

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 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 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 | 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; 315-470-6652) for questions about tuition and fees; the [Office of Financial Aid & Scholarships](#) (finaid@esf.edu; 315-470-6706) for inquiries regarding scholarships, grants, and loans; and the [Registrar's Office](#) (registrar@esf.edu; 315-470-6655) for questions about course registration and student academic records.

Our community of support for your academic experience in the program include our Open Academy Graduate Assistant, Atef Amriche (aaamrich@esf.edu); two writing fellows who work to support our students through the ESF Writing Resource Center (jagedets@esf.edu); staff at the Academic Success Center (aomara@esf.edu); and our departmental librarian, Jennifer Nace (janace@esf.edu), who can help you with accessing resources at 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!

The ESF Open Academy

openacademy@esf.edu | 315-470-6817

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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. 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 |
|---|---|--|---|
| 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 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 |
|---|--|------------------------------------|
| 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 (<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. 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.

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 [ESF Virtual Bookstore](#). 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

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 Sustainability Management Program Advisor, Katherine Lang (klang01@esf.edu, 315-470-4882); to our Open Academy Graduate Assistant Atef Amriche (aaamrich@esf.edu), 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 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; 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

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

| Name | Email / Phone | Courses Taught | Website |
|-------------------|--|---|---|
| Neal Abrams | nmabrams@esf.edu 315-470-4723 | SUS 420 Sustainable Energy: Technology, Systems, and Policy | https://www.esf.edu/faculty/abrams |
| Eddie Bevilacqua | ebevilacqua@esf.edu 315-470-6697 | SUS 350 Intro to Spatial Analysis and GIS | https://www.esf.edu/faculty/bevilacqua |
| Sophie Brown | sebrown@esf.edu | SUS 310 Human and Social Dimensions of Sustainability SUS 440 Environmental Justice: Policy, Law, & Society | |
| Will Helenbrook | wdhelenb@esf.edu | SUS 320 Ecological Dimensions of Sustainability | |
| Maren King | mfking@esf.edu | SUS 450 Civic Engagement & Participatory Planning | https://www.esf.edu/faculty/king/ |
| Shayan Mirzabeigi | smirzabeigi@esf.edu | SUS 330 Introduction to Sustainability Data Analysis SUS 400 Analysis of Sustainable Systems | |
| David Newman | dnewman@esf.edu 315-470-6534 | SUS 340 Principles of Sustainable Development | https://www.esf.edu/faculty/david-newman |
| Tania Ploumi | ktploumi@esf.edu 315-470-6921 | SUS 300 Sustainable Systems Thinking: Ecology, Economics, & Society SUS 410 Sustainable Urbanism SUS 480 Sustainability Management Capstone | https://www.esf.edu/faculty/ploumi |
| Katherina Searing | kbsearing@esf.edu 315-470-6888 | SUS 360 Climate Change & Sustainability | |
| John Wagner | jewagner@esf.edu 315-470-6971 | SUS 430 Managerial Economics for Sustainability | https://www.esf.edu/faculty/john.wagner/ |

Elective Courses

| 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@syrr.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 | |
| Diane H. Kiernan | dhkiernan@esf.edu 315-470-6577 | SUS 335 Applied Statistics for Sustainability Management | https://www.esf.edu/faculty/kiernan/ |
| Shayan Mirzabeigi | smirzabeigi@esf.edu | SUS 496 Green Building Design Principles and Practices | |
| Tania Ploumi | ktploumi@esf.edu 315-470-6921 | SUS 365 Sustainability and Behavior Change | https://www.esf.edu/faculty/ploumi |

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; 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](#) 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 A 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 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/>).

Student Support and Services

In an effort to support our online students, we have a dedicated Sustainability Management 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.

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 Success Center

Contact: Aley O'Mara, Coordinator of Academic Success, aomara@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. Aley 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 aomara@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, or can use CNS chat support at <https://it.esf.edu/>.

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 both students, and are 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.

If you need support navigating the process of setting up disability accommodations, please feel free to contact the offices above; you can also get in touch with our program coordinator and advisor, Kathy Lang.

International Students

Contact: The Office of International Education, 315-470-6691, oi@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

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 Jennifer Nace (janace@esf.edu).

The library can be contacted at 315-470-6711 or ask@esf.libanswers.com.

Hours during the academic year are:

- Monday through Thursday 8:00 a.m. until 11:30 p.m.
- Friday 8:00 a.m. until 6:00 p.m.
- Saturday 1:00 p.m. until 6:00 p.m.
- Sunday 3:00 p.m. until 11:30 p.m.

Summer and holiday hours vary, and extended hours are offered during final exam time.

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 over 65,000 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. All electronic resources are available remotely through the [catalog](#) and [e-journal locator](#) service. ESF has also created the [Digital Commons@ESF](#), a repository of research and scholarly output with content selected and deposited by individual College departments and centers. The Digital Commons provides open access to students and faculty anytime/anywhere. In addition, being a SUNY ESF student grants you access to walk in and utilize resources and check out books at any SUNY campus library, provided you have proof of current enrollment.

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 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 ESF's 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.

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 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 your [MyESF account](#), follow the steps on the webpage and as outlined in Appendix A - Step 3 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 complete their ESF Immunization History Record. 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 logging into the ESF Wellness Portal using their ESF credentials at esf.medicatconnect.com/. Once logged in, go to the Immunizations tab and Exemption Request and then 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: 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 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.