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. Logs 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 with their majors, all Career Planning events and a step-by-step career planning activities checklist.

For further information, go to: www.potsdam.edu/career or 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
listed below, please call 315-267-2165 or 800-458-1142, or visit our website at www.potsdam.edu/academics/grace. The Office is located in 206 Raymond Hall.

Graduate Programs
SUNY Potsdam is one of 12 comprehensive colleges in the SUNY system offering graduate degree programs of study. Please refer to the Graduate Catalog for admissions information for each program. SUNY Potsdam offers the following programs in each school.

School of Arts and Sciences
The School of Arts and Sciences has two Master of Arts programs.

The M.A. in English and Communication prepares students for teaching or professional careers. Applicants should have earned a bachelor’s degree with a major in English, Communication, or Writing. Outstanding applicants who hold degrees in other areas may be admitted; however, additional coursework might be required.

The M.A. in Mathematics is designed to develop students’ abilities to work independently and to enable them to obtain a basic knowledge of algebra, real and complex variables, and topology. The program prepares students for both postgraduate study and careers in the field of mathematics.

There is also a mathematics honors program, which allows students to achieve a combined B.A./M.A. within a four-year time period. Students enter this program on the recommendation of the mathematics faculty.

School of Education and Professional Studies
Several master's degrees and one certificate program are offered in the School of Education and Professional Studies.

The Master of Science in Education leads to professional teacher certification at the early childhood, childhood, and adolescent levels. M.S.Ed. programs leading to an additional certification are also available in literacy, special education, and educational technology.

The Master of Science for Teachers degree offers a graduate program leading to initial teacher certification in childhood or adolescence education for students with liberal arts backgrounds, but who have no undergraduate teacher education coursework or experience.

The Master of Science in Community Health prepares students for careers in the field of public health, which serves to enhance health through education, research, and policy.

The Master of Science in Organizational Performance and Technology is designed to prepare students for careers in human performance improvement and training and development with an emphasis on the use of technologies to solve performance problems.

In addition to degree programs, a Certificate of Advanced Study (C.A.S.) is available for those seeking to prepare for careers in Inclusive and Special Education. The C.A.S. completion is shorter in duration to a full degree program, but does provide course work necessary for those who wish to work in the special education field.

The Crane School of Music
The Crane School of Music offers two programs, the Master of Music in Music Education and in Performance. These programs are designed to meet students’ interests, needs and requirements within a framework that provides opportunities to pursue a balance of academic and professionally oriented courses.

Graduate Catalog
To obtain a Graduate Catalog, contact the Center for Graduate Studies toll-free at 800-458-1142 or direct at 315-267-2165. You may also email: graduate@potsdam.edu. Digital versions of the catalog also are available on the College’s website: www.potsdam.edu/academics/catalog/graduate/index.cfm.

Continuing Education Programs and Services
Summer Session
A number of different sessions, of varying length, are offered throughout the summer beginning immediately after May graduation and ending in the middle of August. The first session, beginning in May, is particularly advantageous for students who need to complete their coursework prior to the start of their summer employment or other family vacation plans typically occurring during these months. Several other sessions offered during the summer begin after high school graduation in June and are well suited for graduating seniors and school personnel who wish to enroll in credit classes. Graduate and undergraduate courses are offered in all sessions and are scheduled throughout the day from early morning to late afternoon and evening. Domestic and international travel courses are typically offered as part of the College’s comprehensive summer session program, as well as a growing number of online courses.

Students enrolling in a three-week summer session can enroll in a maximum of four (4) credit hours. Students enrolling in a six-week session or overlapping sessions are limited to a maximum of seven (7) credit hours. A preliminary summer session schedule is available on our website in mid-October each year and final summer session schedule is available by the beginning of March. This information can be found on the College’s website at www.potsdam.edu/summer.

Winterim Session
The Winterim Session includes a three-week session beginning the last week of December and a two-week session beginning in the first week of January. Winterim includes online options and domestic or international travel courses. Enrollment is open to matriculated and non-matriculated students enrolled at SUNY Potsdam or at other colleges and universities. The course schedule for Winterim is available on our website at www.potsdam.edu/winter in early September with registration beginning in mid-October.

Distance Learning Course Offerings
Graduate and Continuing Education coordinates the scheduling of all distance learning (online and hybrid/blended) credit-bearing courses for the College. A variety of undergraduate and graduate Distance Learning courses are offered throughout the academic year, as well as in the summer and Winterim Sessions.

Further information regarding summer and Winterim sessions can be found on the following webpage: www.potsdam.edu/academics/grace.

A schedule of Distance Learning courses can be found on the Online & Hybrid courses webpage: www.potsdam.edu/academics/online.

Professional Development Programs
Specialized programs are created in partnership with both on- and off-campus entities to provide training and/or coursework that meets the unique needs of the group that is being served. These programs are
generally credit-bearing in nature, and available only to members of the group that the college has entered into a partnership with.

Non-Matriculated Students
Graduate and Continuing Education is responsible for admitting and registering all non-matriculated students to the College, as well as monitoring their satisfactory academic progress. Please refer to pages 14 and 25 for detailed admission requirements, registration procedures, and satisfactory academic progress policies.

Early College Programs

College Advancement Program (CAP)
The College offers qualified junior- and senior-level high school students the opportunity to enroll in regularly scheduled undergraduate courses for college credit with the approval of the faculty member teaching the course. Admission requirements are: Minimum 80.0 grade point in a Regents/college preparatory curriculum as indicated on an official high school transcript; a letter of recommendation from the high school principal and/or guidance counselor; and completion of the online Student Health Services forms.

College in High School Program (CHS)
Together with participating high schools, the College offers qualified high school junior and senior students the opportunity to enroll in mutually agreed upon high schools courses and receive SUNY Potsdam college credit for the their satisfactory completion. Tuition and fees for these courses are offered at a reduced rate which is significantly less than the normal per credit tuition and fee rates. Admission requirements are the same as for the College Advancement Program (see above for details). Further information is available on the following website: www.potsdam.edu/academics/grace.

Center for Lifelong Education and Recreation (CLEAR)

Non-Credit Courses
A variety of non-credit activities are offered throughout the year for children and adults. They include youth recreation and enrichment programs, adult fitness classes, as well as a variety of opportunities for adult personal and professional enrichment. These programs are open to SUNY Potsdam students, faculty, and staff, as well as members of the surrounding communities.

For information on offerings please visit our website: clear.potsdam.edu or call 315-267-2167.

Summer Camps
A variety of summer, day and resident camps, for children and young adults are offered each year. One of our most popular camps is the Crane Youth Music camp, which is offered over a two-week period beginning in late June.

Conferences, Events, Meetings and Workshops
A large number of events, meetings, workshops and conferences occur on campus. Many of these are regional, national, and international in scope. The College encourages the use of its many fine and varied facilities by outside groups and organizations for these types of activities. Please call for additional information and details 315-267-2167 or visit our website at clear.potsdam.edu.

Watertown Extension Center at SUNY Jefferson
The College offers several programs through its Watertown Extension Center including:
• Bachelor of Science (B.S.) completion program in Business Administration, designed for individuals who have completed an Associate Degree or have earned approximately 60 hours of college credits;
• M.S.Ed. Literacy Specialist (Birth-Grade 6)
• M.S.Ed. Literacy Specialist (Grades 5-12)
• M.S.Ed. Literacy Educator
• M.S.Ed. Curriculum and Instruction
• M.S.T. Childhood Education (Grades 1-6);
• M.S. Organizational Performance & Technology, Organizational Leadership Concentration
• Post-graduate certificate in Inclusive and Special Education

The courses for these programs meet on the campus of Jefferson Community College, at Ft. Drum, online, as well as on the Potsdam campus. In order to accommodate the needs of students who have work or other family commitments during the week, courses are scheduled weekday evenings, Saturdays, or asynchronously for distance learning options. Multi-year schedule templates are available to assist students in completing their degree on a timely basis.

The Director of the Extension Center is available on JCC’s campus during regularly scheduled office hours or by appointment to assist prospective and current students throughout their course of study. The Director’s office is located in the Extended Learning Center on the campus of Jefferson Community College. Please call 315-786-2373 for further information or to schedule an appointment. Additional information can be found online at: www.potsdam.edu/academics/watertown.

ACADEMIC ENRICHMENT OPPORTUNITIES

Center for Applied Learning
Contact: Dorf Endowed Director for Applied Learning
107 Crumb Library
315-267-2507

The Center for Applied Learning supports students’ learning by engaging in direct application of skills, theories and models. Through applied learning experiences like internships, service learning, study abroad, and independent research projects, students apply knowledge and skills learned in the classroom to hands-on, real-world settings, subsequently applying what is learned from the experience to academic coursework. The Center for Applied Learning staff works to ensure that every SUNY Potsdam student can engage with our motto of “experience, reflect, become” and reach their full potential.

Experiential Education
The Experiential Education Office (EEO) administers the College-wide Internship Program, Volunteer Program, and assists in the development of community service sites for the Service-Learning Program.
• The Internship Program allows students to earn 1-12 academic credits for interning at a work site related to their major under the guidance of a faculty sponsor, combining career-related experience with academic learning. The internship may be completed in the fall, spring, or summer semester and may be paid or unpaid. For