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# *New Student* **ENROLLMENT GUIDE**



**FREDONIA**

STATE UNIVERSITY OF NEW YORK

[fredonia.edu/nextsteps](https://fredonia.edu/nextsteps)

# New Student ENROLLMENT GUIDE

Fall 2021/Spring 2022

This Enrollment Guide is dedicated to helping students and their families/guardians throughout the enrollment process here at Fredonia. We hope you find this to be a helpful resource that provides clear instructions and “how-to” information. Welcome to our Fredonia family!

## Sections in this guide:

- ▶ Introduction to Fredonia’s Digital Tools
- ▶ Enrollment Checklist & Resource Guide
- ▶ Move-In & New Student Orientation
- ▶ Fredonia Family Members Information & Common Questions

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## Introduction to Fredonia’s Digital Tools

Fredonia students use a number of different online tools that serve various purposes. There are two uniquely different logins and passwords to access these tools; one set of credentials is connected to the “YourConnection” portal and the other to all other “eServices” tools.

### My.fred

The my.fred website is a quick access to all of a Fredonia student’s digital tools, and also allows students to keep a list of their most-frequently used links to Fredonia services under My Links on the left side on the my.fred home page at [my.fredonia.edu](http://my.fredonia.edu). Your personalized list of Fredonia service links will be available whenever you log into [my.fredonia.edu](http://my.fredonia.edu) (or [fredonia.edu/myfred](http://fredonia.edu/myfred)).



### Your Connection

Consider Your Connection like your personal Fredonia lock-box. This is where you complete many “next steps” such as completing the housing application, reviewing your financial aid, paying your eBill, viewing your course schedule, etc. It is vital that the student be the one to log into this account because it contains FERPA protected information and so they may become comfortable using it. For example, this is also where you will look up and register for courses each semester after meeting with your advisor, view your midterm and final grades, and conduct a degree evaluation. Please note that it is important that you keep your log-in information private.



YOUR  
CONNECTION

**Login Information:**

**Fredonia ID Number & PIN**

## eServices

First, locate your eServices username and password within the Your Connection portal. This information can be found under the “Student” tab by clicking on “View user IDs and passwords.”

### FREDmail

This is your Google Email (Gmail) account through Fredonia. Students should be logging into their FREDmail account regularly to ensure they are not missing important information and reminders. The account is created after a student is accepted and serves as the main communication tool used across campus.



FREDmail

**Login information:** eServices Username and Password

### OnCourse

This tool serves as a portal for a student’s courses and course content. Many course instructors use OnCourse as a way of organizing the course, as well as sharing assignments, readings, quizzes and more. Students will actually complete their FREDReady mini-course through OnCourse, which is a significant part of the Jump Start Enrollment process at Fredonia.



OnCourse

**Login information:** eServices Username and Password

### MyFSA

This tool helps students to manage their FREDCard, meal plan, FREDdebit account and more. Every new student must confirm their meal plan within their MyFSA account in order to be correctly added to a student’s eBill.

**Login information:** eServices Username and Password

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# Enrollment Checklist & Resource Guide

These “next steps” represent a comprehensive list of everything that needs to be completed before a student can begin their education at Fredonia. Some items may apply to a student while other items may not, depending on the type of student they are (first-year or transfer), the semester term they are entering (fall or spring), and other factors. If you have a question about a specific checklist item, contact the office resource provided.

## 1. Paying a Deposit

A student who has decided to attend Fredonia must submit a \$50 admission deposit and a \$50 housing deposit (if a student intends to live on-campus). This can be done by logging into the Your Connection account and clicking, “Pay Deposit.”

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|  <b>Fall Deposit Date:</b>   | <b>May 1</b><br>(or 30-days from the date of acceptance, but no later than 7 days prior to the start of classes) |
|  <b>Spring Deposit Date:</b> | <b>Dec 1</b><br>(or 30-days from the date of acceptance, but no later than 7 days prior to the start of classes) |
| <b>Helpful Office Resource:</b>   | <b>The Office of Admissions</b><br><i>admissions@fredonia.edu</i><br>716-673-3251<br>606 Maytum Hall             |

## 2. Logging into your Digital Tools

It is important that you get comfortable using all of your Fredonia Digital Tools. Especially important though, is your FREDmail account, since that is the main communication tool on campus and often a way that students will be notified of outstanding requirements and next step items. These tools become available to a student once they have been accepted to Fredonia.

## 3. On-Campus Housing Application & Roommate Matching

Every student who plans to live on-campus in a Residence Hall must complete a Housing Application located in their Your Connection Account. Keep in mind, all students are required to live on-campus for their first two years, unless they meet a specific qualification such as they plan to commute from home and live within a 50-mile radius of campus, or are more than two years removed from high school. During a designated window of time, students may choose to participate in Roommate Matching, which allows a student to choose a specific roommate by searching for their first and last name. Requests must be mutual and both students must complete a Housing Application prior to making a request.

**DATES:** The Housing Application opens March 3 (Fall) and should be completed as soon as possible to ensure your living preferences. Roommate Matching also begins March

3, but concludes no later than 4:00 p.m. on June 17. No requests after this date will be accepted. Housing assignments will be sent to a student's FREDMail account during the last week of July. For Spring, students will receive an email to their FREDmail account when the Housing Application and Roommate matching become available.

**Helpful Office Resource:**

**The Office of Residence Life**

*reslife@fredonia.edu*

716-673-3341

Gregory Hall

## 4. Jump Start Enrollment Program & FREDReady Mini-course

All new students are required to participate in a two-step online Jump Start Enrollment Program in order to complete many necessary enrollment checklist items, practice using Fredonia's digital tools, finalize their course schedule with a trained academic advisor, and gain knowledge about campus resources.

- ▶ **STEP ONE** is to complete a FREDReady mini-course in their OnCourse account.
- ▶ **STEP TWO** is participating in an academic advising appointment.

Students will automatically be enrolled in this online mini-course in their OnCourse account and will receive instructions by email as to how to log in and complete the requirements.

**Helpful Office Resource:**

**The Office of New Student & Transition Programs**

*orientation@fredonia.edu*

716-673-4969

604 Maytum Hall

## 5. Enrolling in Courses

All incoming students must complete a Course Selection Survey. Directions on how to complete the Course Selection Survey is emailed to a student's FREDmail account. Academic Advising Services uses the survey information, along with any transcripts a student submitted, and a student's academic major to create a preliminary course schedule for each new student. New students do NOT register for their classes themselves. Their preliminary schedule is available for viewing in their Your Connection upon receipt of an email notification to their FREDmail account. Adjustments to a student's course schedule can only be made by completing lessons in the FREDReady mini-course and then scheduling an appointment with an advisor.

**Helpful Office Resource:**

**Academic Advising Services**

*advising@fredonia.edu*

716-673-3188

4th Floor, Reed Library

## 6. Financial Aid

In order to receive any kind of need-based financial assistance to help pay for a student's education at Fredonia, a FAFSA application must be completed [fafsa.ed.gov](https://fafsa.ed.gov). Once a FAFSA application is completed and the student has been accepted to Fredonia, the Office of Financial Aid will create a Financial Aid Award Letter. This letter showcases any grants, student loans, work study positions, or other types of financial assistance that the student is eligible for.

### IMPORTANT

**FAFSA:** Complete a FAFSA application as early as October 1 prior to when a student plans to enter college. For high school students, complete the FAFSA during October of their senior year.

**NEW YORK STATE TUITION ASSISTANCE PROGRAM (TAP APPLICATION):** If you are a New York State Resident, please complete and submit the TAP application at [tapweb.org](https://tapweb.org). Be sure Fredonia's school code (0915) is listed on your TAP application. If not, you can find Fredonia by searching "SUC Fredonia".

**ACCEPT/DECLINE:** Students must either accept, decline, or accept partial amounts, of the financial funding that was awarded to them in their Your Connection account.

**LOAN AGREEMENTS/ENTRANCE COUNSELING:** If a student chooses to take out any federal student loans, they must complete a loan agreement and entrance counseling, both accessed through the [studentaid.gov](https://studentaid.gov) website.

**VERIFICATION:** By completing a FAFSA, a student may be selected for Verification. A certain percentage of students who complete a FAFSA are selected at random by the Federal government. If a student is selected, they need to provide the Financial Aid Office additional financial documentation in order to receive any type of financial assistance.

**Helpful Office Resource:**

**Office of Financial Aid**

[financial.aid@fredonia.edu](mailto:financial.aid@fredonia.edu)

716-673-3253

2nd Floor, Maytum Hall

## 7. Sending Transcripts, Advanced Credit & College Credit

Students must send final official high school transcripts that include the date of graduation to Fredonia's Office of Admissions to ensure successful completion of high school. Additionally, if a student has taken any advanced credit such as AP, IB, CLEP, or others, they must send those documents and scores in order to receive credit at Fredonia. Finally, if a student has attended any other university, or has earned credits from a college, those transcripts must also be sent to the Admissions Office.

**Helpful Office Resource:**

**Office of Admissions**

*admissions@fredonia.edu*

716-673-3251

606 Maytum Hall

**Mailing Address:**

Office of Admissions, SUNY Fredonia

Maytum Hall 606

280 Central Avenue

Fredonia, NY 14063

## 8. Completing Health Requirements

All students must send in Immunization Records to the Student Health Center prior to August 1 for Fall entry and prior to January 22 for Spring entry. Additionally, students must complete a digital Meningitis Survey located in their Your Connection account.

✔ **Fall Entry Due Date:**

**August 1**

✔ **Spring Entry Due Date:**

**January 22**

**Helpful Office Resource:**

**Student Health Center**

*health.center@fredonia.edu*

716-673-3131

LoGrasso Hall

## 9. Confirming a Meal Plan

All incoming students must log into their MyFSA account with their eServices username & password and confirm their meal plan at [fsa.fredonia.edu](http://fsa.fredonia.edu). Once confirmed, it will be listed on the eBill for payment. First semester resident (living on-campus) First-Year Students are required to maintain Plan 1. Students who are not living on campus do not need a meal plan, but are able to have one if desired.

**Helpful Office Resource:**

**Faculty Student Association**

*fsa.office@fredonia.edu*

716-680-6228

Gregory Hall

## 10. Uploading your FREDCard Photo

All students receive a Fredonia ID Card, or "FREDCard" to be used for various purposes on campus. This card provides access to the residence hall that a student lives in, contains their meal plan, FREDDebit account, and is needed in order to print on campus. Students will receive an email from the Faculty Student Association, or FSA, with instructions to upload a photo for their FREDCard.

**Helpful Office Resource:**

**Faculty Student Association**

*fsa.office@fredonia.edu*

716-680-6228

Gregory Hall

## 11. Paying the eBill

Fredonia does not send out paper billing statements. Your student's bill is generated electronically and an email notice is sent to their FREDmail account in July (Fall) or January (Spring). If you, or someone other than the student is paying the bill, or would like notification of when bills are sent, the student must designate you as an "Authorized User" in their Your Connection account. More information on this process, as well as about various payment options, is available at [fredonia.edu/studentaccounts](http://fredonia.edu/studentaccounts).

✔ **Fall Entry Due Date:**

**August 15**

✔ **Spring Entry Due Date:**

**February 15**

**Helpful Office Resource:**

**Student Accounts Office**

*student.accounts@fredonia.edu*

716-673-3236

3rd Floor, Maytum Hall

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# Move-In & New Student Orientation

## New Student Orientation (NSO)

All new students will participate in New Student Orientation during the days leading up to the start of the semester. NSO includes both mandatory and voluntary components that aim to prepare students for a successful start to the Fredonia experience and begin to build a sense of belonging. A full schedule will be emailed to a student's FREDmail account, and will also be available online at the [fredonia.edu/orientation](http://fredonia.edu/orientation) website.

### The mandatory orientation components include the following:

- ▶ New Student Orientation Workshop (NSO) - both in-person and virtual options are available
- ▶ Consent & Respect Online Module
- ▶ Cultural Awareness Module located in OnCourse
- ▶ Enrollment Verification located in Your Connection

✔ **Fall Dates:** **Thursday - Sunday prior to the first day of classes**

✔ **Spring Dates:** **Monday - Tuesday prior to the first day of classes**

Helpful Office Resource: **The Office of New Student & Transition Programs**  
*orientation@fredonia.edu*  
716-673-4969 604  
Maytum Hall

## New Student Move-In

All new students who are living on-campus have an assigned date and timeframe in which they may move into their assigned residence hall. Details regarding your specific move-in date and time will be emailed to your FREDmail account.

✔ **Fall Dates:** **Thursday-Saturday before the first day of classes**

✔ **Spring Dates:** **Saturday-Monday before the first day of classes**

Helpful Office Resource: **The Office of Residence Life**  
*reslife@fredonia.edu*  
716-673-3341  
Gregory Hall

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# Fredonia Family Members Information & Common Questions

## How can I obtain information about my student at college?

In accordance with the Family Educational Rights and Privacy Act (FERPA), the University protects the privacy of students and does not provide information about students unless they have filed written consent. Under most circumstances only the student may be given information about their records. Grades are not sent home but are viewed by students on a password-protected website. The University may disclose directory information unless directed otherwise in writing by your student. Parents can obtain some forms of information about a student after presenting evidence that they claim that student as a dependent in accordance with Internal Revenue Service guidelines.

## When will students be billed & how can I become an Authorized User?

An electronic bill (eBill) will be generated for the student in mid-July, with a due date of August 15 for the fall semester, and for the spring semester, bills are generated mid-December with a due date of January 15. When the eBill is created, an email notification is sent to the student's Fredonia account and any Authorized Users. If the student or Authorized User is enrolled in text alerts, they will also receive a text message. The student's eBill will reflect charges and financial aid on a semester basis and include: tuition, fees, room rent, food services, FREDDebit, Orientation and course fees when applicable. Payment is due on August 15 and January 15 on any amount that is not covered by authorized financial aid. Students and Authorized Users can make payments and sign up for the Fredonia Installment Payment Plan (FIPP) online with MasterCard, VISA, Discover, American Express or check.

**AUTHORIZED USERS:** Your student must designate you as an Authorized User by logging into their Your Connection account and then clicking the eBill link. This will take a student to the TouchNet System where they can add an authorized user and provide your contact information in order for you to receive notifications regarding the eBill.

✔ **Fall eBills:**

**Generated in July, due August 15**

✔ **Spring eBills:**

**Generated in December, due January 15**  
(February 15 for new students)

## New Student and Transition Programs

Our office is here to help answer questions throughout the summer and during your first semester. If you have any concerns or need clarity on something, please reach out.

**Location:**

604 Maytum Hall  
*fredonia.edu/orientation*  
(716) 673-4969  
*orientation@fredonia.edu*