



## At-a-Glance Version

### First Steps

- Set up your ESFiD password, [it.esf.edu/newstudent](https://it.esf.edu/newstudent)
- When notified by ESF IT, finish setting up your ESFiD
- Activate your SU NetID at [netid.syr.edu](https://netid.syr.edu)

- Log into your SU email at [sumail.syr.edu](https://sumail.syr.edu)
- Immunization History Form (see online-only student waiver) – Due Aug. 15

### July

- Academic Accommodations – Set up through [disabilityresources.syr.edu/students](https://disabilityresources.syr.edu/students)
- Send an official record of high school graduation, college transcripts, and score reports of AP, IB and CLEP exams (if applicable) to Undergraduate Admissions by July 15

### August

- Submit a headshot for your ESF student record file – Due Aug. 1
- Meet with Advisor for Course Registration – by Aug. 13
- Immunization Records – Upload to [MyESF](https://myesf.com) by Aug. 15
- ESF bill – Due Aug. 15
- Online Orientation Course – Aug. 16
- Online Education Assignment (mandatory alcohol education and/or sexual/interpersonal violence training courses) sent via SU email – mid-Aug.
- Textbooks – mid-Aug.
- Classes begin – Aug. 30

**Get to know MyESF.esf.edu**

## ESF Contacts

### Alumni Association

Email: [alumni@esf.edu](mailto:alumni@esf.edu) Phone: 315-470-6632  
Virtual Bookstore for textbook orders  
ESF Bookstore information

### Blackboard Syracuse University ITS

Email: [help@syr.edu](mailto:help@syr.edu) Phone: 315-443-2677

### Bursar

Email: [bursar@esf.edu](mailto:bursar@esf.edu) Phone: 315-470-6652  
ESF student bills for tuition and fees • Bill payment plans

### Computing and Network Services

Email: [HelpDesk@esf.edu](mailto:HelpDesk@esf.edu) Phone: 315-470-6861  
Assistance with login, email, and account activation/setup

### Division of Student Affairs

Email: [studenthelp@esf.edu](mailto:studenthelp@esf.edu) or [studentinvolvement@esf.edu](mailto:studentinvolvement@esf.edu) Phone: 315-470-6660  
Academic Support • Athletics • Career Services  
Community Service • Conduct • EOP • General Student Assistance  
New Student Orientation • Counseling Services • Student Involvement and Leadership

**ESF Counseling:** Phone: 315-470-4716

### Office of Financial Aid and Scholarships

Email: [finaid@esf.edu](mailto: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](mailto:esfinfo@esf.edu) Phone: 315-470-6600  
Submitting final transcripts • Change of major requests  
(through the first week of classes)

### Open Academy

Email: [openacademy@esf.edu](mailto:openacademy@esf.edu) Phone: 315-470-6817  
Online Education, Sustainability Management program

### Registrar

Email: [registrar@esf.edu](mailto:registrar@esf.edu) Phone: 315-470-6655  
Veteran's educational benefits



[www.esf.edu/openacademy/](https://www.esf.edu/openacademy/)

Online Education, Sustainability  
Management program

Email: [openacademy@esf.edu](mailto:openacademy@esf.edu)

Phone: 315-470-6817

Like us on Facebook at  
[www.facebook.com/SUNYESF.openacademy](https://www.facebook.com/SUNYESF.openacademy)

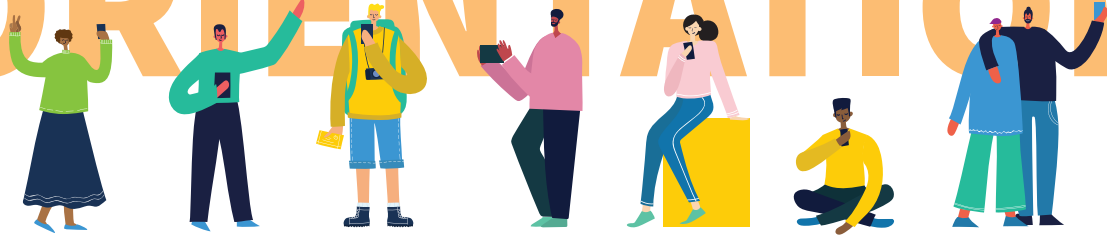
Join the SUNY ESF Sustainability Management  
Bachelor of Science Degree Program  
private group on Facebook at  
[www.facebook.com/groups/esfsustainability  
management/](https://www.facebook.com/groups/esfsustainabilitymanagement/).

This is a space to connect with  
fellow students, share items of interest  
and job/internship ideas.

# ESF's Summer Assignments for a Successful Transition in the Fall.



# ORIENTATION



Orientation for new Fall 2021 Sustainability Management students will begin Aug. 16 through SU's Blackboard learning management system for asynchronous videos and content. More details will be sent via the [syr.edu](mailto:syr.edu) email.

**We are delighted you will be joining us in the Fall, but before you turn on your laptop, here is your first summer assignment.**

## Personal Information Assignment

Accepted students at ESF will be given access to ESF systems through the use of an ESFiD. Please follow the instructions in the yellow box in the Applicant Portal to set up your ESFiD student credentials. To begin this process, start at <https://it.esf.edu/newstudent>.

Next, activate your SU NetID/SU email by using your nine-digit SUID number at <https://netid.syr.edu>.

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](https://myesf.esf.edu) portal. Once your SU NetID is activated and your ESFiD is set up, check your [syr.edu](mailto:syr.edu) email at [sumail.syr.edu](mailto:sumail.syr.edu) and your [esf.edu](mailto:esf.edu) email at [email.esf.edu](mailto:email.esf.edu). **Please Note:** Official campus communications are sent via your [syr.edu](mailto:syr.edu) email. Please check this often.

Complete the following through your [MyESF](https://myesf.esf.edu) portal:

- ESF emergency contact information
- ESF policies acknowledgment page
- ESF photo
- FERPA proxy waiver (if desired)

**College ID: 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. Upload your ID card photo by following the link on the [MyESF](https://myesf.esf.edu) portal.

## Academic Information Assignment

**Submission of Final Transcripts & Other Academic Record:** Official records of all previous college-level course work (including Advanced Placement, College-Level Examination Program, International Baccalaureate, etc.) must be received in the ESF Office of Undergraduate Admissions by July 15, 2021.

If all official credentials are not received by this date, the College reserves the right to withdraw our offer of admission. You must contact the Office of Undergraduate Admissions if your final credentials will not be received by this deadline. Additionally, any “in progress (IP)” transfer credit will be removed from your Degree Audit Plan Sheet if official transcripts are not received by this deadline. All students (first-year and transfers) must submit an official high school transcript (with graduation date noted), high school equivalency test score report, or equivalent by the deadline. Students who fail to submit all required official documents by the deadline will not be permitted to register for the Spring 2022 semester.

**Course Registration:** All new students are pre-registered for the fall semester by their academic department over the summer. You will talk with your advisor, Katherine Lang, Online Education Program Coordinator, e-mail: [klang01@esf.edu](mailto:klang01@esf.edu) or phone: 315 470-6818, to finalize your class schedule and registration. Schedule changes require the approval of your academic advisor.

**Beginning Mid-Aug. Textbooks:** Once you finalize your class schedule, you can find your textbooks online at the ESF Virtual Bookstore. Visit [www.esf.edu/bookstore](https://www.esf.edu/bookstore), click on the ‘Textbooks’ link then the ‘ESF Virtual Bookstore’ button. Enter your course schedule for Fall 2021 ESF and ‘Find Books’. Once you locate your textbook

information, you can order the textbooks through your choice of a retailer using the 10 or 13 digit ISBN. Please note the ESF Virtual Bookstore can ship direct, but processing times and costs may be significantly higher than other retailers.

## Academic Accommodations/Adjustments

Students seeking disability-related accommodations and supports should do so through the Center for Disability Resources at Syracuse University.

Visit [disabilityresources.syr.edu](https://disabilityresources.syr.edu), click the “Incoming Students” tab and follow the directions. Phone: 315-443-4498.

## Mandatory Alcohol & Sexual/ Interpersonal Violence Training

Students must complete two online programs designed to promote responsible decision-making in college around alcohol and drugs, sexual/interpersonal violence, and bystander intervention. An email will be sent to your [syr.edu](mailto:syr.edu) email account in mid-August with details on how to access and complete these courses by Nov. 3, 2021. **Please note:** Failure to complete these courses will affect your ability to register for Spring 2022 classes.

## Financial Aid and Billing Assignment

If you applied for financial aid, you will receive an email from the ESF Office of Financial Aid and Scholarships notifying you that your financial 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 for your ESF bill on [MyESF](https://myesf.esf.edu). Instructions and due dates will be posted on [MyESF](https://myesf.esf.edu).

ESF has partnered with a company called BankMobile Disbursements to deliver financial aid refunds. Please watch for emails from them. This is NOT SPAM.

## Health Insurance Assignment

Due Sept. 30. As a student at ESF, you are eligible to enroll in the college health insurance plan through United Healthcare. The ESF Student Health Insurance Plans offers you:

- Affordable, comprehensive insurance benefits
- This plan is ACA compliant (Affordable Care Act)
- Access to a nationwide network of health care professionals at <https://connect.werally.com/partner-login> including primary care, specialists, and mental health services.

### Annual Rate

Aug. 15, 2021 – Aug. 15, 2022: \$2430.00

### Spring Semester

Jan. 15, 2022 – Aug. 15, 2022: \$1411.00

Part-time students and dependent coverage are also available to all eligible students who enroll in the student health insurance plan. For further details regarding the coverage including cost, benefits, exclusions, reductions or limitations, and the terms under which the policy may be continued in force, please refer to the certificate, available at [www.haylor.com/suny-esf](https://www.haylor.com/suny-esf).

The Division of Student Affairs is available to assist in this process, but enrollment and payment are done directly through the contracted insurance broker:

**Angelica L. Tomasello**

**Collegiate Account Manager**

**Haylor Freyer & Coon, Inc.**

**Phone: 315-703-1381**

**Phone Toll-Free: 866-535-0456**

**Fax: 315-703-7656**

**E-Mail: [atomasello@haylor.com](mailto:atomasello@haylor.com)**

**General Inquiry Email: [student@haylor.com](mailto:student@haylor.com)**

**[www.haylor.com/college-students/](https://www.haylor.com/college-students/)**

If you have questions about health insurance at ESF contact the Division of Student Affairs, 110 Bray Hall, 315-470-6660.