**Academic Information Assignment**

**Math Placement Assessment and Chemistry Learning Module:** You will be notified via email about completing the online assessment and/or learning module that is accessed through your MyESF portal.

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 at the 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 (freshmen 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.

**Fall Orientation 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.

**Beginning Mid-Aug. Textbooks:** Once you receive your class schedule at Orientation, you can purchase your textbooks online and have them delivered (a delivery fee may apply) or you can pick them up at the Schine Student Center on the ESF campus free of charge. Further information will be provided at a later date.

**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: 315-443-4494.

**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.

**Parking Information**

First-year residential students are not eligible to park on campus and must petition to request a permit. Commuter and transfer students are eligible to purchase a permit. To obtain a parking permit to have academic-year parking on campus, you must purchase a parking permit through the SU Portal called MySlice at myslice.syr.edu. Parking options are mainly at Skytop on SU’s South Campus located a mile from campus. Free shuttle buses to the main campus are available. If you choose a parking garage through SU, you will also be charged a refundable deposit for any required access device(s) such as a proxy card or a smart card and key fob. The deposit for these devices will be refunded when the devices are returned to Parking and Transit Services within two weeks of the expiration date of the permit. For more information visit parking.syr.edu.

**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

**Graduation Information**

Community Service • Conduct • EOP • 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 and Scholarships**
Email: 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@esf.edu Phone: 315-443-2721
Information on SU meal plans and ID Cards

**Bursar**
Email: bursar@syrsyr.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: parkmail@syrsyr.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.
We are delighted you will be joining us in the Fall but please stay on your back- pack, 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 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 su.edu email at sumail.syr.edu and your esf.edu email at email.esf.edu. Please Note: Official campus communications are sent via your su.edu email. Please check this often.

Complete the following through your MyESF portal:
- ESF emergency contact information
- ESF policies acknowledgment page
- ESF photo
- FERRA proxy 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. Upload your ID card photo by following the link on the MyESF portal.

Meal Plan Assignment
Meal plan selection runs from June 1 to Aug. 6. If you would like to purchase a meal plan for SU dining and/or ESF’s Trailhead Café, go to https://get.cbord.com/morrisville.
Changes are subject to a mid-term audit of minimum meal plan requirements which could result in adjustments on your bill.

Any desired SU meal plan must be completed on the SU MySlice portal, keeping in mind SU meal plan minimum requirements for first-year students living in Centennial Hall.
SU will bill you directly for any SU meal plan selection made in MyESF and those charges are not reflected on your SU bill. Check MySlice for further information and deadlines.

SU billing deadline. You will receive an email notifying you to access and pay your ESF bill in MyESF. SU will bill you directly for any SU meal plan selection made in MyESF and those charges are not reflected on your SU bill. Instructions and due dates will be posted in 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 their SU bill directly to 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 in MyESF. SU will bill you directly for any SU meal plan selection made in MyESF and those charges are not reflected on your ESF bill. Instructions and due dates will be posted in 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. If you receive an email from them, this is NOT SPAM. Please make sure to set up your preference so your refund is not delayed.

Health Immunization Assignment
Due Aug. 15. Students will upload required immunization records online at the MyESF Portal. Per New York state law, all ESF students are required to have the MMR (measles, mumps, and rubella) and must also verify if they have or have not received the meningococcal (meningitis) vaccine. After logging into the MyESF Portal, you should click on ESF Action Item Processing Link and scroll until you find Immunization History. Required. Click the box, then the pencil icon. This will include a copy of the ESF Immunization History Form. Detailed instructions on exactly what you need to submit can be found at the top of the ESF Immunization History Form but a brief overview is included below:
- You may either choose to have your health care provider fill in your immunization dates and sign the health form which you then upload OR you may upload a copy of your immunization records from your healthcare provider’s office.
- No matter which option you choose, you still need to check the appropriate box and sign the meningococcal response form and upload that with your immunization information.

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 2021-22 is $2,430. This is prorated for Spring 2022 admits to $1,411 and will be automatically added to your first student bill. 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, 2021. 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 Student Health Fee. The ESF Student Health Fee is a mandatory fee that all students must pay. Please note: International student health information is further detailed at www.esf.edu/international/students.

ESF has Federal Work-Study (FWS) positions available for eligible students. File your FAFSA as early as possible (Oct. 1 is the opening date for FAFSA) or through a brief overview is included below:
- You may either choose to have your health care provider fill in your immunization dates and sign the health form which you then upload OR you may upload a copy of your immunization records from your healthcare provider’s office.
- No matter which option you choose, you still need to check the appropriate box and sign the meningococcal response form and upload that with your immunization information.

At-a-Glance Version

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<tbody>
<tr>
<td>• Academic Accommodations - Set up through disabilityresources.syr.edu/students</td>
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<td>• Meal Plan Selection – June 1 – Aug. 30</td>
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<td>• Housing Assignments Sent – Email sent early July, if applicable</td>
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<td>• Upload a recent headshot photo for your Syracuse University (SU)/ESF Student ID card under SU assignments – Due Aug. 1</td>
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<td>• ESF Bill – Mid-July</td>
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<tr>
<td>• SU Bill – Mid-July (if on a SU Meal Plan or purchasing a parking permit)</td>
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<td>• Math Placement and Chemistry Learning Module (if applicable) launched</td>
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<td>• Submit a headshot for your ESF student record file – Due Aug. 1</td>
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<td>• Course Registration and Textbooks - At Orientation</td>
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<td>• Immunization Records - Upload to MyESF by Aug. 15</td>
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<td>• ESF Health Insurance – Waive out on or before Sept. 30 if not needed</td>
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