

## Telephone & Voice Mail Services

Telephones are no longer provided in student rooms. Students may bring their own standard analog phone or purchase a used phone for a \$5.00 one-time fee, from the TelCom Office located in Stillman 216. Digital sets will not work on our system. Students may request a voice mailbox and access their Personal Billing Number (PBN) by logging into BearPAWS and clicking on Campus Life and Auxiliary Services. Office hours are Monday-Friday, 8:00am to 4:30pm. Students may contact the TelCom Office at 315-267-3000 or email [telcom@potsgdam.edu](mailto:telcom@potsgdam.edu). For further information regarding telephone and voicemail services, please visit, [www.potsgdam.edu/cts/services/TelCom/index.cfm](http://www.potsgdam.edu/cts/services/TelCom/index.cfm).

## Wireless, High-Speed Internet & Cable TV (Residential)

SUNY Potsdam has partnered with Time Warner Cable to provide Road Runner wired and Wi-Fi high-speed internet service, as well as 90 cable TV standard channels to all students living in our residence halls at no extra charge. Refer to your Road Runner Welcome Kit for connection information. To make it easier for students seeking assistance with either RR wired, RR Wi-Fi, cable TV, or to order additional cable services, there is now one convenient number to call (1-866-339-8225) and this service is available 24/7.

# ACADEMIC AND CAREER SUPPORT SERVICES

## Student Success Center

SUNY Potsdam's Student Success Center (SSC) provides students with one-stop access to a centralized, integrated group of student service offices. All offices are located on the first floor of Sisson Hall. Center personnel work together to assist students in understanding and meeting the College's requirements and in obtaining timely, accurate information and assistance. The staff in all offices strives to guide and encourage students to effectively use available resources in order to promote students' success at SUNY Potsdam and beyond.

For more information, contact the Director of the Student Success Center by calling 315-267-2580 or e-mail [durantj@potsgdam.edu](mailto:durantj@potsgdam.edu). Check us out on the Web at [www.potsgdam.edu/support/ssc/](http://www.potsgdam.edu/support/ssc/).

## Student Success Center Course Descriptions

**FY 100 – First Year Success Seminar (1)** This course is designed to accelerate students' transition to SUNY Potsdam. FYSS provides students with the opportunity to become integrated into the life of the campus by exploring the academic standards of the College, learning to manage their academic progress, and, most importantly, making a connection with the College, its faculty, staff and students. In addition, FYSS provides support for first year students by exploring problems and issues common to the first year experience.

**FY 150 – Metaskills (1)** This is an 8-week course designed to assist students with study skills and developing a sense of responsibility for their education.

**FY 190 – @EOP Freshman Recitation (1)** This course serves to complement existing courses by building a student's skill level and content understanding in a small group format. This course is for new EOP Freshmen only.

**FY 215 – Career Development (1)** This course allows students to explore career interests and skills, research occupational and graduate school information and set objectives. The course is particularly aimed at sophomore students who are undeclared, but is appropriate for any student who is uncertain about his or her career path.

## Academic Advising

Each matriculated student is assigned an academic adviser who will give advice to assist the student toward timely graduation. However, the ultimate responsibility for understanding and completing degree and graduation requirements lies with the student, not the adviser. All non-matriculated students enrolling for 9 or more credit hours, and all matriculated students, must consult with an adviser before they will be permitted to register for classes each semester. A student's primary adviser will then release the advising hold, allowing the student to access the online registration system.

Students are assigned an adviser soon after their arrival on the SUNY Potsdam campus, usually reflecting the student's area of interest. If students have concerns about their adviser assignment, or have questions about academic requirements that their adviser cannot answer, they may contact the following offices: Arts and Sciences Advising Coordinator in Dunn 103 or Academic Advising in Sisson 128 if they are in the school of the Arts and Sciences, Teacher Education Advising Services in Satterlee 111 if they are in Education, and Crane Advising in Bishop C222 if they are in The Crane School of Music.

When students officially declare a major or a minor, the department chair assigns them an adviser in that department. Students will have an adviser assigned for each major and minor they declare and will need to see each adviser every semester before registering. Advising should be a continuing process not limited to selection and approval of courses. Students should discuss with their academic adviser any academic difficulties in their classes, problems outside of class that affect their academic performance, career planning issues, and special academic opportunities such as internships, study abroad, cross-registration, departmental awards, and honor societies. Students should also consult with their adviser before making important academic decisions, such as withdrawing from a class, selecting the S/U grading option, or attempting a semester credit overload. The academic adviser receives copies of transfer credit evaluations and senior audits and can access early alerts and course summaries on BearPaws.

**Note:** Each student is responsible for satisfying requirements for graduation as listed under College, general education, and major /minor requirements. This shall include notifying the Registrar's Office in the event any course, whether failed or passed, is repeated and regular consultation with an assigned adviser.

For more information on Academic Advising, please call 315-267-3266 or stop by Sisson 128.

## Adult Learner/Non-Traditional Student Advising

Non-Traditional students are usually 22 years of age or older; have had at least a two-year break in their education; hold a GED rather than high school diploma; and are married, or single with dependents.

Adult Learner/Non-Traditional students are represented on campus through the Academic Support Office in the Student Success Center (SSC). There is also a Non-Traditional Student Lounge located in Carson Hall where students can relax, study or hold meetings. The

Adult Learner Adviser facilitates programs, advises students, answers questions and provides useful information on commuting/carpooling, childcare, tutoring, and computer technology assistance. For more information, please contact the Academic Support Coordinator, in Sisson 102, 315-267-3447.

Omicron-Psi Omicron is the national honor society chartered expressly for Non-Traditional students age 24 and older. In the spring of each year, a number of non-traditional students who meet the national association's criteria are inducted into this prestigious honor society. National scholarships for which members may apply are also available and range from \$200 to \$1,000. For more information, please contact the Academic Support Coordinator, in Sisson 102, 315-267-3447.

### Accommodative Services

SUNY Potsdam is committed to the full inclusion of all students who can benefit from educational opportunities. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the College endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified students with disabilities to participate in all educational programs, services, and activities. The College will also strive to ensure that a person with a disability who is otherwise qualified will not, on the basis of that disability, be denied full and equal access to and enjoyment of academic and co-curricular programs or activities or be otherwise subjected to discrimination under programs or activities offered by the College.

The Office of Accommodative Services (OAS) provides academic accommodations for all qualified students who have documented learning, emotional, and/or physical disabilities and have need for accommodations. Accommodations can include such services as note takers, text readers, alternative testing arrangements or loan of some equipment.

A student with a disability requiring reasonable academic accommodations should make the specific request for such assistance to OAS. It is the responsibility of the student to identify him/herself as having a disability and to inform OAS that an accommodation is necessary. The student must submit written documentation of the disability and the need for accommodations from an appropriate authority. Accommodations will be determined on an individual basis.

OAS will assist students requesting non-academic auxiliary aids or services in locating the appropriate campus offices to address the requests. Personal care needs are the responsibility of the student.

For additional information on Accommodative Services, please call 315-267-3267 or stop by Sisson 111.

### First Year Transitions/Orientation

The staff in the Office of First Year Transitions is responsible for organizing orientation for all first year students and coordinating sections of the First Year Success Seminar course offered to first year students. Orientation is one of the most significant activities for first year students. Over 95 percent of first year students participate in orientation.

Attending orientation accomplishes a number of critical functions:

1. It provides students with a relaxed and informal atmosphere in which to become comfortable with the campus and to become acquainted with professors and advisers;
2. It offers the students the opportunity to register for classes;

3. It enables students to learn about the policies and procedures of the College;
4. It offers time for social opportunities and the chance to meet other new students.

The First Year Success Seminar is a one-credit course designed specifically to give ambitious first year students an accelerated transition to SUNY Potsdam. The seminar provides the student with the opportunity to become integrated into the academic life of the campus by exploring campus programs, services and technologies. Together, these experiences will provide students with the inside track needed to develop their own academic skills and learning strategies necessary to be successful at SUNY Potsdam.

For more information, contact the Office of First Year Transitions at 315-267-2735 or stop by Sisson 128.

### Experiential Education

The Experiential Education Office (EEO) administers the College-wide Internship Program and assists in the development of community service sites for the Service-Learning Program.

### Internship Program

The Internship Program exists to provide students with the opportunity to complete an internship placement for course credit. The program is an academic program in which students may receive 1-12 academic credits working in conjunction with a faculty sponsor and interning at an appropriate work site related to their major. The internship may be completed in the fall, spring or summer semester and may be paid or unpaid. The Internship Program is a collaborative effort among students, faculty and employers. This collaboration gives students the opportunity to gain career-related experience at a worksite related to their major or academic program in combination with an academic component facilitated by a faculty sponsor.

Guidelines for completing an academic internship are as follows:

1. Students must be registered at SUNY Potsdam and must have junior or senior standing (60 credit hours earned towards graduation). Transfer students must have completed a minimum of 12 credit hours at SUNY Potsdam. Note: Some departments or specific internships may have additional requirements.
2. Students must have a minimum cumulative grade point average of 2.5 when applying for an internship. Note: Some departments or specific internships may require a higher cumulative GPA.
3. Each student must complete a Learning Agreement Form (LAF) and an Internship Proposal before starting the internship. The LAF and the Internship Proposal must be thoroughly completed and submitted to the Experiential Education Office. The LAF outlines learning objectives, academic assignments, job descriptions and deadline dates. The Internship Proposal outlines hours, internship description, training, purpose for completing the internship and the student's expectations of the internship as it relates to his/her major and degree. The site supervisor, faculty sponsor, department chair, academic advisor, and the internship coordinator must approve the Learning Agreement Form.
4. To receive academic credit the student must complete an academic component. The student and the faculty sponsor will negotiate the content of the academic component. Academic component requirements depend upon the number of credit hours requested and the stated learning objectives and should complement the job

description and the intern's responsibilities at the internship site.

5. Grades will be determined by the faculty sponsor based upon the completion of assignments and evaluations from the site supervisor, as outlined in the Learning Agreement Form. A determination is made by the faculty sponsor prior to the beginning of the internship as to whether the internship is graded numerically or as satisfactory/unsatisfactory (S/U).
6. The maximum amount of credits that may be earned for all internship placements is 12 credit hours toward the 120 academic hours required to graduate. The national standard for internship credit is a minimum of 40 hours of contact with the site plus an academic component for each academic credit requested. (Ex. 120 contact hours at the internship plus an academic component equals 3 academic credit hours.) The faculty sponsor must determine the number of credits and whether the credits can count toward a major before the student begins the internship.

**Deadlines to register for an academic internship are as follows:**

(All appropriate paperwork must be turned in prior to beginning your academic internship and before the following dates):

Spring - March 1st      Summer - July 1st      Fall - October 1st

### **Service-Learning Program**

The Service-Learning Program was created to give students the opportunity to combine an educational experience with an organized service activity enabling students to gain further understanding of their course work and an improved sense of civic responsibility. Service-Learning provides students with an opportunity to deepen their learning, see course content in a wider community context, and develop essential skills for becoming aware and active citizens. Service-learning brings books to life and life to books. The Experiential Education Office works with faculty members who are offering Service-Learning courses to establish and identify sites where students complete their service activity. Students may locate a list of Service-Learning (SL) courses available each semester by searching the course catalog. For more information, please call 315-267-2570.

### **Experiential Education Resources**

In addition to the Internship and Service-Learning Programs, the Experiential Education Office offers the following resources to students:

Resume and cover letter preparation through an online program called Optimal Resume; a searchable database called BearTracker to access internship sites; an internship library containing over 30 resources regarding internships; the Experiential Education Office Web site which includes resources for all our programs; a program guide for establishing an internship experience; a semester newsletter; and, individual appointments to assist students with the entire internship process from start to finish.

For more information on any of these programs please call 315-267-2702, or e-mail [eeo@potdams.edu](mailto:eeo@potdams.edu) or log onto: [www.potsdam.edu/eeo](http://www.potsdam.edu/eeo).

### **International Education Program**

The Office of International Education and Programs coordinates the National Student Exchange Program to 48 states, 3 territories and universities in Canada, and administers overseas academic programs. Study abroad and international exchange programs are an integral part of the SUNY Potsdam academic climate. Students may choose from the programs administered by the College in Australia, England, France,

Germany, Mexico, Sweden, Tunisia, Vietnam, and other countries, and from more than 400 overseas programs available through the SUNY consortium. For further information, call 315-267-2507 and see "International Education Programs" on page 67.

### **International Student Services**

International students currently on campus are served by the Coordinator of International Student Services, who monitors federal immigration and naturalization policies and procedures. The Coordinator also certifies student compliance with the USCIS regulations, reports student information through SEVIS and coordinates the international health insurance program. There is a fall orientation program that affords international students an opportunity to become acquainted with the campus and to meet other new students. International Student Services is also an issuing office for the International Student Identification Card (ISIC) which provides significant discounts for travel and merchandise both within the U.S. and abroad. For further information, please call 315-267-2507 or stop by 136 Sisson Hall.

### **Academic Support Lab**

The Academic Support Lab, located in 106 Sisson Hall, provides a variety of academic support services for all students. Walk-in and peer content tutoring is available in many 100 to 300 level courses. General study skills assistance is available by appointment. A small bank of computers and a printer is available for general use. Both iMacs and Windows computers are equipped with internet access and Microsoft Office. Laptops are available to students on a weekly loan basis. There are lockers available by the semester for student use located in both Carson and Sisson Halls. Workshops, presentations and review sessions are also sponsored by the Academic Support Office. For more information, please call 315-267-2702.

### **Special Programs**

#### **Bridges**

The Bridges Program at SUNY Potsdam is a one-year, special admissions program for students who are not academically eligible for regular admission. Bridges provides support services to enhance first-year academic success. The transitional program includes academic advising, personal counseling and course registration and other services such as group content tutoring and learning skills workshops provided through the Student Success Center. All Bridges students sign a learning contract which will specify program requirements. See page 14 for admission information.

#### **Educational Opportunity Program (EOP)**

EOP is a special admissions program for students who are not academically eligible for regular admission. Applicants must also be economically eligible for program services while demonstrating the potential for academic success. Program services include counseling, supplemental instruction, workshops, tutoring, additional financial assistance, fall orientation program and a freshman seminar. See page 15 for admission information and page 23 for financial aid information. For additional information please call 315-267-2335 or go to [www.potsdam.edu/support/eop](http://www.potsdam.edu/support/eop).

#### **Student Support Services Program**

Student Support Services (SSS) is a federally funded TRIO program designed to enhance academic skills and increase retention and gradua-

tion rates of eligible students. Services include peer tutoring, academic planning, academic monitoring, study skills assistance, financial literacy/planning, graduate school planning, counseling, cultural activities and peer mentoring. Through coordination with other campus offices, the program also assists participants with career planning and financial aid counseling.

Eligible students:

1. Are U.S. citizens or permanent residents;
2. Are first-generation college students and/or meet certain family income guidelines and/or have a documented learning or physical disability, as well as;
3. Have a demonstrated academic need for services.

**Special note:** students with disabilities who require classroom accommodations should apply for them through the Office of Accommodative Services.

For more information, please contact the Director of Student Support Services by calling 315-267-2745 or e-mail [fisherdg@potssdam.edu](mailto:fisherdg@potssdam.edu).

## Center for Diversity

SUNY Potsdam is a student-centered institution that is committed to diversity within its student body, staff, curriculum, programs and services. The Center for Diversity exists to assist all students, with an emphasis placed on students of color and diverse backgrounds, in their educational and personal transition and development at SUNY Potsdam. The Center is comprised of the Collegiate Science and Technology Program (CSTEP), Office of Native American Affairs, North Country Science and Technology Program, and the Potsdam Akwesasne Talent Search (PATS). The goal of the Center is to provide educational and social programs and services to help students meet their personal, academic and professional goals.

In continued effort to afford students empowering opportunities, the Center for Diversity staff provide academic and personal advising and referrals to other campus services. The Center also coordinates diversity training sessions, skill development workshops and leadership opportunities to assist in the college-wide appreciation for multiculturalism and diversity. Check us out on the Web at [www.potsdam.edu/diversity](http://www.potsdam.edu/diversity).

## Collegiate Science and Technology Entry Program

The Collegiate Science and Technology Entry Program (CSTEP), is a New York State Education Department initiative designed to provide services to students from underrepresented populations or economically disadvantaged backgrounds who are seeking careers in the sciences, mathematics, health and technological fields, and/or the licensed professions.

With a more than twenty year record of success, CSTEP features individualized student contact and support, and puts a strong emphasis on students gaining hands-on experience in their chosen field prior to graduation (internships, research, co-op, etc). CSTEP works to connect students with experiential opportunities here at SUNY Potsdam, throughout New York State, and across the U.S.

CSTEP offers participants counseling support, academic and career advising, internships, faculty mentored research, tutoring, conference opportunities, job shadowing, and industry site visits. In addition, workshops on portfolio development, resume writing, graduate school preparation, study skills, as well as other academic support programs are offered throughout the year.

To be eligible for CSTEP membership, a student must be:

1. A New York State resident and enrolled full time at SUNY Potsdam;
2. Interested in a career in the sciences, mathematics, technological, or health fields and/or any of the licensed professions of New York State;
3. A member of an underrepresented population (including African American, Alaskan Native, Latino/Hispanic American, or Native American) or must meet income guidelines set by New York State, and;
4. Be maintaining at least a 2.5 cumulative GPA.

For additional information and further assistance, please contact the CSTEP office at 315-267-2192, stop by Sisson 216 or visit our Web site at: [www.potsdam.edu/cstep](http://www.potsdam.edu/cstep).

## North Country Science and Technology Entry Program

The North Country Science and Technology Entry Program (NCSTEP), is a New York State Department of Education initiative designed to provide services to junior high and high school students from underrepresented populations or economically disadvantaged backgrounds who are seeking careers in the sciences, mathematics and technological fields and the licensed professions.

For additional information and further assistance, please contact the NCSTEP office at 315-267-2622, stop by Sisson 236 or visit our Web site at: [www.potsdam.edu/ncstep](http://www.potsdam.edu/ncstep).

## Potsdam Akwesasne Talent Search

The Potsdam Akwesasne Talent Search Program (PATS) is a federally funded TRIO program that provides academic enrichment and social support, as well as, informational services to economically disadvantaged and/or potential first-generation college students.

The program's purpose is to encourage participants to enter postsecondary education programs (technical/community colleges and four-year institutions). PATS purpose is achieved with a variety of services that are provided to students in grades six through twelve throughout St. Lawrence County, Franklin County and the Akwesasne Mohawk Reservation.

The PATS network, linking North Country secondary schools, colleges and community agencies, serves as a resource to Potsdam and the North Country communities.

For additional information and further assistance, please contact the PATS office at 315-267-2762.

## Native American Affairs

The Office of Native American Affairs was created to serve as a center of emphasis for the SUNY System Northern Consortium Native American Initiative. The office provides direct assistance to the students and the College, with special interest placed on Native Americans.

It is the expressed goal of the office to provide educational and social programs and services to help Native American students meet their personal and professional goals. In addition to their direct support, the staff provides referrals to appropriate campus offices and support services.

The Office of Native American Affairs serves to increase campus awareness of Native American cultures and contemporary issues, while providing quality educational, cultural, and social programs for the

College, the North Country community and the near-by Akwesasne Reservation. The department seeks to increase the recruitment and retention of Native American students at SUNY Potsdam and throughout the North Country.

For additional information and further assistance, please contact the Center for Diversity at 315-267-2184.

### College Writing Center

The College Writing Center (CWC) provides assistance for students in every facet of writing from topic development to final draft revision. Supervised by English faculty and staffed by trained peer tutors, the CWC helps student writers to clarify their own ideas, to improve their own expression, and to plan their own revisions. In addition to individual writing tutoring, the CWC offers practicum opportunities for upper division students and workshops on academic and creative writing topics. The CWC welcomes inquiries for workshops or special assistance from faculty members and students alike. The Writery, adjacent to the College Writing Center, is equipped with Macintosh and Windows computers as well as comfortable tables and chairs where students can read, write or study. The facility is open weekdays in Carson Hall and evenings in Sisson 106 and Crumb Library. For more information, contact the College Writing Center at 315-267-3059 or [cwc@potdam.edu](mailto:cwc@potdam.edu). Also see our Web site: [www.potsdam.edu/support/cwc](http://www.potsdam.edu/support/cwc), which provides current hours and useful handouts.

### Career Planning

The Career Planning staff provides the following services to SUNY Potsdam students and alumni:

**Career Selection** – Individual counseling, career interest testing, FOCUS an interactive career computer program, and career books are resources used to assist in selecting career options. This service has proven to be of value whether or not students have already chosen their academic majors.

**Career Entry** – Individual counseling and group workshops in job search strategies, resume and cover letter writing, developing interviewing skills, and designing portfolios and self-marking brochures are provided. This service includes, job vacancy lists, resume programs, job fairs, on-campus recruiting and the maintenance of reference files.

**Career Management** – This program is primarily an alumni service in career progression, career change and career problem solving.

**Summer and Part-time Jobs** – The office has directories of summer jobs listed by career field, academic major and geographic area with requirements for applying which provide special guidelines pertaining to them. Summer and part-time jobs are posted on our Web site at [www.potsdam.edu/offices/career](http://www.potsdam.edu/offices/career). These can be crucial for gaining career-related experience.

**Library** – The Career Planning lending library contains over 200 books and videos categorized by career information, reference materials, graduate school, summer jobs and “how to” for a multitude of career fields.

**Graduate School Assistance** – Library references and individual assistance in planning for graduate school is available. Plus, we offer a graduate school fair every fall.

**Student Computer** – Computers and a laser printer are provided for student use in preparing resumes and letters, searching for jobs, designing network cards, and developing portfolio pages.

**Internet** – Through the Career Planning page on the Web, students have access to information on job vacancies, employers, careers, summer jobs, graduate schools, career mentors and all office handouts. Students also can submit resumes and apply on-line. For further information, go to: [www.potsdam.edu/offices/career](http://www.potsdam.edu/offices/career) or contact Career Planning at 315-267-2344.

## ACADEMIC POLICIES AND PROCEDURES

### SUNY Potsdam Academic Honor Code

#### I. Academic Integrity

Throughout their history, institutions of higher learning have viewed themselves and have been viewed by society as a community of persons not only seeking the truth and knowledge, but also seeking them in a truthful and ethical fashion. Indeed, the institution traditionally trusted by the public and the one to which individuals most often turn for unbiased factual information is the university. Thus, how a university behaves is as important as what it explores and teaches. SUNY Potsdam expects all members of its community to conduct themselves in a manner befitting this tradition of honor and integrity. Enrollment at the College requires a commitment to the principles of the SUNY Potsdam Academic Honor Code both in spirit and in adherence to rules and policies. The Academic Honor Code makes SUNY Potsdam a better and more enjoyable place as it affords to each member of the SUNY Potsdam community the trust and freedom that honesty promotes.

Personal honor, integrity and respect for the word and work of another are the basis of the Academic Honor Code. Thus, it is the responsibility of every student enrolled in SUNY Potsdam to adhere to and uphold this Code in pursuit of academic integrity. The Academic Honor Code furthers this effort by prohibiting lying, cheating and stealing.

This Code applies to all academic programs, faculties and departments at the College both graduate and undergraduate. More detailed standards of academic conduct may be set forth by each of the schools and individual faculty members. It is the responsibility of every member of the academic community to be familiar with and supportive of the Academic Honor Code.

#### II. Academic Honesty Pledge

On all academic work done by students at SUNY Potsdam, the pledge below is either required or implied. Furthermore, this statement is regarded as an indication that the student understands and has complied with the requirements and assignments as set forth by the course instructor and as stated in this Academic Honor Code.

“On my honor: I will not give nor receive any inappropriate assistance on any academic work in accordance with the SUNY Potsdam Academic Honor Code and the directions given to me by each course instructor.”

#### III. Basic Standards of Academic Integrity

Specific acts that are considered to be academic dishonesty and that are prohibited by this Code include, but are not limited to:

1. **Cheating:** using unauthorized notes, study aids or information on an examination; altering graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name.