

# FALL 2017 ENROLLMENT GUIDE

## ALBANY 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](mailto:admissions@sunypoly.edu) or (315) 792-7500.



## Activate your SITNet ID

All students attending SUNY Poly-Albany will have two separate user accounts to access all of the IT services that SUNY Poly has to offer.

Below is an explanation of the accounts and what they are used for:

**SITNet:** Banner, Blackboard, DegreeWorks, Library Services.

**NetID:** Wired/Wireless Network Access, E-mail Services, Network File Shares, Printing.

### Activating your SITNet ID

You can obtain your SITNet ID by following the steps below.

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](http://banner.sunyit.edu), Enter Secure Area and then enter your U# 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](http://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 will be ready within an hour.

## Activate your NetID

Your NetID is different from your SITNet ID and you will need both. Activate your NetID & Begin Using your Email: Your NetID is your required campus computer account which gives you access to the following: wired/wireless network access, e-mail services, network shared files and printing. SUNY Poly e-mail is the college's official channel of communication with you. Examples of what you will receive via e-mail include semester billing statements, messages from professors, broadcast announcements, etc. To activate, please contact the Albany ITS helpdesk **(518) 956-7272**.

## 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](http://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](http://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](http://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](http://sunypoly.edu/financial_aid/form)**  
**Financial Aid Office (315) 792-7210 • [finaid@sunyit.edu](mailto:finaid@sunyit.edu)**

## Attend Orientation

All new students are required to attend an on-campus orientation program on August 24-25. Your academic advisor will be contacting you to register you for classes prior to orientation. Orientation includes final advisement/registration if you are not already registered, as well as information from student affairs staff. Orientation includes the essential information you need to succeed at SUNY Poly.

## 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](http://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](http://sunypoly.edu/essentials)

**Complete the exam by Friday, June 30, 2017.**

## 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)

*(continued)*

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

- 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](mailto: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.

## Submit Housing and Commuter Applications

### First-Year Students:

SUNY Poly requires all first-year and sophomore students to live in SUNY Poly housing at CrestHill Suites, a short distance from campus. In the first two years, a commuter exemption may be obtained if you reside within a 45-mile radius of campus in the primary home of a parent or guardian. Please note that single rooms are limited in availability. When demand exceeds available singles, housing applications are sorted by enrollment deposit date to determine priority. All first-year students must submit a request for housing OR commuter exemption by July 5, 2017. All residential students are required to purchase the SUNY Poly meal plan. If you do not apply for a commuter exemption prior to July 5, housing and dining fees will automatically be applied to your student account.

Please visit our website, [sunypoly.edu/reslife](http://sunypoly.edu/reslife), and select **Fall 2017 First-Year and Transfer Housing Information**.

### Transfer Students:

SUNY Poly requires freshmen and sophomore transfers to live in SUNY Poly housing at CrestHill Suites a short distance from campus, unless an exemption is requested to reside in the primary home of a parent or guardian. In the first two years, a commuter exemption may be obtained if you reside within a 45-mile radius of campus in the primary home of a parent or guardian. Transfer student housing is offered on a first-applied, first-housed basis. Junior and senior year transfers may apply for housing, if interested. Transfer students are encouraged to apply for housing ASAP to ensure availability. All residential students are required to purchase the SUNY Poly meal plan. If you do not apply for a commuter exemption prior to July 5, housing and dining fees will automatically be applied to your student account.

Please visit our website, [sunypoly.edu/reslife](http://sunypoly.edu/reslife), and select **Fall 2017 First-Year and Transfer Housing Information**.

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 FAQs and additional information regarding roommate matching, 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](mailto:reslife@sunyit.edu) or at **(315) 792-7810** for housing or dining questions.

# 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](http://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](http://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**.

## 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](mailto: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.

## 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](http://studentsuccess.org/SSO/sunypoly)**



## 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.

## Important Phone Numbers

### Administrative Offices

Admissions (undergraduate).....	(315) 792-7500
Admissions (graduate).....	(315) 792-7347
Academic Advisement .....	(518) 956-7222
Access Control .....	(518) 956-7090
College Association/Auxiliary Services .....	(315) 792-7341
Disability Services.....	(315) 792-7170
Environ. Health/Safety.....	(518) 956-7229
Financial Aid .....	(315) 792-7210
Follett Bookstore .....	(315) 792-7257
Health and Wellness Center.....	(315) 792-7172
Help Desk.....	<a href="mailto:csehlp@sunypoly.edu">csehlp@sunypoly.edu</a>
International Student Services .....	(518) 956-7355
Reception Desk/Information .....	(518) 437-8686
Registrar.....	(315) 792-7262
Residential Life & Housing.....	(315) 792-7810
Security.....	(518) 437-8600
Student Accounts/Bursar.....	(315) 792-7412
Student Affairs (Utica campus).....	(315) 792-7505
Student Affairs (Albany campus).....	(518) 956-7337
Veterans Affairs .....	(315) 792-7265

## Important dates!

<b>August 1</b>	<b>Required medical documentation due</b>
<b>August 8</b>	<b>Fall semester bills due</b>
<b>August 21</b>	<b>Final transcripts deadline</b>
<b>August 23</b>	<b>Move-in CrestHill Suites</b>
<b>August 24-25</b>	<b>Orientation</b>
<b>August 28</b>	<b>Classes begin</b>