

Jerry and Catherine Welsh Scholarship

Awarded to a matriculated education major who has achieved second semester sophomore standing and who demonstrates high financial need, academic excellence and leadership in campus and/or community programs. Candidate must be a graduate of a St. Lawrence or Franklin County high school and be enrolled in the coaching certification program.

Peg White Scholarship of Love

Awarded to a junior or senior majoring in one of the arts at SUNY Potsdam.

Nancy Murchie Wustman Memorial Scholarship

The recipient will be chosen by the voice faculty of The Crane School of Music. Eligible candidates must be an entering freshman voice major with outstanding talent and demonstrated financial need. One-time award for the student's freshman year.

Yamaha Wind and Percussion Scholarship

Awarded to juniors and seniors based on musical and academic performance. The scholarship will be awarded annually, alternating between a wind and a percussion player.

Other Sources of Financial Assistance**Online Scholarship Source**

FastWEB: www.fastweb.com

Financial Aid Information on the World Wide Web. This includes a database of approximately 225,000 private scholarships, grants and loans for college students of all ages and interests. This free service will provide information on possible scholarships based on a student's background, college, parent's income, interests, etc.

Veterans Benefits

Veterans of the U.S. Armed Forces, National Guard and Reserves, their dependents and survivors may be eligible for postsecondary education benefits.

For detailed information, contact the Veterans Administration toll free at 888-442-4551 or see the G.I. Bill Web site: www.gibill.va.gov.

If you are planning to use GI benefits at SUNY Potsdam, please contact the campus coordinator of Veteran's Education Benefits in the Registrar's Office, toll free 877-768-7326 or 315-267-2154. The Potsdam Web site is: www.potsdam.edu/offices/registrar/veterans.

Consumer Information

The United States Department of Education regulates that certain consumer information be disclosed to enrolled and prospective students. Students have the right to obtain the following:

- Student Right-To-Know Act
- Information on completion/graduation rates for general student body;
- Equity in Athletics Disclosure Act;
- Drug and alcohol abuse prevention information;
- Clery (Campus Security) Act;
- Family Educational Rights and Privacy Act (FERPA);
- Student Rights and Responsibilities;
- Withdrawal and Return of Title IV funds;
- Copyright policy;
- Transfer of credit policy.

A printed copy of such information will be provided to students upon written request. Please submit your request to: SUNY Potsdam Financial Aid Office; 44 Pierrepont Avenue; Potsdam, NY 13676; Phone: 315-267-2162; Fax: 315-267-3067.

STUDENT LIFE**Campus Life Policies****Maintenance of Public Order**

The State University of New York at Potsdam wishes to maintain public order appropriate for a university campus without limiting or restricting the freedom of speech or peaceful assembly of students, faculty or administration. The College has, therefore, issued Rules for the Maintenance of Public Order to ensure that the rights of others are protected and to set forth prohibited conduct. For a copy of the Rules, contact the Office of Student Conduct and Community Standards or go to www.potsdam.edu/studentlife/studentconduct/index.cfm.

Rules of Student Conduct

SUNY Potsdam recognizes that students have, within the law, rights of free expression and advocacy and seeks to encourage and preserve these freedoms within the entire University. Inherent within this broad policy is the obligation of all students to conduct themselves lawfully, maturely and responsibly. To this end, SUNY Potsdam has established the Code of Student Rights, Responsibilities and Conduct, which sets forth detailed regulations for conduct and disciplinary proceedings. These regulations recognize the need for due process and procedural fairness prior to the imposition of disciplinary action. For further information and written requirements, contact the Office of Student Conduct and Community Standards or go to www.potsdam.edu/studentlife/studentconduct/index.cfm.

Student Conduct and Community Standards

The Office of Student Conduct and Community Standards works closely with students, faculty, staff, and the local community on conflict resolution, appropriate citizenship, academic integrity, and other quality of life issues. It is the goal of the office, through coordination of the student conduct system, to help students learn to think proactively concerning their behavior and its effect on others. The desired result is that students will accept both the responsibility and consequences for their behavior and will strive to make appropriate choices. In addition, the Office of Student Conduct and Community Standards coordinates the College's research and programming related to student use and abuse of alcohol and other drugs. For further information, go www.potsdam.edu/studentlife/studentconduct/index.cfm.

Vehicle and Traffic Regulations

Regulations have been established to govern vehicular and pedestrian traffic and parking on highways, streets, roads and sidewalks owned, controlled or maintained by the College. These regulations apply to students, faculty, employees, visitors and all other persons upon such premises. For more information on vehicle regulations and appeal procedures or for copies of the Campus Traffic and Parking Regulations brochure please contact University Police at 315-267-2222 or go to: www.potsdam.edu/police.

Leadership and Student Engagement

Our staff works to motivate students to become involved in learning opportunities at SUNY Potsdam, within the local community, and beyond, by providing resources, workshops, and activities to enhance the out-of-class experience. We empower students and student leaders to reach their full potential, achieve their goals, and make a positive difference in shaping the SUNY Potsdam college experience for all students. By facilitating communication between all of the different student groups/organization across campus, we increase collaboration and create an integrated and active community.

Residence Life

As students spend a significant portion of time outside of the classroom, college residence halls present many opportunities for learning and personal growth. We house students in an environment that is healthy, safe and conducive to academic and personal success. We connect students to activities and experiences that promote their personal, social and cognitive growth through dedicated programming in the residence halls, involvement in clubs and organizations, and leadership activities.

Potsdam undergraduate students can choose from six modern, fully equipped residential complexes where living options that range from traditional double rooms to two-, four-, five-, six- and eight-person suites, apartments and townhouses. A very limited number of singles may be available for upper class students on a space availability basis. The First Year Experience (FYE) program, designed to address the transitional needs of first-year students, is also available to incoming first year students. A major goal of the program is to provide opportunities to make meaningful connections with their peers as well as with faculty and staff. The FYE program has residential, programmatic, and academic components. Some areas within FYE have academic theme floors. All students living in FYE halls are enrolled in the First Year Success Seminar (FYSS).

Residency

All incoming first-year students are required to live on campus for four consecutive semesters. Transfer students must live on campus for two consecutive semesters. Exemptions from this policy are routinely granted to students who live with their parents or legal guardians, continue to reside in their official residence as defined by the Office of the College Registrar, are married, or are 21 years of age as of September 1 (for fall admission) or January 1 (for spring admission). Students for whom this policy creates special documented hardships may apply for exemption to the Director of The Center for Campus Life.

Management of Residence Life Program

Potsdam's Residence Life Program is led by the Director of Residence Life, and two Assistant Directors. Professional residence hall directors (RDs) and student resident assistants (RAs) and academic peer mentors (Mentors) in the FYE program work to create a safe and comfortable living environment that is conducive to the educational mission of the College.

Residence Hall Facilities and Services

Each residence hall is equipped with several common area spaces for all to use. These include study lounges and recreation rooms. In addition, each residence hall has a kitchenette designed for preparing occasional snacks and small dinners. Washers and dryers are available, free of charge

to residential students, in each residence hall provided by Mac Gray. The cost of laundry is included in the cost of the room. Every floor has common area, single-sex bathrooms (except areas that have suites with bathrooms, Lehman North Apartments, and the Town Houses).

Every student room/suite in the residence halls includes high-speed wired and wireless (802.11 b/g) access as part of our partnership with Time Warner through their "Road Runner" service. We offer a "port per pillow" so that every student (not just each room/suite) has the opportunity to connect to the internet. Students need to provide their own 12-25 foot Ethernet cord (for wired access only). Moreover, each room/suite comes equipped with a coaxial cable TV hook-up. This allows students access to over seventy cable stations also through Time Warner. Students must provide their own television sets and can purchase additional packages.

All student rooms come with free unlimited local and long-distance calling within the Continental United States and its' territories. No signups are required. Each student is automatically assigned a personal billing number (PBN) to make off-campus calls. Your PBN may be found by logging into BearPAWS, choose Campus Life and Auxiliary Services and click on PAETEC Long Distance. Access to your free voice mailbox is also done by request in BearPAWS under Campus Life and Auxiliary Services, and choosing Voice Messaging Request & Instructions. Students may bring their own phone or purchase one for a \$5.00 one-time fee from the TelCom Office located in Stillman 216.

Each residence hall area has a variety of coin and BEAR Express operated vending machines for beverages and snacks. There is a limited amount of long-term storage space available in the residence halls throughout both the academic year and the summer. Each hall's cleaning staff maintains the public bathrooms and those found in suites as well as common areas (i.e. lounges, bathrooms, stairwells, hallways, etc.). They are responsible for the day-to-day general cleaning, but not for cleaning up excessive messes left by students. The halls have an electronic keyless entry system that is active for 24-hours a day.

Potsdam Auxiliary and College Educational Services, Inc. (PACES)

PACES is a not-for-profit corporation established in 1950 by the College to operate Dining Services, The College Store Complex, Vending Services (washers, dryers, vending machines) the SUNYCard office, and Administrative Services.

All policies and operating budgets for PACES' services are established by the PACES Board of Directors; a group of four students, three faculty members, three College administrators, one member of the College Council and the PACES Executive Director.

Dining Services

To meet the dining needs of our campus customers PACES operates restaurants at six campus locations. Traditional all-you-can-eat meals are provided in Lehman Dining Center. Students who eat in the Student Union Dining Court have seven distinct restaurant concepts to choose from, each offering a unique menu. Other campus dining units include: Dexter's Café in Thatcher Hall, Minerva's Café in the Crumb Library, the Crane Snack Bar in the Crane Complex and our newest restaurant, Becky's Place at Pratt Commons.

PACES Dining Services has consistently ranked in the highest percentile in the national customer service benchmark survey. Our campus

commissary prepares food and bakes breads, cookies, and pastries daily. We purchase local products as much as possible and our eating units offer dishes prepared and cooked to order as well as grab and go items. Healthy eating is an important aspect of our menus. PACES employs a student Health and Nutrition Advocate as well as a dietician. Dining Services' employees are eligible for PACES scholarships and awards.

Meal Plans

PACES offers a wide variety of meal plans from the all you care to eat traditional residential plan to a townhouse/commuter All Flex Plan. Meal Plans are designed to meet the diverse needs of our student body and feature different combinations of Guaranteed Meals, FLEX Dining Credits & Be-My-Guest passes.

All students who live on campus are required to buy a residential meal plan unless they have satisfied the residency requirement and live in a town house or a Lehman apartment. If you do not select a meal plan, you will be assigned the 14Meal plan and billed accordingly. For more details, terms, conditions, and current pricing please visit www.potsdam.edu/studentlife/dining. Meal plan prices and structure are subject to change annually.

Keeping in mind that there are approximately 110 days in the academic semester, how many meals you choose to have available on your meal plan is an individual decision. When choosing what plan is best for you think about how much time you expect to spend away from campus as well as your eating habits.

Our meal plans have two accounts: Meals & Flex. Flex is a declining balance account that can be used at any dining location at any time. It is allocated per semester. Meals are allocated per week and may be used for access to Lehman Dining Center or as a \$6 credit towards purchases made at selected campus restaurants. Since meals are allotted per week, you won't have to worry about using them all up before the semester is over.

Meal plan selection is subject to review and audit by the SUNYCard office and is based on room assignments and completion of the residency requirement. Students who are determined to be in contradiction with these terms will be defaulted to the 14Meal Plan.

Semester Residential Meal Plans

19MEAL

Nineteen meal blocks per week (approximately 300 meals per semester) that can be used for an all-you-care-to-eat meal at Lehman Dining Center or as a \$6 credit towards food purchased in selected restaurants across campus.

14MEAL

Fourteen meal blocks per week (approximately 225 meals per semester) that can be used for an all-you-care-to-eat meal at Lehman Dining Center or as a \$6 credit towards food purchased in selected restaurants across campus. A great blend of convenience and value; this is our most popular plan.

9MEAL

Access to Lehman Dining Center nine times per week (approximately 150 meals per semester) or as a \$6 credit towards food purchased in selected restaurants across campus. A great plan for those who expect to eat dinners and weekend brunches at Lehman Dining Center but want the flexibility of eating lunches and snacks at any dining unit.

5MEAL

Access to Lehman Dining Center five times per week (approximately 85 meals per semester) or as a \$6 credit towards food purchased in selected restaurants across campus. A good plan for those who expect to be off campus most weekends but plan to eat weekday dinners at Lehman Dining Center.

All Flex

A minimum meal plan for students living on campus. It provides the lowest entry price to Lehman Dining Center plus guest passes. You can eat in any dining unit using your flex credits.

Semester Townhouse/Commuter/Non-Residential Meal Plans

Commuter100/300/500: Choose one of these three all flex plans, which may be used in any dining location. Save the 7% NYS sales tax and receive a 10% discount for the Lehman Dining Center cash price.

All terms and conditions apply to these meal plans.

The College Store Complex

PACES owns and operates The College Store and the campus convenience store, The Union Market. These two stores are the core retail operations on campus. The College Store carries all faculty requested course materials. The store manages an online ordering system which is available prior to the start of every semester. For information about how to order books or merchandise online visit: <http://bookstore.potsdam.edu>.

The College Store also carries a line of SUNY logo clothing, gift items, trade books, CD & DVDs, computers and accessories, school and art supplies, alumni memorabilia and room decorations. The Store sponsors a gift program "Bear Care" for students' families which includes clothing items, balloons, candy-filled mugs, cakes, brownies and ice cream, and all-occasion gift baskets. Check cashing and money order services are also available at the store.

The Union Market convenience store offers hot and cold beverages, a large variety of snack items and bulk candy, frozen meals, ice cream, health and beauty aids, electronics, dorm "houseware" items, newspapers, postage stamps, mailing supplies, magazines, film processing, DVD and video rentals. The Market is open seven days a week.

SUNYCard

The SUNYCard is the multi-purpose identification, debit transaction card which also provides keyless entry to the residence halls. The SUNYCard is the official college photo/ID card and is required on campus.

Bear Express Account

A Bear Express account is your personal debit account for use on and off campus. Money placed on account may be deferred to your college bill for the first weeks of the semester. After that time money can be added to the account with cash, check or credit card at the PACES Business office. You can check your account balance at any time through BearPAWS.

Bear Express allows you to go cashless, buy snacks from the vending machines, food in campus restaurants, and textbooks or convenience items at The College Store and Union Market. The Bear Express account is also accepted at participating merchant businesses in the Potsdam community.

Bear can be used to purchase tickets from the SGA and CPS box offices as well as to buy prescription drugs from Student Health Services. Bear Express can be used as a form of payment at any Dining unit, but we recommend that you use your meal allowances and flex dining credits first. Any items purchased with Bear Express are subject to NYS sales tax. Any unused Bear balances will rollover from fall to winter to spring semester. Bear Express balances of \$20 or over will be credited to your student account and barring any outstanding balances, will be refunded at the end of the academic year.

College Counseling Center

The College Counseling Center provides professional psychological services to students during times of personal, social, emotional and educational difficulty. Through individual or group counseling, students learn to deal more effectively with relationship difficulties, eating disorders, alcohol and other drug problems, study habits, crisis and loss situations, depression and anxiety. All of our therapists are licensed in New York State as Mental Health Counselors. The Center employs a developmental approach with primary focus on short-term counseling. All information shared in counseling is strictly confidential and fully protected under the law.

The Center also provides outreach programming and workshops designed to assist students with the developmental tasks of the college years; achieving independence, identity and intimacy. The Counseling Center supervises a cadre of well trained student "Wellness Advocates" that provide assistance to students, especially during after hours when the Center is closed. It should be pointed out to perspective students that resources in the local area for psychiatric treatment are extremely limited and that the College has no psychiatric providers on staff. For more information, contact the College Counseling Center at 315-267-2330 or stop by our office located at 131 Van Housen Hall.

Student Health Services

SUNY Potsdam's Watkins Student Health Center, located in Van Housen Hall, is approved by the Accreditation Association for Ambulatory Health Care. This certificate indicates that the College's health center has met or exceeded nationally recognized standards for health care and that it is committed to providing high quality care to all students. In addition to serving as a clinic for students who need health care, Student Health Services makes significant contributions to the physical and psychological health of the entire campus community. The following highlights some of the services that SUNY Potsdam's health center provides:

- primary care providers who evaluate and treat illnesses
- frequently prescribed medications on-site
- on-site laboratory services
- reproductive health exams and screenings
- allergy shots
- comprehensive asthma care, including nebulizer treatments
- complete physicals: athletic, employment, or for travel abroad
- confidential HIV testing and counseling
- psychological screening and referral
- cholesterol screening
- glucose testing
- BP screening
- smoking cessation counseling
- annual Wellness Fair for campus and community
- flu vaccine clinics

- Self-Care Center for colds and flu
- a student insurance representative on staff
- review and maintenance of health care records for each student
- review of each student's health information to assure compliance with New York State Mandates
- health education in the form of active and passive programming, peer education and the maintenance of a resource library available to all students
- a medically supervised weight loss program offering one PE credit (PE 155: PathWeighs Weight Loss Class)

Exams by appointment only. Please call 315-267-2377.

Campus Ministry

The goals of the Campus Ministry are to enhance spirituality on campus, to be of service to those who have spiritual needs or wants, to encourage and give guidance to those who desire participation with a particular place of worship with the community, and to be available in times of spiritual needs. The campus minister builds connections between the College and local faith communities in an effort to create and promote opportunities for students to explore and express their spiritual nature.

SUNY Potsdam Child Care Center, Inc.

SUNY Potsdam Child Care Center, Inc. is a non-profit, privately run childcare facility centrally located on campus in Merritt Hall. The Center accepts children for care from six weeks through age nine, to include school age, after school, vacation and snow days. Staff members are carefully screened and well trained; many hold degrees in early childhood education. The Center serves children of SUNY faculty, students and staff, as well as the community at large, providing a safe, loving environment with child-centered programs, and meals prepared at the Center. Space is limited, so it is very important to contact the Center as soon as a need for childcare is known. For more information, contact the Center's Director at 315-267-2391 or log on to the Web site: www.potsdam.edu/faculty/spccc.

University Police

The University Police Department's mission is to provide a safe and secure environment for all persons on the College campus, and to protect the rights of each individual as we carry out our mission.

The University Police Department at SUNY Potsdam currently has nine police officers, two Lieutenants, and a Police Chief. The Department also has two full time civilian employees and approximately 15 part-time civilian student dispatchers. The department is responsible for enforcement of federal, state, and municipal laws as well as vehicle and traffic laws. We ensure that the members of the College community comply with all campus rules and regulations. Services offered by University Police include personal safety and crime prevention programs, vehicle jump-starts and lock out assistance, campus escorts and emergency assistance. The University Police Department administers the campus parking program, to include vehicle registrations, parking fee collection and parking ticket appeals. We provide these services 24-hours per day and seven days a week, because we are committed to the safety and security of all employees, students and visitors to the campus. For more information, visit our Web page www.potsdam.edu/studentlife/safety/index.cfm or call us at 315-267-2222.

SUNY Potsdam is committed to providing a safe, supportive, and secure environment for the entire university community, including visitors.

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. To view a copy on-line go to www.potsdam.edu/studentlife/safety/upload/2008AnnualReport11_09.pdf. To obtain a hard copy, contact University Police at 315-267-2222 or via email at universitypolice@potsdam.edu. You may also view crime statistics for all colleges and universities at the United States Department of Education's website www.ope.ed.gov/security/search.asp.

Computing & Technology Services

Computing & Technology Services (CTS) provides support and leadership for SUNY Potsdam in all areas of information technology including desktop computing, networking, telephone services, administrative systems and instructional technology. Our main administrative office is located in Stillman Hall, Room 209 and our Helpdesk is located in Stillman Hall, Room 103. For additional information about CTS, go to www.potsdam.edu/cts, check out our CTS Student Newsletters, updated each semester at www.potsdam.edu/cts/news/ctsnewsletter.cfm or e-mail: cts@potsdam.edu.

Student Employment Opportunities

The department hires many students to work in various areas within CTS. Our student employees are essential in providing valuable assistance to our department and to the entire campus. We encourage students with Federal Work Study and students who have not received work study to apply. Applications can be obtained at the Helpdesk in Stillman Hall, Room 103 or from the Levitt Center.

Computer Purchase Programs

Students, faculty and staff are eligible for educational savings on a wide variety of personal computers and software. Prices are usually lower than the best mail order or internet offerings. This purchase program includes both Macintosh and Windows-based computers, printers, installation services, and all major software packages. Students interested in this program are strongly encouraged to take advantage of special pricing during the summer and/or spring semesters. Entering students who have signed a letter of intent to enroll in a course of study are eligible for the purchase programs as well. For further information, contact The College Store at 315-267-2573.

Special Software Pricing

UBMicro has made available to all SUNY Potsdam students special software pricing through the Student Select Program. Students can now easily order directly on-line from UBMicro by going to www.ubmicro.buffalo.edu/1/wah.php. Special pricing is available on the following software products:

- Office Mac (currently for \$54.95 plus tax and shipping)
- Office Enterprise Windows (currently for \$68.95 plus tax and shipping)

Campus Computer Account (CCA)

All SUNY Potsdam students are assigned a Campus Computer Account (CCA) once they have made their admissions deposit to the college or registered for a course. The CCA is used for all campus services including Potsdam email, BearPAWS, logging onto campus computers, on-campus and residential Wi-Fi access, Blackboard, publishing web pages and proxy access to campus restricted web sites. The same username and password is used for all of these services.

Blackboard

Blackboard is a web-based Learning Management System that is widely used by SUNY Potsdam faculty to deliver online courses as well as enhance campus-based courses. Faculty use Blackboard to post syllabi, course materials, announcements engage students in discussions, record grades and send e-mail. To login to Blackboard, visit <http://blackboard.potsdam.edu> and use your Campus Computer Account (CCA) for username and password.


BearPAWS

BearPAWS is the web interface for students to view academic records and register for classes as well as other college services. To login to BearPAWS, visit <http://bearpaws.potsdam.edu> and use your Campus Computer Account (CCA) for username and password.

BearMail

It is required that every student use their SUNY Potsdam e-mail account on a regular basis throughout their educational experience. Faculty and administrative personnel use this e-mail address to contact students with important announcements and information. Your SUNY Potsdam e-mail address is [username]@potsdam.edu. To login to BearMail, visit <http://bearmail.potsdam.edu> and use your Campus Computer Account (CCA) for username and password.

Wireless Access (Non-Residential)

The wireless network at SUNY Potsdam is a standard 802.11b/g implementation of wireless and is free to all students. Wireless hotspots are located throughout campus and are frequently added. Look for areas with the  W@SP logo.

For more information and a map of wireless campus locations, visit <http://wireless.potsdam.edu>.

Internet2 Access

SUNY Potsdam is part of the NYSERNet Research and Education (R&E) network, which provides high-performance network connectivity for a statewide community of universities, colleges, corporate and federal research labs, libraries, museums, and K-12 schools. The network has external connections to various national and international R&E networks including Internet2's national IP R&E network.

Stillman Helpdesk

The primary function of the CTS Helpdesk is to resolve service requests and to assist faculty, staff, and students with campus computing related problems. Students having problems with Campus Computer Account (CCA) or related services should report these problems to the Helpdesk. You can visit the Helpdesk in Stillman 103, send e-mail to helpdesk@potsdam.edu, or call 315-267-2083.

Hours of operation are Monday through Friday from 8:00 a.m. to 4:30 p.m. After hour support is available when classes are in session. The CTS Helpdesk extension (315-267-2083) is forwarded to our student employees at the Levitt Center at the end of the business day. Our students log the calls into a tracking system. Calls that cannot be resolved immediately are routed to the appropriate staff on the next business day. After hour support:

- Monday-Thursday - 4:30 p.m. to 9:00 p.m.
- Friday - 4:30 p.m. to 6:00 p.m.
- Saturday - 10:00 a.m. to 6:00 p.m.