

EARLY ALERTS



Early Alerts are designed to “alert” you when you are performing at a grade of 2.0 or below in a class. If this is the case, your professor will submit an early alert for you, indicating the current grade (0.0, 1.0, 1.3, 1.7, 2.0). The professor also has an opportunity to make comments regarding your performance and suggestions for improvement.

Log on to your Bear Paws account after 4 pm on Friday,

October 7th to see if you have any Early Alerts. It is your responsibility to check your account.

What should you do if you get an Early Alert?

1. Talk with your professor about the situation you are in and how to improve.
2. Make an appointment with an SSS staff member to discuss ways to improve, which could include improving study methods, addressing test anxiety, or considering the S/U or withdraw option.
3. Be realistic about your grades, and use the Early Alert as a catalyst for change.

SPECIAL POINTS OF INTEREST:

- ◆ Early Alerts come out on October 7th: Check Bear Paws.
- ◆ Advising begins on October 17.
- ◆ October 25th is the last day to Withdraw from or S/U a course.



TUTORING

To date, Student Support Services has received 215 tutor requests! We are glad that you are making the effort to ask for help early. If you use your tutor wisely, you can expect to see an improvement in your performance.

However, you must be active in your sessions, and come prepared with questions to get the most out of the experience.

In addition to tutoring, please make sure that you speak with your professors about your concerns— they would like to hear from you! SSS staff is also available to help you with time management and study techniques.

SSS is no longer taking tutor requests for the current semester. Group tutoring may be available through the Academic Support Office in Sisson 106.

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HAVE YOU VISITED THE CAREER PLANNING OFFICE?

We would like to encourage all of our students to get to know the **Career Planning office in Sisson 206**. Students will find a wealth of information, resources, and professional assistance appropriate for freshmen through senior year. For example, the Career Planning Checklist provides students with a timeline of planning activities throughout your college years.

Career Planning Checklist: The Step-By-Step Process

Freshman Year:

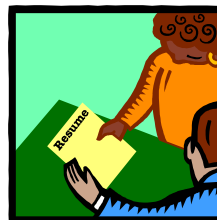
Self-Exploration

- Visit Career Planning
- Make an appointment with a professional counselor
- Complete a self-assessment program
- Attend "A Major Affair" event
- Join an extra-curricular activity
- Watch our bulletin boards, e-mails, and web site for upcoming events

Sophomore Year:

Career Exploration/Selection

- Research career options
- Select a career path
- Declare your major
- Develop a career network
- Plan summer, career-related experiences
- Obtain reference letters from your experiences



Junior Year:

Job and Graduate School Planning

- Develop resume & cover letter skills
- Complete a mock interview
- Participate in career-related experiences (summer, part time, volunteer, internship)
- Explore graduate school options
- Attend Graduate and Professional School Fair
- Take mock graduate exams
- Begin portfolio preparation
- Research employers
- Attend employer fairs and events
- Establish a reference file at Career Planning

Senior Year:

Job and Graduate School Applying

- Meet with a Career Planning professional to finalize your career plans
- Complete your reference file
- Finalize your resume/cover letter/portfolio
- Design a self-marketing brochure & networking card
- Register for the Resume Referral Service
- Follow-up with your network contacts
- Apply to jobs and/or graduate schools
- Attend graduate school and/or employment interviews



ADVISING FOR SPRING 2012

Believe it or not, it is already time to start thinking about...and planning for...Spring 2012. Course offerings will be available on BearPaws beginning on October 17th. One of the many benefits of being in SSS is your access to academic counseling and advising, in addition to your formal advisor.

You are encouraged to meet with Tanya Dow or Faye Lamar to discuss any/all aspects of your future semester(s) prior to your appointment with your faculty advisor. This extended meeting (up to 1 hour if you need it) is a great way to prepare for the brief session you will have with your faculty advisor.

Whether you are a freshmen wondering about which general education courses to take in the spring, or a senior concerned about being on track for graduation, SSS can help. Stop by 119 Sisson Hall or call 315-267-2347 to schedule your appointment.

Do you suffer from Test Anxiety?

Do any of the following items sound familiar to you?

- I lose my appetite before a test.
- Because of panic, I have cut a class on test day.
- During a test, my chest feels tight and I have trouble remembering.
- I make careless errors on tests.
- When I am taking a test, I think about my past failures.
- I can't think clearly during a test.
- I have a hard time understanding and remembering directions when I'm taking a test.

These are just some of the symptoms of test anxiety. If these statements sound like you, please make an appointment to discuss your concerns. We can assess the possible causes of your test anxiety and work on ways to eliminate it. Please contact Tanya at dowtk@potSDam.edu or call the main office to schedule an appointment: 315-267-2347.



**STUDENT
SUPPORT
SERVICES**

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

SSS Staff

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:

- *Are 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*

October Calendar of Events

Date	Event	Time/ Place
October 7	Early Alerts due	After 4 p.m. on BearPAWS
October 10-11	Fall Break	
October 17	Advising for Spring 2011 begins	Make an appointment with your Academic Advisor
October 22	Mock GRE Exam Registration required at: www.formstack.com/forms/?1114033BgdQRnNZN3	10:00 a.m.-1:00 p.m. (online)
October 25	Last day to Withdraw or select S/U option	Registrar's office
October 26	A Major Affair	6:00-7:30 p.m. Union MPR
November 8-15	Course Registration	Check BearPaws for your specific time to register
November 23-25	Thanksgiving Break	