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Spring 2020
Spring Semester Payment Deadline
Wednesday, January 15
Students Move In
Saturday & Sunday, January 25 & 26
Classes Begin
Tuesday, January 27
Last Day to Add/Drop
Monday, January 31
Progress Reports Due
Friday, March 6
Spring Recess Begins
Friday, March 6 (10 p.m.)
Classes Resume
Monday, March 16 (8 a.m.)
Last Day to Withdraw
Friday, April 3
Last Day to Elect S/U
Friday, April 3
April Recess Begins
Friday, April 10 (10 p.m.)
Classes Resume
Wednesday, April 15 (8 a.m.)
Last Day of Classes
Friday, May 15
Academic Preparation
Saturday & Sunday, May 16 & 17
Final Examinations
Monday - Friday, May 18-22
Commencement Ceremonies
Saturday, May 23
Final Grades Due
Wednesday, May 27 (10 a.m.)
Reminder: In order to proceed through the steps in this document, your Potsdam Campus Computer Account (CCA) needs to be activated using information provided in your enrollment packet.

step 1
SET UP YOUR POTSDAM OUTLOOK EMAIL ACCOUNT

It is very important to check your Potsdam Outlook email account often for Orientation updates and other important updates regarding your transition to SUNY Potsdam, such as financial aid, health requirements, student conduct, student billing, etc.

Microsoft Outlook can be accessed online at portal.office.com. Outlook is also a free App available in the Apple and Android App stores. Login using your email address and campus computer account (CCA) password (which you set when you received your admission information packet.) More information about Outlook is available on our website at potsdam.edu/cts/services/office365.

BearPAWS Login Instructions
Type in: bearpaws.potsdam.edu
• Use your Campus Computer Account (CCA), username and password
• Go to the “New Student Services” link; follow this checklist to complete all steps

step 2
APPLY FOR FINANCIAL AID

Make sure you:
• Submit your FAFSA at FAFSA.ed.gov. (Free Application for Federal Student Aid)
• Apply for TAP and the Excelsior Scholarship at HESC.ny.gov (Higher Education Serviced Corporation)
  NYS Residents only
• Go into BearPAWS to check what you still need to complete or submit to confirm your financial aid

Payment deadlines:
January 15, 2020 - Spring semester deadline (payments received after this date may be subject to late fees)
step 3
SEND IN HEALTH INFORMATION

This information is due right now if you want to register for classes!

- Fill out the health requirements for attending SUNY Potsdam online at BearPAWS:
  - Go to the “New Student Services” link
  - Click on “Student Health Services” Portal
  - Click on “Forms” (complete the Health Information #3, Meningitis Response, and Tuberculosis Questionnaire)
- Mail or fax your immunization record to:
  Student Health Services
  SUNY Potsdam, 119 Van Housen Hall
  44 Pierrepont Avenue
  Potsdam, NY 13676
  Fax: (315) 267-3260

Student Health Services must ensure all new, readmitted, and transfer students meet state and local health requirements. Failing to comply with the health requirements will result in your inability to register for classes.

See important details at www.potsdam.edu/studentlife/healthservices

Questions about health forms/requirements?
Call Student Health Services at (315) 267-2377 or email the office directly at shs@potsdam.edu
step 4

ACADEMIC ADVISING / COURSE REGISTRATION

Advising/registration appointments can be made by contacting:

- Business Administration - Dawn Robinson, (315) 786-2486, robinsdm@potsdam.edu
- Childhood/Early Childhood Education - Lynn Emrich, (315) 786-2241, emrichlm@potsdam.edu

step 5

REGISTER FOR ORIENTATION

Register for a SUNY Potsdam in Watertown Orientation using the google form at:

- SESSION DATE: Tuesday, January 21, 2020

Note: This Orientation session will be held on the JCC campus. Specific room information will be provided in your orientation confirmation email.
step 6
ORDER CAMPUS ID CARD

Having a campus card is not necessary for you to possess. It is great to have if you wish to use it for college student discounts! You are able to submit online (directions below) or someone will be present at Orientation to submit a photo for you. Your Campus Card will be delivered to the JCC campus within the first week of classes.

Photo requirements:
- Must be in JPEG 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

Submit your photo online:
- Go to: sunycard.potsdam.edu
- Log in using your CCA (campus computer account – this is the account used when logging in to 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”

Note: JCC campus security can assist you with taking a photo for submission. Make sure you follow the specific requirements listed above.
step 7
ORDER TEXTBOOKS

Textbook & Academic Supplies Bookstore: Jules Center (Building #6)
JCC College Bookstore carries all required texts for all SUNY Potsdam courses offered in Watertown.
Monday-Thursday, 9:00 a.m. - 4:00 p.m. and Friday, 9:00 a.m. - 3:00 p.m.

The SUNY Potsdam Bookstore, located on the main campus in Potsdam, will also mail all textbooks free if you order directly from the main campus store. Please be sure to note in your online order form that you are a Watertown student so shipping will be waived. When viewing the required textbook list for your classes:

• Go to bookstore.potsdam.edu
• Mouse over the “textbooks” box at the top of the page
• Click on “textbooks” in the dropdown menu
• Click on “Continue to Textbook Selection” at the bottom of the page
• Use the dropdown menus to create your course list. You will need to select the term, the department, the course and the section number. Click on “add course” and your class schedule will be displayed in the box under “your current course list”
• Click on “Get Course Materials”
• Click on the books you want to view or purchase and follow the directions on the screen

If you submit an order, you will receive two emails. The first email is an order confirmation that will list what you requested. It will calculate your bill using all NEW prices. Once the order is filled, you will receive another email and it will give you a final price determined by the condition of the books we have in stock (new, used, rental, or ebook) and what you received. Please be aware that orders are not filled until two weeks prior to the start of the semester to account for changes in the book list. If you place your order significantly prior to the beginning of the semester, there will be a delay between emails.

Helpful Tips:
• Have your schedule and Potsdam ID number ready
• The address on the credit card being used must match the address of the customer
• Questions? Contact, Ms. Janet Robbins, Textbook Manager, by email: robbinjl@potsdam.edu or phone: (315) 267-2218
Veteran Services & Adult Learners Office

Provides administrative, academic, and personal support to students identified as Adult Learners as well as Military, Veteran’s and their families enrolled on Main Campus, Fort Drum, and the J HEC. Enabling students to fully engage in opportunities provided by SUNY Potsdam, the Student Success Center and the Graduate and Continuing Education Office in order to achieve their lifelong goals, become global citizens, teaching, leading or performing as a graduate of SUNY Potsdam.

You may find the SUNY Potsdam Veteran Services website at this link: www.potsdam.edu/studentlife/support/veteran-support-services

The SUNY Potsdam VA Benefits Certifying Official is:
Jeffrey Gerrish
(315) 267-3398
gerrisja@potsdam.edu
Sisson Hall, SUNY Potsdam Main Campus
J HEC, SUNY Jefferson