walk on your sidewalk in the winter months, so please check with your landlord to see who should be doing the shoveling.

Trash: Know the schedule for your street. You must put garbage and recyclable materials in the containers provided to you and put them out after 8pm on the night before pick up.



MAKE A DIFFERENCE...

SUNY ESF students are known for their concern for the environment. This should apply to your local neighborhood as well. You can make a difference on your own street! Volunteer some time at local community functions, voice your opinions at neighborhood association meetings, or clean up the local park. Here are some resources that might get you started.

SU Office of Orientation & Off-Campus Programs
754 Ostrom Avenue; 443-1012 or ooocp@syr.edu
<http://ooocp.syr.edu/>

Westcott Community Center
478-8634 or
<http://www.westcottcc.org/>

University Neighborhood Preservation Association
476-5228 or www.unpa.net

Southeast University Neighborhood Association
472-3110 or <http://www.seuna.org/>

Westcott East Neighborhood Association
wenanation@gmail.com or
<http://www.wenanation.org/>

ESF Office of Student Life
110 Bray Hall; 470-6658



ESF Statement of Community Membership

As a community, ESF is committed to the highest standards of personal and professional behavior—both inside and outside the classroom. We celebrate the diverse backgrounds, cultures, and perspectives represented in our community and believe that respect for oneself and others leads to a community characterized by integrity and honor. ESF strives to be:

1. **An Environmentally-friendly Community** that adheres to the practice of respecting and sustaining the natural and the built environment.
2. **An Educational Community** that shares academic goals, one in which student, faculty and staff work together to strengthen teaching and learning.
3. **A Civil Community** that protects freedom of belief and expression, and treats all individuals with consideration, decency and respect.
4. **A Responsible Community** that accepts the rights and obligation expressed in the Code of Student Conduct designed for the common good of our entire community.
5. **A Safe Community** that respects each other's rights, privacy and property.
6. **An Ethical Community** that reflects honesty, integrity and fairness in both academic and co-curricular activities.
7. **A Diverse Community** that celebrates our differences and learns from our diversity.
8. **A Socially-aware Community** that seeks to contribute to the betterment of the campus, the local community, the nation and the world.

Useful Numbers

Gas Emergency (National Grid)..... 1-800-892-2345	SU Department of Public Safety 005 Sims Hall 443-2224
Poison Control 1-800-222-1222	Syracuse Fire Department 511 S. State Street. 471-1161
Power Outage (National Grid)..... 1-800-867-5222	Syracuse Police Department 511 S. State Street. 442-5111
Syracuse University Ambulance 443-4299	Syracuse Police Department Westcott Policing Center 473 Westcott Street. 472-0528
ESF University Police. 470-6666	
Emergency —Syracuse Fire Department and Syracuse Police Department 911	
City of Syracuse Information 448-CITY	

Syracuse University Health Services



111 Waverly Ave.
Syracuse, NY 13255
Phone: (315) 443-2666
Fax: (315) 443-9010

<http://students.syr.edu/health/>

Located on campus at 111 Waverly Avenue, Syracuse University Health Services (SUHS) specializes in college health and provides ambulatory healthcare for SU and SUNY-ESF students. The SUHS staff of physicians, nurse practitioners, nurses, and other health care professionals provides primary medical and women's health services. The SUHS pharmacy, laboratory, and x-ray services are licensed and competitively priced. Not all health services are provided by all providers at all times. Referrals to nearby acute care facilities or specialists are made as needed.

Hours of Operation

Health Services has extended full-service evening and weekend hours. Health Services is open:
Monday and Tuesday 8:30 a.m. to 7:00 p.m.
Wednesday, Thursday, and Friday 8:30 a.m. to 5:00 p.m.
Saturday 10:00 a.m. to 4:00 p.m.
Sunday closed

Emergency Services

Syracuse University Ambulance (SUA) provides basic life support level emergency medical services to the University community. For ambulance service call 315-443-4299 or 711 from a campus phone or #SU from a cellular phone. Medical Transportation Services (MTS) provides non-emergency transport because of illness or injury or those needing transportation to local specialist appointments. Please call 315-443-4566 in advance to schedule MTS services.

Health Insurance

It is strongly recommended that students carry health insurance to cover expenses not covered by the health fee and medical expenses incurred outside of SUHS such as emergency room care and hospitalization. If your health care coverage is provided by a health maintenance organization or managed care program, you should determine what coverage is available while your student is outside the network. Students should always carry their health insurance card with them when seeking care, and be familiar with how to access services under their policy. Keep in mind, SUHS does not direct bill* third party plans other than those sponsored by SU.**

*Many pharmaceutical charges can be billed to some insurance plans (check with the pharmacy to see if insurance is accepted).

Pharmacy Services

The SUHS pharmacy provides a wide selection of prescription medications, over-the-counter medications, vitamins, and dietary supplements as well as pharmaceutical education and counseling. The pharmacy accepts prescriptions from both SUHS and other health care providers and participates with most insurance prescription plans. For more information call 315-443-5691.

Office visits to Health Services are provided by appointment.

Appointments 315-443-9005

Health/immunization Requirements

All students are required to provide the following immunization information:

A completed Health Form with proof of immunity to measles, mumps, and rubella.

A completed Response Form related to meningococcal meningitis vaccine indicating that the student has received and reviewed related information, and that he or she has either been immunized within the preceding ten years or has opted not to obtain immunization against meningococcal disease.

A wide variety of vaccinations are available at SUHS including hepatitis A and B, measles-mumps-rubella, tetanus, polio, meningococcus, varicella and HPV (Gardasil). A campus-wide campaign is conducted each fall to encourage influenza vaccination.

Confidentiality

A student's medical record is strictly confidential and protected by the Health Insurance Portability and Accountability Act (HIPAA). Information cannot be shared with anyone without the written consent of the student. Consent to share details with parents must be given for each encounter.

Health Services Fee

A Health services fee is mandatory for all full-time students and is included with billing from the Bursar's office. Part-time students and spouses are eligible to use the Health Service on a fee-for-service basis. Payment of the fee entitles students to office visits to the Health Services, SU Ambulance services, Medical Transport services, and Counseling Center services. There are separate fees for medications dispensed (prescription and over-the-counter), x-rays, laboratory tests, and selected clinical procedures. The health fee is not health insurance. All charges may be added to the Bursar account or may be paid for at the time of service. Charges billed to the Bursar's account appear as a health service charge and are not itemized. Itemized statements are available from the cashier and may be used to obtain reimbursement from your insurance company.

Health Insurance

It is strongly recommended that students carry health insurance to cover expenses not covered by the health fee and medical expenses incurred outside of Health Services such as emergency room care and hospitalization.



Syracuse University Health Services — Waverly Avenue

Phone Numbers

Information	443-2666
SU Ambulance	711 or 443-4299
Medical Clinic Appointments	443-9005
Gynecology	443-3585
Counseling Center	443-4715
Administration	443-9001
Allergy Clinic	443-9028
Insurance	443-2668
Laboratory	443-9029
Medical Records	443-2667
Medical Transport	443-4566
Nutrition	443-9002
Pharmacy	443-5691
R.A.P.E. Center	443-7273
X-Ray	443-9004



University Police Department

SUNY-ESF
470-6666

The University Police Department is responsible for providing the ESF college community with a safe and healthful environment in which to work, live and learn. The department is service oriented and specializes in meeting the needs of an urban college. The duties of the University Police include foot and mobile patrol, law enforcement, criminal investigations, medical emergency coordination, community relations, traffic and parking services and crime prevention. University Police Officers function as the college's Police and have the same powers as any other police officer.

The University Police Department is dedicated to providing the highest degree of protection possible to you and your possessions during your career at ESF, but to do that, we need your help. We encourage all members of the campus community to get involved in their own safety and to feel free to contact us whenever they become aware of a situation that falls within our charter.

Services Provided by the ESF University Police

<p>Emergency Response All Officers are trained in CPR, emergency First Aid, and initial Hazardous Materials Response. We provide initial response and coordination for all on campus emergencies. There are a number of 24-hour help phones around campus. These are directly linked to University Police.</p>	<p>Bike Registration The city of Syracuse requires the registration of bicycles within city limits. Again, this registration is free and requires only that you bring in the bike serial number (located on the frame) and a description of the bicycle. Bicycles are valuable and easily stolen. If the bicycle is registered and then stolen, the chances of it's recovery are greatly improved. To register your bike, go to the SU Public Safety office, 5 Sims Hall, SU Campus.</p>
<p>Engraving of Valuables University Police has an engraving tool students and staff can sign out to mark their valuables.</p>	<p>Personal Protection Devices Crime & Rape Prevention Officer Available</p>
<p>Motorist Assistance Depending upon the vehicle and officer workload, we can do jump starts and some unlocks or assist you in getting outside assistance.</p>	<p>Issue and Control of Keys and Access Cards We order and maintain key records. For the card access readers, we input your ID card into the system.</p>
<p>Overnight Parking Registration If you must leave a vehicle on campus overnight because of a field trip, mechanical failure or other unusual circumstance, you must contact us and register your vehicle in our Overnight Vehicle Logbook. We will direct you where to park or provide you with other information. Cars left overnight on campus without University Police Department permission are subject to ticketing and towing.</p>	<p>Car Registration Students and staff who bring vehicles onto the SUNY-ESF campus must register the vehicles with the University Police Department. Registration is free, but you must bring a valid driver's license, your vehicle registration and your student I.D.</p>

Parking and Traffic Regulations

Vehicle Registration & Eligibility	Traffic Regulations	Violations
<p>REGISTRATION is required of all students, faculty and staff parking on campus. A parking sticker or temporary permit is required on all vehicles, even if used for one day. Additional vehicles may be registered, but only one registered vehicle can be parked on campus at a time. Vehicles are not considered registered until the decal is displayed on the window with its own adhesive. If you drive a vehicle that is not registered on campus, please notify University Police, 24 hours a day, 7 days a week, located in room 19 Bray Hall. Any attempt to register a vehicle for use by another person other than yourself will be treated as fraud. Criminal action and/or college discipline will be implemented. Fraud is a crime in New York State.</p> <p>DISPLAY OF DECAL—The decal must be displayed and visible in the driver’s side rear window, or in the windshield above the registration in vehicles with dark tinted windows.</p> <p>PERMITS ARE NOT TRANSFERABLE—Permits must be affixed to the window with their own adhesive. Taping and other temporary adhesion is not permitted. If you plan to change vehicles during the time your permit is valid, you must remove the old permit. Replacement decals are available in the University Police office.</p> <p>ISSUANCE OF DECAL-Decals are issued by University Police, room 19 Bray Hall, Monday- Friday from 8:00 AM-4:00 PM. To receive a decal, you must present a current valid vehicle registration, valid driver’s license and SUNY ESF identification.</p> <p>MEDICAL PERMITS-May be obtained during normal business hours, and a doctor’s authorization is required.</p> <p>TEMPORARY PERMITS-May be obtained from University Police 24 hours a day, 7 days a week. These permits must be placed on the dashboard and visible.</p> <p>VISITOR PARKING-Available in all parking lots. You must first obtain a temporary permit from the traffic control station at Irving Ave. or from University Police.</p> <p>OVERNIGHT PARKING-Prohibited in all lots except the M & O Garage. Prior authorization is required for all overnight parking.</p> <p>WARNING TICKETS for unregistered vehicles are generally issued during the first week of classes as a reminder. This is a courtesy-you are not guaranteed a warning.</p>	<p>LAWS IN EFFECT-The Motor Vehicle Laws of the State of New York and the State University of New York traffic ordinances are in effect on University properties.</p> <p>SPEED-Speed on campus property is 20 M.P.H. unless otherwise posted. Speed is checked by radar and is strictly enforced.</p> <p>ACCIDENTS-Motor vehicle accidents on SUNY ESF property must be reported to University Police.</p> <p>There is NO PARKING at any time on campus roadways.</p> <p>Motorcycles may not be driven on sidewalks nor may they be parked close to buildings.</p> <p>Dome Events: Campus parking is limited during special Dome events and football games. Special parking permits are required for these occasions.</p>	<p>FINES AND PENALTIES The person in whose name a vehicle is registered with University Police shall be responsible for all traffic violations and is subject to all fines or disciplinary actions. Violations are paid in the Business Office, room 102 Bray Hall, within fourteen (14) calendar days of issuance. All fines are \$25 per violation.</p> <p>TOWING-After five (5) unpaid parking tickets, vehicles parked on campus may be towed away at the owners expense. Vehicles parked in tow-away zones may be towed at any time, at the owner’s expense.</p> <p>APPEALS-Parking violation appeals may be made within fourteen (14) days from the day of issuance. After the 14 day period, the right to appeal expires and all violation charges incurred become automatically due and payable. Appeal applications are available in the University Police office. All appeal decisions are final.</p>

Personal Safety Tips

- Prevention is the most effective means of fighting crime.
- Record the description of a suspicious person. Do not attempt to question or restrain the person yourself. Notify University Police immediately.
- Escape is the primary objective if you become involved in a dangerous situation. Do not attempt a physical confrontation if escape is possible.
- Value your safety and the safety of others.
- Employ common sense and awareness in your day-to-day activities. Remember, many victims of crime once said, "It can't happen to me."
- Notify University Police at once if you are the victim of a crime, or if you witness a crime. Telephone x6666 when on campus or 470-6666 from your private phone.

Parking and Accessibility Map

University Police 470-6667

Please Note: The campus is built on a grade.

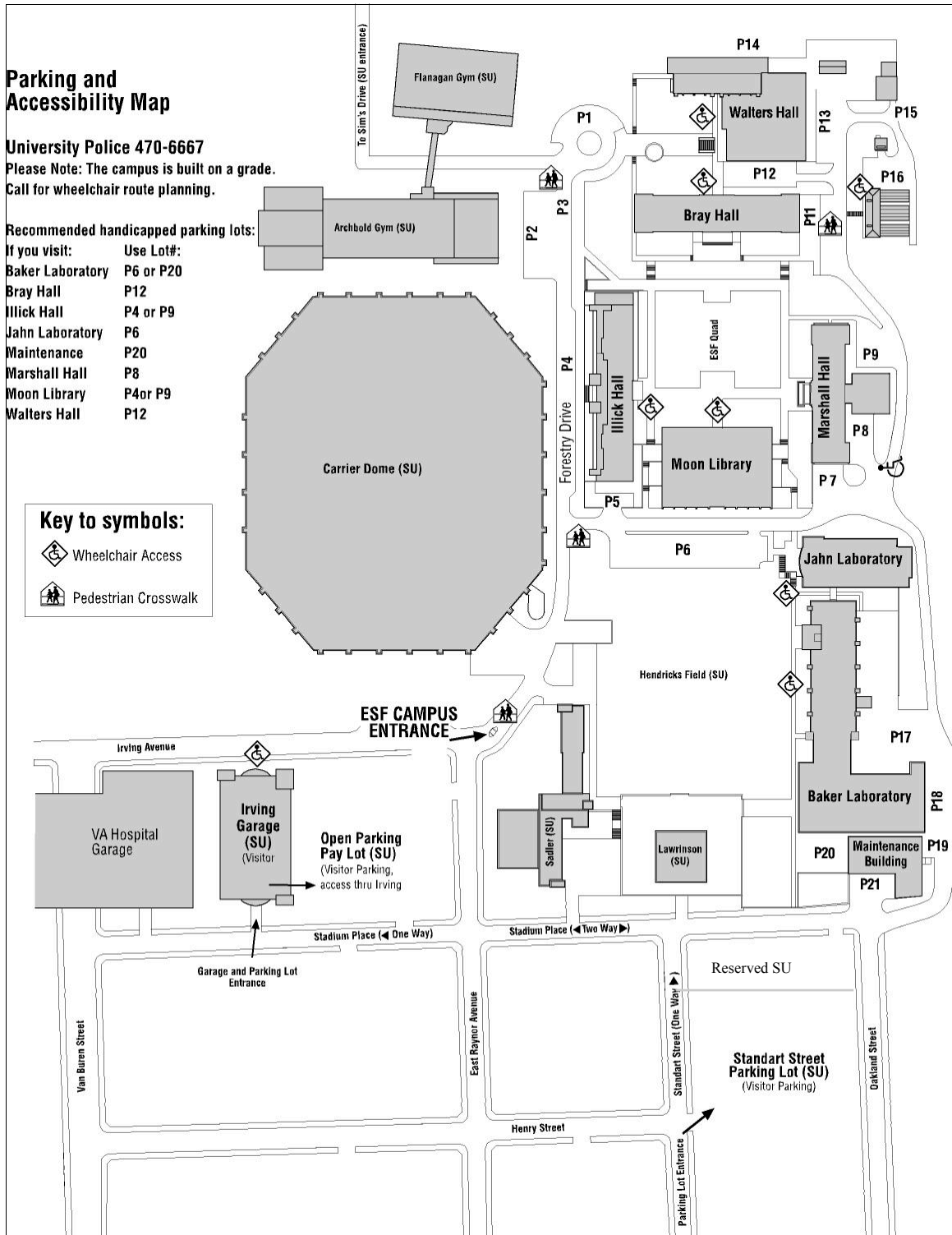
Call for wheelchair route planning.

Recommended handicapped parking lots:









If you visit:	Use Lot#:
Baker Laboratory	P6 or P20
Bray Hall	P12
Illick Hall	P4 or P9
Jahn Laboratory	P6
Maintenance	P20
Marshall Hall	P8
Moon Library	P4 or P9
Walters Hall	P12

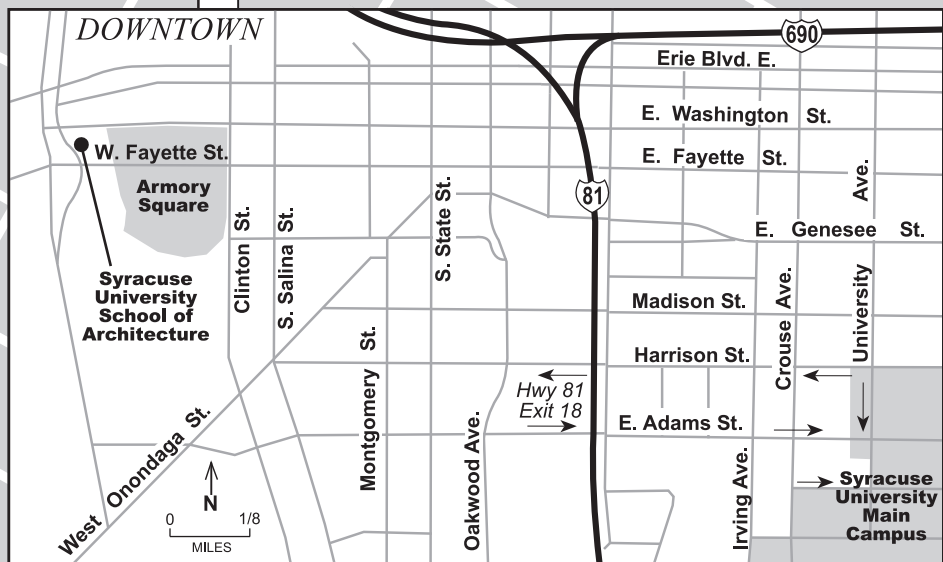
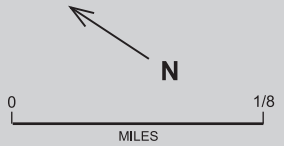
Key to symbols:

-  Wheelchair Access
-  Pedestrian Crosswalk

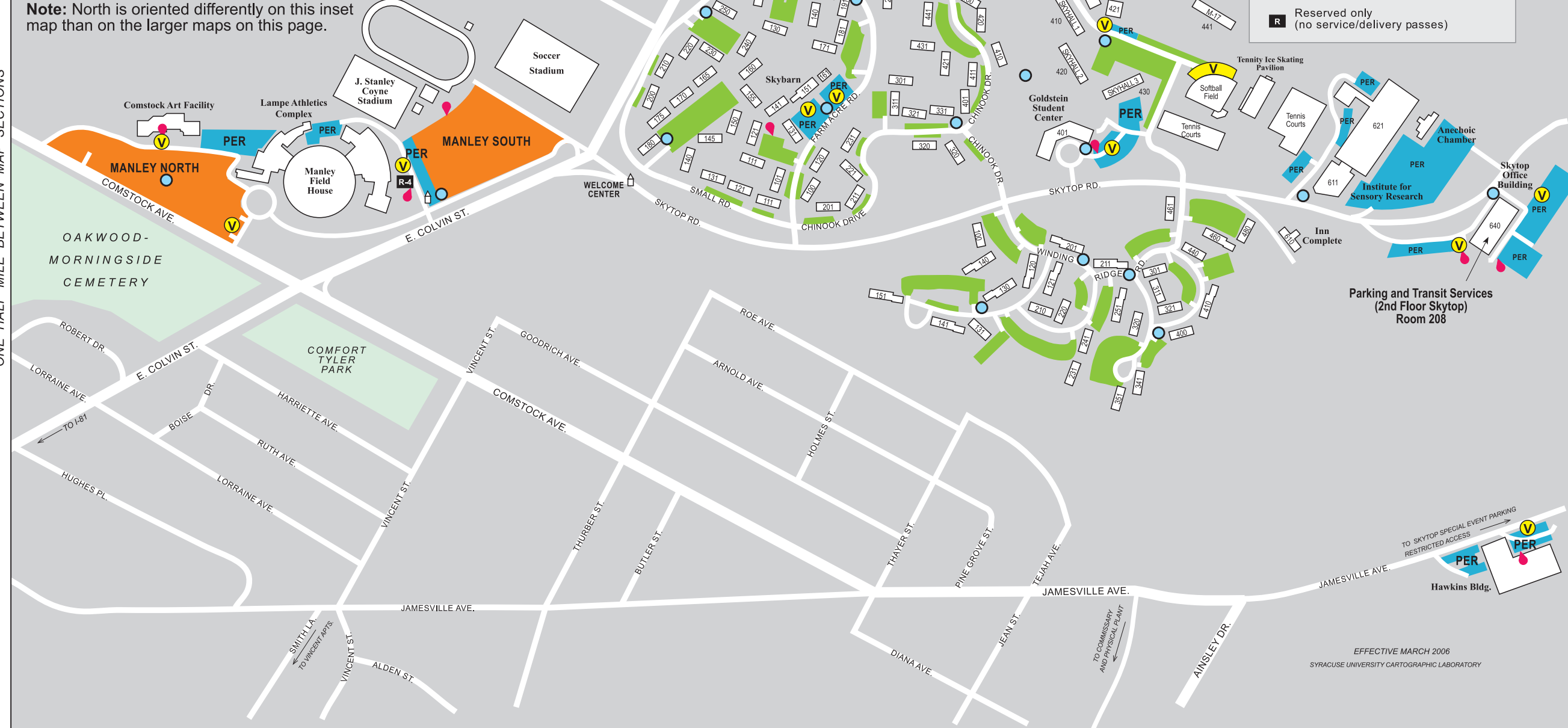










SOUTH CAMPUS

-  Blue light alarm call station
-  Campus parking information
-  Visitor/Meters
-  Restricted to valid corresponding permit only 24 hours per day, 7 days per week.
-  Any valid S. U. parking permit required. Available for evening/weekend use. See reverse side of map for hours and regulations.
-  Valid corresponding permit required. Available for evening/weekend use. See reverse side of map for hours and regulations.
-  Handicapped
-  Reserved only (no service/delivery passes)



Note: North is oriented differently on this inset map than on the larger maps on this page.



-  Blue light alarm call station
-  Campus parking information
-  Visitor/Meters
-  Restricted to valid corresponding permit only 24 hours per day, 7 days per week.
-  Valid corresponding permit required. Available for evening/weekend use. See reverse side of map for hours and regulations.
-  Handicapped
-  Reserved only (no service/delivery passes)
-  Motorcycle

ONE HALF MILE BETWEEN MAP SECTIONS

Parking and Transit Services (2nd Floor Skytop) Room 208



State University of New York
College of Environmental Science and Forestry

Office of Instruction and Graduate Studies

Frequently Asked Questions

For general information regarding accepted students and things to do/forms to complete before you get to ESF, please see the Graduate Studies webpage at <http://www.esf.edu/graduate/accepted.htm>.

- **Where can I park my car? How do I get a parking pass?**

ESF students are not allowed to park on campus during regular weekday hours. However, ESF graduate students are allowed to park in Standart Lot on SU campus, next to Stadium Place (see ESF map), with a valid parking permit. Parking permits are free to Graduate Assistants and an application form for a permit comes in the packet with your GA appointment. Bring this parking application form, your driver's license, ESF student ID, and car registration to University Police in 19 Bray Hall to get your permit. Limited after-hour student parking is available on ESF campus ONLY from 5:00pm-2:00am weekdays and 7:00am-2:00am on weekends with this permit.

If you are not a GA and you do not get a free parking permit, you must pay for a parking permit, with costs depending on location. Permits are issued through the My Slice Portal (myslice.syr.edu). Call 315-443-4652 for more information.

- **Where can I find a bus schedule for routes and times to/from campus?**

Centro Bus Lines has a variety of routes through the SU/ESF neighborhood, SU/ESF campus, downtown Syracuse, and to other parts of the city. You can access their bus routes and schedules at <http://www.centro.org/cnyCentroSchedules.aspx>.

- **Where can I get a student ID?**

If you did not get an ID during orientation, go to 202 Steele Hall to get an ID (call 315-443-2726 for additional information about hours). You will need to present proof of identification, such as a driver's license or passport, and have your SU-ID number (found in your registration packet).

- **How do I register for classes? Where do I register?**

Before you can register for classes, you must meet with your advisor. Then go to the My Slice portal (myslice.syr.edu) to see your enrollment appointment time (under the Student Services application) for the selected semester. You can register on My Slice anytime after your enrollment appointment time, but no later than the last day of scheduled registration (or you may have to pay a late fee). Complete the course selection process with the appropriate personal information, course numbers, sections, and names found on the course offerings

website (www.esf.edu/registrar). If any courses are restricted and require professor consent, you must see that faculty member that teaches the class to obtain a permission number.

- **Where can I find a list of funding opportunities for graduate students?**

The Office of Instruction and Graduate Studies has information available at <http://www.esf.edu/graduate/awards.htm> for ESF-funding such as Graduate Assistantships and <http://www.esf.edu/graduate/outsideawards.asp> for outside ESF grants and fellowships. The Graduate Student Association has a list of grants and fellowships available on their website: www.esf.edu/org/gsa. You can also go to other sites, such as www.grants.gov for other funding.

- **Where can I find a calendar of upcoming events, both graduate and undergraduate?**

The Office of Instruction and Graduate Studies has a listing of upcoming events pertaining to graduate students on their website at <http://www.esf.edu/graduate/events.asp>. The Academic Calendar with important dates relevant to course scheduling and college offices can be found at <http://www.esf.edu/registrar/calendar.htm>. The Student Activities Office also has a calendar listed on their website for campus events (<http://www.esf.edu/students/calendar.asp>). The Graduate Student Association has an updated listing located at www.esf.edu/org/gsa.

- **What is required of me as a graduate student in order to complete my degree? What forms are required regarding my committee, major advisor, and coursework?**

A list of degree requirements and forms are available at the Office of Instruction and Graduate Studies website <http://www.esf.edu/graduate/graddegreq.htm>. There are usually two types of forms that are necessary to complete as a new graduate student: 2A, which is the appointment of your major professor and your steering committee, and the 3B form, which is your program of study, where the required coursework is decided. The 2A is usually recommended to be completed by the end of your first semester, while the 3B form is dependent on your specific degree and program.

- **Where do I pick up my paycheck? How do I get direct deposit?**

For both the Research Foundation and State Graduate Assistantships, paychecks are issued biweekly (see payroll calendars at <http://www.esf.edu/business/payroll.htm>) through the Cashier's Office in 102 Bray Hall. Your ESF student ID is required to show proof of identification.

To get direct deposit, you must fill out a direct deposit form, which differs between state-appointed GA's and the Research Foundation. These forms can be picked up outside the Cashier's office at 102 Bray Hall, or found online at <http://www.esf.edu/business/payroll.htm>.

- **Where are there computers that are available for student use?**

There are computers available in both Baker Laboratory (3rd floor) or Moon Library. For a list of hours see the Computing and Network Services website at <http://cns.esf.edu/acadcomp/LabHours.htm>. Syracuse University also has computer labs open to ESF students; locations and hours can be found at <http://its.syr.edu/labs/hours.cfm>.

- **How do I reserve the Nifkin Student Lounge for an event? Can I serve alcohol at the event?**

In order to reserve Nifkin Lounge, you first must check the Nifkin Reservations Calendar (<http://www.esf.edu/facstaff/nifkin/>) to make sure there is no event already scheduled. Then you must fill out and submit a reservation form online through your MyESF portal (Myesf.esf.edu)

If you want to serve alcohol at any event on campus, you must fill out an Alcohol Request form and submit to Dean of Student Life, Cynthia Sedgewick, at least two weeks in advance (<http://www.esf.edu/students/alcohol/>).

- **How do I get onto the wireless network? What buildings are wireless?**

In order to get wireless internet on ESF campus from your personal computer, you must register your computer with Computing Services and set up the Evergreen Wireless connection. The CNS webpage, <http://cns.esf.edu/Wireless.htm>, has step-by-step instructions.

There are several buildings on campus that can access this wireless network: the main floor of Moon Library, all of Marshall Hall, and a few floors in Illick Hall have access.

- **How do I access research articles online?**

There are a variety of online databases that are accessible through the ESF Moon Library website (www.esf.edu/moonlib). Accessed through these databases, many articles are available free for download. In order to access them for free, you are sometimes required to enter in your SU ID number and last name or password. Your SU ID number is the 10 digit number that is found on your ESF student ID card.

If you cannot find certain articles through Moon Library, you can request an Interlibrary Loan through the Moon Library website.

- **Where can I get a map of SU/ESF campus?**

Maps are available online at <http://www.esf.edu/maps> for ESF campus and <http://map.syr.edu/> for SU campus.

- **Where can I get an ESF planner?**

Free ESF planners with ESF activity information are available at the Moon Library service desk.

- **Where is a good resource to find graduate housing?**

ESF has a list of local apartments, realtors, and housing listserves for both ESF and SU students located at <http://www.esf.edu/housing/offcampus.htm>. The Graduate Student Association also has a housing forum on their website (www.esf.edu/org/gsa).

- **Who do I contact about setting up utilities such as gas, electricity, and cable?**
ESF and SU have some information about who to contact listed at <http://www.esf.edu/housing/utilitiesbanking.htm>.
- **Where can I get a job off-campus?**
Marshall Street has a variety of food services and stores that could serve as a part-time job. Syracuse University also has Student Employment Services, located at <http://seo.syr.edu/> where jobs in the area are posted.
- **How do I get an e-mail address?**
Your e-mail address is also your NetID, which you will be assigned upon enrolling in ESF. You can also find more information about how to activate your NetID and password and where to access your e-mail at <http://its.syr.edu/netid/>.
- **How do I get to ESF?**
From the south: Take Route 81 North to Exit 18 (E. Adams Street). Turn right onto E. Adams St. at the first traffic light. Turn right onto Irving Ave. and follow up the hill to the ESF Campus Police booth. **See map below.**

From the north: Take Route 81 South to Exit 18 and turn left onto E. Adams St. Follow directions above.

How to get to ESF:

