

ACADEMIC INFORMATION

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Academic Calendar

No Class on MLK Day, Monday, January 21, 2019

Fall 2018 Semester

New Students Move In.....Friday, August 24
 Welcome Week Activities Sat. Aug. 25-Fri. Aug 31
 Returning Students Move In.....Sat. & Sun., Aug. 25 & 26
 Classes Begin.....Monday, August 27
 Last Day to Add/Drop.....Friday, August 31
 Early Alerts DueFriday, October 5
 Fall Recess Begins.....Friday, October 5 (10 pm)
 Classes Resume..... Wednesday, Oct. 10 (8 am)
 Last Day to Withdraw.....Friday, November 2
 Last Day to Elect S/U.....Friday, November 2
 Thanksgiving Recess Begins.....Tuesday, Nov. 20 (10 pm)
 Classes Resume.....Monday, Nov. 26 (8 am)
 Last Day of Classes.....Friday, December 7
 Academic Preparation.....Sat. & Sun., Dec. 8 - 9
 Final Examinations.....Mon. - Fri., Dec. 10-14
 Final Grades Due.....Tuesday, Dec. 18 (10 am)

Spring 2019 Semester

Students Move In.....Sat.—Sun., Jan 19-20
 Classes BeginTuesday, January 22
 Last Day to Add/Drop.....Monday, January 28
 Progress Reports Due.....Friday, March 8
 Spring Recess Begins.....Friday, March 8 (10 pm)
 Classes Resume.....Monday, March 18
 Last Day to Withdraw.....Monday, April 8
 Last Day to Elect S/U.....Monday, April 8
 April Recess Begins.....Wednesday, April 17 (10 p.m.)
 Classes Resume.....Monday, April 22 (8 a.m.)
 Last Day of Classes.....Friday, May 10
 Academic Preparation.....Sat-Sun, May 11-12
 Final Examinations.....Mon-Fri, May 13-17
 Commencement Ceremonies.....Saturday, May 18
 Final Grades Due.....Wednesday, May 22 (10 a.m.)

WINTERIM: Online: December 19, 2018—January 16, 2019

On Campus— January 3-16, 2019

ACADEMIC INFORMATION

Moodle

Moodle is the new LMS (Learning Management System) SUNY Potsdam will be transitioning to over the 2011-2012 academic year.

Moodle Support Contact Information can be found as follows:

General Moodle Help

Hours Mon-Fri 8 a.m.4 p.m. by Phone: 315-267-3220

or email to: moodlesupport@potsdam.edu

Evening Hours:

moodlesupport@potsdam.edu

Class Cancellations

In order to receive campus alerts, weather delay notices and emergency notifications to your cell phone, land line or personal email address, new users MUST log in to the Potsdam Rave Alert System to add your contact information. Students should receive a "Welcome to the Potsdam Rave Alert System" email from Rave before the start of their first term.

To Login to Potsdam Rave Alert:

Go to <https://getrave.com/login/Potsdam>

(<https://getrave.com/login/Potsdam>)

1. Use your SUNY Potsdam email account username and password to log in.
2. Confirm your contact information.
3. You can add up to: 2 additional email addresses, 3 cell phone numbers and 3 landline phone numbers.

Tip: Try using one of your additional phone numbers to add contact information for your close family member, so that they can be aware of campus alerts as well!

Questions? Contact the CTS Helpdesk at helpdesk@potsdam.edu (<mailto:helpdesk@potsdam.edu>) or (315) 267-4444.

Announcements are sent to:

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|-----------------------|----------|-------------------------------|
| • WAIH Radio | 90.3 FM | SUNY Potsdam |
| • WPDM | 1070 AM | Potsdam |
| • WSNN | 99.3 FM | Potsdam |
| • WSLU | 89.5 | North Country
Public Radio |
| • WMSA | 1340 AM | Massena |
| • PAC98 | 98.7 FM | Ogdensburg |
| • WICY | 1490 AM | Watertown |
| • WNCQ | 102.9 FM | Ogdensburg |
| • WIRD | 920 AM | Lake Placid |
| • WNBZ | 106.3 FM | Saranac Lake |
| • WWNY-TV - Channel 7 | | |
| • WPTZ-TV - Channel 5 | | |
| • News 10 Now | | |
| • WWTI - Channel 50 | | |

Administrative process for canceling classes due to inclement weather:

In the event of inclement weather and in consultation with the President, the Provost, upon the recommendation of the Chief of University Police and the head of Facilities, may cancel classes. This recommendation will be made as early as circumstances permit for day classes and by 2:00 p.m. for evening classes (classes that begin at or after 4:00 p.m.) whenever possible.

The Provost will notify the Office of College Communications and the President's Council of the decision, at which time the Office of College Communications will notify the campus community via email and/or RAVE Alert, and contact all local media outlets. The Provost's Office will telephone the offices of the Deans of the three Schools, CLEAR, Extended Education, Registrar and the chief Student Affairs officer, who will in turn contact those who may need to know as quickly as possible.

The decision to cancel classes does not presume cancellation of other events on campus, which will be determined on an individual basis by the sponsoring offices. When such events are cancelled, sponsors should notify the offices of College Communications, the President and the Provost, as they often receive inquiries about such matters. The campus policy on severe weather (<http://www.potsdam.edu/about/safety/weather/policy>) is still in place as it relates to employees and services required.

Updated: February 2017

ACADEMIC INFORMATION

Graduate Programs

SUNY Potsdam is one of 12 University Colleges in the SUNY system offering graduate degree programs of study. Please refer to the Graduate Catalog for admissions information for each program. SUNY Potsdam offers the following programs in each school.

School of Arts and Sciences

The School of Arts and Sciences has two Master of Arts programs.

The M.A. in English and Communication prepares students for teaching or professional careers. Applicants should have earned a bachelor's degree with a major in English, Communication, or Writing. Outstanding applicants who hold degrees in other areas may be admitted; however, additional coursework might be required.

The M.A. in Mathematics is designed to develop students' abilities to work independently and to enable them to obtain a basic knowledge of algebra, real and complex variables, and topology. The program prepares students for both postgraduate study and careers in the field of mathematics.

There is also a mathematics honors program, which allows students to achieve a combined B.A./M.A. within a four-year time period. Students enter this program on the recommendation of the mathematics faculty.

School of Education and Professional Studies

Several master's degrees and one certificate program are offered in the School of Education and Professional Studies.

The Master of Science in Education leads to professional teacher certification at the early childhood, childhood, and adolescent level. M.S.Ed. programs leading to an additional certification are also available in literacy, special education, and educational technology.

The Master of Science for Teachers degree offers a graduate program leading to initial teacher certification in childhood or adolescence education to students with liberal arts backgrounds, but who have no undergraduate teacher education coursework or experience.

The Master of Science in Community Health is a degree that prepares students to practice in the field of public health, which serves to enhance health through education, research, and policy.

The Master of Science in Organizational Performance and Technology is designed to prepare students for careers in human performance improvement, training and development, with an emphasis on the use of technologies to solve performance problems.

In addition to degree programs, a Certificate of Advanced Study (C.A.S.) is available for those seeking to prepare for careers in Inclusive and Special Education. The C.A.S. completion is shorter in duration to a full degree program, but does result in an additional credential.

Graduate Programs

Graduate Courses for Undergraduate Students

Courses at the 500-level are designated as graduate courses, but may, with permission of the instructor, be taken by upper-division undergraduates (students who have earned 57 or more semester hours of credit) on a space-available basis for undergraduate credit. Courses at the 600-level are limited to students seeking graduate credit only. Seniors wishing to enroll in courses for graduate credit must complete an application with the Center for Graduate Studies, Raymond Hall 204.

Seniors may enroll in graduate coursework for graduate credit under the following conditions and on a space-available basis. They must:

1. Have a cumulative GPA of at least 3.0, at least 75 hours earned in numerical grading;
2. Be within 9 hours of completing their undergraduate program;
3. Register for no more than 6 hours of graduate credit;
4. Register for no more than 15 credit hours of combined undergraduate and graduate courses; and
5. Be approved by the department offering the course(s).

Office of Field Experience and Teacher Certification

- Full admission to the graduate program (including completion of all the prerequisite courses);
- Read and understand policies in the Graduate Catalog and the Guide to Student Teaching;
- A signed approved Program of Studies Form must be on file with the Center for Graduate Studies and the Office of Field Experiences;
- Submission of the Application for Student Teaching prior to the deadline date and attendance of all required meetings;
- Complete all the required courses prior to the student teaching semester.

The following requirements for undergraduate candidates must be met prior to being placed in a student teaching position.

- Completion of all education courses with a 2.0 and overall 2.75 GPA;
- Completion of the majority of specialized courses and/or major courses with a 2.0 and an overall of a 2.5 GPA in specialization and/or major

On-line Learning

SUNY Potsdam offers a variety of graduate and undergraduate Distance Learning courses, coordinated by the Division of Graduate and Continuing Education. More than sixty online and hybrid courses were delivered during the 2015-2016 academic year with many more under development. Courses are offered during the Fall and spring semesters, Winterim, and Summer Session.

These web-based courses are delivered through the Blackboard Course Management System hosted by the College. Designed with a student-centered approach, faculty members facilitate content delivery and activities to actively engage students in discussions, collaboration, group work, and critical thinking. Two types of Distance Learning courses are offered: (1) online and (2) hybrid (a mix of online and on-campus sessions/meetings).

For more information please visit the Online Learning web site : <http://www.potsdam.edu/academics/online> or email the Distance Learning Coordinator at online@potsdam.edu . Additional information is available at the Division of Graduate and Continuing Education offices, 206 Raymond Hall.

Summer Session

Spending the summer in Potsdam? There are a few good reasons for staying here during the summer months. First, the weather during June, July and August is beautiful. Just as the climate is much more inviting, so is the environment. In the nearby Adirondack Mountains, there are great places to camp, canoe and hike. Even though Potsdam is fairly quiet during the summer, excitement can be found in Lake Placid, Montreal and Ottawa. All three are less than two hours away.

Another great reason to stay in Potsdam during the summer months is to enroll in courses offered in one of our several summer sessions. If you are an undergraduate student, Summer Session is a good time for you to fulfill course prerequisites, lighten your load for the upcoming fall semester, take a travel or other type of special interest course that is not offered during the regular fall or spring semesters, retake a course to achieve a higher grade, or to make sure that you earn your degree and graduate on time.

Our summer sessions are of varying lengths, typically beginning the week after spring graduation and ending in the middle of August.

Registration for credit courses is surprisingly easy. Fax, mail or walk-in registration is available through the Division of Graduate and Continuing Education, located in Raymond Hall, Room 206. In addition, web registration, through BearPaws, is available to all matriculated graduate and undergraduate students. Additional information, including course schedules and registration, can be found on the www.potsdam.edu/academics/grace

Financial aid is available to students enrolling in Summer Session credit courses. Each aid program requires that a student be ma-

Winterim

Winterim is a two-week mini-session typically offered in January prior to the beginning of the regular spring semester. Typically between 30 and 35 graduate and undergraduate credit courses are offered. Students enroll in Winterim for many reasons. The three most prominent reasons are: "To be able to graduate on time; to lighten the course loads for the spring semester; and to complete needed pre-requisite courses or required general education elective courses." Additional reasons that Winterim has proven to be very beneficial with students is to: "Take a course that would not otherwise fit into a student's fall or spring schedule; enroll in a special interest/unique topic course that is not offered in regular semesters such as domestic and international travel courses; and to take a course of personal interest."

The Winterim schedule of classes is available in mid to late October with Web registration beginning in the first part of November.

triculated in a degree program and registered for a minimum of six credit hours. It is important to contact the Financial Aid Office (267-2162) as far in advance as possible to confirm your eligibility and to complete the necessary forms. Just in case there is a rainy or cool day, Maxcy Hall's facilities are available Monday - Friday while classes are in session. Also open during the summer is the Advising Center, Bursar's Office, the Student Union, the Counseling Center, Financial Aid Office, Office of Graduate Studies, Registrar's Office, Student Health Services, the Library, the Levitt Computer Center and the College Bookstore. On-campus housing, as well as food service, is available for students during all summer sessions. Consult the Summer Session Schedule Bulletin for a complete listing of services, locations and time schedules.

In addition to over 70 undergraduate and 80 graduate courses, sports, music and language camps, as well as numerous conferences, seminars and workshops on a variety of topics are offered. Examples of camps are the Basketball Camp and the very popular and well-known Crane Youth Music Camp. Fax, telephone, mail or walk-in registration for non-credit courses, conferences and camps is available through the Division of Graduate and Continuing Education, located in Raymond Hall Room 206. The telephone number is 267-2167 or (800) 458-1142. Additional information, including course and camp schedules and registration, can be found online at www.potsdam.edu/academics/grace

The full schedule and related information is also available under The Division of Graduate and Continuing Education website. Since Winterim is a "stand alone" session, the official College New York state and out-of-state resident/non-resident undergraduate and graduate per credit hour tuition rates apply. Housing in campus dormitories and special meal plans are available for students for an extra charge.

For further information regarding course schedules, registration procedures, etc., please contact The Division of Graduate and Continuing Education website at (315) 267-2165 or (800) 458-1142. The information can also be found on the College's web site at www.potsdam.edu/academics/grace

The office is located in Raymond Hall.