SUNY POTSDAM
ORIENTATION 2015
New Student Checklist

EXPLORE & DISCOVER SUNY POTSDAM!
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<td>step 8 - order textbooks</td>
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<td>step 9 - order id card</td>
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<td>step 10 - check your BearMail email account often!</td>
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<tr>
<td>19</td>
<td>campus map</td>
</tr>
</tbody>
</table>

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**SUNY Potsdam Orientation**  
Office of Student & Family Transitions  
128 Sisson Hall  
(315) 267-2580/2415 or ssc@potsdam.edu  
IM: potsdamssc  
www.potsdam.edu/support/firstyear/transitions
NEW STUDENT CHECKLIST

☑ Complete Step 1: Register on BearPAWS (http://bearpaws.potsdam.edu)

to attend one of six orientation sessions.
Questions? Contact Student & Family Transitions at (315) 267-2415.

Freshmen: Choose one of six, 2-day summer sessions.
EOP Students: Sign up for the specific “EOP” orientation.

☑ Complete Step 2: Complete the mandatory health forms found on BearPAWS in the
Pre-Admission Packet and mail or fax them to Student Health Services as soon as you are
accepted. The packet can be found on the Student Health Services website (www.potsdam.
edu/studentlife/healthservices/index.cfm). For students covered by a policy, please sub-
mit a health insurance waiver when the link becomes active (mid-July for Fall semester
and mid-December for Spring semester). See page 7 and also the Student Health Services
website for many important details.
Questions? Contact Student Health Services at (315) 267-2377.

☑ Complete Step 3: Fill out the Advising Questionnaire on BearPAWS for your adviser
to review before orientation begins.
Questions? Contact Student & Family Transitions at (315) 267-2580.

☑ Complete Step 4: SAVE THE DATE: after April 1, pre-register for classes by signing
up for a FIG on BearPAWS (deadline is June 1, 2015). After this date, you will register for
classes at orientation.
Questions? Contact Learning Communities at (315) 267-3187.

☑ Complete Step 5: SAVE THE DATE: after April 1, complete the online Housing
Registration form on BearPAWS.
Questions? Contact the Office of Residence Life at (315) 267-2350.

☑ Complete Step 6: Sign up for a Meal Plan and Bear Express on BearPAWS.
Questions? Contact PACES at (315) 267-2658.

☑ Complete Step 7: Sign up for a MicroFridge (optional) on BearPAWS.
Questions? Contact PACES at (315) 267-3097.

☑ Complete Step 8: Order your books online to have them pre-packaged.
Questions? Contact the College Store at (315) 267-2573.

☑ Complete Step 9: Submit your photo and order I.D. card

☑ Complete Step 10: Check your BearMail for Orientation Confirmation

We have also included a 2015 - 2016 Academic Calendar and a campus map.
You will receive a SUNY Potsdam Undergraduate Catalog at orientation.
Please complete all of this information as soon as possible. If you have any
questions, please contact the Office of Admissions toll-free at 1-877-Potsdam.
# SUNY Potsdam First Year Student Orientation

Students are expected to attend all orientation sessions.

## Tentative Orientation Schedule

### Day 1: Orientation Check-in

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m. – 9:30 a.m.</td>
<td>Orientation Check-in</td>
<td>Knowles Conference Center</td>
</tr>
</tbody>
</table>

### Campus Tours/Ice Breakers

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 a.m. – 11:00 a.m.</td>
<td>Campus Tours/Ice Breakers</td>
<td>Academic Quad</td>
</tr>
</tbody>
</table>

### Financial Aid

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 a.m. – 11:45 a.m.</td>
<td>Financial Aid</td>
<td>Kellas Hall 106</td>
</tr>
</tbody>
</table>

### Welcome Luncheon

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 p.m. – 12:45 p.m.</td>
<td>Welcome Luncheon</td>
<td>Barrington Student Union Multi-Purpose Room – 2nd Floor</td>
</tr>
</tbody>
</table>

### Introduction to Academic Life

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:45 p.m. – 1:30 p.m.</td>
<td>Introduction to Academic Life</td>
<td>Barrington Student Union Dining Court – 1st Floor</td>
</tr>
</tbody>
</table>

### Scheduling Basics

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30 p.m. – 3:15 p.m.</td>
<td>Scheduling Basics</td>
<td>Barrington Student Union Dining Court – 1st Floor</td>
</tr>
</tbody>
</table>

### Orientation Leader Theatrical Presentation

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:30 p.m. – 4:00 p.m.</td>
<td>Orientation Leader Theatrical Presentation</td>
<td>Snell Theater</td>
</tr>
</tbody>
</table>

### Play - Talk - Back with Orientation Leaders

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:10 p.m. – 4:30 p.m.</td>
<td>Play - Talk - Back with Orientation Leaders</td>
<td>Kellas Hall 106</td>
</tr>
</tbody>
</table>

### Student Conduct, Community Standards, Title IX

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:30 p.m. – 5:20 p.m.</td>
<td>Student Conduct, Community Standards, Title IX</td>
<td>Kellas Hall 106</td>
</tr>
</tbody>
</table>

### Alma Mater

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:20 p.m. – 5:30 p.m.</td>
<td>Alma Mater</td>
<td>Kellas Hall 106</td>
</tr>
</tbody>
</table>

### BBQ Dinner (Students & Parents)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30 p.m. – 6:30 p.m.</td>
<td>BBQ Dinner (Students &amp; Parents)</td>
<td>Behind Barrington Student Union</td>
</tr>
</tbody>
</table>

### Evening Activities

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 p.m. – 8:00 p.m.</td>
<td>Evening Activities</td>
<td>Meet w/ OLs in Knowles Hall Marshall Park/Barrington Student Union MPR/Hurley’s Night Club</td>
</tr>
<tr>
<td>8:00 p.m. – ????</td>
<td>Evening Activities</td>
<td></td>
</tr>
</tbody>
</table>

### Day 2: Breakfast – Rise and Shine!!!

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 a.m. – 8:15 a.m.</td>
<td>Breakfast – Rise and Shine!!!</td>
<td>Barrington Student Union Multi-Purpose Room – 2nd Floor</td>
</tr>
</tbody>
</table>

### PACES (Potsdam Auxiliary Services – dining, vending services, College Book Store, Union Market)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:25 a.m. – 8:45 a.m.</td>
<td>PACES</td>
<td>Knowles Conference Center</td>
</tr>
</tbody>
</table>

### Residence Life

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45 a.m. – 9:15 a.m.</td>
<td>Residence Life</td>
<td></td>
</tr>
</tbody>
</table>

### Health Services

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:15 a.m. – 9:35 a.m.</td>
<td>Health Services</td>
<td></td>
</tr>
</tbody>
</table>

### Breathe, Stretch, Shake Break

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:35 a.m. – 9:45 a.m.</td>
<td>Breathe, Stretch, Shake Break</td>
<td></td>
</tr>
</tbody>
</table>

### Center for Diversity

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:45 a.m. – 9:55 a.m.</td>
<td>Center for Diversity</td>
<td></td>
</tr>
</tbody>
</table>

### Campus Life

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:55 a.m. – 10:05 a.m.</td>
<td>Campus Life</td>
<td></td>
</tr>
</tbody>
</table>

### Computing & Technology Services (CTS)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:05 a.m. – 10:20 a.m.</td>
<td>Computing &amp; Technology Services (CTS)</td>
<td></td>
</tr>
</tbody>
</table>

### Academic Registration – Sign up for classes!

- Individual Advising with your Academic Adviser
- Interactive Technology Exercise/Pick up Your Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:25 a.m. – 12:30 p.m.</td>
<td>Academic Registration – Sign up for classes!</td>
<td>Barrington Student Union Dining Court – 1st Floor Room 204 – 2nd Floor</td>
</tr>
</tbody>
</table>

### Check-out

- Anytime after you have registered for classes.
- Knowles Conference Center (where you checked in)

### Campus Tours

- Meet in front of the Bookstore
## SUNY Potsdam Guest Orientation Schedule

**PLEASE NOTE: ATTENDANCE AT WORKSHOPS FOR FAMILIES IS OPTIONAL**

<table>
<thead>
<tr>
<th><strong>DAY 1:</strong> Orientation Check-in</th>
<th><strong>8:00 a.m. – 9:30 a.m.</strong></th>
<th>Knowles Conference Center</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parent, Family and Guest Welcome</strong></td>
<td><strong>10:00 a.m. – 10:45 a.m.</strong></td>
<td>Knowles Conference Center</td>
</tr>
<tr>
<td><strong>Student Services Presentation – Part I</strong>&lt;br&gt;Financial Aid&lt;br&gt;Student Accounts</td>
<td><strong>11:00 a.m. – 11:45 a.m.</strong></td>
<td>Kellas Hall 106</td>
</tr>
<tr>
<td><strong>Welcome Luncheon</strong></td>
<td><strong>12:00 p.m. – 12:45 p.m.</strong></td>
<td>Barrington Student Union Multi-Purpose Room – 2nd Floor</td>
</tr>
<tr>
<td><strong>Introduction to Academic Life</strong></td>
<td><strong>1:00 p.m. – 2:00 p.m.</strong></td>
<td>Kellas Hall 106</td>
</tr>
<tr>
<td><strong>Residence Life</strong>&lt;br&gt;PACES</td>
<td><strong>2:00 p.m. – 2:10 p.m.</strong></td>
<td>Kellas Hall 106 Lobby</td>
</tr>
<tr>
<td><strong>Orientation Leader Theatrical Presentation</strong></td>
<td><strong>2:10 p.m. – 2:45 p.m.</strong></td>
<td>Kellas Hall 106</td>
</tr>
<tr>
<td><strong>The Family Transition of Letting Go</strong></td>
<td><strong>2:45 p.m. – 3:15 p.m.</strong></td>
<td>Snell Theater</td>
</tr>
<tr>
<td><strong>Down Time</strong></td>
<td><strong>3:30 p.m. – 4:00 p.m.</strong></td>
<td>Snell Theater</td>
</tr>
<tr>
<td><strong>BBQ Dinner (students &amp; parents)</strong></td>
<td><strong>5:30 p.m. – 6:30 p.m.</strong></td>
<td>Behind Barrington Student Union</td>
</tr>
<tr>
<td><strong>Dessert Reception with Administration</strong></td>
<td><strong>6:30 p.m. – 7:30 p.m.</strong></td>
<td>Raymond Hall – 8th Floor</td>
</tr>
<tr>
<td><strong>Evening Activities with Parent Orientation Leaders</strong></td>
<td><strong>8:00 p.m. – 8:30 p.m.</strong></td>
<td>Draime Main Lounge</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DAY 2:</strong> Breakfast Bar</th>
<th><strong>7:30 a.m. – 8:30 a.m.</strong></th>
<th>Barrington Student Union Multi-Purpose Room – 2nd Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Services Presentation Part II</strong>&lt;br&gt;Career Planning&lt;br&gt;Experiential Education&lt;br&gt;International Education</td>
<td><strong>8:45 a.m. – 9:45 a.m.</strong></td>
<td>Kellas Hall 106</td>
</tr>
<tr>
<td><strong>Local Pharmacy Representative:</strong>&lt;br&gt;<strong>Tips Your Student Should Know</strong></td>
<td><strong>9:45 a.m. – 9:50 a.m.</strong></td>
<td>Kellas Hall 106</td>
</tr>
<tr>
<td><strong>Health Services</strong></td>
<td><strong>9:55 a.m. – 10:30 a.m.</strong></td>
<td>Draime Main Lounge</td>
</tr>
<tr>
<td><strong>Student Conduct, Community Standards and Campus Safety</strong></td>
<td><strong>10:30 a.m. – 11:00 a.m.</strong></td>
<td>Draime Main Lounge</td>
</tr>
<tr>
<td><strong>Campus Tours</strong>&lt;br&gt;The rest of the afternoon is available for parents to meet with representatives from various student services. Offices are open on a walk-in basis</td>
<td><strong>11:30 a.m. – 12:00 p.m.</strong></td>
<td>Meet in the Barrington Student Union Lobby in front of the College Store</td>
</tr>
<tr>
<td><strong>Check-out</strong></td>
<td><strong>Anytime after 11:30 a.m.</strong></td>
<td>Knowles Conference Center (where you checked in)</td>
</tr>
</tbody>
</table>
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 Adviser to choose and register for your fall classes.

What time does Orientation begin?
Check-in for orientation is between 8:00 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 21–28, 2015. 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.
• Freshman Orientation fee is $195.00. 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.
• Freshmen Orientation Guest fee is $95.00 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
  Attention: Marta Whalen
  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 $80.00. 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. Highlights include: Having lunch with advisers, our student life play followed by “Letting GO” workshop, and Parent transitions session.

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.
Highlights of Orientation 2015 include:

A welcoming and friendly environment where you can get your questions answered.

An introduction to the academic and social life of the campus, including a wide array of sources.

Meeting your classmates and making new friends.

Individual attention from a variety of caring faculty, students and administrators.

academic calendar

<table>
<thead>
<tr>
<th>Fall 2015</th>
<th>Spring 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Students Move In &amp; Welcome Convocation Friday, August 28</td>
<td>Students Move In Sat. &amp; Sun., Jan. 23 &amp; 24</td>
</tr>
<tr>
<td>Welcome Week Activities Sat., August 29 - Fri., September 4</td>
<td>Classes Begin Monday, January 25</td>
</tr>
<tr>
<td>Returning Students Move In Sat. &amp; Sun., August 29 &amp; 30</td>
<td>Last Day to Add/Drop Friday, January 29</td>
</tr>
<tr>
<td>Classes Begin Monday, August 31</td>
<td>Early Alerts Due Friday, March 4 (10 p.m.)</td>
</tr>
<tr>
<td>Last Day to Add/Drop Friday, September 4</td>
<td>Spring Recess Begins Friday, March 4 (8 a.m.)</td>
</tr>
<tr>
<td>Early Alerts Due Friday, October 9</td>
<td>Classes Resume Monday, March 14 (8 a.m.)</td>
</tr>
<tr>
<td>Fall Recess Begins Friday, October 9 (10 p.m.)</td>
<td>Last Day to Withdraw Friday, April 8</td>
</tr>
<tr>
<td>Classes Resume Wednesday, October 14 (8 a.m.)</td>
<td>Last Day to Elect S/U Friday, April 8</td>
</tr>
<tr>
<td>Last Day to Withdraw Friday, November 6</td>
<td>April Recess Begins Friday, April 8 (10 p.m.)</td>
</tr>
<tr>
<td>Last Day to Elect S/U Friday, November 6</td>
<td>Classes Resume Wednesday, April 13 (8 a.m.)</td>
</tr>
<tr>
<td>Thanksgiving Recess Begins Tuesday, November 24 (10 p.m.)</td>
<td>Last Day of Classes Friday, May 13</td>
</tr>
<tr>
<td>Classes Resume Monday, November 30 (8 a.m.)</td>
<td>Academic Preparation Sat. &amp; Sun., May 14 &amp; 15</td>
</tr>
<tr>
<td>Last Day of Classes Friday, December 11</td>
<td>Final Examinations Mon.-Fri., May 16-20</td>
</tr>
<tr>
<td>Academic Preparation Sat. &amp; Sun., December 12-13</td>
<td>Undergraduate Honors Convocation Saturday, May 21</td>
</tr>
<tr>
<td>Final Examinations Mon.-Fri., December 14-18</td>
<td>SUNY Potsdam Master’s Commencement Saturday, May 21</td>
</tr>
<tr>
<td>Final Grades Due Tuesday, December 22 (10 a.m.)</td>
<td>SUNY Potsdam Bachelor’s Commencement Sunday, May 22</td>
</tr>
<tr>
<td></td>
<td>Final Grades Due Wednesday, May 25 (10 a.m.)</td>
</tr>
</tbody>
</table>
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:

- June 30 & July 1 (Tues. & Wed.)
- July 7 & 8 (Tues. & Wed.)
- July 14 & 15 (Tues. & Wed.)
- July 16 & 17 (Thurs. & Fri.)
- July 20 & 21 (Mon. & Tues.)
- July 23 & 24 (Thurs. & Fri.)

EOP Dates: Fri., August 21 – Fri., August 28, 2015

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 BearMail (bearmail.potsdam.edu) to receive your confirmation.

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
- Freshman Orientation fee: A two-day session is $195.00 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 $95.00/guest. Guests may choose to stay off campus and attend orientation for a reduced fee of $80.00/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.
  To simplify your registration process, guest fees must be received prior to the start of the orientation session.

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 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.
**Send in Health Information**

This information is due right now!

**Prove you are immune to measles, mumps, and rubella**

SUNY Potsdam requires ALL graduate and undergraduate students to submit this proof regardless of the number of credit hours being taken. Proof is having a copy of your immunization record, signed by your medical provider or school nurse, faxed or mailed to SUNY Potsdam Student Health Services at 44 Pierrepont Avenue, Potsdam, NY 13676; Fax - (315) 267-3260.

Alternatively, you can have your medical provider fill out a “Proof of Immunization Form” that can be found at www.potsdam.edu/studentlife/healthservices/healthforms.cfm. If neither of these options are possible, you can see your medical provider to have blood drawn to check for immunity or have two MMR vaccines given to you. Copies of the lab results or of the MMR immunization record must then be sent to Student Health Services.

**Complete online health forms**

- Set your web browser to accept “pop-ups” from shsweb.potsdam.edu.
- For technical reasons, please use a computer (not a mobile phone) to complete these forms.
- If you are using an apple product, make sure it is using the most recent software.
- Log in to BearPAWS using your campus computer account username and password.
- Open the “New Student Services” link.
- Click on “Student Health Services Portal.”
- Complete the 3 forms under “Required Health Information.”

For full instructions go to our website: www.potsdam.edu/studentlife/healthservices/requirements/index.cfm

**Note:** New York State Law and SUNY Potsdam policy require that this information be submitted. Consequences for not complying may include being removed from campus. Do it now while you’re thinking about it!

**Submit a health insurance waiver**

All domestic, matriculated students (including graduate and undergraduate students) taking 12 or more credit hours are required to have health insurance coverage to attend SUNY Potsdam. You must prove you have health insurance by submitting an insurance waiver each semester you attend. If you do not, the SUNY Potsdam Student Health Insurance Plan will be added to your bill. **BE SURE TO SUBMIT YOUR WAIVER WHEN THE LINK BECOMES ACTIVE ON BEARPAWS IN MID-JULY (SPRING SEMESTER) AND MID-DECEMBER (FALL SEMESTER).**

For more information, see the SUNY Potsdam Insurance Plan (SPIP) page on our website: www.potsdam.edu/studentlife/healthservices/insuranceplan.cfm

**Questions about health forms/requirements?**

Call Student Health Services at (315) 267-2377 or email the office directly at shs@potsdam.edu
Important Information!!!

MAKE A DECISION ABOUT HEALTH INSURANCE

All SUNY Potsdam students taking 12 or more credit hours are required to have health insurance coverage. This includes undergraduate and graduate students. The SUNY Potsdam Insurance Plan premium is included on your student bill.

If you have your own insurance, please get your insurance card and follow these steps to have the premium removed from your bill:

• Login to BearPAWS using your campus computer account username and password.
• Open the “New Student Services” link.
• Click on “SUNY Potsdam Insurance Plan Waiver Link.”
• Complete the online form.

Within 2-5 working days you will be notified by email if your waiver has been granted. If granted, the premium should be removed from your student bill within another 48 hours. This waiver process must be completed every semester.

If you don’t have health insurance, or if you wish to purchase the SUNY Potsdam Insurance Plan because it gives you better coverage, you do not need to do anything. The premium will remain on your student bill and you pay it along with your other tuition and fees.

Information about the SUNY Potsdam Insurance Plan, including a plan brochure, is available at: www.potsdam.edu/studentlife/healthservices/insuranceplan.cfm.

Questions about the health insurance requirement or the SUNY Potsdam Insurance Plan?
Contact Laura Goodrow: (315) 267-3346; or the College Insurance Specialist at Haylor, Freyer & Coon: (800) 289-1501.
FILL OUT THE ADVISING QUESTIONNAIRE

Before you can register for classes, your academic adviser 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) 267-2680
PRE-REGISTER FOR CLASSES

After April 1 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. Each FIG leaves room for two or three other courses of students' choice to be selected during summer orientation. Some FIGS will be residential and will participate in the First Year Experience (FYE) program.
After April 1, 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, 2015. After June 1, 2015, 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.

SUNY Potsdam Residence Life is now using RoomSync to help our new incoming students find a suitable roommate.

If you want to utilize this free service, please search for RoomSync on Facebook, install the app to your profile, locate the SUNY Potsdam group and answer a few simple questions, then wait for matches to roll in.

SUNY Potsdam Passcode: 5749
(Please do not share this code)

The First Year Experience (FYE) is designed for motivated students eager to get the most out of their college experience. Read page 13 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 or social security number in the field provided. Your desired roommate must enter your student Potsdam ID or social security number on their form as well.
- “Submit” your preferences.
- Beginning August 3, 2015, log back into BearPAWS to view your room and roommate assignment.

Note: First-year students must live on campus for 2 years/4 semesters

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.
SUNY Potsdam is now using RoomSync to help our new incoming students find a suitable roommate. If you want to utilize this free service, please search for RoomSync on Facebook, install the app to your profile, locate the SUNY Potsdam group and answer a few simple questions then wait for matches to roll in.

SUNY Potsdam Passcode: 5749
(Please do not share this code)
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 advisers 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 annually. 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 and freshman participate in the 1st Year Meal Plan. BearPAWS will only allow you to choose from plans you are eligible for. Meal Plans are valid for one semester; they do not rollover and are non refundable. The 1st Year Meal Plan provides 225 meals per semester (14 meals a week) and 500 Flex Credits. To manage Flex balances well, students on the 1st Year Meal Plan should spend an average of $4.50 in Flex Credits every day.

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 the plans and their costs, go to www.potsdam.edu/studentlife/dining/MealPlans/index.cfm and click on the red link “1st Year Plan.”

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 by the first Thursday of the first week of classes via BearPAWS. Money can be added to the account with cash, check, credit, or debit cards only at the PACES Business Office or at Dining Service locations.

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
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 29 at the College Store’s website http://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 Student Tab drop down menu, select MicroFridge Rental
- 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
ORDER TEXTBOOKS

The College Store is the official SUNY Potsdam textbook retailer. Professors request specific books, editions, and course material that is only what the store buys and sells. 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. They can be paid for with Bear Express or Credit Card. 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 textbooks in all available formats: new, used, ebook, 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.

Each online order includes a $4.50 flat fee handling charge.

Order textbooks online
• Go to http://bookstore.potsdam.edu
• Go to the Textbook link, choose textbooks from the drop down menu
• Continue to Textbook Selection
• Select the term, i.e. Fall 2015, Spring 2016, etc.
• Choose your courses from your class schedule
• Choose the textbooks
• Pay with BearExpress or credit card
• Choose UPS delivery or pickup at bookstore
• You will receive an email confirmation about where and when to pick up your books
step 9

UPLOAD YOUR PHOTO AND ORDER ID CARD

The campus ID card, also known as the SUNYCard, provides access to meal plans, campus buildings, library materials, Bear Express, and other campus services.

Potsdam students, faculty and staff are required to have a SUNYCard. Your card will be printed and ready for pickup on campus at orientation. You must 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.

Log into your BearPAWS account to deactivate a lost or stolen card, or to reactivate a card. Students sign up for low balance notifications, can check meal account balances, and upload and submit ID photos online at sunycard.potsdam.edu.

Submit your photo online (see photo requirements below)
- Go to: sunycard.potsdam.edu.
- Log in using your CCA (campus computer account – this is the account used when logging into BearPAWS, or your email account)
- 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”

Photo requirements
- Must be in JPG file format
- Must be 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
step 10

CHECK YOUR BEARMAIL ACCOUNT FOR IMPORTANT UPDATES

Please remember to check your BearMail account often for orientation updates and other updates from important College departments such as Financial Aid, Student Conduct, Student Billing, etc.