



Visiting Student Guide to ESF Courses Summer Semester and Academic Year

SUNY ESF – Visiting Students
1 Forestry Drive
235 Gateway Center
Syracuse, NY 13210
315-470-4898 (voice)
315-470-6890 (fax)
banewman@esf.edu (email)
www.esf.edu/visiting (web)

Updated July 2016

Welcome to SUNY-ESF! We are excited to offer a diverse array of courses that are designed to help you achieve your academic and professional goals. We look forward to your joining the ESF community as a visiting student, and hope that you will enjoy and benefit from the exciting opportunities we offer. This document includes important information to help you succeed in your course work:

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Semester Dates [\(return to top\)](#)

For Fall and Spring Semesters (16 weeks) visit: <http://www.esf.edu/registrar/calendar.asp>.

For Summer Semesters visit: <http://www.esf.edu/visiting/summer>

- Maymester (2 weeks)
- Summer Session I (6 weeks)
- Summer Session II (6 weeks)
- Combined Summer Session (12-13 weeks)

About Courses and Programs

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Courses and programs represent the range of academic and professional disciplines available in ESF's undergraduate and graduate programs. Courses are offered in classroom, lab, online, and/or field-based formats. For a complete list of Fall and Spring courses, course schedules and descriptions, visit: www.esf.edu/registrar. For Summer Session course schedules and descriptions, visit www.esf.edu/visiting/summer.

The following is a guide to the course numbering system at ESF. Each course number consists of three characters, e.g. EFB and three numbers. The numbers are an indicator of the level of instruction provided by the course:

- 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.

Who may take an ESF course?

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Visiting Students:

- Students in good standing at other colleges or universities
- High school students
- K-12 educators
- Professionals in environmental science, design, engineering, management and other fields
- Lifelong learners
- Note that, during the Summer Semester, SU students are also classed as Visiting Students and must follow the registration procedures outlined in this document. MySlice is not to be used for Summer Semester class searches or registration.

Disclosure Requirement

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SUNY requires students, including visiting students, to inform SUNY-ESF if they have been convicted of a felony* or were ever dismissed and/or suspended from a college for disciplinary reasons.** An affirmative response to either will not automatically prevent registration as a visiting student, but you are asked to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of registration or dismissal.

*A felony in NY State law is defined as a crime for which more than one year in prison may be imposed. The felony question applies if you have been convicted as an adult. If you have been adjudicated as having juvenile delinquent or youthful offender status, you are not considered as being convicted of a felony.

**Suspension is defined as a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed time period, less than permanently. Dismissal from a college for disciplinary reasons is defined as permanent separation from an institution of higher education on the basis of conduct or behavior.

How To Register

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Students attending other colleges and universities or individuals not enrolled in an ESF degree program register through the ESF Office for Visiting Students. Download the [Visiting Student Registration Form](#) (or stop by the office and pick up a paper form) and return the completed and signed form directly to ESF by:

- Fax: 315.470.6890 (Attn: Barbara Newman)

- **Mail:** SUNY-ESF, Attn: Barbara Newman, 1 Forestry Drive, 235 Gateway Center, Syracuse, NY 13210
- **Email:** to bnewman@esf.edu ONLY if the attachment includes a signature; with the Subject line: *Visiting Student Registration*

For questions about Visiting Student registration contact Barbara Newman (235 Gateway Center) at 315.470.4898 bnewman@esf.edu; or see www.esf.edu/visiting. For Fall and Spring semesters only, registrations for Visiting Students are not finalized until the beginning of the term. ESF matriculated students have priority, and Visiting Students are admitted to a class on a space available basis. Visiting Students registering for Summer Semester classes are registered upon receipt of their registration form.

Registration Deadlines: All students taking ESF courses should be aware of timelines for registration, and for adding and dropping courses. Please refer to the following web pages for pertinent information for Fall/Spring (<http://www.esf.edu/registrar/calendar.asp>) and for summer (<http://www.esf.edu/visiting/summer/deadlines.htm>). In addition, some summer courses with unique schedules have their own add and drop deadlines, found in the course descriptions at <http://www.esf.edu/visiting/summer/courseDescriptions.htm>. See below for instructions on how to drop a course.

Audits and Non-credit Options [\(return to top\)](#)

Audit: Audits and non-credit registrations are available in the Fall and Spring semesters only. To audit a course, you should pick up or download the [Visiting Student Registration Form](#) and return the completed and signed form directly to ESF by:

- **Fax:** 315.470.4898 (Attn: Barbara Newman)
- **Mail:** SUNY-ESF, Attn: Barbara Newman, 1 Forestry Drive, 235 Gateway Center, Syracuse, NY 13210
- **Email:** to bnewman@esf.edu ONLY if the attachment includes a signature; with the Subject line: *Visiting Student Registration*

You will receive a grade of “SAU” Satisfactory or “UAU” unsatisfactory.

Please note that it is SUNY ESF's policy to charge full tuition and fees for audited courses. There is no charge for students auditing under Special Audit status (see below).

For questions about Visiting Student registration contact Barbara Newman at ESF (235 Gateway Center) at 315.470.4898 or bnewman@esf.edu / www.esf.edu/visiting

Special Audit: For NYS residents aged 60 and above, audits and non-credit registrations are available in the Fall and Spring semesters only. To register as a special audit, you should follow the instructions below:

- This is an informal audit available free of charge and on a space-available basis. Special Audits are allowed to sit in on the lecture portion of a course. There is no formal registration and no grade will be awarded. The Visiting Student office must keep a record of these requests.
- Registration for Special Audits: Complete the [Visiting Student Registration Form](#) and return to ESF, 235 Gateway Center, attention: Barbara Newman
- An ESF Special Audit ID card will be issued by Barbara Newman (235 Gateway Center) upon request.
- Library access for Special Audits: Present a personal Photo ID to Moon Library personnel to borrow library material and to log into Moon Library computers to search the catalog and databases
- Blackboard Access for Special Audits: Available by contacting Barbara Newman at bnewman@esf.edu

Summer Semester Waitlist [\(return to top\)](#)

In the event that a Summer Semester class is full, a waitlist will be created. Students on the waitlist will be added to the class in chronological order of joining the waitlist. A student will not be added to the waitlist until he or she has submitted a [Visiting Student Registration Form](#).

Dropping a Course

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Note that non-attendance, non-participation and/or non-payment is not sufficient notice of intent to drop a course.

To drop a course:

- During the Fall and Spring semesters –
 - Complete a **SUNY-ESF Registration Form** (available at the Registrar’s Office).
 - During the Academic Year (Fall and Spring semesters), this form requires the signature of Prof. Scott Shannon on the advisor signature line (227 Bray Hall, sshannon@esf.edu).
 - Drop/Add deadlines for Fall and Spring semesters are to be found on the Academic Calendar at <http://www.esf.edu/registrar/calendar.asp>.
- During the Summer Semester –
 - Complete a **SUNY-ESF Registration Form** (available at the Registrar’s Office).
 - During Summer Sessions, 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) to notify them of the dropped class. Please contact the Registrar’s Office with questions.
 - Please note that some Summer Session courses with unique schedules have their own add and drop deadlines. These can be found in the course descriptions at <http://www.esf.edu/visiting/summer/courseDescriptions.htm>. Drop/Add deadlines for classes following the regular Summer Session terms can be found at <http://www.esf.edu/visiting/summer/deadlines.htm>.

Tuition, Fees and Billing

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Visiting Students taking credit courses on campus during the Academic Year and Summer Session are billed by the ESF Bursar’s Office. The bill is confirmation of your enrollment.

Questions about tuition, fees and billing, including employer payment and payment plans, should be directed to the ESF Bursar’s Office (103 Bray Hall) at 315.470.6652 or kgolden@esf.edu / www.esf.edu/bursar .

Financial Deadlines: Students taking courses should be aware of the financial timelines. Please refer to the following web pages for pertinent information: www.esf.edu/bursar.

Financial Aid

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Visiting Students (i.e. not matriculated in an ESF degree program) are not eligible for federal, state and/or institutional financial aid. With any questions about financial aid, please contact ESF’s Financial Aid and Scholarships Office, 113 Bray Hall, 315.470.6670 or finaid@esf.edu or visit: www.esf.edu/financialaid .

Housing (Summer only)

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Visiting students can contact the Community Manager (below) to inquire about housing during the Summer Semester only. Housing is offered in Centennial Hall in 2 bedroom suites for a rate of approximately \$40.00/night (2 night stay minimum). Arrangements must be made with the Centennial Hall manager at least 2 weeks prior to the stay. Centennial Hall is an environmentally friendly “green” building that houses ESF students in a combination of residence hall style rooms and student apartments.

www.esf.edu/welcome/campus/centennial.htm).

Housing information: Kimberly A. Max, Community Manager

Centennial Hall at SUNY ESF

142 Oakland Street

Syracuse, NY 13210

Office: 315-741-3067 Fax: 315-679-4970

Email: mgrchsyracuse@edrtrust.com

End of Course Surveys

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As a Visiting Student, you are strongly encouraged to complete an end-of-course-survey towards the end of your class. Your instructor will inform you when these surveys are available for completion. In order to complete the online survey, you must first obtain a NETID and establish a syr.edu email address (see "Your NETID", below). Once you have done this, access the Student Portal at <https://wwwinfo.esf.edu/student>. Look for the link "End-of-Course Surveys for Syracuse University Students taking ESF Classes and for ESF visiting Students," which leads to a login page for a special portal for "End-of-Course Surveys for ESF Classes". Log in with your syr.edu email address and your 9-digit SU ID. Click on "End-of-Course Surveys" to see your ESF Courses for the summer. If the Status Reads "Click HERE to take survey" for your course, you can start the survey by clicking that link. Fill out the survey and click "Save & submit Course Survey".

Final Grade & Transcript Request

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At the end of the grading period, and upon request, final grades will be mailed by the Registrar's Office to the address provided on the Visiting Student Registration Form.

To request a transcript follow the instructions and use the transcript request form provided at www.esf.edu/registrar/transcripts.htm.

Important Information for Visiting Students

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Immunizations Required: Visiting Students born after Jan. 1, 1957 and enrolling in six credits or more in a semester, NYS Public Health Law Section 2165 requires proof of immunization against Measles-Mumps-Rubella *prior to registration*.

Proof of immunization must be provided against:

- Measles: Two doses of vaccine given after your first birthday, after 1967, at least 30 days apart; or serologic evidence of antibodies to measles; or physician-diagnosed disease.
- Mumps: One dose of vaccine on or after the first birthday; or serologic evidence of antibodies to mumps; or physician-diagnosed disease.
- Rubella (German Measles): One dose of vaccine on or after the first birthday; or serologic evidence of antibodies to rubella. *Note: Physician diagnosis of disease is not acceptable proof of immunity to rubella.*

Exceptions are made for those students who qualify for medical or religious exemptions.

Public school systems are one source of written proof of documentation.

If a visiting student is registered for 6 or more credits per semester, proof of immunization must be sent by the student directly via email, fax or US Postal system to

Office of Student Affairs

110 Bray Hall

SUNY-ESF

1 Forestry Drive

Syracuse, NY 13224

Email: studenthelp@esf.edu

Fax: 315-470-4728

A failure to submit these records may cause a hold to be placed on the student's account.

Identification Card: Upon registration, you will receive an email from Barbara Newman, 235 Gateway Center (bnewman@esf.edu) with your Identification number (SUID#) that you will need to obtain an ESF

ID card. To obtain your ID card, take your ID number to 206 Steele Hall (on the Syracuse University campus, adjacent to SUNY-ESF's campus), along with personal identification, such as a driver's license or passport. Call 315.443.2721 with ID-related questions. You will use this ID to access resources located on campus and, for security purposes, you should carry it with you on campus at all times. If you are unable to come to the Syracuse campus ID cards can be obtained by following the instructions given by Syracuse University (http://housingmealplans.syr.edu/idcardservices_newstudents.cfm). Special Audits (only) will receive an ESF Special Audit ID Card, upon request, directly from Barbara Newman.

Your NetID: In order to utilize campus systems (e.g. computer labs, Blackboard [see below]) you will need to activate your "Net ID". To do so,

1. Reference your ID number (SUID#) received from the Visiting Student office at ESF
2. Go to the following web page, <http://its.syr.edu/netid> and follow the link labeled "[Activate your NetID](#)"
3. Follow the steps on the webpage.
4. A day after you activate your NetID you will be able to activate your MyESF.

MyESF: As a visiting ESF student with an SUID and NetID (see above), you will have to use ESF's MyESF system to access your grade report, order textbooks, do end of course evaluations, and pay your tuition bill online. From the ESF Registrars' home page, (<http://www.esf.edu/registrar>), click on MyESF Student Records Login, using your NetID to log in. Your password for this site is a 6-character password consisting of the last 5 numbers of your SUID number plus an exclamation point. This password can be changed.

Blackboard: ESF uses Blackboard, a web-based, password-protected learning management system. All *ESF Online* courses will employ Blackboard. Many of our classroom, lab and field-based courses will also employ Blackboard.

In order to access your course(s) on Blackboard, you will need to use your NetID and password. To activate your NetID and obtain your password, please follow the steps outlined above (In Your NetID section). For help with Blackboard, please contact the SU Blackboard help desk at 315-443-2677.

Books: For books ordered for academic year classes, please reference the procedure at <http://www.esf.edu/students/books.htm>. Summer Semester students are encouraged to contact their instructor for textbook information.

Print credits: Visiting Students may use the College print services. Upon registering as a visiting student, you will have 500 print credits. Please see <http://helpdesk.esf.edu/cns/ComputingCenter/BakerFacilities/Printing.aspx> for information on how to print using ESF printers.

Libraries: To use library materials at ESF's Moon Library or any of the libraries at Syracuse University, present your ESF ID card at the circulation desk. Electronic access to journals subscribed by ESF may be accessed when connected to an ESF network. In order to electronically access journals subscribed by SU, you must be on the SU campus and connected to an SU network. Please direct any questions regarding library services to 315.470.6726 or visit: www.esf.edu/moonlib

Parking:

Daytime parking on campus is restricted due to the limited parking spaces available. Students may purchase permits through Syracuse University Parking Services and park in the **West** parking lots. For additional information, please contact S.U. Parking Services at 315.443.4652. Special Audits do not receive parking access through ESF.

Evening (after 5:00 p.m. Monday through Friday) and Weekend Parking

Evening and weekend parking on the SUNY-ESF campus is generally available. You may encounter restrictions during major Dome events. To park on campus during evening hours or on weekends, **you must register your car** with the ESF University Police Department, located in the basement of Bray Hall. Present a completed Automobile Registration form, your ESF ID card, your current driver's license and a valid vehicle registration to the University Police Department, 19 Bray Hall, SUNY-ESF Campus.

ESF Code of Student Conduct

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Visiting students are expected to uphold the same Code of Student Conduct as matriculated SUNY-ESF students and all the rights and responsibilities that this entails. Visiting students should read the student handbook available at www.esf.edu/students/handbook/. By registering for one or more classes at SUNY-ESF, you are agreeing to adhere to the ESF Code of Student Conduct.

Academic Advising for Visiting Students

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If you anticipate applying your coursework to an ESF undergraduate or graduate degree, you are strongly encouraged to discuss your course selections and intentions with the Graduate School (315.470.6599 / esfgrad@esf.edu), Undergraduate Admissions Office (315.470.6600 / esfinfo@esf.edu), and/or with an academic department representative. Please refer to the list below.

Chemistry

121 Jahn Laboratory, 1 Forestry Dr., Syracuse NY 13210 / 315-470-6855

Graduate—Theodore Dibble, 315.470.6596, tsdibble@syr.edu

Undergraduate—Mark Teece, 315.470.4736, mteece@esf.edu

Environmental & Forest Biology

241 Illick Hall, 1 Forestry Dr., Syracuse NY 13210 / 315-470-6743

Graduate—Danilo D. Fernando, 315.470.6746, fernando@esf.edu

Undergraduate—Gregory G. McGee, 315.470.6792, ggmcgee@esf.edu

Environmental Resources Engineering

402 Baker Laboratory, 1 Forestry Dr., Syracuse NY 13210 / 315-470-6633

Undergraduate—Ted Endreny, 315.470.6565, te@esf.edu

Graduate—Wendong Tao, 315.470.4928, wtao@esf.edu

Environmental Science, Division of

134 Baker Laboratory, 1 Forestry Dr., Syracuse NY 13210 / 315-470-6528

Undergraduate—Ann Moore, 315.470.6709, akmoore@esf.edu

Graduate--Ruth Yanai, 315.470.6955, rdyanai@esf.edu

Environmental Studies

106 Marshall Hall, 1 Forestry Dr., Syracuse NY 13210 / 315-470-6636

Graduate—Sharon Moran, 470-6690, smoran@esf.edu

Undergraduate (upper division)—Theresa Selfa, 315.470.6570, tselfa@esf.edu

Undergraduate (lower division)—currently unassigned, please contact department

Forest & Natural Resources Management

320 Bray Hall, 1 Forestry Dr., Syracuse NY 13210 / 315-470-6536

Graduate and MPS/MF—Diane Kuehn, 315.470.6561, dmkuehn@esf.edu

Undergraduate—Eddie Bevilacqua, 315.470.6697, ebevilacqua@esf.edu

Landscape Architecture

331 Marshall Hall, 1 Forestry Dr., Syracuse NY 13210 / 315-470-6544

Graduate—Emanuel J. Carter, Jr. 315.470.6665, ejcarter@esf.edu

Undergraduate—Robin Hoffman, 315.470.6546, rehoffma@esf.edu

Paper & Bioprocess Engineering

205 Walters Hall, 1 Forestry Dr., Syracuse NY 13210 / 315-470-6501

Graduate—Tom Amidon, 315.470.6524, teamidon@esf.edu

Undergraduate— Klaus Dölle, 315.470.6501, kdoelle@esf.edu

Specialty Programs**Pre-Law and Pre-Masters of Public Administration (MPA)**

Robert W. Malmshaimer, 315.470.6909, rwmalmsh@esf.edu

Pre-Medicine

Scott Tuner, 315.470.6742, jsturner@syr.edu, and

Christopher Whipps, 315.470.6760, cwhipps@esf.edu

Honors Program

William Shields, 315.470.6771, wms1@syr.edu

Undergraduate Admissions

Susan Sanford, Director, 315.470.6600, shsanfor@esf.edu

Graduate Admissions

Scott Shannon, Associate Provost and Dean, 315.470.6599, sshannon@esf.edu

Helpful Links and Resources for ESF and Visiting Students

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- [Visiting Student Registration Form](#)
- Academic Advising / [see above list](#)
- ESF College Catalog / www.esf.edu/catalog
- Registrar / www.esf.edu/registrar
- Bursar / www.esf.edu/bursar
- Financial Aid / www.esf.edu/financialaid
- Moon Library (SUNY-ESF) / www.esf.edu/moonlib
- Student Affairs / www.esf.edu/students
- Outreach / www.esf.edu/outreach
- Maps and Directions / www.esf.edu/maps
- Housing / <http://www.centennialhallesf.com/>