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**SUNY Potsdam Orientation**  
Office of Student & Family Transitions  
128 Sisson Hall  
(315) 267-2580 or ssc@potsdam.edu  
www.potsdam.edu/support/firstyear/transitions
At our "Transitions Conference," you will have the chance to meet other new students and you will receive detailed information about our SUNY Potsdam.
You will have the opportunity to speak directly with our staff from Financial Aid and Student Accounts.

What time does the Transitions Conference begin?
Check in begins at 8:45am on Friday, January 19, 2018 in Thatcher Dining Hall.

academic calendar

Spring 2018

New Students Move In
Classes Begin
Last Day to Add/Drop
February Recess Begins
Classes Resume
Progress Reports Due
Last Day to Withdraw
Last Day to Elect S/U
Spring Recess Begins
Classes Resume
Last Day of Classes
Academic Preparation
Final Examinations
Commencement Ceremonies
Final Grades Due

Friday, January 19
Monday, January 22
Friday, January 26
Friday, February 16
Wednesday, February 21
Monday, March 5
Friday, March 30
Friday, March 30
Friday, March 30 (10PM)
Monday, April 9 (8AM)
Friday, May 11
Sat.- Sun., May 12- 13
Mon.- Fri., May 14- 18
Sat., May 19
Wednesday, May 23 (10AM)
step 1

CREATE AND CHECK YOUR POTSDAM OUTLOOK EMAIL ACCOUNT FOR IMPORTANT UPDATES

It is very important to check your Potsdam Outlook Email account often for orientation updates and other important updates regarding your transition to SUNY Potsdam, such as Financial Aid, Student Conduct, Student Billing, etc.

To create your account, use this hyperlink http://www.potsdam.edu/cts/services/office365 to download Microsoft 365. Follow the instructions, there will be helpful tabs to the left for setup depending on the device that is being utilized.
Log into BearPAWS and sign up for the Transitions Conference that will be taking place on Friday, January 19, 2018.

**BearPAWS Log-On Instructions**

Type in: [http://bearpaws.potsdam.edu](http://bearpaws.potsdam.edu)

Here you can register for orientation; fill out mandatory health forms; sign up for housing, meal plans and a MicroFridge!

- Use your Campus Computer Account (CCA), Username, and Password.
- Go to the “New Student” link and choose the January 19, 2018 orientation session for you and your guests.
- Check your Microsoft Outlook 365 mail to receive your confirmation.
- Print your confirmation page and bring it to orientation.

**Note:** After you register online for orientation, housing, and/or your meal plan, you will need to contact the appropriate office to make any changes.

**Fees**

- Orientation Fee: $40.00
- Guest fee: $25.00

**Payment Options for Guest Fees**

Pay with a credit card on our secure website BearPAWS ([http://bearpaws.potsdam.edu](http://bearpaws.potsdam.edu)) or day of Orientation.
ACADEMIC ADVISING

Follow these steps if you are a Transfer Student:

• After you sign up for the Transitions Conference, contact Patty Gilmer at (315) 267-2702 to set up an advising appointment to register for your classes.

• Advisers will start registering students for classes on Monday, November 27, 2017.

• Appointments last approximately 50 minutes to one hour.

• Keep in mind the course registration process is on a first-come, first-serve basis, thus we strongly encourage you to follow all the “orientation” steps and make an appointment as soon as possible.

Follow these steps if you are a New First Year Student:

• After you sign up for the Transitions Conference, contact Stephanie Anable at (315) 267-2580 to set up an advising appointment to register for your classes.

• Advisers will start registering students for classes on Tuesday, January 2, 2018.

• Appointments last approximately 50 minutes to one hour.

• Keep in mind the course registration process is on a first-come, first-serve basis, thus we strongly encourage you to follow all the “orientation” steps and make an appointment as soon as possible.
**step 4**

**SEND IN HEALTH INFORMATION**

**This information is due right now!**

- Fill out the health requirements for attending SUNY Potsdam online at BearPAWS:
  - New Student Services
  - Student Health Services Portal
  - Forms (complete the Health Information #3, Meningitis Response, and Tuberculosis Questionnaire forms).

- Mail or fax your immunization record to:
  
  Student Health Services
  44 Pierrepont Avenue
  Potsdam, NY 13676;
  Fax: (315) 267-3260

When you have completed the health requirements you will receive a confirmation via your Potsdam Outlook accounts. You will also receive weekly emails of what health requirements you are missing.

- Submit a health insurance waiver if you are covered by your own insurance so that you are not charged an additional fee of >$1000 on your bill. The link will become active in mid-July (fall semester) or mid-December (spring semester) in Bearpaws> New Student Services> SUNY Potsdam Insurance Plan waiver link.

- When you have completed the health requirements you will receive a confirmation via your Potsdam Outlook account. You will also receive weekly emails of what health requirements you are missing.

Student Health Services (SHS) must ensure all new, readmitted, and transfer students meet state and local health requirements. The submission of these forms is tracked for each student. Failing to comply with the health requirements will result in progressive consequences.

- Submit a health insurance waiver if you are covered by your own insurance so that you are not charged an additional fee of >$1000 on your bill. The link will become active in mid-July (fall semester) or mid-December (spring semester) in Bearpaws> New Student Services> SUNY Potsdam Insurance Plan waiver link.

- Move-in: If you live on-campus you may not be allowed to get your keys until you have visited Student Health Services.

- First week of classes: You will get a message to complete the requirements every time you use your Student ID card.

- Subsequent Weeks: Your ID card will be deactivated and you won’t be allowed to attend classes.

- 30 - 45 days after start of classes: If you remain noncompliant with the immunization or meningitis requirements you will be disenrolled from SUNY Potsdam, as New York State Law demands. Failure to meet all the other health requirements will result in a Hold being placed on your account. You won’t be able to register for classes or receive your grades until the requirements are met.

See important details at [www.potsdam.edu/studentlife/healthservices/index.cfm](http://www.potsdam.edu/studentlife/healthservices/index.cfm)

**Questions about health forms/requirements?**

Call Student Health Services at (315) 267-2377 or email the office directly at shs@potsdam.edu
Prior to making your housing preferences, please refer to our webpage at www.potsdam.edu/studentlife/reshalls/ and click on the “Living on Campus 101” link for detailed information. All students must indicate their housing preferences and/or apply for an exemption to live off campus (available online). Room assignments are made on a first-come, first-serve basis. Since space in many areas is limited, we advise you to submit housing preferences as soon as possible.

Note: If you have any physical conditions or concerns that impact your housing needs, please see our website for specific information.

Live On Campus
- Log into BearPAWS.
- Go to the “New Student Services” link.
- Go to the “New Student Housing Registration” link.
- Read/agree to Housing License and submit.
- Indicate your housing preference from the drop down menu.
- If you have a roommate request, enter your desired roommate’s student Potsdam ID or social security number in the field provided. Your desired roommate must enter your student Potsdam ID or social security number on their form as well.
- “Submit” your preferences.

Live Off Campus
- Apply for a housing exemption
- Log into BearPAWS.
- Go to the “New Student” link.
- Go to the “New Student Housing Registration” link.
- Indicate that you will not be residing on campus and continue on to complete the exemption form and submit.
- You will receive an email with the decision of your request for exemption.
SIGN UP FOR MEAL PLAN & BEAR EXPRESS ACCOUNT

It is campus policy that first-year students and freshmen participate in the 1st Year Meal Plan. BearPAWS will only allow you to choose from plans you are eligible for. Meal Plans are valid for one semester; they do not rollover and are non refundable. There are two first year plans to choose from: 19 meals, 100 Flex Credits, and 5 Guest passes or 14 Meals, 500 Flex Credits and 10 Guest Passes.

If allowed, changes or cancellation to the account must be made prior to Thursday of the first week of classes. For details about residential and commuter plans and their costs, go to www.potsdam.edu/studentlife/dining/MealPlans/index.cfm

Bear Express is an optional spending account accessed through the SUNYCard. It may be used on campus for services, in vending machines, and at participating off-campus restaurants and businesses. Bear Express accounts are automatically opened for most residential students and appear on the college bill. When an account is opened, the amount selected is billed in both the fall and spring semesters. Changes or cancellation to the account must be made prior to Thursday of the first week of classes on BearPAWS. After that date, money can be added to the account online through BearPAWS, or in person with cash, check, credit, or debit cards at the PACES Business Office or at any Dining Service location.

Unused Bear Express account balances roll over from semester to semester and remaining balances (over $20) may be credited to accounts at the end of the academic calendar year.

Choose a meal plan and Bear Express account amount

- Log into BearPAWS
- Go to the “New Student” link
- Go to the “Meal Plan & Bear Express Registration”
- Read/agree to Meal Plan License & click submit
- Select your resident status
- Select the 1st Year Meal Plan
- Select Bear Express Amount for the semester
- Click save

ORDER ID CARD

The campus ID card, also known as the SUNYCard, is provided by PACES. The card provides access to meal plans, residence halls, Bear Express account, fitness center, and other campus services.

All Potsdam students, faculty and staff are required to have a SUNYCard. Cards are issued at the PACES business office in Merritt Hall. *If you submit your photograph online through sunycard.potsdam.edu, two weeks prior to your arrival for orientation or the start of classes, your card will be ready for you to pickup. You must bring and show a valid government issued photo ID (passport, driver’s license) to pick up your SUNYCard.*

You are responsible for managing your card. If you lose or temporarily misplace your card, you must deactivate or reactivate it through BearPAWS. Students can sign up for low-balance notifications, check meal account balances, and upload and submit ID photos online at sunycard.potsdam.edu.

Submit your photo online (see photo requirements below)

- Must be in JPG file format
- Must be in color
- Must be taken within the last 6 months
- There must be space above the top of your head and the bottom of your face
- The photo must be of your face/torso
- The entire head and shoulders must be visible
- No hats, sunglasses or gestures

Photo requirements

- Go to: sunycard.potsdam.edu
- Log in using your CCA (campus computer account – this is the account used when logging into BearPAWS, or campus email)
- Click on Submit ID Photo
- Click on the Browse button to find the location of the photo you wish to upload
- Select the desired photo, then click on the “upload” button
- Click “submit”

Note: if you submit your photo online, you will then pick your ID card up at the Transitions Conference orientation session.*
step 7

MICROFRIDGE RENTAL

PACES offers MicroFridge appliance rentals to all residential students. The MicroFridge is a combination refrigerator/freezer and microwave oven.

The unit is available for rent for the academic year, on a first-come, first-serve basis.

Please call the PACES Microfridge Rental Office at 315-267-3097 to check for rental availability.

For more information about what appliances are allowed in the residence halls, visit: www.potsdam.edu/studentlife/ResHalls/CampusLiving101
step 8

ORDER TEXTBOOKS

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 College Store has a direct connection to faculty instructors and each semester it orders materials the faculty have requested. In many cases, this includes special course packs, CDs and study guides.

Books ordered online through the Store’s website bookstore.potsdam.edu can be shipped or pre-packed for pick-up on campus. The online ordering system will show you which titles are required, recommended or suggested for courses. The Store sells textbooks in different formats: new, used, e-book, or rental. USED books are generally 25% less than the new book price, rentals and e-books are usually less expensive than new. The Store also has a price comparison tool for easy reference.

Online ordering and pre-packing begins two weeks prior to the start of the semester. Pre-pack orders are filled first, so the chances of getting a preferred format is greater when ordered online. All orders are filled on a first-come, first-serve basis. Students who choose not to pre-pack can come and purchase the books at The College Store in Barrington Student Union.

Changes to course titles, books and materials can be made prior to the start of the semester, so ordering books for prepack will assure greater accuracy. You will be able to choose your prepack and shipping options: you can have the books shipped to an off campus location, or sent to the campus mailroom, or held for pick up at our designated location. You will receive a confirmation email after you place your order with these details. The College Store has a textbook buy back program and a full inventory of school supplies. Books ordered through The Store may be paid for with Bear Express or credit card.

Order textbooks online
- Go to bookstore.potsdam.edu
- Under the Textbook link
- Click on Order Textbooks
- Go to How to Order Textbooks, Step by Step, a PDF of step by step instructions will pop up
- Review the instructions
- After following the instructions, go back to the Textbook link and go to Click here to order your textbooks
- Once you have completed your order, you will receive an email confirmation about where and when to pick up your books