

SUNY Potsdam

Fall 2009 International Orientation Guidebook



Office of International Education & Programs
Sisson Hall, 44 Pierrepont Avenue
Potsdam, NY 13676 USA

<http://www.potsdam.edu/academics/international/index.cfm>

Phone: 1 (315) 267-2507

Fax: 1 (315) 267-4890

International@potsdam.edu

INTERNATIONAL FRESHMEN & TRANSFER NEW STUDENT CHECKLIST

Please complete all of this information as soon as possible.

BearPAWS web site: https://services.potsdam.edu/prod/twbkwbis.P_WWWLogin

- Complete Step 1:** Register on BearPAWS to attend the International Orientation Program. **Questions?** Contact International Education & Programs at: international@potsdam.edu

- Complete Step 2:** Complete the mandatory health forms found on BearPAWS and mail them in as soon as possible (as per the New York State Dept. of Health you will be **dis-enrolled** from your classes at SUNY Potsdam if you do not complete these forms).
Questions? Contact Student Health Services at:
<http://www.potsdam.edu/studentlife/healthservices/index.cfm>

- Complete Step 3: FRESHMEN ONLY:** Fill out the Advising Questionnaire on BearPAWS for your adviser to review before orientation begins.
Questions? Contact International Education & Programs at:
international@potsdam.edu

- Complete Step 4:** Complete the online Housing Registration form on BearPAWS.
Questions? Contact the Center for Campus Life at: campuslife@potsdam.edu

- Complete Step 5:** Sign up for a Meal Plan and Bear Express on BearPAWS.
Questions? Visit the PACES web site at:
<http://www.potsdam.edu/offices/paces/index.cfm>

- Complete Step 6:** Sign up for a MicroFridge (optional) on BearPAWS.
Questions? Visit the PACES web site at:
<http://www.potsdam.edu/offices/paces/index.cfm>

- Complete Step 7:** Order your books online to have them pre-packaged.
Questions? E-mail Carlie Harper at the College Store: harpercv@potsdam.edu

If you have any questions, please contact the Office of Admissions at: admissions@potsdam.edu or the Office of International Education & Programs at: international@potsdam.edu

STEP 1: REGISTER FOR THE INTERNATIONAL ORIENTATION PROGRAM

Mark your calendars! Our International Orientation Program is scheduled to begin on Thursday, August 26, 2009 at 9am. **All SUNY Potsdam international students are strongly recommended to attend this special orientation program designed especially for you.**

When should I arrive to campus? All international students must **arrive to campus no later than Wednesday August 25, 2009.** This is the official arrival day for all new international students. If you require assistance in making your travel plans, please consult our web site: <http://www.potsdam.edu/academics/international/comingtotheus/>

How long is the orientation? Two days: Thursday, August 26 and Friday, August 27

What information will be given? The orientation will provide detailed information to help you succeed both academically and culturally in the SUNY Potsdam community. In addition, you will have the opportunity to learn more about the various programs and services important to you as a new student here.

What documents will I receive during orientation? You will receive your SUNY card, parking permit (if needed), and may pick up your books at a special time arranged just for conference attendees. It's that easy!

How much does orientation cost? Student International Orientation Fees will be INCLUDED in your first University bill – **Student Fee: \$130.00.** Guest orientation fees are *NOT INCLUDED* in the student's university bill but can be paid on the day of orientation with a check or money order payable to PACES – **Guest Fee: \$50.00.** Guests will need to arrange their own accommodations off campus.

REGISTER FOR ORIENTATION!

<http://www.potsdam.edu/cts/services/bearpaws>

Here you can register for the international orientation program, fill out mandatory health forms, complete an advising questionnaire, sign up for a First Year Interest Group (FIG), housing, meal plans and a micro-fridge!

- ❖ Use your Campus Computer Account (CCA), Username and Password.
- ❖ Go to the "New Student" link and choose the international orientation date.
- ❖ Print your confirmation page
- ❖ **Note:** Think carefully about your online choices. After you register online for orientation, housing and/or meal plan you will need to contact the appropriate office to make any changes.

Please register online as soon as possible. If you have any questions or concerns about the international orientation program, please contact the Office of International Education & Programs at: international@potsdam.edu

STEP 2: HEALTH FORMS TO BE COMPLETED BY ALL STUDENTS

BEFORE STUDENTS CAN REGISTER FOR CLASSES, ALL STUDENTS MUST FILL OUT THE MANDATORY HEALTH FORMS.

- Log into BearPAWS
- Go to the “New Student” link
- Click on the Mandatory Health Requirements link
- Follow all the steps listed on this Web site

Note: New York State Department of Public Health requires that these forms be filled out and mailed to the Office of Student Health Services before orientation begins. Please send completed forms to:

Student Health Services
SUNY Potsdam
Van Housen Hall, 44 Pierrepont Avenue
Potsdam, NY 13676 USA

Questions about health forms or your immunization requirements?

Contact Student Health Services at: shs@potsdam.edu or visit their website at:
<http://www.potsdam.edu/studentlife/healthservices/index.cfm>

STEP 3: FRESHMEN ONLY – FILL OUT THE ADVISING QUESTIONNAIRE

For your academic adviser to get to know your general interests and academic goals, please fill out the advising questionnaire on BearPAWS. An advisor from the International Education & Programs Office will automatically complete your class schedule for the fall semester during the month of August. While we do our best to accommodate scheduling requests, student class schedules will ultimately be determined by the Office of International Education & Programs.

Follow these simple steps:

- Log on to BearPAWS
- Go to the “New Student” link
- Click on “Advising Questionnaire”
- Answer the questions and hit the submit button

Questions about the Advising Questionnaire? Contact the Office of International Education & Programs at: international@potsdam.edu

STEP 4: HOUSING REGISTRATION GUIDELINES FOR INTERNATIONAL STUDENTS

Prior to making your housing preferences, please refer to our Web page at:

www.potsdam.edu/studentlife/reshalls/ and click on the “Residence Life” link for detailed information.

All students must indicate their housing preferences and/or apply for an exemption to live off campus (available online). Room assignments are made on a first-come, first-serve basis. Since space in many areas is limited, we advise you to submit housing preferences as soon as possible. For freshmen, changes can be made to your housing preferences until June 1, 2009. After June 1, only students who have not yet indicated a preference will be able to access the system.

Note: If you have any physical conditions or concerns that impact your housing needs, please send a letter with supporting medical documentation to the Center for Campus Life.

Your room assignment and roommate information will be viewable on BearPAWS beginning August 1, 2009.

Where can I find information on housing options? Prior to making your housing preferences, please refer to our web-page “Living on Campus 101” at: <http://www.potsdam.edu/studentlife/ResHalls/CampusLiving101/index.cfm>. All students must indicate their housing preferences.

What is the recommended housing option? We encourage international students to live in Lehman Hall as it is open during the entire academic year, including student breaks and vacation periods. Lehman Hall also has “**International House**” which is comprised of international and American students who are interested in living with students from abroad (approximately additional \$75 per semester charge). Please note that if you choose a housing option other than Lehman Hall, you will be required to make arrangements for alternate housing during College break periods.

How are room assignments made? Room assignments are made on a first come, first serve basis since space in many areas is limited. We advise you to submit housing preferences as soon as possible to ensure a higher chance of receiving your first preference.

Live On Campus

- Log into BearPAWS.
 - Go to the “New Student Services” link.
 - Go to the “New Student Housing Registration” link.
 - Read/agree to Housing License and submit.
 - Indicate your housing preference from the drop down menu.
 - If you have a roommate request, enter your desired roommate’s student Potsdam ID in the field provided. Your desired roommate must enter your student Potsdam ID on their form as well.
 - “Submit” your preferences.
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STEP 5: SIGN UP FOR MEAL PLANS AND BEAR EXPRESS

Meal Plans: It is campus policy that all students who live on campus are required to participate in a meal plan.

Students Receiving the International Initiative Grant: If you have received the International Initiative Grant, you will only be allowed to select the International meal plan that is provided with the grant award.

If you did not receive the International Initiative Grant, you will have several meal plan options to choose from depending on whether you choose to live on or off-campus. More information about the different options available can be found at:

<http://www.potsdam.edu/studentlife/dining/MealPlans/index.cfm>

Bear Express: This is an optional on campus debit account, accessed through your SUNYCard and is designed to assist students in budgeting for cash purchases during the semester. It allows students to purchase textbooks and goods on campus without carrying cash. The amount is subject to New York State sales tax and at the end of the academic year, any unused balance (in excess of \$20) will be credited to your student account and (withstanding any unpaid balance) a refund will be issued. Balances roll over from semester to semester, but not academic year to academic year. At any time, additional money can be added to the Bear Express account via cash, credit or personal check. Also keep in mind, that many stores and merchants in the Potsdam area now accept Bear Express. Please make sure to select an appropriate amount for your anticipated use. You will automatically be enrolled in the same Bear Express Plan for the spring semester unless you change it on BearPAWS before the start of the next semester.

To estimate how much Bear Express you should place on your account, go to:

www.potsdam.edu/studentlife/BearExpress/BearEstChart/cfm

Choose a meal plan and Bear Express account amount:

- Log into BearPAWS
- Go to the "New Student" link
- Go to the "Meal Plan & Bear Express Registration"
- Read/agree to Meal Plan License & click submit
- Select your resident status
- Select your meal plan for the semester
- Select Bear Express Amount for the semester
- Click save

Changes may be made to your Bear Express account up until the first day of classes

STEP 6: SIGN UP FOR A MICROFRIDGE (OPTIONAL)

PACES offers MicroFridge appliance rentals to all residential students. The MicroFridge is a combination refrigerator/freezer and 600-watt microwave oven. Delivered to your dorm room, the unit is available for rent by the semester or academic year, on a first-come, first-served basis. We recommend that you contact your roommate prior to determine if a unit is needed. Units may be rented by one person only.

The unit rental cost is \$125 per academic year or \$75 per semester. The unit will be delivered to your dorm room if the rental payment and the \$20 deposit fee are received two weeks prior to the start of the semester.

For more information visit: www.potsdam.edu/studentlife/ResHalls/CampusLiving101/microfridge/cfm

Microfridge Rental:

- Go to <http://bookstore.potsdam.edu>
- Go to the Merchandise link
- Click on Microfridge rental
- Complete Steps
- E-mail confirmation will be sent to you upon successful completion of form

STEP 7: ORDER YOUR TEXTBOOKS ONLINE

Our online ordering system goes live on August 17, 2009 and remains active until we reach storage capacity. Books are always available for purchase at The College Store at the start of every semester. Online ordering assures your books will be prepackaged and processes your payment, (includes a \$4.50 handling charge) so you eliminate waiting in lines. Books may be paid for with Bear Express or Credit Card.

Please state your preference for NEW or USED books. We cannot guarantee all NEW or all USED, but will do our best to fill your request. USED books generally are 25% off the new book price. There are not always enough USED books for everyone so it is on a first-come, first-served basis.

Your order will be filled before books go on sale in the bookstore. You will be notified as to when and where to pick up your books via e-mail. The College Store carries a complete selection of required textbooks and support materials, a textbook buy back program and a full inventory of school supplies. They operate a dorm shop on campus for your convenience when you arrive in the fall. Visit the store at <http://bookstore.potsdam.edu>

Order Textbooks online

- On August 17, 2009
- Go to <http://bookstore.potsdam.edu>
- Go to the "Textbook" link
- Choose your courses from your class schedule
- Pay with BearExpress or credit card
- Choose FedEx delivery or pickup at bookstore
- You will receive an e-mail confirmation about where and when to pick up your books