SUNY POTSDAM ORIENTATION 2018
transfer checklist
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Campus Map
### Fall 2018

- **Fall Semester Payment Deadline**: Wednesday, August 15
- **New Students Move In**: Friday, August 24
- **Welcome Week Activities**: Saturday - Friday, August 25 - August 31
- **Returning Students Move In**: Saturday & Sunday, August 25 & 26
- **Classes Begin**: Monday, August 27
- **Last Day to Add/Drop**: Friday, August 31
- **Progress Reports Due**: Friday, October 5 (10 p.m.)
- **Fall Recess Begins**: Friday, October 5 (10 p.m.)
- **Classes Resume**: Wednesday, October 10 (8 a.m.)
- **Last Day to Withdraw**: Friday, November 2
- **Last Day to Elect S/U**: Friday, November 2
- **Thanksgiving Recess Begins**: Tuesday, November 20 (10 p.m.)
- **Classes Resume**: Monday, November 26 (8 a.m.)
- **Last Day of Classes**: Friday, December 7
- **Academic Preparation**: Saturday & Sunday, December 8 & 9
- **Final Examinations**: Monday - Friday, December 10-14
- **Final Grades Due**: Tuesday, December 18 (10 a.m.)

### Spring 2019

- **Spring Semester Payment Deadline**: Tuesday, January 15
- **Students Move In**: Saturday & Sunday, January 19 & 20
- **Classes Begin**: Tuesday, January 22
- **Last Day to Add/Drop**: Monday, January 28
- **Progress Reports Due**: Friday, March 8 (10 p.m.)
- **Spring Recess Begins**: Friday, March 8 (10 p.m.)
- **Classes Resume**: Monday, March 18 (8 a.m.)
- **Last Day to Withdraw**: Monday, April 8
- **Last Day to Elect S/U**: Monday, April 8
- **April Recess Begins**: Wednesday, April 17 (10 p.m.)
- **Classes Resume**: Monday, April 22 (8 a.m.)
- **Last Day of Classes**: Friday, May 10
- **Academic Preparation**: Saturday & Sunday, May 11 & 12
- **Final Examinations**: Monday - Friday, May 13-17
- **Commencement Ceremonies**: Saturday, May 18
- **Final Grades Due**: Wednesday, May 22 (10 a.m.)
Reminder: In order to proceed through the steps in this document, your Potsdam Campus Computer Account (CCA) needs to be activated using information provided in your enrollment packet.

step 1
SET UP YOUR POTSDAM OUTLOOK EMAIL ACCOUNT

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, health requirements, student conduct, student billing, etc.

To create your account, use this link 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.

step 2
APPLY FOR FINANCIAL AID (IF YOU HAVEN’T DONE SO)

Make sure you have filed your:
- FAFSA at FAFSA.ed.gov (Free Application for Federal Student Aid)
- HESC.ny.gov (NYS Residents only) (Higher Education Services Corporation)

Payment deadlines:
August 15, 2018 - Fall Semester Payment Deadline (Payments received after this date may be subject to late fees.)
January 15, 2019 - Spring Semester Payment Deadline (Payments received after this date may be subject to late fees.)
step 3

REGISTER FOR ORIENTATION

Log in to BearPAWS (bearpaws.potsdam.edu) and sign up for a Transfer Orientation.

- SESSION I: June 4, 2018
- SESSION II: June 18, 2018
- SESSION III: July 16, 2018
- SESSION IV: July 27, 2018
- SESSION V: August 25, 2018

BearPAWS Login Instructions
Type in: bearpaws.potsdam.edu
Here you can register for Orientation, fill out mandatory health forms, make housing / meal plan selections and more.
- Use your Campus Computer Account (CCA), username and password.
- Go to the “New Student Services” link and choose an orientation date that will work for you.
- Check your Microsoft Outlook 365 email to receive your confirmation.
- Print your confirmation page and bring it to Orientation.

Note: Think carefully about your online choices. 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
- Transfer Orientation fee: $40
- Guest fee: $25

Payment Options for Guest Fees
- Pay with a credit card on our secure website (bearpaws.potsdam.edu)
- Please note the student name and Potsdam ID number on all checks/money orders.
- 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

step 4

ACADEMIC ADVISING / COURSE REGISTRATION

- Advisers will start registering transfer students for classes on April 23, 2018.
- Individual phone or in-person advising/registration appointments can be made by contacting Patty Gilmer at 315-267-2702
- Advising/registration is available at Transfer Orientation sessions I, II, III, and IV.
step 5
SEND IN HEALTH INFORMATION

This information is due right now!

• Fill out the health requirements for attending SUNY Potsdam online at BearPAWS:
  • Log in to BearPAWS
  • Go to the “New Student Services” link
  • Click on “Student Health Services Portal”
  • Click on “Forms” (complete the Health Information #3, Meningitis Response, and Tuberculosis Questionnaire)

• Mail or fax your immunization record to:
  Student Health Services
  SUNY Potsdam, 119 Van Housen Hall
  44 Pierrepont Avenue
  Potsdam, NY 13676
  Fax: (315) 267-3260

• You must complete 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) and mid-December (spring semester).
  • Log in to BearPAWS
  • Click on “New Student Services” link
  • Click on “SUNY Potsdam Insurance Plan waiver” link
  • Click to log in to “Waiver Website” and follow instructions from here

See important details at www.potsdam.edu/studentlife/healthservices

Questions about health forms/requirements?
Call Student Health Services at (315) 267-2377 or email the office directly at shs@potsdam.edu
step 6
REGISTER FOR HOUSING

SAVE THE DATE! April 15, 2018
After April 15, 2018, please refer to our webpage at www.potsdam.edu/studentlife/ResHalls and click on the "Residential Living" link for detailed information. Room assignments are made on a first-come, first-served 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 15, 2018. After June 15, 2018, 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 information on how we can accommodate your needs.

Live On Campus:
- Log in to 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, 2018, log back in to BearPAWS to view your room and roommate assignment.

Live Off Campus:
- Apply for a housing exemption
- Log in to BearPAWS
- Go to the “New Student Services” 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.
step 7

SIGN UP FOR MEAL PLAN & BEAR EXPRESS ACCOUNT

It is campus policy that first-year students and freshmen participate in the First Year Meal Plan as residential students. There are two first year plans to choose from: 19 meals with 100 flex credits and 5 guest passes or 14 meals with 500 flex credits and 10 guest passes. Transfer students may be eligible for other plans. When an account is opened, the plan you select is billed in both the fall and spring semesters. Meal plans are valid for one semester; they do not rollover and are nonrefundable. Changes or cancellation to the account must be made prior to Thursday of the first week of classes.

For details about residential or commuter plans, and their costs, go to: www.potsdam.edu/studentlife/dining/MealPlans

Bear Express is an optional declining balance account on your student ID card. It may be used on campus for services, in vending machines, and at participating off-campus restaurants and businesses. A Bear Express account is opened for most residential students and the amount will appear on your college bill. The amount is billed in both the fall and spring semesters. Changes or cancellation to the amount placed on 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 through BearPAWS; in person with cash, check, credit, or debit cards at the PACES Business Office; or at any Dining Service campus 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 in to BearPAWS
- Go to the “New Student Services” 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
step 8
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.

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.

Photo requirements:
• 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

Submit your photo online:
• Go to: sunycard.potsdam.edu
• Log in using your CCA (campus computer account – this is the account used when logging in to 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 Orientation or at the PACES office in Merritt Hall.
step 9

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-served basis.

Online ordering starts **June 4** at the College Store’s website: [bookstore.potsdam.edu](http://bookstore.potsdam.edu)

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

**MicroFridge Rental:**
- Go to [bookstore.potsdam.edu](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 10
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 College 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-served 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.

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 and review the step by step 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.