



ESF Visiting Students - Frequently Asked Questions

Q: What is an ESF Visiting Student?

A visiting student is a person who is not a student currently registered at SUNY-ESF who wishes to take classes at ESF. Examples of visiting students are:

- Students in good standing at other colleges or universities
- High School students
- K-12 professionals
- Professionals in environmental science, design, engineering, management and other fields
- Lifelong learners
- During Summer Semester **only**, Syracuse University students who wish to register for ESF classes are seen as visiting students.

Visiting students are also sometimes known as Continuing Education students, non-matriculated students, or life-long learners.

Q: How do I register as a Visiting Student?

Visiting Students should fill out a [Visiting Student Registration Form](#) and submit it to the SUNY-ESF Visiting Student office. This can be done in person (to Open Academy Visiting Student Coordinator, 235 Gateway Center), by fax (315.470.6890; Attn: Visiting Student Coordinator), by email (openacademy@esf.edu), or by mail (SUNY-ESF, Attn: Open Academy Visiting Student Coordinator, 1 Forestry Drive, 235 Gateway Center, Syracuse, NY 13210).

Q: How do I find out about classes offered at ESF?

During the academic year (Spring, Fall) all classes currently offered are found on the ESF Registrar's web page at www.esf.edu/registrar/. Simply click on the relevant link under "Academic Year." ESF's Summer Semester offerings may be found at www.esf.edu/summer. For a general overview of classes offered at ESF, please see the College Catalog at www.esf.edu/catalog/.

Q: Can I audit classes at ESF as a Visiting Student?

During the Fall and Spring Semesters, Visiting Students may audit most courses. No audits are possible during Summer Semester. Visiting Students who audit classes are not charged tuition and fees, but are charged a \$50 registration fee, which is billed by the Bursar. Visiting Students wishing to audit classes must complete a [Visiting Student Registration Form](#) as outlined above. Visiting Students who are New York State residents and who are aged 60 or above are eligible for Special Audit status. The Special Audit is an informal audit offered on a space-available basis. There is no fee charged for Special Audits. Special Audits must also complete a [Visiting Student Registration Form](#), as outlined above.

Q: Who do I talk to about tuition, fees, and billing?

All billing and tuition questions should be directed to the Bursar's Office (103 Bray Hall, 315.470.6652, bursar@esf.edu or kgolden@esf.edu, <http://www.esf.edu/bursar/>)

Q: Is Financial Aid available for Visiting Students?

Visiting students are generally not eligible for federal, state, and/or institutional financial aid. Please contact the ESF [Financial Aid office](#) (315.470.6670) or visit the [financial aid web page](#) for further details.

Q: How do I drop a class?

Visiting students who wish to drop a class must complete a SUNY-ESF Registration Form, available at the Registrar's office. During Fall and Spring semesters, this form requires the signature of Dr. Doug Johnston, Interim Director, Open Academy (226 Gateway Center) on the advisor signature line, as well as the student and instructor signature. During the Summer Semester, this form requires the student signature only. As an alternative, during the Summer only, the student may email the registrar's office (registrar@esf.edu) giving notice of intent to drop. **Note that non-attendance, non-participation, non-payment and/or telling the instructor is not sufficient notice of intent to drop a course.**

Q: How do I request transcripts from SUNY-ESF?

To request transcripts, follow the instructions at www.esf.edu/registrar/transcripts.htm.

Q: I am not matriculated at SUNY-ESF but I hope to become a matriculated student in the future. Who can I discuss my academic future with?

Academic advising is available to SUNY-ESF visiting students. For advisor contact information relating to specific programs and disciplines, see the [Visiting Student Guide to ESF Courses](#). Also, consider contacting the SUNY-ESF admissions office (315.470.6600, esfinfo@esf.edu, <http://www.esf.edu/admission.htm>) or graduate office (315.470.6599, esfgrad@esf.edu, <http://www.esf.edu/graduate/>).

Q: I am not currently a matriculated student, but I hope to become one in the future. Will all of my classes transfer into my future degree program?

It is possible that some or all of the classes you take as a Visiting Student will transfer into an ESF degree program. This is, however, not guaranteed. If you wish to enter an ESF degree program in the future and transfer your credits taken as a Visiting Student, please first consult with the appropriate ESF academic department (see the [Visiting Student Guide to ESF Courses](#) for advisor contact information) before taking classes as a Visiting Student.

Q: Can I transfer credits I obtain from classes taken at SUNY-ESF to another school?

Please check with the school you wish to transfer credits to.

Q: What do the class codes tell me about the levels of the class?

The following excerpt from the ESF Catalog explains the numbering of the classes:

- 100-499 Undergraduate courses for which no graduate credit may be given.
- 500-599 Graduate courses designed expressly for areas of specialization in post-baccalaureate programs. Qualified undergraduate students may enroll with permission of the instructor.
- 600-699 Graduate courses designed expressly for advanced levels of specialization. Undergraduate students with a cumulative grade point average of 3.000 or better may enroll in these courses with an approved petition.
- 700-999 Advanced graduate level courses for which no undergraduate students may register.

Q: My question is not answered on this page. Who should I ask?

The Open Academy Visiting Student Coordinator is ready to help you through the Visiting Student Registration process. Please stop by the office (235 Gateway) call 315.470.6817, or email openacademy@esf.edu. Also see the [Visiting Student Guide to ESF Courses](#) for more detailed information.