Fall 2015

Enrollment Guide

Welcome to SUNY Polytechnic Institute!
Enrollment Checklist

Use this checklist to finalize your enrollment and be prepared for the start of classes on Monday, August 31, 2015.

Prior to Orientation

- **Accept Your Financial Aid Award**
  You can accept your financial aid award by doing one of the following:
  - Online: [sunypoly.edu/financial_aid/accept_aid_online](http://sunypoly.edu/financial_aid/accept_aid_online)
  - By fax: 315-792-7220
  - PDF: finaid@sunyit.edu

- **Set Up Computer Access and E-mail Account**
  Activate your SITNet ID to access computer and network resources at: [banner.sunyit.edu](http://banner.sunyit.edu)

- **Register for New Student Orientation**
  New students are required to attend Orientation and can register at [sunypoly.edu/orientation](http://sunypoly.edu/orientation)
  - Freshman Orientation: June 3-4 or July 14-15
  - Transfer Orientation: June 5 or July 16

- **Submit AP & College Credit Evaluation (Freshmen Only)**
  Please submit the Incoming Credit Form for consideration of AP and College Course credit at: [sunypoly.edu/freshman/credit](http://sunypoly.edu/freshman/credit)

- **Complete SUNY Poly Essentials (Transfers Only)**
  This online orientation will provide you an overview of the essential student services available at SUNY Poly. Essentials must be completed prior to attending orientation and is available at: [sunypoly.edu/essentials](http://sunypoly.edu/essentials)

- **Submit Residency Application**
  **First-Year Students:** All first-year students are required to fill out the Class of 2019 Residency Application. Information about on-campus housing is available at: [sunypoly.edu/residential_life](http://sunypoly.edu/residential_life)
  **Transfers:** Transfer student housing is offered on a first-applied, first-housed basis. Transfer students are encouraged to apply for housing as early as possible following deposit to ensure availability. Information about on-campus housing is available at: [sunypoly.edu/residential_life](http://sunypoly.edu/residential_life)

- **Take Online Math Placement Exam (Freshmen Only)**
  To ensure that you are placed in the appropriate mathematics course, we are requiring all incoming first-year students to complete a math placement exam prior to orientation. More specific details regarding the placement exam have been enclosed in this enrollment guide.

During Orientation

- **Receive advisement and register for your classes.**

- **Receive Your SUNY Poly Card (Campus ID Card)**
  A valid identification card is required for access to computer labs, residence halls, meal plans, and other campus services.

- **Register Your Vehicle/Receive Parking Permit or Request Parking Fee Waiver**
  Parking fees are pre-billed to your student account. If you are not parking on campus during the semester, you must complete a waiver to remove the charge from your account. Waivers must be submitted prior to the final add/drop date. Register your vehicle with University Police by showing your vehicle registration. [sunypoly.edu/university_police/parking](http://sunypoly.edu/university_police/parking)

After Orientation

- **Register with the Disability Services Office**
  Students with disabilities requiring accommodations should contact the Disability Services Office. More information regarding services is available at: [sunypoly.edu/disability_services](http://sunypoly.edu/disability_services)

- **Comply with Mandatory Health Requirements**
  Complete the required forms and return them to the Health and Wellness Center. Complete information regarding your health requirements is available at: [sunypoly.edu/health_wellness](http://sunypoly.edu/health_wellness)

- **Submit Final Transcripts**
  **Freshmen:** Submit your final High School Transcript that includes your graduation date. If you are receiving college credit, please contact the College Registrar’s office to request an official transcript. If you are receiving AP credit, please request an official transcript from: [www.collegeboard.org](http://www.collegeboard.org)
  - The final transcript deadline for freshmen is August 28, 2015.
  **Transfers:** Submit all final Official College Transcripts (including high school or GED transcripts). Your financial aid will not be released until these are received. The final transcript deadline for transfer students is September 4, 2015.

- **Confirm Your Charges & Pay Your Bill**
  Beginning the first week of July your billing statement will be available online if you are registered for classes. A notification will be sent to your SUNY Poly e-mail account. Complete information regarding paying your bill is available at: [sunypoly.edu/payment](http://sunypoly.edu/payment)
Financial Aid

1. You will receive your financial aid award notice by mail or e-mail. Incoming students who have not yet received their SUNY Poly Banner Self-Service user name and password will be sent a paper award letter to the address on file. Students with a SUNY Poly Banner Self-Service user name and password will be notified via their SUNY Poly e-mail address when their financial aid eligibility has been determined.

2. Advise the Financial Aid Office of your intent to accept/decline financial aid offered to you by following the instructions on the “Accept Your Financial Aid” webpage. sunypoly.edu/financial_aid/accept_aid_online

3. Students must meet various academic criteria to continue to receive institutional, federal, and state financial aid. Review this important information under the “Policies” section of the Financial Aid Office website. Degree, GPA, and enrollment requirement information are among the policies listed in this section. sunypoly.edu/financial_aid/policies

4. Regularly monitor your SUNY Poly e-mail account for correspondence from the Financial Aid Office. Once a student has been issued an official e-mail account, it will become the only e-mail used by the Financial Aid Office for communication with you.

5. Notify the Financial Aid Office immediately if your enrollment status changes (i.e., from full-time to part-time or if you stop attending classes). These events could impact the type/amount of financial aid which you are eligible to receive.

6. Apply for financial aid every year. The FAFSA becomes available on January 1 of each year.

7. When in doubt, ask. Students are encouraged to contact the Financial Aid Office with questions. Students who wish to authorize a spouse/parent to ask questions on their behalf should complete a FERPA form annually. The Financial Aid Office is committed to assisting students in making their dream of a SUNY Poly education a reality! sunypoly.edu/financial_aid/forms

Activating your SITNet ID

All students must activate their SUNY Poly computer account (SITNet ID) to access the college’s computer and network resources. The activation process includes the creation of a security question and answer, creation of a new password according to the password guidelines, and acceptance of terms of use and responsibility. After you complete the activation process, your SITNet ID will be ready to use within an hour.

(Note: If you have previously activated your SITNet ID as an undergraduate or non-matriculated student at SUNY Poly, do not follow these directions. Instead, go to banner.sunyit.edu, Enter Secure Area and then enter your UID and click “Forgot PIN?” to reset the password.)

The SITNet ID holder is responsible for all activity from the account. To avoid use by anyone else, keep the password confidential, change it periodically and do not save it in e-mail clients or browsers.

1. Go to banner.sunyit.edu
2. Click “Enter Secure Area”
3. Login credentials for First Login
4. User Id: University Number (9 character code beginning with a capital letter printed on your acceptance letter)
5. PIN: Your date of birth in the MMDDYY format
6. Click “Login”
7. Re-enter your initial PIN
8. Create a new password (PIN)
9. Re-enter your new password
10. Click “Login”
11. Create a security question and answer for your account. In the future, you must correctly answer your security question to change your password. So keep it simple and something you will remember like “In what city was I born?” or “What is my mother’s maiden name?”
12. Click “Submit”
13. Click “Continue to accept the Terms of Usage”

From this point on, you may log in to Banner with your SITNet ID. Your SITNet ID and SUNY Poly e-mail will be ready within an hour.

SUNY Polytechnic E-mail Access

SUNY Poly offices use SUNY Poly e-mail and “Student Announcements” to notify students of policy and procedure changes, change in services, deadlines and closings. SUNY Polytechnic e-mail and “Student Announcements” posts are your official notifications whether or not they are read.

To access your e-mail go to sunypoly.edu and select E-mail in the top right corner or go to e-mail.sunyit.edu. Log in with your SITNet ID and PIN.

Please do not forward your SUNY Polytechnic e-mail to a personal account; any links to authenticating sites will not work.

Student Accounts (Billing and Payment)

As part of the registration process, your bill will be processed through QuikPay, our online billing and payment system. This online system allows students to view their bills, print their bills, and make full payment on their account. Upon registration, students can view an account summary of registration charges, but the billing statement will not be available until the first week of July.

The system is convenient, easy to use and most importantly, secure. It is available 24 hours a day, 7 days a week and allows you to:

• View your current bill electronically
• Pay your current semester bill in full electronically using a credit card, debit card, savings or checking account
• Authorize third parties, such as a parent, guardian or sponsor, to view and make payment on the account, without having access to the students Banner Web Self-Service account (optional)
• Receive e-mail notification through their SUNY Poly e-mail when their bill is available (paper bills are not mailed). Fall bills are due by August 7, 2015. Contact the Student Accounts Office with any questions at bursar@sunyit.edu or 315-792-7412
• View your current billing statement, plus a history of bills online
• Access and print a PDF of your paper bill at any time
• Immediately confirm your payment
• Ability to access current account activity as it happens; you will no longer need to wait until the next billing cycle to get information about changes on your account

Students must set up authorized payers in the system to enable others access to the QuikPay system. Authorized Payers cannot access Banner Web Self-Service and cannot view grades, schedules or financial aid information. Students cannot access information stored by others in the QuikPay system.

Disability Services

The Disability Services Office offers an array of information and services that may enhance your academic and personal experience. The office can assist qualified students with disabilities in acquiring academic accommodations such as note takers, extended time for testing, interpreters or with the use of assistive technology. The office also serves as liaison with agencies such as Access-VR (Adult Career and Continuing Education Services-Vocational Rehabilitation), the Central Association for the Blind and Visually Impaired, or Veterans Administration Coordinators. If you are in need of accommodations, it is very important that you contact the Disability Services Office as soon as possible at 315-792-7170 or ds@sunyit.edu.
Mandatory Health Requirements

To protect your health, your classmates’ health and to comply with the New York State Public Health Laws you must:

- Provide a Health History and Physical Examination completed in the last two years
- Submit documentation for specific immunizations (Measles, Mumps, Rubella (MMR) and Meningitis)
- Provide proof of medical insurance
  Full-time students are automatically billed for medical insurance through SUNY Poly or
  If proof of outside medical insurance is provided, the SUNY Poly insurance can be declined by completion of the waiver by the first day of class at: sunypoly.edu/health_wellness/insurance_waiver

The due date for all mandatory health requirements is August 1, 2015. They should be mailed directly to the Health and Wellness Center, 100 Seymour Road, Utica, N.Y. 13502. Specific details and forms can be found at: sunypoly.edu/health_wellness/

Contact the Health and Wellness/Counseling Center with questions – call 315-792-7172.

Residency: On Campus, Commuter or Off Campus

First Year Students

SUNY Polytechnic houses all first-year and sophomore students on campus. In the first two years, an exemption to reside within a 30-mile radius of campus in the primary home of a parent or guardian can be obtained. First-year students are housed in Adirondack and Oriskany complexes in single, double and triple rooms. Please note that single rooms are extremely limited in availability. When demand exceeds available singles, on time housing applications are sorted by enrollment deposit date to determine priority. All first-year students must submit a request for on-campus housing OR for a commuter exemption by June 1, 2015. If you do not apply for a commuter exemption prior to June 1, housing and dining fees will automatically be applied to your student account.

Please visit our website, sunypoly.edu/reslife, and either

Apply for Housing and Dining or Apply for Commuter Exemption

Transfer Students

Students transferring to SUNY Polytechnic as freshmen and sophomores are housed on campus unless an exemption is requested to reside in the primary home of a parent or guardian. Junior and senior year transfers may apply for housing, if interested. Therefore, transfer student housing is offered on a first-applied, first-housed basis. Transfer students are encouraged to apply for housing as early as possible following deposit to ensure availability.

Please visit our website, sunypoly.edu/reslife, and either

Apply for Housing and Dining

There are some unique off-campus exemptions that waive the residency requirement for freshman and sophomore students and which apply to married students, students with dependents, students over the age of 21 and students with prior military service. If you believe you may qualify for an exemption to reside off campus based on these or other extenuating circumstances, please call our office.

Our website offers additional information regarding roommate matching, fall move in dates, things to bring and not to bring, our services and support. Please contact the Office of Residential Life and Housing at reslife@sunyit.edu or at 315-792-7810 for housing or dining questions.