

Dear Student,

You are receiving this message because you are not in compliance with the University's return to campus requirements due by January 24 for the Spring 2022. Please act now or else risk losing access to Dineen Hall and IT privileges.

**To comply:**

You are required to submit by **January 24**, both your COVID Booster Vaccine Record and your Flu Shot Record.

- To comply with the University's **Booster** vaccine requirement, you must log into the Patient Portal record the date of your booster vaccine and upload proof of your booster vaccine. Your record will not be considered complete until a copy of your immunization proof has been uploaded for verification. Specifically, once in the portal, you should:
  - select the "Immunization" heading and then expand the "Required Immunizations" section.
  - Find the type of COVID-19 booster vaccine you received, enter the date and select "Submit."
  - Once the date has been submitted, select the "Upload" tab from the top menu.
  - Follow all upload instructions, and in the drop-down menu labeled "Choose Document," select "COVID Proof of Vaccination."
  - Click "Select a file," choose the file containing your booster vaccination document and select "Upload."
- To comply with the University's **Flu** shot requirement, you must submit documentation of your flu vaccine, by logging into the Patient Portal with your SU email and password and following the uploading instructions for "Flu Vaccine Documentation."

## **Failure to Comply**

If you do not comply with the University's requirements by Monday, Jan. 24, you will be denied access to Dineen Hall, and you will lose access to IT resources and Wi-Fi. You may also face disciplinary action under the Code of Student Conduct.

If you are not certain of your status, or if you have difficulty uploading your information, please contact the Barnes Center at 315.443.8000 or 315.443.2663. You may also contact the Barnes Center using [this form](#). Please note that College of Law staff cannot upload your information or update your status in the system. You must follow the instructions provided above.

Thank you for continuing to do your part in keeping yourself and others safe. We look forward to welcoming you to campus soon!

**J. Zachary Kelley**

Assistant Dean for Student Resources and Internal Research  
College of Law