your orientation leaders

Josh Overrocker
Brittany Severson
Elizabeth Smith
Margaret Weis
Mark Petrie

Katthia Loriston
Andrew Scuncio
Leah Bisson
Jackie Herb
Mariah Roberts
Michael Oyelola

SUNY Potsdam Orientation
Office of Student & Family Transitions
128 Sisson Hall
315-267-2580 or ssc@potsdam.edu
IM: potsdamssc
www.potsdam.edu/studentlife/services/firstyear/
FRESHMEN & TRANSFERS NEW STUDENT CHECKLIST

Complete Step 1: Register on BearPAWS (http://bearpaws.potsdam.edu) to attend orientation on Sat., January 23, 2016. Questions? Contact Student & Family Transitions at 315-267-2580. (see page 3 for specific details)

Freshmen & Transfers: Choose Transitions Conference

Complete Step 2: Complete the health requirements for attending SUNY Potsdam. (see page 4 for more details) as soon as possible. Also submit an insurance waiver as soon as the waiver link opens if you have health insurance. Questions? Contact Student Health Services at 315-267-2377.

Complete Step 3: Complete the online Housing Registration form on BearPAWS. Questions? Contact the Office of Residence Life at 315-267-2350. (see page 5 for specific details)

Complete Step 4: Sign up for a Meal Plan and Bear Express on BearPAWS. Questions? Contact PACES at 315-267-2658. (see page 6 for specific details)

Complete Step 5: Order your books online to have them pre-packaged. Questions? Email Lyndon Lake at the College Store: lakelj@potsdam.edu or call 315-267-2573. (see page 7 for specific details)

Complete Step 6: Submit your ID Card Photo. Questions? Email or contact the PACES Business Office at 315-267-3096. (see page 8 for specific details)

We have also included a 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.
What happens at the Transitions Conference?
At our “Transitions Conference,” you will have the chance to meet other new students and you will receive detailed information about our General Education Program and how to declare majors and/or minors. You will have the opportunity to speak directly with our directors from Financial Aid and Student Accounts. Finally, we will end with a fun-filled interactive Q&A session with the orientation team.

What time does the Transitions Conference begin?
Check-in begins at 11:00 a.m. on Jan. 23, 2016 on the 2nd floor of Thatcher Hall, Barrington Drive.

What is the cost and how do I pay?
- Student Orientation Fees will be included in your College bill. The fee is $35.
- Guest fees of $20/person have to be paid online.

academic calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Move In</td>
<td>Sat. - Sun., Jan. 23 - 24</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Mon., January 25</td>
</tr>
<tr>
<td>Last Day to Add/Drop</td>
<td>Fri., January 29</td>
</tr>
<tr>
<td>Early Alerts Due</td>
<td>Fri., March 4</td>
</tr>
<tr>
<td>Spring Recess Begins</td>
<td>Fri., March 4 (10 p.m.)</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Mon., March 14 (8 a.m.)</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>Fri., April 8</td>
</tr>
<tr>
<td>Last Day to Elect S/U</td>
<td>Fri., April 8</td>
</tr>
<tr>
<td>April Recess Begins</td>
<td>Fri., April 8</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Wed., April 13</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Fri., May 13</td>
</tr>
<tr>
<td>Academic Preparation</td>
<td>Sat. - Sun., May 14 - 15</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Mon. - Fri., May 16 - 20</td>
</tr>
<tr>
<td>Commencement Ceremonies</td>
<td>Sat., May 21</td>
</tr>
</tbody>
</table>
ALL STUDENTS: REGISTER FOR ORIENTATION

Log-on to BearPAWS and sign up for the spring Transitions Conference: Sat., January 23, 2016

BearPAWS Log-On Instructions: Type in: http://bearpaws.potsdam.edu

Here you can register for orientation; fill out mandatory health forms; sign up for housing, meal plans and a micro-fridge!

• Use your Campus Computer Account (CCA), Username, and Password.
• Go to the “New Student” link and choose Transitions Conference, January 23, 2016.
• Print your confirmation page and bring it to orientation.

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

Fees:
Orientation Fee: $35 – this fee will be included in your first College bill. There is no need to pre-pay.
Guest orientation Fee: $20/person. Guest fees are not included in the student’s College bill. To simplify your registration process, payment must be received prior to the start of the session.

Payment Options for Guest Fees:
• Pay with a credit card on our secure Web site (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.
• There is NO on campus housing available for guests, please visit northcountrynow.com/motels to reserve your lodging.

ALL STUDENTS: ACADEMIC ADVISING

Freshmen follow these steps:
• After you sign up for the Transitions Conference, you need to contact the Student Success Center at 315-267-2580 to set up an advising appointment to register for your classes.
• Advisers will start registering students for classes on Monday, November 23, 2015.
• Appointments last approximately 30 - 45 minutes.
• Keep in mind the course registration process is on a first-come, first-serve basis, thus we strongly encourage you to follow all the “orientation” steps and make an appointment as soon as possible.

Transfers follow these steps:
• After you sign up for the Transitions Conference, you need to call 315-267-2702 to set up an advising appointment to register for your classes.
• Advisers will start registering students for classes on Monday, November 23, 2015.
• Appointments last approximately 30 - 45 minutes.
• Keep in mind the course registration process is on a first-come, first-serve basis, thus we strongly encourage you to follow all the “orientation” steps and make an appointment as soon as possible.
**SEND IN HEALTH INFORMATION — This information is due right now!**

**Prove you are immune to measles, mumps, and rubella**
New York State 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 (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 should then be sent to Student Health Services.

**Complete online health forms**
Go to the Student Health Services “Health Requirements for Attending” webpage for instructions on how to send in your immunization records and how to complete the online health forms:
www.potsdam.edu/studentlife/healthservices/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 your Health Insurance Waiver**
While you’re on the Student Health Services website, take the time to learn how to save hundreds of dollars by reading how to submit an on-time health insurance waiver on the “Health Insurance” webpage.
www.potsdam.edu/studentlife/healthservices/insuranceplan.cfm

A HEALTH INSURANCE WAIVER MUST BE SUBMITTED EACH SEMESTER YOU ATTEND SUNY POTSDAM. If you don’t, you must purchase the SUNY Potsdam Health Plan. The deadline for waivers is one month from the start of every semester, and no waivers will be accepted after this date.

**Questions about health requirements/insurance waivers?**
Call Student Health Services at 315-267-2377 or email the office directly at shs@potsdam.edu.
Prior to making your housing preferences, please refer to our Web page 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.

Note: Your room assignment and roommate information will be viewable on BearPAWS beginning January 8, 2016.

ALL STUDENTS: REGISTER FOR HOUSING

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.

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.

Questions about housing?
Call Residence Life at 315-267-2350 or email the office directly at reslife@potsdam.edu.
ALL STUDENTS: MEAL PLANS AND BEAR EXPRESS

No two students have exactly the same schedule or eating preferences, so PACES has a variety of meal plans to choose from. Students are responsible for making their meal plan selection on BearPAWS. It is campus policy that first-year students and freshman participate in a meal plan. BearPAWS will only allow you to choose from plans you are eligible for. For details about the plans, go to www.potsdam.edu/studentlife/dining.

A Bear Express account is similar to a debit account but it is not a bank account. Funds are put on the card – via the student bill (prior to September 14 and February 15), or with cash, check or credit card at the PACES Business office. Bear Express is universally accepted on campus and also in a variety of downtown Potsdam and Canton merchant locations.

Meal and Bear Express plans are priced and contracted each semester.

Changes to either account MUST be made on BearPAWS by the close of business on the Thursday of the first week of classes. Unused Bear (over $20) are credited to accounts at the end of the academic year. Meal Plan balances and flex credits expire at the end of the semester.

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 your meal plan for the semester
- Select Bear Express
- Click Save

Questions about meal plans?
Call PACES at 315-267-2658.
ALL STUDENTS: 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.

You can have your books pre-packed and ready for pick-up when you arrive on campus. Books are also made available for purchase in the store.

When you order books online, you can select a preferred available textbook format: 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. We cannot guarantee that you will get your preferred format - but online orders are filled before books go on sale in the bookstore.

Why the late start for online ordering? Changes to course titles, books and materials can be made prior to the start of the semester, so this date assures 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. Online ordering includes a $4.50 handling charge. Books may be paid for with Bear Express or credit card.

Order Textbooks online
1. Go to http://bookstore.potsdam.edu
2. Go to the Textbook, choose textbooks from the drop down menu
3. Continue to Textbook Selection
4. Select the term, i.e. Spring 2015, etc.
5. Choose your courses from your class schedule
6. Choose the textbooks
7. Pay with BearExpress or credit card
8. Choose method of delivery: ship or pickup on campus.
9. You will receive an email confirmation about where and when to pick up your books

Questions about textbooks?
Call the College Store at 315-267-2573.
ALL STUDENTS: SUBMIT YOUR ID CARD PHOTO

It’s your official SUNY Potsdam ID card. It provides access to campus buildings, library materials, meal plans, flex credits, Bear Express and much more.

Steps to 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”

Your card will be printed and ready for pickup on campus, no waiting for your photo to be taken! You must show a valid government issued photo ID (passport, driver’s license) to pick up your SUNYCard.

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
• Photo must be on a plain background

Questions about photo requirements?
Call the PACES Business Office at 315-267-3096.