

# ONLINE EDUCATION STUDENT GUIDE

Bachelor of Science in  
Sustainability Management



SUNY College of Environmental  
Science and Forestry  
Open Academy

## Dear Mighty Oaks,

Welcome to the Sustainability Management Online Program at ESF. We are delighted to have you, and will work to help make your experience positive and fulfilling. We look forward to getting to know you and helping you succeed. This Student Guide will help you navigate your time as a student with the ESF Open Academy. It is designed with online students in mind, as a supplement to the [ESF Student Handbook](#). In our commitment to your success as a student, we have designated a member of our staff to be your primary contact for questions and concerns:



### **Katherine Lang**

Online Education Program Coordinator  
ESF Open Academy  
[klang01@esf.edu](mailto:klang01@esf.edu) | 315-470-4882

**Open Academy Main Office Number** | 315-470-6817

In addition, some other resources you may find useful include the [ESF Academic Calendar](#) for important dates throughout the academic year; the [ESF Academic Catalog](#), for course descriptions, degree program requirements, and academic policies; the [Bursar's Office](#) ([bursar@esf.edu](mailto:bursar@esf.edu); 315-470-6652) for questions about tuition and fees; the [Office of Financial Aid & Scholarships](#) ([finaid@esf.edu](mailto:finaid@esf.edu); 315-470-6706) for inquiries regarding scholarships, grants, and loans; and the [Registrar's Office](#) ([registrar@esf.edu](mailto:registrar@esf.edu); 315-470-6655) for questions about course registration and student academic records. We also have a departmental librarian, Casey Koons ([cjkoons@esf.edu](mailto:cjkoons@esf.edu); 315-470-6715), who can help you with accessing resources at [Moon Library](#) ([ask@esf.libanswers.com](mailto:ask@esf.libanswers.com); 315-470-6711). Finally, a list of our Program Faculty, complete with contact information and which courses they teach, can be found further on in this guide, if you ever need to reach out to them regarding coursework.

We look forward to working closely with you during your time here and helping your experience to be a fulfilling, educational, and memorable one. Please reach out with any questions, comments, and concerns, because we are here to help you.

Best wishes for a wonderful semester!

### **The ESF Open Academy**

[openacademy@esf.edu](mailto:openacademy@esf.edu) | 315-470-6817

## Table of Contents

Why Sustainability Management.....	5
Program Goals .....	5
Curriculum Overview .....	6
Registering for Courses .....	7
Withdrawing from a Course .....	7
Academic Success .....	8
Academic Integrity .....	9
Credit-Hour Loads .....	10
Student Conduct .....	10
Required Courses .....	10
Electives .....	11
Petitions .....	11
Transferring Courses .....	11
Late Adds and Drops .....	12
Guideline Criteria for Successful Late Drops .....	12
Incompletes .....	13
Taking a Course at another College after Matriculation at ESF .....	13
Graduation .....	14
College Offices and Student Services .....	14
Academic Support .....	14
Alumni Association .....	14
Blackboard .....	14
Bookstore.....	14
Bursar’s Office .....	14
Career Services .....	15
Computing .....	15
Counseling Services .....	15
Disability Resources .....	16
Educational Opportunity Program .....	16
Financial Aid and Scholarships .....	16
Health Insurance .....	17
Identification Card.....	17

## Table of Contents cont.

Immunizations .....	17
Inclusion, Diversity and Equity .....	17
International Students .....	18
Library .....	18
Registrar’s Office .....	18
Summer Semester .....	19
Undergraduate Student Association, Student Clubs, and Organizations .....	19
Veteran’s Benefits .....	19
Appendix A: Steps to Getting Started .....	20
Step 1: Submit Your Acceptance Letter and Pre-Admission Deposit .....	20
Step 2: Financial Aid .....	20
Step 3: Set up your ESFiD and SU NetID .....	20
Step 4: Complete MyESF Action Items .....	21
Step 5: Complete Online Education Assignment .....	21
Step 6: Speak with the Sustainability Management Program Coordinator .....	21
Step 7: Review Course Schedule .....	21
Step 8: Tuition, Fees, and Billing .....	21
Step 9: Orientation .....	21
Appendix B: SUNY Cross Registration Instructions .....	22

## Why Sustainability Management

As sustainability has been growing in importance for our society, so is the need for professionals who are trained and dedicated to informing and overseeing the implementation of sustainable practices in all forms of business, government, education, and non-profit organizations. Currently, many job postings require a four-year degree in a field related to the purpose of the organization and multiple years of experience leading sustainability efforts. It is our belief that this type of recruitment is useful in the short term, but will not be effective long term. Instead, we have developed a specialized, interdisciplinary curriculum which will allow graduates to employ best practices from a variety of disciplines in their chosen field. Through this program, you will find yourself prepared for a wide and expanding range of career positions in the public, private, and nonprofit sectors. The skills you learn will allow you to capitalize on new career opportunities and become a champion of sustainability efforts, whatever field or occupation you are in.

### Program Goals

Sustainability Management integrates discipline- and career-focused knowledge, skills, and perspectives. Coursework and career preparation are grounded in the three pillars of sustainability: society, environment, and economics.

Our overarching goal is for you to be well-prepared and competitive for an expanding range of careers in local, state, and national organizations throughout the public, private, and non-profit sectors. To reach this goal, we have developed the following six program-level goals:

1. Analyze the complex interactions among and between the three pillars of sustainability — the environment, the economy, and society—with a focus on identifying areas of potential conflict/opportunity.
2. Apply qualitative and quantitative skills appropriate to the sustainability field (e.g., energy modeling, budgeting, financial analysis, GIS, life cycle assessment, interviewing & surveying, environmental and risk communication).
3. Analyze data and develop reports and presentations relevant to sustainability and its implementation (e.g., scientific publications, policy documents, sustainability indicators, public audience presentations).
4. Work independently and collaboratively for effective and successful project and people management and communication, and to institutionalize sustainable practices.
5. Apply knowledge of principles and best practices to the analysis of real-world sustainability problems in public, private, and non-profit contexts.
6. Develop solutions that balance the priorities of sustainable development, social equity and human-nature interaction.

While not every course deals with each of these six educational objectives, we have structured the curriculum to help you meet these goals by graduation. These goals are best developed by building a strong foundation in writing and presentation, natural sciences, mathematics, social science, and the humanities.

## Curriculum Overview

For full-time study, you must enroll in 12 credits per semester, which is approximately four courses. Most full-time students will likely take 15 credits (or five courses) per semester. However, courses offered during Summer Semester are a great way to lighten the load during the fall/spring semesters and stay on track, or to get ahead. Our two-year expected course sequence is:

FALL YEAR 1	SPRING YEAR 1	FALL YEAR 2	SPRING YEAR 2
<b>SUS 300</b> Sustainable Systems Thinking: Ecology, Economics, & Society <b>SUS 310</b> Human & Social Dimensions of Sustainability <b>SUS 330</b> Introduction to Sustainability Data Analysis <b>Elective</b> <b>Elective</b>	<b>SUS 320</b> Ecological Dimensions of Sustainability <b>SUS 340</b> Principles of Sustainable Development <b>SUS 350</b> Introduction to Spatial Analysis & Geographic Information Systems <b>SUS 360</b> Climate Change & Sustainability <b>Elective</b>	<b>SUS 400</b> Analysis of Sustainable Systems <b>SUS 410</b> Sustainable Urbanism <b>SUS 420</b> Sustainable Energy: Technology, Systems, & Policy <b>SUS 430</b> Managerial Economics for Sustainability <b>Elective</b>	<b>SUS 440</b> Environmental Justice: Policy, Law, & Society <b>SUS 450</b> Civic Engagement & Participatory Planning <b>SUS 480</b> Sustainability Management Capstone <b>Elective</b> <b>Elective</b>

Electives may be chosen from a list provided by the Open Academy, through SUNY Online, or elsewhere as approved by the Sustainability Management Program Coordinator.

For part-time study, an example course schedule may look like the following if you take two courses per semester and two electives over the summers. If you are interested in studying part time, please talk to the Sustainability Management Program Coordinator to create a schedule that works for you.

FALL YEAR 1	SPRING YEAR 1	SUMMER YEAR 1
<b>SUS 300</b> Sustainable Systems Thinking: Ecology, Economics, & Society <b>SUS 330</b> Introduction to Sustainability Data Analysis	<b>SUS 320</b> Ecological Dimensions of Sustainability <b>SUS 350</b> Introduction to Spatial Analysis & Geographic Information Systems	<b>Elective</b> <b>Elective</b>
FALL YEAR 2	SPRING YEAR 2	SUMMER YEAR 2
<b>SUS 310</b> Human & Social Dimensions of Sustainability <b>Elective</b>	<b>SUS 340</b> Principles of Sustainable Development <b>SUS 360</b> Climate Change & Sustainability	<b>Elective</b> <b>Elective</b>

FALL YEAR 3	SPRING YEAR 3	SUMMER YEAR 3
<b>SUS 400</b> Analysis of Sustainable Systems <b>SUS 410</b> Sustainable Urbanism	<b>SUS 440</b> Environmental Justice: Policy, Law, & Society <b>SUS 450</b> Civic Engagement & Participatory Planning	<b>Elective</b>
FALL YEAR 4	SPRING YEAR 4	SUMMER YEAR 4
<b>SUS 420</b> Sustainable Energy: Technology, Systems, & Policy <b>SUS 430</b> Managerial Economics for Sustainability	<b>SUS 480</b> Sustainability Management Capstone	

## Registering for Courses

Registration for courses during the academic year is done through the MySlice portal (<https://myslice.ps.syr.edu>), using your [SU NetID](#). Your account will have an advising hold placed on it until you speak with the Program Coordinator and a message is sent to the Registrar confirming this communication. Advising typically occurs near the end of October (for Spring semester) and near the end of March (for Fall semester). Registration occurs the following week. The deadline for adding a class is approximately one week into the semester, and drops can be done through MySlice until the end of the fourth week, after which you must withdraw from a course, which is detailed below. To drop a course after the add deadline and before the drop deadline, you will need to email the instructor and the Program Coordinator in order to get approval of the Registrar. All of these deadlines can be seen for the current semester by checking the Academic Calendar (<https://www.esf.edu/registrar/calendar.asp>). A guide for adding and dropping courses can be found on the Registrar’s webpage (<https://www.esf.edu/registrar/reginfo.htm>). If taking classes through [Summer Semester](#), visit the program website for specific registration information.

## Withdrawing from a Course

If you wish to withdraw from a course during the academic year after the drop period has closed (at the end of the fourth week of classes), you must submit a [Course Withdrawal Request](#) to the Registrar. This form will require the signature/consent of both the course instructor and the Program Coordinator.

Between the end of the fourth week and the end of the ninth week, a grade of “W” will be recorded on a student’s transcript, with no effect on a student’s semester or cumulative GPA. The [ESF Academic Catalog](#) provides an excellent resource to review these and other grading policies.



## Academic Success

Being an online student can be challenging, and we have prepared some helpful reminders to support you in succeeding during your time in the program:

### Course Materials

Obtain any required texts as early as possible to ensure that you can participate fully in your course.

- You can view a list of textbooks required/recommended for courses in the upcoming semester by searching through the [SU Online Textbook Store](#). After finding your textbook information, you can order the textbooks through your choice of retailer using the 10- or 13-digit ISBN.
- Consider downloading the readings posted to Blackboard onto your device so you can read them at your convenience, even when you are offline or on the go.

### Class Participation

Participating in each and every class is vital to your success at ESF.

- Engage with the readings, instructor, and your classmates. The readings and activities have been chosen to help support your learning and growth in your courses. Your Program Coordinator and instructors are here to support you and learn with you, so feel free to reach out for help at any point.
- Take and review notes. Use the reading synopses and guiding questions to take and organize your notes. When you view lectures, use the tools to rewind, pause, and re-watch sections that seem to be particularly important. You can even return to lectures later in the week in order to remind yourself of specific information.
- Study the most difficult things first and stay organized.

### Respect

Respect is vital to your interactions with your instructor and fellow classmates. This is especially true in an online classroom.

- Your classmates are real people—it's easy to misunderstand or misinterpret written communication. Always assume good intentions and ask for clarification.
- Be forgiving of mistakes—they are easy to make. For minor mistakes, consider not correcting them. For bigger mistakes that you feel you need to correct or point out, send a private message or email to the person.

### Time Management

There are many different strategies to manage your time effectively:

- Make schedules and lists, starting with a semester calendar. Take the important dates and assignments from the syllabus of each class and put them on one calendar—this is a great way to see the big picture! From there, make a weekly schedule and follow it! This could also involve daily to-do lists that prioritize your requirements and assignments.
- Don't put off that dreaded or boring assignment. Attack it and get it over with so you can concentrate on other things. One thing at a time with short breaks is the most effective way to tackle the load.
- It's easy to get behind in coursework in an online class. Stay on top of all the deliverables by creating a study schedule. Because many courses will expect you to work with and respond to your fellow



classmates, it's important to recognize and keep deadlines.

- Even though your coursework is online and allows you a more flexible schedule, it does require a significant time commitment to do the work.

### **Ask for Help**

Asking for help when needed is critical. There are many individuals and offices at ESF that can help you succeed. You can first reach out to the Sustainability Program Coordinator, Katherine Lang, [klang01@esf.edu](mailto:klang01@esf.edu), 315-470-4882. She will be your first and best point of contact to help connect you to various campus offices and help centers.

- Use online office hours: ESF faculty members and instructors provide this opportunity and they expect you to use it. Ask questions about assignments, seek their advice about your career options, discuss their research, etc. They are experts in their fields of study and are willing to share their know-how and resources with you. Reach out and schedule time with your instructor as needed.

### **Timely Communication**

Each instructor will have his or her own expectations of what timely communication looks like. While there is not an expectation for you to respond to messages or email immediately when received, you should plan on logging on and responding to email or messages within 24 hours. If there are schedule requirements that will make it not possible for a 24-hour response time, communicate that to your fellow classmates and instructor.

## **Academic Integrity**

### **Academic Honesty**

Students must avoid dishonest practice, including plagiarism, cheating, and other forms of academic misconduct. Dishonest actions, by even one individual, erode the very foundation of ESF's integrity as an institution. All members of the ESF community must take action when the College's collective honor is threatened or compromised. Violations of academic integrity can be reported directly to instructors or to the Coordinator of Student Conduct, Anthony Chefalo, [apchefal@esf.edu](mailto:apchefal@esf.edu); 315-470-6660.

### **Knowledge about Policies and Expectations**

It is each student's responsibility to be familiar with college regulations and to abide by them. For more information about Academic Honesty, please see the [ESF Student Handbook](#).

### **Security**

As a student in an online course, keeping yourself and passwords secure are of utmost importance.

- Don't share your password with anyone.
- Change your password immediately if you think someone may know it. For more help on changing your password, contact CNS at 315-470-6861 or by email at [helpdesk@esf.edu](mailto:helpdesk@esf.edu)

## Credit-Hour Loads

Undergraduate students are considered full time with a load of 12 credit hours. This status is important for most forms of financial aid. However, 14-16 credit hours are typical semester loads; only exceptional students should take 18 or more. In order to complete the Sustainability Management degree in two years, a load of 15 credit hours per semester is required.

## Student Conduct

Please see the [ESF Student Handbook](#) for information regarding academic integrity, student conduct, regulations, rights, and responsibilities.

## Courses

Name	Email / Phone	Courses Taught	Website
Neal Abrams, Ph.D.	<a href="mailto:nmabrams@esf.edu">nmabrams@esf.edu</a> 315-470-4723	SUS 420 – Sustainable Energy: Technology, Systems, & Policy	<a href="/faculty/abrams/">/faculty/abrams/</a>
Eddie Bevilacqua, Ph.D.	<a href="mailto:ebevilacqua@esf.edu">ebevilacqua@esf.edu</a> 315-470-6697	SUS 350 – Introduction to Spatial Analysis & Geographic Information Systems	<a href="/faculty/bevilacqua/">/faculty/bevilacqua/</a>
Sophie Brown, MS	<a href="mailto:sebrown@syr.edu">sebrown@syr.edu</a>	SUS 310 - Human & Social Dimensions of Sustainability	
Mariela Cavo, Ph.D.	<a href="mailto:mcavo@syr.edu">mcavo@syr.edu</a> 315-941-1824	SUS 340 – Principles of Sustainable Development	
Maren King, M.S.	<a href="mailto:mflking@esf.edu">mflking@esf.edu</a> 315-470-4721	SUS 450 – Civic Engagement & Ptiit Pli	<a href="/faculty/king/">/faculty/king/</a>
Shayan Mirzabeigi, M.S.	<a href="mailto:smirzabeigi@esf.edu">smirzabeigi@esf.edu</a>	SUS 330 – Introduction to Sustainability Data Analysis SUS 400 – Analysis of Sustainable Systems	
Tania Ploumi, Ph.D.		SUS 300 – Sustainable Systems Thinking SUS 410 – Sustainable Urbanism SUS 440 – Environmental Justice: Policy, Law, & Society SUS 480 – Sustainability Management Capstone	
Katherina Searing, M.S.	<a href="mailto:kbsearing@esf.edu">kbsearing@esf.edu</a> 315-470-6888	SUS 360 – Climate Change & Sustainability	

## Elective Courses

Name	Email / Phone	Courses Taught	Website
Neal Abrams, Ph.D.	<a href="mailto:nmabrams@esf.edu">nmabrams@esf.edu</a> 315-470-4723	SUS 496 Section 5 – Solar Power as Renewable Energy	<a href="/faculty/abrams/">/faculty/abrams/</a>
Sophie Brown, MS	<a href="mailto:sebrown@syr.edu">sebrown@syr.edu</a>	SUS 496 – Section 4 Environmental Policy	
Mariela Cavo, Ph.D.	<a href="mailto:mcavo@syr.edu">mcavo@syr.edu</a> 315-941-1824	SUS 375 – Environmental Economics	
Will Helenbrook, Ph.D.	<a href="mailto:wdhelenb@syr.edu">wdhelenb@syr.edu</a>	SUS 355 – Conservation Biology & Sustainable Environmental Conservation	
Diane H. Kiernan, Ph.D.	<a href="mailto:dhkiernan@esf.edu">dhkiernan@esf.edu</a> 315-470-6577	SUS 335 – Applied Statistics for Sustainability Management	<a href="/faculty/kiernan/">/faculty/kiernan/</a>
Shayan Mirzabeigi, M.S.	<a href="mailto:smirzabeigi@esf.edu">smirzabeigi@esf.edu</a>	SUS 496 – Intro to Green Building	
Jill Weiss, Ph.D.	<a href="mailto:jiweiss@esf.edu">jiweiss@esf.edu</a> 315-470-6781	SUS 365 – Sustainability & Behavior Change	<a href="/faculty/weiss/">/faculty/weiss/</a>

## Petitions

The petition process exists to provide needed flexibility in the curriculum. Students often encounter situations that require minor adjustments from the academic requirements. As such, petitions at ESF generally handle two basic kinds of actions: (1) variances to degree requirements and (2) transfer of credit from another institution after the admissions process is completed. If the need arises for a petition to be generated, please reach out to the Sustainability Management Program Coordinator Katherine Lang ([klang01@esf.edu](mailto:klang01@esf.edu); 315-470-4882). Petition forms can be found at the Registrar's page: [Submitting a Petition](#).

## Transferring Courses

### Transfer Articulation Guidelines (TAG)

The Admissions Office maintains a listing of courses at articulating institutions that are predetermined to be acceptable substitutes for requirements in the various ESF curricula. The list (TAG-list) is available from the Admissions homepage, under Cooperative Transfer Colleges.

### Grades Do Not Transfer

Credit can be transferred—if the grade is C or better—but the grade cannot, so it cannot affect the GPA.

### Making Up Lower Division Deficiencies

These should be satisfied as soon as possible, since they may be prerequisites for upper division classes or conflict with desired electives. Students should try to make up these classes during the summer, at a local community college, if possible.

### Petition Courses Before Taking Them

Students should submit petitions before taking classes elsewhere. This way they know in advance if the course will transfer and meet the intended purpose.

- Required lower division subjects may be satisfied by acceptable lower division courses taken at another institution. Usually the transfer is handled at admission, but sometimes a course is named in a way that obscures its relationship to the sustainability management curriculum, and a later petition is needed.

### Late Adds and Drops

After the add date, which can be found on the [ESF Academic Calendar](#), students must petition to add a class. By that time, considerable material usually has been presented, and the instructor has the right to refuse admission; if the instructor approves, the petition is virtually always successful.

In contrast, no petition is harder to get approved than one to drop a course after the drop deadline. Late drop petitions go automatically to the Academic Standards subcommittee, which looks for some significant circumstance beyond your control that occurred after the drop date. Before filing such a petition, be sure you have read about the process on the [Registrar's FAQ page](#). **Note that non-attendance, non-participation, informing the instructor, and/or non-payment is not sufficient notice of intent to drop a course.**

### Guideline Criteria for Successful Late Drops

A petition must exhibit a clear and significant mitigating or extenuating circumstance outside of “normal” and predictable distractions from college coursework, etc. Examples might include illness, injury, death in the immediate family, financial emergency, and others.

- The mitigating or extenuating circumstance must occur after or extend beyond the college designated “drop deadline.”
- The mitigating or extenuating circumstance must be clearly the result of actions outside the control of the student, i.e. not self-inflicted hardship. Similarly, if the student is innocently a victim of poor advising or administrative mishandling, justifiable grounds for the petition may be found.
- The clear message contained in these criteria should be “late drops are only justifiable under exceptional conditions.” The drop deadline placed by the college (ESF, not SU—it differs in intent and date) is exactly that—normal drops are not accepted after that deadline. You may find it useful to see what is not appropriate as well as knowing what is.

The following are “typical” examples of petition justifications which would not be accepted:

- Student missed the “drop deadline” by accident
- Student coursework load is too heavy
- Student is failing the course
- Student has missed too many classes or has fallen too far behind

- Student has changed major and the course is not required in the new major
- Student intends to retake the course later or at another college
- Student gambles unsuccessfully in taking an exam or attempting a project on or after the drop deadline

Two other points are of noteworthy consideration: first, a late change to “audit” a course is considered equivalent to dropping, and all the above criteria apply; second, a petition to late drop is not approved until final review by the Dean of Instruction and the Subcommittee on Academic Standards. Students petitioning for late drops should continue to attend class until they receive final notification of the subcommittee’s action. Even if your Program Coordinator and instructor approve the petition, it is not a done deal.

## Incompletes

A grade of “I” may be assigned only when the student is passing and has nearly completed the course, if the work is not completed because of circumstances beyond the student’s control. The incomplete must be resolved prior to the end of the semester following the one in which the grade was given. It may be extended by one semester by petition with the consent of the instructor. If the incomplete is not resolved by the appropriate deadline, it will be changed to a grade of “F.”

## Taking a Course at Another College after Matriculation at ESF

### At another SUNY Institution

Taking a course at another SUNY institution requires following the SUNY Cross Registration process. Consult with your Program Coordinator to initiate this process (see Appendix B for step by step instructions).

### At Syracuse University (SU)

Transfer students are allocated a prorated number of SU credit hours covered by their tuition and fees. The number of SU credit hours depends on the number you have transferred in from other institutions. For more detailed information on the SU credit hours, including use restrictions during enrollment at ESF and how to purchase additional SU credit hours, please visit the Registrar’s page, [Taking Syracuse University Courses](#).

### At any Other Institution

Students who wish to take courses for credit at other colleges or universities must submit a petition prior to taking the course. If the petition is approved, the student must request that the registrar at the other college send a transcript directly to the ESF Registrar. To receive credit, a grade of “C” or higher must be earned. Before taking the course the student should:

- Obtain a course description or syllabus and submit it with the petition.
- Obtain a signature from the Program Coordinator on the petition.

## Graduation

Completing your degree is a major life accomplishment and recognizing your success is a high priority for our program. You are encouraged to participate in commencement activities as part of the ESF community at the Syracuse campus. Depending on your graduation date, commencement may be held in December or May. More information about ESF commencement and graduation-related activities is available through the Division of Student Affairs (<https://www.esf.edu/students/graduation/>).

## College Offices and Student Services

In an effort to support our online students, we have a dedicated Sustainability Management Program Coordinator, Katherine Lang, ([klang01@esf.edu](mailto:klang01@esf.edu); 315-470-4882). The Program Coordinator should be your first stop for most questions and concerns. They will do their best to find the answer, assist you with what needs to be done, and/or put you in contact with the correct people, and follow-up to make sure matters are resolved.

During the academic year, ESF business hours are 8:00 a.m. until 4:30 p.m. During the summer, the business hours are Monday through Friday, 8:00 a.m. until 4 p.m.

### Academic Support

[ESF's Academic Success Center](#) (ASC) offers academic support services including workshops and academic coaching. The ASC and staff can be reached at 315-470-6752 or by email at [aomara@esf.edu](mailto:aomara@esf.edu).

### Alumni Association

The SUNY ESF [Alumni Association](#) has served ESF alumni since 1925. Coordinating the support and participation of more than 22,000 alumni, they work as a partner of the College to provide programs and services to benefit alumni, ESF students, and the College. The SUNY ESF Alumni Association can be reached at 315-470-6632 or by email at [alumni@esf.edu](mailto:alumni@esf.edu).

### Blackboard

Online support is offered for courses in Blackboard. Tech help can also be obtained through the Blackboard course site. Contact Syracuse University Information Technology Services 7 days a week at 315-443-2677, or by email at [help@syr.edu](mailto:help@syr.edu).

### Bookstore

The Alumni Association operates the non-profit [ESF College Bookstore](#), where you can purchase ESF-imprinted clothing and other memorabilia.

### Bursar's Office

The [Bursar's Office](#) manages student accounts for ESF. To discuss billing questions, establish payment plans, make payments, or obtain any information regarding your bill at 315-470-6652 or email [bursar@esf.edu](mailto:bursar@esf.edu).

## Career Services

The [Career Services Office](#) provides assistance with career exploration, resources for searching and securing jobs and internships, resume and cover letter reviews, and various other supports on how best to prepare for a successful career.

Top three career resources for online students:

- 1) Career Advising:** Without exception, the best way to begin preparing for your career success and the most important resource for helping you navigate the career search process will be speaking with someone in the office. You can schedule an appointment online to speak with an advisor by visiting: <https://www.esf.edu/career/students/advising.htm#app>.
- 2) The Career Services Website:** ESF treats its Career Services website as a resource of its own. With built-in navigation to easily access the topics that matter to you most or to simply explore ways to become career ready, our website will help support you every step of the way: <https://www.esf.edu/career/>.
- 3) Handshake:** Handshake is ESFs career management system, which will serve as your connection to our database of job and internships, events, employer profiles, and more: <https://esf.joinhandshake.com/login>.

The Career Services Office can be reached by phone at 315-470-6900 or by email at [careers@esf.edu](mailto:careers@esf.edu).

## Computing

[ESF Computing and Network Services](#) (CNS) helps students manage the SU NetID and ESFiD and download and install certain software, such as the Microsoft Office suite, as well as managing [resources and login portals for email](#).

All ESF students are assigned email accounts through Syracuse University. Your syr.edu email address is used by both ESF and SU as the official means of communication to students. You are responsible for checking your email address regularly and for all information received.

## Counseling Services

ESF's Office of Counseling Services crisis phone line is answered by a licensed counselor 24/7 and can be reached by calling (315) 470-4716.

Our Counseling Services will also assist students in learning about the process of acquiring services and refer students to service providers, including SUNY's expanded Student Telecounseling Network (STCN). STCN provides telepsychiatry and Cognitive Behavioral Therapy (CBT) telecounseling for students struggling with depression, anxiety, and other mental health problems. Services include remote counseling sessions and are provided by clinicians at SUNY Upstate Medical University's Department of Psychiatry. Services are provided at no out-of-pocket cost to students. To learn more, schedule a consultation with the Office of Counseling Services ([www.esf.edu/counseling](http://www.esf.edu/counseling)) by calling 315 470-6660, Mon – Fri 8:00 a.m. – 4:00 p.m. ET. Out-of-state students, who may not fall within the SUNY coverage, will be



referred to local care providers.

**If you are experiencing a mental health emergency, reach out:**

- Call Counseling Services at 315-470-4716 to speak to a licensed mental health counselor
- Text Got5U to 741-741
- Call the Suicide Prevention Lifeline at 1-800-273-8255 or dial 911
- Go to your local emergency room

### Disability Resources

Students with disabilities are welcome to contact the Division of Student Affairs by phone at 315-470- 6660, or by email at [studenthelp@esf.edu](mailto:studenthelp@esf.edu) for assistance and/or the Syracuse University Center for Disability Resources (CDR) directly at 315-443-4498 or [disabilityservices@syr.edu](mailto:disabilityservices@syr.edu). There are many helpful resources on the [CDR website](#). Services for students with disabilities are provided by both ESF and Syracuse University depending on the type of supports needed. Students with temporary disabilities should also register with CDR so interim accommodations can be arranged. ESF's goal is to provide services that promote diversity and access to educational opportunities when environmental barriers cannot be eliminated.

### Educational Opportunity Program

[The Educational Opportunity Program](#) (EOP) is a college access program that supports talented NYS students who, due to challenging financial and educational circumstances, have not had the same opportunity as others to achieve their academic potential. EOP at ESF is designed to provide financial and academic supports to allow students to realize their educational goals and contribute uniquely to their academic fields. As a transfer student at ESF, you must have been enrolled in an EOP, Higher Education Opportunity Program (HEOP), or Search for Education Elevation and Knowledge (SEEK) program at their prior college. For more information about this program contact Program Director Kailyn Wright at 315-565-3019 or [kswright@esf.edu](mailto:kswright@esf.edu).

### Financial Aid and Scholarships

The [ESF Office of Financial Aid & Scholarships](#) provides information about scholarships, grants, loans, and other means of financing the cost of your education. Assistance available to you includes counseling; information about entitlement; state, federal, and community aid sources; college aid sources; and loan/ debt management. To determine your eligibility for any sort of financial aid, contact the Office of Financial Aid and Scholarships at 315-470- 6706 or [finaid@esf.edu](mailto:finaid@esf.edu).

Please also be aware of important regulations that could impact eligibility for Federal and New York State financial aid. It is crucial that you are aware of these rules as you plan your registration each semester.

- [Required Coursework](#)
- [Academic Progress Requirements](#)

### Health Insurance

ESF provides access to an insurance broker to assist students who do not have health insurance, wish to enroll in a different plan, or have an insurance provider that only covers a specific geographic region (e.g. NYC based-insurance policies).

For more details regarding the SUNY ESF health insurance program please visit [www.haylor.com/suny-esf](http://www.haylor.com/suny-esf) or call 866 535-0456.

### Identification (ID) Card

You can obtain an ESF ID card by starting the process in your [MyESF account](#), follow the steps on the webpage and as outlined in Appendix A of this guide. Submit a recent headshot photo for your ID card AND for your ESF student record file. There are two places where your headshot photo must be submitted. The same photo can be used but each requires its own upload. Your ID card will then be sent through US Postal Service to you.

### Immunizations

All students must submit the ESF Immunization History Form. Online-only students, defined as students enrolled in all online classes, not living in on-campus housing, or attending more than five credit hours of in-person classes on campus in one semester may be exempted from submitting their immunization record by completing the form and checking 'Online-only Student Exemption.' If at any point your status changes and you will be attending on-campus classes, living in on-campus housing, or using any on-campus facilities, you are required to submit immunization information and sign a Meningococcal Vaccination Response Form within 30 days. Most up-to-date information regarding COVID-19 updates, vaccination, testing, and other requirements is available on the [ESF dashboard](#). ESF does its best to revise its policies, procedures, and protocols as it deems appropriate to promote a healthy and safe campus environment for students, faculty, and staff.

### Inclusion, Diversity and Equity

ESF fulfills its public mission by creating a welcoming and inclusive community for people from every background — people who as students, faculty and staff serve the local community and the world. The [Office of Inclusion, Diversity and Equity](#) provides resources and support to the ESF community through policy and programming.

### International Students

The [Office of International Education](mailto:oiie@esf.edu) ([oiie@esf.edu](mailto:oiie@esf.edu); 315-470-6691), provides immigration advising, support, and cultural counseling for international students and scholars. It is important for international students to keep ESF informed of address changes, academic changes, travel plans, and career plans once you complete your degree.

### Library

At ESF, the F. Franklin Moon Library provides a wide array of information services in support of learning and research activities. Our departmental librarian is Casey Koons ([cjkoons@esf.edu](mailto:cjkoons@esf.edu); 315-470-6715).

The library can be contacted at 315-470-6711 or [ask@esf.libanswers.com](mailto:ask@esf.libanswers.com).

The hours of the library are posted here: <https://www.esf.edu/library/hours.php>

Research assistance is available weekdays at the Service Desk. There are a number of [guides](#) describing library services and resources. Moon Library provides [Interlibrary Loan services](#), a Digital Repository, and access to thousands of full text journals. Moon Library houses ESF's primary print collections, computers, scanners, and other tools which complement your coursework and research. The Library also houses the [College Archives and Special Collections](#), including the Fletcher Steel Manuscript Collection and the photographic archives of the Roosevelt Wildlife Station.

[Experts at ESF](#) brings together all types of scholarship, expertise and activities by the scholars of ESF to share our rich story of discovery over our 112 years of study of the forest and environment. Consistent with our commitment to Open Access, this repository hosts a wide variety of research, including publications and data, as well as material from the College Archives and theses and dissertations.

### Registrar's Office

The Registrar's Office ([registrar@esf.edu](mailto:registrar@esf.edu); 315-470-6655) manages all ESF student course registrations, schedule adjustments, add/drop procedures, and other functions related to student academic records. It is vitally important that you check your records in MyESF to verify all of your information on record as needed. If you move, please make sure to update your address in your student portal. Failing to let us know where to locate you may cause serious difficulties in notifying you about important academic information or in the event of an emergency. You should also review your class schedule for accuracy. Any questions regarding your schedule should be addressed as quickly as possible. Copies of your ESF academic transcript are also requested from this office.

The 1974 Family Education Rights and Privacy Act (also referred to as FERPA or the Buckley Amendment) allows you to review your college records, except for teacher recommendations submitted before January, 1975. You can request a review of your records from the Registrar's Office. No one, including your parents/guardians, can review your college records without your written permission. The full policy is available [here](#).

### Summer Semester

ESF [Summer Semester](#) offers a diverse array of courses and summer terms that are designed to meet the professional and academic goals of matriculated and visiting students. Course registration and schedule

information is available at the program website.

### Undergraduate Student Association, Student Clubs, and Organizations

[Undergraduate Student Association](#), also known as the Mighty Oak Student Assembly, is the umbrella organization for all student groups on campus and primary sponsor of student social activities and programs. ESF student involvement is an important aspect of the undergraduate experience. Participation in student clubs and organizations as an online student will vary among groups and activities. [ESF Engage](#) is a platform that will help you to find new organizations to join, and various events happening on campus or in your area.

### Veteran's Benefits

If you have veteran's benefits related to paying your educational costs, you can obtain information and assistance from the Registrar's Office, 315-470-6655, [registrar@esf.edu](mailto:registrar@esf.edu).

## Appendix A: Steps to Getting Started as a New Student in an Online Program

### Step 1: Submit your Acceptance Letter and Pre-Admission Deposit

Accepted students must submit an acceptance letter and pay a deposit to hold their place in the entering class. The amount is specified in the offer of admission letter, and this can all be done through your applicant portal, found at <https://apply.esf.edu/account>. The deposit is applied toward charges on the Bursar's bill for first semester of attendance. Specific instructions can be found at <https://www.esf.edu/accepted/>.

### Step 2: Apply for Financial Aid

The [ESF Office of Financial Aid & Scholarships webpage](#) has detailed information about financial aid. If you wish to be considered for financial aid, you must fill out a [Free Application for Federal Student Aid \(FAFSA\)](#) and list SUNY ESF as your school choice. You will need to fill out a FAFSA every year. Apply for financial aid as soon as possible—ideally, at the same time you apply for admission to SUNY ESF.

### Step 3: Set Up Your ESFiD and SU NetID

Because of the unique relationship ESF has with Syracuse University, you will be issued a 9 digit “SU ID” number, an “SU NetID” credential (username and password), and an “ESFiD” credential. Each of these accounts require Multi-Factor Authentication (MFA). Your official ESF student email will be your SU NetID@syr.edu email account.

#### ESFiD

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1. [Activate your ESFiD](#)
2. [Enroll in DUO MFA](#)

#### Your ESFiD will be used to access:

- MyESF — student records portal
- esf.edu — student email [ESF email log-in](#)
- ESF Office 365 — including Microsoft application, OneDrive, online versions of the Office apps, etc.
- SUNY Portal and other SUNY systems

#### The [MyESF portal](#) is where you find:

- Degree Works
- Grade Reports
- FERPA waiver (which manages who may see your information)
- Personal financial aid information
- Emergency contact information
- Your SU ID number

#### SU NetID

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1. [Activate your SU NetID](#)
2. [Enroll in SU MFA](#)

#### Your SU NetID will be used to access:

- MySlice — class registration portal
- Blackboard — course management system used for most classes at ESF and SU
- SUmil — your @syr.edu email, which will be your official student email. [SUMail log-in](#)
- Any other student services offered through SU — [LinkedIn Learning](#), Zoom, etc.

#### The [MySlice portal](#) is where you:

- Find and register for new classes
- Make changes to your course schedule during the add/drop period

#### Step 4: Complete MyESF Action Items

Details for Action Items appear automatically in your MyESF account ([MyESF.esf.edu](https://myesf.esf.edu)) at the appropriate time. New students must:

- Accept financial aid award. If applicable, you will receive an email notifying you that your financial aid award is available online. Follow the link to view and print your award. Accept or decline your award online.
- Enter emergency contact information
- Agree to student policies — agree to abide by policies presented in the ESF Student Handbook
- Upload photo — supply a headshot for your official personal file and ID card
- Complete ESF Immunization History Form and upload to your ESF Student Portal, please see important online-only student exemptions.
- Complete FERPA waiver (if applicable) to allow release of billing information to someone you designate
- Health Insurance is not automatically provided to online-only students. You are eligible to enroll in the college health insurance plan — for more details regarding the SUNY ESF health insurance program please visit [www.haylor.com/suny-esf](http://www.haylor.com/suny-esf) or call 866 535-0456.

#### Step 5: Complete Online Education Assignment

Students must complete online programs designed to help promote responsible decision-making in college around alcohol and drugs, sexual violence, and bystander intervention. An email will be sent to your syr.edu email account with a registration code to the program. **Please note: Failure to complete this course will affect your ability to register for future semester classes.**

#### Step 6: Speak with the Sustainability Management Program Coordinator

If you have not already, you should be receiving an email from the Program Coordinator and Sustainability Management Academic Advisor Katherine Lang ([klang01@esf.edu](mailto:klang01@esf.edu); 315-470-4882) to set up a time for academic advising. We want you to be successful at ESF and academic advising will help to ensure your progress towards degree completion.

#### Step 7: Review Course Schedule

Incoming students will be registered for required courses by the Registrar in conjunction with a student's advisor. You will be able to make adjustments to your schedule (available in your [MyESF portal](#)) the weekend before classes begin.

#### Step 8: Tuition, Fees, and Billing

Review the Tuition and Fees information to ensure you understand the cost of courses. Bills can be access through your [MyESF portal](#), which is also where you will pay your bill electronically. Please refer to the [Bursar's website](#) for payment due dates.

#### Step 9: Orientation

**Beginning early August** you will be enrolled in Open Academy Orientation '22-'23. You will receive notice through your syr.edu email with a link to the course in [Blackboard](#). This course is intended to provide you with information and resources to support your success throughout your academic career at ESF.

## Appendix B: SUNY Cross Registration Instructions for Sustainability Management Students

ESF students are allowed to cross register at another SUNY college with approval from your advisor and the ESF Registrar's Office. ESF does not participate in winter or summer cross registration.

### Definitions:

Home campus – ESF

Host campus – SUNY campus you will be attending

### ESF Guidelines for Cross Registration

1. You must be a matriculated undergraduate student at ESF.
2. You must check ESF and SU class listings for online equivalents before making a request.
3. You **MUST** obtain permission from the Sustainability Management Program Coordinator once you have determined that spaces are available to enroll in the course. Please email Program Coordinator with the name of the college, semester you intend to enroll in the class, and course information include course prefix, number and name.
4. The Program Coordinator will notify the Registrar's Office if the course you are requesting has been approved to fulfill a degree requirement. If the Registrar's Office does not receive approval from the Program Coordinator before you complete the online cross registration form, your request will be denied.
5. Registration for the class is determined by the host campus and you may not know if you are registered until the start of the semester. You must submit your request following the add deadlines at the host college.
6. Enrollment changes once you are registered may impact your financial aid and you **MUST** notify the host campus and ESF if you are dropping or withdrawing from a class. Failure to notify the appropriate office at both institutions may result in a loss of financial aid and/or an F grade.
7. Cross-registration courses will be recorded as transfer credits, students must receive a C or higher for the course to transfer.

After you receive approval from Program Coordinator, you will need to go to <https://www.suny.edu/crossregister> and log in using your ESFiD and password. Please add @esf.edu after your ESFiD.

- Select ESF as the campus.
- Select the 'New Request' button.
- Complete all of the information in the form. Please make sure you enter an email address that you check regularly because you will get notifications about the status of your request.
- You will need to upload an unofficial copy of your grade report from your MyESF account if the class you are taking requires a pre-requisite.

*Please note that final approval will be given by the host campus and you are responsible for any course related fees charged by the host campus. You must meet any pre-requisite requirements at the host campus.*

The course will be added to your ESF registration. The course(s) will count towards your financial aid and full time status.