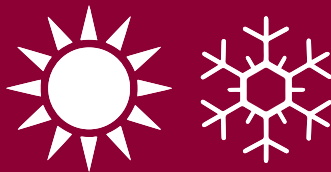


GET AHEAD. STAY ON TRACK. TRY SOMETHING NEW.



Potsdam

SPECIAL SESSIONS

Register Now!





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WELCOME & INTRODUCTION

ABOUT US

The Division of Graduate and Continuing Education at SUNY Potsdam serves the college as one of the primary centers for a variety of educational offerings that occur both on and off campus throughout the year.

We are committed to providing lifelong access to learning and growth through the facilitation, development and support of different educational and enrichment opportunities within the local region and beyond. Providing academic coursework and applied learning experiences for students who wish to further their studies for a variety of reasons during Special Sessions (non-traditional summer and winter terms) are just a few of our many initiatives.

We work with SUNY Potsdam and visiting (non-degree seeking) students alike, to address the advising, course selection, registration and enrollment needs of those who pursue opportunities here through the college.

In doing so, we aim to help students capitalize on the many courses and applied learning experiences we have to offer, including but not limited

to: main campus courses, distance learning courses, fully online courses, student internships, student research projects, study abroad trips and many more!

Our team consists of members who maintain historical ties to the North Country area, a drive to assist the members of our student body, and a passion for all that SUNY Potsdam has to offer.

We are excited that you are considering a special session opportunity, and we look forward to working with you during the process. Please feel free to reach out with any questions, concerns or ideas that you wish to share.

Division of Graduate and Continuing Education
SUNY Potsdam, 206 Raymond Hall
(315) 267-2165
(315) 267-3350
gradcon@potsdam.edu

WHY SPECIAL SESSIONS?

GENERAL INFORMATION

Special Sessions, also referred to as Summer Session and Winter Session, are times outside of the traditional fall and spring semesters when academic coursework is offered to SUNY Potsdam students and visitors. These are typical SUNY Potsdam class offerings that will run for a shortened period (three or six week increments).

Benefits

- You can get ahead, stay on track, or try something new!
- These condensed versions of full courses (three to six weeks in length) are offered in a variety of traditional and accelerated formats.
- Opportunity to focus on smaller class sizes, plus more 1:1 interaction with faculty.
- Reduced course load allows you to focus on achieving peak academic performance.
- Chance to travel abroad, conduct field experience or academic research.

SPECIAL OFFERINGS

Many classes offered during the Special Sessions do not have a routine class meeting schedule. Some of the most common instances of these special offerings include: internships, tutorials, independent study courses, and/or practicum experiences. Individual course listings (by session) will provide greater detail about these particular offerings.

STUDENT TESTIMONIALS

“ I took an instrument repair class and it was one of the best classes I’ve taken at Crane! I have friends who are teachers, and would love an opportunity to take this course during the summer.”

-Anonymous survey respondent, Winter 2017

“ Special sessions are a great way to sneak in classes in a shorter period of time. Please keep them.”

- Anonymous survey respondent, Summer 2017

ACADEMIC CONSIDERATIONS

REGISTRATION INFORMATION

SUNY Potsdam students register for special session courses directly through Bear PAWS during the period of live registration, in the same manner they do for a fall or spring course during a traditional semester.

Visiting (or non-degree seeking) individuals can register as non-matriculated students by contacting the Division of Graduate and Continuing Education at (315) 267-2165.

Additional info for visiting students (re: non-matric enrollment) can be found online by going to www.potsdam.edu/nondegree.

Maximum Number of Allowable Credits during Special Sessions:

- Seven (7) credit hours can be taken during overlapping sessions.
- Seven (7) credit hours during sessions lasting four weeks or more.
- Four (4) credit hours during sessions shorter than four weeks.

Note: These caps do not typically apply to graduate students given the varied academic schedules associated with master's degrees.

In rare and exceptional circumstances, overload credit hours may be approved with written permission from the dean (or designee) and the faculty member of the applicable course(s) being registered for.

COURSE CANCELLATIONS

Courses with low enrollment may be cancelled two weeks before classes are scheduled to begin. Students enrolled in a course slated for cancellation will be contacted and notified by phone and/or campus e-mail address. We will work to help students secure alternative arrangements, if possible.

GRADING AND COURSE RELATED POLICIES:

Courses offered during the Special Sessions adhere to the usual academic policies at SUNY Potsdam. Visit the college website to view the Academic Catalog.

ENROLLMENT STATUS & ADD/DROP INFORMATION

Each Special Session includes an add/drop, withdrawal, and/or S/U period according to the length of class session(s) in question. The length of the course and the effective date of withdrawal will determine student liability for incurred financial charges. Full refunds are generally not issued for Special Sessions. All deadlines for each term are housed on the website by term, under the Specials Session page and it is the responsibility of the student to be aware of these important dates.

BILLING & PAYMENT INFORMATION

TUITION AND FEES

Undergraduate and graduate courses offered during Special Sessions are billed at the 'per credit hour' tuition rates reflected on the college's Tuition and Fee Schedules page of the website. Visit the website for additional information (i.e. breakdown of costs for in-state and out-of-state residents; rates for undergraduate and graduate students; comprehensive fee info).

FINANCIAL AID

Students may be eligible to apply a percentage of their previously established financial aid award(s) to a portion or all of their bill for coursework taken during the Special Sessions. Information regarding the different Types of Aid that are available is housed on the website for student review.

Contact a Financial Aid counselor for assistance, in order to confirm your award information and availability. They can be reached via their office e-mail at finaid@potsdam.edu, or by phone at (315) 267-2162.



STUDENT RESOURCES & CAMPUS SERVICES

HOUSING

On-Campus housing is available during both Summer and Winter Session. Daily fees may apply. Visit www.potsdam.edu/studentlife/ResHalls to view the breakdown of current rates and for details on how to apply for housing during a Special Session.

Another great incentive? Students living on campus during the Fall and Spring semesters (who are also registered for Winterim) may live in their current dorm room during Winterim for no additional fee!

LIBRARY

Hours of operation for The College Libraries (including Crane Music Library) will vary. Students can obtain additional information by calling (315) 267-2485 or they can utilize the 'Chat with a Librarian' feature online, via the website.

MEALS

Traditional meal plans are not available during Special Sessions. Students may use credit, debit or cash to purchase food at campus venues open on campus. While Becky's Place, In Pratt Commons, will serve as the primary venue during special sessions, students can visit www.potsdam.edu/studentlife/dining to view additional information on our various dining facilities.

PARKING

If you do not have a current student parking permit and want to park on campus during special sessions, you will be required to obtain one. Please register your vehicle with University Police in Van Housen Hall Extension, 1st Floor. The cost of a Summer Session parking permit is \$40. Any vehicle that is parked on campus without a proper parking permit may be ticketed. If you have questions, please call University Police at (315) 267-2222.

STUDENT HEALTH

Students attending courses on campus will be required to follow New York State compliance requirements. Failure to comply will result in the student's disenrollment.

Please visit www.potsdam.edu/studentlife/healthservices/requirements and read through all requirements carefully. For questions on completing these requirements, or to book an appointment, please contact the Student Health Services Office by phone at (315) 267-2377, or email shs@potsdam.edu.

THE WRITERS' BLOCK

Students can receive free individual tutoring on writing tasks and assignments throughout the year. Students can reach out to wblock@potsdam.edu or (315) 267-3059 to request an appointment block. Students who are unable to come to campus can receive online tutoring and feedback using Google Docs.

SPECIAL SESSIONS

FACULTY SPOTLIGHT

My name is Dr. Jason Schreer and I'm a Professor in the Department of Biology. I am the instructor for two online courses, Human Biology for non-majors and Exercise Physiology for Biology and Exercise Science majors which include an online lab.

I teach these two courses because I enjoy educating non-biologists about the importance of biology and how it affects every aspect of your life. It is who, what, why and how we are! And, in my majors course, I enjoy learning and teaching about exercise physiology. They always say the best way to learn something is to teach it. So as I try to learn how to be a better athlete, I can learn more and push harder if I teach it to someone else. That's where you come in, so thanks!

I started teaching online courses to give students the opportunity to catch-up with or get ahead of their requirements outside of the regular semesters. Plus, this allows all of us to travel and yet still teach and take a course.

Also, for Science majors, there are a few options for getting upper division credits or to fulfill elective requirements in between terms.

Lastly, through the discussion forums, I get a chance to know and interact with students that just isn't possible with a regular lecture course.

This, I feel, is the most valuable aspect of online education.





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