

# STUDENT FACILITIES AND SERVICES

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](mailto: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 provides one-on-one assistance and support with field experiences, student teaching, professional development and certification to candidates throughout their program. Assistance with applying to student teach in New York City and in Australia are just a few examples. The Center continues to form strong relationships with P-12 partners by collaborating in many ways that allows our candidates the opportunity for unique hands on experiences. A few of those opportunities include:

1. The Adopt-A-Bear Cub Mentoring Program – This program is coordinated by SUNY Potsdam and the Lawrence Avenue (Potsdam) Elementary School in which college students (“bears”) mentor elementary school children (“cubs”) in grades K-4. The program focuses on helping at-risk students, giving them a place to go after school hours to develop social skills and further their academic studies. The program runs in two blocks, a Mon/Wednesday session and a Tuesday/Thursday session, for one hour each session.
2. Teacher Education Student Association (TESA) – This organization is designed for all education majors at both the undergraduate and graduate level. The goal of this organization is to provide professional development opportunities, which includes both bi-weekly opportunities and an annual conference. This organization helps teacher candidates develop professional relationships with current educators.

## 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 [housesese@potsdam.edu](mailto:housesese@potsdam.edu), visit [www.potsdam.edu/studentlife/services/disability](http://www.potsdam.edu/studentlife/services/disability), or stop by Sisson III.

## **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](mailto: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 assessment; FOCUS – an online career assessment system; MBTI – Personality Inventory; and career books 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 skills, and designing portfolios and self-marketing brochures are provided. This service includes the maintenance of reference files, job vacancy postings, a resume referral service, 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, developing portfolio pages and creating self marketing brochures.

*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 ([www.potsdam.edu/career](http://www.potsdam.edu/career)), students have access to information on job vacancies, employers, careers, summer jobs, graduate schools, and resource guides.

*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 [www.potsdam.edu/career](http://www.potsdam.edu/career).

## **College Counseling Center**

The Counseling Center staff provides individual or group counseling to any registered SUNY Potsdam student. Counseling may assist with a wide range of issues, but focus is on empowering a client to continue towards their educational goals in a way that is most healthy for the individual. We view each person as a unique individual and offer a safe, confidential place to discuss problems. SUNY Potsdam students often use the Counseling Center to focus on: relationship problems, depression, anxiety and stress control, relaxation and yoga, eating disorders, homesickness, social phobias, sexuality concerns, career and academic major decisions, family of origin issues, psychiatric disorders, and many others. Support groups are formed based on need or interest.

For those who prefer a self-help approach, we have an extensive self-help library, as well as a light box to assist students struggling with Seasonal Affective Disorder. The Counseling Center offers full psychiatric services to any registered student at the College. Our psychiatrist provides diagnostic evaluations, psychotherapy and when approved, medication therapy and medication monitoring services for students utilizing their services. In addition, the psychiatrist provides clinical consultations to the professional staff of both The Counseling Center and Student Health Services.

We provide consultation and workshops on a wide variety of topics in an effort to help faculty, staff and students understand how to help their fellow SUNY Potsdam community members. One workshop of particular importance to us is QPR Suicide Prevention Training (Question, Persuade, Refer) to faculty, staff and students; over 1,300 campus members have been trained in the past three years.

The Counseling Center provides free yoga and meditation classes throughout the academic year. Yoga can be an effective resource that helps individuals reduce stress while increasing psychological and emotional balance in a person's life. A certified yoga instructor facilitates group and individual work. Just outside of our office, we have installed a tile labyrinth available to students and staff for meditative purposes.

The Wellness Advocates (known as campus as a “WAs”) are Peer Counselors; fellow SUNY Potsdam students who have completed a training internship. If you live on campus, WAs will come right to your room. If you live off campus, you can

talk on the phone or meet on campus. For a Wellness Advocate, call: 315-261-8942 or 315-261-8873 between 4:30 p.m. and 8:00 a.m., 7 days a week while Fall and Spring classes are in session.

## 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 [www.potsdam.edu/cwc/index.cfm](http://www.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: [www.potsdam.edu/faculty/spccc](http://www.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 nine police officers, two Lieutenants, one Chief of Police and two civilian employees. We also hire about 15 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 [www.potsdam.edu/studentlife/safety/index.cfm](http://www.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](mailto:universitypolice@potsdam.edu). This statistical information is also available through the United States Department of Education web site: [www.ope.ed.gov/security/](http://www.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 Association (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 315-267-2735.

## 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.

## Center for Student Research

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

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 315-267-2051 or email: [cur@potsdam.edu](mailto:cur@potsdam.edu).

[www.potsdam.edu/academics/specialprograms/cur/index.cfm](http://www.potsdam.edu/academics/specialprograms/cur/index.cfm)

## 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 (including summer session[s]) 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 their home 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. Grades and credit earned are treated as residential and identified as cross-registrations on students' permanent record.

**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 [www.associatedcolleges.org/services/services.htm](http://www.associatedcolleges.org/services/services.htm), contact the Director of the Associated Colleges at 315-267-3331 or 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](http://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: [www.potsdam.edu/studentlife/healthservices/uploadTuberculosisScreeningForm.pdf](http://www.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](mailto: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 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); Caribbean Latino American Student Society (CLASS); Lesbian, Gay, Transgender, Bi-Sexual and Allies Association (LGTBA); 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. Three 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 7:30 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 [www.potsdam.edu/bsu](http://www.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 Learning and Teaching Excellence Center

The Learning and Teaching Excellence Center (LTEC) is housed on the first floor of Crumb Library, in room 107, a space cooperatively shared by the Center and instructional programs of the College Libraries. Teaching and learning initiatives and activities coordinated by the Center may take place on site or may use other facilities. The mission of the Learning and Teaching Excellence Center is to promote high quality teaching and learning by sponsoring activities such as workshops, seminars and speakers; coordinating and supporting initiatives related to scholarly teaching and ongoing professional development; and emphasizing the enhancement of student learning through instructional technology. The LTEC houses two Macintosh computers and a laser printer available for special projects related to the LTEC mission, such as publications and web page management. The facility is furnished with a board table, modular tables, and comfortable chairs, and is consequently adaptable to a variety of program sizes and seating configurations. The LTEC suite includes the Library Classroom which is utilized for LTEC or Library events/classes and features projection capabilities, wireless access, as well as laptops for hands-on engagement.

## 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 1,900 objects

provides significant educational opportunities for research, collection management and registration. Strengths are modern and contemporary, including important Japanese Gutai Group work, American prints 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 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 315-267-2355.

**Box Office and Community Performance Series (CPS) Hours**

Monday through Friday, 12:30 p.m. to 4 p.m.

Weekends as determined by calendar.

**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 [www.potsdam.edu/cts](http://www.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](mailto:helpdesk@potsdam.edu) or call 315-267-4444.

**Campus Computer Account (CCA)**

All SUNY Potsdam students are assigned a Campus Computer Account (CCA) once they have made their admissions deposit to the College. The CCA is used for all campus services including Potsdam email, BearPAWS, logging onto campus computers, on-campus and residential Wi-Fi access, Moodle, publishing webpages and proxy access to campus restricted web sites. The same username and password is used for all of these services.

**BearPAWS**

SUNY Potsdam's web interface to our student information system allows students to perform a multitude of functions such as register for classes, check grades, view financial aid, academic standing, etc. To log into BearPAWS, go to <http://bearpaws.potsdam.edu> and use your Campus Computer Account (CCA).

**BearDeN (Degree Navigator)**

SUNY Potsdam's online degree audit system allows students to track their progress towards their degree, lists courses taken and/or registered for, GPAs and adviser contact information. BearDeN is accessible from the BearPAWS Student Services & Financial Aid menu. For more information, click on the Help and FAQ buttons within BearDeN. For questions regarding degree progress, contact the Center for Graduate Studies.



## BearMail

Every student is required to use their SUNY Potsdam email account on a regular basis throughout their educational experience. Faculty and administrative personnel use this email address to contact students with important announcements and information. Your SUNY Potsdam email address is [username]@potsdam.edu. To login to BearMail, visit <http://bearmail.potsdam.edu> and use your Campus Computer Account (CCA) for username and password.

## Learning Management System (LMS)

Moodle is a web-based Learning Management System that is widely used by SUNY Potsdam faculty to deliver online courses, as well as enhance campus-based courses. Faculty use Moodle to post syllabi, course materials, announcements, engage students in discussions, record grades and send email. To login to Moodle, visit <https://moodle.potsdam.edu> and use your Campus Computer Account (CCA) for username and password.

## Wireless, High-Speed Internet & Cable TV (Residential)

Time Warner Cable provides Road Runner wired and Wi-Fi high-speed internet service, as well as 90 cable TV standard channels to all students living in our residence halls at no extra charge. To make it easier for students seeking assistance with either RR wired, RR Wi-Fi, cable TV, or to order additional cable services, there is now one convenient number to call (1-866-339-8225) and this service is available 24/7. For more information, visit [www.potsdam.edu/cts/services/rruniversity.cfm](http://www.potsdam.edu/cts/services/rruniversity.cfm).

## Wireless Access (Non-Residential)

The wireless network at SUNY Potsdam is a standard 802.11b/g implementation of wireless and is free to all students. Wireless hotspots are located throughout campus and are frequently added. Look for areas with the W@SP logo. For more information and a map of wireless campus locations, visit <http://wireless.potsdam.edu>.

## Computer Labs and Projection Classrooms

For a complete and up-to-date list of Computer & Technology Services (CTS) technology facilities, please visit our website at: [www.potsdam.edu/cts/tecfacilities/index.cfm](http://www.potsdam.edu/cts/tecfacilities/index.cfm).

## 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 curricular software development.

*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*

Accomplished through the generosity of emeriti, faculty, staff and alumni and dedicated to the memory of Dean Emeritus Ralph J. Wakefield, the hall is equipped for professional quality recording with a dedicated recording control room and an extensive stereo and computer presentation system to allow for state-of-the-art lecture 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 software. Additional hardware includes large-screen projection, Smart Board™, 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**

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 Studio**

With the opening of the Performing Arts Center in 2014, Crane's recording studio moved to a brand new, state-of-the-art facility in that building. The recording studio at Crane provides students with the opportunity for hands-on instruction in learning the recording process, including both digital and analog recording techniques. The studio is primarily a classroom laboratory, but is also home to Madstop Records, the student initiated campus record label.

**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.

**Potsdam Auxiliary and College Educational Services, Inc. (PACES)**

Potsdam Auxiliary and College Educational Services, Inc. (PACES) is a not-for-profit corporation providing essential services to the campus. A Board of Directors consisting of students, faculty, and administrators governs PACES. PACES mission is to offer high quality products and services while maximizing customer value while returning a portion of its net revenue to SUNY Potsdam.

PACES is the largest employer on campus, for job information visit: [www.potsdam.edu/offices/paces/employment](http://www.potsdam.edu/offices/paces/employment).

PACES operates Dining Services, The College Store and Union Market, and administers services and programs such as: the SUNYCard ID, the Off Campus Bear Express Merchant Program, the Microfridge Rental Program, campus vending and laundry machines. PACES administrative offices are located in Merritt Hall, Dining Services in Thatcher Hall, and The College Store Retail complex in the Barrington Student Union.

**SUNYCard**

The campus ID card, also known as the SUNYCard, provides access to meal plans, campus buildings, library materials, Bear Express, and other campus services. Students can check meal account balances, sign up for low balance notifications and upload and submit ID photos online at [suncard.potsdam.edu](http://suncard.potsdam.edu).

Potsdam students, faculty and staff are required to have a SUNYCard. Cards are issued at the PACES Business Office in Merritt Hall. You must show a valid government issued photo ID (passport, driver's license) to pick up or be issued a 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.

To deactivate a lost or stolen card, or to reactivate a card, log into BearPAWS.

**Bear Express**

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 September 14 and February 15 via BearPAWS. Money may only be added to the account with cash, check, credit, or debit cards at the PACES Business Office or at Dining Service locations.

Unused 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.

## The College Store

The College Store is located in the Barrington Student Union and sells textbooks, school and art supplies, dorm living essentials, insignia apparel and gifts. Merchandise is available in the store as well as online (<http://bookstore.potsdam.edu>). Students have access to manufacturer's promotions on computers when purchased through the store's website.

### **Textbooks – New, Used, Rental, E-Book Formats**

The College Store is the official SUNY Potsdam textbook retailer. Professors request specific books, editions, and course material which are stocked only at the store. The store's online textbook ordering system will show you what books are required, recommended or suggested for a course.

Books ordered online through the store's website (<http://bookstore.potsdam.edu>) can be shipped or pre-packed for pick-up on campus. Online ordering begins two weeks prior to the start of the semester and closes three days prior to the start of classes. Books are also available for purchase in the store.

The store sells textbook in all available formats: new, used, e-book, or rental. USED books are generally 25% off the new book price. Orders are filled on a first-come, first-serve basis. Online orders are filled before books go on sale in the bookstore therefore the chances of getting a preferred format is greater if you order in advance and online.

Changes to course titles, books and materials can be made prior to the start of the semester, so ordering books for prepack assures greater accuracy. You will be notified as to when and where to pick up your books on campus via email. The College Store has a textbook buy back program, and a full inventory of school supplies. Books may be paid for with Bear Express or credit card. The store also buys back books so that used books are made available to other SUNY Potsdam students.

## The Union Market

The Union Market is the campus convenience store. Specialty gift baskets, Video games, groceries, pharmacy items, cosmetics, electronics, candy, snacks, magazines, dorm supplies and college living essentials are available in the store or for pre-order. The Market also serves hot coffee and breakfast sandwiches. Bear Express, cash, credit and debit cards are accepted at the Market.

## Dining Service – Eating on Campus

PACES operates eight restaurants on campus. Meal plans can be used at every dining operation on campus. Every restaurant accepts debit and credit cards. Food is available on campus between fifteen and seventeen hours every day.

PACES operates one all you care to eat facility (Lehman Dining Hall), a food court with eight kiosks (Student Union Dining Court), five cafes (Crane Snack Bar, Minerva's Café, Dexter's Café, Becky's Place, Performing Arts Café), a franchise operation (Tim Hortons). PACES manages a catering division, a concession stand at Maxcy Hall (The Stand), and a campus bakery/commissary (Bowman Kitchen)

PACES Dining Service was rated #1 of all the 27 colleges and

universities of its size in the SUNY System in the most recent (2011) student opinion survey.

In 2015, PACES SUNY Potsdam's PACES Dining Services ranked 39th out of 1,175 colleges surveyed in a survey of the nation's best campuses for food by Niche.com. The colleges were ranked based on meal plan cost and more than 470,000 opinions from 64,000 students. The high ranking indicates the college offers a variety of healthy, quality food options that accommodate various dietary preferences and students are happy with the quality of campus food.

PACES has also consistently ranked in the highest percentile in the NACUFS national benchmarking survey for customer satisfaction. Dining Services offers award-winning food and programs based on its core values: variety, quality and choice. The majority of PACES operations prepare food to customers' specifications. Whenever feasible, PACES buys local and regional goods, helping to support the economy while reducing its carbon footprint.

## Meal Plans

Meal Plans are available to residential and non-residential and commuter students. Plans offer the best value, convenience, and cost savings for students who dine or buy grab and go items while on campus. Meal Plans are valid for one semester; they do not rollover and are non refundable. When an account is opened, the plan you select 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.

For information on dining units, hours of operation, meal plans, terms and conditions, visit [www.potsdam.edu/studentlife/dining](http://www.potsdam.edu/studentlife/dining).

## Dining Facilities

PACES provides more eating facilities than any other SUNY residential campus of our size. Operations are just a walk away from a dorm or classroom and food is available between fifteen and seventeen hours a day.

PACES dining facilities are Lehman Dining Hall, Crane Snack Bar, Minerva's Café, Dexter's Café, Becky's Café, Becky's Place, Tim Hortons and the Student Union Dining Court.

Lehman Dining Center offers a traditional residential dining all you care to eat menu, while the other facilities offer individually priced menu items.

## Banking

PACES in partnership with North Country Savings Bank, provides two ATM's on campus. One is located in the Barrington Student Union and the other is located in Carson Hall, adjacent to Becky's Place. The ATM's are part of the Allpoint Network, a surcharge-free ATM network. The network has more than 55,000 ATMs in national and regional merchant locations across the United States, Canada, Mexico, United Kingdom and Australia.

### Vending and Laundry Services

PACES contracts with A.W. Collins of Canton, NY to provide vending services to the campus. Goods may be purchased from vending machines with Bear Express or cash.

PACES contracts with MacGray to provide laundry services to the campus. MacGray services these machines. The office of Residence Life charges a fixed fee to every resident student and reimburses PACES for the use of the machines.

### Residence Halls

Graduate students are a welcomed part of our residential community and we hope that you will consider all of the benefits of living on campus. Students who would like to live on campus should request housing by logging in to your BearPAWS account and click on the “New Student Services” link. Students can preference living in one of our seven modern, fully equipped residence halls where living options include double rooms, suites, apartments, and Town Houses. All student rooms have internet access as well as a number of other convenient amenities in each residential area. More information can be found online at: [www.potsdam.edu/studentlife/ResHalls/index.cfm](http://www.potsdam.edu/studentlife/ResHalls/index.cfm).