

REGISTRATION DIRECTIONS FOR OCM BOCES CRANBERRY LAKE WEEK August 6-12, 2022

Students will be awarded one credit and receive a grade from SUNY ESF.

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, not your high school**, which is found by scrolling down the options.
2. Personal Information:
 - a. Middle Initial: If you don't have a middle name use a dash (-)
 - b. Parent/Guardian: Enter parent/guardian 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. Ethnic Origin: Per SUNY, these are the only 5 choices.
 - e. Current Year in School: For this program select the year you are moving up to, not the one just left in June.
 - f. Gender: Per SUNY, these are the only three options to choose
3. Contact Information:
 - a. Home Address: Where you reside.
 - b. Phone: Cell or land line
4. Registration Questions:
 - a. If you have taken other ESF courses select YES
 - b. Select YES as by registering you agree to 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. The ESF fee is separate from the BOCES program cost. It is not necessarily covered by your school, so please verify first.
 - 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 and pay 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 **OR** Dan Collins at dbcollin@esf.edu or 315-470-6553 during the hours of 8:00 am to 4:00 pm, Monday-Tuesday or Friday 8:00 am to 12 noon. If we are unavailable, please leave a message with your name and a phone number.

REGISTRATION MUST BE COMPLETED BY July 29, 2022

Any questions regarding the program should be directed to Cindy Zajac, OCM BOCES czajac@ocmboces.org or 315-433-2671

REGISTRATION LINK: <https://cvent.me/VnYEnm>