academic calendar

Spring 2020
Spring Semester Payment Deadline  Wednesday, January 15
Students Move In  Saturday & Sunday, January 25 & 26
Classes Begin  Monday, January 27
Last Day to Add/Drop  Friday, January 31
Progress Reports Due  Friday, March 6
Spring Recess Begins  Friday, March 6 (10 p.m.)
Classes Resume  Monday, March 16
Schedule Available Online - Advising Begins  Monday, March 16
Last Day to Withdraw  Friday, April 3
Last Day to Elect S/U  Friday, April 3
April Recess Begins  Friday, April 10 (10 p.m.)
Classes Resume  Wednesday, April 15 (8 a.m.)
Last Day of Classes  Friday, May 15
Academic Preparation  Saturday & Sunday, May 16 & 17
Final Examinations  Monday - Friday, May 18-22
Commencement Ceremonies  Saturday, May 23
Final Grades Due  Wednesday, May 27 (10 a.m.)

SUNY Potsdam Transitions
Office of Student & Family Transitions
128 Sisson Hall
(315) 267-2580 or ssc@potsdam.edu

www.potsdam.edu/springtransitions
IMPORTANT INFORMATION REGARDING TRANSITIONS:

On Friday, January 24, 2020, all new students will check in at Thatcher Dining Hall by 9 a.m. for Transitions Conference. At Transitions, you will have the opportunity to meet other new students and receive detailed information about SUNY Potsdam. You will also have the chance to speak directly with Financial Aid and Student Accounts. A $40 Transitions conference fee will be added to your tuition bill.

Please be sure to complete all steps within this checklist; if you do not, you could be dropped from classes, lose housing if on campus and/or owe additional money to the College.

Reminder: In order to proceed through the steps in this document, your Potsdam Campus Computer Account (CCA) needs to be activated using information provided in your enrollment packet.

step 1
SET UP YOUR POTSDAM OUTLOOK EMAIL ACCOUNT

It is very important to check your Potsdam Outlook email account often for Transitions Conference updates and other important information regarding your transition to SUNY Potsdam, such as financial aid, health requirements, student conduct, student billing, etc.

Microsoft Outlook can be accessed online at portal.office.com. Outlook is also a free App available in the Apple and Android App stores. Login using your email address and campus computer account (CCA) password (which you set when you received your admission information packet). More information about Outlook is available on our website at potsdam.edu/cts/services/office365.

step 2
APPLY FOR FINANCIAL AID (IF YOU HAVEN’T DONE SO)

Make sure you have filed your:
• FAFSA at FAFSA.ed.gov (Free Application for Federal Student Aid)
• HESC.ny.gov (for NYS Residents only - grant funding application TAP, Excelsior, etc...)

Payment deadlines:
January 15, 2020 - Spring Semester Payment Deadline (Payments received after this date will likely be subject to late fees)
step 3
SEND IN HEALTH INFORMATION

This information is due right now!

1. Fill out the health requirements
   • Go to BearPAWS
   • Click on “New Student Services” link
   • Click on “Student Health Services” Portal
   • Click on “Forms” (complete the Health Information #3, Meningitis Response, and Tuberculosis Questionnaire)

2. Mail or fax your immunization record
   Student Health Services
   SUNY Potsdam, 119 Van Housen Hall
   44 Pierrepont Avenue
   Potsdam, NY 13676
   Fax: (315) 267-3260

See important details at www.potsdam.edu/studentlife/wellness/healthservices

Questions about health forms/requirements?
Call Student Health Services at (315) 267-2377 or email the office directly at shs@potsdam.edu

Should you fail to complete ANY of the steps listed above, you will likely face being dropped from classes, immediate loss of campus housing (if living on campus) and/or additional charges on your College bill.
step 4

ACADEMIC ADVISING

Follow these steps if you are a Transfer Student:

• After you have submitted your health requirements and submitted your immunization forms, contact Patty Gilmer at (315) 267-2702 to set up an advising appointment to register for your classes.
• Advisers will start registering students for classes on Monday, November 18, 2019.
• Appointments last approximately 50 minutes to one hour.
• Keep in mind the course registration process is on a first-come, first-served basis, thus we strongly encourage you to follow all the Transitions steps and make an appointment as soon as possible.

Follow these steps if you are a New First Year Student:

• After you have submitted your health requirements and submitted your immunization forms, contact Stephanie Anable at (315) 267-2580 to set up an advising appointment to register for your classes.
• Advisers will start registering students for classes on Monday, January 6, 2020.
• Appointments last approximately 50 minutes to one hour.
• Keep in mind the course registration process is on a first-come, first-served basis, thus we strongly encourage you to follow all the Transitions steps and make an appointment as soon as possible.
step 5
REGISTER FOR HOUSING

Prior to making your housing preferences, please refer to our webpage at www.potsdam.edu/reslife for more detailed information about the buildings. All students must indicate their housing preferences and/or apply for an exemption to live off campus (available online.) Room assignments are made on a first-come, first-serve basis. Since space in many areas is limited, we advise you to submit housing preferences as soon as possible. Please note that we cannot process any changes once a student submits their request.

Note: If you have any physical conditions or concerns that impact your housing needs, please see our website for information on how we can accommodate your needs.

Live On Campus:
- Log in to BearPAWS
- Go to the “New Student Services” link
- Go to the “New Student Housing Registration” link
- Read/agree to Housing License and submit
- Indicate your housing preference from the drop down menu
- If you have a roommate request, provide their information. (Note: You are not required to have a roommate request.)
- “Submit” your preferences

Live Off Campus:
- Apply for a housing exemption
- Log in to BearPAWS
- Go to the “New Student Services” link
- Go to the “New Student Housing Registration” link
- Indicate that you will not be residing on campus and continue on to complete the exemption form and submit.
- You will receive an email with the decision of your request for exemption.
- Note: First-year students must live on campus for 2 years/4 semesters.
step 6

SELECT A MEAL PLAN & BEAR EXPRESS ACCOUNT

It is campus policy that all residential students have a Meal Plan. Select your meal plan on BearPAWS. BearPAWS will only allow you to choose from plans you are eligible for based on completion of the campus residency requirement. Meal plans are billed in the fall and spring semesters.

Any changes or cancellations to the account must be made within seven days of the start of classes. For details about residential and commuter plans and their costs, go to www.potsdam.edu/studentlife/dining/MealPlans

Bear Express is an optional spending account accessed through the CampusCard. It may be used on campus for goods and services at The College Store, Union Market, Dining Services, in vending machines and at participating off-campus restaurants and businesses.

The amount of money you select to have placed on your account will be billed in both the fall and spring semesters. Changes or cancellation to the account must be made within seven days of the start of classes on BearPAWS. Money can be added to the account throughout the semester with cash, check, credit, or debit cards at the PACES Business Office or at any Dining Services location.

Unused Bear Express account balances roll over from Fall to Spring semester and balances in excess of $20 at the end of the academic year will be refunded.

Choose a meal plan and Bear Express account amount:

- Log in to BearPAWS
- Go to the “New Student Services” link
- Go to the “Meal Plan & Bear Express Registration”
- Read/agree to Meal Plan License & click submit
- Select your resident status
- Select the 1st Year Meal Plan
- Select Bear Express Amount for the semester
- Click save
step 7

ORDER CAMPUS CARD (ID CARD)

The campus card is provided by PACES. This multi-function card provides access to meal plans, residence halls, the fitness center, your Bear Express account and other campus services.

All Potsdam students, faculty and staff are required to have a campus card. Cards are issued at the PACES business office in Merritt Hall.

PACES is not responsible for purchases made with lost or stolen cards. Dining services will issue meal vouchers at the Student Union Dining Court if a student loses their card when the PACES Business Office is closed. You are responsible for managing your card. If you lose or temporarily misplace your card, you must deactivate or reactivate it through BearPAWS. Students can sign up for low-balance notifications, check meal account balances, and upload and submit ID photos online at sunycard.potsdam.edu.

*If you submit your photograph online through sunycard.potsdam.edu, two weeks prior to your arrival for orientation or the start of classes, your card will be ready for you to pick up. You must bring and show a valid government issued photo ID (passport, driver’s license) to pick up your card.

Photo requirements:
- Must be in JPG file format
- Must be in color
- Must be taken within the last 6 months
- There must be space above the top of your head and the bottom of your face
- The photo must be of your face/torso
- The entire head and shoulders must be visible
- No hats, sunglasses or gestures

Submit your photo online:
- Go to: sunycard.potsdam.edu
- Log in using your CCA (campus computer account – this is the account used when logging in to BearPAWS, or campus email)
- Click on Submit ID Photo
- Click on the Browse button to find the location of the photo you wish to upload
- Select the desired photo, then click on the “upload” button
- Click “submit”

Note: If you submit your photo online, you will then pick your ID card up at Transitions or at the PACES office in Merritt Hall.
step 8
ORDER TEXTBOOKS

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 College Store has a direct connection to faculty instructors and each semester it orders materials the faculty have requested. In many cases, this includes special course packs, CDs, and study guides.

Books ordered online through the College Store website bookstore.potsdam.edu can be shipped or pre-packed for pick-up on campus. The online ordering system will show you which titles are required, recommended or suggested for courses. The College Store sells textbooks in different formats: new, used, e-book, or rental. USED books are generally 25% less than the new book price, rentals, and e-books are usually less expensive than new. The College Store also has a price comparison tool for easy reference.

Online ordering and pre-packing begins two weeks prior to the start of the semester. Pre-pack orders are filled first, so the chances of getting a preferred format is greater when ordered online. All orders are filled on a first-come, first-served basis. Students who choose not to pre-pack can come and purchase the books at The College Store in Barrington Student Union.

Changes to course titles, books, and materials can be made prior to the start of the semester, so ordering books for pre-pack will assure greater accuracy. You will be notified as to when and where to pick up your books via email. The College Store has a textbook buy-back program and a full inventory of school supplies. Books ordered through The Store may be paid for with Bear Express or credit card.

Order textbooks online:
• Go to bookstore.potsdam.edu
• Under the Textbook link click on “Order Textbooks”
• Go to “How to Order Textbooks, Step by Step,” a PDF of step by step instructions will pop up
• Review the instructions
• Select, price compare and order your textbooks