The Student Success Center is a centralized group of offices whose professional staff provide resources and services to all SUNY Potsdam students to enhance their learning and promote their academic success at the College.

The Student Success Center includes:
• Academic Advising & Support Office
• Accommodative Services
• Bridges Program
• Office of First Year & Family Transitions
• TRiO Student Support Services
• Veteran & Military Affairs

The Student Success Center assists all SUNY Potsdam students in transition to and graduation from the College. The center:
• Explains academic policies/procedures
• Helps students meet and understand College requirements and standards
• Reviews requests for course grading options and for course add/drop/withdrawal options
• Notifies instructors of emergency-based class absences
• Reviews emergency withdrawal applications
• Provides referrals to other College offices
• Assists seniors with their graduation audits

Office of First Year & Family Transitions
Sisson Hall 128B
(315) 267-2450

This office designs and implements the following programs:

New Student Orientation
Offered in the summer, this is a 1.5 day program that introduces students to campus and its resources, and prepares them with a first semester schedule. There is also a day dedicated to new students prior to the start of classes for those new to campus who did not attend a summer session.

Transfer Orientation
Offered in the summer, this partial day program introduces transfer students to campus and the resources SUNY Potsdam has to offer. Advising and registration for classes can be done on this day as well if not yet completed prior to attending Orientation.

First Year Success Seminar
A two-credit course offered to all new students. This course covers topics such as time management and study skills, as well as introduces students to the academic services and resources on campus.

Family Weekend
Held in late September, this is a great way for students and families to reconnect for some campus fun! Get hypnotized, learn all there is to know about The Beatles, catch a movie or just experience Potsdam.
TRiO Student Support Services
Sisson Hall 118
(315) 267-2347
trio@potsdam.edu

What is TRiO?
TRiO is a set of federally-funded college opportunity programs that motivate and support students from disadvantaged backgrounds in their pursuit of college degrees. TRiO SSS is committed to excellence!

What does TRiO SSS do?
TRiO SSS works to help eligible undergraduate students stay in college until they earn their baccalaureate degrees. Participants receive:
• Academic support and counseling
• Financial literacy and planning guidance
• Help in preparing for graduate school or a career after graduation
• Personal development counseling

How do I qualify?
TRiO SSS participants must have a need for academic support and be accepted for college enrollment. They must also be U.S. citizens or permanent residents.

Must meet at least one or more of the following criteria:
• Be a first-generation college student, neither parent has a four-year college degree
• Fall within income limits set by the U.S. Department of Education and verified by the TRiO SSS Office
• Have a documented physical, emotional and/or learning disability.

Academic Advising & Support Office
Sisson Hall 128A
(315) 267-3262
aso@potsdam.edu

Services offered:
• Free group tutoring for various lower-level and certain upper-division undergraduate courses; facilitated study groups of 2-8 students led by a trained peer tutor with experience in the course; tutoring sessions that work around student and tutor schedules; groups can meet for 1-3 hours a week, depending on group preference and needs.

Walk-in tutoring for select subjects, including satellite tutoring from the College's Writers' Block.

Online resources and tutor request forms at: www.potsdam.edu/support/asotutoring

Hiring and training student leaders who, in turn, offer peer mentoring to new students.

Accommodative Services
Sisson Hall 111
(315) 267-2702
oas@potsdam.edu
www.potsdam.edu/studentlife/services/disability

The Accommodative Services Office provides academic accommodations for qualified students who have documented disabilities as defined by the ADA. Our goal is to promote an individual’s independence within the academic atmosphere of the College.

Services offered:
• Note-taking
• Instructional materials in alternate formats
• Classroom relocation
• Alternative testing arrangements (extended time, distraction-reduced environment, readers/scribes, word processing with spell check, etc.)
• Equipment loans
• Assistance with Orientation, special registration, academic advising and other services

Eligibility requirements:
Students requesting reasonable academic accommodations must submit written documentation by an appropriate licensed professional.

Veteran & Military Services
Sisson Hall 128
(315) 267-3398/2415
www.potsdam.edu/studentlife/services/military

SUNY Potsdam welcomes all students with prior military experience. The Veterans Program is designed to assist you with the transition from the military to college life. We have a Veteran and Military Students Coordinator who can help our veterans and military family members. As a veteran, you are entitled to a variety of benefits that will help facilitate your pursuit of higher education at SUNY Potsdam. Please refer to the website provided to learn about some of the benefits afforded to you by SUNY Potsdam, New York State and the Federal Government.

To accomplish these goals, CSTEP provides:
• Experiential and academic support
• Professional development opportunities
• Graduate school assistance

To be eligible for CSTEP, an applicant must:
• Be a resident of New York State
• Be Black, Hispanic or Native American or economically disadvantaged
• Possess a cumulative GPA of 2.50 or better for continuing students (first-year students can be admitted provisionally until GPA is established)
• Have an interest in pursuing a major, minor, or career in a CSTEP field

CSTEP is a grant program funded by the New York State Department of Education to encourage students from underrepresented backgrounds to pursue careers in science, technology, engineering, mathematics, health fields or any of the NYS licensed professions. CSTEP is focused on assisting these students to graduate with the highest GPA possible, to obtain valuable internship/research experience and to secure employment or graduate school acceptance in a CSTEP field.
The Office of International Education & Programs coordinates study abroad programs for SUNY Potsdam students wishing to spend part of their academic career abroad; serves as host to international students and scholars who come to study, conduct research or teach at SUNY Potsdam, and provides assistance to students, faculty and staff who are interested in an international dimension to their studies. Study opportunities are available throughout the U.S. and Canada through the National Student Exchange Program, or, why not go global and study abroad? There are more than 650 study abroad programs available through the SUNY system. You could also complete an internship while away through our Global Experiences Program. Choose from short-term faculty-led trips or full semesters away.

The Experiential Education Office administers the College-wide internship program, volunteer opportunities, coordinates the Law Enforcement Training Institute and assists in the development of community service sites for the service learning program.

Office highlights:
• Complete an academic internship from 1-12 credits, in the summer, fall or spring semesters
• Apply to the Law Enforcement Training Institute and join our police academy
• Attend a service learning course and get hands-on volunteer experience in a local agency
• Search volunteer opportunities on our Bear-Tracker database
• Meet with our staff to plan your applied learning activity
• Use our programs and technology to enhance your applied learning experiences

The Office for Student Research and Creativity provides support for the Honors Program and funding for undergraduate research with faculty mentors.

Services offered:

The Honors Program offers highly motivated students the benefits of small classes and excellent professors, with special opportunities to pursue advanced independent projects.

The Presidential Scholars Program provides motivated and talented SUNY Potsdam students who earn GPAs of 3.5 or better funding to pursue multi-year independent research and creative projects with faculty mentors.

The Kilmer Research Endowment supports faculty-led short-term student research and creative projects.
The annual **Learning and Research Fair** showcases undergraduate and graduate student research.

**Career Services**
Lougheed Learning Commons 107  
(315) 267-2507  
career@potsdam.edu  
www.potsdam.edu/offices/career

This office provides a full range of career services to:
• Undergraduate students  
• Graduate students  
• Alumni  
• Employers

Services offered:  
• Individualized career coaching  
• Career and major exploration  
• Self-assessment tools  
• On- and off-campus job databases  
• Resume and cover letter critiques  
• Tips on networking  
• Interview prep and mock interviews  
• Job search strategies  
• Graduate school application assistance  
• Personal branding/LinkedIn  
• Professional development resources  
• Campus workshops and classroom presentations  
• Employer recruitment visits  
• Major and career exploration course

**College Libraries**
(315) 267-2485  
Crane Library: (315) 267-2451  
library.potsdam.edu/home

The College Libraries are your home for flexible study spaces, resources for your assignments and finding help with your research. The Libraries consist of two locations: Crumb Library, the College’s main library, housed within the Lougheed Learning Commons, and Crane Library, the branch library for music, located in Schuette Hall.
Billing information can be viewed online 24/7 in the Cashnet e-Payment Portal, accessed by students through BearPAWS using the e-bill link. Permission to view and make payments toward a student bill may be granted to others. Student bills are released mid-month. Please make arrangements for payment prior to the semester start date. A payment plan option is available.

Student financial records may not be disclosed without student consent. Students can provide access to others by completing all fields in the “Web for Proxy” tab in BearPAWS. Refunds generated through overpayment of financial aid or other funds are issued through BankMobile and are processed using the refund preference selected by the student upon activation of their account.

Students agree to financial obligations upon electronic check-in. Adjustments to bills due to withdrawals are made in accordance with the SUNY liability schedule.

The Financial Aid Office is on the third floor of Raymond Hall. All communication, once the semester begins, is done directly with students through:

- Email
- Campus mail
- BearPAWS
- Voicemail

FERPA is the Family Education Rights and Privacy Act. This protects the privacy of the student’s educational records. Most information is available only to the student, unless the student provides a release authorizing access to another individual, using the BearPAWS “Web for Proxy” form. Keep one master file of all financial aid documents.

Applying for aid:
- Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. Apply early and use the FAFSA renewal option on the web to speed the process.
- NYS residents enrolling full time should
apply for the Tuition Assistance Program, at www.tapweb.org.

• Out-of-state students should check with the higher education agency in their home state about grant eligibility.

Accepting your aid:
• Know your Potsdam ID number, and always include it with correspondence.
• Read your email: Respond promptly to any requests from the Financial Aid Office, to avoid delays in review, processing and/or disbursement of your aid.
• Allow 2-3 weeks processing time; up to 4-5 weeks during peak times.

Billing:
Check your bill! Aid appears as a credit on the bill only after it has been certified/confirmed by the Financial Aid Office. All required/requested documents must be submitted and reviewed by the office before it will credit to the bill. Credits are delayed when a student has outstanding requirements, such as:
• Verification documents
• Loan requirements (promissory note and counseling)

Student Employment Opportunities
• Student Assistantships are employment opportunities that do not require special eligibility or financial aid status.
• Federal Work Study is need-based and awarded as part of an aid package, not a credit on a bill. Watch for an early-August mailing. Most job postings will be available in mid-to late-August in BearTracker through your BearPAWS account.

Scholarships and grants:
SUNY Potsdam offers special scholarships and grants for freshmen, continuing students and graduate students. Make sure to apply on our website, at www.potsdam.edu/financialaid.

Keys to keeping your financial aid:
There are minimum requirements for maintaining your financial aid eligibility. Be sure to know what they are. Federal regulations mandate that a recipient of Federal Title IV aid (e.g., PELL grants, Stafford Loans) make satisfactory academic progress toward the completion of a degree to maintain eligibility for that funding. Satisfactory academic progress requirements for federal aid are evaluated by the Financial Aid Office.

Student loans:
• The student is the borrower and responsible for repayment
• Students are required to complete their own Master Promissory Notes and Entrance Counseling requirements
• Types of loans for undergraduate students:
  – Federal Direct Subsidized Stafford Loan
  – Federal Direct Unsubsidized Stafford Loan
• Paying interest on an unsubsidized loan as it accrues will save money over time
• Alternative/Private Loan: Interest rates vary by lender

Parent loans:
• The parent is the borrower on all Federal Direct Parent Loans for Undergraduate Students (PLUS)
• PLUS loans are subject to a credit check
• Parents are required to complete their own application and Master Promissory Notes
• Federal Direct Parent Loan for Undergraduate Students (PLUS)

Know your servicer:
Establish your borrower-servicer connection early in the process. You will be notified by the Federal loan processor of the contact information for your servicer, after you have been approved for an education loan. Create an account with your servicer early and monitor your loan records regularly.

Financial Literacy
Borrow wisely for your education: Actively take steps to save on expenses in college. Limit what you need to borrow - “needs vs. wants.” Borrow only what you need to cover education-related expenses. A good guideline is to limit total education debt to the amount you would expect to earn in your first year of employment.

Borrow at the best rates and terms available.
• Know your total “pay-off” amount
• Know your rights and responsibilities
• Complete exit counseling at graduation
• Document phone conversations: be sure to get name, date and time
• Keep thorough records and copies of communication
  – Interest rates
  – Accrual of interest
  – Capitalization of interest
  – Loan amount
  – Loan type
  – Interest rate
  – Date/year of loan
What is PACES?

Potsdam Auxiliary and College Educational Services, Inc. (PACES) is a not-for-profit corporation whose mission is to offer high quality products and services while maximizing customer value and financial return to the benefit of the larger SUNY Potsdam community. PACES operates Dining Services, The College Store and the Union Market, vending and washer and dryer services, plus the Campus ID, Bear Express and microfridge programs for SUNY Potsdam.

ID Cards

ID cards are issued and replaced at the PACES Business Office in Merritt Hall. The multi-functional card provides access to residence halls, Bear Express accounts and meal plans. Cardholders are responsible for lost, stolen or misplaced cards. Cards can be deactivated and reactivated through BearPAWS. A non-refundable fee of $10 is charged for the replacement of lost cards; damaged or broken cards are replaced for free.

Bear Express

A Bear Express account is a declining balance account for use on or off campus. Funds are placed on the card by the student through BearPAWS (with some exceptions) and appear as a line item on the bill. Prior to the first Thursday of the first week of classes, fund amounts can be changed or accounts cancelled. After that time, funds may be added to the account with cash, check or credit card at the PACES Business office or on BearPAWS. Unused balances roll over from the fall to spring semester, and remaining balances (over $20) are credited to student accounts at the end of the academic year. Nearly 50 local restaurants and retailers accept Bear Express!

Dining Services

PACES Dining Services has award-winning services that provide quality food, good value, and choices. Meal plans are accepted at every campus location: Lehman Dining Center (traditional all-you-can-eat), Barrington Student Union Dining Court, Dexter’s Café, Minerva’s Café, the Crane Commons, Becky’s Place, Tim Hortons and the Performing Arts Café.

Signing up for Plans

Meal plans are for sole use of the cardholder. Plan eligibility is based on residency requirements. Students are responsible for making meal plan selections with any changes made by the first Thursday of the first week of classes on BearPAWS. Meal plan contracts are valid for the academic year; between semesters, students may change to other eligible plans.
How Meal Plans Work

Meal plans consist of Meals, Flex and Guest Passes. First-year students are required to choose from: 19 Meals with 100 Flex and 5 Guest Passes, or 14 Meals, 500 Flex and 10 Guest Passes. Meals are issued weekly, and must be used by Sunday at 2 a.m., when they reset. Flex and Guest Passes are valid until the end of the semester. There is no limit to the number of meals, Flex or Guest Passes that can be used in a day. Meals, Flex and Guest Passes expire at the end of the semester; they are non-refundable, have no cash value and do not rollover into the next semester.

Meal swipes are one entry into Lehman Dining Center, or a $6.50 (non-cash, all at once) value at other locations. Meal swipes are not accepted at Dexter’s Café, the Stand in Maxcy Hall, or during lunch at Becky’s Place and the Performing Arts Café between 10:45 a.m. and 3 p.m.

Flex has the purchasing power equivalent to one dollar but has no cash value; it can be used in any PACES dining area at any time. Flex is used to supplement a $6.50 meal swipe, or for purchases when a meal swipe is not warranted. Flex can be added to an existing meal plan account at any Dining Services register or on BearPAWS. Guest Passes can be used wherever and whenever meal swipes are accepted.

Textbooks

The College Store is the official SUNY Potsdam textbook retailer, and provides a web portal for textbook ordering, price comparisons and pre-packing for pick up, at bookstore.potsdam.edu. Pre-pack textbooks can be paid for with Bear Express or credit and debit cards, and orders are filled before the books go on sale in the store. Order confirmations and notifications are sent via email.

Federal law requires that course materials be listed with an estimated course cost in March and October. Actual costs are displayed approximately two weeks prior to the start of the semester. Pricing depends on many factors: title availability, timely faculty requisitions, published formats, the age of an edition, popularity and publisher’s “bundles” (including DVDs, manuals, etc.). Visit the store to learn more.

The Union Market

The Union Market is the campus convenience store, selling groceries, cosmetics, electronics, candy and snacks.

Microfridge Rentals

Microfridge units (microwave/fridge combo) are available for rent by residential students for the academic year. Rentals open at the first Orientation session and close three weeks prior to the start of the fall semester, or when all units are rented. For more information, visit bookstore.potsdam.edu.

ATM & Vending on Campus

North Country Savings Bank, a local FDIC bank, manages two ATMs on campus, located in the Barrington Student Union and Carson Hall. Vending machines are located throughout campus and accept Bear Express.

Washer & Dryer Services

Washers and dryers (224 total) are located throughout the residence halls. Service is free of charge.
The College Counseling Center provides an opportunity for students to address psychological and emotional challenges within a short-term, solution-focused model. Our services assist students with identifying and addressing facets of their behavioral, psychological, emotional and cultural experiences which may present as barriers to their success. Information is gathered during a consultation appointment to ensure a brief therapy model is appropriate for the level of treatment required.

Common presenting concerns:
• Substance abuse
• Academic concerns
• Relationship concerns
• Developmental concerns
• Multicultural related concerns
• Trauma or interpersonal violence
• Mild to moderate mental health issues

Appointments may be scheduled 24/7, by going online to BearPAWS in the Student Health Services portal or by calling during business hours. We are ready to help you with your health care needs and we provide care such as:
• A general physical exam or sports physical
• Gynecological health services, providing prescriptions for contraception and the placement of IUDs.
• HIV/STI testing at low cost
• Mental health resources
• Dietitian
• Allergy injections
• Treating illness
• Providing free flu shots
• Drawing labs, testing for strep, mono, pregnancy, UTIs

Health Forms
New students are required to provide health information. Visit the Student Health Services portal on BearPAWS (look under “New Student Services”). Please complete these forms immediately upon sending in your deposit.

Health Insurance
Health insurance is required for all SUNY Potsdam students taking 12 or more credits. If you are not covered by insurance, we provide a SUNY Potsdam Insurance Plan. Each semester, the premium is added to every student’s bill. If you do not need SPIP, you need to have it taken off of your bill by submitting a ‘waiver’ each semester prior to the start of classes. Go to BearPAWS and look for the “SUNY Potsdam Insurance Plan waiver” link on the New Student Services page. The waiver link is activated on Dec. 1st and July 1st, prior to the start of the semester.

Information about the plan, including a copy of the brochure, is available at: www.potsdam.edu/studentlife/healthservices/insuranceplan.cfm, and you may contact Haylor, Freyer, and Coon (insurance broker) at (866) 535-0456, email student@haylor.com or visit the website at www.uhcsr.com/help-center.

There are also insurance navigators at St. Lawrence County Health Initiative, who
can meet you in Student Health to help you determine the best options for your individual needs. They may be reached at www.gethealthyslc.org or by phone at (315) 261-4760.

Campus Life
Student Union 208
(315) 267-2013
policera@potsdam.edu

Campus Life promotes student involvement outside of the classroom, and coordinates the College’s student events calendar, SUNY Potsdam Weekly (SPW), student activities, the student leadership program and Greek Life. In addition, the office manages the Barrington Student Union, the Knowles Conference Center, Dunn Theater and outdoor activities.

- Student Activities & SPW: www.potsdam.edu/studentlife/spw
- Student Clubs & Organizations: www.potsdam.edu/studentlife/clubs
- Greek Life: www.potsdam.edu/studentlife/greeklife
- Emerging Leaders: www.potsdam.edu/studentlife/leadership/emergingleaders

Be on the lookout for information about Welcome Weekend 2018 (Aug. 24 to 26) by checking out the SPW link above. The annual Welcome Weekend Carnival is on Sunday, Aug. 26 from 1-5 p.m. in the Maxcy Field House, featuring over 50 booths staffed by student clubs/organizations, with prizes offered every 15 minutes!

Residence Life
Draime Hall Extension
(315) 267-2350
reslife@potsdam.edu
www.potsdam.edu/studentlife/ResHalls

We are thrilled to welcome you to the residence halls at SUNY Potsdam. Our mission is to provide you a safe and clean environment, resourceful staff and learning experiences, to assist you in pursuit of your educational goals. To prepare for your arrival on campus, please note the following information:

- The deadline to make changes to your housing preferences (including your roommate) was June 15. If you have not yet done this, please log into BearPAWS and do so ASAP!
- You will be able to find out who your roommate is and where you will be living by logging into BearPAWS on Aug. 1.
- First-year students can start checking into their rooms starting at 10 a.m. on Friday, Aug. 24.
- Make sure to visit our website for information on the residence hall policies, a suggested list of what to bring with you (and what you need to leave at home), the basics about living in the residence halls and much more.

The Center for Diversity fosters an inclusive and supportive environment that inspires students to become proactive members of the SUNY Potsdam community. The center is dedicated to advocating for students from underrepresented groups and their allies, by providing opportunities for leadership development, cultural celebration and educational reflection on a range of multicultural issues. Our students and faculty represent many different races, ethnic groups and cultures, and they come from all corners of the globe. But we are one strong community that celebrates and supports individuality on campus.

It is the expressed goal of the office to provide educational and socially-aware programs and services to help students meet their personal and professional goals. In its continued effort to afford students empowering opportunities, the office provides academic and personal advising, as well as referral to other campus services. The office also coordinates diversity training sessions, skill development workshops and leadership opportunities to assist in the college-wide appreciation for multiculturalism and diversity.

Stop by and visit the center to find out more about these groups:
- Black Student Alliance
- SOCA LOCA (Caribbean and Latin American cultural awareness)
- Gender and Sexuality Alliance
- First Nation Student Association
- Voices of Victory (gospel choir)
- Bear Witness Step Team
- Team NV Dance Team
- Student Activists for Gender Equality
- The Ummah in Potsdam
- Metaphysical Studies Organization (Pagan social club)
- Designer In You
- Students Expecting and Experiencing Deliverance (Sunday worship)

Wondering about questions of a spiritual nature? Want to know how to connect to a spiritual community? Wondering what it means to be a spiritual person? Stop in to talk with Dr. Harvey Smith, our Campus Minister!

The purpose of the Campus Ministry is:
- to enhance spirituality on campus,
- to be of service to those who have spiritual needs or wants,
- to encourage and give guidance to those who desire participation with a particular place of worship with the community, and
- to be available in times of spiritual need.

For information about religious and spiritual groups in the community visit www.potsdam.edu/sites/default/files/spiritualgroups.pdf.

Shane T. Shaul Fitness Center
Maxcy Hall Athletic Complex
(315) 267-3351
www.potsdam.edu/athletics/fitnesscenter

Part of a person’s overall well-being includes staying fit. We encourage all students to take advantage of all the physical activities and resources, on- and off-campus. The Shane T. Shaul Fitness Center, located on the third floor of Maxcy Hall, is an 8,000-square-foot, state-of-the-art fitness facility. Renovated in 2006, the Fitness Center houses 38 pieces of cardiovascular equipment, most including a personal cardio theater. Dumbbells, Olympic weights, a Cybex Eagle selectorized circuit and a variety of training tools are also available to users.

The student staff at the Fitness Center is available to assist in facility orientations. Personal training and group fitness classes are also offered through the Fitness Center.

Campus Ministry
Barrington Student Union 221B
(315) 267-2117
www.potsdam.edu/studentlife/ministry.cfm
Intramurals & Recreation
MacEy Hall 226
(315) 267-2319
beauchwf@potsdam.edu
www.potsdam.edu/imsports

Intramural sports offered:
- Basketball
- Broomball
- Dodgeball
- Flag football
- Indoor soccer
- Racquetball
- Co-ed soccer
- Co-ed softball
- Volleyball
- 5K Walk/Run
- Recreational events/fun!

University Police Department
Van Housen Extension, First Floor
(315) 267-2222
www.potsdam.edu/police

Our mission is to serve, protect and be a vital contributor to the educational process.

We provide:
- Security for the campus buildings and grounds. Residence Halls are locked 24 hours per day.
- Emergency phones – Outdoor blue light emergency phones and building red emergency phones.
- Jump-start battery packs for loan
- Vehicle lock-out assistance
- Safety escorts
- Money escorts for departments
- Assist with the delivery of emergency messages

Notify the University Police Department immediately if you are the victim of a crime or if you witness one. Save the department’s number in your cell phone: (315) 267-2222.

Parking Division
- Anyone who parks a vehicle on campus must purchase and display a current campus parking decal.
- Register online through BearPAWS.
- For more information, including fees, please visit: www.potsdam.edu/studentlife/safety/parking

NON-DISCRIMINATION NOTICE/POLICY
Pursuant to the State University of New York policy, SUNY Potsdam is committed to fostering a diverse community of outstanding faculty, staff and students, as well as ensuring equal educational opportunity, employment and access to services, programs and activities, without regard to an individual’s race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status or criminal conviction. Employees, students, applicants or other members of the campus community (including, but not limited to, vendors, visitors and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

The University’s policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the American with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972 and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations, and policies prohibiting discrimination may be directed to Title IX Coordinator & Affirmative Action Officer Stacey Basford. Inquiries may also be directed to the U.S. Department of Education’s Office of Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500, or at (646) 428-3800 or OCR.NewYork@ed.gov.

SEXUAL DISCRIMINATION/HARASSMENT (TITLE IX)
Title IX is a federal law that protects people from and prohibits discrimination based on sex in any federally-funded education program or activity. Colleges must promptly respond to known instances of sexual discrimination/harassment/assault, domestic/dating violence and stalking, in a way that limits its effects and prevents its recurrence. Title IX policies apply equally to all students, employees and third parties regardless of sexual orientation, gender identity or gender expression. We will take all legal and appropriate actions to respond to reported incidents and ensure that all are dealt with in a sensitive, private, professional and timely manner. There are confidential and non-confidential reporting options who can get you, or someone you know, the resources needed. For more information, contact Title IX Coordinator Stacey Basford or visit www.potsdam.edu/offices/hr/titleix.

OTHER FORMS OF DISCRIMINATION/HARASSMENT
Like sexual discrimination/harassment, discrimination and harassment on the basis of other protected characteristics, other than sex/gender, is prohibited on campus, whether it be verbal, written, graphic or physical conduct. Discrimination and harassment that is sufficiently severe, pervasive or persistent can interfere with or limit the ability of an individual to participate in or benefit from the College’s programs or activities. If you experience, see or otherwise learn of any conduct that you believe is discrimination or harassment on the basis of protected characteristics other than sex/gender, you should report the conduct immediately to Affirmative Action Officer Stacey Basford or visit www.potsdam.edu/offices/hr/affirmativeaction.

Rave Guardian
DOWNLOAD RAVE GUARDIAN, THE CAMPUS SAFETY APP
Free download on Apple or Google Play app stores. Search for “Rave Guardian.” The app allows you to contact University Police at the touch of a button, provide tips and assign “Guardians,” who will be alerted if you don’t get home and deactivate your safety timer.

RAVE Alert
SIGN UP FOR EMERGENCY ALERT MESSAGES WITH POTSDAM RAVE ALERT!
Just visit: rave.potsdam.edu

Stacey Basford
VanHousen Extension, Room 392
(315) 267-2516
basforsl@potsdam.edu
Dates & Deadlines

**FALL 2018**
- August 15: Fall semester payment due
- August 24: New students move in
- August 30: Last day to change meal plan
- September 21-22: Family Weekend
- October 5: Progress reports due
- October 15: Advising begins
- November 21-22: Family Weekend
- December 7: Last day of classes
- December 10-14: Final Exams

**SPRING 2019**
- January 15: Spring semester payment due
- January 19-20: Students move in
- January 28: Last day to change meal plan
- March 8: Spring Break
- March 30: Last day of classes
- April 9: Final Exams
- May 22: Commencement

Transportation

Most places are within walking distance on and off campus; below is a listing of resources that will help get you where your feet can’t take you:

**Bear Shuttle**
SUNY Potsdam provides a daily shuttle service from campus to local shopping areas including downtown Market Street, the Price Chopper Plaza, Save-A-Lot Plaza, Aldi, Walgreens, Collegiate Village and Walmart. Check out posters across campus for a detailed schedule, or visit: www.potsdam.edu/bearshuttle.

**Bear Bus**
A first-come, first-serve service from SUNY Potsdam to Long Island, Ramapo, New York City and Albany. These buses travel for college breaks. Check out the offerings at: www.potsdam.edu/current/bearbus.

**Auto**
- Uber
- Potsdam Taxi (315) 268-8868
- Potsdam Taxi Zero (315) 262-0444
- Enterprise Car Rental 6805 Route 56, Potsdam (315) 265-0700

**Bus**
- Adirondack Trailways trailwaysny.com
  Market Square Mall, Depot Street, Potsdam (315) 265-2534
  Fare Information: 1-800-858-8555
- Greyhound greyhound.com (800) 231-2222
  From Port Authority NYC to Potsdam

**Airports**
- Massena International Airport
  [30 minutes from campus] flymassena.com
- Ogdensburg International Airport
  [30 minutes from campus] ogsair.com
- Cape Air: Flights to Albany & Boston
- Allegiant Air: Flights to Orlando & St. Petersburg, Fla.
- Syracuse Hancock International Airport
  [2.5 hours from campus] syrairport.org
  Daily flights from NYC, Chicago, Boston, Washington D.C. and more.
- Ottawa International Airport
  [1 hour, 45 minutes from campus] yow.ca
  International destinations

Campus Phone Numbers: Main Switchboard (315) 267-2000

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Name</th>
<th>Phone Number</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Transfer Services</td>
<td>Terry Francis</td>
<td>(315) 267-2129</td>
<td></td>
</tr>
<tr>
<td>Academic Advising &amp; Support</td>
<td>Patty Gilmer</td>
<td>(315) 267-2702</td>
<td></td>
</tr>
<tr>
<td>Accommodative Services</td>
<td>Sharon House</td>
<td>(315) 267-3267</td>
<td></td>
</tr>
<tr>
<td>Admissions</td>
<td>Tom Nesbitt</td>
<td>(315) 267-2180</td>
<td></td>
</tr>
<tr>
<td>Arts &amp; Sciences</td>
<td>Steve Marqusee</td>
<td>(315) 267-2231</td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bridges Program</td>
<td>Timothy Morse</td>
<td>(315) 267-2020</td>
<td></td>
</tr>
<tr>
<td>Career Services</td>
<td>Julie Johnson</td>
<td>(315) 267-2507</td>
<td></td>
</tr>
<tr>
<td>College Store</td>
<td>Lyndon Lake</td>
<td>(315) 267-2573</td>
<td></td>
</tr>
<tr>
<td>Computer Help Desk</td>
<td>Staff</td>
<td>(315) 267-4444</td>
<td></td>
</tr>
<tr>
<td>Counseling Center</td>
<td>Gena Nelson</td>
<td>(315) 267-2330</td>
<td></td>
</tr>
<tr>
<td>Crane School of Music</td>
<td>Michael Sitton</td>
<td>(315) 267-2775</td>
<td></td>
</tr>
<tr>
<td>Dining Services</td>
<td>Patrick Gray</td>
<td>(315) 267-2657</td>
<td></td>
</tr>
<tr>
<td>Education &amp; Professional Studies</td>
<td>Walter Conley</td>
<td>(315) 267-2515</td>
<td></td>
</tr>
<tr>
<td>Education Advising</td>
<td>Lisa Stewart</td>
<td>(315) 267-3429</td>
<td></td>
</tr>
<tr>
<td>EOP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experiential Education</td>
<td>Toby White</td>
<td>(315) 267-2507</td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Susan Godreau</td>
<td>(315) 267-2162</td>
<td></td>
</tr>
<tr>
<td>Health Services</td>
<td>Tracy Harcourt</td>
<td>(315) 267-2377</td>
<td></td>
</tr>
<tr>
<td>International Education</td>
<td>Krista LaVack</td>
<td>(315) 267-2507</td>
<td></td>
</tr>
<tr>
<td>PAGES Business Office</td>
<td></td>
<td>(315) 267-2658</td>
<td></td>
</tr>
<tr>
<td>Registrar</td>
<td>Stephanie Claxton</td>
<td>(315) 267-2154</td>
<td></td>
</tr>
<tr>
<td>Residence Life</td>
<td>Julie Dold</td>
<td>(315) 267-2350</td>
<td></td>
</tr>
<tr>
<td>Student Accounts</td>
<td>Beth Todd</td>
<td>(315) 267-2137</td>
<td></td>
</tr>
<tr>
<td>Student &amp; Family Transitions</td>
<td>Annette Robbins</td>
<td>(315) 267-2580</td>
<td></td>
</tr>
<tr>
<td>Student Success Center</td>
<td>Sean Partridge</td>
<td>(315) 267-2580</td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRIO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Police</td>
<td>Timothy Ashley</td>
<td>(315) 267-2222</td>
<td></td>
</tr>
</tbody>
</table>
FOLLOW SUNY POTSDAM ON SOCIAL MEDIA!

Facebook
@SUNYPotsdam

Don’t forget to join your class group! Search for “SUNY Potsdam Class of 2022” and request to join.

Twitter
@SUNYPotsdam1816

Instagram
@SUNYPotsdam

KEEP AN EYE OUT FOR SOME OF OUR FAVORITE ACCOUNTS...
@PotsdamBears
@TheCraneSchool
@PdamCampusLife
@LoKoFestival
(And many more!)

SHARE YOUR POTSDAM PRIDE!
#SUNYPotsdam
#PotsdamProud
#PotsdamBears
#CraneSchoolofMusic

WANT TO BE FEATURED ON OUR WEBSITE’S SOCIAL FEED AND ON SCREENS ACROSS CAMPUS?
Just post using one of our official hashtags on a public account on Twitter and Instagram to be considered!

A NOTE ABOUT PHOTOGRAPHY
SUNY Potsdam’s Office of College Communications staff takes a lot of pictures of students and faculty, both on and off campus, throughout the year. We reserve the right to use photo and video of people taking part in open campus events in our publications and digital communications.

YOU WORK HARD—SHARE THE GOOD NEWS!
SUNY Potsdam uses Merit to publicize student achievements, like making the President’s List, sharing your research at a conference, starring in a play, being named to an all-SUNYAC athletic team or graduating. Every student is set up with a Merit page. You can claim your page and add a profile photo and details like your clubs/activities and work experience. Stories are sent from Merit to your hometown media, and you can easily share on social media. Your family and friends can follow your page to get updates on your achievements. Once you graduate, your page will reflect all of your hard work at SUNY Potsdam!

Find your Merit page here: potsdam.meritpages.com

NEED HELP WITH PUBLICITY AND COMMUNICATIONS?
Are you working on something awesome—whether for a research project, club/organization or volunteer project?
College Communications can help get the word out, whether through the website, news releases, publications, photography/videography or social media. Get in touch by emailing communications@potsdam.edu or calling (315) 267-2114.

ORIENTATION GUIDE APP
Install the Ellucian Go app to stay connected to Potsdam and view a digital version of this publication.