

2017 Reference Guide for New Faculty

TOPIC	OFFICE	PHONE	WEBSITE
Academic Dishonesty	Student Conduct & Community Standards Student Union 218	315-267-2579	http://www.potsdam.edu/studentlife/studentconduct
Academic Advising & Support	Student Success Center Sisson S128	315-267-2580	http://www.potsdam.edu/support/ssc
Accommodative Services	Sisson S128	315-267-3267	http://www.potsdam.edu/studentlife/services/disability
Affirmative Action Title IX Compliance Training	Van Housen 392 Stacey Basford	315-267-2516	http://www.potsdam.edu/offices/hr/affirmativeaction http://www.potsdam.edu/offices/hr/titleix
Associated Colleges (Partner/Spouse Employment Opportunities)	288 Van Housen Hall Ext.	315-267-3331	http://www.associatedcolleges.org/
Bridges	Student Success Center Sisson S128	315-267-2580	http://www.potsdam.edu/support/ssc/bridges/currentstudents
Center for Applied Learning	107 Crumb Library	315-267-2507	http://www.potsdam.edu/academics/appliedlearning
Center for Creative Instruction	106 Crumb Library	315-267-4820	http://www.potsdam.edu/faculty/CCI
Center for Diversity	Sisson Hall S221	315-267-2184	http://www.potsdam.edu/studentlife/diversity
Center for Student Research	Crumb 107	315-267-2507	http://www.potsdam.edu/academics/specialprograms/cur
College Policies & Procedures	Human Resources 219 Raymond Hall	315-267-4816	http://www.potsdam.edu/offices/hr
College Writing Center	106 Carson Hall	315-267-3059	http://www.potsdam.edu/support/tutoring/cwc
Computer & Technology Services HelpDesk	103 Stillman Hall	314-267-4444	http://www.potsdam.edu/cts
Counseling Center	131 Van House Hall	315-267-2330	http://www.potsdam.edu/studentlife/counseling
<u>Dean's Offices</u> - School of Arts & Sciences -The Crane School of Music -School of Education & Professional Studies -Dean of Students	Steve Marqusee, Dean Michael Sitton, Dean Walter Conley, Interim Dean Eric Duchscherer, Interim Assoc. Dean &	315-267-2231 315-267-2775 315-267-2515 315-267-2117	http://www.potsdam.edu/academics/AAS http://www.potsdam.edu/academics/Crane http://www.potsdam.edu/academics/SOEPS http://directory.potsdam.edu/?function=dept=Dean%20of%20Students

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	Ruth Policella, Interim Assoc. Dean		
Departmental Issues/Procedures	Department Chair		http://directory.potsdam.edu/?function=dlist
Employment	Human Resources & Employment 219 Raymond Hall	315-267-4816	http://www.potsdam.edu/offices/hr
Educational Opportunity Program	Sisson S136	315-267-2335	http://www.potsdam.edu/admissions/apply/special/EOP
Experiential Education (Internships/Service Learning)	107 Crumb Library	315-267-2507	http://www.potsdam.edu/support/ssc/eeo
Faculty: Teach and Travel Abroad	107 Crumb Library	315-267-2507	http://www.potsdam.edu/academics/international/facultyabroad
Fitness Center	3 rd Floor - Maxcy Hall Ashley Thayer, Director	315-267-3351	http://www.potsdam.edu/athletics/fitnesscenter
General Education Program	712 Raymond Hall Alan Hersker, Director	315-267-2891	http://www.potsdam.edu/academics/general_education
Graduate & Continuing Education	206 Raymond Hall	315-267-4722	http://www.potsdam.edu/academics/grace
Human Resources	219 Raymond Hall	315-267-4816	http://www.potsdam.edu/hr
International Education & Programs	107 Crumb Library	315-267-2507	http://www.potsdam.edu/academics/international
Physical Plant	518A Raymond Hall or See Department Secretary	315-267-2135	http://www.potsdam.edu/about/physicalplant
Purchasing & Payables (travel policies, purchasing policies via state guidelines)	415 Raymond Hall	315-267-2140	http://www.potsdam.edu/offices/purchasing
Registrar's Office	313 Raymond Hall	315-267-2154	http://www.potsdam.edu/offices/registrar
Research & Sponsored Programs	238A Satterlee Hall	315-267-2131	http://www.potsdam.edu/faculty/research/rspp
Student Health Services	119 Van Housen Hall	315-267-2377	http://www.potsdam.edu/studentlife/healthservices
Student Success Center	Sisson Hall S128	315-267-2580	http://www.potsdam.edu/support/ssc
TRiO	Sisson Hall S119	315-267-2347	http://www.potsdam.edu/trio