table of contents

Important Information
Academic Calendar
Step 1 - Set up your Potsdam Outlook email account
Step 2 - Apply for financial aid (if you haven’t done so)
Step 3 - Register for Transitions
Step 4 - Academic Advising
Step 5 - Send in health information
Step 6 - Register for housing
Step 7 - Sign up for meal plan and Bear Express account
Step 8 - Order ID card
Step 9 - Order textbooks
Campus Map
important information

At our Transitions Conference, you will have the chance to meet other new students and you will receive detailed information about SUNY Potsdam.

You will also have the opportunity to speak directly with our staff from Financial Aid and Student Accounts.

What time does Transitions Conference begin?
Check-in begins at 8:45 a.m. on Friday, January 18, 2019 in Thatcher Dining Hall.

If you fail to complete steps 1-8 it is possible you could be dropped from classes, lose housing if on campus and/or owe additional money to the College.

academic calendar

Spring 2019

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

Tuesday, January 15
Saturday & Sunday, January 19 & 20
Tuesday, January 22
Monday, January 28
Friday, March 8 (10 p.m.)
Friday, March 8 (10 p.m.)
Monday, March 18 (8 a.m.)
Monday, April 8
Monday, April 8
Wednesday, April 17 (10 p.m.)
Monday, April 22 (8 a.m.)
Friday, May 10
Saturday & Sunday, May 11 & 12
Monday - Friday, May 13-17
Saturday, May 18
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 POTSДAM OUTLOOK EMAIL ACCOUNT

It is very important to check your Potsdam Outlook email account often for Transitions Conference updates and other important information regarding your transition to SUNY Potsdam, such as financial aid, health requirements, student conduct, student billing, etc.

Microsoft Outlook can be accessed online at portal.office.com. Outlook is also a free App available in the Apple and Android App stores. Login using your email address and campus computer account (CCA) password (which you set when you received your admission information packet). More information about Outlook is available on our website at potsdam.edu/cts/services/office365.

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 (for NYS Residents only - grant funding application TAP, Excelsior, etc...)

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

REGISTER FOR TRANSITIONS CONFERENCE

Login to BearPAWS (bearpaws.potsdam.edu) and sign up for the Transitions Conference that will be taking place on Friday, January 18, 2019.

**BearPAWS Login Instructions**

Go to: bearpaws.potsdam.edu

Here you can register for Transitions, fill out mandatory health forms, sign up for housing, meal plans and a MicroFridge.

- Use your Campus Computer Account (CCA), username and password
- Go to the "New Student Services" link and choose the January 18, 2019 Transitions session
- Register yourself
- Register a guest (if applicable)
- Check your SUNY Potsdam email to receive your confirmation
- Print your confirmation page and bring it to Transitions

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

**Fees**

- Transitions Conference Fee: $40
- Guest Transitions Conference Fee: $25

*Student fee added to your student bill.

**Payment Options for Guest Fees**

- Pay with a credit card on our secure website BearPAWS (bearpaws.potsdam.edu)
- Payment by cash or credit card can be made at check in upon arrival to Transitions Conference

---

step 4

ACADEMIC ADVISING

Follow these steps if you are a Transfer Student:

- After you sign up for the Transitions Conference, contact Patty Gilmer at (315) 267-2702 to set up an advising appointment to register for your classes.
- Advisers will start registering students for classes on Monday, November 26, 2018
- Appointments last approximately 50 minutes to one hour.
- Keep in mind the course registration process is on a first-come, first-served basis, thus we strongly encourage you to follow all the Transitions steps and make an appointment as soon as possible.

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

- After you sign up for the Transitions Conference, contact Stephanie Anable at (315) 267-2580 to set up an advising appointment to register for your classes.
- Advisers will start registering students for classes on Wednesday, January 3, 2019
- Appointments last approximately 50 minutes to one hour.
- Keep in mind the course registration process is on a first-come, first-served basis, thus we strongly encourage you to follow all the Transitions steps and make an appointment as soon as possible.
step 5
SEND IN HEALTH INFORMATION

This information is due right now!

1. Fill out the health requirements
   - Go to BearPAWS
   - Click on “New Student Services” link
   - Click on “Student Health Services” Portal
   - Click on “Forms” (complete the Health Information #3, Meningitis Response, and Tuberculosis Questionnaire)

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

3. Complete a health insurance waiver
   If you are covered by your own insurance so that you are not charged an additional fee greater than $1000 on your bill. The link will become active in mid-July (fall semester) and mid-December (spring semester). Health insurance waivers must be completed before August 15 for the fall semester and before January 15 for the 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

Health records, immunizations, Tuberculosis form and Meningitis form are all due to Student Health Services by January 15, 2019

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

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

Should you fail to complete ANY of the steps listed above, you will likely face being dropped from classes, immediate loss of campus housing (if living on campus) and/or additional charges on your College bill.
step 6
REGISTER FOR HOUSING

Please refer to our webpage at www.potsdam.edu/reslife and click on the “New Students” 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-served basis. Since space in many areas is limited, we advise you to submit housing preferences as soon as possible.

Note: If you have any physical conditions or concerns that impact your housing needs, please see our website for 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, provide their information. (Note: You are not required to have a roommate request.)
- “Submit” your preferences

Live Off Campus:
- 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
- 14 meals with 500 flex credits and 10 guest passes

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 dining 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

For video tutorials on how to select your meal plan and how to use your meal plan visit: www.potsdam.edu/studentlife/dining/MealPlans/videos
step 8
ORDER CAMPUS CARD (ID CARD)

The campus card is provided by PACES. This multi-function card provides access to meal plans, residence halls, your Bear Express account and campus services.

All Potsdam students, faculty and staff are required to have a campus card.

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 card.**

**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 Transitions or at the PACES office in Merritt Hall.
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 College Store 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 College 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.