

BACHELOR OF SCIENCE (ONLINE)

Sustainability Management

ONLINE EDUCATION STUDENT GUIDE

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, and to introduce you to the community of people here to support your experience. This Student Guide will help you navigate your time as a student with ESF. 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
Department of Sustainable Resources Management
klang01@esf.edu | (315) 470-4882

Sustainable Resource Management
Office number | (315) 470-6536

In addition, some other resources you may find useful include:

- [ESF Academic Calendar](#) for important dates throughout the academic year
- [ESF Academic Catalog](#), for course descriptions, degree program requirements, and academic policies
- [Bursar's Office \(bursar@esf.edu\)](#) | (315) 470-6652 for questions about tuition and fees
- [Office of Financial Aid & Scholarships \(finaid@esf.edu\)](#) | (315) 470-6706 for inquiries regarding scholarships, grants, and loans
- [Registrar's Office \(registrar@esf.edu\)](#) | (315) 470-6655 for questions about course registration and student academic records
- ESF Writing Resource Center (jagedets@esf.edu)
- Academic Success Center (iwilki01@esf.edu)
- Departmental librarian, Jennifer Nace (janace@esf.edu)
- Moon Library (ask@esf.libanswers.com) | (315) 470-6711

Our program faculty are also available to support your work here; a list of these faculty, complete with contact information and which courses they teach, can be found further on in this guide. 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!

Chris Nowak, Chair | Department of Sustainable Resources Management, SUNY ESF
canowak@esf.edu | (315) 470-6575

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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. We have developed a specialized, interdisciplinary curriculum which will allow graduates to employ best practices from a variety of disciplines as sustainability professionals. Through the Sustainability Management program at SUNY ESF, 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 here 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
SUS 300 Sustainable Systems Thinking: Ecology, Economics, & Society SUS 310 Human & Social Dimensions of Sustainability SUS 330 Introduction to Sustainability Data Analysis Elective Elective	SUS 320 Ecological Dimensions of Sustainability SUS 340 Principles of Sustainable Development SUS 350 Introduction to Spatial Analysis & Geographic Information Systems SUS 360 Climate Change & Sustainability Elective	SUS 400 Analysis of Sustainable Systems SUS 410 Sustainable Urbanism SUS 420 Sustainable Energy: Technology, Systems, & Policy SUS 430 Managerial Economics for Sustainability Elective	SUS 440 Environmental Justice: Policy, Law, & Society SUS 450 Civic Engagement & Participatory Planning SUS 480 Sustainability Management Capstone Elective Elective

Electives are listed in the MySlice portal class search, or through SUNY Online as approved by the 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 Program Coordinator to create a schedule that works for you.

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

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

Registering for Courses

Registration for courses during the academic year is done through the [MySlice portal](#), 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 in MySlice begins the following week. The deadline for adding a class is approximately one week into the semester. A guide for adding and dropping courses can be found on the [Registrar's webpage](#). If taking classes through [Summer Semester](#), visit the program website for specific registration information. See Appendix A - Registering for Classes - 5 Steps for a quick reference.

Dropping or Withdrawing from a Course

Dropping a Course

Dropping a course can be done until the end of the fourth week of classes.

To drop a course after the end of the add period students must email a registration form signed by the instructor of the class and their advisor to the Registrar's Office and their staff will drop the class.

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. Please also review the Bursar's [Tuition Liability Schedule](#) regarding tuition refund policies and deadlines.

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.

All of these deadlines can be seen for the current semester by checking the [Academic Calendar](#).

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:

Technical Specs

[Use this reference](#) to be sure you have the necessary hardware and software to fully participate in your courses. Computer, internet access, and software application requirements and recommendations are listed.

Course Materials

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

- Your course syllabi will list required/recommended textbooks, you can purchase or rent these using [ecampus.com](#) or you can order the textbooks through your choice of retailer using the 10-or 13-digit ISBN. Also check Moon library for materials you can use on loan.
- 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, send a private message or email to the person.

Time Management

There are many different strategies to manage your time effectively — most importantly, allow for 7–9 hours per class, per week to spend on your assignments:

- 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. Use your course calendar in Blackboard to create your list.

- 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

Our community of ESF offices and services are here to support your experience as a student and as a learner, and to help you in your pursuit of your academic and professional goals.

A list of student services and college offices can be found in our program directory at the end of this student guide. Please feel free to reach out to these support contacts at any time. You can also always reach out to the Program Coordinator, Katherine Lang (klang01@esf.edu | (315) 470-4882) or to individual faculty and staff.

We also encourage you to ask your instructors questions about course material and/or course content. ESF faculty members and instructors offer online office hours — please feel free to reach out and schedule time with your instructor as needed, to ask questions about assignments, seek their advice about your career options, discuss your academic interests, etc.

Timely Communication

Each instructor will have their own expectations of what timely communication looks like. While there is not an expectation for you to respond immediately, 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; (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 Computer & Networking Services at (315) 470-6861 or <https://www.esf.edu/computing/>.

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. Part-time credit loads are possible, in order to support your balance of personal, professional, and academic life.

Student Conduct

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

Required Courses and Faculty Contacts

Name	Email / Phone	Courses Taught	Website
Eddie Bevilacqua	ebevilacqua@esf.edu (315) 470-6697	SUS 350 Intro to Spatial Analysis and GIS	https://www.esf.edu/faculty/bevilacqua
Tristan Brown	trbro100@esf.edu (315) 565-3003	SUS 450 Civic Engagement & Participatory Planning	https://www.esf.edu/faculty/brown/index.php
Mariela Cavo	mcavo@esf.edu (315) 941-1824	SUS 340 Principles of Sustainable Development	https://www.esf.edu/faculty/cavo
Jenny Frank	jfrfan01@esf.edu (315) 470-3037	SUS 420 Sustainable Energy: Technology, Systems, and Policy	https://www.esf.edu/faculty/frank/index.php
Eric Greenfield	ejgreenf@esf.edu (315) 470-6921	SUS 300 Sustainable Systems Thinking: Ecology, Economics, & Society SUS 410 Sustainable Urbanism SUS 480 Sustainability Management Capstone	
Shayan Mirzabeigi	smirzabeigi@esf.edu	SUS 330 Introduction to Sustainability Data Analysis SUS 400 Analysis of Sustainable Systems	https://www.esf.edu/faculty/mirzabeigi/index.php
Chris Nowak, Department Chair	canowak@esf.edu (315) 470-6575	SUS 480 Sustainability Management Capstone	https://www.esf.edu/faculty/nowak/index.php
Katherina Searing	kbsearing@esf.edu (315) 470-6599	SUS 360 Climate Change & Sustainability	
John Stella	stella@esf.edu (315) 470-6606	SUS 320 Ecological Dimensions of Sustainability	https://www.esf.edu/faculty/stella/index.php
John Wagner	jewagner@esf.edu (315) 470-6971	SUS 430 Managerial Economics for Sustainability	https://www.esf.edu/faculty/john.wagner/
		SUS 310 Human and Social Dimensions of Sustainability	
		SUS 440 Environmental Justice: Policy, Law, & Society	

Elective Courses and Faculty Contacts

Name	Email / Phone	Courses Taught	Website
Neal Abrams	nmabrams@esf.edu (315) 470-4723	SUS 496 Solar Power: Photo Voltaic Design and Install	https://www.esf.edu/faculty/abrams/
Sophie Brown	sebrown@syr.edu	SUS 496 Environmental Policy	
Mariela Cavo	mcavo@esf.edu (315) 941-1824	SUS 375 Environmental Economics	https://www.esf.edu/faculty/cavo
Will Helenbrook	wdhelenb@esf.edu	SUS 355 Conservation Biology and Landscape Ecology	
Shayan Mirzabeigi	smirzabeigi@esf.edu	SUS 496 Green Building Design Principles and Practices	https://www.esf.edu/faculty/mirzabeigi/index.php
Jill Weiss	jiweiss@esf.edu (315) 470-6871	SUS 365 Sustainability and Behavior Change	https://www.esf.edu/faculty/weiss

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 Program Coordinator Katherine Lang (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](#).

Student may receive credit for transfer courses completed with a grade of "C" or better. Grades and grade points, however, cannot be transferred.

Making Up Lower Division Deficiencies

Missing lower division requirements 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, if possible.

Petition Courses Prior to Enrollment

Students must submit petitions before taking classes elsewhere. This way they know in advance if the

course will transfer and meet the intended purpose. Find detailed instructions on how to do this under 'Take a Course at Another College' below.

- 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](#) and reviewed the Bursar's [Tuition Liability Schedule](#) regarding tuition refund policies and deadlines. **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

Students have the option of requesting a temporary grade of I (Incomplete) which may be assigned by an instructor only when the student has nearly completed the course but because of significant circumstances beyond the student's control the work is not completed. Grades of I should be resolved within one academic year. If the incomplete is not resolved within one year, it will be changed to a grade of I/F or I/U, depending on the grading basis for the course. No degree will be conferred until all grades of I have been resolved.

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 complete the [Cross Registration form](#) and initiate this process (see Appendix B for step by step instructions).

At Syracuse University (SU)

All SU courses remain available to our students. For those courses that are required to fulfill a major, there will be no change. For those courses that are electives and where options exist to take a course at ESF instead, you will see a fee equal to \$355/credit hour added to your student bills.

If you have further questions or need assistance, please review information provided at [Accessory Instruction Fee](#) or contact the Bursar's Office via email at bursar@esf.edu.

At Another 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. More information about [ESF commencement](#) and graduation-related activities is available through the Division of Student Affairs.

Student Support and Services

In an effort to support our online students, we have a dedicated Program Coordinator, Katherine Lang (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.

Online Student Social Platforms

[Sustainability Management Student Team](#) | Your place for program announcements and advising resources.

Slack | This is a student run space where you can ask questions or just hang out and chat. [Join Slack Now!](#)

LinkedIn | [SUNY ESF Sustainability Management Group](#)

Find more resources on the [Online Student Hub](#)

Academic Success Center

Contact: Iman Wilkinson, Coordinator of Academic Success, iwilki01@esf.edu

[ESF's Academic Success Center](#) (ASC) offers academic support and academic coaching, in order to support your academic experience and to help connect you to academic and social support resources at the college. Academic Success is available to schedule individual academic coaching sessions, with the option of weekend or evening sessions, and is happy to discuss techniques for study skills, reading for academia, or time management in your courses. The ASC and staff can be reached at (315) 470-6752 or by email at iwilki01@esf.edu.

Blackboard Support

Contact: Syracuse University Information Technology Services, (315) 443-2677, help@syr.edu.

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

Computing and Network Services (CNS)

Contact: Computing and Network Services, (315) 470-6861, helpdesk@esf.edu.

[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. You can reach the CNS help desk at the contact information above.

Counseling Services

We understand that college life can be both exciting and challenging. ESF students have FREE, 24/7 access to virtual care services with the TimelyCare App. Register for these services using your ESF email at <https://app.timelycare.com/auth/login>.

Students do not need insurance to access TimelyCare services. These services include:

- **MedicalNow:** 24/7, on-demand medical care.
- **TalkNow:** 24/7, on-demand emotional support.
- **Scheduled Counseling:** Select the day, time, and mental health provider of your choice. (10 visits per year)
- **Scheduled Medical:** Select the day, time, and medical provider of your choice.
- **Health Coaching:** Support for developing healthy behaviors.
- **Psychiatry:** Advanced mental health care, available upon referral.
- **Basic Needs Support:** Get connected to low or reduced-cost community resources.
- **Self-Care Content:** Yoga and meditation sessions and group conversations with our providers on a variety of health and well-being topics.

We also have a dedicated team of professionals at the ESF Counseling Center to support your mental health and well-being. If you need additional resources, or help finding resources in your area please reach out to them at (315) 470-4716 or counseling@esf.edu.

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
- Call or Text 988 to reach the Suicide Prevention Lifeline for 24/7 free and confidential support to people in distress
- Text HOME to 741741 to reach the SUNY Crisis Text Line
- Go to your local emergency room

Digital Storytelling Studio

ESF's Digital Storytelling Studio (DSS) offers free digital storytelling services to students and is available to help you find the most dynamic ways to tell a digital story in your course work and in your academic pursuits. Jason Kohlbrenner (Digital Support Specialist, jakohlbr@esf.edu) offers appointments for support with digital storytelling elements of your classwork (for instance, with media projects; audio and visual design; infographics; and scientific storytelling). Jason is also available to provide students tutorials on using media that is available to them through ESF (for instance, as part of ESF's Adobe Creative Campus).

Disability Resources

Contact: ESF Division of Student Affairs, (315) 470- 6660, studenthelp@esf.edu and Syracuse University Center for Disability Resources, (315) 443-4498, disabilityservices@syr.edu.

The Center for Disability Resources (CDR) at Syracuse University provides and coordinates educational support services for students with disabilities at ESF. This includes facilitating access to programs, coordinating auxiliary aids, offering general academic support, and providing academic accommodations in the classroom. If you are interested in exploring what support you can receive at college, please begin this process as early as possible to ensure support is in place for the start of fall classes. Students with temporary disabilities should also register with CDR so interim accommodations can be arranged.

International Students

Contact: The Office of International Education, (315) 470-6691, oie@esf.edu.

The Office of International Education 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.

Moon Library

The F. Franklin Moon library provides a wide array of information services in support of learning and research activities.

Jennifer Nace is our departmental librarian and can be reached at: janace@esf.edu

The main library desk can be reached at (315) 470-6711 or via [chat](#).

Library hours during the academic year (exceptions are posted to the website):

- Monday–Thursday 8 a.m.–11:30 p.m.
- Friday 8 a.m.–6 p.m.
- Saturday 1–6 p.m.
- Sunday 3–11:30 p.m.

Librarians are available for research assistance during the week from 9 a.m.–3 p.m. (M – Th) and by appointment both in-person and virtually. The librarians can be consulted on specialized resources, citation help, grant opportunities, special collections, and copyright issues.

Links to library resources:

[Interlibrary Loan](#)

[Experts@ESF](#) a digital repository of faculty publications, theses, archives and special collections

[A-Z Database List](#)

[Journal Finder](#)

In addition, as an ESF student, you may utilize any on-campus services of the SUNY libraries available to you, exclusive of interlibrary loan or any subscription-based resources.

College Offices

Alumni Association

The SUNY ESF [Alumni Association](#) has served ESF alumni since 1925. Coordinating the support and participation of more than 19,000 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.

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.

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.
- 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.
- 3) **Handshake:** Handshake is ESF's career management system, which will serve as your connection to our database of job and internships, events, employer profiles, and more.

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

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, in order to qualify for EOP 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 Divya Kirti at (315) 470-4921 or dkirti@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.

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).

International students participate in a separate, required international student policy. International student health information is further detailed at www.esf.edu/international/health. Any domestic student may choose to enroll in this plan even if they are not required to.

For more details regarding the SUNY ESF health insurance program please visit 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 the ESF Checklist of your [MyESF account](#). 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 — in the ESF Checklist, under Upload Picture at ESF Upload Center and the Registration and other SU Tasks - ID Card Photo Upload. 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 registered students must complete their ESF Immunization History Record. Online-only students, defined as students not enrolled in 6 or more in person credits, must complete the Online-Only Exemption Request within the [ESF Wellness Portal](#) — log in using your ESF credentials. Once logged in, go to the Immunizations tab, then Exemption Request, then select the Online Only Exemption. This must be done before the start of the semester. Questions can be sent to Lauren Becksted, lebeckst@esf.edu or (315) 470-4716.

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.

Registrar's Office

The Registrar's Office (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, online, 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.

Veteran's Club

The Veteran's Club connects students with veterans in order to bridge the gap between the SUNY ESF college body and veterans. The purpose of the organization includes providing resources to veterans, patriots, members of ROTC, those interested in joining the military and their families; aiding veterans with the transition from military to civilian life and direct them to proper facilities for any help that is required; providing unique activities and events for all students of SUNY ESF not currently provided by other clubs; educating others on what it is like to be in the military and what makes veterans so different; and, providing support to the community and veterans. For more information, contact veteransclub@groups.syr.edu.

Appendix A: Registering for classes — 5 Steps

Follow the steps outlined below to register for classes

1

Lift your advising hold

Meet with your advisor, Kathy Lang, then select SUS Advising through her [Bookings link](#) to schedule an appointment or drop into office hours. Emailing a signed [registration form](#) to Kathy is also an option (klang01@esf.edu). Meeting with Kathy **or** a signed form are required to lift your advising hold in MySlice. The registration form should contain:



- Student ID - (SU ID – located on your Degreeworks report in your MyESF portal)
- Class Number (located in MySlice)
- Dept Prefix (located in MySlice)
- Course Number (located in MySlice)
- Section Number (located in MySlice)

ESF students have access to Adobe Acrobat by logging into the form with their ESF credentials. See the sign-in in the top right corner of the form.

2

Enroll with MySlice

MySlice is the portal used to register for classes during the academic year (fall and spring semesters only). To login, use your SYR credentials at myslice.ps.syr.edu.



- Registration Holds — select ‘View Holds’ from the Student Services Application. Contact the office listed to have the hold resolved. **You will not be able to register until all holds are removed.**
- Enrollment dates — Mark your calendar! Your enrollment date and time can be found within the ‘Enrollment’ section of the Student Services Application.
- Adding courses to your ‘Shopping Basket’ — use the **Class Search** or **Schedule Builder** feature (located within ‘Enrollment’).
- Any required classes can be found on your Degreeworks audit in MyESF, course descriptions can be found at www.esf.edu/catalog/current/course-list-all.

3



If you need permission

For ESF courses that require permission, email the instructor and ask them to forward consent to registrar@esf.edu. For SU courses, you will need to contact the department office and ask for a permission number. Classes through SU will be charged an Added Accessory Instruction fee.

4



Check out

In order to check out, you must have all of your intended classes in the shopping cart icon. Once completed, select the enroll tab at the top of the MySlice class search tab. Choose the intended semester and which classes you would like to enroll in your classes of choice.

5



What now?

After you complete all the steps listed above you are all set! Monitor your schedule in both MySlice and MyESF in case of any errors. Be sure to register for classes on time, and check your email for any updates or changes to your courses.

Detailed information on how to use MySlice can be found at www.esf.edu/registrar/reginfo

Any questions can be addressed to registrar@esf.edu.

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 program 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 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 Program Coordinator once you have determined that spaces are available to enroll in the course. Please email Program Coordinator (klang01@esf.edu) 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.