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Horizons

SEPTEMBER 2009

Welcome Back Students!

Welcome back! We, at SSS, hope you have had a relaxing and productive summer and are ready for the Fall 2009 semester.

It is time to REACTIVATE for SSS services, which you can do by:

- Filling out the SSS Reactivation Form and SSS Student Self Assessment Form on our website:

www.potsdam.edu/support/sss

- **Or**, stopping by the SSS office at 119 Sisson Hall to

fill out an SSS Reactivation Form and SSS Student Needs Survey.

- You also need to set up an appointment to meet with a staff member to discuss your need for SSS services. Please call our office at 267-2347 or email Cindy Oshier at oshierca@potsdam.edu to schedule an appointment.



Student Support Services Adds Financial Literacy Component

The Student Support Services program now offers a variety of services to help you in the areas of personal finance and financial aid education.

We will be providing a series of workshops to help you become more savvy in your ability to budget, bank, earn, search for and maintain financial aid, and more. We hope that you will attend workshops as well as meet with us individually to improve your financial smarts. Watch your email for upcoming events and check out the calendar of events on page 4 for a complete listing of workshops!

**SUNY
Potsdam's
Add/Drop
period lasts
for the first
week of
classes,
Monday
August 31st
– Friday
September
4th. Stop
by to see an
SSS Staff
member if
you need
some
advice!**

Check us out on
FACEBOOK!
Student Support
Services at SUNY
Potsdam.

How to Use Proper Email Etiquette When Writing to Your College Professor or University Professor

By [Bignonia](#)

eHow Community Member (ehow.com)

Not only should you avoid texting while driving, you should avoid writing an email to your professor as though you're texting a friend.

If you're a college student, you've probably emailed a professor. Hopefully, you already knew these simple steps to send a respectful email that won't get you on your prof[essor]'s bad side.

1. Use your college or university email. This marks the message as legitimate and not spam. It also gives the prof[essor] an idea of who's sending the message. It also saves you from looking uncouth to your prof[essor] because of your off-color personal email username. (I once had a student whose address was 'bootiephantum1985@mail.com'. Using an email address like that is not a way to make a positive impression on your professor or anyone else for that matter.)

2. Address your professor directly; don't just launch straight into a request. Examples: 'Dear Dr. Smith', 'Hi, Dr. Jones', 'Dr. Zimmerman, I hope all's well with you...'

3. If your college or university email address doesn't use your full last name (in other words, it uses your initials or some other abbreviation of your name), then make sure your first sentence identifies who you are by name. If your class is large, or taught in multiple sections, you may want to include your class and meeting time as well. Example: 'This is Jane Hasenpfeffer from your Medieval Literature class.'

4. Be polite: Don't make demands, don't accuse, remember to write please and thank you.

5. Be succinct: Make your email as short as you can, your prof[essor] is probably very busy and doesn't have the time to read the entire backstory of how you had to miss class because you had to post your boyfriend's bond and get his Camaro out of impound. (That's an excuse I got once.) Just get to the point and politely, respectfully, ask your request.

6. Be specific: This may seem to conflict with the previous step, but it needn't be. Make sure you are as clear as possible about what it is you need to ask of your prof[essor], without writing a novel.

7. If you're going to have to miss class, offer to bring written proof up front, don't make your prof[essor] have to ask.

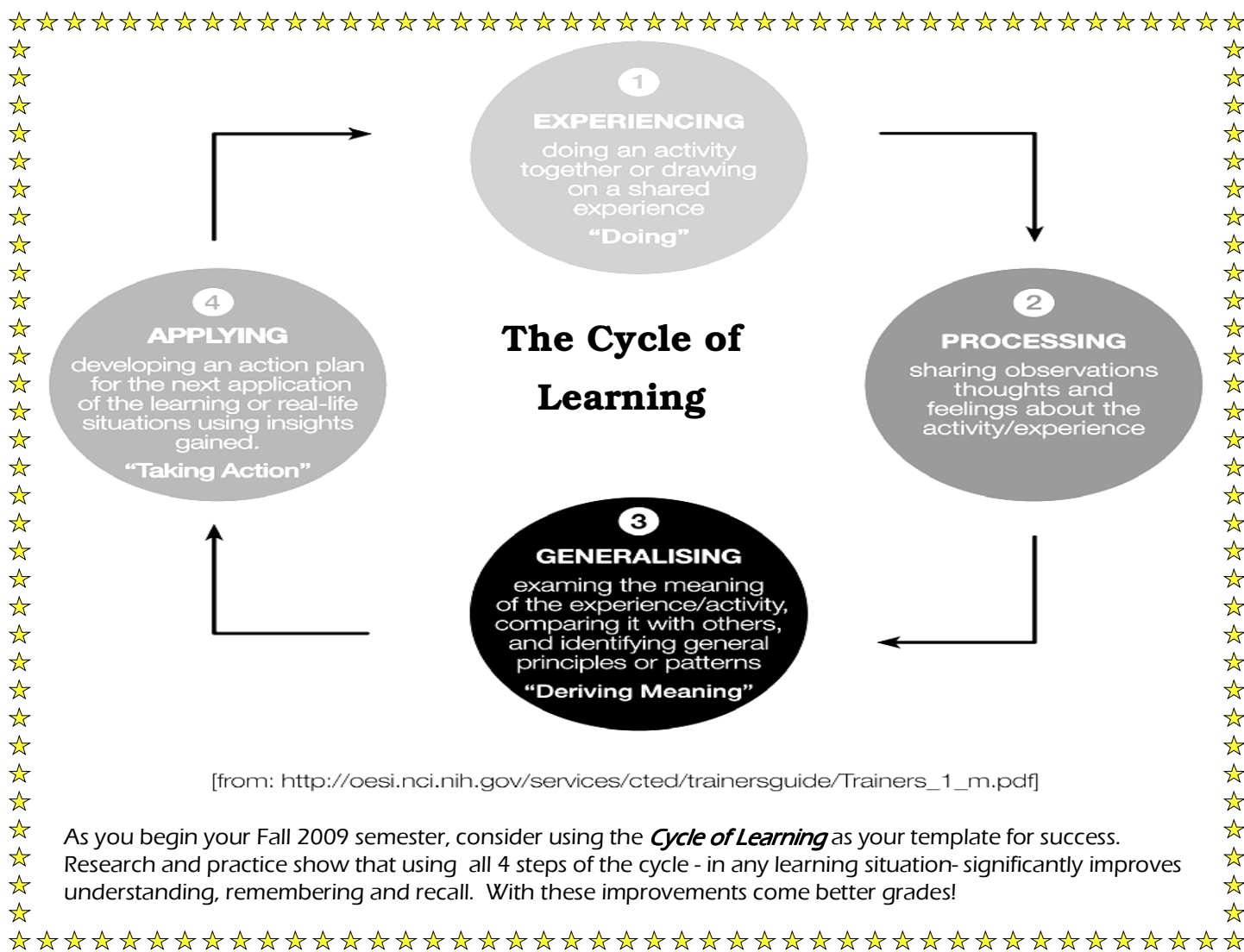
8. Close your email with something polite like 'Thanks', 'Thanks for your time', 'See you in class Wednesday', 'regards', etc. Then re-type your first name

9. Grammar and Spell check. You shouldn't write your email as though you are texting your friend. Make sure it's got full sentences, proper grammar, and real spelling. **DON'T USE TEXTING ABBREVIATIONS OR JARGON.**

100 Things Every College Freshman Ought to Know

(William Disbro, 1995, Cambridge Stratford Study Skills Institute)

“College Freshmen Ought to Know: *about time management. Students who organize their time and stick to a schedule normally do better than those who don’t. There are a wide variety of time management approaches from which to choose. You may need to change the form you used in high school to operate effectively in college. Be prepared! It’s a natural evolution to the college process. Try an approach. For example, have a system of folders and notebooks for each class. Take your academic calendar and break it into weeks. List major events first, (i.e., mid-terms, finals, due dates for papers, etc.). Next, take the first week and schedule everything you think will happen: sleeping, eating, work, classes, play time, and the one thing a lot of students forget to build into their schedule, study time. Two hours of study time (i.e., reading, reviewing notes, etc.) should be scheduled for each hour in class although some classes will not require all that time and some will require much more. Keep adjusting until you find the approach that works best for you. Keep this motto in mind as you proceed: **Plan your work, then work your plan.**”*





**Student
Support
Services**

119 Sisson Hall
SUNY Potsdam
Phone: 315-267-2347



Diana Fisher: *Program
Director*

Faye Lamar: *Academic Skills/
Tutor Coordinator*

Tanya Dow: *Program
Counselor*

Cindy Oshier: *Project Staff
Assistant*

Student Support Services (SSS) is a federally funded program which serves 200 eligible students throughout the year. The goal of the program is to provide the academic support necessary to help students remain in school and reach graduation.

Students are selected to participate in the SSS program based on the students' request for assistance and federal eligibility. Students may stop by 119 Sisson Hall to fill out a short application.

SSS participants must have a need for academic support. They must be U.S. citizens and accepted for college enrollment. Participants must also meet one or more of the following criteria:

- **Be a first generation college student, i.e. neither parent has a four year college degree**
- **Fall within income limit set by the US Department of Education and verified by the SSS office**
- **Have a documented physical and/or learning disability**

September Calendar of Events

Tutor Assignments Begin	Tuesday, September 8	
“Can You Budget?” Workshop	Tuesday, September 8 @ 3pm	125 Sisson
“Can You Budget?” Workshop (Repeat)	Wednesday, September 9 @ 11am	125 Sisson
“Can You Budget?” Workshop (Repeat)	Thursday, September 10 @ 2pm	125 Sisson
“Taking Notes, Reading, and Putting it All Together” Workshop	Monday, September 14 @ 1pm	125 Sisson
“Taking Notes, Reading, and Putting it All Together” Workshop (Repeat)	Tuesday, September 15 @ 3pm	125 Sisson
“Taking Notes, Reading, and Putting it All Together” Workshop (Repeat)	Thursday, September 17 @ 11am	125 Sisson
“Bank on It” Workshop	Tuesday, September 22 @ 10am	125 Sisson
Stress Management Group	Wednesday, September 23 @ 1pm	120 Sisson
“Bank on It” Workshop (Repeat)	Friday, September 25 @ 11am	125 Sisson
“Bank on It” Workshop (Repeat)	Friday, September 25 @ 2pm	125 Sisson
Graduate School Fair sponsored by Career Planning	Monday, September 28 @ 3pm	BSU
“Exploring Grad Schools” Workshop	Monday, September 28 @ 2pm	120 Sisson
“Time Management & Test Prep” Workshop	Tuesday, September 29 @ 11am	125 Sisson
Stress Management Group	Wednesday, September 30 @ 1pm	120 Sisson