SUNY POTSDAM ORIENTATION 2017
New Student Checklist
3 frequently asked questions (FAQS)
   academic calendar
5 step 1 - set up your Potsdam Outlook account and check it often!
6 step 2 - register for orientation
   academic advising
7 step 3 - send in health information
8 step 4 - fill out advising questionnaire
9 step 5 - SAVE THE DATE: FIGS!
10 step 6 - SAVE THE DATE: Housing!
   First Year experience (FYE)
12 step 7 - sign up for meal plan & bear express account
   order ID card
13 step 8 - microfridge rental
14 step 9 - order textbooks
15 campus map
**FAQS**

**What happens at Orientation?**
Orientation is a student’s first opportunity to become a part of the Potsdam Community. You will have an opportunity to meet other first year students, get to know the campus’s programs and services and most importantly, you will meet with an Academic Advisor to choose and register for your Fall classes.

**What time does Orientation begin?**
Check-in for orientation is between 9:00 a.m. - 9:30 a.m. the first day of each session. Based on availability, you may make changes to your orientation session by calling the Office of Student & Family Transitions. Changes must be made one week prior to the scheduled session date.

**Note:** EOP students will attend a special orientation session on August 18–25, 2017. Look for another mailing from the EOP office soon!

**What is the cost and how do I pay?**
- Student Orientation fees will be included in your college bill.
- First Year Orientation fee is $200.00. This fee includes housing accommodations, meals and activities.
- All students will spend the night on campus. Roommate selection will be provided for the one evening. These roommates are not the roommates the student will share rooms with in the Fall.
- First Year Orientation Guest fee is $100.00 per guest and includes housing accommodations in a residence hall, meals and activities.
- Guest Orientation fees are not included in the student bill and should be paid via credit card (see registration form online) or check. Please make check or money order payable to PACES 611 and mail to:
  Office of Student & Family Transitions
  SUNY Potsdam, 128 Sisson Hall
  44 Pierrepont Avenue
  Potsdam, NY 13676
- Guest fees must be received in this office prior to your arrival at orientation.
- Parents and guests will spend the night in Draime Hall.
- Guests may choose to stay off campus and attend orientation for a reduced fee of $85.00. Lodging options are available at the St. Lawrence County Chamber of Commerce at http://northcountryguide.com.

**Do parents have to come to orientation?**
It depends on the family. We have a very successful family program that we are confident parents will enjoy (we receive rave reviews each year). Almost all of our parents have gained useful information and peace of mind for having attended.

**What do parents do during orientation?**
Parents attend many informative and interactive sessions concerning campus services. Lunch with academic advisors is just one of the many highlights.

**What if I have to arrive the night before?**
We recommend you contact one of our local hotels and make a reservation for a moderate price in the Potsdam, Canton or Massena area. This website may be helpful – St. Lawrence County Chamber of Commerce: http://northcountryguide.com.

**What do I bring to orientation?**
- ALL new students and their guests must bring their own linens/bedding to their orientation session.
  **NOTE:** Orientation is a great time for you to try out your new bedding, so please make sure to bring a STANDARD EXTRA LONG FITTED SHEET, AN EXTRA LONG FLAT SHEET, A PILLOW AND PILLOW CASE.
- You are encouraged to bring a fan. Residence halls are not air conditioned.
- Umbrella, sweater, personal toiletries and towel, alarm clock, and anything needed for an overnight stay.

**What if my parents sign up and cannot make it to orientation?**
You can be reimbursed for the guest fee if you cancel at least two days prior to the orientation date.
# Academic Calendar

## Fall 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Students Move In &amp; Welcome Convocation</td>
<td>Fri., Aug. 25</td>
</tr>
<tr>
<td>Welcome Week Activities</td>
<td>Sat., August 26 - Fri., September 1</td>
</tr>
<tr>
<td>Returning Students Move In</td>
<td>Sat. &amp; Sun., August 26 &amp; 27</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Monday, August 28</td>
</tr>
<tr>
<td>Last Day to Add/Drop</td>
<td>Friday, September 1</td>
</tr>
<tr>
<td>Early Alerts Due</td>
<td>Friday, October 6</td>
</tr>
<tr>
<td>Fall Recess Begins</td>
<td>Friday, October 6 (10 p.m.)</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Wednesday, October 11 (8 a.m.)</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>Friday, November 3</td>
</tr>
<tr>
<td>Last Day to Elect S/U</td>
<td>Friday, November 3</td>
</tr>
<tr>
<td>Thanksgiving Recess Begins</td>
<td>Tuesday, November 21 (10 p.m.)</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Monday, November 27 (8 a.m.)</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Friday, December 8</td>
</tr>
<tr>
<td>Academic Preparation</td>
<td>Saturday &amp; Sunday, December 9 &amp; 10</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Monday-Friday, December 11-15</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>Tuesday, December 19 (10 a.m.)</td>
</tr>
</tbody>
</table>

## Spring 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Move In</td>
<td>Saturday &amp; Sunday, January 20 &amp; 21</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Monday, January 22</td>
</tr>
<tr>
<td>Last Day to Add/Drop</td>
<td>Friday, January 26</td>
</tr>
<tr>
<td>February Recess Begins</td>
<td>Friday, February 16 (8 a.m.)</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Wednesday, February 21 (8 a.m.)</td>
</tr>
<tr>
<td>Early Alerts Due</td>
<td>Monday, March 5</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>Friday, March 30</td>
</tr>
<tr>
<td>Last Day to Elect S/U</td>
<td>Friday, March 30</td>
</tr>
<tr>
<td>Spring Recess Begins</td>
<td>Friday, March 30 (10 p.m.)</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Monday, April 9 (8 a.m.)</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Friday, May 11</td>
</tr>
<tr>
<td>Academic Preparation</td>
<td>Saturday &amp; Sunday, May 12 &amp; 13</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Monday-Friday, May 14-18</td>
</tr>
<tr>
<td>Commencement Ceremonies</td>
<td>Saturday, May 19</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>Wednesday, May 23 (10 a.m.)</td>
</tr>
</tbody>
</table>
step 1

CHECK YOUR POTSDAM OUTLOOK ACCOUNT FOR IMPORTANT UPDATES

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

Microsoft Office Now Available for Download
Computing and Technology Services has activated Microsoft ProPlus licensing for all active campus employees and students. In addition to all of the existing features of Office 365, which includes cloud/online versions of Microsoft Word, PowerPoint, and Excel, ProPlus allows employees and students of SUNY Potsdam to download and install the latest version of Microsoft Office on their personal computers and devices at no cost.
REGISTER FOR ORIENTATION

Choosing Sessions
Log on to BearPAWS (www.potsdam.edu/cts/services/bearpaws) and sign up for one of the six orientation sessions:

- SESSION I: June 26 & 27 (Mon. & Tues.)
- SESSION II: June 29 & 30 (Thurs. & Fri.)
- SESSION III: July 6 & 7 (Thurs. & Fri.)
- SESSION IV: July 10 & 11 (Mon. & Tues.)
- SESSION V: July 20 & 21 (Thurs. & Fri.)
- SESSION VI: July 24 & 25 (Mon. & Tues.)

EOP Dates: Fri., August 18 – Fri., August 25, 2017

Please Note: When a session is full, it will not appear as a choice in BearPAWS. To help better accommodate students for advising, please indicate under special accommodations if your travel time one-way exceeds 4 hours.

BearPAWS Log-on Instructions
Type in: www.potsdam.edu/cts/services/bearpaws
Here you can register for orientation, fill out mandatory health forms, complete an advising questionnaire, and sign up for a First-Year Interest Group (FIG), housing, meal plans and a MicroFridge.
- Use your Campus Computer Account (CCA), Username and Password
- Go to the ”New Student” link and choose an orientation date that will work for you and your guests.
- Print your confirmation page and bring it to orientation.
- Go to Outlook email.

Note: Think carefully about your online choices. After you register online for orientation, a FIG and/or housing, you will need to contact the appropriate office to make any changes.

Fees
- First Year Orientation fee: A two-day session is $200.00 and includes all meals, activities and housing accommodation in a residence hall setting. This fee will be included in your first college bill. There is no need to pre-pay.
- Guest Orientation fee: Guest fees for the two-day session staying in a campus residence hall is $100.00/guest. Guests may choose to stay off campus and attend orientation for a reduced fee of $85.00/guest. Lodging options are available at the St. Lawrence County Chamber of Commerce Website: www.northcountryguide.com. Guest fees are not included in the student’s college bill.

Payment Options for Guest Fees
- Pay with a credit card on our secure Website (www.potsdam.edu/cts/services/bearpaws)
- Payment by check or money order payable to PACES 611. Please note the student’s name and Potsdam ID number on all checks/money orders. Mail to the Office of Student & Family Transitions, SUNY Potsdam, 128 Sisson Hall, Potsdam, NY 13676.
step 3

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
- Submit a health insurance waiver when the link becomes active in mid-July (fall semester) or mid-December (spring semester).

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
step 4

FILL OUT THE ADVISING QUESTIONNAIRE

Before you can register for classes, your academic advisor needs to get to know your general interests and academic goals. Fill out the advising questionnaire on BearPAWS.

Follow these simple steps
- Log on to BearPAWS
- Go to the "New Student" link
- Click on "Advising Questionnaire" (answer the questions and hit submit)

Questions about the Advising Questionnaire?
Call the Office of Student & Family Transitions at (315) 267-2450
After April 3 you may pre-register for some of your Fall courses by selecting a First-Year Interest Group (FIG). For details about the individual FIGs offered this Fall, visit www.potsdam.edu/support/firstyear/groups

Note: Crane students do NOT choose from this FIG list because their courses will be arranged at orientation. For all other students, we highly recommend enrolling in one of the FIGs.

You may pre-register online for a FIG until June 1. After June 1, you may register for courses during your summer orientation session. If you cannot decide on a FIG at this time, you may wait until orientation to select a FIG. However, please note that some FIGs will fill during this pre-registration period.

First-Year Interest Groups (FIGS) are learning communities of 10-25 students taking the same interdisciplinary set of two to five courses together. The instructors often collaborate to integrate their courses around a theme or problem.

What can FIGS offer students?
Research nationwide shows that learning communities:
• Intensify cooperation in a community of scholars
• Increase communication among faculty and students
• Promote student confidence in academic potential
• Facilitate transfer of skills from one course to another
• Increase participation and attendance in class
• Serve the very bright and those who have difficulty
• Provide an introduction to the liberal arts

Avoid the rush – sign up now!
• Develop a community of scholars with classmates and instructors
• Reserve seats for some of your Fall schedule now
• Discover connections between the fields of knowledge
• Improve your academic performance and satisfaction
• Accelerate your adjustment to college

All students, except Crane students, are requested to select a FIG from the list on the First-Year Interest Groups page under the NEW student link on BearPAWS. Some FIGs make a complete, full-time course schedule, while other FIGs leave room for one or more other courses of students’ choice to be selected during orientation. Some FIGS will be residential and will participate in the First Year Experience (FYE) program.
REGISTER FOR HOUSING

After April 3, please refer to our webpage at www.potsdam.edu/studentlife/ResHalls and click on the “Residential Living” 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.

Changes can be made to your housing preferences until June 1, 2017. After June 1, 2017, only students who have not yet indicated a preference will be able to access the system.

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

The First Year Experience (FYE) is designed for motivated students eager to get the most out of their college experience. Read page 11 for full details on the FYE program. FYE provides opportunities for first year students to make meaningful connections with their peers as well as faculty and staff at SUNY Potsdam. Studies show that students who make these connections during their first year of college have a better chance of performing well academically and reaching graduation. Further, FYE participants often remark that the friendships they made in their first year lasted long after graduation. FYE combines three major components: residential, programmatic and academic to promote a fun, dynamic and academically focused experience for first year students.

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 in the field provided. Your desired roommate must enter your student Potsdam ID on their form as well.
- “Submit” your preferences.
- Beginning August 1, 2017, log back into BearPAWS to view your room and roommate assignment.

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.

Note: First-year students must live on campus for 2 years/4 semesters
The First Year Experience (FYE)

**Academic**
FYE provides numerous academic opportunities and resources for students. Every FYE floor has at least one residential fellow, faculty and staff volunteers who serve as resource people, initiate social and educational programs and in some cases, serve as academic advisors for students. All FYE students are also enrolled in a two-credit First Year Success Seminar (FYSS) class taught by faculty, staff, and an upper-class teaching assistant.

**Programmatic**
The FYE staff offers a number of social activities and educational programs. Numerous trips are planned throughout the year to expose students to the local area, including ski/snow tubing, trips to Canada and the Adirondack village of Lake Placid. There are also a large number of events held on campus to help students meet new people and become involved at Potsdam, including Activity Day, Halloween celebrations, Ice-Cream Socials and Spirit Night.

Additionally, FYE coordinates events including A Major Affair and Door-to-Door Advising that allow students to meet faculty from all the academic departments at SUNY Potsdam to discuss possible majors, courses to take and career possibilities.

**Residential**
FYE is housed in Bowman East and Bowman West. The FYE RAs are specially trained to better understand the needs of the first year students. They present programs and provide information to help students succeed inside and outside of the classroom. Additionally, they offer informal guidance on academics and serve as Teaching Assistants (TAs) in the First Year Success Seminar (FYSS). The halls are staffed with professional, live-in Residence Hall Directors (RD) who supervise the staff and are available to assist students with any concerns. To foster an environment conducive to both academic and social interaction, all FYE students are encouraged to create and live by a roommate contract.

**Theme Floors**
- **Arts Floor:** One floor has been reserved for students interested in the visual arts, dance, drama and music. This floor is co-ed by door. Students planning to enroll in any arts related courses are encouraged to take advantage of this unique program where you can live and learn in a community of artists.
- **Honors Floor:** One floor has been reserved for students accepted into the Potsdam Honors Program. This floor is co-ed by door. A study lounge is provided for the use of the floor participants. The Honors Floor has been designated as a study-intensive area.
- **First-Year Interest Group (FIG) Floors:** Several FIGs are housed within FYE. FIG floors will provide you with easy access to form study groups and offer additional programs in support of your academic and personal interests.

**How to sign up**
Sign up on our secure Website, BearPAWS. You can indicate your interest in FYE right on the housing online form. Space in FYE is limited and will be assigned on a first-come, first-serve basis. For more information about FYE, please contact the Office of Residence Life at (315) 267-2350. For more information about the Honors Floor, contact the Honors Department at (315) 267-2900.
SIGN UP FOR MEAL PLAN & BEAR EXPRESS ACCOUNT

It is campus policy that first-year students participate in a 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. Meals per week reset every Sunday morning.

When an account is opened, the plan you select is billed in both the fall and spring semesters. 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

CREATE YOUR CAMPUS ID

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.

PACES is not responsible for purchases made with lost or stolen cards. Dining services will issue meal vouchers at the Student Union Dining Court if a student loses their card when the PACES Business Office is closed. 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 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 Spring Transitions Conference orientation session.*
step 8

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.

Online ordering starts June 26 at the College Store’s website bookstore.potsdam.edu

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

MICROFRIDGE RENTAL

- Go to http:bookstore.potsdam.edu
- Go to the Quicklinks menu, click on MicroFridge Rental link
- Add the item to cart
- Continue checkout
- Log in as a user
- Billing address should be populated with credit card holder information
- Shipping address should be populated with student’s information
  (if available) then click update
- Select MicroFridge Delivery as delivery method
- Select Payment Method, click submit order
- Email confirmation will be sent to you upon successful completion of form
step 9

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 notified as to when and where to pick up your books via email. 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.

Each online pre-pack includes a $4.50 flat fee handling charge.

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