

EXTENDED AND COMMUNITY EDUCATION PROGRAMS AND SERVICES

Office of Extended Education

The Office of Extended Education coordinates the following credit bearing programs and services for the College: Summer Session, Winterim, Extension Programs, Distance Learning Courses (including online courses), the College Advancement Program (CAP) for qualified high school junior and senior-level students, the College In High School Program (CHS) with participating high schools, and the admission, registration and monitoring of satisfactory academic progress of all undergraduate non-matriculated students.

For further information, schedules, locations, please call (315) 267-2166 or (800) 458-1142, or visit our Web site at www.potsdam.edu/extended. The Office is located in Raymond Hall, Room 206.

Summer Session

SUNY Potsdam's Summer Session Program is an integral part of the year-round academic program. A number of different sessions, of varying length, are offered throughout the summer beginning immediately after May graduation and ending in the middle of August. The first session, beginning in the middle of May, is particularly advantageous for students who need to complete their coursework prior to the start of their summer employment or other family vacation plans typically occurring during these months. Several other sessions offered during the summer begin after high school graduation in June and are well suited for graduating seniors and school personnel who wish to enroll in credit classes.

Graduate and undergraduate courses are offered in all sessions and are scheduled throughout the day from early morning to late afternoon and evening. Domestic and international travel courses are typically offered as part of the College's comprehensive summer session program, as well as a growing number of on-line-based, distance learning courses.

The maximum credit hours a student can enroll for in a six-week summer session is seven and four credit hours in a three week session. Students enrolling in courses offered in overlapping sessions are limited to a maximum of seven credit hours.

A preliminary summer session schedule is available on our Web site in mid-November each year and final summer session schedule is available by the beginning of March. This information can be found on the College's Web site at www.potsdam.edu/extended. For additional information, assistance or to receive a Summer Session bulletin, please call (800) 458-1142 or (315) 267-2166.

Winterim Session

The Office of Extended Education coordinates a two-week Winterim Session which is offered in early January prior to the beginning of the Spring Semester. Students can enroll in this session for a variety of reasons including completing required prerequisite courses or taking advantage of special topic or special domestic and international travel courses that are not offered in regular fall and spring semesters. A growing number of online, distance learning courses are also offered in Winterim. Enrollment is open to matriculated and non-matriculated

students enrolled at SUNY Potsdam or at other colleges and universities. The course schedule for Winterim is available on our Web site at www.potsdam.edu/extended in mid-October with registration beginning in early November.

Undergraduate Extension Degree Programs

The College offers a part-time undergraduate Bachelor of Science (B.S.) degree completion program in business administration on the campus of Jefferson Community College located in Watertown. The program is designed for individuals who have completed an Associate Degree or have earned approximately 60 hours of college credits. The courses are scheduled weekday evenings and/or Saturdays to accommodate the needs of students who have work or other family commitments during the daytime hours. Students are able to complete all but one upper-division course required for the degree on Jefferson Community College's (JCC) campus. This required "capstone" business course requires the student to come to the SUNY Potsdam campus. To assist prospective and current students in this program, a coordinator/adviser is available on JCC's campus, and by appointment. Please call (315) 786-2373 for further information or to schedule an appointment.

SUNY Potsdam and Jefferson Community College offer a jointly-registered teacher education program, leading to the A.A. (Liberal Arts and Sciences: Teacher Education Transfer) and the B.A. degrees (Early Childhood or Childhood Education). The purpose of this program is to facilitate a smooth, orderly process of baccalaureate degree completion and certification in either Early Childhood Education (Birth-Grade 2) or Childhood Education (Grades 1-6). Students enrolled in this jointly-registered program earn their A.A. degree at Jefferson Community College and proceed without interruption to SUNY Potsdam to complete their B.A. degree in either Early Childhood or Childhood Education at the Potsdam campus. This program virtually eliminates the concept of "transfer" and replaces it with a clearly defined, four-year plan for program completion. This coordinated curriculum at the two colleges ensures mastery of key content areas in the arts and sciences while facilitating a smooth transition to SUNY Potsdam's B.A. programs in teacher education.

Graduate Extension Degree Programs

In coordination with the School of Education and Professional Studies, the Office of Extended Education coordinates the offering of courses for five Master's degree programs in the Watertown area:

- M.S.Ed. Literacy Specialist (Birth-Grade 6);
- M.S.Ed. Literacy Specialist (Grades 5-12);
- M.S.Ed. Literacy Educator;
- M.S.Ed. Curriculum and Instruction; and
- M.S.T. Childhood Education (Grades 1-6)

Most of the courses meet on the campus of Jefferson Community College, with some meeting in other nearby educational facilities. Extension Center courses are scheduled weekday evenings and/or Friday evening and Saturday schedules to accommodate the needs of students who have work or other family commitments during the daytime hours. Prospective students need to be aware that for each Watertown-area degree program, students are required to enroll in one course that is offered only on the SUNY Potsdam campus. Multi-year schedule templates are available to assist students in completing their degree on a timely basis.

SUNY Potsdam provides a program coordinator/adviser in the Water-town area to assist prospective and current students. The coordinator schedules regular office hours in Room 3-103A in the Dulles Building on the campus of Jefferson Community College. Please call (315) 786-2373 to schedule an appointment.

Distance Learning/Online Course Offerings

The Office of Extended Education coordinates the development and scheduling of all distance learning (on-line, video conferencing, internet-based, etc.) credit courses for the College. A variety of undergraduate and graduate courses are offered throughout the academic year, as well as in the Summer and Winterim Sessions. Further information, as well as course schedules, is available under Extended Education at www.potsdam.edu/extendeded and under www.potsdam.edu/online.

Non-Matriculated Undergraduate Students

The Office of Extended Education is responsible for admitting and registering all undergraduate students to the College, as well as monitoring their satisfactory academic progress. Please refer to pages 16 and 47 for detailed admission requirements, registration procedures and satisfactory academic progress policies.

College Advancement Program (CAP)

The College offers qualified high school junior and senior-level students the opportunity to enroll in regularly scheduled undergraduate courses for college credit with the approval of the faculty member teaching the course. Admission requirements are: Minimum 80.0 grade point in a Regents/college preparatory curriculum as indicated on an official high school transcript; a letter of recommendation from the high school principal and/or guidance counselor; and, if under age 18, the completed first page of the Student Health Report (a completed entire report is required if taking 6 or more credits).

College in High School Program (CHS)

Together with participating area high schools, the College offers qualified high school junior and senior students the opportunity to enroll in specified regularly scheduled high schools courses, and upon satisfactory completion, be eligible to receive SUNY Potsdam college credit for the course. Tuition and fees for these courses are offered a “contract rate” which is significantly less than the normal per credit tuition and fee rates. Admission requirements are the same as for the College Advancement Program (see above for details).

Office of Non-Credit, Conferences and Special Programs (Van Housen)

Non-Credit Courses

A variety of non-credit courses and programs are offered throughout the year for children and adults. They include gymnastics, dancing, swimming, fitness, computer, art and a variety of additional personal interest courses. Notary Public and financial planning seminars are also offered each semester. Computer classes are available on-line by accessing our Web site. In addition to a variety of internet and computer software application courses available online, other topics include supervision, small business development, customer service, creative writing and college test preparation.

Summer Camps

The Office of Non-Credit, Conferences and Special Programs also offers a variety of summer, day and resident camps, for children and young adults. One of our most popular camps is the Crane Youth Music camp, which is offered over a two-week period beginning in late June. Other camps typically offered each summer are French camp, Swim camp and the “Bears” International Summer Basketball camp. In addition to these camps, we also offer a summer hockey clinic for Squirts, PeeWees and Bantams and numerous programs for young basketball and soccer players.

Events, Meetings, Workshops and Conferences

A large number of events, meetings, workshops and conferences are both coordinated and offered through this Office. Many of these are regional, national, and international in scope. The College encourages the use of its many fine and varied facilities by outside groups and organizations for these types of activities. A Conference and Events Services brochure is available through the Office of Non-Credit, Conferences, and Special Program. Please call for additional information and details (315) 267-2167.

Travel Courses for Adults

Finally, in partnership with TraveLearn, the Office of Non-Credit, Conferences and Special Programs, together with a network of 300 colleges and universities in the United States, offers educational tours for adults to over eighteen destinations throughout the year, including Alaska, Antarctica, Egypt, Greece and Kenya. Costs range from \$2,000 to \$5,000 for these luxury field trips. The average size of each tour is 14 participants, which allows for a great amount of individual attention and flexibility.

For further information, schedules, prices and locations for any of the courses, programs, and services listed above, please contact the Office of Non-Credit, Conference and Special Programs at (315) 267-2167 or visit our Web site at: www.potsdam.edu/conted.

SPECIAL ACADEMIC OPPORTUNITIES

Honors Program

Contact Person:

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In order to support an environment at SUNY Potsdam that is intellectually stimulating and enriching for students, faculty and staff, and in keeping with the tradition and mission of the College as an institution that prepares outstanding teachers, the Honors Program strives to provide intellectual enrichment for the entire campus community. For additional information, go to www.potsdam.edu/honors.

Eligibility

National Merit Finalists and Semi-finalists as well as high school valedictorians and salutatorians will be invited to participate in General Honors. Students with a minimum high school GPA of 93 percent may be admitted to General Honors as incoming first-year students.