EARLY COLLEGE PROGRAMS

COLLEGE IN HIGH SCHOOL

STUDENT GUIDE TO CAMPUS POLICIES & SERVICES

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# Early College Programs

**COLLEGE IN HIGH SCHOOL STUDENT GUIDE TO CAMPUS POLICIES & SERVICES**

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[Early College Programs](https://www.potsdam.edu/earlycollege)
Activating your Campus Computer Account (CCA)

Your Campus Computer Account is very important. It is the primary method of logging into most web-based campus services. Your username will stick with you indefinitely. Inside your acceptance packet you will see a sealed white envelope. Open it up to reveal your username and temporary password and follow the instructions to set a permanent password and setup your security questions.

To:  
From:  SÜNY Potsdam Computing & Technology Services  
Re:  Campus Computer Account  
Date:  April 21, 2016

You have been assigned a Potsdam Campus Computer Account (CCA) and temporary password:

username:  
temporary password:  

To activate this account go to:  http://account.potsdam.edu  and enter your username, temporary password and a new password. You will then be prompted to select and answer 3 security questions. Once you have completed this process, your username and new password can be used to login to all SUNY Potsdam campus computing services (including BearPAWS and e-mail).

Additional information on the Campus Computer Account (CCA) can be found at:  http://www.potsdam.edu/cts/services  or contact:  CTS HelpDesk, 103 Stillman Hall, (315)267-4444, e-mail:  helpdesk@potsdam.edu

You have been assigned the following Potsdam ID number:  P000

This number (also known on campus as Potsdam ID or P number) is used on campus for identification purposes instead of your Social Security Number. Please memorize it.
Accessing BearPAWS

BearPAWS is Potsdam’s Web Database for Students. BearPAWS is used to access your Potsdam ID, student schedule, academic history (unofficial transcripts and grades), check holds, update your personal information, etc.

Contact the CTS Helpdesk at 315-267-4444 or email helpdesk@potsdam.edu with any technical programs or questions.

1. Type bearpaws.potsdam.edu into your web browser of choice
2. Use username from Campus Computer Account and password that you created to login

Setting up Guest Access to BearPAWS

Students may allow a Proxy, such as a parent, to access selected BearPAWS pages and/or contact designated campus offices.

A presentation on how to set up guest access is available at https://prezi.com/jzm-plq0ry-k/how-to-add-a-web-for-proxy-guest-on-your-bearpaws-account/?utm_campaign=share&utm_medium=copy

Setting up Proxy Guest account(s):

- **The Student** must log into http://bearpaws.potsdam.edu/
- Click **Web for Proxy** tab
- Click on **Proxy Management**
- Click on **Add Proxy**
- Fill in your Proxy Guest's information
- Click on **Expand Proxy** to verify your Proxy Guest
- Review FERPA information
- Fill out the Proxy Guest **Profile**
- Your Proxy Guest will need to verify the email and activate the PIN
- **Email Passphrase** to your Proxy Guest, if you opted to give permission for your Proxy to contact designated campus offices by creating a Passphrase
- Click on **Authorization** to authorize information to which your Proxy Guest may have access
- You have successfully added your Proxy Guest!

**Proxy Guest Login**

**INITIAL Login:**

- Proxy Guest will receive email with link; click on the link, use the temporary password, and then create a new password

**SUBSEQUENT/Regular Login:**

- Proxy Guest goes to [http://bearpaws.potsdam.edu/](http://bearpaws.potsdam.edu/)
- Click on the green **Web for Proxy Access** link above the student login
- Type in your **Email Address**
- Type in your **PIN/Password** and click **Login**

**Managing Proxy Guest Access**

- **The Student** must login to [http://bearpaws.potsdam.edu/](http://bearpaws.potsdam.edu/)
- Select **Web for Proxy**
- Click on **Proxy Management**
- To modify your Proxy Guest settings, click on **Expand Proxy**

**Here You Can:**
- Disable or extend your Proxy Guest access by changing the dates on **Profile**
- Add or remove access to specific information under **Authorization**
- Resend your verification email under **Communication**. Your Proxy will have another five days to verify his/her email when you resend your email.

**Questions**

If you have any questions, please contact [proxyguest@potsdam.edu](mailto:proxyguest@potsdam.edu).
Accessing Student Services

Navigate to “Student Services & Financial Aid” by selecting either the menu tab along the top or the first link in the Main Menu.

Select “Student Records”
Viewing & Paying Bill

Office of Student Accounts
412 Raymond Hall
(315) 267-2137
student-accounts@potsdam.edu
www.potsdam.edu/offices/studentaccounts

The Office of Student Accounts coordinates the billing process, processes payments made to student accounts and manages the semester and annual payment plans. Students should review their online billing statement frequently at the start of each semester in BearPAWS to monitor changes to their account, available 24/7.

To view the updated and most current bill, students must sign in to BearPAWS:

1. Navigate to bearpaws.potsdam.edu
2. Select Student Services and Financial Aid
3. Select Student Records
4. Select eBill

Payments may be made in person, by mail, or online. Late payments are subject to late fees. We accept:

- U.S. currency. Please do not mail cash!
- Checks payable to SUNY Potsdam
- VISA and MasterCard debit/credit cards

If you are using a debit card please ensure any daily limits will not prevent the successful processing of the payment. Credit card payments will post to your student account the same day payment is received. In-person payments can be made in the Student Accounts Office, Raymond Hall, Room 412, from 8 am – 4:30 pm Monday through Friday. To ensure proper application of the payment please know your Potsdam ID number.

Mailed check payments must be received on or before the due date to avoid late fees. A postmark on or before the due date does not constitute evidence of having paid on time. All checks should be in US FUNDS and made payable to SUNY Potsdam with the Student Potsdam ID number written on the check and mailed to our lock box location address listing on the bill. Credit/Debit Card payments are processed through the student’s on-line billing statement in BearPAWS.

Account Holds

A hold is placed on the student record if an outstanding balance exists. A hold prevents students from registering for upcoming semesters, receiving grades, receiving official academic transcripts, receiving a diploma and accessing housing and meal selection.
Setting up “Authorized Payers” in CASHNet

To set up an Authorized Payer through CASHnet, students can log in to BearPaws and complete the following steps:

1. Select Student Services & Financial Aid
2. Select Student Records
3. Select eBill (student will automatically be taken to the CASHnet site)
4. On the first page of the CASHnet site, scroll down to the box labeled "Authorized Users"
5. Select "Add New"
6. Enter the required information for the new authorized payer

A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.

Once the Authorized Payer receives the confirmation email, they will be able to log in to CASHnet and view the eBill at https://commerce.cashnet.com/cashnetk/selfserve/ebilllogin.aspx?client=POTSDAM_PROD&LT=P
To view your Academic Transcript, students must sign in to BearPAWS:

1. Navigate to bearpaws.potsdam.edu
2. Select Student Services and Financial Aid
3. Select Student Records
4. Select Academic Transcript

To request an official transcript, receive verification of enrollment, or change your address please contact the Registrar's Office at (315) 267-2154 or by e-mail at registrar@potsdam.edu.

Viewing Final Grades

To view your Final Grades, students must sign in to BearPAWS:

1. Navigate to bearpaws.potsdam.edu
2. Select Student Services and Financial Aid
3. Select Student Records
4. Select Final Grades

Select the term for which you wish to view your grades and then press the Display Grades button.

Select a Term: Spring 2007

Submit
Viewing & Updating Personal Information

You can view and update your personal information through BearPAWS. If you have a change in address, phone, email, etc. please make sure to notify the campus.
Accessing Campus Email

Your Potsdam e-mail is the official e-mail used by instructors and faculty/staff at Potsdam for correspondence.

1. In a web-browser of your choice, type portal.office.com

2. Enter your campus computer account username and press enter or click “Sign In”

3. Once redirected to SUNY Potsdam’s log in page, re-enter your username and password

4. You have now successfully logged into Office 365. To access your email, click on the Mail icon
Accessing Library Services

To access web-based resources, in a web-browser of your choice, type http://www.libraries.potsdam.edu/ or http://www.potsdam.edu/library.

A Potsdam SUNYCARD is required for on campus circulation at Crumb and Crane Libraries.
SUNYCard

The campus ID card, also known as the SUNYCard, is provided by PACES. The card provides access to meal plans, residence halls, Bear Express account, fitness center, and other campus services.

Cards are issued at the PACES business office in Merritt Hall. If you submit your photograph online through sunycard.potsdam.edu, your card will be ready for you to pick up within two weeks. You must bring and show a valid government issued photo ID (passport, driver’s license) to pick up your SUNYCard.

You are responsible for managing your card. If you lose or temporarily misplace your card, you must deactivate or reactivate it through BearPAWS. Students can sign up for low-balance notifications, 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 campus email)
- 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 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

Note: if you submit your photo online, you will then pick up your ID card at International Student Orientation registration.

Your SUNYCard also gives you access to a number of discounts around town.
Requesting an Official Transcript

College in High School courses are documented on an official SUNY Potsdam transcript, a certified official copy of your permanent academic record. **No fee is required.**

The Privacy Act of 1975, Family Educational Rights and Privacy Act (FERPA), prohibits us from releasing your academic record to anyone without your WRITTEN permission. Your legal signature is required, and we can accept mail, fax or email requests IF they include your legal signature. We cannot accept phone or email requests that do not include a legal signature.

How to Order a Transcript

**Transcript Request Form (PDF) (This form requires Adobe Reader)**

- **In Person:** Fill out a Transcript Request Form in the Registrar’s Office on the third floor of Raymond Hall between 8 am and 4:30 pm, Monday through Friday. Summer hours 8 am to 4 pm.
- **By Fax:** Fax a completed Transcript Request Form or written request that includes the information below to (315) 267-2157. A cover page is not required when faxing.
- **By Email:** Email a completed Transcript Request Form or written request, which includes your scanned legal signature saved as a PDF file, to transcripts@potsdam.edu.
- **By Mail:** Mail a completed Transcript Request Form or written request that includes the information below to: Registrar's Office, SUNY Potsdam, 44 Pierrepont Ave., Potsdam, New York 13676-2294.

If you choose not to print the available form, please include the following information in your request:

- Your name and any other name you may have used while attending SUNY Potsdam
- Student ID number (or social security number)
- Your current phone number, address and email address
- Address(es) where you want transcript(s) to be sent
- Dates of attendance
- Please state if the transcript(s) will be sent to a SUNY school or Community College in New York
- We send all transcripts unless you specify just graduate or undergraduate
- Please indicate if you want transcript held until current semester grades are posted and /or until the degree is posted
- **Be sure to sign your request with your full legal name** - we are required by law to obtain your signature for each request. Requests with improper or incomplete legal signatures will be returned.

The Registrar's Office only produces official transcripts. Students have access to unofficial transcripts through their BearPaws account.

Outstanding debts and obligations to the College must be cleared before we can release your transcript.

Transcripts are sent U.S. First Class mail only.

**We Do Not Fax Transcripts. Only 10 Official Transcripts Will Be Processed Per Request.**

No one else may pick up your transcript without your written permission. If you are authorizing someone else to obtain your transcript, identify the person by name and include your written legal signature. The person must provide photo ID to obtain the transcript(s).
## Important Campus Contact Information

All phone numbers are in the (315) area code:

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<th>Department Name</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
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<tr>
<td>Office of Early College Programs</td>
<td>Satterlee 111</td>
<td>267-2926</td>
<td><a href="mailto:earlycollege@potsdam.edu">earlycollege@potsdam.edu</a></td>
</tr>
<tr>
<td>Undergraduate Admission Office</td>
<td>Raymond 112</td>
<td>267-2180</td>
<td><a href="mailto:admissions@potsdam.edu">admissions@potsdam.edu</a></td>
</tr>
<tr>
<td>Student Accounts</td>
<td>Raymond 412</td>
<td>267-2137</td>
<td><a href="mailto:student-accounts@potsdam.edu">student-accounts@potsdam.edu</a></td>
</tr>
<tr>
<td>Computing &amp; Technology Services Helpdesk</td>
<td>Stillman 103</td>
<td>267-4444</td>
<td><a href="mailto:helpdesk@potsdam.edu">helpdesk@potsdam.edu</a></td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>Raymond 313</td>
<td>267-2154</td>
<td><a href="mailto:registrar@potsdam.edu">registrar@potsdam.edu</a></td>
</tr>
<tr>
<td>Crumb Library</td>
<td>Crumb 120A</td>
<td>267-2485</td>
<td><a href="mailto:library@potsdam.edu">library@potsdam.edu</a></td>
</tr>
<tr>
<td>SUNY Card Office</td>
<td>Merritt 121</td>
<td>267-2658</td>
<td><a href="mailto:arnogc@potsdam.edu">arnogc@potsdam.edu</a></td>
</tr>
<tr>
<td>University Police</td>
<td>VanHousen S181</td>
<td>267-2222</td>
<td><a href="mailto:leclaike@potsdam.edu">leclaike@potsdam.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Raymond 322</td>
<td>267-2162</td>
<td><a href="mailto:finaid@potsdam.edu">finaid@potsdam.edu</a></td>
</tr>
</tbody>
</table>
Course Add/Drop Policies

Beyond the traditional application/registration period, course additions and drops may be possible and will be considered on a case-by-case basis. See the CHS Academic Calendar and Deadlines for specific dates associated with each term.

Once a student has been accepted into the program, they may request to add or drop a course by submitting the appropriate form to the Office of Early College Programs. You will need to provide specific course information, available in BearPAWS or on the enrollment confirmation sheet included in your acceptance packet.

Dropping a course will permanently remove it from your official college record (transcript).
COLLEGE IN HIGH SCHOOL
Course Add/Drop Request Form

Submission Date: ________________________________


Student Information
Potsdam ID #: ________________________________
Last Name: __________________________________
First Name: _________________________________
Address: ____________________________________
State/Province: ______________________________
Zip/Postal Code: ______________________________
Email Address: ________________________________
Phone Number: ______________________________

Course Information
Subject & Course #: ___________________________
Course Name: _________________________________
Instructor Name: ______________________________
School Name: ________________________________

[ ] Add Course  [ ] Drop Course

If dropping a course, please select reason:
[ ] Undesirable grade
[ ] Dropped class at school
[ ] No longer in district
[ ] Other: ________________________________

Acknowledgements
I hereby affirm that the information provided above is accurate and I also acknowledge that by submitting this application that I am responsible for paying the corresponding fee to SUNY Potsdam (if adding a course) and that, if dropping, that I may be held responsible for cost of course as well. Course refunds, partial or in full, are issued on a case-by-case basis.

Student Signature: ____________________________ Date: _____________
Parent/Guardian Signature: ____________________ Date: _____________
School Counselor Signature: ____________________ Date: _____________

Office Use Only
Rec'd Date: __________________ Date Processed: ___________________