SUNY Potsdam has a multitude of dedicated resources to support your graduate experience. Enclosed in this section is a short listing of the various resources that are at your disposal. For additional referral, or to inquire about these resources, you are encouraged to visit the Center for Graduate Studies.

**Center for Graduate Studies**

The Center for Graduate Studies is dedicated to the student experience. Prior to your arrival on campus we work to begin acclimating you to graduate school. During orientation, you’ll have an opportunity to meet your peers as well as faculty, staff, and the various departments designed to support you during your time at Potsdam. Below is a list of some of the things you can expect from the Center for Graduate Studies once you arrive:

- Enrollment support (add/drops, leaves of absence, withdrawals, degree audits, advising support, etc.)
- Student life and engagement (student organizations, on campus involvement, etc.)
- Orientation and acclimating to graduate school
- Networking and getting involved
- Administration of graduate student policies
- Support of graduate research and projects

Contact the Center for Graduate Studies anytime by email at graduate@potsdam.edu or by phone at 315-267-2165. You are also encouraged to stop by our office to visit and discuss your ideas.

**Center for School Partnerships and Teacher Certification**

The Center for School Partnerships and Teacher Certification is dedicated to developing strong relationships with our P-12 partners by collaborating in many ways. This collaboration enables the Center to provide unique hands-on experiences with highly qualified teachers. The Center also offers one-on-one support, professional development, and guidance to our candidates throughout their teacher education program.

**Accommodative Services**

SUNY Potsdam is committed to the full inclusion of all students who can benefit from educational opportunities. In accordance with the Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended in 2008, 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, loan of some equipment, etc.

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 further information on Accommodative Services, please call 315-267-3267, email housese@potsdam.edu, visit potsdam.edu/studentlife/services/disability, or stop by Sisson 111.
International Education & Programs (IEP)

International students studying at SUNY Potsdam are served by the staff members of the IEP Office, who are dedicated to providing advisement on students’ personal, cultural, health, and immigration transitions to the Potsdam community.

Graduate students interested in study abroad opportunities should contact the IEP Office as soon as possible. Program offerings are limited and application procedures require ample planning time.

For further information, please call 315-267-2507 or email international@potsdam.edu.

Career Planning

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

Career Selection – Individual counseling; career interest assessments; career books and web pages are resources used to assist students with 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 and networking. This service includes the maintenance of reference files, job vacancy postings, career/job fairs and on-campus recruiting.

Summer and Part-time Jobs – We provide individual counseling and list summer and part-time jobs on BearTracker (in BearPaws). These can be crucial for gaining career related experience.

Career Management – This program is primarily an alumni service. Individual consultation, career change and career problem solving are available.

Student Computers and Printers – These are provided for student use in preparing resume and employment letters, searching for jobs, designing network cards, and developing other marketing resources.

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

Internet – Through the Career Planning page (potsdam.edu/career), students have access to information on job vacancies, employers, careers, summer jobs, graduate schools, resource guides, career videos and other career preparation technologies.

Video/Phone Interviews – Facilities and equipment are available for private video or phone interviews.

For further information, call Career Planning at 315-267-2344 or visit potsdam.edu/career.

College Counseling Center

The SUNY Potsdam College Counseling Center (CCC) serves to provide an opportunity for students to address psychological and emotional challenges to promote a healthier, more successful student body. The CCC provides consultation, assessment, counseling, referrals, and related services to students while they pursue their educational goals. Our services assist students with identifying and addressing facets of their behavioral, psychological, emotional and cultural experiences which may present as barriers to their success. Through our work together we strive to act as change agents to empower our students to become fully engaged members of the campus community as well as active contributors to their home communities.

Services within the Counseling Center

Individual Counseling: The CCC utilizes brief, solution-focused therapy. With the time limited nature of college semesters brief therapy invites students to focus on achievable goals within the timeframe of the available sessions. Typically students are seen on a bi-weekly basis, although at times of acute crisis this can be weekly. As a student develops the needed skills to address the issues which brought them to therapy, sessions will become less frequent until it is determined the student no longer needs to be seen on a consistent basis.

Group Counseling: The CCC also offers group therapy. This milieu provides students access to professional counseling amongst their peers. A licensed counselor facilitates group sessions and assists students throughout the group process. Topics for therapy groups vary depending on need and student generated requests. This unique approach allows students greater access to services on campus while promoting peer-generated insight and feedback.

Crisis Appointments: Walk-in crisis sessions are generally available for all students. The CCC has at least two hours each day set aside for students in immediate need. These appointments are reserved for students exhibiting acute crisis where their safety and that of others is of concern.

Common Presenting Concerns seen at the College Counseling Center:

- Personal Concerns: stress, anger, loneliness, guilt, grief
- Multi-cultural related Concerns: Difficulties related to experience of racial bias, micro-aggressions, or other such xenophobic related prejudice resulting in emotional distress.
- Relationship Concerns: Romantic difficulties, interpersonal conflicts, family problems
- Developmental Concerns: Adjustment to college, life transitions, identity (e.g., personal, cultural, sexual orientation, gender identity)
- Mild to moderate mental health issues, such as anxiety or depression, as appropriate to brief therapy
- Substance Use: Concerns related to mild or moderate alcohol or other drug use/abuse
- Academic Concerns: Performance anxiety, perfectionism, or mental health issues that affect academic difficulties
- Trauma or Interpersonal Violence: Assessment, stabilization and treatment within a brief therapy model
Referral to Community Resources

The CCC brief therapy treatment approach is time-limited due to the natural limits of resources. In order to best serve the needs of our students, those who require long-term and/or intensive support will generally be referred to community resources for ongoing treatment. Similarly, students whose needs require a particular type of expertise that is not available in the CCC are also referred to community resources.

Referral to off-campus providers may occur due to the following reasons:

- A need for intensive, long-term, or open-ended therapy. Possible indicators for longer term or more intensive therapy include:
  - Recent or multiple psychiatric hospitalizations
  - Chronic thoughts of suicide, frequent self-injury behaviors, or history of repeated suicide attempts
  - Evidence or risk of progressive deterioration in mental or emotional functioning that requires intensive intervention
- A need for specialized services not available through the CCC, including but not limited to:
  - Presence of significant drug or alcohol problems such as substance dependence and/or past failed treatments
  - Need for drug testing
  - Presence of severe or long-standing eating disorder symptoms
  - Request for formal psychological assessment (e.g., ADHD testing)
  - Request for psychological evaluation for the purpose of employment clearance or other non-academic purpose
  - Request for services to fulfill students’ court-mandated assessment or treatment requirements

College Writing Center

The College Writing Center (CWC) consists of professionals and peer consultants to support you with work on your academic assignments and supplemental writing. The Center provides one-on-one appointments, email feedback, and group workshops. The CWC supports all students, in any major, on any assignment, and at any state of completion, for free. Visit the Center’s website at potsdam.edu/cwc/index.cfm for location, hours and contact information. The website includes useful handouts and links on academic writing.

Campus Ministry

The goals of the Campus Ministry are to enhance spirituality on campus, to encourage and give guidance to those who desire participation with a particular place of worship with the community, to be available to those who have spiritual needs or wants, and to foster the personal and spiritual development of individuals.

With these goals in mind, the campus minister plans and oversees programming activities including discussion groups, study sessions, retreats and conferences, and other events that support the spiritual needs of the campus community. Programs may include presentations on faith, culture and morality; theological discussions and debates; belief expressed in acts of charity; the pursuit of religious truth within a spirit of community; and peace and justice.

The campus minister also 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. Finally, the campus minister maintains posted office hours for students dealing with questions of faith, grief, relationships, and any range of issues or matters calling for support.

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 website: potsdam.edu/faculty/spccc.

University Police

The University Police at SUNY Potsdam provides the highest levels of safety and security through a professional, skilled and compassionate workforce. The Department strives to support a rich academic and diverse social experience at Potsdam by working in tandem with all departments and organizations on campus while promoting strong and positive relationships with our surrounding communities.

Currently, the Department is staffed with eight police officers, two Lieutenants, one Chief of Police, one dispatcher and two civilian employees. We also hire about 10 students each year who serve as clerical and dispatch assistants. The Department is a fully functioning law enforcement agency that is responsible for the enforcement of federal, state, county and local laws. We also help members of the College community comply with campus rules and regulations. However we pride ourselves with being a service-oriented Department that offers personal safety and crime prevention programming, 24-hour per-day lock-out assistance, vehicle jump-starts and many other kinds of services. We also administer the campus parking program and participate in the Campus Mediation Center.

Members of the campus community will find University Police officers and staff throughout the university on foot, bike and vehicle patrol. They serve on many committees including the Campus Safety Advisory Committee, the Parking Committee and the committee charged with tobacco use on campus.
The University Police Department prepares the Annual Security Report each year that provides detailed crime statistics on and around the campus and describes many of our campus programs and processes. This can be viewed at potsdam.edu/studentlife/safety/index.cfm (Annual Report). A hard copy or digital version is also available from University Police at 315-267-2222 or universitypolice@potsdam.edu. This statistical information is also available through the United States Department of Education website: ope.ed.gov/security/.

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 Organization (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 adviser by calling 315-267-3398.

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 Coordinator of Native American Affairs, 218 Sisson Hall, 315-267-2211.

Center for Student Research

The Center for Student Research (CSR) is located in the Center for Applied Learning in Crumb Library. It is the primary resource for faculty-student scholarly and creative collaborative work that advances the understanding for an academic discipline through the examination, creation, and communication of new knowledge.

CSR is responsible for the Kilmer Undergraduate Research Apprenticeship, which encourages and supports those faculty-student scholarly and creative collaborative research projects by awarding mini grants payable each semester and for the summer. The office awards a Graduate Student Travel Grant for graduate students presenting research or creative endeavors at a professional meeting or conference and a faculty-student Kilmer Travel Grant for Undergraduate Students, made possible by the Frederick B. Kilmer endowment in honor of Dr. Kilmer, Director of Scientific Affairs, Johnson and Johnson 1889-1934.

The Learning and Research Fair is co-hosted by CSR, which presents two awards at the fair: the Ram L. Chugh North Country & Public Service Award, for research projects relevant to the North Country region, and the Kilmer Undergraduate Research Award, given to the current or recent Kilmer Apprentices exhibiting their work at the fair.

CSR sponsors a variety of workshops and seminars for faculty and students related to instructional pedagogy, research tools, current trends, and best practices in both undergraduate and graduate research. Visit our website for specific dates and times. The CSR also serves as an advocate to foster a vital campus.

For additional information contact the Center for Student Research at 315-267-2507 or email: cur@potsdam.edu.

Associated Colleges of the St. Lawrence Valley

General Cross-registration Procedures

Cross-registration is a cooperative program designed to expand the educational opportunities available to students and staff of the four colleges of the consortium. It provides any full-time matriculated student or full-time employee in a member college the opportunity to enroll in a course offered by another member college. A cross-registered course is used to improve the depth and variety of the student’s approved academic program.

Full-time matriculated students and staff at SUNY Canton, Clarkson University, SUNY Potsdam, and St. Lawrence University may take up to two courses per academic year at any of the other institutions on a space-available basis. Through cross-registration, full-time matriculated students and staff have access to courses in both major and elective areas representing
specialties unavailable or closed at their home institution. There also exist formal curricular arrangements among institutions.

1. It is the student’s responsibility to determine whether or not a particular course satisfies requirements for a major, certificate or license, or graduation.

2. It is the student’s responsibility to follow registration deadlines for adding, dropping and withdrawing from courses in effect at the host institution.

Cost: tuition is paid to the student’s home institution under the policies of that institution. If cross-registration credits result in a course load requiring additional tuition charges at the home school, the student is responsible for those charges just as if the cross-registered credits were home school credits.

There is no additional charge to cross register for courses as long as the individual meets the eligibility requirements. A student does have to pay any special fees, such as lab fees, fees for registration or transcripts, etc.

Grades and Credit: students follow all course requirements as stated by the course instructor.

Class Attendance: students are required to meet any attendance requirements as stated by the instructor and are responsible for arranging transportation. Many students drive, share rides or simply walk to class as appropriate.

For additional information, see associatedcolleges.org/services/services.htm, or contact the Registrar’s Office at 315-267-2154.

**Student Health Services**

**SUNY Potsdam Health Requirements**

All graduate students are eligible to use Student Health Services (SHS), and are also required to comply with New York State and SUNY Potsdam health policy, regardless of the number of credit hours taken. Please call Student Health Services (315-267-2377) if you have ANY questions. The completion of these requirements is tracked for each student. Failing to comply with the health requirements will result in progressive consequences, and may culminate in your disenrollment as a student.

All graduate students are required to submit the following to SHS:

- Proof of immunity to Measles, Mumps, and Rubella
- Medical Information
  - Health Information Form
  - Meningitis Response Form
  - Tuberculosis Questionnaire
- Insurance Information (Optional)

**Proof of Immunity to Measles, Mumps, and Rubella**

Proving you are immune to Measles, Mumps, and Rubella is required for all students born on or after January 1, 1957. Proof consists of having an “official copy” of your immunization record faxed to 315-267-3260 or mailed to: Student Health Services, SUNY Potsdam, 44 Pierrepont Ave., Potsdam, NY 13676. An “official copy” of your shot record is one signed by your medical provider or high school nurse.

You must have received two live vaccines for Measles and one each for Mumps and Rubella. The vaccines must have been received no earlier than 4 days before your first birthday, and the Measles vaccines must be separated by at least 28 days.

**Medical Information Form, Meningitis Response Form, and Tuberculosis Questionnaire**

These forms are completed online through the Student Health Services Portal. Sign on to BearPaws (http://bearpaws.potsdam.edu) with your Campus Computer Account username and password. Once there, go to “New Student Services” then to the “Student Health Services Portal.” Only the staff at SHS will see what you submit. The portal is HIPAA compliant, CCHIT certified, and completely confidential. You will need to set your browser to allow pop-ups from shsweb.potsdam.edu. Click on each of the following forms to complete them.

- **Medical Information Form** – Answer the questions and click “submit.” Please submit the form only once. It asks you questions about your medical history, medications, allergies, and surgeries. Your answers are submitted directly into your confidential medical record on the portal.

- **Meningitis Response Form** – Select the appropriate response and click “submit.” If you are younger than 18 years, you will be taken to a version of the form that must be printed, filled out by your parent/guardian, then faxed to 315-267-3260 or mailed to: Student Health Services, SUNY Potsdam, 44 Pierrepont Ave., Potsdam, NY 13676.

- **Tuberculosis Questionnaire** – Answer the questions and click “submit.” If you are instructed to do so, you must have further testing for tuberculosis. This should be done immediately, well BEFORE you attend classes. Make an appointment with your medical provider to have the testing done and to have them fill out the printable version of the Tuberculosis Questionnaire found at: potsdam.edu/studentlife/healthservices/uploadTuberculosisScreeningForm.pdf.

Your medical provider should follow the steps on the form and fax 315-267-3260 or mail to: Student Health Services, SUNY Potsdam, 44 Pierrepont Ave., Potsdam, NY 13676.

**Health Insurance Information**

Submitting health insurance information is optional for attendance, but it is very helpful if you plan to make use of Student Health Services. Fill in the requested information and click “submit.” If you don't find the name of your insurance company on the drop-down list of insurers, please send a message to shs@potsdam.edu. We will add your insurer to the list and you can return to the portal at a later date to complete your information.
Facilities

Academic Building Hours

Regular academic building hours during the fall and spring semesters: Monday through Friday – 7 a.m. to 11 p.m. (closing times may vary and are determined by mutual agreement of building administrators and custodial services responsible for locking buildings). Saturday and Sunday – Buildings may be open and unlocked between 8 a.m. and 11 p.m. on Saturday and/or Sunday. Whether a building is open on specific hours during weekends is determined by the building administrator in consultation with the physical plant.

Holiday hours may vary and students should check with University Police if they have a question about a specific date. Summer hours are to be determined and will be posted by May 15th of each year. All academic buildings will be open from 8 a.m. to 5 p.m. during summer. Some buildings, however, may be open later depending on summer class schedules. For more information, please contact the University Police office, first floor of Van Housen Extension or call 315-267-2222.

Thomas M. Barrington Student Union

The Thomas M. Barrington Student Union is the hub of all student activity. Several Student Affairs offices, the Student Government Association (SGA), student communications media and several other student organizations are housed there. The Student Union also houses conference and meeting rooms, The College Store, the Union Market, Venture Outdoors, Pete’s Place, the Student Union Dining Court and Student Mail Services. Students who frequent the Union are there in response to social and educational programs planned and promoted by the SGA. With an annual budget of over $500,000, students organize concerts, outings, speakers, coffee houses and more. Some of the most memorable out-of-the-classroom learning experiences center on one or more of over 100 student organizations, including:

1. Academic clubs, including national honor societies;
2. Diversity organizations, such as the Black Student Alliance (BSA); Students of Caribbean and Latin America (SOCA LOCA); Gender and Sexuality Alliance (GSA); Potsdam Association of Native Americans (PANA) and the Student Association for Gender Equality (SAGE);
3. A wide variety of career-oriented music organizations including student chapters of Music Educator’s National Conference (MENC), American String Teachers Association (ASTA), and Music Entertainment Industry Student Association (MEISA);
4. Performance and exhibit groups in such arts as theater, dance and art;
5. Student communications media, ranging from The Racquette, the weekly newspaper, to WAIH-FM, the campus radio station;
6. Intramural and sports clubs;
7. Special interest clubs, such as the Circle K; and
8. Two fraternities and six sororities.

Barrington Student Union Hours

Regular building hours during the fall and spring semesters: Monday through Sunday 7:00 a.m. to 1 a.m.

Building hours during breaks and the summer recess: Monday through Friday 7 a.m. to 5 p.m. Closed Saturday and Sunday

Semester building hours are posted on all exterior doors in the Barrington Student Union. Student Union staff can help groups and organizations to schedule multi-purpose space for meetings and activities. For more information, please visit the website at potsdam.edu/bsu or call 315-267-2013.

Crane Music Center

The Crane Music Center consists of five structures including the 1,290-seat Hosmer Concert Hall, the 450-seat Snell Music Theater (recently renovated with a state-of-the-art rigging and lighting system), the 130-seat Wakefield Lecture and Recital Hall as well as classroom/office buildings all connected by a first-floor plaza.

The Crane School of Music is an All-Steinway School, one of only 66 schools of music in the world whose collection of pianos is 90 percent or more Steinway-designed instruments. In 2007, 142 pianos were replaced with new Steinway instruments including three new concert grands (Steinway Model D). In addition, Crane has more than 1,200 band and orchestra instruments, a forte piano, three harpsichords, four organs including a Wicks concert organ, and a collection of Renaissance string and wind instruments.

The Crane Music Center has a 20-workstation MIDI and digital audio/video computer classroom that serves the technology needs of all music students, a recording studio, and the Potsdam Electronic Music Studios (PoEMS). There is audio playback equipment throughout the Crane Music Center in classrooms, rehearsal halls and faculty studios as well as excellent facilities for performance recording and live video streaming capabilities. The facility houses the Crane Music Library, a music education curriculum lab, and separate band, orchestra and choral library collections. Additionally, there are more than 75 practice rooms, a student commons, dressing rooms, costume rooms, scenery rooms, plus piano and instrument repair shops.

Crane Building Hours

Regular building hours during the fall and spring semesters:
Monday through Friday 7 a.m. to 11 p.m.
Saturday and Sunday 8 a.m. to 11 p.m.

Building hours during breaks and the summer recess:
Monday through Friday 7 a.m. to 5 p.m.
Closed Saturday and Sunday

Semester building hours are posted and copies are available in the office of the facilities manager, Crane B113. For more information, please contact the University Police office located in Van Housen Hall or call 315-267-2222.
College Libraries

Students and faculty at SUNY Potsdam are served by two libraries. Frederick W. Crumb Memorial Library, the main library, is located in the center of the academic quadrangle and Julie E. Crane Memorial Library, serving the needs of music students, is located in Schuette Hall in the Crane Music Center. Crumb Library also houses the College Archives and Special Collections, containing papers, photographs, and selected memorabilia related to the history of SUNY Potsdam and the Crane School of Music.

Spacious, comfortable, and friendly, the Crumb and Crane Libraries are an important part of teaching and learning on our campus. Working in collaboration with academic departments, librarians select a wide range of print and online information sources for use by the College community. Student and faculty research needs are supported with a fast and efficient interlibrary loan service, and Crumb Library is a selective depository for United States and New York State documents, and for maps from the U.S. Geological Survey. In course-based information literacy sessions, interactions at the Reference Desks and Research Center, and individualized research consultations, library faculty work with students to develop their ability to find, identify, and evaluate appropriate information to support their academic projects. Class instruction is provided by library faculty in Crumb Library’s projection classroom, as well as in the Crane complex. Crumb and Crane Libraries both provide wireless network access and have laptop computers available for campus community members to borrow. The Libraries’ wide variety of online information resources are accessible through the library website, as is the Libraries’ print collection of books, scores, videos, and sound recordings, which is accessed through Bearcat, the library catalog. Anyone is welcome to search for information at the computers in the Libraries, or, for users with a campus computer account, all databases and catalogs can be accessed on personal devices, in the dorms, and from off-campus. Both libraries have a mix of group and individual study spaces, traditional study carrels, comfortable lounge seating, as well as quiet and silent areas for students to work. Crumb Library also has Minerva’s Café, which offers unique beverages, sweet treats and a variety of campus dining take-out options during the academic year.

The Julia E. Crane Memorial Library houses the most extensive collection of music library resources – books, journals, scores and sound recordings – in Northern New York. The collection has strengths in classical music, musical theater, and jazz, but also includes popular and world music. The Crane Library was renovated in 2009, upgrading the lobby with a new circulation desk and lounge seating, and also houses a MIDI Lab for student use. A wide variety of listening and study facilities are available in the Crane library, and staff is available to assist students and faculty in using the library’s facilities and resources.

The Art Museum at SUNY Potsdam

SUNY Potsdam’s Art Museum is professionally staffed by a full-time director, collections manager, secretary, student interns and workers. The museum’s physical plant consists of 4,745 square feet of designated and secured space, including three gallery spaces with 3,300 square feet for temporary exhibitions, two climate controlled permanent collection storage rooms and 2,000 square feet of shared space. Temporary exhibitions and programming include: 8-10 exhibitions annually, most organized in-house; including permanent collection objects, student, regional, national and international artists. Related programming includes artists’ visits, lectures, tours, publications to supplement exhibitions, including catalogs, brochures and posters. The permanent collection at over 2,100 objects provides significant educational opportunities for research, collections management, and registration. Strengths are modern and contemporary, including important Japanese Gutai Group work, American works on paper and sculpture. Selections from the College’s permanent collection are displayed in corridors and conference rooms throughout the campus to provide a pleasant learning environment.

Charles T. Weaver Museum

An educational museum housed in the Department of Anthropology, the Weaver Museum is run under faculty advisement. Students research, design and build all exhibits, produce public programming, and care for College and departmentally owned object and research collections.

Art Studios

The College has fully equipped separate studios for ceramics, sculpture, printmaking, painting, design, drawing, photography, and computer classrooms for graphic design and video.

Theaters

The Performing Arts Center (PAC) is managed by the PAC Facility Manager (Department of Theatre and Dance Production Manager) and the Department of Theater and Dance faculty and staff. The PAC has three performance spaces: (a) Proscenium Theater (340 seats), (b) Dance Performance Space (200 seats), and (c) Black Box Theater (200 seats). The Dance Performance Space and Black Box Theater offer flexible seating arrangements. In addition to the performances spaces, there are two large movement studios and two medium movement studios that have sprung dance floors to facilitate a safe working environment for dancers and actors. A conditioning lab is equipped for pilates and other special physical needs in performance training. The following spaces serve as specialized training classroom and production facilities: audio/video lab, design lab, lighting lab, scenic lab, costume/textile lab and archive, crafts lab, and properties archive. An education lab, which is outfitted for both elementary and upper-level seating options, is the only traditional classroom in the building. Public spaces include lounges and a café, operated by PACES – Potsdam Auxiliary and College Educational Services. Community Program Series (CPS) offices and Box Office are centrally located off the facilities main grand lobby.
Performing Arts Center Building Access
Monday through Friday, 7 a.m. to 11 p.m.
Weekends from 7 a.m. to 11 p.m. (guaranteed through use of the crossover entry doors from Bishop Hall via Tech Alley.)
Facility will be closed during University breaks (unless otherwise announced and posted.)

Department of Theatre and Dance Office
Monday through Friday, 9 a.m. to 4 p.m.
Office receptionist and/or secretary can be contacted by calling 315-267-2556.

Production Manager (Facility Manager) Office Hours
Monday through Friday, 10 a.m. to 4 p.m.
Production Manager, if onsite, can be contacted by phone during off-hours at 315-267-2980.

Box Office and Community Performance Series (CPS) Hours
Monday through Friday, 12:30 p.m. to 4 p.m.
Weekends as determined by calendar. (315) 267-2277.

Maxcy Hall
One of the key unifying forces on campus is physical fitness – from the intercollegiate athletic teams to jogging. The College encourages physical fitness by opening Maxcy Hall, a modern sports complex, at 8 a.m. and not closing it until 10 p.m. Maxcy has something for everyone: a field house that includes a 1/10 mile track, basketball and volleyball areas, ice arena, Olympic-size swimming pool, main gym which houses three basketball courts and is the site for major events, six racquetball and three squash courts, fitness center, therapy and training room. Outside are 50 acres of playing fields, 20 all-weather tennis courts and a quarter-mile track. There is almost universal interest in physical fitness because the College emphasizes lifetime sports. Of the 80 activities taught in physical education classes, many are individual or two-person sports that can be enjoyed for life. Although SUNY Potsdam is not a proving ground for professional athletes, the school has an athletic tradition – a winning tradition. In a conference of peer colleges, Potsdam annually compiles a good overall record and has an outstanding record in men’s basketball, having won the NCAA Division III national championship in 1981 and 1986, and being the national runner-up in 1979, 1982 and 1985. In addition, the College has won seven NCAA regional titles, and its 60-game winning streak in men’s basketball stands as an NCAA Division III all-time record. Individual Potsdam athletes have achieved All-American status in wrestling, ice hockey, basketball, swimming and lacrosse.

On the intercollegiate level, the College fields men’s teams in basketball, cross country, golf, ice hockey, lacrosse, soccer and swimming; and women’s teams in basketball, ice hockey, lacrosse, softball, soccer, equestrian, swimming, cross country and volleyball. About 80 percent of the students participate in the intramural sports program. Competition is keen among teams representing social organizations, residence halls, commuters, and other groups in some 20 men’s and women’s sports. Many students pursue physical activity in less formal but just as effective ways. They can be seen, with a friend or two, jogging along a country road, backpacking, gliding silently along a cross-country ski trail. These are just a handful of the learning experiences that complement and supplement hours in the classrooms, laboratories and library – experiences that balance intellectual growth with cultural, social and physical development essential to lifelong well-being.

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 and administrative systems. Our Helpdesk is located in Stillman Hall 103 with the main administrative/operations office located in Stillman Hall 216. To learn more about the many services we provide and support, we encourage students to visit potsdam.edu/cts where information is updated regularly. Please feel free to stop by our Helpdesk with questions and/or concerns. You can also send an email to helpdesk@potsdam.edu or call 315-267-4444.

School of Arts and Sciences
Special-Purpose Computer Labs
A wide-variety of other small computer labs are available to students and faculty, are located in departmental areas throughout the school for hands-on, small group or in-lab experiences.

Art: Macintosh computers for high-end photography and digital graphic arts.

Modern Languages: Windows computers and a library of language learning software.

Physics, Biology, Chemistry and Geology: Macintosh, Windows and Linux computers for simulation, research and instrument control.

Anthropology: Macintosh computers, a scanner for research and language learning.

Theatre and Dance: Macintosh computers to aid in lighting design, desktop publishing and choreographic design.

Philosophy: Windows computers, a printer, scanner and extensive database materials for research projects.

The Crane School of Music Technology
Classrooms and Labs

Ralph J. Wakefield Lecture and Recital Hall
This amphitheater-style lecture hall, performance space, and “smart classroom” is equipped with stereo and computer presentation system to allow for recitals, lectures, and special event presentations.
Crane MIDI Technology Classroom (Schuette 227)
This state-of-the-art “hands-on classroom” features 21 Macintosh computers and Korg Triton LE keyboard synthesizers with a wide assortment of professional grade music notation and sequencing software, World Wide Web and multimedia development software, and digital audio/video editing and mastering software. Additional hardware includes a SMART Board, an audio amplifier, and a black and white laser printer. The lab is available to patrons whenever the Crane Music Library is open.

Potsdam Electronic Music Studios (PoEMS) (Schuette 158 & 162)
These studios provide students with the opportunity to create music using computer software, digital and analog synthesizers, and other electronic equipment. This professional quality lab is equipped with the latest in digital audio recording hardware and software, high capacity digital storage media, and a variety of synthesizers and sound processors. The lab is open approximately 100 hours per week for students enrolled in relevant courses.

Improvisation Lab (Schuette 237)
Housed in the Crane Music Library, the Improvisation Lab provides students with access to computer and sound reinforcement technologies that support the development of jazz improvisation abilities. Sequencing and audio recording software provides soloists with combo backing and the ability to record sessions for use in a variety of educational contexts.

Recording Studios (PAC 408 & 409; Bishop 120)
Located in the Performance Arts Center (PAC), the school’s Recording Studio is a state-of-the-art audio and video recording facility installed when the PAC was opened in 2014. The Recording Studio provides students with hands-on learning about the recording processes and is linked into all six performing spaces in Crane and the PAC. There is an additional recording studio space in the Crane complex which is the home to Madstop Records, a student-led recording initiative that undertakes projects both within the School and with outside companies.

School of Education and Professional Studies Technology Centers

Rebecca V. Sheard Literacy Center (Satterlee 104)
This friendly and welcoming, state-of-the-art facility has a library of award winning children and adolescent fiction and non-fiction literature, a curriculum resource area, and a projection classroom seating 60 (located upstairs in Satterlee 260) equipped with a SMART Board and wireless internet access, document camera, DVD player, and VCR. The Literacy Center provides a site where faculty and students can use current educational software and assistive technology, and gain hands-on experience in the education of a diverse range of learners. Students and faculty may sign out any of the Center’s resources by using their college I.D and also are welcome to use the resource area of the Center to study or work in small groups. Staff is available to assist students and faculty in using the Center’s resources during hours of operation. The Center employs many Federal Work Study students each academic year. If interested in gaining employment as an undergraduate student, please contact the Center at 315-267-2527.

Hours of operation: Monday - Thursday, 9 a.m. to 8 p.m. and Friday 9 a.m. to 4 p.m.

Thomas E. O’Shaughnessy Center for Assistive Technology (Satterlee 104A)
The Thomas E. O’Shaughnessy Center for Assistive Technologies encompasses a hands-on computer classroom facility with 25 dual-boot Mac computers, a scanner, DVD player, VCR, SMART Board and both color and black and white laser printers. The Thomas E. O’Shaughnessy Center is housed within the Rebecca V. Sheard Literacy Center. Dr. O’Shaughnessy was dedicated to finding technological solutions that would help people, particularly children with disabilities, to become independent learners. The Center’s collection includes software and adaptive hardware that can be used to increase accessibility to computers for those with special needs. If interested in receiving information or assistance, please call 315-267-2542.

PACES Services

What is PACES?
PACES is a not-for-profit corporation which has been providing essential services to the campus for over 60 years. The mission of PACES is to offer high-quality products and services through the provision of auxiliary services while maximizing customer value and financial return to the benefit of the larger SUNY Potsdam community.
PACES is governed by a 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. PACES is the largest employer on campus, hiring student and community workers. PACES manages and operates the SUNYCard ID office, Bear Express accounts, The College Store, the Union Market, Dining Services, and Vending Services and the MicroFridge rental program.

SUNYCard
The SUNYCard is the campus ID card and issued and replaced at the PACES Business Office in Merritt Hall. The SUNYCard is used to access residence halls, Bear Express, and Meal Plan accounts, as well as other campus services. The cardholder is responsible for managing their card, its accounts and their balances: if a card is lost, stolen, or misplaced it must be deactivated and reactivated by the holder on BearPAWS. PACES is not responsible for purchases made with lost or stolen cards. A non-refundable fee of $10 is charged for replacement of lost cards; a $5 fee for a picture replacement, and damaged or broken cards are replaced free of charge.
Bear Express

Bear Express is an optional spending account. It may be used on campus and at participating off-campus restaurants and businesses. Accounts are automatically opened for most students and appear on the semester bill. Any changes or account closures must be made prior to the first Thursday of the first week of classes in each semester. After that time, funds may be added to the account through BearPAWS, or in person at the PACES and SUNYCard office in Merritt Hall. Unused balances roll over from semester to semester and balances (over $20) are credited to accounts at the end of the academic year.

The College Store

The College Store and Union Market are located in the Barrington Student Union. The store has faculty requisitioned course materials, art supplies and textbooks, as well as a selection of general reference and reading books, college memorabilia, clothing, gifts and logo items. The Union Market is the campus convenience store. Groceries, pharmacy items, cosmetics, electronics, candy, snacks, magazines, newspapers and essential dorm living supplies are available in the Market. Special orders available in both locations.

Textbooks at bookstore.potsdam.edu

The College Store is the official SUNY Potsdam textbook retailer and stocks professors required and recommended course materials. Getting the right books and course materials is important to a student’s academic success. The Store has a direct connection to faculty instructors and each semester it finds out directly from them which materials they need students to have. In many cases, this includes special course packs, CDs and study guides.

Students may purchase or rent textbooks online in advance through the Store’s website (bookstore.potsdam.edu) and they will be boxed and ready at the start of the semester. Early web orders get first dibs on textbook options (new, used, rental, digital). The online ordering system offers a price comparison tool and will designate titles that faculty members have required, recommended or suggested for courses.

Federal Law asks that faculty members submit course material requirements and costs when students become eligible to register for classes (April and October.) Because that is often 3-6 months in advance of purchase, the Store estimates book costs. The final sale price is displayed when books are available for pre-pack in August and January.

Books ordered prior to that date are subject to price adjustments. Students can go directly to the Store when they arrive on campus to purchase books, but we recommend pre-packing the books for pick up to avoid lines.

A tutorial about how to order textbooks from the Store is available in the Quick links section of the website. Online orders can be paid for with Bear Express or credit card. No charge is processed until the books are packed. Books can be shipped to home addresses, as well as pre-packed for pick up. Check email for order confirmation and updates about any changes to the order.

There are lots of reasons why textbooks cost as much as they do: pricing depends on many variables: title availability, timely faculty requisitions, published formats, age of the edition, popularity, and publisher’s “bundles” (CDs, DVDs, manuals etc.). If you have questions, come to the Store and we’ll explain the ins and outs.

Bear Care Program – Gifts from Home

For over 20 years, the College Store has provided a program for parents and friends to send gift packages to students. The Store has developed a line of birthday, get well, celebratory and special occasional baskets for purchase. Baskets can be customized to meet budgetary and gift needs. Ordering directions and sample baskets are available online.

Microfridge Rentals – Dorm Room Convenience

Students are allowed to bring their own fridges and microwaves, but as a service, PACES offers a small number of microwave/refrigerator units to residential students to rent for the academic year. The units are delivered to rooms at the beginning of the semester. Online renting opens in June and are available on a first-come, first-serve basis. If roommates decide to share, they must make their own financial arrangements, as contracts are with one student. Any changes to the contract must be made in writing with to PACES Marketing Office. Refunds are prorated. For more information visit bookstore.potsdam.edu.

ATMs on Campus

PACES contracts with North Country Savings Bank (NCSB) to provide ATMs on campus. NCSB is a community bank (FDIC) that offers student checking accounts. ATMs are located in the Student Union and Carson Hall.

Dining Services and Meal Plans

PACES Dining Services provides quality food, good value, and choice for its customers. Meal plans allow students to eat whenever and wherever they want on campus.

To meet the dining needs of campus customers, PACES operates restaurants at eight campus locations and is available 15 hours a day. Traditional all-you-can-eat meals are provided in Lehman Dining Center. Other campus dining units include a la carte areas: the Student Union Dining Court in Barrington Student Union, Dexter’s Café in Thatcher Hall, Minerva’s Café in the Crumb Library, the Crane Commons in Crane, Becky’s Place and Tim Hortons Café Express at Pratt Commons, and the Performing Arts Café in the new arts building.

PACES Dining Service has award winning services, food, and programs. In 2015, for the second time, it was voted the #1 Dining Service in the SUNY System in the SUNY Student Opinion Survey. PACES Dining Services consistently has scored higher than the national average in most every category in the National Association of College and University Food Services Annual Benchmarking surveys.
Signing up for Plans and How Meal Plans Work

The College requires meal plans for campus residents until they meet the residency requirement. Commuter, returning and students who have met the residency requirement have different meal plan options. All students must agree to meal plan terms and conditions on BearPAWS. For a description of meal plans, terms and usage go to potsdam.edu/studentlife/dining/MealPlans.

New York State law mandates that a meal plan be for the sole use of the student owner. Students can't buy meals for friends under NYS law, but they can take a guest or friend to Lehman with one of their guest passes.

Students may use as many meals from their plan as they want in a given day so there is no “missed meal factor.” Weekly plans help to ensure that students budget their meals evenly throughout the semester. Weekly meal plans reset every Sunday morning at 2:00 a.m.; any unused meals are relinquished at that time.

The best value on campus is Lehman Dining Center. If a student doesn't care to eat at Lehman, they exchange a meal from their plan for an all at once value when they check out at the register in other units. The allowance has a buying power equal to $6.50, but has no cash value. Flex Credits allow students to purchase any item, at any time, from any PACES dining facility.

Any unused flex, guest passes and meal balance expires at the end of the semester. An ideal flex balance chart is posted online to help guide students budget their account. If a student uses all their Flex Credits before the semester ends, more can be added, online through BearPAWS, at Dining Services cash registers, or at the PACES Business Office in Merritt Hall.
Academic Directory area code (315)

School of Arts and Sciences

Anthropology ............................................................ 267-2053
MacVicar Hall
Art ............................................................................ 267-2251
Brainerd Hall
Biology ..................................................................... 267-2264
Stowell Hall
Chemistry ................................................................ 267-2264
Stowell Hall
Computer Science ................................................... 267-2407
Dunn Hall
Economics ................................................................ 267-2900
Dunn Hall
English & Communication ...................................... 267-2005
Morey Hall
Geology ..................................................................... 267-2286
Timerman Hall
History ..................................................................... 267-4910
Satterlee Hall
Mathematics ............................................................. 267-2064
MacVicar Hall
Modern Languages ................................................... 267-2792
Carson Hall
Philosophy .............................................................. 267-2792
Carson Hall
Physics ..................................................................... 267-2286
Timerman Hall
Politics ..................................................................... 267-4910
Satterlee Hall
Psychology .............................................................. 267-2606
Flagg Hall
Sociology .................................................................. 267-2768
Satterlee Hall
Theatre and Dance ................................................... 265-2536
Performing Arts Center

School of Education and Professional Studies

Business Administration .......................................... 267-2306
Dunn Hall
Community Health .................................................. 267-2306
Dunn Hall
Curriculum and Instruction .................................... 267-2525
Satterlee Hall
Inclusive & Special Education ................................ 267-2525
Satterlee Hall
Information Communication and Technology ....... 267-2306
Dunn Hall
Literacy Education ................................................... 267-2535
Satterlee Hall
Secondary Education .............................................. 267-2535
Satterlee Hall

The Crane School of Music

Music, Graduate Studies ......................................... 267-2417
Bishop Hall

Administrative Directory area code (315)

Academic Affairs – Provost, Raymond Hall ............... 267-2108
Accommodative Services, Sisson Hall ....................... 267-3267
Affirmative Action, Raymond Hall ............................ 267-3372
Arts and Sciences – Dean, Dunn Hall ....................... 267-2231
Career Planning, Sisson Hall .................................... 267-2344
Center for Graduate Studies, Raymond Hall ......... 267-2165/ 800-458-1142, ext. 1
Center for School Partnerships and Teacher Certification, Satterlee Hall ........................................ 267-3022
Computing and Technology Services
Administrative Information Systems, Stillman Hall .................. 267-4444
Helpdesk, Stillman Hall ........................................... 267-4444
Counseling Center, Van Housen Hall ....................... 267-2330
Crane School of Music, The Dean, Bishop Hall ............ 267-2775
Director of Graduate Studies, Bishop Hall ............... 267-2417
Education and Professional Studies – Dean,
Satterlee Hall ......................................................... 267-2515
Extended Education,
Raymond Hall ....................................................... 267-2166 or 800-458-1142
Financial Aid, Raymond Hall .................................... 267-2162
Human Resources, Raymond Hall ............................ 267-4816
International Education & Programs,
Crumb Library ....................................................... 267-2507
Libraries
Crumb Memorial Library ......................................... 267-2485
Crane Music Library ................................................. 267-2451
PACES
Business Office, Merritt Hall .................................... 267-3096
Dining Services, Thatcher Hall ................................. 267-2657
The College Store, Student Union ......................... 267-2573
SUNYCard, Merritt Hall .......................................... 267-2658
President’s Office, Raymond Hall ............................ 267-2100
Registrar, Raymond Hall ........................................ 267-2154
Residence Life, Draime Hall ..................................... 267-2350
Student Accounts, Raymond Hall ........................... 267-2137
Student Affairs, Barrington Student Union ............... 267-2117
Student Conduct and Community Standards,
Barrington Student Union ....................................... 267-2579
Student Health Services, Van Housen Hall .............. 267-2377
University Police, Van Housen Hall ....................... 267-2222