in leadership in campus and/or community programs while at SUNY Potsdam. Candidate must be a graduate of a St. Lawrence, Jefferson, Clinton, Essex, Franklin or Lewis County high school, or, if there are no qualified candidates from any of these counties, a resident of New York.

Eileen Goss Whelley Scholarship for Women Leaders
Awarded to a student with at least junior standing who exhibits leadership qualities that were proven during her freshman and sophomore years, for an internship outside of the North Country to broaden the student's perspective and experiences in her field.

Peg White Scholarship of Love
Awarded to a junior or senior majoring in one of the arts at SUNY Potsdam.

Nancy Murchie Wustman and John Wustman Scholarship
Awarded to an incoming freshman who is a declared voice major at The Crane School of Music.

Yamaha Wind and Percussion Scholarship
Awarded to juniors and seniors based on musical and academic performance. The scholarship will be awarded annually, alternating between a Wind and a Percussion player.

Wayne and Mary Zanetti Scholarship
Awarded to an incoming freshman who is a resident of Sullivan County, NY.

Jerry and Carolyn Zwaga Study Abroad Fund and Endowment
Awarded to students participating in SUNY Potsdam faculty sponsored study abroad experiences.

Other Sources of Financial Assistance

Online Scholarship Source
FastWEB: www.fastweb.com

Financial Aid Information on the World Wide Web. This includes a database of approximately 225,000 private scholarships, grants and loans for college students of all ages and interests. This free service will provide information on possible scholarships based on a student's background, college, parent's income, interests, etc.

Veterans Benefits
Veterans of the U.S. Armed Forces, National Guard, and Reserves, their dependents and survivors may be eligible for postsecondary education benefits.

For detailed information, contact the Veterans Administration at 1-888-442-4551 or see the GI Bill website: www.gibill.va.gov.

If you are planning to use GI benefits at SUNY Potsdam, please contact the Military and Veterans Student Services Coordinator in the Student Success Center in Sisson Hall, 315-267-3398. The Potsdam website is www.potsdam.edu/support/military/index.cfm.

Consumer Information
The United States Department of Education regulates that certain consumer information be disclosed to enrolled and prospective students.

• Student Right-To-Know Act
• Information on completion/graduation rates for general student body;
• Equity in Athletics Disclosure Act;
• Drug and alcohol abuse prevention information;
• Clery (Campus Security) Act;
• Family Educational Rights and Privacy Act (FERPA);
• Student Rights and Responsibilities;
• Withdrawal and Return of Title IV funds;
• Copyright policy;
• Transfer of credit policy.

A printed copy of such information will be provided to students upon written request. Please submit your request to: SUNY Potsdam Financial Aid Office; 44 Pierrepont Avenue; Potsdam, NY 13676; Phone: 315-267-2162; Fax: 315-267-3067.

STUDENT LIFE

Campus Life Policies

Maintenance of Public Order
The State University of New York at Potsdam wishes to maintain public order appropriate for a university campus without limiting or restricting the freedom of speech or peaceful assembly of students, faculty or administration. The College has, therefore, issued Rules for the Maintenance of Public Order to ensure that the rights of others are protected and to set forth prohibited conduct. For a copy of the Rules, contact the Office of Student Conduct and Community Standards or go to www.potsdam.edu/studentlife/studentconduct/index.cfm.

Rules of Student Conduct
SUNY Potsdam recognizes that students have, within the law, rights of free expression and advocacy and seeks to encourage and preserve these freedoms within the entire University. Inherent within this broad policy is the obligation of all students to conduct themselves lawfully, maturely and responsibly. To this end, SUNY Potsdam has established the Code of Student Rights, Responsibilities and Conduct, which sets forth detailed regulations for conduct and disciplinary proceedings. These regulations recognize the need for due process and procedural fairness prior to the imposition of disciplinary action. For further information and written requirements, contact the Office of Student Conduct and Community Standards or go to www.potsdam.edu/studentlife/studentconduct/index.cfm.

Student Conduct and Community Standards
The Office of Student Conduct and Community Standards works closely with students, faculty, staff, and the local community on conflict resolution, appropriate citizenship, academic integrity, and other quality of life issues. It is the goal of the office, though coordination of the student conduct system, to help students learn to think proactively concerning their behavior and its effect on others. The desired result is that students will accept both the responsibility and consequences for their behavior and will strive to make appropriate choices. In addition, the Office of Student Conduct and Community Standards coordinates the College’s research and programming related to student use and abuse of alcohol and other drugs. For further information, go to www.potsdam.edu/studentlife/studentconduct/index.cfm.

Vehicle and Traffic Regulations
Regulations have been established to govern vehicular and pedestrian traffic and parking on highways, streets, roads and sidewalks owned, controlled or maintained by the College. These regulations apply to...
students, faculty, employees, visitors and all other persons upon such premises. For more information on vehicle regulations and appeal procedures or for copies of the Campus Traffic and Parking Regulations brochure please contact University Police at 315-267-2222 or go to: www.potsdam.edu/police.

Leadership and Student Engagement
Our staff works to motivate students to become involved in learning opportunities at SUNY Potsdam, within the local community, and beyond, by providing resources, workshops, and activities to enhance the out-of-class experience. We empower students and student leaders to reach their full potential, achieve their goals, and make a positive difference in shaping the SUNY Potsdam college experience for all students. By facilitating communication between all of the different student groups/organization across campus, we increase collaboration and create an integrated and active community.

Residence Life
The residence halls are a vital part of the college experience at SUNY Potsdam and are an integral part of our mission. Students spend a significant portion of time outside of the classroom and our residence halls are at the center of the student experience. Living on campus presents many opportunities for learning and personal growth. Our two main residential learning outcomes are centered around Self-Discovery and Development and Community Engagement. These are at the core of our philosophy; learning about yourself and what it means to be a positive and contributing member of a community that is based on embracing civility and diversity. We strive to connect students to activities and experiences across campus and in the local community that promote their holistic growth and development. This includes housing students in an environment that is healthy, safe and conducive to academic and personal success.

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

We aspire to be a distinctive educational community where intentional student learning is our focus. We will be a catalyst for student excellence by providing staff, facilities, services, programs, and activities that foster student retention and success. This includes facilities that are accessible, modern, sustainable, and technologically advanced, staff who are dedicated, knowledgeable, well-trained, supportive, professional, and diverse, and a variety of social and educational programs and activities.

Residence Halls
Potsdam undergraduate students can choose from seven different residential areas with living options that range from traditional double rooms to two-, four-, five-, six- and eight-person suites, apartments and townhouses. A limited number of singles may also be available for upper class students on a space availability basis. The First Year Experience (FYE) program, designed to address the transitional needs of first-year students, is also available to incoming first-year students. A major goal of the program is to provide opportunities to make meaningful connections with their peers as well as with faculty and staff. The FYE program has residential, programmatic, and academic components. Some areas within FYE have academic theme floors. All students living in FYE halls are enrolled in the First Year Success Seminar (FYSS).

Residency
All incoming first-year students are required to live on campus for four consecutive semesters. Transfer students must live on campus for two consecutive semesters. Exemptions from this policy are routinely granted to students who live with their parents or legal guardians, continue to reside in their official residence as defined by the Office of the College Registrar, are married, transfer with junior class standing or are 21 years of age as of September 1 (for fall admission) or January 1 (for spring admission). Students for whom this policy creates special documented hardships may apply for exemption to the Director of The Center for Campus Life.

Management of Residence Life Program
Potsdam's Residence Life Program is led by the Director of Residence Life, and two Assistant Directors. Full-time, professional staff and student resident assistants (RAs) staff live and work in the halls to create a safe and comfortable living environment that is conducive to the educational mission of the College.

Residence Hall Facilities and Services
Each residence hall is equipped with several common areas for all to use. These include study lounges and recreation rooms. In addition, each residence hall has a kitchenette designed for preparing occasional snacks and small dinners. Washers and dryers are available, free of charge to residential students, in each residence hall provided by Mac Gray through a contract with PACES. The cost of laundry is included in the cost of the room. Every floor has a common area and single-sex bathrooms (except areas that have suites with bathrooms, Lehman North Apartments, Gender-Neutral floors, and the Town Houses).

Every student room/suite in the residence halls includes access to the Internet as part of our partnership with Time Warner. We offer a “port per pillow” so that every student (not just each room/suite) has the opportunity to connect to the internet. Students need to provide their own 12-25 foot Ethernet cord (for wired access only). Moreover, each room/suite comes equipped with a coaxial cable TV hook-up. This allows students access to over sixty cable stations also through Time Warner. Students must provide their own television sets and can purchase additional packages through Time Warner.

Each residence hall area has a variety of coin and BEAR Express operated vending machines for beverages and snacks. There is a limited amount of long-term storage space available in the residence halls throughout both the academic year and the summer. Each hall’s cleaning staff maintains the public bathrooms and those found in suites as well as common areas (i.e. lounges, bathrooms, hallways, etc.). They are responsible for the day-to-day general cleaning of public area spaces. The halls have an electronic keyless entry system that is active 24 hours a day and electronic exterior door monitoring. Some public areas also have video surveillance.

Potsdam Auxiliary and College Educational Services, Inc. (PACES)
What is PACES?
PACES is a not-for-profit corporation which has been providing essential services to the campus for 60 years. PACES’ mission 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 returns its net revenue to SUNY Potsdam.
All policies and operating budgets for PACES’ services are established by the PACES 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 office, Bear Express, Dining Services, The College Store, the Union Market, Vending Services and the MicroFridge rental program.

SUNYCard
SUNYCards are 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. The cardholder is responsible for managing their accounts and balances: if a card is lost, stolen, or misplaced it can be deactivated through 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; damaged or broken cards are replaced free of charge.

Bear Express
A Bear Express account is a declining balance account. Customers place funds on the card for use on or off campus. A Bear Express account provides convenience: it is universally accepted on campus. Accounts are automatically opened for most students and balances appear on the student bill. Bear Express accounts should be reviewed, changed, or cancelled on the student bill through BearPAWS, prior to September 14 and February 1 of every year. Accounts may also be opened (and added to) with cash, check, or credit card at the PACES Business office. Unused balances roll over from semester to semester and balances (over $20) are credited to accounts at the end of the academic year.

Dining Services
PACES Dining Services provides quality food, good value, and choice for its customers regardless of where they eat on campus. To meet the dining needs of campus customers, PACES operates restaurants at eight campus locations. Traditional all-you-can-eat meals are provided in Lehman Dining Center. Other campus dining units include a la carte areas: the Student Union Dining Court in Barrington Student Union, Dexter’s Café in Thatcher Hall, Minerva’s Café in the Crumb Library, the Crane Snack Bar in the Crane Complex, Becky’s Place and Tim Hortons Café Express at Pratt Commons, and the Performing Arts Café in the Performing Arts Center.

PACES Dining Service has award winning services, food, and programs. In 2012, 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. PACES Dining Services is evaluated on general satisfaction, food quality, value, service, nutritional content, healthy choices, vegetarian choices, variety, and freshness.

Meal Plans
PACES’ meal plans allow students to eat whenever and wherever they want, and food is available up to seventeen hours a day on campus.

Signing up for Plans
Students are responsible for managing meal plan selections on BearPAWS. Any changes must be made by the close of business on Thursday of the first week of classes.

Meal plans are solely for use by the card holder. Keeping in mind that there are approximately 110 days in the academic semester, how many meals you choose to have available on your meal plan is an individual decision. When choosing what plan is best for you, think about how much time you expect to spend away from campus as well as your eating habits. Plan eligibility is based on residency requirements.

For a current description of meal plans and their structure, details, terms, conditions, and current pricing please visit www.potsdam.edu/studentlife/dining/MealPlans. Meal plan prices and structure are subject to change annually. Meal Plan selection is subject to review and audit by the SUNY Card office. Meal Plan contracts are valid for the academic year but students may change to other plans they are eligible for between semesters.

How Meal PLANS Work
PACES offers a wide variety of meal plans from the all-you-care-to-eat traditional residential plan to a flexible townhouse/commuter meal plan. Meal Plans are designed to meet the diverse needs of our student body and feature different combinations of Guaranteed Meals, FLEX Dining Credits, and Be-My-Guest passes.

Meal Plans have three parts: meals, flex credits, and guest passes. Meals are either issued weekly or in a block for the semester. Weekly meals must be used by Sunday at 2am – unused ones don’t roll into the next week. You can use any meals as you want in any given day. Weekly plans help to insure that meals are budgeted evenly through the semester.

Flex Credits allow you to purchase items at any time from any campus restaurant with your meal plan. Flex Credits are part of the meal plan contract and expire along with any unused meals at the end of the semester.

If a student uses all their Flex Credits before the semester ends, more can be added to the account at Dining Services registers or at the PACES Business office. FLEX credits have the purchasing power of one dollar but no cash value. Grabbing extras during the day, having a special meal, using them at the Maxcy concession stand, or supplementing the meal allowance is what this portion of the meal plan is designed for.

Guest Passes allow students to take a friend to Lehman Dining Center.

The College Store Complex
PACES operates The College Store, located in the Barrington Student Union. Textbooks, school apparel, school supplies, dorm living essentials, educationally priced computers, and unique gifts and merchandise are available here. The store is open six days a week during the academic year, with online shopping and textbook ordering at http://bookstore.potsdam.edu.

Textbooks
The College Store is the official SUNY Potsdam textbook retailer. Professors request specific books, editions, and course material which is available for pre pack ordering online or for pick up in the store.

Pre pack orders are filled before books go on sale in the bookstore. The online ordering system will show which titles are required, recommended, or suggested and which formats (new, used, e-book or rental) are available in the store.

Federal Law requires that course materials be listed online when students become eligible to register for classes (March and October). This means stores must estimate book costs and list them as of that date, which is
3-6 months in advance of purchase. Actual costs are displayed when the online system goes live - after The College Store staff has researched, competed, negotiated, bargained for the best deals on textbooks.

Online ordering begins in early August and two weeks prior to the start of the Spring Semester. Books can be paid for with Bear Express or a Credit Card. No charge is processed until books are packed – typically two weeks before the start of classes. Check email regularly for updates and notifications.

There are lots of reasons why textbooks cost as much as they do. Pricing depends on variables such as: title availability, timely faculty requisitions, published formats, age of edition, popularity, and publisher’s “bundles” (CDs, DVDs, manuals, etc.). Come to the store and we’ll explain the ins and outs of the textbook market.

The Union Market

The Union Market is the campus convenience store. Groceries, pharmacy items, cosmetics, electronics, candy, snacks, and a digital photo center are available in the store. The Market carries a wide assortment of magazines and serves hot coffee and breakfast sandwiches.

Microfridge Rentals

PACES rents microwave/fridge units to residential students for the academic year through The College Store's website. Online rentals are available from the first orientation session until three weeks prior to the start of the Fall semester, or when all units are rented. For more information visit http://bookstore.potsdam.edu.

ATM Services on Campus

PACES contracts with North Country Savings Bank to provide two ATMs on campus. They are located in the Student Union lobby and Carson Hall, adjacent to Becky's Place. Students with North Country Savings Bank accounts receive “fee-free” ATM withdrawals at both ATMs on campus, and at all other North Country Savings Bank ATMs.

The Counseling Center

The Counseling Center staff provides individual or group counseling to any registered SUNY Potsdam student. Counseling may assist with a wide range of issues, but focus is on empowering a client to continue towards their educational goals in a way that is most healthy for the individual. We view each person as a unique individual and offer a safe, confidential place to discuss problems. SUNY Potsdam students often use the Counseling Center to focus on: relationship problems, depression, anxiety and stress control, relaxation and yoga, eating disorders, homesickness, social phobias, sexuality concerns, career and academic major decisions, family of origin issues, psychiatric disorders, and many others. Support groups are formed based on need or interest. For those who prefer a self-help approach, we have an extensive self-help library, as well as a light box to assist students struggling with Seasonal Affective Disorder.

The Counseling Center offers full psychiatric services to any registered student at the College. Our psychiatrist provides diagnostic evaluations, psychotherapy and when approved, medication therapy and medication monitoring services for students utilizing their services. In addition, the psychiatrist provides clinical consultations to the professional staff of both The Counseling Center and Student Health Services.

We provide consultation and workshops on a wide variety of topics in an effort to help faculty, staff and students understand how to help their fellow SUNY Potsdam community members. One workshop of particular importance to us is QPR Suicide Prevention Training (Question, Persuade, Refer) to faculty, staff and students; over 1300 campus members have been trained in the past three years.

The Counseling Center provides free yoga and meditation classes throughout the academic year. Yoga can be an effective resource that helps individuals reduce stress while increasing psychological and emotional balance in a person's life. A certified yoga instructor facilitates group and individual work. Just outside of our office, we have installed a tile labyrinth available to students and staff for meditative purposes.

The Wellness Advocates (known as campus as a “WAs”) are Peer Counselors; fellow SUNY Potsdam students who have completed a training internship. If you live on campus, WAs will come right to your room. If you live off campus, you can talk on the phone or meet on campus. For a Wellness Advocate, call: 315-261-8942 or 315-261-8873 between 4:30 p.m. and 8:00 a.m., 7 days a week while Fall and Spring classes are in session.

Student Health Services

SUNY Potsdam’s Watkins Student Health Center, in Van Housen Hall, is accredited by the Accreditation Association for Ambulatory Health Care. This accreditation means that health services has met nationally recognized standards for health care and that we are committed to providing high-quality care to all students. In addition to serving as a clinic for students who need health care, Student Health Services makes significant contributions to the physical and psychological health of the entire campus community. The following highlights some of the services that SUNY Potsdam's health center provides:

- Free appointments
- Medications dispensed for most acute illnesses for a small fee; prescriptions to fill at a local pharmacy are free
- On site laboratory services
- Review and maintenance of health records for all students in accordance with NYS law
- Allergy shots
- Self-Care Center for colds and flu
- Physicals for college athletes, travel abroad, or employment
- Confidential HIV testing and counseling
- Psychological screening and referral
- Reproductive health counseling and treatment
- Smoking cessation counseling
- On-site student insurance representative
- Annual Wellness Fair
- Flu shot clinics
- Full-time health educator

EXAMS ARE BY APPOINTMENT ONLY.

Appointments are scheduled online at: BearPAWS > New Student Services > Student Health Services Portal.

Campus Ministry

The goals of the Campus Ministry are to enhance spirituality on campus, to encourage and give guidance to those who desire participation with a particular place of worship with the community, to be available to those who have spiritual needs or wants, and to foster the personal and spiritual development of individuals.
With these goals in mind, the campus minister plans and oversees programming activities including discussion groups, study sessions, retreats and conferences, and other events that support the spiritual needs of the campus community. Programs may include presentations on faith, culture and morality; theological discussions and debates; belief expressed in acts of charity; the pursuit of religious truth within a spirit of community; and peace and justice.

The campus minister also builds connections between the College and local faith communities in an effort to create and promote opportunities for students to explore and express their spiritual nature. Finally, the campus minister maintains posted office hours for students dealing with questions of faith, grief, relationships, and any range of issues or matters calling for support.

**SUNY Potsdam Child Care Center, Inc.**

SUNY Potsdam Child Care Center, Inc. is a non-profit, privately run childcare facility centrally located on campus in Merritt Hall. The Center accepts children for care from six weeks through age nine, to include school age, after school, vacation and snow days. Staff members are carefully screened and well trained; many hold degrees in early childhood education. The Center serves children of SUNY faculty, students and staff, as well as the community at large, providing a safe, loving environment with child-centered programs, and meals prepared at the Center. Space is limited, so it is very important to contact the Center as soon as a need for childcare is known. For more information, contact the Center's Director at 315-267-2391 or log on to the website: www.potsdam.edu/faculty/spccc.

**University Police**

The University Police at SUNY Potsdam provides the highest levels of safety and security through a professional, skilled and compassionate workforce. The Department strives to support a rich academic and diverse social experience at Potsdam by working in tandem with all departments and organizations on campus while promoting strong and positive relationships with our surrounding communities.

Currently, the Department is staffed with nine police officers, two Lieutenants, one Chief of Police and two civilian employees. We also hire about 15 students each year who serve as clerical and dispatch assistants. The Department is a fully functioning law enforcement agency that is responsible for the enforcement of federal, state, county and local laws. We also help members of the college community comply with campus rules and regulations. However we pride ourselves with being a service-oriented Department that offers personal safety and crime prevention programming, 24 hour per day lock-out assistance, vehicle jump-starts and many other kinds of services. We also administer the campus parking program and participate in the Campus Mediation Center.

Members of the campus community will find University Police officers and staff throughout the university on foot, bike and vehicle patrol. They serve on many committees including the Campus Safety Advisory Committee, the Parking Committee and the committee charged with tobacco use on campus.

The University Police Department prepares the Annual Security Report each year that provides detailed crime statistics on and around the campus and describes many of our campus programs and processes. This can be viewed at www.potsdam.edu/studentlife/safety/index.cfm (Annual Report). A hard copy or digital version is also available from University Police at 315-267-2222 or universitypolice@potsdam.edu. This statistical information is also available through the United States Department of Education web site: www.ope.ed.gov/security/.

**Computing & Technology Services**

Computing & Technology Services (CTS) provides support and leadership for SUNY Potsdam in all areas of information technology including desktop computing, networking, administrative systems and telephone services. To learn about the many services we provide and support, CTS strongly encourages students to visit our regularly updated website at www.potsdam.edu/cts.

For questions or concerns, students can contact our Helpdesk by calling x2083 or sending email with questions or concerns to: helpdesk@potsdam.edu. Students are always more than welcome to stop by our Helpdesk location in Stillman Hall 103.

**ACADEMIC PHILOSOPHY**

The academic programs at SUNY Potsdam offer students the opportunity to combine career preparation with strong liberal arts education. The College maintains its emphasis on the liberal arts because we believe that liberally educated individuals are best equipped to respond to challenges and to take advantage of opportunities in all areas of life. The liberal arts foster the flexibility needed to adapt to our rapidly changing society by developing skills in observation, analysis, communication, research, and judgment that are applicable in any situation.

The curriculum at SUNY Potsdam also encourages students to pursue professional preparation through selected degree and certification programs as well as second majors and minors at the same time that they study the liberal arts. The curriculum at SUNY Potsdam blends the liberal and the professional to prepare the whole person for the challenges of living in a complex and changing global environment. This philosophy governs all of the programs of the College, from performance in The Crane School of Music to secondary education certification in the School of Education and Professional Studies, from studio art to biology or sociology in the School of Arts and Sciences.

The College desires to provide the opportunities for students to develop into citizens who are able to contribute in a positive, creative way to the demands of our society, and who have the knowledge, skills and experiences to accomplish their personal goals. The Potsdam Graduate, adopted by the Faculty and SUNY Potsdam, is a statement of the College’s expectations of the SUNY Potsdam student expressed in terms of knowledge, skills and experiences to be acquired during the college experience.

**The Potsdam Graduate**

The Potsdam Faculty believes that an educated person is one who can thrive and provide leadership in our complex, ambiguous and mutable world. Such an individual possesses not only knowledge and skills, but also the commitment to apply them reflectively in order to create a more humane, sustainable and just world.

An educated person is one who aspires to learn throughout life and is committed to the search for truth through free inquiry and open debate. While all aspects of the student experience contribute to such an education, the curriculum is central. Each student’s curriculum is ideally an integrated whole, consisting of three components: the general education program which provides a framework of skills, knowledge