a final grade of 1.0/D or higher at regionally accredited institutions of higher education (community colleges, four-year colleges/universities and foreign universities), as well as successful completion of AP, CLEP, IB and military education.

Students transferring directly to Potsdam with a CUNY or SUNY associate degree, having completed 30 semester hours of general education including 7 out of 10 SUNY General Education requirements, will be exempt from any additional Potsdam General Education Foundations and Modes of Inquiry requirements not already satisfied. As defined by SUNY the 7 out of 10 General Education requirements must include Basic Communication and Mathematics, Potsdam’s Modern Language, Speaking and Writing Intensive and Physical Education/Health and Wellness requirements will be evaluated by the Academic Transfer Services Office on a course-by-course basis.

Transfer students entering SUNY Potsdam without having earned an associate degree, or transferring from a four-year college/university, will have their transfer work evaluated for satisfaction of General Education requirements on a course-by-course basis. Transfer students will not be required to repeat courses with essentially the same content, objectives and outcomes as courses contained within the General Education requirements.

Questions concerning the evaluation of transferred General Education credit can be directed to the Academic Transfer Services Office, Raymond 305.

Participation in Student Learning Assessment Activities

A meaningful and effective General Education Program is one which provides the conscientious student opportunities to acquire knowledge, skills and experiences toward well-defined objectives. These learning objectives are broadly defined in “The Potsdam Graduate” statement and are specifically addressed by the courses, which can be used to fulfill the various components of the General Education curriculum. Each component has an underlying rationale which guides the course content and the required exercises, together with criteria and objectives against which student learning can be assessed. Further, the components have been designed to encourage development of increasingly more sophisticated skills from the freshman through the senior years.

Measuring the learning outcomes of students at various stages in the program is an important activity from a number of perspectives. It provides students and academic advisers information concerning individual strengths and weaknesses, which can be used as a partial basis on which to plan appropriate courses in future semesters. Second, it provides an index of growth over the entire college experience. It is also of worth to faculty and administrators in evaluating the effectiveness of the General Education curriculum and revising it as deemed necessary to better serve the needs of current and future students. Finally, prospective employers and others expect institutions of higher learning to provide information, which documents the learning, which occurs in a baccalaureate degree program. From a number of perspectives, measuring learning progress is a valuable activity.

To provide learning outcomes information, students will be required to participate in occasional General Education tests, exercises and surveys aimed at assessing student progress and studying perceptions, attitudes and opinions regarding the program. Students may also be asked to participate in similar assessment activities in their major.

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. Check us out online at www.potsdam.edu/support/ssc/.

Student Success Center Course Descriptions

FY 100 – First Year Success Seminar (2) 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/Bridges 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 and Support in Sisson 110 if they are in the School of Arts and Sciences; Teacher Education Advising Services in Satterlee 111 if they are in the School of Education and Professional
Academic and Career Support Services

Studies; and, the Office of the Associate Dean of The Crane School of Music 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 can access early alerts and course summaries on BearPaws and degree progress on BearDen.

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 315-267-3447 or stop by Sisson 110.

Adult Learner/Non-traditional Student Advising

Non-traditional students are usually 24 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/or are married or single with dependents.

Adult Learner/Non-traditional students are represented on campus through the Student and Family Transitions Office in the Student Success Center (SSC). There is also a Non-traditional Student Lounge located in 107 Carson Hall where students can relax, study or hold meetings. There are lockers available by the semester for student use located in both Carson and Sisson Halls. The Adult Learner Adviser facilitates programs, advises students, answers questions and provides useful information on commuting/carpooling, childcare, tutoring, and computer technology assistance.

The Omicron Zeta Chapter (SUNY Potsdam Chapter) of Alpha Sigma Lambda is the international honor society chartered expressly for non-traditional students who are 24 years of age or older. Each spring semester a number of non-traditional students who meet the national standards for student membership are inducted into this prestigious honor society. National scholarships for which members may apply are also available for up to $2,200.

For more information, contact Patrick Massaro in the Student Success Center at 315-267-3398 or stop by Sisson 128.

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.

Student and Family Transitions/Orientation

The staff in the Office of Student and Family 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 two-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.

The mission of Family Programs is to partner parents and family members with the College to create a better understanding of the college experience and the growth of our students. The office oversees the annual Family Weekend programs, Parent Association listserv, and our Campus Link Newsletter. For more information, contact the Office of Student and Family Transitions at 315-267-2735 or stop by Sisson 111.
Military and Veterans’ Student Services
The Office of Military and Veterans’ Student Services is responsible for the following services to assist military service personnel, military dependents and veterans, including: advising incoming students; conducting veteran student orientation; certifying veteran benefits; representing the College in the North Country Consortium; seeking grant opportunities; and, coordinating local volunteer efforts on campus. This office serves over 100 students each semester. For additional information, contact the Office of Military and Veterans’ Student Services at 315-267-3398 or stop by Sisson Hall 128C.

Adult Learner Organization
Adult Learners (also known as Non-Traditional Students) are encouraged to join the Non-Traditional Student Association (NTSO) which meets bi-weekly each semester. The NTSO is a diverse group of students brought together by the common pursuit of higher education at SUNY Potsdam. For additional information, contact the organization’s advisor by calling 315-267-3398.

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 are available for general use. Both Macs and Windows computers are equipped with internet access and Microsoft Office. Laptops are available to students on a weekly loan basis. Workshops, presentations and review sessions are also sponsored by the Academic Advising and Support Office. For more information, please call 315-267-2702.

Special Programs
Bridges
The Bridges Program at SUNY Potsdam is a one-year, transition program for talented 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, mentoring, supplemental instruction, and course registration and other services such as group content tutoring and learning skills workshops as provided through the Student Success Center. All Bridges students sign a learning contract that specifies program requirements. See page 13 for admission information.

Educational Opportunity Program (EOP)
EOP serves talented students who are not academically eligible for general admission but meet specific economic eligibility criteria. Program services include counseling, supplemental instruction, workshops, EOP Direct Aid, an extended fall orientation program, EOP-specific Freshmen Interest Groups (FIGs), special intersession academic programs, and a freshman seminar. See page 14 for admission information and page 22 for financial aid information. For additional information please call 315-267-2335 or go to www.potsdam.edu/admissions/apply/special/EOP/index.cfm.

TRiO Student Support Services
TRiO Student Support Services (SSS) is a federally funded TRiO program designed to enhance academic skills and increase retention and graduation 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, visit our website at www.potsdam.edu/support/ssa/sss, contact the Director of TRiO Student Support Services by calling 315-267-2745, or email Mark D. Millward at millward@potsdam.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, and the North Country Science and Technology Program. 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. For more information, contact the Center for Diversity at 315-267-2184, stop by Sisson 223 or visit us online at www.potsdam.edu/studentlife/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 25 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 206 or visit our website at: www.potsdam.edu/cstep.

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.

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 under-represented 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 206 or visit our website at: www.potsdam.edu/ncstep.

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 CWC offers public computers and a printer, 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. For more information, contact the College Writing Center at 315-267-3059 or cwc@potsdam.edu. Also see our website: www.potsdam.edu/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/Major Selection – Students are provided with individual counseling, assessment tools (FOCUS2, Myers-Briggs Type Indicator, StrengthsQuest, Vista Card sort), career books, career websites, and career major handouts to assist them with selecting a major/career. “A Major Affair” event involving academic departments and students exploring majors and minors is held each fall semester.

Career Entry/Change – Individual counseling and group workshops in job search strategies, resume and cover letter writing, developing interviewing skills, self-marketing tools and mentoring opportunities are available to students. These services also include job vacancy subscriptions, resume referral programs, employer panels and networking events, on-campus recruiting and a Reference File service.

Job Listings – Vacancy listings are available through BearTracker, local employment sources, and other web-based job search links. Logins and links can be found on our Career Planning website at: www.potsdam.edu/career.

Library – The Career Planning library contains 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 reference books and individual assistance with planning and applying to graduate school are available. A Graduate School Fair is held every fall.

Student Computers – Computers and a laser printer are provided for student use in preparing resumes and letters, searching for jobs, designing network cards, and creating marketing documents.

Website – Through Career Planning’s website, students have access to information on job vacancies, career exploration, summer jobs, graduate schools, career mentors, all office handouts, what they can do categorically by career information, reference materials, graduate school, summer jobs and “how to” for a multitude of career fields.

For further information, go to: www.potsdam.edu/career. For additional information, contact Career Planning at 130 Sisson Hall, or call 315-267-2344.

DIVISION OF GRADUATE AND CONTINUING EDUCATION
The mission of the Division of Graduate and Continuing Education is to provide access to advanced academic programs, continuing education, personal and professional enrichment, and early college opportunities to individuals committed to educational attainment and lifelong learning. We serve as a conduit for the delivery of the college’s core purpose and mission, by empowering and engaging global citizens both during and after the completion of their study.

Information about each of the core functions of the division can be found below. For further information regarding any of the programs