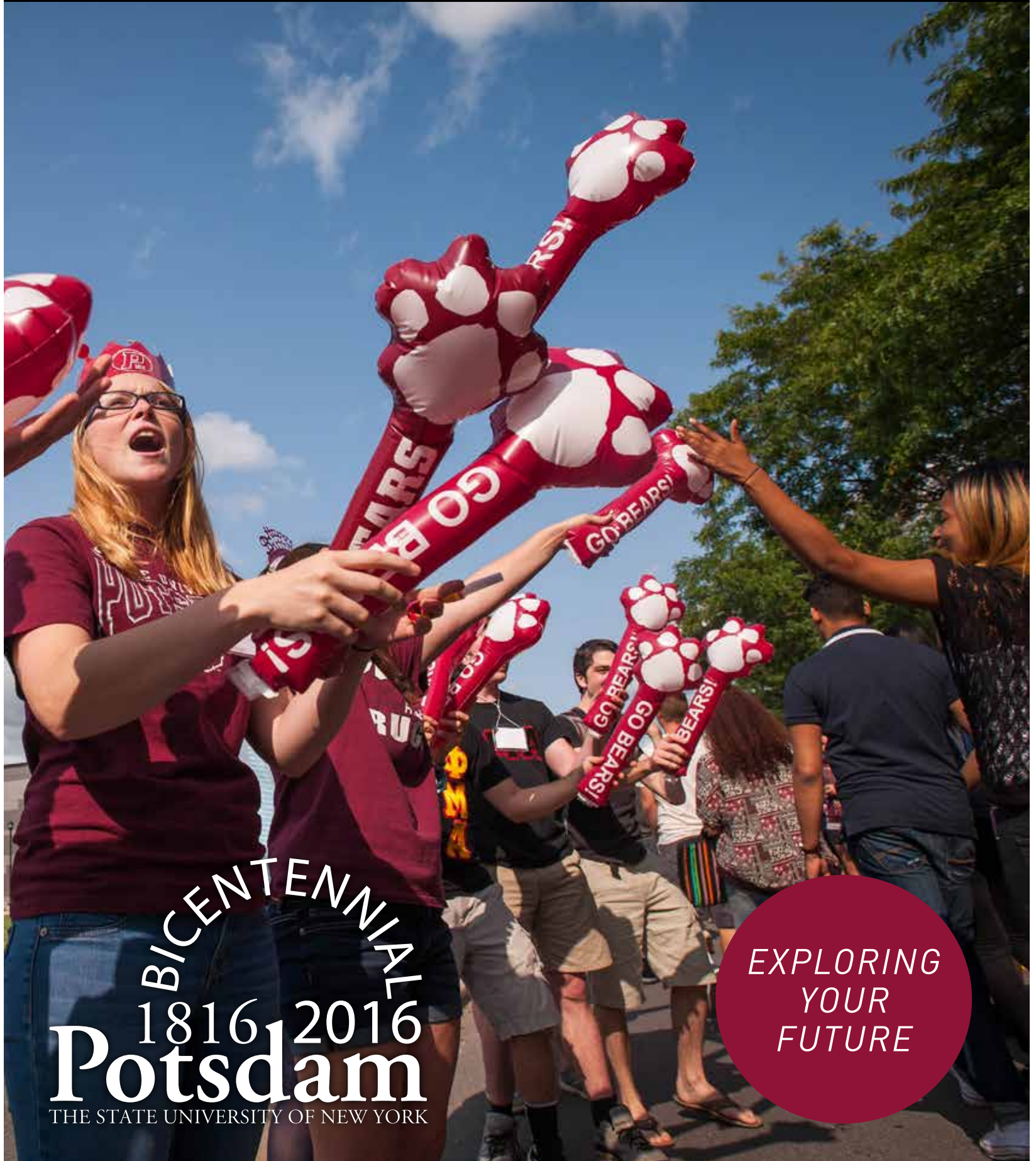
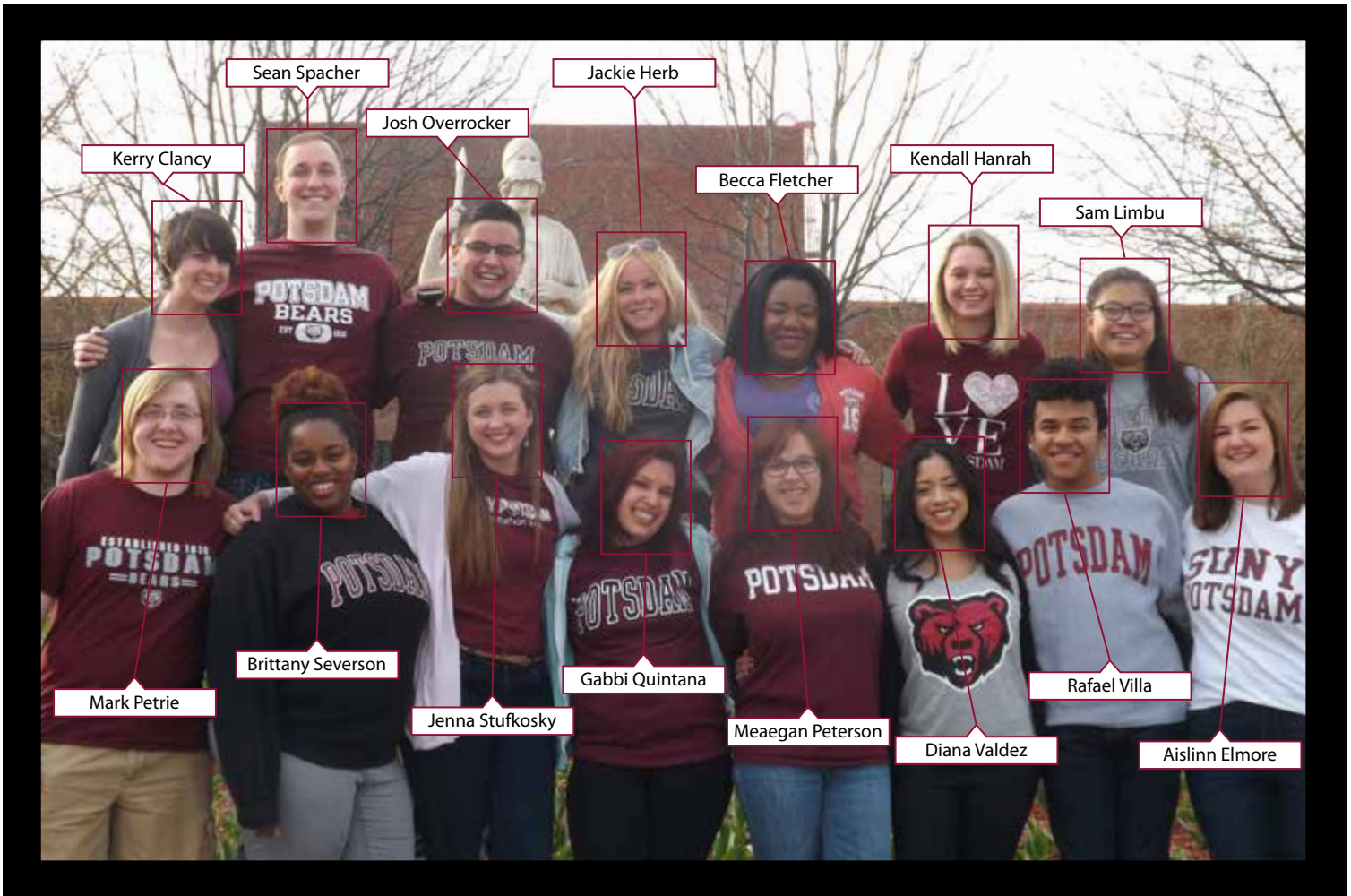


# SUNY POTSDAM ORIENTATION GUIDEBOOK 2016



BICENTENNIAL  
1816 2016  
**Potsdam**  
THE STATE UNIVERSITY OF NEW YORK

EXPLORING  
YOUR  
FUTURE



## YOUR ORIENTATION LEADERS



# WELCOME to Potsdam



At SUNY Potsdam we pride ourselves on being the very best in New York State for access to faculty, student leadership, experiential education, cultural programs, food services and more. We are a community like no other. With over 1,000 opportunities to get involved and having the Adirondack Mountains both as a classroom and as your backyard, we encourage you to get out and explore one of the country's most beautiful regions.

SUNY Potsdam is a fantastic place to be and we are looking forward to helping you make the most of your time here. This guide is intended to give you and your family a reference to many of the resources available to you on campus to ensure you have every opportunity for success.



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# THE POTSDAM PLEDGE

More than a collection of individuals, SUNY Potsdam is a community dedicated to the pursuit of common goals. While these goals can be elusive and controversial, the community described in this document reminds us not only of what we are seeking to become, but of all that we share in common. Therefore, let it be known that

## SUNY POTSDAM STRIVES TO BE:

- An Educational Community sharing academic goals and in which students, faculty and staff work together to strengthen teaching and learning
- An Open Community uncompromisingly protecting freedom of thought, belief and expression
- A Civil Community expressing disagreements in rational and non-threatening ways and treating all individuals with consideration, decency and respect
- A Responsible Community accepting obligations under clearly articulated principles of behavior designed to support the common good
- A Safe Community respecting each other's rights, privacy and property
- A Healthy Community respecting and promoting physical and emotional wellness
- An Ethical Community reflecting honesty, integrity and fairness in both academic and extracurricular activities
- A Diverse Community celebrating our differences and learning from our diversity
- A Socially Conscious Community seeking to contribute to the betterment of the campus, the local community, the nation and the world
- A Watchful Community remaining alert to the threats posed by hatred, intolerance and other injustices and ever-prepared to combat them



# GETTING SETTLED



## RESIDENCE HALL LIVING

### The Residence Life Office (Res Life)

1<sup>st</sup> floor of Draime Hall Extension RM 191

(315) 267-2350

reslife@potsdam.edu

[www.potsdam.edu/studentlife/reshalls](http://www.potsdam.edu/studentlife/reshalls)

The residence halls at SUNY Potsdam are home to nearly 2,300 students. On-campus living is much more than just a place to sleep. It is about being part of a safe, vibrant and open community that respects individual differences. Academic achievement and personal development are the objectives of the residence hall program.



### Mission:

The Department of Residence Life at SUNY Potsdam provides a safe and clean environment, resourceful staff, and learning experiences for the members of our diverse residential community in pursuit of their educational goals.

### Campus living provides:

- A living environment where the cleanliness of the halls and safety are a priority
- A welcoming and supportive environment for all students
- Opportunities to make friends that will last for a lifetime
- Convenient access to academic buildings, libraries, athletic facilities, support staff and services
- A wide variety of building types and special interest housing programs like our First Year Experience (FYE) program, Substance-free Floors, Study Intensive Floors, Transfer House, Pet Friendly and Gender Inclusive Housing area
- State-of-the-art technology in all rooms (i.e. Time Warner cable TV, Campus Movie Website and Apogee Internet)
- Live-in Residence Life professional staff and student staff (RAs)
- Programs and activities designed especially for you, including leadership development

- Housing for new and upper-division students
- Easy access to facilities like microwaves kitchenettes, laundry, study lounges

### Residential Learning

Learning is not limited to classrooms, a great deal of learning takes place within the residence halls as well. Residence Life has Learning Outcomes that we promote throughout our program. Participation in our Residence Life Program provides students with the skills and knowledge to grow in their understanding of themselves: building upon their strengths and improving their shortcomings. In addition, students will learn to form healthy, interdependent and meaningful connections with others by embracing civility and diversity.

### Residence Hall Staffing

The residence halls have a variety of staff available to help students. We have a large number of student staff members called Resident Assistants (RAs). Each residence hall has a staff of RAs who live on each floor/area. An RA lives in an area with an average of 15-35 residents (not including the Town Houses). Residence Life also employs professional staff members who live and work in each residence hall area. These Area Coordinators (ACs), Residence Directors (RDs) and Graduate Assistants (GAs) are responsible for the supervision of the RAs as well as the overall management of their assigned area.

### What if I need a new roommate?

Ideally, and most often, roommate tension is worked out between roommates. If, however, you cannot work things out by talking and compromising, your building staff is available to help. If the problem persists, you may change rooms, but only if there are rooms available. At the start of each semester, there is a two-week "freeze" on changes to allow for necessary administrative operations.

### Safety and Security

Safety and security is critically important. Our residence halls feature a keyless entry system, which only allows students who live on campus access via their SUNY ID card and electronic door monitoring by University Police. In addition, we have an active fire safety program to ensure safety as well as compliance with state codes. There are a myriad of College staff and resources available 24 hours a day to respond to issues that arise in the halls. Students are strongly encouraged to lock doors at all times when they are not in their rooms.

### Things to bring to campus

- cell phone
- area rug/small carpet
- stereo, MP3 player, iPod, iPad
- TV/DVD or Blue Ray player
- computer/laptop with wifi capability
- computer/laptop locking cable
- things to decorate room, but will not damage the walls
- clothes for all 4 seasons, especially winter clothes like thermals, wool socks, good boots, warm coat, hat, gloves, scarf, etc.
- chargers/charging cords
- storage crates/bins & hangers
- iron/ironing board
- bathing suit
- towels & wash cloths
- twin extra-long sheets (78x34")
- pillows/blankets/mattress cover
- fan
- tissues/Kleenex
- hair dryer
- toiletries (shampoo, soap, toothpaste, etc.)
- desk lamp
- extra light bulbs - CFL/LED only
- shower caddy
- shower shoes (flip flops)
- something to secure valuables (i.e. lockable trunk)
- photo I.D. & credit card
- bathrobe & slippers
- laundry bag/basket
- detergent/dryer sheets/stain remover
- dish soap, sponge & towel
- medications/prescriptions, thermometer
- health insurance information/card
- snacks & non-perishable foods
- school supplies & desk organizers
- sewing kit
- extra batteries
- power strips with circuit breaker (extension cords are not allowed)
- air freshner
- stamps and envelopes
- basic tools (wrench, screwdrivers, pliers)
- alarm clock
- appliances: microwave, coffee maker & small refrigerator ONLY
- small first aid kit with Band-Aids, ointment, gauze
- folding clothes drying rack
- umbrella
- small dry/wet erase board, corkboard
- broom & dustpan/small vacuum
- boot mat (for wet shoes & boots)
- lanyard/key chain for keys & I.D.

## PACES SERVICES

### What is PACES?

PACES is a not-for-profit corporation which has been providing essential services to the campus for over 60 years. The mission of PACES is to offer high quality products and services through the provision of auxiliary services while maximizing customer value and financial return to the benefit of the larger SUNY Potsdam community.

PACES is governed by a Board of Directors: a group of four students, three faculty members, three College administrators, one member of the College Council, and the PACES Executive Director. PACES is the largest employer on campus, hiring student and community workers. PACES manages and operates the SUNYCard ID office, Bear Express accounts, The College Store, the Union Market, Dining Services, and Vending Services and the MicroFridge rental program.

### SUNYCard

The SUNYCard is the campus ID card and issued and replaced at the PACES Business Office in Merritt Hall. The SUNYCard is the campus ID card and is used to



access to residence halls, Bear Express, and Meal Plan accounts, as well as other campus services. The cardholder is responsible for managing their card, its accounts and their balances: if a card is lost, stolen, or misplaced it must be deactivated and reactivated by the holder on BearPAWS. PACES is not responsible for purchases made with lost or stolen cards. A non-refundable fee of \$10 is charged for replacement of lost cards; a \$5 fee for a picture replacement, and damaged or broken cards are replaced free of charge.

### Bear Express

Bear Express is an optional spending account. It may be used on campus and at participating off campus restaurants and businesses. Accounts are automatically opened for most students and appear on the semester bill. Any changes or account closures must be made prior to the first Thursday of the first week of classes in each semester. After that time, funds may be added to the account through BearPAWS, or in person at the PACES and SUNYCard office in Merritt Hall. Unused balances roll over from semester to semester and balances (over \$20) are credited to accounts at the end of the academic year.

## Bear Express

accepted here

|                              |   |
|------------------------------|---|
| The College Store            | ✓ |
| The Union Market             | ✓ |
| Vending Machines             | ✓ |
| Local Merchants              | ✓ |
| Copiers                      | ✓ |
| Dining Service Locations     | ✓ |
| SUNYCard Office              | ✓ |
| Library Fines                | ✓ |
| Bear Bus                     | ✓ |
| SGA Events (Hurley's, Clubs) | ✓ |
| Student Health Services      | ✓ |
| Fitness Center               | ✓ |

Optional taxable spending account for use on and off campus.  
Verify and add to your account balances on BearPAWS.  
view transaction history on [suncard.potsdam.edu](http://suncard.potsdam.edu)

### The College Store

The College Store and Union Market are located in the Barrington Student Union. The store has faculty requisitioned course materials, art supplies and textbooks, as well as a selection of general reference and reading books, college memorabilia, clothing, gifts and logo items. The Union Market is the campus convenience store. Groceries, pharmacy items, cosmetics, electronics, candy, snacks, magazines, newspapers and essential dorm living supplies are available in the market. Special orders available in both locations.

### Textbooks at [bookstore.potsdam.edu](http://bookstore.potsdam.edu)

The College Store is the official SUNY Potsdam textbook retailer and stocks professors' required and recommended course materials. Getting the right books and course materials is important to a student's academic success. The store has a direct connection to faculty instructors and each semester it finds out directly from them which materials they need students to have. In many cases, this includes special course packs, CDs and study guides.

Textbooks and course materials are expensive, so the store is constantly looking for ways to make learning more affordable. One way is to provide more options such as rental, digital or, or used books.

Students may purchase or rent textbooks online in advance through the store's website ([bookstore.potsdam.edu](http://bookstore.potsdam.edu)) and they will be boxed and ready at the start of the semester. Early web orders get first dibs on textbook options (new, used, rental, digital). The online ordering system will show you which titles are required, recommended or suggested for courses.

Federal Law asks that faculty members submit course material requirements and costs when students become eligible to register for classes (April and October.) Because that is often 3-6

months in advance of purchase, the store estimates book costs. The final sale price is displayed when books are available for pre-pack in August. Books ordered prior to that date are subject to price adjustments. Students can go directly to the store when they arrive on campus purchase books, but we recommend pre-packing the books for pick up to avoid lines.

Students go to [bookstore.potsdam.edu](http://bookstore.potsdam.edu)

to discover what books are needed for class: a tutorial about how to order textbooks from the store is available in the Quicklinks section of the website. Online orders can be paid for with Bear Express or a Credit Card. No charge is processed until the books are packed. Books can be shipped to home addresses, as well as pre-packed for pick up. Check email for order confirmation and updates about any changes to the order.

There are lots of reasons why textbooks cost as much as they do: pricing depends on many variables: title availability, timely faculty requisitions, published formats, age of the edition, popularity, and publisher's "bundles" (CDs, DVDs, manuals etc.). If you have questions, come to the store and we'll explain the ins and outs.

### Bear Care Program – Gifts from Home

For over twenty years, the store has provided a program for parents and friends to send gift packages to students. The store has developed a line of birthday, get well, celebratory and special occasional baskets for purchase. Baskets can be customized to meet budgetary and gift needs. Ordering directions and sample baskets are available online.

### Microfridge Rentals – Dorm Room Convenience

Students are allowed to bring their own fridges and microwaves, but as a service, PACES offers a small number of microwave/refrigerator units to residential students to rent for the academic year. The units are delivered to rooms at the beginning of the semester. Online renting opens with the first Orientation session and closes on August 12, 2016 and are available on a first come first serve basis. If roommates decide to share, they must make their own financial arrangements, as contracts are with one student. Any changes to the contract must be made in writing with to PACES Marketing Office. Refunds are prorated. For more information visit [bookstore.potsdam.edu](http://bookstore.potsdam.edu)

### ATMs on Campus

PACES contracts with North Country Savings Bank to provide ATMs on campus. NCSB is a community bank (FDIC) that offers Student Checking accounts. ATM's are located in the Student Union and Carson Hall.

### Dining Services and Meal Plans

PACES Dining Services provides quality food, good value, and choice for its customers regardless of where they eat on campus. A meal plans allow students to eat whenever and wherever they want on campus.

To meet the dining needs of campus customers, PACES operates restaurants at eight campus locations and is available fifteen hours a day. Traditional all-you-can-eat meals are provided in Lehman Dining Center. Other campus dining units include a la carte areas: the Student Union

For a list of local businesses that accept Bear Express  
[www.potsdam.edu/studentlife/BearExpress/MerchantsList.cfm](http://www.potsdam.edu/studentlife/BearExpress/MerchantsList.cfm)

Dining Court in Barrington Student Union, Dexter's Café in Thatcher Hall, Minerva's Café in the Crumb Library, the Crane Commons in Crane, Becky's Place and Tim Hortons Café Express at Pratt Commons, and the Performing Arts Café in the new arts building.

PACES Dining Service has award winning services, food, and programs. In 2015, for the second time, it was voted the #1 Dining Service in the SUNY System in the SUNY Student Opinion Survey. PACES Dining Services consistently has scored higher than the national average in most every category in the National Association of College and University Food Services Annual Benchmarking surveys.

### Signing up for Plans and How Meal Plans Work

First-year residential students are automatically enrolled in the First-Year Meal Plan. This plan is required for first-year students residing on-campus by the college. Commuter, returning and students who have met the residency requirement have different meal plan options and are responsible for selecting a plan every semester. All students must agree to meal plan terms and conditions on BearPAWS. First Year residential students must verify that they are enrolled in a meal plan on BearPAWS.

Residential plans have three parts: meals, flex, and guest passes. The First Year Plan has a weekly allotment of 14 meals and a semester's worth of flex credits (400) and guest passes (15).

Students may use as many meals as they want in a given day so there is no "missed meal factor." Weekly plans help to insure that students budget their meals evenly throughout the semester. Weekly meal plans reset every Sunday morning at 2am; any unused meals are relinquished at that time.

The best value for a meal is at Lehman, PACES' residential dining center. If a student doesn't care to eat at Lehman, they exchange that meal for an all at once value when they check out at the register in other units. The allowance has a buying power equal to \$6.25, but has no cash value. Flex Credits allow students to purchase any item, at any time, from any PACES Dining Service facility. It could be used to grab extras during the day or supplement a meal allowance.

Any unused flex and meal balance expires at the end of the semester. An ideal flex balance chart is posted online to help guide students budget their account. If a student uses all their Flex Credits before the semester ends, more can be added, online through BearPAWS, at the registers or at the PACES Business office. When students add flex credits to the First Year Plan at the Business Office, they receive a 20% premium on the amount added.

New York State law mandates that a meal plan be for the sole use of the student owner. Students can't buy meals for friends under NYS law, but they can take a guest or friend to Lehman with one of their guest passes.

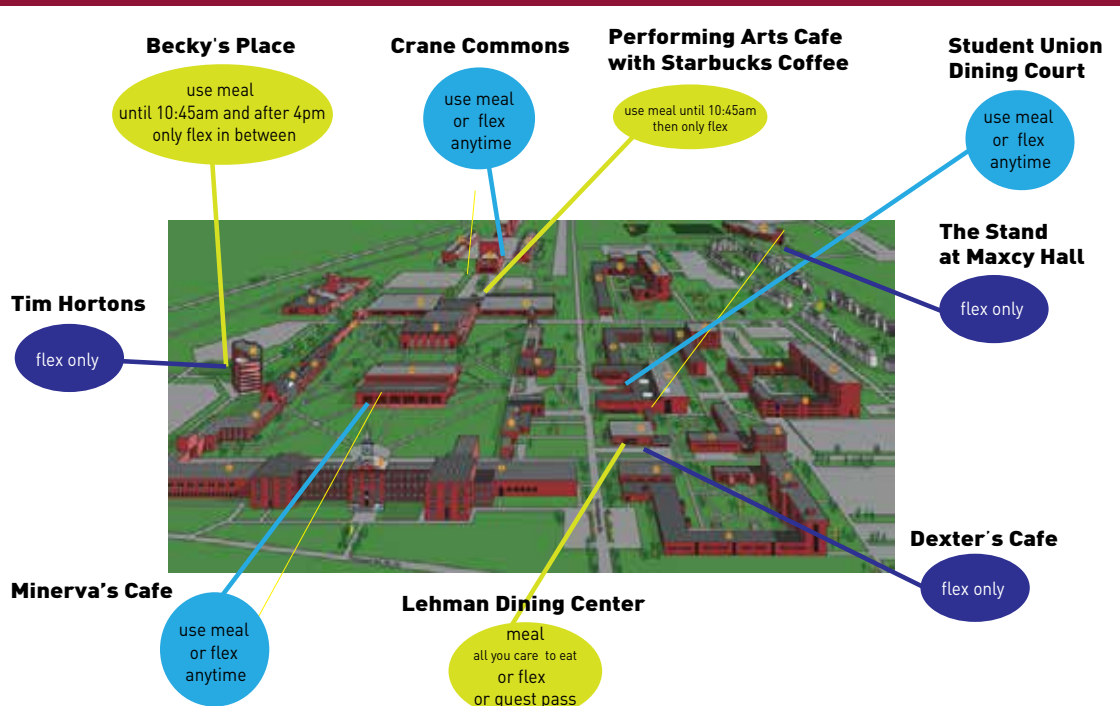
# MEAL PLANS 2016-17

|                               | meals per week | flex per semester | guest passes | cost per semester |
|-------------------------------|----------------|-------------------|--------------|-------------------|
| <b>14/400 First Year Plan</b> | 14             | 400               | 15           | \$2,650           |

|                        | meals per semester | flex per semester | guest passes | cost per semester |
|------------------------|--------------------|-------------------|--------------|-------------------|
| <b>Commuter</b>        | -                  | 500               | 1            | \$500             |
| <b>Commuter</b>        | -                  | 300               | 1            | \$300             |
| <b>Commuter</b>        | -                  | 100               | 1            | \$100             |
| <b>Commuter Hybrid</b> | 50                 | 100               | 1            | \$500             |
| <b>BLOCK 140/500</b>   | 140                | 500               | 5            | \$2,175           |
| <b>BLOCK 80/400</b>    | 80                 | 400               | 5            | \$1,700           |
| <b>ALL FLEX</b>        | -                  | 1,300             | 3            | \$1,700           |
|                        | meals per week     |                   |              |                   |
| <b>14/300 GOLD</b>     | 14                 | 300               | 10           | \$2,550           |
| <b>14/100 SILVER</b>   | 14                 | 100               | 5            | \$2,425           |

**NEW** Supplemental Meal Block : 14 Meal add on \$75  
 Supplemental block meals may only be purchased by existing meal plan holders. It cannot be purchased as a stand alone plan. The supplemental meal block is designed for the student that occasionally runs out of weekly meals and/or for students that remain on campus during breaks when primary meal plans are pro-rated. All Regular meal plan terms and conditions apply.

## Where can I use my meal plan account? Anywhere on campus!



**Meal or Flex? A meal is an entry to Lehman Hall Dining Center for all your care to eat meal, or an all at once value of \$6.25 in any other campus location.**

## CAMPUS SERVICES

### Telephones/The Telecommunications Office (TelCom)

206 Kellas Hall  
(315) 267-3000  
Fax: (315) 267-3001  
telcom@potdam.edu

SUNY Potsdam no longer provides residential student telephone and voice mail services.

Emergency phones are located in the residence halls on each floor and when taken off hook, will ring directly to the SUNY Potsdam University Police department.

Phones remain in all of the residential staff rooms and offices. Residence Hall Directors and Resident Hall Assistants continue to have phone and voice mail services.

### Student Mailroom Services

111 Barrington Student Union  
(315) 267-2730

All mail generated by the College, along with all mail delivered to the College by the United States Postal Service or express delivery services, will be distributed through the student mailroom. The mailroom supports over 4,000 mailboxes for qualified students and student organizations. Throughout the year you will have access to your mailbox during the operational hours of the Barrington Student Union.

### Mailbox Requirements

A student is required to have a mailbox in the student mailroom if they meet one of the following conditions:

- 1) Residency - student lives on campus
- 2) Undergraduates - student is registered for 9 or more credit hours
- 3) Requests – made by a registered student (Every effort will be made to meet requests, however, mailbox issuance will be based solely on box availability.)

### Mailing Address

At orientation you will receive your mailbox assignment, sign out your mailbox key and be provided with your postal address. A few days later you will receive an email notification sent to your SUNY Potsdam email address clarifying the specific mailing address details. Students not attending an orientation session will be required to activate their mailbox upon arrival to campus (see Mailbox Activation).

An example of a College mailing address:

Sarah Smith  
1234 Barrington Drive  
SUNY Potsdam  
Potsdam, New York 13676

Your mailing address will remain the same for the duration of your undergraduate study at SUNY Potsdam. This mailing address will be

used by others (both on campus and off campus) to contact you. When you receive your mailing address, be sure to share it with your family, friends and any company, group or agency whom you anticipate receiving mail or package.

Your mailbox should be checked regularly to insure that you receive any important correspondence from the College in a timely manner.

### Mailbox Activation for Students Not Attending an Orientation Session

When you arrive on campus, you will need to go to the Student Mailroom located on the first floor of the Barrington Student Union to sign out your mailbox key. Please note the mailroom service hours below to complete this process.

### Student Mailroom Window Hours

Student Mailroom service is available as follows:  
Monday - Friday: 9:30 a.m. to 4 p.m.  
Saturday: 10 a.m. to 3 p.m.  
Closed on Saturdays when classes are not in session.

### Computing & Technology Services

Help Desk: (315) 267-2083  
helpdesk@potdam.edu  
[www.potsdam.edu/CTS](http://www.potsdam.edu/CTS)

SUNY Potsdam offers a variety of technology services for your use.



### Campus Computer Account

[www.potsdam.edu/cts/services/cca](http://www.potsdam.edu/cts/services/cca)

- All SUNY Potsdam students have a Campus Computer Account
- Your CCA allows you to log onto computers on the SUNY Potsdam Computer Network, Bearmail, BearPAWS, Moodle and off-campus access to library services
- To change your CCA password visit <http://account.potsdam.edu>

### Bearmail: Email Services

[bearmail.potsdam.edu](http://bearmail.potsdam.edu)

Bearmail is SUNY Potsdam's web-based email application. There is a growing problem with unauthorized individuals emailing students pretending to represent SUNY Potsdam. Please remember that SUNY Potsdam employees will never ask for passwords, birthdates or social security numbers over email.

- Your SUNY Potsdam email address is <username>@potdam.edu
- To log on, use your Campus Computer Account username and password

### BearPAWS: Student Records

[bearpaws.potsdam.edu](http://bearpaws.potsdam.edu)

BearPAWS is SUNY Potsdam's web-based access to student academic and financial records

Use BearPAWS to:

- Register for classes and view your schedule
- View your grades and transcript
- Check/change your address
- See if a Hold has been placed on your records
- Check your bill and sign up for a meal plan and Bear Express
- Check your financial aid

To log on, use your Campus Computer Account username and password.

### Moodle: Learning Management System

[moodle.potsdam.edu](http://moodle.potsdam.edu)

Moodle is SUNY Potsdam's web-based learning management system

- Faculty use Moodle to post course materials, class notes and announcements and teach online courses

To log on, use your Campus Computer Account username and password.

### Helios: Disk Storage Space

[www.potsdam.edu/cts/services/helios](http://www.potsdam.edu/cts/services/helios)

- Every student on campus has access to the Helios Storage Server
- Each student has 1.5Gb of computer storage space that can be used from any computer on the campus network or with Internet access

### Student Printing Policy

[www.potsdam.edu/cts/services/printing/index.cfm](http://www.potsdam.edu/cts/services/printing/index.cfm)

- Students can print up to 300 pages, free of charge, through campus printers per semester
- Once the 300-page limit has been reached, a student will be billed at the end of the semester for any printing overage. The billing rate is \$.05 per page for every page over 300
- Color printing counts as three pages
- View quota tool displays printing and storage usage at [squirt.potsdam.edu](http://squirt.potsdam.edu)

### Web Folder (Helios Network Storage)

[www.potsdam.edu/cts/services/helios/personalwebspacespace.cfm](http://www.potsdam.edu/cts/services/helios/personalwebspacespace.cfm)

- Students may have a personal website hosted by SUNY Potsdam
- For information on website guidelines and to register for webspaces follow the URL above

### Residence Halls Internet Access

[www.potsdam.edu/cts/services/rruniversity.cfm](http://www.potsdam.edu/cts/services/rruniversity.cfm)

- Time Warner Internet supports the high-speed Internet and wireless access in the residence halls



- Anti-virus and anti-spyware software is available at no additional charge
- Broken computers will NOT be repaired by either Time Warner Internet Technical Support or SUNY Potsdam

#### Wireless Networking

[www.potsdam.edu/cts/services/wirelessnetwork](http://www.potsdam.edu/cts/services/wirelessnetwork)

- Available to all students at no additional charge
- Wireless service in the academic buildings is provided by SUNY Potsdam (W@SP)
- Time Warner Cable provides wireless coverage in the residence halls (Time Warner Internet)

#### SUNY Potsdam Technology FAQs

##### Do I need to bring my own computer?

- Recommended but not required
- SUNY Potsdam's standard productivity suite is Microsoft Office. SUNY Potsdam can purchase MS Office at a reduced rate. See: [www.potsdam.edu/cts/services/softhardware/office.cfm](http://www.potsdam.edu/cts/services/softhardware/office.cfm)
- A minimum of Microsoft Word (not to be confused with Microsoft Works) is recommended for compatibility with student computing facilities and faculty/staff computers

##### Where can I buy a computer?

Check the College Store's website for details:

[bookstore.potsdam.edu](http://bookstore.potsdam.edu)

- Educational discounts and back-to-school specials
- Demo units available
- Three-year warranty available
- Free delivery to campus
- For details go to: [bookstore.potsdam.edu](http://bookstore.potsdam.edu)

## TRANSPORTATION

Most places are within walking distance on and off campus including the village center, movie theater and Market Street eateries and retailers. The following resources will help you get where your feet won't take you and help you manage travel around the region.

#### Auto

- Potsdam Taxi  
123 Market St, Potsdam, NY 13676  
(315) 268-8868
- Enterprise Car Rental  
6805 Rt-56, Potsdam, NY 13676  
(315) 265-0700

#### Airports

There are several local airports that have various routes. Ottawa or Montreal are also effective travel routes depending on the nature of your trip. (A passport is required for crossing the border and for air travel to and from Canada.)

#### Local Airports

- Cape Air  
[www.flycapeair.com](http://www.flycapeair.com)  
Massena International Airport  
90 Aviation Road  
Massena, NY 13662  
(315) 769-7605
- Adirondack Regional Airport  
96 Airport Road  
Saranac Lake, NY 12983  
(518) 891-0870
- Ogdensburg International Airport  
5840 State Highway 812  
Ogdensburg, NY 13669  
(315) 393-4721
- Allegiant Air  
[www.allegiantair.com](http://www.allegiantair.com)  
Plattsburgh International Airport  
42 Airport Ln., Plattsburgh, NY 12901  
(518) 565-4795

#### Major Regional Airports

- Syracuse, NY (approx. 3 hrs. away)  
Hancock International Airport  
1000 Colonel Eileen Collins Boulevard,  
Syracuse, NY 13212  
(315) 454-4330
- Ottawa, ON Canada  
(approx. 1.5 hrs. away)  
1000 Airport Parkway Private  
Ottawa, ON K1V 9B4  
(613) 248-2000

#### Bus

- Adirondack Trailways  
[www.trailwaysny.com](http://www.trailwaysny.com)  
Market Square Mall Depot St.  
Potsdam, NY 13676  
(315) 265-2534  
Fare Information: 800-858-8555



## Take the bus at a discount on breaks!

Charter buses are available to students traveling to New York City, Long Island, Rockland County and Albany during summer and winter break.

For more information visit [www.potsdam.edu/current/bearbus/index.cfm](http://www.potsdam.edu/current/bearbus/index.cfm)

## PARKING

#### Student Parking on Campus

Any student who parks a vehicle on campus must purchase and display a current campus parking decal. Vehicles must be registered online through BearPAWS.

#### Registration Fees:

Full Time Student: 12+ credit hours  
Fee: \$105.00/Academic Year  
Part Time Student: 1-11 credit hours  
Fee: \$57.50/Academic Year

#### Student Teachers

Fee: \$80.00/Academic Year

#### Summer Students

Fee: \$30.00/Summer

#### Lot 31 ONLY

Fee: \$70.00/Academic Year

#### Summer Lot 31 ONLY

Fee: \$20.00/Summer

#### Motorcycle permits

(See U.P. for details)

#### Can freshman bring cars and park them on campus?

Yes. Any student is allowed to bring a car to campus. Upon registering their vehicle at the University Police Department office, located in Van Housen Extension, students may park in any of the designated student parking lots provided on campus. All parking lots are designated, please be cautious to park in a lot specifically marked for your type of permit. For student parking lot locations, please refer to the campus parking map.

Any vehicle found parked on the SUNY Potsdam campus without a current parking decal will be issued a campus parking ticket, which carries a \$15.00 fine.

## GENERAL USE STUDENT COMPUTER FACILITIES

- Dunn 210
- Crumb Library
- Satterlee 325
- Flagg 162
- Kellas 100
- Crane Library MIDI Lab

**Parking Lots**

All parking lots have color-coded signs corresponding to the map (available at University Police) at each entrance. It is important that all students, both resident and commuter, become familiar with their specific parking lots.

**Changing Vehicles**

If you permanently change vehicles during the year, return your original decal and University Police will replace it for free, otherwise, you will be charged an additional \$10 for a new sticker. If you temporarily drive a different vehicle than what you have registered, you must obtain a temporary parking pass for the borrowed vehicle.

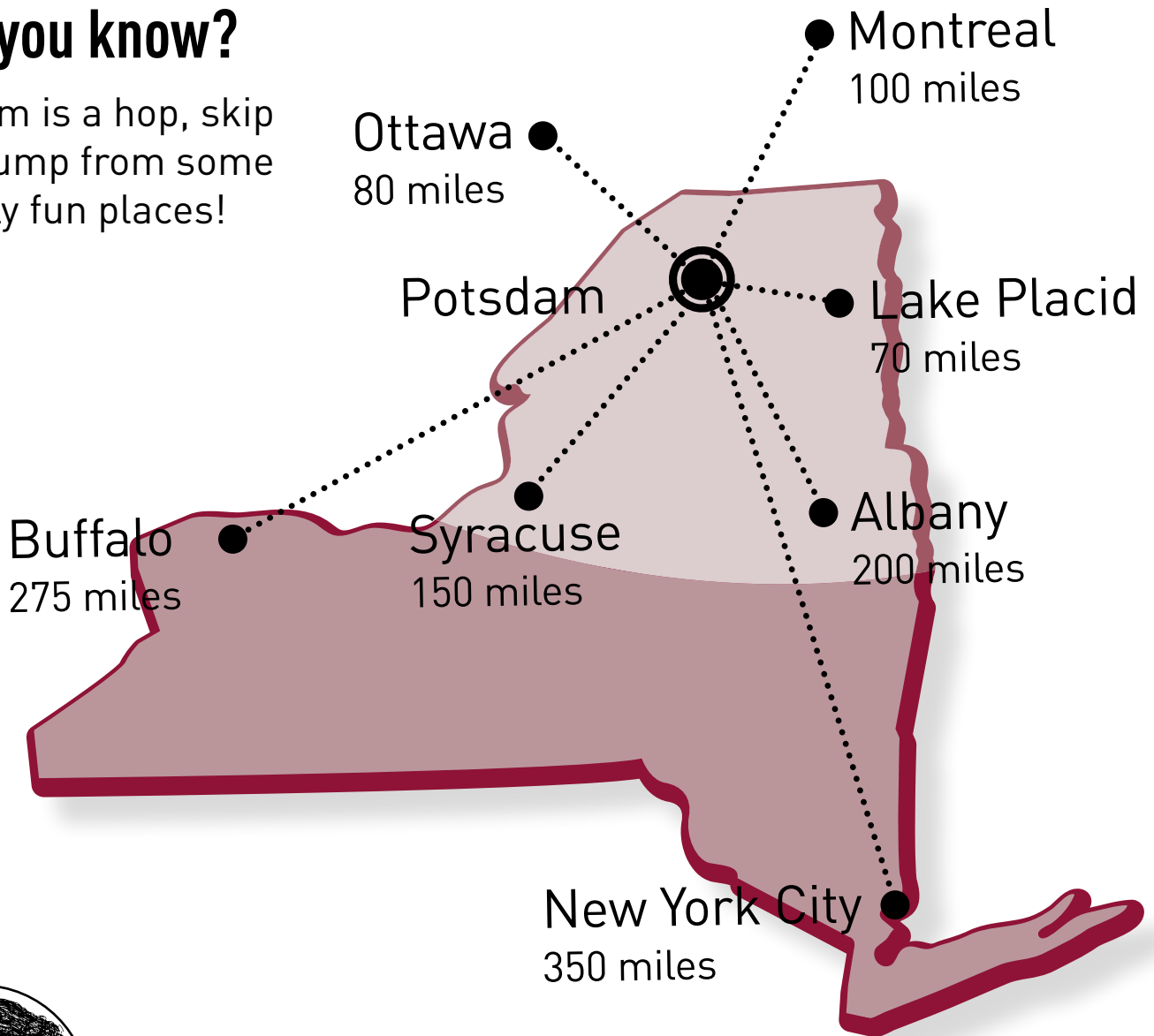
**Maps**

Maps, traffic and parking regulation brochures, and temporary parking passes are available at the University Police Department, located in Van Housen Extension, first floor, 24-hours per day. Information is also available online at [www.potsdam.edu/police](http://www.potsdam.edu/police)

The University Police Parking Division is open for business Monday through Friday, 8:30 a.m. - 4 p.m. Special evening hours at the beginning of the semester will be posted outside the department in Van Housen Hall.

# Did you know?

Potsdam is a hop, skip and a jump from some really fun places!



Founded in 1816 as St. Lawrence Academy, SUNY Potsdam is one of America's First Fifty Colleges.

# GETTING INTO IT



One of the best features of SUNY Potsdam is that there is always something going on. We host over 350 performances a year and have over a hundred clubs and organizations. Our student life programs are award-winning and our academic support network is second to none. Take advantage of everything Potsdam has to offer and make the most of your experience here.

## ACADEMIC CALENDAR

### Fall 2016

|                            |                   |
|----------------------------|-------------------|
| New Students Move In       | Aug. 26           |
| Welcome Week Activities    | Aug. 27-Sept. 4   |
| Returning Students Move In | Aug. 27-28        |
| Classes Begin              | Aug. 29           |
| Last Day to Add/Drop       | Sept. 2           |
| Early Alerts Due           | Oct. 7            |
| Fall Recess Begins         | Oct. 7 (10 p.m.)  |
| Classes Resume             | Oct. 12 (8 a.m.)  |
| Last Day to Withdraw       | Nov. 4            |
| Last Day to Elect S/U      | Nov. 4            |
| Thanksgiving Recess Begins | Nov. 22 (10 p.m.) |
| Classes Resume             | Nov. 28 (8 a.m.)  |
| Last Day of Classes        | Dec. 9            |
| Academic Preparation       | Dec. 10-11        |
| Final Examinations         | Dec. 12-16        |
| Final Grades Due           | Dec. 20 (10 a.m.) |

### Wintertim 2017

|             |           |
|-------------|-----------|
| Tentatively | Jan. 4-18 |
| No class    | Jan. 16   |

### Spring 2017

|                         |                   |
|-------------------------|-------------------|
| Students Move In        | Jan. 21-22        |
| Classes Begin           | Jan. 23           |
| Last Day to Add/Drop    | Jan. 27           |
| February Recess Begins  | Feb. 17 (10 p.m.) |
| Classes Resume          | Feb. 22 (8 a.m.)  |
| Early Alerts Due        | Mar. 6            |
| Spring Recess Begins    | Mar. 24 (10 p.m.) |
| Classes Resume          | Apr. 3 (8 a.m.)   |
| Last Day to Withdraw    | Apr. 7            |
| Last Day to Elect S/U   | Apr. 7            |
| Last Day of Classes     | May 12            |
| Academic Preparation    | May 13-14         |
| Final Examinations      | May 15-19         |
| Commencement Ceremonies | May 20            |
| Final Grades Due        | May 24 (10 a.m.)  |

### Course Catalog

The Undergraduate Catalog with a listing of all courses and requirements can be found at [www.potsdam.edu/academics/catalog](http://www.potsdam.edu/academics/catalog)



## THE COLLEGE LIBRARIES

### J. E. Crane Music Library

In Schuette Hall, Crane Complex  
(315) 267-2451

### F. W. Crumb Library

Academic quad  
(315) 267-2485  
[library@potsdam.edu](mailto:library@potsdam.edu)  
[www.lib.potsdam.edu](http://www.lib.potsdam.edu)  
[potsdam.libanswers.com](http://potsdam.libanswers.com)

Librarians provide:

- Research consultations
- Drop in help at the research help desk 40+ hours per week

Services:

- Study spaces (group & quiet) and library materials are available 80+ hours each week
- Desktop computers – computers for individuals and groups, Windows and Mac OS
- Laptops for in-library use – or bring your own
- Wireless access and printing in both libraries
- Minerva's Café in Crumb Library – coffee, sandwiches & sweets

## STUDENT SERVICES

### Student Success Center

128 Sisson Hall  
(315) 267-2580  
[ssc@potsdam.edu](mailto:ssc@potsdam.edu)  
[www.potsdam.edu/support/ssc](http://www.potsdam.edu/support/ssc)

The Student Success Center (SSC) 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 and Support Office
- Accommodative Services
- Bridges Program
- Educational Opportunity Program
- Office of Student & Family Transitions
- TRiO Student Support Services

### Student Success Center Main Office

(315) 267-2580  
[ssc@potsdam.edu](mailto:ssc@potsdam.edu)

The Student Success Center Main Office assists all SUNY Potsdam students in transition to and graduation from the College.

Services Offered:

- Explain academic policies/procedures
- Help students meet and understand college requirements and standards
- Review requests for late course grading options and for course add/drop/withdrawal options
- Notify instructors of emergency-based class absences
- Review emergency medical withdrawal applications
- Assist students for registration for BearBus trips during semester breaks
- Provide referrals to other College offices

### Academic Advising & Support Office

The Academic Advising & Support Office in the Student Success Center is dedicated to assisting students with their intellectual development and decision-making skills. We guide students in making informed academic choices and provide services that help them to realize their full potential. We also support faculty and staff in fostering student success and development across campus. Our services are free and available to all SUNY Potsdam undergraduates, faculty and staff.

### Advising

Services Offered to Students:

- Academic advising for undeclared students not assigned elsewhere
- Advising for non-matriculated and transfer students
- Unofficial graduation status review
- Guidance on General Education and graduation requirements
- Explanation of academic majors, minors, and programs



[www.potsdam.edu/about/bicentennial](http://www.potsdam.edu/about/bicentennial)



#### Services Offered to Faculty:

- Academic Intervention Request (AIR) program coordination
- Advising workshops, online training modules and newsletter series
- A clearinghouse of advising resource materials
- Clarification of general advising questions and essential requirements for graduation

#### Contact Information

(315) 267-2702  
advising@potdam.edu

#### Support Services Offered:

- Group tutoring for various lower-level and certain upper-division undergraduate courses
- Walk-in tutoring for select subjects, including satellite tutoring from the College Writing Center (CWC)
- Online resources and tutor request form at: [www.potsdam.edu/support/asotutoring](http://www.potsdam.edu/support/asotutoring)
- Individual consultations and group workshops on:
  - General study skills
  - Note-taking techniques
  - Exam preparation
  - Test-taking strategies
  - Text anxiety
  - Time management
  - Academic planning
- Open computer lab with printer
- Laptop loan program

#### Contact Information:

(315) 267-3447  
aso@potdam.edu

#### *TRiO Student Support Services*

(315) 267-2347  
sss@potdam.edu

Student Support Services is a federally funded TRiO program providing individualized services designed to enhance academic skills and increase retention and graduation rates of program eligible students.

#### Services Offered:

- Peer content tutoring
- Academic planning
- Academic monitoring
- Study skills assistance
- Academic, personal and financial aid
- Counseling
- Graduate School Planning
- Computer Loan Program

#### Eligibility Requirements

##### Eligible students:

- Are U.S citizens or permanent residents
- Are first generation college students
- And/or meet federally established family income guidelines
- And/or have documented disabilities
- Have a documented academic need for services

#### *Accommodative Services*

(315) 267-2702  
oas@potdam.edu

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:

- Notetakers
- Instructional materials in alternate formats
- Classroom relocation
- Alternative testing arrangements (extended time, distraction reduced environment, readers/scribes, word processing with spell check, etc.)
- Equipment loan
- Additional services can include campus orientation, special registration, academic advising and others

#### Eligibility Requirements:

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

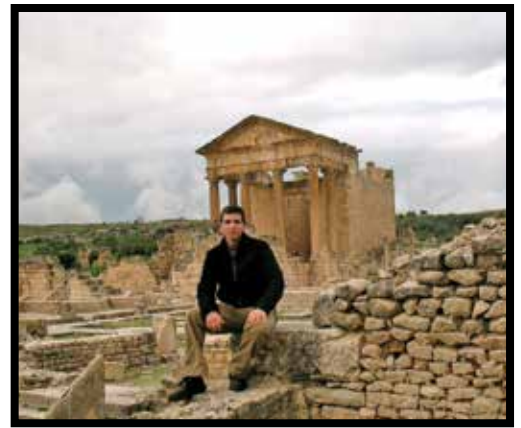
#### *Center for Applied Learning*

(315) 267-2507  
appliedlearning@potdam.edu

Through the Student Research office, students can explore research at SUNY Potsdam as student-faculty collaborations or mentorships by means of original scholarly or creative projects.

#### These options are:

- **The Kilmer Research Apprenticeship:**  
An endowment that supports faculty lead student (Undergrad and Graduate) research, scholarly and creative projects.
- **Kilmer Connections:**  
A two year undergraduate research program for EOP/CSTEP/Bridges/Trio eligible undergraduate students, designed to engage them in faculty-student collaborated research or other creative endeavors.
- **Kilmer Faculty-Student Travel Program:**  
Support for undergraduate students and faculty incurring expenses while traveling to professional meetings or conferences to present research or other creative endeavors.



- **Graduate Student Travel Award:**  
For graduate students presenting research or creative endeavors at a professional meeting or conference.

#### *Student & Family Transitions*

(315) 267-2580  
sft@potdam.edu

Student and Family Transitions oversees programs that focus on the academic and social needs of incoming undergraduate students. Specific attention is given to our first-year students, adult learners and veterans and their families.

#### Services Offered:

- Plan and facilitate orientation sessions for incoming undergraduate students
- Provide a half-day Spring and Fall Transitions Conference for transfer students
- Coordinate multiple sections of the First Year Success Seminar (FYSS) course
- Organize the annual Common Reading program in which FYSS students participate every October
- Collaboratively work with academic and residential communities to offer healthy and meaningful connections to first-year students
- Oversee the Bear Buses that travel to Albany, Rockland County, New York City and Long Island during College breaks
- Offer professional and leadership opportunities for undergraduate students to earn academic internship credit as a First Year Success Seminar Teaching Assistant or Orientation Leader staff assistant
- Oversee Veteran and Military Student Services
- Coordinate the annual Family Weekend event and oversee Family programs
- Oversee Adult Learner Program and the Adult Learner Alpha Sigma Lambda Honor Society.

### *Bridges Program*

(315) 267-2335

bridges@potsdam.edu

The mission of the Bridges Program is to provide academic support to selected first-year students in their transitions to College.

#### Services Offered:

- One-on-one academic advising
- Personal and motivational counseling as needed
- Workshops on topics such as college transition, getting involved and career development
- A one-stop location for information regarding areas such as one-on-one tutoring, group tutoring, personal counseling, financial aid and career development
- Assistance with course registration for up to three semesters



- Academic structure including a cap on first semester course-load, and preferential placement in Composition 101 and First Year Success Seminar courses designed to aid students' transitions

#### Eligibility Requirements:

A Bridges student is accepted to the College by the SUNY Potsdam Admissions Committee on the basis of their academic performance, recommendation letters and an essay.

### *Educational Opportunity Program*

(315) 267-2335

eop@potsdam.edu

The mission of the Educational Opportunity Program is to provide access, academic support, and financial aid to students throughout their undergraduate study at Potsdam.

#### Services Offered:

- One-on-one academic advising & both personal and financial counseling
- Up to 10 semesters of financial assistance
- Writing tutoring through a satellite office of the College Writing Center
- An extended orientation for entering freshmen
- EOP-only First Year Interest Groups
- Supplemental Instruction
- Special session opportunities, including Winter Academy and Summer Academy
- Mentoring
- Weekly academic and community events

#### Eligibility Requirements:

Please contact the EOP Office for more information.

### *Experiential Education Office (EEO)*

(315) 267-2507

eeo@potsdam.edu

The Experiential Education Office administers the college-wide Internship Program, Volunteer Program and assists in the development of community service sites for the Service-Learning Program.

#### Services Offered:

- BearTracker, a searchable database for internship, volunteer and service-learning opportunities
- Optimal Resume, a program to assist students in creating a resume, cover letter and website
- One-on-one appointments with staff
- On-campus recruiting and interviewing for upcoming internship opportunities
- Scholarships available for summer internships
- Extensive website that has a host of links and information for everyone
- Coordination of service-learning courses

#### Eligibility Requirements:

To be eligible to complete an internship, students:

- Are enrolled at SUNY Potsdam and have junior or senior standing (60 or more credit hours earned toward graduation)
- Have completed their last 12 semester hours at SUNY Potsdam
- Have a minimum 2.5 grade point average. Some departments and internships may have additional specifications and higher GPA requirements
- Must report an internship for credit on BearTracker and view an internship proposal PRIOR to beginning an internship



## Did you know?

THE ADIRONDACK PARK is a publicly-protected area located in northeast New York. The park covers some 6.1 million acres (24,700 km<sup>2</sup>), a land area about the size of Vermont, or of the Yellowstone, Yosemite, Grand Canyon, Glacier, and Great Smoky Mountains National Parks combined.

### Rent outdoor equipment at a discounted student rate:

Venture Outdoors

Barrington Student Union

(315) 267-3365

Open daily from 4-6 p.m.

Venture Outdoors rents cross country skis, snow shoes, tents, backpacks and canoes & kayaks.

Experience  
the Adirondacks  
and the North  
Country!



## Career Planning

130 Sisson Hall  
(315) 267-2344  
career@potdam.edu  
[www.potsdam.edu/career](http://www.potsdam.edu/career)

### Services:

We provide a full range of career services to

- Undergraduate students
- Graduate students
- Alumni
- Faculty and staff
- Employers

### Appointment/Topics

- Selecting a major
- Career selection and planning
- Self-assessment review
- Summer, part-time and full-time job database (BearTracker) exploration
- Career mentor connections
- Preparing your resume and cover letters
- Help with researching career-oriented positions
- How to research employers
- Tips on interviewing and mock interviews
- Creating and maintaining your reference file
- Completing job applications
- Creating a portfolio
- Networking with employers
- Job and career panels/speakers
- Career Library
- Help applying to graduate schools
- Career planning webpage resources

### Workshops/Special Events

You will find our workshops and special events posted on bulletin boards, our website ([www.potsdam.edu/career](http://www.potsdam.edu/career)) and in BearTracker (inside BearPaws).

### Resources

- Strength Quest Assessment
- Myers-Briggs Type Indicator (MBTI)
- Vista card sort interest inventory
- Career Library
- Semester Check-Lists
- BearTracker Job/Internship database
- InterviewStream Mock Interview
- CareerSpots Videos
- TalentMarks Webinars
- Optimal Resume
- Employer Databases

- Job posting subscriptions
- Career related speakers, employer panels & events
- FY215 Career and Major exploration class

### Computer Resources

- Resume templates and a laser printer to print job quality materials are available.
- Access to the internet for job searching and posting your resume.
- We offer facilities to conduct Skype appointments and phone interviews.

### Reference Files

Reference letters can be stored and sent from Career Planning for employment or graduate school.

### BearTracker

BearTracker is SUNY Potsdam's searchable database of jobs, internships, mentors and other career related information. Log in to BearTracker through BearPaws, under Student Services and Financial Aid.

### Annual Programs

*A Major Affair: Fall semester program* helping students to select a major. All academic departments are present allowing students to ask questions and discuss options with faculty.

*Graduate School Fair: Fall semester program* allowing students to meet with graduate school representatives to learn entrance requirements, deadlines, costs, programs, prerequisites, etc.

### Teacher Recruitment Days (TRD):

Spring semester program for education majors. As part of a consortium, SUNY Potsdam seniors/master education majors interview with schools during this 2-day employer event at SUNY Cortland.

### Schmooze-A-Palooza:

Spring semester, employer networking event. All students are invited to practice their informational interview, get feedback on their resumes from professions, and engage in informational interviews in a professional, upbeat, learning environment.

### Presentations

We welcome the opportunity to visit classes, residence halls, fraternities and sororities, academic organization meetings, campus organizations and special interest groups to describe services, answer questions or give workshops.

Call the office with your request and we'll work out the details. We encourage students to get started on their career planning and to download a checklist of activities to complete each semester at [www.potsdam.edu/career](http://www.potsdam.edu/career)

## College Writing Center (CWC)

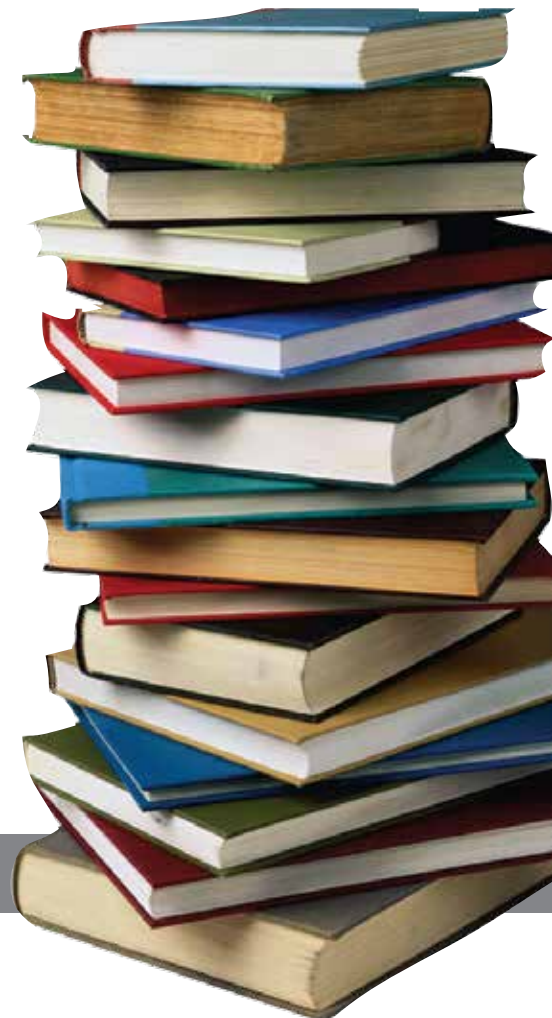
College Writing Center (CWC)  
106 Carson Hall  
(315) 267-3059  
cwc@potdam.edu  
[www.potsdam.edu/support/cwc](http://www.potsdam.edu/support/cwc)

Come to the College Writing Center (CWC) and see your writing in a new light, even if you're just getting started. Bring in your assignment, your draft and your concerns. Our goal is to help you succeed with college writing; we work with all majors at any level, on any writing assignment.

Three ways to make an appointment:

1. Stop by the Center in Carson 106
2. Give us a call at (315) 267-3059
3. Send us an email at [cwc@potdam.edu](mailto:cwc@potdam.edu)

We look forward to working with you!



Minerva – Goddess of Wisdom, a significant figure in Potsdam's history.



## BE A LEADER, GET INVOLVED

### Campus Life

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

[www.potsdam.edu/studentlife/leadership](http://www.potsdam.edu/studentlife/leadership)

### Student Activities & SPW

#### What is SPW?

There is always something to do at SUNY Potsdam! To find out what's going on, check out SUNY Potsdam Weekly (SPW). Coordinated by Campus Life, each week SPW provides a comprehensive listing of campus events in a variety of formats to promote student involvement. SPW includes: fliers across campus, tabletents in all dining areas, a webpage [www.potsdam.edu/studentlife/spw/index.cfm](http://www.potsdam.edu/studentlife/spw/index.cfm), student planner, and wall calendar.

### Upcoming Events

#### Welcome Weekend: 8/28-8/30

- Find the Bear Competition kicks off Friday, 8/28: Find the bear hidden on campus and win \$200 toward spring books.
- New Student Welcome Ceremonies, Saturday, 8/29, 2-8p.m. More information will be provided closer to the date.
- Comedy Show, Saturday, 8/29, 9p.m., Dunn Theatre
- Welcome Weekend Carnival, Sunday, 8/30, 1-5p.m., Maxcy Field House: Check out over 40 booths staffed by student clubs and organizations. There is a chance to win cool prizes every 15 minutes!

#### First Saturday: 9/5

Noon-5p.m.

Downtown Potsdam

- Check out specials, discounts and give-aways at over 50 participating businesses
- Visit 8 businesses and enter to win a \$100 Shopping Spree
- Enjoy shopping, food, music, special events and more

#### Student Organization & Involvement Fair:

Meet representatives from over 40 different student clubs and organizations at this annual fair held the second week of classes.

### Look for these events throughout the year:

- A Cappella Jam
- Athletic events
- Battle of the Bands
- Bear Stock
- Bowman Blast
- BSA Fashion Show
- Coffeehouse: every Thursday at Hurley's Night Club (under Lehman), 7p.m.
- Community Performance Series (CPS) events
- Crane Candlelight Concert
- Family Weekend
- Friday Night Movie Series
- Gibson Gallery events
- Hypnotist
- Intramural Activities
- Knowlestock
- Kwanzaa Ball
- Midnight Breakfast
- Numerous concerts, plays and dance performances
- October Fest
- One Act Play Festival
- Opera
- Soca Loca Carnival

## SUNY POTSDAM WEEKLY (SPW)

### SPW provides information about campus events through:

- **Tabletents** in the Dining Halls
- **Fliers** in the Residence Halls and around campus
- **Facebook Group** (search for SPW)
- **SUNY Potsdam Website**
- **Digital Signs** in the Union Lobby, Becky's Place, Raymond Lobby and Crane Commons
- **Planner** – On campus students get this for free when they check in, off-campus students can purchase one at the College Store
- **Wall Calendar** – Pick one up in the Union Lobby or Becky's Place

- SpringFest
- Student Art Shows
- Student Choreographer's Concert
- 10-Minute Play Festival
- WinterFest (Snow Ball, Comedy Show, Bear Pride Night and more)

*Note: not an all-inclusive list. Check SPW listings each week for more events.*

### Student Organization & Involvement Index

Student organizations and other involvement opportunities at SUNY Potsdam are listed below alphabetically by category. For more information, log on to [www.potsdam.edu/studentlife/clubs/index.cfm](http://www.potsdam.edu/studentlife/clubs/index.cfm) or contact Campus Life. If you have an idea for a club/organization that is not listed below, you can start your own group by contacting the Student Government Association (SGA) at (315) 267-2588 for more information.

#### Academic

- Anthropology Club
- Art Association
- Biology Club
- Chemistry Club
- Dance Ensemble
- Economics Club
- Engineering & Physics Club
- English & Communication Student Organization (ECSO)
- French Club
- Future Business Leaders of America (FBLA)
- Geology Club
- Global Business Club
- History Association
- Honors Program
- Law and Tactics Club
- Philosophy Forum
- Political Student Association (PSA)
- Potsdam Law Society
- Presidential Scholars Program
- Pre-Health Club
- Psychology Club
- Sociology Club
- Spanish Club
- SUNY Potsdam Math Alliance
- Teacher Education Student Association (TESA)
- Theater Guild

### *Academic Honor Societies*

- Alpha Kappa Delta (Sociology Honor Society)
- Alpha Psi Omega (Drama Honor Society)
- Beta Beta Beta (Biology Honor Society)
- Epsilon Delta Phi (Computer & Info Sciences Honor Society)
- Gamma Sigma Epsilon (Chemistry Honor Society)
- Kappa Delta Pi (Education Honor Society)
- Lambda Alpha (Anthropology Honor Society)
- Lambda Pi Eta (Communication Honor Society)
- Phi Alpha Theta (History Honor Society)
- Phi Eta Sigma
- Phi Kappa Lambda (Music Honor Society)
- Phi Sigma Tau (Philosophy Honor Society)
- Pi Delta Phi (French Honor Society)
- Pi Mu Epsilon (Mathematics Honor Society)
- Pi Sigma Alpha (Politics Honor Society)
- Psi Chi (Psychology Honor Society)
- Salute (Veterans Honor Society)
- Sigma Beta Delta (Business Management & Administration Honor Society)
- Sigma Delta Phi (Spanish Honor Society)
- Sigma Pi Sigma (Physics Honor Society)
- Sigma Tau Delta (English Honor Society)

### *Campus Publications/Communication*

- The Racquette (student newspaper)
- WAIH (student radio station)

### *Community Service, Global Issues & Leadership*

- Beat the Monster (Breast Cancer Awareness)
- Campus Rescue Squad (CRS)
- Circle K
- Colleges Against Cancer
- Emerging Leaders
- Harry Potter Student Association
- Middle Ground
- Omicron Delta Kappa Society (Leadership Honor Society)
- Operational Military Support
- Political Student Association (PSA)
- Student Activists for Gender Equality (SAGE)

### *Crane*

- American Choral Directors Association (ACDA)
- American String Teachers Association (ASTA)
- College Music Society
- Crane Student Association (CSA)
- Music Teachers National Association (MTNA)
- National Association of Jazz Educators
- National Association of Teachers of Singing (NAfME)
- Opera Club
- Potsdam Music Business Club
- Sigma Alpha Iota

### *Entertainment*

- Anime Club
- Art Association
- A Sharp Arrangement
- Dance Ensemble

- Madstop Records
- Musical Theater Organization
- On the Spot Improv
- Opera Club
- Pep Band
- Pointercounts
- Potsdam Pitches
- Stay Tuned
- Step Team (Bear Witness)
- Student Entertainment Services (SES)
- Swing Dance Club
- Taiko Okuma Drumming
- Team NV
- Theater Guild
- Voice of Victory (Gospel Choir)
- WAIH (student radio station)
- 18+ Up Improv

### *Governing Groups*

- Greek Life (All Greek Council: AGC)
- Residence Hall Association (RHA)
- Student Government Association (SGA)

### *Greek Life*

- Greek Organizations (SUNY Potsdam recognizes 3 fraternities and 10 sororities)

### *Health & Wellness*

- Active Minds
- AIDS Peer Educators
- Health and Fitness Advocates
- Peer Counselors

### *Non-Traditional Student Groups*

- Alpha Sigma Lambda (Adult Learner Honor Society)
- Non-Traditional Student Organization

### *Multicultural*

- Black Student Alliance (BSA)
- Center for Diversity
- Chinese Student Organization
- Gender and Sexuality Alliance (GSA)
- Potsdam Association of Native Americans (PANA)
- Potsdam International Organization (PIO)
- SOCA LOCA
- Step Team (Bear Witness)
- Team NV
- Voice of Victory (Gospel Choir)

### *Political*

- College Democrats
- Political Student Association (PSA)
- SUNY Potsdam College Republicans

### *Recreational*

- Anime Club
- Book Club
- Bowling Club
- Cheerleading Club
- Chess Club
- Comic Book Club
- Culinary Club

- Frisbee Club
- Gaming Club
- Intramurals/Recreation
- Mixed Martial Arts Club
- Outing Club
- Potsdam Ski/Snowboard Club
- Potsdam VideoGaming Club
- Renaissance and Medieval Studies Association
- Rugby Club
- Stitch 'n Bitch
- Track and Field
- Wilderness Education
- Wrestling Club
- Writer's Café

### *Religious/Spiritual*

- 4 College Hillel
- Inter-Varsity Christian Fellowship (IVCF)
- Metaphysical Studies
- Newman Club
- The Ummah in Potsdam
- Voice of Victory (Gospel Choir)

### **The Center for Diversity**

(315) 267-2184

223 Sisson Hall

[cfd@potsteam.edu](mailto:cfd@potsteam.edu)

[www.potsteam.edu/studentlife/diversity](http://www.potsteam.edu/studentlife/diversity)

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.

The Center for Diversity exists to assist all students, with an emphasis placed on students of color and diverse backgrounds, in their educational and personal transition and development at SUNY Potsdam. It is the expressed goal of the office to provide educational and social 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 (BSA)
- SOCA LOCA
- Gender and Sexuality Alliance (GSA)
- Potsdam Association for Native Americans (PANA)
- Voices of Victory
- Bear Witness Step Team
- Team NV
- Student Activists for Gender Equality (SAGE)
- The Ummah in Potsdam (Muslim student group)
- Chinese Student Organization



## Greek Life

(315) 267-2947

208 Barrington Student Union

[www.potsdam.edu/studentlife/greeklife](http://www.potsdam.edu/studentlife/greeklife)

Fraternities and sororities are values based organizations. The recognized Greek chapters at SUNY Potsdam share the common values of friendship, scholarship, community service, and leadership. Members of recognized houses work hard to uphold their values and meet the expectations of the College and the community. They take pride in being Greek because they commit themselves to these higher standards. SUNY Potsdam's recognized groups are:

Sororities – Alpha Kappa Phi (Ago) Interest Group, Alpha Sigma Tau (AST), Omega Delta Phi (Omega), Phi Kappa Pi (Phi K), Sigma Alpha Iota (SAI), Sigma Gamma Phi (Arethusa), Sigma Lambda Gamma (SLG) and Zeta Gamma Sigma (Zeta).

Fraternities – Delta Kappa Theta (DK) and Phi Mu Alpha (PMA).

Coed – Alpha Psi Omega (APO)

Students join Greek Life by engaging in the rush/new member process. Rush is the time period that students use to become better acquainted with the fraternities or sororities in order to determine which one is the best fit for them. Although any student can rush, a student must meet certain requirements to join: be in good academic standing with a minimum 2.0 cumulative and previous semester GPA; have completed a minimum of 12 college credit hours, post high school graduation; receive a bid, or an offer, from a fraternity or sorority.

While we encourage all students to take the time to get to know our recognized fraternities and sororities, we want to advise students and families that SUNY Potsdam has 3 banned fraternities, which are Phi Chi Epsilon (Phi Chi), Psi Phi Delta (Psi Phi), Sigma Pi (Sig Pi) and 1 banned sorority, which is Alpha Delta Kappa (Alpha). These groups are banned organizations because they endangered the health and safety of students. Students who pledge, join, accept membership, affiliate in any way, or seek to perpetuate a banned organization are subject to judicial referral and potential suspension or expulsion.

In addition to these banned organizations, there are several organizations in the area that are unrecognized. These include, but are not limited to: Alpha Delta Kappa (Alpha), Alpha Kappa Phi (Ago), Beta Tau (BT), Delta Tau Tau (DTT), Epsilon Omega (EO), Phi Kappa Sigma (Phi Kap), Psi Phi Epsilon, Tau Delta Kappa (TDK), and Theta Omega Phi (Prometheus). Because unrecognized organizations have no obligation to the College and its policies and procedures, affiliation with these groups is discouraged.

## Intramurals and Recreation

236 Maxcy Hall

(315) 267-2319

[beauchwf@potsdam.edu](mailto:beauchwf@potsdam.edu)

[www.potsdam.edu/athletics/im](http://www.potsdam.edu/athletics/im)

### *Intramural Sports Offered*

- Basketball
- Broomball
- Dodgeball
- Flag Football
- Indoor Soccer
- Madstop Boat Race
- Racquetball
- Co-ed Soccer
- Co-ed Softball
- Volleyball

### *How do I sign up to play an Intramural Sport?*

There are online entry forms at the Intramurals website at [www.potsdambears.com](http://www.potsdambears.com). Also, look for announcements in the student union for upcoming events. If there are any problems, feel free to call the office at 267-2319 or you can email Bill Beauchamp at [beauchwf@potsdam.edu](mailto:beauchwf@potsdam.edu).

### *Free Agents*

The Intramural Program understands that not everyone knows enough people with similar sports interests to enter a team. If you still wish to be involved, become a free agent! Call the Intramural Sports Office at 267-2319 or email [beauchwf@potsdam.edu](mailto:beauchwf@potsdam.edu) and ask to be placed on a team. The Intramural Office will then place you on a team or create a team of free agents. This system is very effective at getting people on teams and playing sports.

### *Not into team competition?*

- Climbing Wall  
Located in the Maxcy Hall Field House.  
Open climb hours typically M-F 6-9 p.m.
- Bouldering Cave  
Located in the Maxcy Field House, a low elements climbing area that requires no ropes for climbing, although spotters are recommended
- Rec Softball Field  
Located behind Knowles Residence Hall
- Outdoor Recreation Area  
Located behind Maxcy Hall. Offers a full size roller hockey rink with a Border Portable Hockey System, basketball courts
- Tennis Courts  
Located behind the residence halls near Maxcy Hall. These are lighted courts!
- Basketball Courts  
Located behind residence halls
- Racquetball Courts  
Located in Maxcy Hall  
Free racquetball rentals
- Walleyball Court  
Located in Maxcy Hall squash courts

- Free equipment sign-out  
Equipment such as racquetballs, rackets, basketballs, volleyballs, soccer balls, softballs and other equipment may be signed out in the fitness center with your student I.D.

### *Maxcy Hall Hours*

Note: Maxcy Hall hours are subject to change due to the weather, altered athletic schedules, special events or various other reasons.



### *Maxcy Hall Building Hours*

Monday-Friday, 7 a.m.-10 p.m.

Saturday-Sunday, 10 a.m.-6 p.m.

### *Shane T. Shaul Fitness Center*

Daily schedule

Monday-Thursday, 6:45 a.m.-10 p.m.

Friday, 6:45 a.m.-9 p.m.

Saturday, 10 a.m.-6 p.m.

Sunday, 12 p.m.-6 p.m.

### *Lebman Hall Fitness Center Hours*

Daily schedule

Monday & Wednesday, 2 p.m.-8 p.m.

Tues., Thurs. & Fri., 8 a.m.-11 a.m. and 2 p.m.-8 p.m.

Saturday & Sunday, 10 a.m.-2 p.m.

### *Pool*

Daily schedule

Mon.-Fri., 12 p.m.-1 p.m. and 7:30 p.m.-9 p.m.

Saturday & Sunday, 2 p.m.-4 p.m.

Summer Closed

### *Ice Arena*

Please see website for available hours.

### *Field House*

Field House (FH) hours are the same as building hours except for the spring semester when our athletic teams begin practice. During that time, the entire Field House is available except during the following periods:

Mondays FH closed 4 p.m.-8 p.m.

FH track/wall/cave open 8 p.m.-10 p.m.

Tuesdays FH closed 4 p.m.-6 p.m. &

8 p.m.-10 p.m.

FH track/wall/cave open 6 p.m.-8 p.m.

Wednesdays FH closed 4 p.m.-6 p.m.

FH track/wall/cave open 6 p.m.-10 p.m.





Thursdays FH closed 4 p.m.-6 p.m. & 8 p.m.-10 p.m.

FH track/wall/cave open 6 p.m.-8 p.m.

Fridays FH closed 3 p.m.-6:30 p.m.

FH track/wall/cave open 1 p.m.-3 p.m.

Saturdays FH closed 10 a.m.-2 p.m.

FH track/wall/cave open 8 a.m.-10 a.m.

Please see weekly gym schedule for open recreational gym times posted in the field house display case.

## GET CULTURED

SUNY Potsdam is second to none when it comes to access to the arts. Our students have abundant choices of festivals, concerts, visiting artists, gallery openings and theatre and dance performances. You can find the latest events at [www.potsdam.edu/newsandevents](http://www.potsdam.edu/newsandevents)

### Crane School of Music Performances

We have everything from student recitals, faculty concerts to world premiere operas. There are simply too many to list in this guide. Visit our events calendar online at [www.potsdam.edu/newsandevents](http://www.potsdam.edu/newsandevents)

### Department of Theatre and Dance Productions

Performing Arts Center  
(315) 267-2556

[www.potsdam.edu/Theatre](http://www.potsdam.edu/Theatre)

*Join us for our 2014-15 season.*

*Auditions are open to majors and non-majors.*

### The Art Museum

125 Brainerd Hall  
(315) 267- 3290

[www.potsdam.edu/museum](http://www.potsdam.edu/museum)

The Art Museum at SUNY Potsdam's collection of over 2,000 objects is a diverse selection of post-war American and European art, contemporary art, ethnographic art, early American art and European art. The strength of the collection, however, lies in the Japanese and Italian sub-collections. They are the only collections of their kind in any U.S. museum.

The Art Museum presents lectures, exhibits

and openings throughout the year in our three exhibition spaces: The Gibson Gallery, Hosmer Hall Gallery and Dunn Display Cases. All of our events are free and open to the public, so get your art on at SUNY Potsdam.

Please consult our website for the full schedule of events.

## ADULT LEARNERS

### Student and Family Transitions Student Success Center

128 Sisson Hall  
(315) 267-3398/2415

[www.potsdam.edu/studentlife/services/nontraditional](http://www.potsdam.edu/studentlife/services/nontraditional)

Many adult learners have made the decision to continue their education after a hiatus from high school, while raising families, or after being in the military.

These students often juggle a job, family and full academic course load as well as possibly having a lengthy commute to and from campus. Adult learners (also known as a non-traditional students) are a large and growing segment of the student body. In Fall 2012, there were 240+ undergraduate students enrolled ages 24 and up.

A student is defined as an adult learner if he or she meets one or more of the following criteria:

- 24 years of age or older or
- has had at least a two year break in his or her education, or
- holds a GED rather than a high school diploma, or
- married or single with dependents.

The Office of Student and Family Transitions oversees the annual induction ceremony for the National Honor Society for adult learners called Alpha Sigma Lambda.

## VETERAN & MILITARY EDUCATION

### Student and Family Transitions Student Success Center

128 Sisson Hall  
(315) 267-3398/2415

[www.potsdam.edu/studentlife/services/military](http://www.potsdam.edu/studentlife/services/military)

SUNY Potsdam was recently named in the "2016 Guide to Military-Friendly Colleges and Universities" by *Military Advanced Education* magazine.

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. In our Student and Family Transitions office we have a Veteran and Military Students Coordinator who can help our veterans and military family members.

### Benefits

As a veteran, you are entitled to a variety of benefits that will help facilitate your pursuit of higher education at SUNY Potsdam.

### SALUTE Veteran Honor Society

New to SUNY Potsdam is the SALUTE Military and Veteran Honor Society. This Honor Society is for all Active Duty, Reserve, National Guard, or Veteran of the U.S. Armed Services.

This Honor Society is meant to provide members and Veterans of the U.S. Armed Forces with support, bridges from undergraduate education to graduate school or veteran-friendly professional life, and as a means of academic recognition.

In order to qualify for membership into SALUTE, you must meet the following requirements:

- Minimum 12 credit hours completed at SUNY Potsdam
- GPA of 3.0 or higher for undergraduates (3.5 for graduate students)
- Have served or are currently serving in the U.S. Military, National Guard or Reserves.

To join SALUTE, you must submit the following documents:

- Unofficial transcripts (you can print these from BearPAWS)
- Documentation of service (must be one of the following:
  - copy of DD-214 reflecting honorable discharge
  - copy of Military Orders
  - completed application (PDF) to SALUTE with \$20 application fee; check made out to: SALUTE National Honor Society or Pay online at the SALUTE website.

SALUTE recognizes its members who succeed academically. In order to do this, SALUTE has identified four tiers based on cumulative GPA status:

- Alpha: 3.75 - 4.0
- Bravo: 3.50 - 3.74
- Charlie: 3.25 - 3.49
- Delta: 3.00 - 3.24

SALUTE National Honor Society webpage:  
<http://salute.colostate.edu/>

## AUTO REPAIR

**AAA Road Service**  
Martins Maple Street Station/Garage  
59 Maple St.  
(315) 265-7380

**AC Auto Parts, Inc.**  
6574 State Highway 56  
(315) 265-6040

**Barstow Collision Service**  
145 Market St.  
(315) 265-5670

**Blevins Auto Body & Car Rental**  
6817 State Highway 56  
(315) 268-9138

**Mahoney's Auto Mall**  
7513 US Rt. 11  
(315) 265-1850

**Monro Muffler Brake & Service**  
174 Market St.  
(315) 265-9485

**North Country Collision Inc.**  
6930 State Highway 56  
(315) 265-0133

\***North Country Oil Change & Repair**  
120 Market St.  
(315) 265-8125

**Potsdam Tire & Auto Services**  
14 Depot St.  
(315) 265-7040

\***Scott's Auto Repair Center, Inc.**  
142/152 Market St.  
(315) 265-7680

\***TJ Toyota**  
6698 State Highway 56  
(315) 265-3350

## BANKS

\***Adirondack Regional Federal Credit Union**  
166 Market St.  
(315) 268-1440

\***Community Bank**  
70 Market St.  
(315) 265-4200

\***First Niagara Bank**  
14 Elm St.  
(315) 265-8500

**Key Bank**  
17 Elm St.  
(315) 265-2900

**NBT Bank**  
220 Market St.  
(315) 265-9950

\***North Country Savings Bank**  
*(ATM is located on campus  
in the Student Union)*  
31 Main St.  
(315) 265-2300

\***SeaComm Federal Credit Union**  
6 Sisson St.  
(315) 764-0566

## CINEMA/MOVIES

**Roxy Theater**  
20 Main St.  
(315) 265-9630

## FOOD AND GROCERIES

\***Potsdam Food Co-op & Carriage House Bakery & Deli**  
24 Elm St.  
(315) 265-4630

🍷 **Potsdam IGA**  
27 Elm St.  
(315) 265-6282

**Price Chopper**  
179 Market St.  
(315) 265-2165

🍷 **Save-A-Lot (2 locations)**  
200 Market St. or 5933 US Rt.11, Canton  
(315) 265-3659 or (315) 714-2078

🍷 **Stewarts (2 locations, No Gas Sales with Bear Express)**  
79 Market St. or 26 Maple St.  
(315) 265-9707 or (315)265-2851

🍷 **Stewarts (2 locations, Canton, No Gas Sales with Bear Express)**  
115 East Main St. or 32 Gouverneur St.  
(315) 386-3157 or (315)386-2648

## PHARMACIES & MEDICAL

**BodyWorks Chiropractic**  
17 Leroy St.  
(315) 265-2030

**Dr. Lee Akin, Oral & Maxillofacial Surgeon**  
1 Riverview Drive  
(315) 265-2896

\***Dr. John Carvill, DDS**  
70 Main Street  
(315) 265-8494

**Potsdam Center for Innovative Dental Technologies**  
83 Market Street  
(315) 265-3377

\***Stacey M. Howlett, DDS PC, Family Dentistry**  
1 Riverview Drive  
(315) 265-5344

**St. Lawrence Oral & Maxillofacial Surgery, Assoc.**  
22 Depot. St.  
(315) 265-1761

🍷 **Kinney Drugs (2 locations)**  
200 Market St. or Maple St.  
(315) 265-2770 or (315) 262-0529

🍷 **Kinney Drugs (Canton)**  
40 State Hwy 310  
(315) 386-4563

**Walmart**  
7494 US Rt. 11  
Potsdam, NY 13676  
(315) 268-6900

**Walgreens**  
173 Market St.  
(315) 265-6190

## LODGING

**Beth's Place to Stay in Potsdam**  
140 River Rd.  
(315) 276-5668  
bethreasoner.wix.com/bethsplacetostay

\***Catamount Lodge & Forest**  
2092 State Highway 56  
South Colton, NY  
(315) 265-2255  
www.catamountlodge.com

**Comfort Suites**  
6000 US Rt. 11, Canton  
(315) 386-1161

**Country Quiet Bed & Breakfast**  
1350 County Route 31, Lisbon  
(315) 268-0109

**Ostrander's B&B**  
1675 State Highway 68, Canton  
(315) 386-2126

**The Brambles Inn and Gardens**  
48 Elm St.  
(315) 268-0936

**The Clarkson Inn**  
1 Main St.  
(315) 265-3050

\***The Smalling Motel South**  
7518 US Rt. 11  
(315) 265-0709

**White Pillars Bed & Breakfast**  
395 & 441 Old State Rd., Canton  
(315) 386-2353

## RETAIL AND SERVICE STORES

🍷 **Beast Fitness**  
8 Market St.  
(315) 250-8776

\***Body Shop Fitness & Salon, Inc.**  
47 State Highway 345  
(315) 262-0482

**Boutique Florist House Inc.**  
3 Pleasant St.  
(315) 262-6010

🍷 **Bricks and Mortar**  
15 Market St.  
(315) 274-9311

🍷 **The Computer Guys & The Textbook Guys**  
4 Clarkson Ave.  
(315) 265-3866

🍷 **Gamer Craze**  
47 Main St., Canton  
(315) 386-8616

\*🍷 **Great Northern Printing**  
6 Main St.  
(315) 265-6211

**Isle of You**  
17 Market St.  
(315) 265-3210

🍷 **It-L-Do Furniture**  
6771 US Rt. 11  
(315) 265-1112

**Jazzercise**  
22 Depot St.  
(315) 265-0849

# LOCAL LISTINGS

🍷 **Living Curiously**  
109 Main St., Canton

🍷 **Misty Hollow**  
22 Market St.  
(315) 265-1660

🍷 **Nature's Storehouse**  
21 Main St., Canton  
(315) 386-3740

🍷 **North Country Neighbors**  
6 Main St.  
(315) 268-1055

**Potsdam Laundry & Dry Cleaners, Inc.**  
7 Beal St.  
(315) 265-3760

**Radio Shack**  
201 Market St.  
(315) 265-9600

**Riverside Campground**  
1 St. Regis St., Brasher Falls  
(315) 389-4771

**Shear Creations**  
75 Market St.  
(315) 268-1820

**Total Image**  
8 Market St.  
(315) 268-6825

\***Today's Hair & Day Spa**  
36 Market St.  
(315) 265-0018

**Tri Town Cleaners, Inc.**  
145 Market St.  
(315) 265-3541

**Wear On Earth**  
19 Market St.  
(315) 265-3178

\***Willow Tree Florist**  
7580 US Rt. 11  
(315) 265-2842 / 800-356-7481

🍷 **Wireless Zone, Verizon Wireless**  
Potsdam Plaza  
201 Market St.  
(315) 265-1900

**The UPS Store #5986**  
200 Market Street  
(315) 265-4565

## RESTAURANTS

**1/2 Ton's Sports Bar & Grill**  
141 1/2 Market St.  
(315) 268-0813

**1844 House An American Bistro**  
6885 US Rt. 11  
(315) 268-1844

🍷 **A-1 Oriental Kitchen**  
200 Market St.  
(315) 265-6666

🍷 **Arby's**  
172 Market St.  
(315) 265-1240

🍷 **Asian Buffet & Mongolian Grill**  
175 Market St.  
(315) 268-1688

🍷 **The Bagelry**  
9 Market Street  
(315) 265-9378

🍷 **Between the Buns**  
6 Elm St.  
(315) 265-937

🍷 **Burger King**  
178 Market St.  
(315) 265-8888

🍷 **Buster's Sports Cafe**  
109 Main St., Canton  
(315) 714-2472

**Cactus Grill and Cantina**  
11 Raymond St.  
(315) 265-0240

**Cheryl's Diner**  
219 State Hwy 11B  
(315) 265-0375

🍷 **Da Kitchen**  
13 Hodskin St, Canton  
(315) 379-9022

🍷 **Dairy Queen**  
51 Gouverneur St., Canton  
(315) 386-8312

🍷 **Domino's Pizza**  
177 Market St.  
(315) 265-7500

**Dunkin Donuts**  
132 Market St.  
(315) 265-5104

**Eben's Hearth**  
115 Maple St.  
(315) 265-9065

🍷 **First Crush Bistro**  
32 Market St.  
(315) 265-JAVA

\***Foxy Roxy's Diner**  
124 Market St.  
(315) 268-0109

\***The Hideaway Café**  
20 Gulf Rd., Colton  
(315) 262-2750

**Hometown Café (2 locations)**  
3 N. Main St. or 3743 CR #14  
Norwood / Madrid  
(315) 353-2852 or (315) 322-5332

🍷 **Hot Tamale (2 locations)**  
34 Market St. or 67 Main St., Canton  
(315) 265-5555

**Hotel Grande Tex Mex Bar & Grill**  
9 South Main St., Norfolk  
(315) 384-8991

\***Jake's on the Water**  
5726 Highway 56  
Hannawa Falls, NY  
(315) 274-9300

🍷 **Josie's Pizzeria**  
13 Market St.  
(315) 265-9484

🍷 **Jreck Subs (2 locations)**  
61 Market St. or 82 Main St., Canton  
(315) 265-2222 or (315) 379-9221

🍷 **Little Italy**  
30 Market St.  
(315) 265-5500

**The Lobster House**  
95 South Main St./Rt. 56, Norwood  
(315) 353-2366

**Mama Lucia's**  
Depot St.  
(315) 265-0475

🍷 **McDonald's**  
171 Market St.  
(315) 265-6890

**McDuff's Pub**  
59 Market Street  
(315) 261-4089

🍷 **Park Brothers Coffee Lab**  
1/2 Main Street  
(315) 836-4255

**Parkway Express Quiznos**  
154 Elm St.  
(315) 268-8304

**Pizza Hut**  
62 Market St.  
(315) 265-2016

🍷 **Ponderosa Steak House**  
185 Market St.  
(315) 265-8080

**Pollo Loco**  
1897 State Hwy 345, Madrid  
(315)322-5828

🍷 **Primabella's**  
766 NY 11C, Brasher Falls  
(315) 389-4222

🍷 **Quiznos Subs**  
154 Elm St.  
(315) 268-8303

**Riverview Bar & Restaurant**  
928 State Highway 11C, Brasher Falls  
(315) 389-4100

🍷 **Sergi's Italian Restaurant & Pizzeria**  
10 Market St.  
(315) 265-3420

🍷 **Subway (2 locations)**  
180 Market St. or Walmart  
(315) 265-7827 or (315) 265-4808

🍷 **Subway (Canton, 2 locations)**  
115 East Main St. or 5993 Gouverneur St.  
(315) 379-0200 or (315) 379-9002

\***Thai Cuisine Restaurant**  
29 Maple St.  
(315) 274-9088

**The Ole Smokehouse**  
3512 County Route 14, Madrid  
(315) 322-4125

**Village Diner**  
22 Depot St.  
(315) 265-8624

# STAYING SAFE, HEALTHY AND FIT



## SAFETY FIRST

University Police (UP)  
Van Housen Ext. 1<sup>st</sup> Fl.  
(315) 267-2222  
[www.potsdam.edu/studentlife/safety](http://www.potsdam.edu/studentlife/safety)

The State University of New York has always provided for the safety and security of its students and SUNY Potsdam has one of the lowest campus crime rates in the nation.

Our university system is protected by a well trained and professionally certified police force. To serve as a University Police Officer, one must complete at least 60 college credits, must graduate from a MPTC approved Police Academy, must pass a statewide competitive civil service examination and pass a physical agility test as well as medical and psychological examinations.

The University Police Department at SUNY Potsdam currently has nine police officers, two Lieutenants and a Police Chief. Our department is responsible for the enforcement of federal, state and municipal laws as well as vehicle and traffic laws. We ensure that the members of our college community comply with all campus rules and regulations. We provide these services 24 hours per day, seven days a week, and we are committed to the safety and security of all employees, students and visitors to our campus.

### Services:

- Security of buildings and grounds
- Emergency phones
- Jump start pack
- Vehicle lock-outs
- Escorts
- Money escorts
- Delivery of emergency messages

Notify the University Police Department immediately if you are a victim of a crime or if you witness one.

Telephone x2222 for any emergency on campus.



## STAYING HEALTHY

Student Health Services  
Van Housen Hall 1<sup>st</sup> Fl.  
Monday-Thursday (8:30 a.m. to 4:30 p.m.)  
(315) 267-2377  
[www.potsdam.edu/studentlife/healthservices](http://www.potsdam.edu/studentlife/healthservices)

We realize that staying healthy is a combination of factors. Our services are designed to keep students on track for healthy lives at Potsdam and beyond.


We work just like your doctor's office at home. Walk-ins are not allowed. Appointments may be scheduled 24/7 by going online to BearPAWS > New Student Services > Student Health Services Portal > New Appointment, or by calling (315) 267-2377 from 8:30 a.m. to 4:30 p.m. You will be examined by our physician or nurse practitioners. Just set up an appointment! Our clinic is accredited by the Accreditation Association for Ambulatory Health Care.

You can come in for...

- An illness
- A physical exam
- Reproductive health
- Allergy shots
- HIV/STD testing
- A follow-up from your provider at home
- Lab work and other health screenings
- Health education
- And more...

Most of these services are provided to you at no charge because you paid a student health fee.

### IMPORTANT

 New and readmitted students are required to give us some health information. This is done online via 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 coverage is required for all domestic SUNY Potsdam students taking 12 or more credit hours. Be sure to discuss your health insurance coverage as a family before heading off to college. Do you have adequate coverage? Do you have an insurance card? Know your carrier and the basics of your coverage.

For students without adequate coverage, or for those with no health insurance at all, SUNY Potsdam has arranged a comprehensive sickness and accident policy called the SUNY Potsdam Insurance Plan. Each semester, the premium for this plan is added to every student's bill. If you already have adequate insurance you should waive the premium. Go to BearPAWS and look for the SUNY Potsdam Insurance Plan waiver link on the New Student Services page. The waiver link is activated in mid-July for the Fall semester, and mid-December for the Spring semester. Waivers must be requested each semester you attend this school, and must be submitted by the end of Add/Drop.

Information about the SUNY Potsdam Insurance Plan, including a copy of the brochure, is available at:  
[www.potsdam.edu/studentlife/healthservices/insuranceplan.cfm](http://www.potsdam.edu/studentlife/healthservices/insuranceplan.cfm)

If you have other questions about the plan, or how to waive the premium, please contact Laura Goodrow at Student Health Services: (315) 267-3346; or the College Insurance Specialist at Haylor, Freyer & Coon: (800) 289-1501.

### Hospital Numbers

- Canton-Potsdam Hospital  
50 Leroy St., Potsdam, NY  
(315) 265-3300  
[www.cphospital.org](http://www.cphospital.org)
- Claxton Hepburn Medical Center  
214 King St., Ogdensburg, NY  
(315) 393-3600  
[www.chmed.org](http://www.chmed.org)
- Massena Memorial Hospital  
1 Hospital Dr., Massena, NY  
(315) 764-1711  
[www.massenahospital.org](http://www.massenahospital.org)



SUNY Potsdam is the oldest institution in the SUNY system.



## STAY IN SHAPE

### The Shane T. Shaul Fitness Center

Maxcy Hall

(315) 267-2302

[www.potsdam.edu/athletics/fitnesscenter](http://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 3<sup>rd</sup> floor in 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 with 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. See also the Intramural Programs section on pg. 15.

## SEXUAL DISCRIMINATION AND HARASSMENT

Physical Plant/Service Center, Rm. 9

(315) 267-2516

[basforsl@potsdam.edu](mailto:basforsl@potsdam.edu)

Title IX of the Education Amendments of 1972 prohibits sex discrimination in schools that receive federal funding. All forms of sex-based harassment are also prohibited, including sexual harassment and sexual assault. It does not matter whether the harasser intends to harm or not, the harasser and target do not need to be of different sexes, and severe harassment does not necessarily require repeated incidents. Title IX protects every person – boys and girls, men and women, students and employees.

SUNY Potsdam will take all legal and appropriate actions to respond to incidents of sexual harassment, sexual discrimination, sexual assault, domestic violence, and stalking. The campus works to ensure that all incidents are dealt with

in a sensitive, private, professional, and timely manner.

The College puts forth considerable resources in the areas of crime prevention and campus law enforcement. If you are a victim/survivor, or if you know of someone who is, we can help you get the resources needed both on and off campus. Please tell someone and get the assistance you need. To report a Title IX incident or for more information and resources, visit <http://www.potsdam.edu/offices/hr/titleix/> or contact a Title IX Coordinator:

*Complaints involving employees (victim or accused) should be directed to:*

Stacey Basford

Title IX Coordinator

Physical Plant/Service Center, Rm. 9

(315) 267-2516

[basforsl@potsdam.edu](mailto:basforsl@potsdam.edu)

*Complaints involving students only should be directed to:*

Director of Student Conduct & Community Standards

Title IX Coordinator

Barrington Student Union, Rm. 216

(315) 267-2579

If this is an emergency, if you are injured, or if you feel you are in danger, please contact University Police at (315) 267-2222.

## OTHER FORMS OF DISCRIMINATION AND HARASSMENT

Like sexual discrimination and harassment, discrimination and harassment on the basis of protected characteristics is prohibited on campus, whether it be verbal, written, graphic, or physical conduct. Protected classes include: race, color, national origin, religion, creed, age, sex, sexual orientation, disability, gender identity, familial status, marital status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, and criminal conviction.

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 characteristic(s) other than sex/gender, you should report the conduct immediately to the Affirmative Action Officer listed below or in case of imminent danger contact University Police at 315-267-2222.

## COUNSELING

### College Counseling Center

131 VanHousen Hall

Monday-Friday 8:30 a.m. to 4:30 p.m.

(315) 267-2330

[www.potsdam.edu/studentlife/counseling](http://www.potsdam.edu/studentlife/counseling)

A full service psychological team devoted to students' well being and development with services including therapy, psychological consultation, educational programming and crisis intervention.

### About the Counseling Center

The College Counseling Center provides brief solution-based psychological services to students experiencing emotional or situational difficulties. We provide group programming that is aimed at educating students to cope more effectively with their development. Information shared in counseling is treated with the strictest confidence. Registered students at the College are eligible for Counseling Center Services.

How can counseling help?

Counseling can assist you in the following ways:

- Provide a safe, accepting and confidential atmosphere where you can discuss your concerns, thoughts and feelings
- Develop a trusting relationship with an objective professional who is a trained expert listener and helper
- Gain new perspective on your difficulties and plan new ways for dealing with them
- Engage in the process of attempting changes while acknowledging ongoing experiential responses

Services We Offer:

### Individual Counseling

Our licensed mental health counselors provide individual counseling to any registered student. Counseling may deal with a wide range of issues. Our goal is to provide clients with a safe, confidential place to discuss their concerns and to help them work towards self-empowerment. Counseling may deal with a wide range of issues, however it should not be viewed as definitive care rather as a means of augmenting the care you may be receiving elsewhere.

SUNY Potsdam students use the Counseling Center to focus on the following concerns:

- relationship problems
- depression
- anxiety and stress control
- relaxation and yoga
- eating disorders
- homesickness
- social phobias
- career and academic major decisions
- family of origin issues
- psychiatric disorders

### Developmental Programming, Workshops and Groups

We are available to conduct workshops and give classroom presentations on a wide variety of topics. Support groups are formed based on need or interest.

### Psychological Consultation

We provide consultation to all members (students, faculty and staff alike) of the College community with focus on organizational problems, mental health issues, group dynamics, student-centered approaches or improvements of learning environments.

### Yoga

The Counseling Center provides ongoing yoga classes throughout the academic year. Yoga can help individuals reduce stress while increasing psychological and emotional balance in a person's life. A certified yoga instructor facilitates group and individual work.

### Peer Counselors

A group of trained student paraprofessionals are available to assist SUNY Potsdam students with personal concerns. These students provide peer counseling to residents and can be contacted by calling (315) 261-8873, between 4:30 p.m. and 8:00 a.m. while classes are in session during the Fall and Spring semesters.

### College Counseling Staff

The College Counseling Center staff is an eclectic group of people who utilize a wide range of therapeutic orientations, which include (but are not limited to) cognitive, behavioral, psychodynamic, wellness, Gestalt, Rogerian and Ericksonian approaches to change.

## OPIATE EDUCATION

In July 2014, Governor Cuomo began an initiative to combat the epidemic of heroin use occurring in New York State. Opiate overdose is now the leading cause of death in people aged 16 to 24 years. Part of this initiative requires all SUNY campuses to educate incoming student about opiate abuse. SUNY Potsdam's education starts right now.

### Warning signs a friend might be using opiates:

A friend might be using drugs if their appearance, personality, attitude or behaviors markedly change.

### Overdoses are LIFE THREATENING

What to look for:

- unresponsiveness
- very shallow breathing
- blue lips or nails
- constricted pupils

Overdose risk increases with:

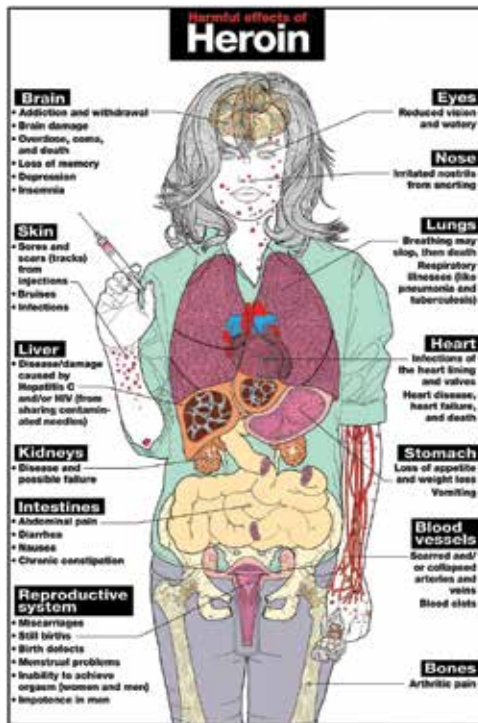
- long-term use (5-10 years)
- using after a drug-free period (like after rehab)
- using drugs when you are alone
- mixing opioids with other drugs (alcohol, sedatives)
- using opiates if you have other serious medical conditions
- using opiates by injection

### Medical Amnesty

NY State and SUNY Potsdam have a Good Samaritan Law so people don't need to be afraid to get help if they've overdosed. It gives protection from charges and prosecution for use and possession of controlled substances or drug paraphernalia. It applies to the person calling for help and the person who has overdosed. Class A-1 felonies and the sale or intent to sell controlled substances are covered by the law. Do the right thing and save a life by getting help!

### Contact any of the following resources to get help:

- College Counseling Center: the counselors can help treat you or refer you for care.
- Student Health Services: the medical providers at SHS can help you get treatment. Make an appointment online or by calling (315) 267-2377.
- NY State Helpline: hotline for help with drugs. 1-877-HOPENY (1-877-846-7369)
- Canton-Potsdam Hospital: both a detox and a rehab facility are located at the local hospital.



### Opiate drugs include:

- heroin
- Codeine
- Fentanyl
- Morphine
- Hydrocodone (Vicodin)
- Hydromorphone (Dilaudid)
- Oxycodone (Oxycontin)
- Oxymorphone (Opana)
- Meperidine (Demeral)
- Diphenoxylate
- Opium
- All morphine-like drugs

### Why is opiate use concerning?

One worry is that users need more and more of the drug to get high. When too much is taken at one time, it causes your breathing to stop. This is an "overdose."





ECONOMIC • ENVIRONMENTAL • SOCIAL

# Potsdam

SUSTAINABILITY

## SUSTAINABILITY

### Office of Sustainability & Operations

Kelly Carter, sustainability coordinator,  
Physical Plant  
(315) 267-2758

[www.potsdam.edu/about/sustainability](http://www.potsdam.edu/about/sustainability)

We know that sustainability is important to you, it is important to us as well, and just because you are at college doesn't mean you can't keep up with those good habits you started, and maybe pick up a few more.

In order to better understand what we are doing, it may be helpful for us to explain how we define sustainability. We know that there are many definitions and it can get very confusing. We have simplified the meaning for you. The triple bottom line: Economic, Environmental and Social Responsibility.

Here are a few of the things we are doing:

#### Zip Cars

So now that you are on campus, how do you get off? Well we have great news for you, you don't need to bring a car to campus, we have one you can use. The College has partnered with Zip car to provide two new vehicles for you to use. Prices start at only \$8 per hour or \$66 per day and include gas and insurance- how can you beat that?

#### Buy Local

PACES, our campus dining service, does a great job of pursuing sustainability. Many of the seasonal products you get at PACES are grown locally. They spend \$300,000 each year on local produce. From honey to lettuce they invest as much as they can locally.

#### Zero Sort Recycling

Ever wonder what those numbers are on plastics, well you won't have to worry about it on campus because you can recycle it all. You no longer have to worry about sorting your paper from your plastic, or your glass from your metal, it can all go in one recycling container that will be sorted later.

#### The Middle Ground

Trying to find a Middle Ground on environmental issues can sometimes be very difficult. Our student environmental group is doing just that. They have worked with our Student Government Association and PACES to provide 300 free Kleen Kanteen water bottles to students, and are actively involved in Earth Week every year.

These are just a small part of what we are doing. Want to get involved or learn more? Check out our website at [www.potsdam.edu/about/sustainability/action/middleground](http://www.potsdam.edu/about/sustainability/action/middleground).

## EARTH WEEK

#### What is Earth Week?

Earth Week is a celebration of the earth that takes place at SUNY Potsdam annually. SUNY Potsdam's environmental club, Middle Ground, runs earth week by organizing different events that take place each day. Middle Ground encourages student participation and welcomes new ideas.

#### What is the Goal of Earth Week?

The goal of earth week is to encourage student, staff, faculty and community involvement for environmental awareness as well as to educate about environmental problems and how they can make changes in their everyday lives to help contribute to solutions for environmental problems. Middle Ground develops events that are not only fun and engaging, but educational as well. The participation of the Potsdam community and campus is greatly encouraged and hoped for by Middle Ground.

#### Some Past Earth Week Events

- An outside concert and barbeque to kick off Earth Week
- 5k walk/runs to benefit an environmental cause
- Environmental documentaries such as "GasLand" are shown with a discussion panel directly following the movie to discuss opposing sides
- Water bottle awareness day in which students raised awareness about the production and consumption of water bottles
- Students have visited local schools educating children about the environment and problems such as climate change
- SUNY Potsdam clubs decorated recycling bins around campus, to promote recycling
- A variety of informational tables are set up during this week that allow for education about different environmental issues

#### How to get involved?

Want to help plan the next Earth Week? Middle Ground, in conjunction with the Student Government Association and the College, help organize and plan the event. Come to the Middle Ground meetings to have input in what you want to see for the next Earth Week. To learn more about Middle Ground check out their webpage [www.potsdam.edu/about/sustainability/action/middleground](http://www.potsdam.edu/about/sustainability/action/middleground).





# MONEY MATTERS



## UNDERSTANDING FINANCES

### Office of Student Accounts

412 Raymond Hall

(315) 267-2137

student-accounts@potdams.edu

[www.potsdam.edu/offices/studentaccounts](http://www.potsdam.edu/offices/studentaccounts)

The Office of Student Accounts coordinates student billings, processes payments made to student accounts and manages the semester payment plan. We process financial aid payments, disburse all refunds from financial aid and cash over-payments and calculate the return of Federal Title IV financial aid funds due to withdrawals.

### Bills

Electronic bills (eBills) are now the exclusive billing method for student account balances. Paper bills are not available. Watch your SUNY Potsdam email account for a message alerting you to the availability of your eBill.

Log into BearPAWS, click on the "eBill" link under the Student Records Section. This provides safe and convenient access to eBills, account activity, web payment and authorized payer options. Students can use the "authorized payer" link to provide parents or others with eBill statements and more - enroll today!

The Student Accounts Office issues three types of bills—semester bills, monthly bills and special bills:

- Semester bills are issued prior to the start of the semester. Students who have fulfilled all their obligations, such as filing the FAFSA, accepting an aid package, etc., will show credits reflecting their financial aid. Students who make changes to their account (such as meal plan changes, accept/decline optional fees and have changes to financial aid amounts) after the semester bill is issued will not receive notification that the balance due has changed. Students should review their eBill weekly to monitor changes to their account. The semester bill is due on August 15<sup>th</sup> for the Fall semester and January 15<sup>th</sup> for the Spring semester. Students will receive a message in their Potsdam email account when charges are assessed with instructions to view their eBill through their BearPAWS account. Students who do not pay their charges on time will be placed on hold. The hold will prevent students from accessing the room selection program, registering for the upcoming semester, accessing semester grades, receiving transcripts and receiving their diploma.

- Monthly bills are issued on or about the 15<sup>th</sup> of every month. Students with an overdue balance will receive an email notifying them a monthly balance due bill has been generated. These bills reflect all changes (charges and payments) to a student's account since the last billing statement was created. Monthly bills are due within 30 days of the bill date. Monthly bills include any past due balance for all previous terms as well as the current term. Late fees are assessed on charges older than 30 days as follows:
  - \$30 for a balance up to \$999.99
  - \$40 for a balance of \$1,000 – \$1,999.99
  - \$50 for a balance of over \$1,999.99
- Special bills are issued to students who incur a balance as the result of reductions to previously received financial aid or additional charges such as returned checks fees. The due date for these bills are dependent on the timing (relative to the monthly bill process) of such changes. These bills are due upon receipt.

Please note we are unable to discuss specific account information to non-students without prior written permission from the student (done by completing a FERPA authorization form found at [www.potsdam.edu/admissions/financial/apply/index.cfm](http://www.potsdam.edu/admissions/financial/apply/index.cfm). Click on link to the right titled "Consent to Release Information (PDF)." Please ensure such permission has been granted before requesting specific account information.

### Guest Access to BearPAWS

Students can grant guest access to account summary, financial aid requirements and other pages in their BearPAWS account. Please visit [www.potsdam.edu/offices/studentaccounts/guestaccess.cfm](http://www.potsdam.edu/offices/studentaccounts/guestaccess.cfm) to view instructions for set up.

### Credits/Financial Aid

Only certified Student Financial Aid will appear as credits on the bill. Student Financial Aid is certified once the student has completed the entire financial aid process. Certified Student Financial Aid may appear as Federal Direct Student Loans, Federal Direct Parent (PLUS) Loans, Federal PELL grants, Federal SEOG grants and Federal Direct Perkins Loans. Other items that may appear as credits are Admission and Room Deposits, Private Scholarships, SUNY Potsdam Institutional Scholarships and Residence Assistant remuneration.

### Payments

Payments can be made in person, by mail, or online. We accept:

- U.S. currency. Please do not mail cash
- Checks payable to SUNY Potsdam
- VISA/MasterCard/Discover/American Express debit/credit cards

- Online 24/7 through eBill with VISA/MasterCard/Discover/American Express debit/credit cards and Electronic checks

Please note: if you are using a debit card please ensure any daily limits will not prevent the successful processing of the payment.

In-person payments can be made in the Student Accounts Office, Raymond Hall, Room 412, from 8 a.m. - 4:30 p.m., Monday through Friday. Summer hours are 8:00 a.m. - 4:00 p.m. To ensure proper application of the payment please know your Potsdam ID number and bring your Potsdam ID card with you.

Mailed check payments must be received on or before the due date to avoid late fees. A postmark on or before the due date does not constitute evidence of having paid on time. All checks should be in U.S. FUNDS and made payable to SUNY Potsdam with the Student Potsdam ID number written on the check and mailed to our lock box location address listed on the bill.

### SUNY Potsdam Payment Plan

SUNY Potsdam offers a semester payment plan option. The student bill is spread over four equal monthly installments, beginning on August 1<sup>st</sup> for the Fall semester and January 1<sup>st</sup> for the Spring semester. Student accounts are exempt from holds and late fees when enrolled in the payment plan. A non-refundable application fee of \$50 per semester is charged for the plan and due with the first installment. Please note, payment plans are not available for the Winterim or Summer terms. For more details visit [www.potsdam.edu/offices/studentaccounts/paymentplans.cfm](http://www.potsdam.edu/offices/studentaccounts/paymentplans.cfm).

### Account Holds

A hold is placed on the student record if a past due balance exists. A hold prevents students from registering for upcoming semesters, accessing grades, receiving official academic transcripts, receiving a diploma and accessing housing and meal selection.

### Student Accident and Health Insurance

SUNY Potsdam bills Accident and Health Insurance each fall and spring semester to all full-time undergraduate students. For information regarding the Insurance program, billing charge and waiver process, please contact the Student Health Services Office at (315) 267-2377, or [www.potsdam.edu/studentlife/healthservices](http://www.potsdam.edu/studentlife/healthservices).

### *Financial Aid/Overpayment Refunds*

Refunds from financial aid or overpayments occur throughout each semester and are processed once the financial aid funds have been received by the college and paid to the student account. The date of a specific refund depends on many factors, including as aid type, liability status, etc., but no refunds are issued before the first day of classes. Students are encouraged to monitor their account in BearPAWS to check on the status of aid payments and refunds.

When financial aid is paid to a student's account, an email is sent to the student's Potsdam email address. If this aid payment creates a negative balance, the Student Accounts Office will process the refund within two weeks of the date the aid is paid. Refunds for Federal Direct Parent Plus loans will be mailed to the parent signer if they have designated the refund should be issued to them instead of the student.

### *Refund Disbursement*

SUNY Potsdam has partnered with HigherOne to provide disbursement services for financial aid and overpayment refunds. Under this process, SUNY Potsdam students will receive a Potsdam Debit Card. Visit [PotsdamDebitCard.com](http://PotsdamDebitCard.com) for detailed information about this program. Cards will be mailed to the primary mailing address on file with SUNY Potsdam prior to the start of the semester or to the student's campus mail box if they are registered one (1) week prior or after the first day of classes. To receive their refund, students must activate their refund preference using the card. During activation, the student must choose how to receive refund money. The options include having the refund:

1. Directly deposited to the student's Higher One OneAccount Checking Account - Easy Refund (same day)
2. Deposited to another bank of the student's choice (2 - 3 business days)
3. Paper check (5-7 business days)

The OneAccount from Higher One is a fully functioning FDIC insured checking account that allows the student to access refunds quicker and easier than ever before. The OneAccount has no minimum balance, no monthly fees and free Internet banking features. With it, student's can use the SUNY Potsdam Debit Card to make purchases anywhere Debit MasterCard® is accepted. A Higher One ATM is located in Crumb Library for cash withdrawals at no additional fee.

### *Office of Financial Aid*

317 Raymond Hall  
(315) 267-2162  
[finaid@potsteam.edu](mailto:finaid@potsteam.edu)  
[www.potsteam.edu/financialaid](http://www.potsteam.edu/financialaid)

The academic calendar starts with the summer term and ends with the spring term.

### *How to Apply for Aid*

- Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov)
- NYS Residents enrolling full time should apply for TAP at [www.tapweb.org](http://www.tapweb.org)
- Out-of-state students should check with the higher education agency in their home state about grant eligibility
- Know your Potsdam ID. Financial Aid information can be easily accessed by providing a staff member this number
- Respond promptly to any inquiries from federal and state agencies or from our office. Delays in receipt of pertinent information will delay the review process, generating of award letters, and/or disbursement of funds
- When you submit mail, documentation or requests (including loan increases, budget adjustments, special circumstances and other financial aid requests), please allow 2-3 weeks processing time. Always include your Potsdam ID number


### *What you need to know*

The Office of Financial Aid is on the 3<sup>rd</sup> floor of Raymond Hall. All communication, once the semester begins, is done directly with students through:

- Campus mailboxes
- Email
- Voice Mail
- BearPAWS

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 written release authorizing access to another individual.

We recommend that you keep one master file of all financial aid documents.

 Students receive future aid package information via email notification that the package is ready for review in BearPAWS. **You must apply every year.**

Apply early; use the FAFSA renewal option on the Web to speed the process.

### *Billing*

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 have been submitted and reviewed by the office and aid processed for disbursement, before it will credit to the bill.

### *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 the 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*

Visit [www.potsteam.edu/financialaid](http://www.potsteam.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. Here are some important things to consider for federal aid.

### *Undergraduate Policy & Eligibility Status*

Federal regulation mandates that a recipient of Federal Title IV aid (Federal Pell Grant, Federal SEOG, Federal Perkins Loan, Federal Work-Study, Federal TEACH Grant/Loan, Federal Parent Loan for Undergraduate Students, Graduate PLUS, and Federal Stafford Loan) make satisfactory academic progress (SAP) 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. Progress must be reviewed, on a cumulative basis, after the fall, spring and summer terms, and includes periods for which the student did not receive financial aid. All federal satisfactory academic progress requirements are measured at the end of each scheduled evaluation period. Each evaluation will result in an aid eligibility determination and assignment of an appropriate status as follows:

### *Eligible for Federal Aid:*

- **Making Satisfactory Academic Progress (SAP):** Assigned to a student who has earned 67% of all attempted credit hours, is meeting the GPA requirement, and has not exceeded the maximum allowed time frame.
- **Financial Aid Warning:** Assigned to a student who has not earned 67% of all attempted credit hours, or has failed to meet the GPA requirement or both. This student will receive federal aid in the first subsequent term of attendance that follows the term in which the requirement was not met. Financial aid warning status may be assigned without an appeal or other action by the student. Students must meet SAP requirements at the end of the payment period to continue to be eligible for federal aid. A student cannot be placed on "financial aid warning" for two consecutive payment periods.
- **Financial Aid Probation:** Assigned to a student who has not earned 67% of all attempted credit hours, has failed to meet the GPA requirement or both; was previously placed on Financial Aid Warning; and receives approval of an appeal to have federal aid reinstated. At the end of one payment period on financial aid probation, the student must meet satisfactory academic progress standards or meet the requirements of their

## PLANNING AHEAD: ONLINE PROCEDURES FOR FIRST- TIME FEDERAL DIRECT STUDENT/ PARENT LOAN BORROWERS:

- Entrance Counseling
- Master Promissory Note

We have implemented a process which allows our Federal Direct student/parent loan borrowers to complete and sign their Master Promissory Note (MPN) online. The electronic MPN will be used for all of your Federal Direct loans processed by SUNY Potsdam over multiple academic years. If you wish to have your loans appear as a credit on your student bill, you will need to complete both processes online in a timely fashion.

Go to [www.studentloans.gov](http://www.studentloans.gov)

### STUDENTS ONLY:

Note there are two Entrance Counseling options:

- Subsidized/ Unsubsidized
- Graduate PLUS (applicable only to Graduate/Professional students)

1. Sign into StudentLoans.gov
2. Click on “Complete Counseling”
3. Read and follow the on-screen instructions

### STUDENTS AND PARENTS:

1. Sign into StudentLoans.gov
2. Click on “Complete Master Promissory Note”
3. Select the appropriate Loan Type then follow the on-screen instructions
4. There are three loan options:
  - Subsidized/Unsubsidized
  - Graduate PLUS (available and applicable only to Graduate/ Professional students)
  - Parent PLUS (available and applicable only to parents of dependent undergraduates)

Note that the Parent/Grad PLUS also requires completing the online application by clicking on “Apply for a PLUS Loan.”

academic plan, as developed by SUNY Potsdam and the student, to qualify for further federal aid.

- Eligible (on Academic Plan): Assigned to a student who has successfully completed Financial Aid Probation and is meeting the requirements of the Academic Plan as developed by the SUNY Potsdam Financial Aid Office & the student, but is not yet making Satisfactory Academic Progress.

#### *Ineligible for Federal Aid*

- Not Making Satisfactory Academic Progress: Assigned to a student who has not earned 67% of all attempted credit hours, or has not met the GPA requirement and has been academically dismissed by the college, and is no longer eligible for “Financial Aid Warning.”
- Over Maximum Time Frame: Assigned to a student who has exceeded the maximum allowed time frame and has attempted more than 150% of their degree requirements.

#### *Satisfactory Academic Progress (SAP) Requirements*

- GPA Requirement: Federal aid recipients must maintain a GPA satisfactory for enrollment as a matriculant, as defined by the Academic Standards Committee, in the “Academic Standards Policy” in the current SUNY Potsdam Undergraduate Catalog.
- Credit Hour Requirement: Federal aid recipients are required to earn a minimum of 67% of all attempted credit hours.
- Maximum Time Frame: Undergraduate students may receive aid for a maximum of 150% of the degree program requirements. The average length of an undergraduate program of study at SUNY Potsdam is 122 credit hours (120 academic hours plus 2 physical education credits). The maximum time frame for most SUNY Potsdam students to receive aid is 183 attempted credit hours. Some music students will have up to a maximum time frame of 199 attempted credit hours. Students in music-related degree programs as well as those in dual degree programs will be reviewed on a case-by-case basis. Students enrolled in double majors are bound by the same maximum limitations as students in standard programs.

#### *Evaluation By Credit Type & Other Considerations*

Transfer credits will be included in the evaluation and will count as both attempted and earned hours.

Withdrawals, Incompletes and Repeated coursework are also considered in the analysis. Part-time enrollment counts in the same manner as full-time enrollment. Students earning credits through a consortium agreement and students who change their major are bound by

the same requirements as students in standard programs. Students working on second degrees are not bound by the same standards as those working on their first degree.

Students who are readmitted or students who have been granted academic forgiveness for previous coursework are subject to the standards defined in this policy for federal aid eligibility. Academic progress will be reviewed upon readmission and receipt of the Free Application for Federal Student Aid (FAFSA). All previous coursework at SUNY Potsdam must be included in each review of academic progress for federal aid; therefore, even coursework “forgiven” academically must be considered in the review.

#### *Reestablishing Aid Eligibility*

A student making satisfactory academic progress (SAP) has earned 67% of all attempted credit hours, is meeting the GPA requirement, and has not exceeded the maximum allowed time frame. Students who lose federal aid eligibility can regain eligibility for federal aid by meeting SUNY Potsdam’s SAP requirements.

#### *Appeal Process*

Appeal Form: The Satisfactory Progress Appeal form is available both online and in the Financial Aid Office.

#### *Submitting an Appeal*

Students deemed ineligible for federal aid may appeal the status through the Financial Aid Office. Appeals will be considered on the basis of mitigating circumstances, such as personal illness or injury, or the death of an immediate family member. Students may appeal more than once, but must provide new documentation of a mitigating circumstance to justify the request. A written statement from the student must accompany the appeal and must explain why the student failed to make satisfactory academic progress, and what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

#### *Acceptable Documentation*

Acceptable forms of documentation include but are not limited to: physician’s written statement to substantiate illness or accident, newspaper obituaries or death certificates to substantiate deaths, written statement from clergy, family member, or other third party familiar with the student’s situation, and written statement from academic adviser or professor. Students who have lost federal aid and have an appeal approved are placed on “Financial Aid Probation” for the subsequent term and may receive federal aid for that term.

#### *Appeal Deadline*

Appeals must be submitted by the mid-point in the term for which they are seeking the appeal.

### **Approval Notice**

Appeals are received, logged and passed to the Satisfactory Academic Progress Committee who will review appeals; decisions of the committee will be forwarded to each appellant in writing, and will be final. Students placed on "Financial Aid Probation" must earn 67% of their cumulative attempted credits at the end of their probationary period in order to regain federal aid eligibility. All students granted an appeal will be provided with an "Academic Plan" that specifies the new pace to which the student must adhere in order to regain federal aid eligibility; an Academic Plan may span more than one semester (term). Any student on probation who does not meet the requirements of the Academic Plan at the end of any term within the Academic Plan will lose federal aid eligibility; the student must then meet SAP requirements before regaining federal aid eligibility.

## **FINANCIAL LITERACY**

Please check out our website for more money management, basic budgeting and planning information: [www.potsdam.edu/financialaid](http://www.potsdam.edu/financialaid)

### **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.***

- Interest rates
- Accrual of interest
- Capitalization of interest
- Know your total "pay-off" amount.
- Know your rights and responsibilities
- Complete exit counseling at graduation
- Keep thorough records
- Loan amount
- Loan type
- Interest rate
- Date/year of loan
- Copies of communication
- Document phone conversations: be sure to get name, date and time

#### ***STUDENT loans available***

- 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 4.29%\*
  - Federal Direct Unsubsidized Stafford Loan 4.29%\*  
Paying interest on unsubsidized loan, as it accrues, will save money over time
  - Federal Perkins Loan - 5%
  - Alternative/Private Loan - interest rates vary by lender, some greater than 18%

#### ***PARENT loans available***

- The parent is the borrower on all Federal Direct Parent Loans for Undergraduate Students (PLUS)
- Parents are required to complete their own application and Master Promissory Notes
- Federal Direct Parent Loan for Undergraduate Students (PLUS) - 6.84%\*

*\*Subject to change on July 1, 2016 for 2016-2017 loans*

## **FEDERAL DIRECT LOAN REPAYMENT OPTIONS**

### ***Standard Repayment Plan***

Eligible loans: Direct and Federal Stafford Subsidized and Unsubsidized loans, all PLUS loans  
Monthly Payment: Payments are a fixed amount of at least \$50 per month  
Time Frame: Up to 10 years  
Less interest is paid back over time under this plan than under other plans.

### ***Graduated Repayment Plan***

Eligible loans: Direct and Federal Stafford Subsidized and Unsubsidized loans, all PLUS loans  
Monthly Payment: Payments are lower at first then increase, usually every two years  
Time Frame: Up to 10 years  
Quick Comparison: Total payback is greater over time than under the 10-year standard plan.

### ***Extended Repayment Plan***

Eligible loans: Direct and Federal Stafford Subsidized and Unsubsidized loans, all PLUS loans  
Monthly Payment: Payments may be fixed or graduated  
Time Frame: Up to 25 years  
Monthly payments are lower than the 10-year standard plan. Borrowers must have more than \$30,000 in outstanding Direct Loans, FFEL loans, or PLUS loans (individually, not combined). Must be a "new borrower" as of October 7, 1998. Total payback is greater over time than under the 10-year standard plan.

### ***Income Based Repayment Plan (IBR)***

Eligible loans: Direct and Federal Stafford Subsidized and Unsubsidized loans and all PLUS loans, Consolidation Loans (Direct or FFEL) that do not include Direct or FFEL PLUS loans made to parents.  
Monthly Payment: Maximum monthly payments are 15% of *discretionary income*. \* Pay-

ments change as income changes.

Time Frame: Up to 25 year  
Borrowers must prove *partial financial hardship*,\*\* by submitting income and family size information annually to servicer. Monthly payments are lower than payments under the 10-year standard plan. Total payback is greater over time than under the 10-year standard plan. If loan is not repaid in full after making the equivalent of 25 years of qualifying monthly payments, any outstanding balance will be forgiven. Income tax may have to be paid on any amount that is forgiven.

### ***Pay As You Earn Repayment Plan***

Eligible loans: Direct and Federal Stafford Subsidized and Unsubsidized loans, all PLUS loans, Consolidation Loans (Direct or FFEL) that do not include Direct or FFEL PLUS loans made to parents.

Monthly Payment: Maximum monthly payments are 10% of discretionary income.\* Payments change as income changes.

Time Frame: Up to 20 years

Borrower must be a "new borrower" as of October 1, 2007, and must have received a disbursement of a Direct Loan on or after October 1, 2011. Borrowers must prove partial financial hardship\*\* by submitting income and family size information annually to servicer. Monthly payments are lower than payments under the 10-year standard plan. Total payback is greater over time than under the 10-year standard plan. If loan is not repaid in full after making the equivalent of 20 years of qualifying monthly payments, any outstanding balance will be forgiven. Income tax may have to be paid on any amount that is forgiven.

### ***Income Contingent Repayment Plan***

Eligible loans: Direct Subsidized and Unsubsidized loans and PLUS loans made to students, Direct Consolidation loans.  
Monthly Payment: Payments are calculated each year and are based on adjusted gross income, family size, and the total amount of Direct Loans.

Payments change as income changes.

Time Frame: Up to 25 years

Total payback is greater over time than under the 10-year standard plan. If loan is not repaid in full after making the equivalent of 25 years of qualifying monthly payments, any outstanding balance will be forgiven. Income tax may have to be paid on any amount that is forgiven.

### ***Income Sensitive Repayment Plan***

Eligible loans: Federal Stafford Subsidized and Unsubsidized loans, FFEL PLUS loans, FFEL Consolidation loans

Monthly Payment: Monthly payment is based on annual income. Payments change as income changes.

Time Frame: Up to 10 years

Total payback is greater over time than under the 10-year standard plan. Each lender's formula for determining the monthly payment amount under this plan can vary.

*\*Discretionary income: the difference between your adjusted gross income and 150 percent of the poverty guideline for your family size and state of residence (other conditions apply).*

*\*\*Partial Financial Hardship: For IBR, a circumstance in which the annual amount due on your eligible loans, as calculated under a 10-year Standard Repayment Plan, exceeds 15 percent (10 percent for pay as you earn) of the difference between your adjusted gross income (AGI) and 150 percent of the poverty line for your family size in the state where you live.*

## OTHER IMPORTANT TERMS

### CONSOLIDATION

- One new loan out of multiple federal student loans of various types
- New interest rate is the weighted average of rates from original loans being consolidated
- One monthly payment under different repayment options
- Borrower loses benefits of individual loans (grace period, forgiveness opportunities, etc.)
- Generally, results in a more costly loan

### DEFERMENT

A temporary suspension of repayment in certain circumstances:

- In-School
- Graduated Fellowship or Rehabilitation Program
- Unemployment
- Economic Hardship
- Military
- Active Duty
- Post-Active Duty Student

Interest will not accrue for subsidized loans, but will continue to accrue for unsubsidized loans.

### FORBEARANCE

A temporary postponement or reduction of repayment:

- Applicable when a standard deferment is not
- Interest accrues during periods of forbearance

### FORGIVENESS

A portion or all of a loan may be forgiven under certain public service obligations:

- Public Service Loan Forgiveness
- Teacher Loan Forgiveness

### DISCHARGE

Cancellation of loan under certain circumstances, including:

- Bankruptcy (in rare cases)
- Disability
- Death

### DEFAULT

Repayment 270 days past due has many potential ramifications:

- Loss of access to future financial aid
- May limit access to future jobs
- Garnishment of wages
- Confiscation of tax refunds
- Credit ratings and future borrowing
- Loss of employment opportunities
- Collection and litigation expenses
- Litigation, including collection and court costs

### 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.

### CREDIT CARD SMARTS

Many college students today have credit cards. Managing credit cards properly can be a big responsibility. Students are encouraged to follow these tips to protect their credit score and avoid serious debt.

- Beware of low introductory interest rate. Shop around for a low interest rate, but take caution as very low introductory rates can jump to 18 percent or higher after the introductory period has ended.
- Understand fees, and terms and conditions clearly. Among other things, it is important to know what types of fees will be applied, what the security features are, and what a rewards program involves.
- Avoid late payments. Late payments can hurt one's credit score and may be used to raise the interest rate, which could cost a consumer hundreds or thousands of dollars over time.
- Review monthly statements. Save receipts and compare them to statements to make sure it is accurate.

### Credit card Terms

**Annual Fee** - A fee charged once per calendar year to a consumer as the cost for maintaining a credit account. The fee amount can vary from creditor to creditor.

**Annual Percentage Rate (APR)** - The cost of credit expressed as a percentage (includes interest rate and fees). This percentage can be fixed (meaning that it does not fluctuate with the market) or variable.

**Balance Transfer** - The fee a customer incurs for transferring outstanding credit debt from one account to another.

**Grace Period** - A length of time designated by a credit issuer (usually between 25-30 days) in which a consumer can pay off the entire amount of their credit debt and will not incur finance charges.

**Minimum Monthly Payment** - The minimum amount a consumer can pay to keep their credit account from defaulting. This amount typically ranges from anywhere between 2-4% of the outstanding balance.

**Penalty Charges** - Typically, if two or more late payments are made on a credit account, the creditor will increase the A.P.R. as a punitive measure.

**Prime Rate** - The rate of interest that banks charge their most creditworthy customers.

**Free Credit Reports** - Your credit score is determined by the three major credit agencies (Equifax, Experian, TransUnion) and helps lenders determine how much money you will be able to borrow and what interest your loans will have. The credit agencies assign you a FICO credit score, which ranges from 300 to 850. Potential lenders can also acquire a credit report from these agencies to help determine your credit worthiness.

Your credit report includes the following information:

- Name
- Address
- Telephone number
- Social Security number





# JUST FOR FAMILIES



## PARENT INFORMATION

### ACADEMIC ADVISING AND SUPPORT

Information to help First Year Students and Parents

110 Sisson Hall  
(315) 267-2702

[www.potsdam.edu/support](http://www.potsdam.edu/support)

### IMPORTANT ACADEMIC ADVISING POLICIES & PROCEDURES

#### 1. Dropping and Adding Classes

- Students need to know that once classes start, **the Drop/Add period is only the first 5 days of classes. They can make schedule changes during this first week** of classes without penalty. Students considering schedule changes are always encouraged to consult with their academic advisors first because changes can have unforeseen consequences. For instance, if a student were to fall below 12 registered credit hours, they would no longer be considered full-time and this may affect financial aid.
- For students participating in a First-Year Interest Group (FIG), **permission of the instructor** coordinating the particular FIG is needed in order to drop a course within the FIG.
- For students participating in the First Year Experience (FYE), **permission is needed to drop a FYE class** that is connected to a residence hall, because it may involve moving the student to another residence hall. The contact person for this is Amanda Grazioso in the Residence Life Office.

#### 2. Declaring a Major

- **Music majors** are already declared by the Crane School of Music. They must pass an audition & be specially admitted into Crane.
- **Elementary Education majors** (a first major) and the **Adolescent Education majors** (a second major) will need to declare their majors **online**. During orientation, this will be done with the help of the Orientation Leaders. For further information, see Lisa Stewart in Satterlee Hall 110.
- New **Arts & Sciences and Professional Studies students** may also declare a major at Summer Orientation after registering for classes, if they wish to do so. Not all freshmen will want to declare a major and they can remain exploratory/undeclared if they are not sure of their major at this time. It is perfectly acceptable not to declare a major as a freshman and a student should not feel pressured to do this. A liberal arts education means a student can explore many different disciplines through the

General Education program requirements.

Note: Because of the course sequences in some majors, a student declaring later may require additional time toward their degree.

#### 3. Fall Advisor Assignments

- Students will probably not have the same advisor in the fall that they have for summer Orientation.
- New exploratory/undeclared freshmen will receive an email in the first week of the fall semester with instructions indicating how to find the name of their assigned advisor.
- New freshmen (or new transfer students) who declare a major will have a temporary advisor assigned after Orientation (or after their appointment). Generally, this is the Department Chair. They should **check in with the Chair** of the appropriate department during the second week of school for curriculum review and possible advisor reassignment. The chair may wish to reassign the student to a different permanent advisor after discussing the major curriculum and career interests of the student.

### FREQUENTLY ASKED ACADEMIC ADVISING QUESTIONS

*When is advising and registration for the Fall semester?* New students are advised during the summer at Orientation. For continuing students, advising begins around the end of March with registration starting about three weeks later (for the following fall semester).

*When is advising and registration for the Spring semester?* Advising begins around mid-October and registration starts about three weeks later (for the following spring semester).

*What do students need to do prior to registering?*

All students are required to meet with their assigned advisor before registering. Students should prepare for the advising appointment by accessing class schedules through BearPAWS or the Registrar's Office webpages. Students should also review the college catalog, general education requirements, and BearDeN for additional information.

*Where can students get additional academic advising assistance?* Tim Morse, in Sisson Hall 102, and Kristin Jordan, in Sisson Hall 105, are available to assist students with all general advising questions and concerns.

## STUDENT RESOURCES

### Academic Support Lab

Timothy Morse  
102 Sisson Hall  
(315) 267-2702

SUNY Potsdam's Academic Support Lab (Sisson 106), part of the Student Success Center (SSC), provides students with access to resources and support services to improve their academic performance.

- **Group Tutoring:** Trained peer tutors provide content and study skills assistance. Tutoring is provided in small groups and sessions are scheduled at the mutual convenience of students and their tutors.
- **Academic Skills Assistance:** Staff members are available to assist students in improving time management, test preparation, note taking, and other study skills.
- **Computer Lab:** There are six computers and a printer available in the lab. We also have laptops available for loan.

### Accommodative Services

Sharon House  
111 Sisson Hall  
(315) 267-2702

If you are a student with a disability requesting reasonable academic accommodations and/or auxiliary aids, you should make the specific request to Accommodative Services. Submit written documentation of your disability and the need for accommodations. The Director can assist you in this process.



## FAMILY PROGRAMS

128 Sisson Hall  
(315) 267-2580

[www.potsdam.edu/families](http://www.potsdam.edu/families)

Greetings SUNY Potsdam Families! Below you will find a timeline to help you navigate through your student's academic rhythm at Potsdam.

## FAMILY TIMELINE

### JULY

*Week 2:* Preadmission requirements for Student Health Services must be completed.

*Week 3:* Student Bills will be mailed. They can also be accessed through a student's BearPAWS account. If your student has already registered for classes for the fall semester expect to receive your bill soon. Contact the office of Student Accounts if you have any questions or concerns about the bill.

*Week 4:* Check your mailboxes for information on Family Weekend! Things book up fast—make sure to register and make hotel reservations early.

### AUGUST

*Week 1:* New student room and roommate assignments will be listed on the student's BearPAWS account. It is recommended that students contact their roommate before coming to College. Visit [www.potsdam.edu/studentlife/ResHalls](http://www.potsdam.edu/studentlife/ResHalls) for more information on Residence Halls.

*Week 2:* Make sure that your student's bill is settled (paid in full or payment options set up).  
8/26: New students move onto campus  
8/27 & 28: Returning students move onto campus  
8/29: Classes begin

### SEPTEMBER

9/2: Last day for students to add/drop a class  
9/2: Last day to register for Family Weekend  
9/23-24: Family Weekend

### OCTOBER

*Weeks 1 & 2:* Semester Midpoint. Expect that your student may be stressed studying for midterms—A care package might be nice.  
10/7: Early alerts are due. An early alert is a notification that indicates a student has below a 2.0 in a class. If your student receives an early alert encourage him/her to talk to his/her professor and/or visit the Student Success Center.  
10/7-12: October Break—Break starts at 10 p.m. on Friday night, though most students leave when they are finished with classes on Friday. Residence Halls will remain open and

students can stay on campus for this break.  
10/13: Classes Resume at 8 a.m.

*Weeks 2 & 3:* The class schedule for the spring semester will be released. Your student should check BearPAWS to make sure they do not have a "Hold" on their account, which will prevent them from being able to register. Now is also a good time for your student to schedule a meeting with his/her academic adviser.  
11/4: Last day for students to elect to withdraw from a class or elect the satisfactory/unsatisfactory (S/U) grading option for a class

### NOVEMBER

*Weeks 1 & 2:* students register for spring courses through BearPAWS—they need to have met with their academic adviser in order to do this.  
11/22-11/27: Thanksgiving break—Break will start at 10 p.m. on Tuesday.  
11/28: Classes resume at 8 a.m. Students often do not realize that the end of the semester comes so quickly after Thanksgiving break, once again it is likely that your student's stress level might be high—they might appreciate another care package

### DECEMBER

12/9: Last day of classes  
12/10-11: Academic preparation for finals  
12/12-16: Final examinations  
12/17: Residence halls close for the semester at 10 a.m.

*Week 3:* Student bills will be mailed. They can also be accessed through a student's BearPAWS account. If your student has already registered for classes for the spring semester, expect to receive your bill soon. Contact the office of Student Accounts if you have any questions or concerns about the bill.  
Last Week: Expect your student's grades to be available through their BearPAWS account.

### JANUARY

1/1: FAFSA forms become available for the 2016-2017 school year. If your student completed a FAFSA form for 2016-2017 they will only need to complete a Renewal FAFSA. Forms are available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
1/4-18: Winterim is in session  
*Week 2:* Make sure that your student's bill is settled (paid in full, payment options set up).  
1/21-22: Students return to campus  
1/23: Classes begin  
1/27: Last day for students to add/drop a class

### FEBRUARY

2/17: Spring Recess Begins at 10 p.m.  
2/22: Classes Resume at 8 a.m.

### MARCH

3/6: Early alerts are due. An early alert is a notification that indicates a student has below a 2.0 in a class. If your student receives an early alert encourage him/her to talk to his/her professor and/or visit the Student Success Center.  
3/2-12: Spring Recess—Break will start at 10 p.m. on Friday.  
3/12: Residence Halls reopen at 10 a.m.  
3/13: Classes resume at 8 a.m.  
*Mid-month:* Students will receive information on housing for next year. Most students will sign up for their room next year during the end of March and beginning of April. With some exceptions, students are required to stay on campus until the completion of their sophomore year. A \$50 deposit needs to be paid to the office of Student Accounts prior to a student being able to sign up for on campus housing.

*Mid-month:* The class schedule for the fall semester will be released. Your student should check BearPAWS to make sure they do not have a "Hold" on their account, which will prevent them from being able to register. Now is also a good time for your student to schedule a meeting with his/her academic adviser  
*Weeks 3 & 4:* Semester Midpoint. Expect that your student may be stressed studying for midterms—The time might once again be good for a care package.

### APRIL

4/7: Last day for students to elect to withdraw from a class or elect a satisfactory/unsatisfactory (S/U) grading option for a class  
*Week 2:* At this point, students should have signed up for their housing for next year, i.e. they should know where they will be living on campus next year. Students should also sign up for their meal plans for next year.  
*Weeks 3 & 4:* Students register for Fall courses through BearPAWS—they need to have met with their adviser in order to do this.

### MAY

5/12: Last day of classes  
5/13-14: Academic preparation for finals  
5/15-19: Final examinations  
5/20: Residence halls close for the year at 10 a.m. All of the students' belongings must be taken out of the room. There is some storage on campus, but it is very limited and on a first-come, first-serve basis. Students who are graduating can remain in their room until after graduation.  
5/20: SUNY Potsdam Commencement



### Parent Association

The mission of the SUNY Potsdam Family Association is to partner parents and family members with the College to create a better understanding of the college experience and the growth of our students.

Partners in the association will serve as a resource for staff members who work most closely with students. This relationship between families and the College will create a network of support designed to make each student's experience at SUNY Potsdam the best that it can be.

By partnering with the Family Association you will:

- Receive a welcome gift at Family Weekend.
- Gain access to the Family Association listserv
- Have input in the direction of SUNY Potsdam's family programs



Families can partner with the Family Association by making a \$30 gift for this academic year. Please visit [www.potsdam.edu/families/](http://www.potsdam.edu/families/) association to receive more information or to make a contribution to the Family Association.

For additional information, please call (315) 267-2580.



## IMPORTANT NUMBERS FOR FAMILIES

**Family Programs**  
(315) 267-2580

**Student Accounts**  
(315) 267-2137

**Center for Campus Life**  
(Student Involvement & Leadership)  
(315) 267-2013

**Center for Diversity**  
(315) 267-2184

**Community Performance Series**  
(CPS)  
(315) 267-2277

**Counseling Center**  
(315) 267-2330

**Financial Aid**  
(315) 267-2162

**PACES SUNY Card/Business Office**  
(add \$ to student's Bear Express)  
(315) 267-2658

**Student Affairs**  
(315) 267-2117

**Student Health Services**  
(315) 267-2377

**Student Success Center**  
(Academic Advising)  
(315) 267-2580

**University Police**  
(315) 267-2222

## FAMILY WEEKEND

September 23-24, 2016

Family Weekend is a wonderful opportunity for families to spend time on campus with their student. The weekend is designed to allow families to get a taste of some of the experiences that are available to their students. Highlights of the weekend include:

- The always popular Build your own Potsdam Bear.
- Sporting events
- Dinner with the President

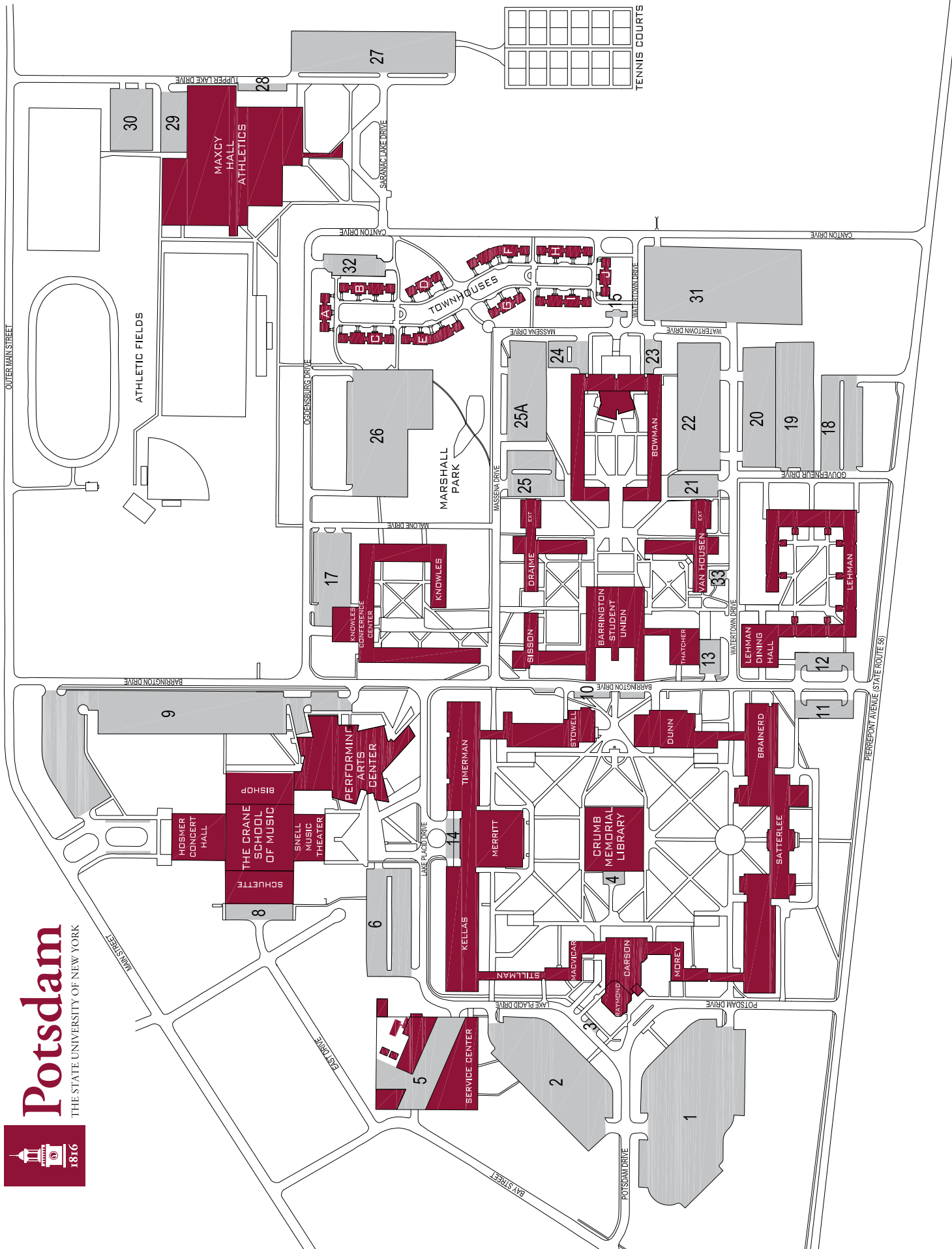
Visit [www.potsdam.edu/families/weekend](http://www.potsdam.edu/families/weekend) to view a tentative agenda and to register for the weekend.

Registration forms will be due by Friday, September 16, 2016.

For additional information, please call (315) 267-2580.



# CAMPUS MAP



# ALMA MATER



Music: Charles O'Neill

Words adapted by Marie Schuette  
and Wilmer Trauger

On the banks of Rac-quette Riv-er, With its hills of blue, Stands our  
hon - ored Pots - dam Col - lege, Stir - ring sight to view!  
Hail Pots-dam Col-lege! In rev - 'rence we ac - knowl - edge Strength from  
thee, from thee, O Al - ma Ma - ter, Praise, all praise Pots - dam!

The musical score is written for piano and voice. It consists of four systems of music. Each system has a vocal line (treble clef) and a piano accompaniment (bass clef). The key signature is one sharp (F#) and the time signature is common time (C). The lyrics are printed below the vocal line. The first system ends with a repeat sign. The second system ends with a repeat sign. The third system ends with a repeat sign. The fourth system ends with a repeat sign.

## IMPORTANT CAMPUS PHONE NUMBERS

|  |                |
|--|----------------|
| Academic Advising                        | (315) 267-2580 |
| Admissions                               | (315) 267-2180 |
| Student Accounts                         | (315) 267-2137 |
| Residence Life                           | (315) 267-2350 |
| College Store                            | (315) 267-2573 |
| Counseling Center                        | (315) 267-2330 |
| Emergencies (UP)                         | (315) 267-2222 |
| Financial Aid                            | (315) 267-2162 |
| Library-Crane                            | (315) 267-2451 |
| Library-Crumb                            | (315) 267-2485 |
| PACES SUNY Card Business Office          | (315) 267-2658 |
| Provost/Academic Affairs                 | (315) 267-2108 |
| Registrar                                | (315) 267-2154 |
| Student Affairs                          | (315) 267-2117 |
| Student Conduct &<br>Community Standards | (315) 267-2579 |
| Student and Family Transitions           | (315) 267-2735 |
| Student Health Services                  | (315) 267-2377 |
| Student Success Center                   | (315) 267-2580 |
| Student Support Services                 | (315) 267-2347 |
| Switchboard                              | (315) 267-2000 |
| TelCom                                   | (315) 267-3000 |
| Union Market                             | (315) 267-3709 |
| University Police                        | (315) 267-2222 |



### Administrative Office Hours

Most administrative offices are open M-F 8 a.m. - 4:30 p.m. during the school year. Summer hours are 8 a.m. - 4 p.m.

### A Note About Photography

We take a lot of pictures of students and faculty on and off campus. SUNY Potsdam reserves the right to use photographs of students participating in campus life and activities for College promotion in electronic, video and print. Questions can be directed to the Office of Public Affairs at (315) 267-2114.

### Submit Your Own Photos

We want your photos! Please include your name, email and a description (where, when, who) of the photo. All photos submitted become property of SUNY Potsdam. We reserve the right to use or not use any photo submitted.



**SUNY Potsdam Orientation**

Office of Student and Family Transitions  
128 Sission Hall  
(315) 267-2580/2415 or [ssc@potdam.edu](mailto:ssc@potdam.edu)  
IM: potsdamssc  
[www.potsdam.edu/support/firstyear/transitions](http://www.potsdam.edu/support/firstyear/transitions)

