We are delighted you will be joining us in the fall. But before you put on your backpack for class, we have a few assignments for you.

Get to know MyESF.esf.edu

You can complete many of these assignments at your MyESF portal, which you will find at MyESF.esf.edu. You can access your MyESF portal using your Applicant Account login or by setting up a new account.

Personal information assignment
To start, activate your SU NetID/SU email and set up your ESFiD. These are needed to access online resources, both on and off campus, and to receive email notifications. You can start this process at the MyESF.esf.edu portal. Once your SU NetID is activated and your ESFiD is set up, check your syr.edu email at sumail.syr.edu and your esf.edu email at email.esf.edu.

Please Note: The official means of campus communications is the syr.edu email.

Complete the following through your MyESF portal:
- ESF Emergency Contact Information
- ESF Policies Acknowledgment Page
- FERPA Waiver (if desired)

Due Aug. 1. Submit a recent headshot photo for your Syracuse University (SU)/ESF Student 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.

Academic information assignment
(First-year students will complete these assignments Sept. 1 - Sept. 6)
Due July 1 Math Placement Exam: This is required for all students who have not fulfilled their math requirement. You will be notified via email about completing the online examination that is accessed through your MyESF portal.

Aug. 20 Course Registration: All new students are pre-registered for the fall semester by their academic department over the summer. Class schedules are only distributed at Orientation. You will meet with your advisor during Orientation to finalize your class schedule and registration. Schedule changes require the approval of your academic advisor.

Aug. 20 - Sept. 6 Textbooks: Once you receive your class schedule at Orientation, you can purchase your textbooks online from the ESF Virtual Bookstore. Books can be delivered to ESF’s Gateway Center for a fee of $4.95 per order, or you can pick them up at the Schine Student Center on the SU campus free of charge. For more information and to place your order, visit www.esf.edu/bookstore and click the “BUY TEXTBOOKS” button. For orders placed after Sept. 6, textbooks must be picked up at the SU Bookstore in the Schine Student Center.

Centennial Hall assignment
Please note, these dates are subject to change so check your email from Centennial Hall for more information.

Step 1: Housing Application Available May 6 and Due May 19
The application collects important data, including information used for room assignments if you do not choose your own roommate.

Due May 19 - Due June 16
If you will be living in Centennial Hall, you will receive an email by the end of May directing you to sign into the MyESF portal for a link that will allow you to complete and sign your housing contract and roommate request. You will submit your housing contract electronically.

Step 2: Housing Contract Due June 16
You will be asked to review and accept the terms and conditions of the housing contract.

The contract includes access to RoomSync, the official method for meeting other students and requesting a specific roommate. If you do not select a roommate using RoomSync, Centennial Hall staff will use the information gathered in the housing application to assign you a roommate. The last day to request a roommate is June 30.

You will receive your Centennial Hall housing assignment at the beginning of July. An email from Centennial Hall will direct you to the MyESF portal to view your housing and roommate assignment. You will not receive your assignment until your Centennial Hall contract is submitted.

Step 3: Move In Aug. 19
First-year Centennial Hall residents will receive specific information about designated move-in times and instructions in early August.

Housing assignment
Housing Accommodations Due June 1
Requests regarding meal plan exceptions, housing assignment adjustments, service or emotional support animals, or any building augmentation that creates a significant or permanent physical adjustment will be directed to the Housing Accommodation Request process. Students will be asked to speak with a member of the Accommodation Review Committee and complete the required paperwork, including the submission of available supporting documentation.

Housing Accommodation Process: www.esf.edu/students/ support/documents/HousingAccommodationProcess.pdf

Academic accommodations/adjustments
Students seeking disability-related accommodations and supports do so through the Office of Disability Services at Syracuse University. Visit disabilitieservices.syr.edu, click the “Student” tab and follow the directions. Phone: 315-443-4498
You don’t want to miss this assignment. Aug. 19-25 Schedules and information are available at www.esf.edu/orientation/.

Meal plan assignment
Meal plan selection runs from June 1 to Aug. 18 Choose your meal plan for SU Dining and/or ESF’s Trailhead Café. www.esf.edu/mealplans.

Please note: SU meal plans will be billed by SU and Trailhead Café meal plans will be billed by ESF.

If you live in Centennial Hall, you have a minimum meal plan requirement. ESF will preset your meal plan to the minimum requirement. Any applicable changes in costs will be reflected on your initial ESF bill. Further changes to Trailhead meal plans, which affect your ESF bill, can be made on MyESF through Sept. 9. After that date, only new or increased Trailhead plans can be made from MyESF. All changes will be subject to the ESF Bursar’s Office audit of minimum meal plan requirements in mid-September, which could result in bill adjustments.

Aug. 10 is your last chance for SU meal plan selections on MyESF. Any desired SU meal plan not completed on MyESF by Aug. 18 can be made on MySlice.syr.edu (SU’s student portal) or arranged at Steele Hall during regular business hours.

Any SU meal plan selected from MyESF not confirmed for billing by you at the end of business Aug. 18 will be sent to SU for billing purposes.

SU will bill you directly for any SU meal plan. After plans have been received by SU, SU meal plans can only be changed on MySlice at MySlice.syr.edu or in person at Steele Hall. Any change to an SU meal plan on MyESF after Aug. 18 will not get sent to SU. Check MySlice for further information and deadlines. All changes will be subject to the ESF Bursar’s Office audit of minimum meal plan requirements in mid-September, which may result in bill adjustments.

SU August billing deadline. You will receive an email notifying you to access and pay your ESF bill on MyESF. SU will bill you directly for any SU meal plan selection made on MyESF and those charges are not reflected on your ESF bill. Instructions and due dates will be posted on MyESF.

Financial aid and billing assignment
Please note that ESF Financial Aid is not transferred or applied towards your SU bill. Students are responsible for paying for the SU bill directly with Syracuse University.

If you applied for financial aid, you will receive an email notifying you that your financial aid award is available online. Follow the link to view and print your award. Accept or decline your award online.

You will receive an email notifying you to access and pay your ESF bill on MyESF. SU will bill you directly for any SU meal plan selection made on MyESF and those charges are not reflected on your ESF bill. Instructions and due dates will be posted on MyESF.

SU bills are solely for Syracuse University meal plans and parking permits for off-campus and commuter students (if applicable). ESF has partnered with a company called BankMobile Disbursements to deliver financial aid refunds. Please watch for email from them. This is NOT SPAM. More details to follow.

Health immunization assignment
Due Aug. 19 Students will receive an email from Magnus with a link to upload required immunization records online only. All ESF students are required to have the MMR (measles, mumps, and rubella) and May also verify if they have or have not received the meningococcal (meningitis) vaccine.

Health insurance assignment
Sept. 30 All full-time ESF students are required to have health insurance. The cost of the ESF student health insurance plan for 2019-20 is $2007 and this cost is automatically added to your student bill each year. If you have health insurance through another source (such as your parents/guardian/spouse or employment), you can waive out of the ESF student health insurance plan. The deadline to waive out is Sept. 30, 2019. Failure to take action by the deadline will result in your being responsible for the full cost of the plan. To waive out or obtain more information, visit your MyESF portal. *Please note the ESF Student Health Insurance Plan is separate from the ESF Health Fee. The ESF Health Fee is a mandatory fee that all students must pay.

Orientation
You don’t want to miss this assignment. Aug. 19-25 Schedules and information are available at www.esf.edu/orientation/.

New student class schedules will be distributed at Orientation.

Online education assignment
Due Aug. 19 Students must complete the online programs designed to help students make smart decisions in college around alcohol and drugs, sexual violence, and bystander intervention. An email will be sent to your syr.edu email with a registration code to the program. Please note that failure to complete this course will affect your ability to register for Spring 2020 classes.

ESF Contacts
Alumni Association
Email: alumni@esf.edu Phone: 315-470-6632
Virtual Bookstore for textbook orders • ESF Bookstore information
Bursar
Email: bursar@esf.edu Phone: 315-470-6652
ESF student bills for: Tuition and fees • Trailhead meal plan charges • Bill payment plans
Computing and Network Services
Email: Helpdesk@esf.edu Phone: 315-470-6861
Assistance with login, email, and account activation/setup
Division of Student Affairs
Email: studenthelp@esf.edu or studentinvolvement@esf.edu Phone: 315-470-6660
Academic Support • Athletics • Career Services • Community Service • Conduct • General Student Assistance • New Student Orientation • Counseling Services • Student Involvement and Leadership
ESF Counseling Phone: 315-470-4716
Housing
Email: centennialhall@greyestar.com Phone: 315-741-3067
Information about Centennial Hall and basic meal plan requirements
Office of Financial Aid
finaid@esf.edu Phone: 315-470-6670
Questions and how to apply for financial aid • Federal Work Study
Office of Undergraduate Admissions
Email: esfinfo@esf.edu Phone: 315-470-6600
Submitting final transcripts • Change of major requests (through the first week of classes)
Registrar
Email: registrar@esf.edu Phone: 315-470-6655
Veteran’s educational benefits

SU Contacts
Office of Meal Plan & ID Card Services
Email: housing@syr.edu Phone: 315-443-2721
Information on SU meal plans
Bursar
Email: bursar@syr.edu Phone: 315-443-9501
SU student bills for: SU meal plan charges • Bill payment plans
SU parking permit charges
Parking and Transit Services
Email: parking@syr.edu Phone: 315-443-4652
Information on parking in SU lots
ESF First-year students living on-campus are not permitted to have a car on the ESF campus.

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Financial aid and billing assignment
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FERPA
The Family Educational Rights and Privacy Act of 1974 (FERPA) affords college students, who are 18 years and older, certain rights with respect to their education, including the privacy of their financial and academic records. Students wishing to share financial and academic records with parents, guardians, or family must sign a waiver to allow the College to share these records.