

FALL 2017 ENROLLMENT GUIDE

UTICA CAMPUS



SUNY POLY

INFORMATION TO PREPARE YOU FOR YOUR FIRST SEMESTER OF STUDY.

Welcome to SUNY Poly!

Our Enrollment Guide offers information to prepare you for your first semester of study at SUNY Poly. Use this as a checklist to finalize your enrollment and be prepared for the start of classes on Monday, August 28, 2017.

If you have any questions, please contact the Admissions Office at admissions@sunypoly.edu or (315) 792-7500.



Prior to Orientation, complete the following steps.

1. Activate 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 usage 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 U# and click "Forgot PIN?" to reset your password.

The SITNet ID holder is responsible for all activity from the account. To avoid use by anyone else, keep your 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 as follows:
 - User ID: Enter your University Number (9 character code beginning with a capital letter printed on your acceptance letter)
 - PIN: Enter your date of birth in the MMDDYY format
4. Click "Login"
5. Re-enter your initial PIN
6. Create a new password (PIN)
7. Re-enter your new password
8. Click "Login"
9. Select one of the security questions provided or create a security question and answer for your account. In the future, you must correctly answer your security question to change your password.
10. Click "Submit"
11. Click "Continue to accept the Terms of Usage"

Your SITNet username is shown in boldface on the last screen.

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. If you have any questions relating to activating your SITNet ID, please contact the Helpdesk at helpdesk@sunyit.edu or (315) 792-7440.

2. Access your SUNY Poly E-mail

To access your e-mail go to email.sunyit.edu. Log in with your SITNet ID and PIN/password. SUNY Poly will use this e-mail account as the primary form of communication with students. Students are strongly encouraged to check their e-mail frequently.

3. Confirm your 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 username and password will be sent a paper award letter to the address on file. Students with a SUNY Poly BannerWeb Self-Service username 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. Notify the Financial Aid Office immediately if your enrollment status or housing changes (e.g., from full-time to part-time, if you stop attending classes, or from living with a parent to living on campus). These events could impact the type/amount of financial aid which you are eligible to receive.
4. 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
5. 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.
6. Apply for financial aid every year. The FAFSA is now available for the 2017-2018 academic year (Summer 2017, Fall 2017, Spring 2018). Complete instructions on how to apply for financial aid are located online. sunypoly.edu/financial_aid/apply
7. When in doubt, ask. 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/form
Financial Aid Office (315) 792-7210 • finaid@sunyit.edu

— REGISTER FOR ORIENTATION —

Freshman:

Join other members of the class of 2021 during our summer orientation program. All new residential and commuter students are required to attend one of three on-campus orientation programs on either July 12-13, July 17-18, or July 20-21. All students are required to participate in the entire program and will be required to stay on campus overnight.

Register for Orientation by Monday, July 3 at sunypoly.edu/orientation.

Complete SUNY Poly Essentials

The SUNY Polytechnic Institute Essentials program provides you with an overview of the many resources available to you at the college. It also highlights the essential services delivered by various campus offices which are critical to your success at SUNY Poly. This online program is mandatory in order to participate in the on-campus orientation program and register for classes. sunypoly.edu/essentials

Complete SUNY Poly Essentials by Monday, July 3, 2017.

Take Online Math Placement Exam

Freshman 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 and course registration. Instructions on how to access and complete the placement exam can be found within SUNY Poly Essentials. sunypoly.edu/essentials

Complete the exam by Friday, June 9, 2017.

Transfer:

All new students are required to attend an on-campus orientation program on either June 1 (evening program) or July 19 (morning program). Orientation includes advisement/registration with faculty as well as information from student affairs staff. Orientation includes the essential information you need to succeed at SUNY Poly.

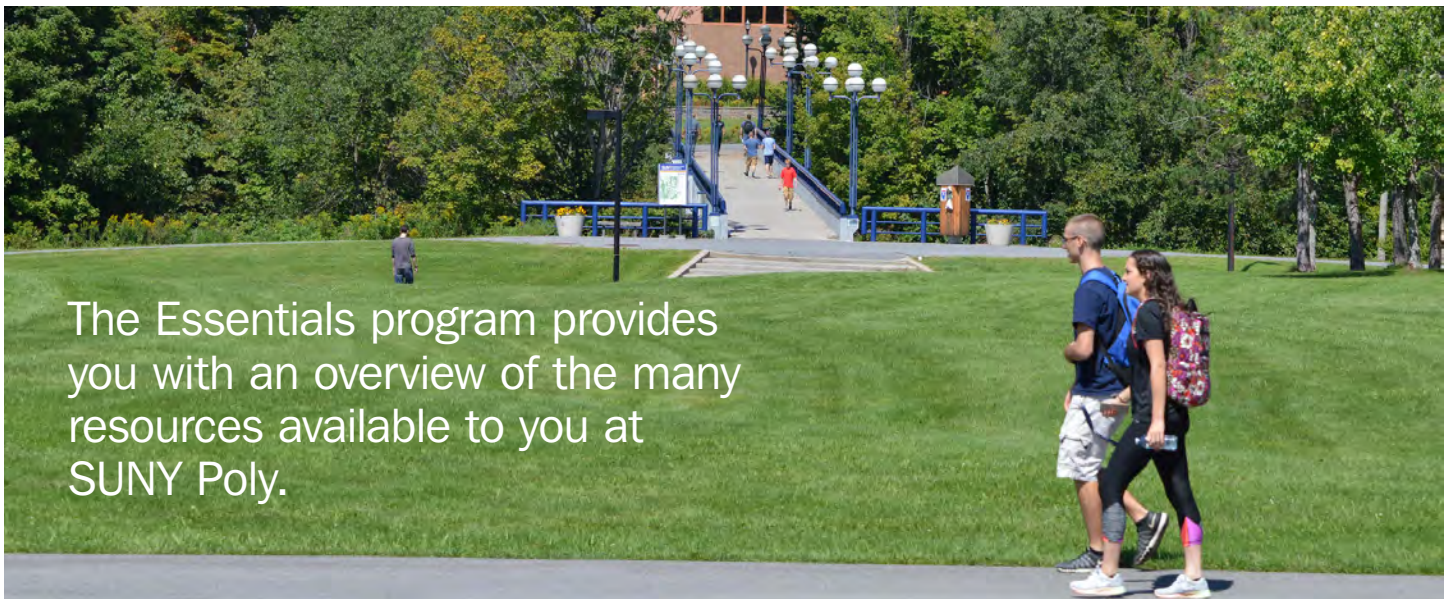
Register for Orientation at your earliest convenience at sunypoly.edu/orientation.

Complete SUNY Poly Essentials

The SUNY Polytechnic Institute Essentials program provides you with an overview of the many resources available to you at the college. It also highlights the essential services delivered by various campus offices which are critical to your success at SUNY Poly. This online program is mandatory in order to participate in the on-campus orientation program and register for classes. sunypoly.edu/essentials

Complete SUNY Poly Essentials prior to Orientation.

For questions regarding orientation, please contact the Student Activities Office at orientation@sunyit.edu or (315) 792-7530.



The Essentials program provides you with an overview of the many resources available to you at SUNY Poly.



4. Submit On-Campus Housing and Commuter Applications

SUNY Polytechnic Institute houses all first-year and sophomore students on campus. In the fall of 2017, first-year students can request an exemption to reside within a 45-mile radius of campus in the primary home of a parent or guardian. All first-year students will be housed in Oriskany Hall in triple rooms. All first-year students must submit a request for on-campus housing OR for a commuter exemption. If you do not apply for a commuter exemption, housing and dining fees will automatically be applied to your student account. First-year on-campus and commuter applications are available beginning May 15 and are due June 16.

Students entering SUNY Polytechnic Institute as freshman and sophomore transfers in Fall of 2017 are housed on campus unless an exemption is requested to reside in the primary home of a parent or guardian within 45 miles of the campus. Junior- and senior-year transfers may apply for housing, if interested. Transfer students are housed in primarily double and triple accommodations. The first 56 transfer students who deposit can be placed into housing for the upcoming year. Students after the first 56 may be placed on a wait list for housing based on availability. Transfer students are encouraged to apply for housing as early as possible following deposit to ensure availability. Housing applications are available and accepted until spaces are filled.

Freshmen and Transfers: Please visit our website, sunypoly.edu/reslife, to apply for housing, dining, and commuter exemption. SUNY Poly provides support services and reasonable accommodations to students with medical and/or psychiatric disabilities who qualify under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are interested in discussing the services offered or would like to request accommodations related to housing or dining, please contact the Disability Services Office at **(315) 792-7170** or ds@sunyit.edu. There are some unique off-campus exemptions that waive the residency requirement for freshman and sophomore students 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 prior to completing an application. Our website offers additional information regarding roommate matching, move in dates, things to bring and not to bring, and 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.

5. Submit Mandatory Health Requirements

REQUIRED medical documentation –

DUE DATE: Tuesday, August 1, 2017

1. Health History and Physical Examination completed within the last two years
2. Proof of Measles, Mumps, Rubella (MMR) and Meningitis Vaccinations

Failure to provide this documentation will result in withdrawal from your registered classes, per the NYS Public Health law.

The due date for these mandatory health requirements is August 1, 2017. Mail them to: SUNY Poly Health and Wellness Center, 100 Seymour Road, Utica, N.Y. 13502 or fax them to (315) 792-7371. Specific details and forms can be found at:

sunypoly.edu/health_wellness

Medical Insurance: Students registered for 12 or more credits and all nursing students are automatically enrolled in and billed for the medical insurance through SUNY Poly. If you have other medical insurance and wish to decline the SUNY Poly insurance, the online waiver **MUST** be completed by the first day of classes, Monday, August 28, 2017, at: sunypoly.edu/health_wellness/insurance_waiver. Absolutely no submissions will be accepted after this due date.

Contact the Health and Wellness/Counseling Center with questions, **(315) 792-7172**.

6. Connect with Disability Services

The Disability Services Office can assist qualified students in acquiring academic accommodations such as note takers, extended time for testing, interpreters, or training in the use of assistive technology. The Director of Disability Services works with agencies such as ACCES-VR (Adult Career and Continuing Education Services-Vocational Rehabilitation), the Central Association for the Blind and Visually Impaired, or Veterans Administration Coordinators to assist students needing services. If you are interested in discussing the services offered or would like to request accommodations, please contact the Disability Services Office at **(315) 792-7170** or ds@sunyit.edu. The Disability Services Office is located in Kunsela Hall, Room B101, if you would like to set up an appointment with the director.

7. Connect with Student Success Center

The Student Success Center offers services to assist students with their academic success. Tutoring services are provided for specific courses and students can log onto tutoring.sunyit.edu to sign up. The writing center is also where students can get help with writing for any class. We encourage students to take advantage of this center in their first semester and beyond. The Student Success Center is located in the library. The staff at the center also assist with time management, study skills, grade tracking, and GPA calculating. Please e-mail learningcenter@sunyit.edu for more information!

**The Student Success Center
offers services to assist students
with their academic success.**

After Orientation, complete the following steps.

1. Confirm & Pay Your Bill (Student Accounts)

As part of the registration process, your bill will be processed through QuikPay, our online billing and payment system. This online system allows you to view your bill, print your bill, and make full payment on your account. Upon course registration, you can view an account summary of registration charges, but the billing statement will not be available until the following day. Your bill will be e-mailed to your official SUNY Poly e-mail account and will be posted to your BannerWeb account.

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 billing statement electronically, plus a history of bills online
- 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 your account, without having access to your BannerWeb Self-Service account (optional)
- Receive e-mail notification through your SUNY Poly e-mail when your bill is available (paper bills are not mailed). Fall bills are due by **Tuesday, August 8, 2017**. Contact the Student Accounts Office with any questions at bursar@sunyit.edu or **(315) 792-7412**
- Access and print a PDF of your 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 BannerWeb Self-Service and cannot view grades, schedules, or financial aid information. Students cannot access information stored by others in the QuikPay system.

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

2. Complete Not Anymore/Title IX Requirement

In support of SUNY Poly's commitment to combat sexual violence and interpersonal violence, SUNY Poly has implemented an interactive online program called **Not Anymore** which will help you better understand how vitally important these issues are and how we can all work together to maintain a safe and healthy student environment.

Completion of the **Not Anymore** online program is expected for all students. **You are expected to complete the program by Monday, September 25, 2017**. Please note you cannot take the program until you have activated your SITNet ID and password. More details and information regarding **Not Anymore** are included within SUNY Poly Essentials.

To access the program, log in using your SITNet ID and password at: studentsuccess.org/SSO/sunypoly

3. Submit Final Transcripts

Freshman:

Submit your final high school transcript with proof of your graduation date. If you are receiving college credit, AP credit, or IB credit, please request an official transcript. We strongly encourage you to submit these transcripts prior to orientation to ensure accurate advisement. The final transcript deadline is Monday, August 21, 2017.

Transfer:

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 is Monday, August 21, 2017.

FAQs

Q: Where do first-year and upper-class students live?

A: First-year students live in Oriskany Hall. Upper-class students live in both Adirondack and Mohawk Halls.

Q: Are freshmen allowed to have cars on campus?

A: Yes, freshmen can have cars on campus. All cars must be registered with University Police and must display a parking permit sticker (roughly \$60 parking fee per semester applies).

Q: If I am a part-time student, can I live on campus?

A: Full-time students receive priority; however, part-time students may contact the Residential Life & Housing Office if interested in living on campus.

Q: May I bring pets?

A: Only fish in an aquarium of less than 10 gallons are permitted. Otherwise, no pets are allowed.

Q: Can I bring a refrigerator?

A: Refrigerators are not provided for the residents. In Oriskany there can be one refrigerator per room that is 4.0 cubic feet or less. For Mohawk and Adirondack residents each student is allowed a refrigerator that is 4.0 cubic feet or less.

Q: What does the cost of my room pay for?

A: Included in the cost of your room is local telephone service, cable TV, laundry for residents, Internet, fully furnished apartments with utilities that are available while classes are in session.

Academic Calendar

Fall Semester 2017

A more detailed academic calendar can be found online.

Tues., August 1	Deadline for readmission in good standing for Fall 2017
Tues., August 8	Fall 2017 Payment Due
Wed., August 9	\$40 Late Fee to Register for Fall 2017 Courses Begins for Returning Students
Mon., August 28	ALL CLASSES BEGIN Add/Drop Begins – No Fees Charged Online/Hybrid Courses Available for Viewing
Sat., September 2	Saturday Classes are in Session
Mon., September 4	LABOR DAY HOLIDAY – College Closed for ALL Business/No Classes
Tues., September 5	All Registration Changes Must be Made Through the Registrar’s Office (315) 792-7262. BannerWeb is no Longer Available for Fall 2017 Changes Add/Drop Fees Begin (Students Must Obtain Instructor’s Signature to Add a Course) \$40 Late Fee Charged for ALL Students Registering for Fall 2017
Mon., September 11	Last Day to Add/Register for Courses Last Day to Drop Courses Without Academic Record
Tues., September 12	Withdrawal (W Grade) from Courses Begins
Sat.-Tues., October 7-10	Mid-Semester Break
Tues., October 17	Last Day of Classes for First Half Semester Courses
Wed., October 18	First Day of Classes for Second Half Semester Courses Midsemester Grades Due Incomplete Grades from Spring & Summer 2017 Revert to “F” Grades
Wed., November 1	Last Day to File for May 2018 Graduation
Mon., November 6	Last Day to Officially Withdraw (W Grade) from Courses
Mon.-Fri., November 13-17	Advance Registration – Spring 2018 (Matriculated Students: See Academic Department for Advising Schedule)
Wed.-Sun., November 22-26	THANKSGIVING HOLIDAY RECESS (Recess begins at 8:00 AM, Wednesday, November 22)
Thur.-Sun., November 23-26	College Closed for ALL Business
Mon., November 27	Classes Resume
Sat., December 9	Classes End
Mon., December 11	Final Exams Begin
Thur., December 14	Deadline for Spring 2018 Readmission Application
Thur., December 14	Final Exams End
Tues., December 19	Final Grades Due – 12:00 PM



SUNY POLYTECHNIC INSTITUTE

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