RESOURCES

- Crane Website – “Current Crane Students”
- BearPaws and BearDen
- Your Advisor
- Other Faculty
  - Studio Teacher
  - Department Chairs
- Crane Office Staff (Bishop Hall, 2nd Floor)
  - Sarah Burgess (Associate Dean’s Secretary)
  - Karen Miller (scheduling)
  - Margaret Ball (Dean’s Secretary)
- Associate Dean David Heuser
- SUNY Potsdam Undergraduate Catalog
- Crane Student Handbook
- Degree Program Sheets
- Crane and College Forms
- Schedule of Classes
Find your advisor on BearDen.

Pre-registered courses
- Music Theory and Aural Skills
- Some Music Education courses

Crane Advising Day (October 26, 2018)
- New Students **MUST** attend health/wellness sessions 8am-10:00am (Wakefield Hall) in fall and spring.
BEARDEN (TOP PORTION)
PREPARING FOR ADVISING DAY

- Class schedule for the next semester goes “live” about two weeks before advising day.
- Use degree plans and BearDen to decide what courses to take.
- Note when preregistered courses occur in your schedule (this is viewable on BearPaws).
- Use the online schedule or search in BearPaws for classes, noting meeting times/days and CRNs.
- Get advising sheets from Crane Office, begin to fill out for advising appointment.
- Write down questions/concerns you have as well.
- You have an advising hold which only your advisor can lift, so you must meet with your advisor.
<table>
<thead>
<tr>
<th>CODE</th>
<th>SUBJ</th>
<th>CRSE</th>
<th>SEC</th>
<th>FREQ</th>
<th>COURSE TITLE</th>
<th>CMP HRS</th>
<th>DAYS</th>
<th>TIME</th>
<th>ROOMS</th>
<th>INSTRUCTOR</th>
<th>REQ</th>
<th>ENR</th>
<th>AVL</th>
<th>GEN. ED</th>
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</table>
| 94942   | ANTH | 202  | 2F  | 2    | LAB required.                             | 1       | P    | 1100 | MVC-1205M | MCV-HL0129 | R MERCHANT
| 94946   | ANTH | 202  | F   | 2    | CULTURAL ANTHROPOLOGY-LEC                 | 3       | TTh  | 1230 | KEL-HL0104 | R MERCHANT
| 94941   | ANTH | 202  | F   | 2    | CULTURAL ANTHROPOLOGY-LAB                 | 3       | TTh  | 1230 | KEL-HL0104 | R MERCHANT
| 94267   | ANTH | 202  | P   | 2    | CULTURAL ANTHROPOLOGY-LAB                 | 1       | P    | 1100 | MVC-1205M | MCV-HL0129 | R MERCHANT
| 94270   | ANTH | 204  | 002 |      | ARCHAEOLOGY-LAB                           | 1       | P    | 900  | MVC-HL0120 | T MESSENER
| 94539   | ANTH | 204  | 003 |      | ARCHAEOLOGY-LAB                           | 1       | P    | 1200 | MVC-HL0120 | T MESSENER
| 94268   | ANTH | 204  | 01P |      | ARCHAEOLOGY-LAB                           | 3       | TTh  | 1100 | MVC-HL0120 | T MESSENER
| 94982   | ANTH | 204  | F   | 1    | ARCHAEOLOGY-LAB                           | 3       | TTh  | 1100 | MVC-HL0120 | T MESSENER
| 94271   | ANTH | 204  | F   | 1    | ARCHAEOLOGY-LAB                           | 1       | P    | 2000 | MVC-HL0120 | T MESSENER
| 95186   | ANTH | 204  | 01P |      | ARCHAEOLOGY-LAB                           | 1       | P    | 2000 | MVC-HL0120 | T MESSENER
| 95295   | ANTH | 315  | 001 |      | FIELD ARCHAELOGY                          | 6       | TTh  | 1200 | MVC-HL0120 | T MESSENER
| 94705   | ANTH | 319  | 001 |      | PUBLIC AND PRIVATE ARCHAEOLOGY            | 3       | TTh  | 1100 | MVC-HL0120 | T MESSENER
| 94707   | ANTH | 345  | 001 |      | MEDICAL ANTHROPOLOGY                      | 3       | TTh  | 1100 | MVC-HL0120 | R MERCHANT
| 93466   | ANTH | 352  | 001 |      | ANTH-ARCHAEOLOGY-CLASSICAL NRND          | 3       | TTh  | 1100 | BRA-HL0202 | C DOMING
| 95203   | ANTH | 357  | 001 |      | SOCIAL GEOGRAPHY                          | 4       | MW   | 2000 | MVC-HL0120 | M LEHER
| 94708   | ANTH | 360  | 001 |      | CULTURES/MEDIC/CENTRAL AMER               | 3       | TTh  | 930  | MAV-HL0120 | L RODRIGUEZ
| 94342   | ANTH | 360  | 001 |      | HISTORICAL ARCHAEOLOGY                    | 3       | TTh  | 1230 | MVC-HL0120 | H KREZELK-AARON
| 95076   | ANTH | 364  | 001 |      | ORAL HISTORY                              | 3       | TTh  | 830  | MVC-HL0120 | T MEYERY
| 94709   | ANTH | 367  | 001 |      | THE PREHISTORY OF EUROPE                  | 3       | MW   | 330  | MVC-HL0120 | J MEYER
| 94704   | ANTH | 370  | 001 |      | ART & CULTURE OF CHINA                    | 3       | MW   | 2000 | BRA-HL0202 | M PERKINS
| 94293   | ANTH | 380  | 001 |      | HUMAN OSTELOGY                            | 3       | W    | 900  | MVC-HL0120 | H MALIT
| 93235   | ANTH | 393  | 001 |      | PROFESSIONALISM IN ANTHROPOLOGY           | 3       | TTh  | 930  | MVC-HL0120 | S STEBBINGS

The notes include contributions to Native American Studies minor & African Studies minor, lab required, lecture, and more.
REGISTERING

- **Registration Appointment Time**
  - Based on number of credit hours completed.
  - Available on BearPaws on the first day of advising period.
  - BearPaws - Student Services and Financial Aid – Registration – Registration Status

- **Resolve any holds on your account before your registration appointment.**
  - Find any holds in BearPaws - Student Services and Financial Aid – Student Records

- **Log into BearPaws**
  - Student Services and Financial Aid – Registration - Add/Drop Classes
  - Select Term
  - Place CRNs in boxes at bottom of screen, click “submit changes” to add them.
  - Note error messages if you cannot add a course.
  - Dropping a course: use drop-down menu next to course in your schedule.
BEARPAWS – GETTING TO REGISTRATION AREA

Student & Financial Aid

- BearDeN - Degree Navigator
- Student Degree Audit
- Registration
  - Check your registration status, class schedule and add or drop classes
- Student Records
  - View your holds and grades; Display your billing statement
- Financial Aid
  - Apply for Financial Aid, review status and loans
- Education Majors
- Forms and Placements
- BearTracker
  - Search for on campus jobs, internships, full-time employment, and mentors; report an internship or job
- Campus Resources Report/Excel Download
  - View/download campus resources report

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BEARPAWS – ADD/DROP CLASSES
BEARPAWS – ADD/DROP CLASSES

Add or Drop Classes for

If classes have already been added to your schedule, they will appear in the CURRENT SCHEDULE section.
To add a class: enter the Course Reference Number (CRN) in the ADD CLASSES WORKSHEET section.
To drop a class: use the Web Dropped option available under the ACTION heading. Classes cannot be Web dropped if that option is not available.
When finished, press SUBMIT CHANGES.
To search for classes to add, click on the CLASS SEARCH button. NOTE: the Class Schedule is subject to change; contact the Registrar's Office, 267-2154, if you have questions.

Add Classes Worksheet

CRNs

Submit Changes  Class Search  Reset
REGISTRATION POLICIES: FORMS, FORMS, FORMS

- Add/Drop Period
  - First week of classes
- Late Add/Drop Period
  - 2nd & 3rd week of classes. CANNOT add or drop classes after the end of the 3rd week of classes.
- Withdrawing from a course – NOT the same as dropping.
- S/U grading (pass/fail)
  - Until November 2
- Emergency/Medical Withdrawal
  - Deadline: last day of classes (NOT final exams)
- Override – how to add a course that you can’t add on your own.
- Overload – how to take more credits than you are normally allowed.
- Tutorial – how to set-up a course on a special project which will be taught one-on-one with a faculty member. Due before registration ends.
- Request-A-Course – how to get a class that is not regularly offered on to your schedule. Due before the end of the 2nd week of classes.
- Others:
  - Major/Minor/Concentration/Track change / Performance Certificate Application
  - Request to change pre-registered course / Request to change studio teacher
  - Petition to waive studio / Petition for extra semester of studio
  - Incomplete Form / Grade Appeal Form
  - Course Audit Form / Application for Graduation
Whenever?
Better late than never?
The sooner, the better!
How about during or right after your advising appointment?
Registration Mistakes and How to Avoid Them

- Some common mistakes:
  - Forgot to register for ensemble after audition placement.
  - Forgot to drop a course you decided to drop it.
  - Forgot to add the course you requested the overload for.
  - Was “saving” adding my studio until later, but then forgot to add it.
  - Trying to register for the wrong studio (420 is for non-performance majors; 430 is for performance majors)
  - Trying to register for the graduate section of an ensemble (look for 300-level courses. You cannot register for 600 level)
  - Created chamber ensemble and got a faculty coach but forgot to create/add the course.

- How to avoid mistakes: Check your schedule in BearPaws during week 1 of classes to ensure everything is accurate. If it is not, fix it before the end of the first week!
WHAT’S ON YOUR MIND?