

This message is sent to all new and returning students and information and requirements apply to all undergraduate, graduate, transfer, first year, upper year, commuter, and Continuing Education students.

We hope all of you are enjoying your final days of summer. As you do so, know it is time to prepare your plan and documentation so you can arrive on Cazenovia's campus in an efficient and successful manner!

Please note:

- **The attachment to this email indicates Fall 2022 COVID Protocols including information regarding our Covid vaccine requirements and exemption requests. Please open and follow as indicated.**
- **Failing to complete several of these steps below or attached properly and in a timely manner results in mandated removals from classes and campus and/or failure to play your sport if an athlete. We have provided this information to ensure these outcomes are prevented. We ask your work with us by following these items carefully.**

**Fall 2022 Return: Step One
Prior to Check-In – Actions needed**

- This document is designed to provide students who are planning to attend classes on the Cazenovia College campus with information about what you will need to do PRIOR to checking in. It includes information about making a check in/arrival appointment, billing expectations, health documentation requirements, and Covid vaccine and exemption information. All will need student action and follow up.
- On Tuesday, August 9, 2022 you will receive additional directions relevant to your day of check in.
- Please review ALL items here carefully and in order.

- If you have questions while completing something, email covid19questions@cazenovia.edu

In several instances failure to follow these directions mandates removal from attending classes and/or if an athlete, playing a sport. Please follow carefully.

Additional NOTES:

- * Students attending Cazenovia classes on satellite campuses should follow the directions from that campus.
- * Athletes who play fall sports will receive information from the Athletics Department and/or your coach to indicate when you need to return. Your medical documentation requirements are indicated in section II below.
- * Student leaders who are training and working opening will receive information about check in from their supervisor directly. You will still need to complete and adhere to relevant health documentation and requirements below.

All students who plan to attend classes on Cazenovia's campus and are not Athletes or Student Leaders are expected to follow these directions.

I. Make Your Appointment for an Appropriate Check-In Date and Time

New Student Check In is scheduled for Saturday August 20, 2022 from 8 am to noon at the College's Schneeweiss Athletics Complex. If you are a student that is new to Cazenovia's campus, you are expected to sign up for an appointment to arrive at 8 am, 9 am, 10 am, 11 am, or noon to complete your check-in process.

New students can reserve your arrival appointment here:
SATURDAY, AUGUST 20 CHECK IN RESERVATIONS – New students only!

Returning Student Check In is scheduled for the dates, times, and locations below.

Sunday, August 21, 2022 from 8 am to 2 pm, Schneeweiss Athletic Complex

Monday, August 22, 2022 from 9 am to 1 pm, Watts Hall Courtyard

(rain location, Watts Hall
Lounge)

Returning students can reserve a scheduled arrival appointment
here:

SUNDAY, AUGUST 21 CHECK IN RESERVATIONS – Returning students
only!

MONDAY, AUGUST 22 CHECK IN RESERVATIONS– Returning students
only!

Graduate and Continuing Education Check In

***In addition to choosing from the appointment times on Saturday or Sunday to
make a check-in appointment at the times listed above for New and Returning
students***, Graduate and Continuing Education students attending classes on the
Cazenovia Campus can also choose to check in on:

Monday, August 22, 2022 at 6 pm to 7 pm, Watts Hall Courtyard

Tuesday, August 23, 2022 at 4 pm to 6 pm, Watts Hall Courtyard

Wednesday, August 24, 2022 at 1:30 pm to 3:30 pm, Watts Hall Courtyard

Graduate and Continuing Education students attending classes on the
Cazenovia College campus can reserve an appointment at the Saturday or
Sunday links above or at dates and times as follows:

MONDAY, AUGUST 22 CHECK IN RESERVATIONS – Graduate and
Continuing Education students only!

TUESDAY, AUGUST 23 CHECK IN RESERVATIONS– Graduate and
Continuing Education students only!

WEDNESDAY, AUGUST 24 CHECK IN RESERVATIONS– Graduate and
Continuing Education students only!

***II. Complete and Submit NYS and Federally Required Medical
Documentation and Insurance Information***

All New Students (Undergraduate, Graduate, Residential and Commuter) who
are attending classes on Cazenovia College's campus are required to complete
and submit the records indicated below ***prior to their arrival on
campus***. *Students will not be able to move into the residences or begin classes
without these items on file with our Health Center. By law, any student who is*

not in full compliance by September 23, 2022 must be dropped from all courses and removed from campus.

- A physical completed within the past year, and submitted on our Cazenovia College form, to ensure we have the necessary history and current medical information. You were also sent this form by the Admissions Office by both standard and electronic mail.
- Your completed Immunization Record. Please note that 2 MMRs are required to attend college in New York State.
- A Meningitis Waiver Form. Completion of this form is required by New York State, whether the choice is made to receive the vaccine or not.
- **A copy of your insurance card** if you are not using the College's contracted insurance plan with Gallagher Student Health. NOTE: You must complete the process below to OPT OUT of the Gallagher Student Health Insurance or you will be billed through Gallagher.

To complete these items, go to **Health Office (cazenovia.edu)**

Listed in the following order on the Health Office page, please find and follow indicated directions.

Under the heading **Student Health Insurance**

- All students on campus are required to have insurance under NYS law. The College provides for an OPT OUT plan through Gallagher Student Health. If you carry your own insurance and do not wish to be billed by Gallagher for their insurance you must review and actively decline the Gallagher insurance through the **Gallagher Student Health and Special Risk portal**

Under the heading **Health Office Forms/Consent Forms**

- you must review, complete, and submit the **Meningitis Fact Sheet and Consent Form**

Under the heading **Health Office Forms/Immunization Forms**

- New students in all campus programs (Undergraduate, Graduate, Continuing Education) must have your healthcare provider review, complete, and submit the **Immunization Health Form**

Under the heading **Health Office Forms/Physical Forms**

- With the exception of student-athletes ALL new students are to have their healthcare provider complete and submit the **Medical History & Physical**

- If you are a student-athlete of any year in school, rather than the form above, ALL athletes are to have their healthcare provider complete and submit the

Sports History and Physical Form *please note the timeline for a qualifying physical*

New student-athletes must also submit documentation regarding Sickle Cell testing. Information about the documentation necessary can be found at: Wildcat Student Health Information

- Additional information regarding Covid vaccination requirements are noted in the attached COVID Health Protocols, on the New Student Checklist and on the Health Office page on myCaz.

III. Contact the Bursar/Enrollment Services Center and pay your fall semester bill.

Cazenovia's Self Service is available to pay your bill online. If you have questions please call the *Enrollment Services Center* at 315-655-7888 or email Bursar for assistance.

IV. Review and Complete All Items on the Fall New Student Checklist

Many items on the list are noted above. There are several additional items requiring your attention. The Checklist can be found on myCaz at this link:.

Fall New Student Checklist (cazenovia.edu)

For questions please email covid19questions@cazenovia.edu