

Matriculated ESF Student Guide to Summer Semester

www.esf.edu/summer

SUNY ESF – Summer Semester
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www.esf.edu/summer/ (web)

Updated July 2019

Welcome to SUNY-ESF Summer Semester! We are excited to offer a diverse array of courses and summer terms that are designed to meet your needs and help you achieve your academic and professional goals. We hope that you will enjoy and benefit from the exciting opportunities offered through Summer Semester.

The following information is included in this document to help you succeed in your summer semester course work:

- [Summer Sessions](#)
- [About Courses](#)
- [How To Register](#)
- [Audits and Non-credit Options](#)
- [Waitlist](#)
- [Dropping a Course](#)
- [Tuition, Fees and Billing](#)
- [Financial Aid](#)
- [Housing](#)
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Summer Sessions

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- Maymester (2 weeks)
- Summer Session 1 (6 weeks)
- Summer Session 2 (6 weeks)
- Combined Session (12 or 13 weeks)

Please refer to the [Summer Semester schedule](#) for specific dates.

About Courses

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Courses represent a range of academic and professional disciplines available in ESF's undergraduate and graduate programs. Courses are offered in online, classroom, lab, and/or field-based formats. See our complete list of [courses, course schedules and descriptions](#)

How To Register

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If you are a student currently matriculated in an ESF undergraduate or graduate degree program, you must register for summer Semester courses through the ESF Registrar's Office.

Pick up, complete and return your signed **SUNY-ESF Registration Form** (available at the ESF Registrar's Office, 111 Bray Hall) directly to the ESF Registrar's Office. Off-campus matriculated students should email the

[Registrar's office](#) for information on how to register. Please note that, in summer, there is no 5 digit class number for Summer Semester courses. During the Summer Semester, MySlice is not in operation, and, indeed, will give misleading information about the availability of Summer Semester classes. Do NOT use MySlice when searching for or registering for Summer classes.

Matriculated **Syracuse University** students must register as [Visiting Students](#) for Summer Semester classes. For questions about registration, contact the [ESF Registrar](#) (111 Bray Hall; 315.470.6657 / www.esf.edu/registrar).

Registration Deadlines: All students taking Summer Session courses should be aware of timelines for registration, and for adding and dropping courses. Please refer to the [deadlines](#) page for pertinent information. In addition, some courses with unique schedules have their own add and drop deadlines. These can be found in the [course descriptions](#).

Audits and Non-credit Options

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- Audits and non-credit registrations are not available for Summer Semester.

Waitlist

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In the event that a 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. In order to be added to the waitlist, a student must submit a SUNY ESF Registration Form to the Registrar.

Dropping a Course

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- Complete a **SUNY ESF Registration Form** (available at the Registrar's Office) and return the completed form to the Registrar's Office. During Summer Sessions, this form requires the student signature only. As an alternative, the student may email the [Registrar's Office](#) to notify them of the dropped class. Please contact your academic department or the Registrar's Office with questions.
- Please note that some courses with unique schedules have their own add and drop deadlines. These can be found in the [course descriptions](#).
- **Note that non-attendance, non-participation and/or non-payment is not sufficient notice of intent to drop a course.**

Tuition, Fees and Billing

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ESF students taking credit courses during the Summer Semester are billed by the ESF Bursar's Office. The bill is confirmation of enrollment.

Exceptions:

- [Cranberry Lake Biological Station summer program](#): Tuition for these courses is separate from Summer Semester tuition.

Questions about tuition, fees, and billing, including payment plans, should be directed to [Kristen Golden](#) in the [ESF Bursar's Office](#) (103 Bray Hall) at 315.470.6652.

Financial Deadlines: All students taking Summer Semester courses should be aware of the financial timelines. Please refer to the [Bursar's](#) and/or Summer [deadlines](#) web pages for information on financial and academic deadlines, respectively.

Financial Aid

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Students matriculated at ESF may qualify for some financial aid. Please contact ESF's [Financial Aid and Scholarships](#) Office (113 Bray Hall; 315.470.6670) or see [the Financial Aid summer web page](#) for more information.

Housing

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ESF Summer Semester students can contact the Community Manager (below) to inquire about housing. Housing is offered in [Centennial Hall](#) 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.

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: kamax@esf.edu

Parking

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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.

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.

Helpful Links and Resources for ESF Students

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- ESF College Catalog / www.esf.edu/catalog/
- Registrar / www.esf.edu/registrar/
- Bursar / www.esf.edu/bursar/
- Financial Aid / www.esf.edu/financialaid/summer
- Moon Library (SUNY-ESF) / www.esf.edu/moonlib/
- Student Support / www.esf.edu/students/support/
- Open Academy / www.esf.edu/openacademy/
- Maps and Directions / www.esf.edu/maps/
- Housing / www.esf.edu/welcome/campus/centennial
- Summer Semester schedule of classes / www.esf.edu/summer/schedule
- Summer deadlines / www.esf.edu/summer/schedule/deadlines
- Summer course descriptions / www.esf.edu/summer/schedule/coursedescriptions
- Visiting Student Registration Form / www.esf.edu/visiting

Email for additional information: SummerSemester@esf.edu

Phone: 315-470-6817

Fax: 315-470-6890