

Non-Matriculated Student Checklist

This checklist will assist you through the process once you have submitted your application.

- Request your most recent official transcript from the high school you attended or college(s). Please have it sent to SUNY Potsdam.
- Set up your Campus Computer Account ([CCA](#))
 - Check your personal email account for instructions
ALL correspondence to and from SUNY Potsdam will be through this account
- Check your Potsdam email for your Personal Identification number or P number.
 - This number will begin with P followed by 8 numbers
 - This number is important for you as a student for forms you may need to complete
- Log into [BearPAWs](#)
 - Visit the New Student Services Checklist (at the bottom of the menu)
 - Click on Student Health and Counseling Portal
 - Register in portal
 - Complete all forms that are in BLUE

NOTE: If you are taking an online course, you do not need to complete this step.

 - Failure to complete Student Health Forms will result in your not being registered for your course(s)
- Regularly check your Potsdam email
 - Once you have been cleared up by Student Health Services, you will receive an email that you have been registered for your class (if you are taking an on-campus course. If you are taking an online course, you will receive an email that you have been registered.)
- Upon receiving the email that you are registered for the course(s), please log in to [BearPAWs](#) view your bill.
 - Student Records and Financial Aid

- Student Records
- EBill
- Pay your bill

➤ Be aware of when class(s) begin. [Check the Academic Calendar.](#)