

REGISTRATION DIRECTIONS FOR OCM BOCES CRANBERRY LAKE WEEK

1. Invitee Information:
 - a. Enter using proper Upper and Lowercase typing. Example: Jennifer not Jennifer
 - b. Use your LEGAL name. Example: Michael not Mike
 - c. School District: for this program your district is **OCM BOCES**, which is found by scrolling down.
2. Personal Information:
 - a. Middle Initial: if you don't have a middle name use a dash (-)
 - b. Parent/Guardian: enter parent who takes care of your school paperwork
 - c. Social Security Number: this is required, if you don't have one or can't find it at the time of registration enter 999-99-9999
 - d. Date of Birth: This is self-explanatory.
 - e. Ethnic Origin: these are the only 5 choices SUNY has.
 - f. Current Year in School: for this program select the year you are moving to, not one just left in June.
 - g. Gender: these are the only two choices per SUNY.
3. Contact Information:
 - a. Home Address: where you reside.
 - b. Phone: cell or land line
4. Registration Questions:
 - a. If you want our Admissions Office to send you material select YES
 - b. If you have taken other ESF courses select YES
 - c. Select YES as you agree to register and pay, regardless of who is paying
5. School Lunch Eligibility: We keep this information for demographic data. It does not affect your fee for this course.
6. Course Registration: Select Cranberry Lake/BOCES EFB496, ignore time, our system requires something.
7. Submit Payment:
 - a. You can pay online at this time if you select Credit Card.
 - b. If you plan on sending in a check or money order, select Check. If your school is paying for your credit select this as well and we will invoice them.
 - c. We cannot take Cash.
8. Finish: when you are done with payment select Finish and a confirmation email will be sent to you. To attend this program you are required to sign up for this 1 credit course. Failure to do so will prevent you from attending.

Any questions?

Contact Maura H. Stefl at mhstefl@esf.edu or 315-470-6811 during the hours of 8:00 am to 4:00 pm, Monday-Tuesday or Friday 8:00 am to 12 noon. If I am unavailable please leave a message with your name and a phone number.

REGISTRATION MUST BE COMPLETED BY JUNE 21, 2019