**At-a-Glance Version**

**First Steps**
- Set up your ESFiD password, it.esf.edu/newstudent
- When notified by ESF IT, finish setting up your ESFiD
- Activate your SU NetID at netid.syr.edu
- Log into your SU email at sumail.syr.edu
- Immunization History Form (see online-only student waiver) – Due Aug. 15

**July**
- Academic Accommodations – Set up through 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 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

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**ESF Contacts**

**Alumni Association**
Email: alumni@esf.edu  Phone: 315-470-6632
Virtual Bookstore for textbook orders
ESF Bookstore information

**Blackboard Syracuse University ITS**
Email: help@syru.edu  Phone: 315-443-2677

**Bursar**
Email: 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  Phone: 315-470-6661
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 • 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  Phone: 315-470-6670
Questions and how to apply for financial aid

**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)

**Open Academy**
Email: openacademy@esf.edu  Phone: 315-470-6817
Online Education, Sustainability Management program

**Registrar**
Email: registrar@esf.edu  Phone: 315-470-6655
Veteran’s educational benefits

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**ESF’s Summer Assignments for a Successful Transition in the Fall.**

Get to know MyESF.esf.edu

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**www.esf.edu/openacademy/**
Online Education, Sustainability Management program
Email: openacademy@esf.edu
Phone: 315-470-6817

Like us on Facebook at 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/esfsustainabilitymanagement/.

This is a space to connect with fellow students, share items of interest and job/internship ideas.
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 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: Official campus communications are sent via your syr.edu email. Please check this often.

Complete the following through your MyESF 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 portal.

Academic Information Assignment

Submission of Final Transcripts & Other Academic Record: Official records of all previous college-level coursework (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 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, 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, 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 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. Instructions and due dates will be posted on MyESF.

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.

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. Fax: 315-703-7656. E-Mail: atomasello@haylor.com. General Inquiry Email: student@haylor.com 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.