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 POTS DAM 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
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.

RESIDENCE HALL LIVING

The Residence Life Office (Res Life)
1st floor of Draime Hall Extension RM 191
(315) 267-2350
reslife@potsdam.edu
www.potsdam.edu/studentlife/reshalls

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 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, Outdoor Living and Gender Neutral Housing area
• State-of-the-art technology in all rooms (i.e. Time Warner cable TV, Campus Movie Website and Time Warner 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-class 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 or 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 office operations.

Safety and Security
Safety and security is critically important. Our residence halls feature a keyless entry system, which only allows students who live in a particular area 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, iPad, iPod
• TV/DVD or Blue Ray player
• computer/laptop with 12-20 ft. of Ethernet
• 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 clothes
• twin extra-long sheets (78x34”)
• pillows/blankets/mattress cover
• fan
• tissues/Kleenex
• hair dryer
• toiletries (shampoo, soap, toothpaste, etc.)
• desk lamp
• extra light bulbs - CFLs 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 freshener
• stamps and envelopes
• basic tools (wrench, hammer, 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.
AUXILIARY SERVICES

PACES: What is PACES?

PACES is a not-for-profit corporation which has been providing essential services to the campus for over 60 years. A Board of Directors consisting of students, faculty, and administrators governs PACES. The corporation returns a portion of net revenue to the SUNY Potsdam campus.

PACES mission is to offer high-quality products and services while maximizing customer value. PACES operates Dining Services, The College Store and Union Market, and administers services and programs such as: IDs, Bear Express merchant program, microfridge rentals, campus vending, and laundry machines. PACES administrative offices are located in Merritt Hall, Dining Services in Thatcher Hall, and The College Store Retail complex in the Barrington Student Union.

PACES is the largest student employer on campus, for job information visit: potsdam.edu/offices/paces/employment.

SUNYCard

The campus ID card, also known as the SUNY Card, provides access to meal plan and Bear Express accounts, campus buildings, library materials, fitness centers, and other campus services. Potsdam students, faculty and staff are required to have a SUNYCard. Cards are issued at the PACES Business Office in Merritt Hall. You must show a valid government issued photo ID (passport, driver's license) to pick up or get a SUNYCard.

Students can upload a photograph, check account balances and sign up for balance notifications at sunycard.potsdam.edu. To deactivate a lost or stolen card, or to reactivate a card, log into BearPAWS. SUNYCard may be added to the account with cash, check, credit, or debit cards at the PACES Business Office or at Dining Service locations. Call (315) 267-2658 to add money over the phone.

Unused account balances roll over from semester to semester and remaining balances (over $20) may be credited to accounts at the end of the academic calendar year.

Dining Services

Meal Plans

First-year students are automatically enrolled in the First-Year Meal Plan. This plan is required for first-year students residing on campus. Returning students and those 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.

PACES operates eight restaurants on campus. Meal plans can be used at every dining operation on campus and every dining operation also accepts debit and credit cards. Food is available on campus between 15 and 17 hours every day.

Plans offer the best value, convenience, and cost savings for students who dine or buy grab-and-go items while on campus. Meal Plans are valid for one semester; they do not rollover and are non refundable. When an account is opened, the plan selected is billed in both the fall and spring semesters. Changes or cancellation to the account, if available, must be made prior to Thursday of the first week of classes.

Residential plans have three parts: meals, flex credits and guest passes. The First-Year Plan has a weekly allotment of 14 meals and a semester's worth of flex credits (500) 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 meal plans reset every Sunday morning at 2 a.m.; any unused meals are relinquished at that time. Weekly plans help to insure that students budget their meals evenly throughout the semester.

The best value for a meal is at Lehman, the residential dining center that is open for lunch and dinner. If a student doesn’t care to walk to Lehman, they can exchange a meal for an all-at-once allowance in another unit. The allowance has a buying power equal to $6.25, but has no cash value. Allowances are accepted at the Student Union, Minerva’s Café, Crane Commons, Performing Arts Café and Becky’s Place. Flex credits can be used at any location, at any time. Flex Credits allow students to purchase any item, at any time, from any PACES Dining Service facility with their meal plan. Flex can be used to grab extras during the day, supplement a meal allowance, or get items at units where allowances are not accepted (The Stand at Maxcy, Tim Hortons, Dexter’s Café, diner at Becky’s Place, and lunch at the Performing Arts Café.)

An ideal flex balance chart is posted online to help guide students budget their Flex Credits. A First-year student should spend about 5 Flex credits a day – unused flex balance expires at the end of the semester. If a student uses all their Flex Credits before the semester ends, more can be added at cash 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.

PACES has created a Guest Pass Account which is associated with the plan to allow students to take a guest or friend to Lehman free of charge. New York State law mandates that a meal plan be for the sole use of the student owner, so students can’t buy meals for friends with their plan.

Locations

PACES operates one all-you-care-to-eat facility (Lehman Dining Hall), a food court with eight kiosks (Student Union Dining Court), five cafes (Crane Snack Bar, Minerva’s Café, Dexter’s Café, Becky’s Place, Performing Arts Café with Starbucks kiosk), and a franchise operation (Tim Hortons). PACES manages a catering division, a concession stand at Maxcy Hall (The Stand), and a campus kitchen/bakery/commissary (Bowman Kitchen).

Awards

PACES Dining Service was rated #1 of all the 27 colleges and universities of its size in the SUNY System in the 2011 student opinion survey.

In 2015, SUNY Potsdam’s PACES Dining Services ranked 39th out of 1,175 colleges surveyed in a survey of the nation’s best campuses for food by Niche.com. The colleges were ranked based on meal plan cost and more than 470,000 opinions from 64,000 students. The high ranking indicates the college offers a variety of healthy, quality food options that accommodate various dietary preferences and students are happy with the quality of campus food.

PACES has also consistently ranked in the highest percentile in the NACUFS national benchmarking survey for customer satisfaction. Dining Services offers award-winning food and programs based on its core values: variety, quality and choice. The majority of PACES operations prepare food to customers’ specifications. Whenever feasible, PACES buys local, regional and NYS products.

Special Diets

Every unit offers gluten allergy friendly menu items, as well as vegan and vegetarian options. Food is custom made to order at many of our action stations, so customers have the opportunity to select their ingredients and have it made to their specifications. Therefore, requests for...
exemptions from the meal plan due to dietary reasons are usually denied. A custom plan may be developed. PACES will consider extenuating circumstances under which relief or modification from the meal plan regulations may be appropriate. To be considered your diet must be required by a physician and a Meal Plan Petition must be filed. For more information visit Meal Plan Terms and Conditions.

The College Store & Union Market
The College Store and Union Market are located in the Barrington Student Union. The College Store sells textbooks, school and art supplies, dorm living essentials, insignia apparel and gifts. Merchandise and information is available in the store as well as online at http://bookstore.potsdam.edu. Students have access to manufacturer’s promotions on computers when purchased through the store’s website.

The Store offers a variety of services, including a Door-to-Door Storage Service for students, a dorm linen program, dry cleaning services, shipping, gift cards, fax service, check cashing, a shoppers loyalty program and a Gifts from Home program – “Bear Care.” Parents and friends can send birthday, get well, celebratory and special occasional gift packages to students through the program through the website.

The Union Market is the campus convenience store. Specialty gift baskets, video games, groceries, pharmacy items, cosmetics, electronics, snacks, flowers, magazines, and college living essentials are available in the store or for pre-order. The Market also serves hot coffee and breakfast sandwiches. Bear Express, cash, credit and debit cards are accepted at the Market. Flex Dining Credits are not accepted at the Union Market.

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

Bear Express Participants
Restaurants (In Potsdam, NY unless otherwise noted)
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 St., (315) 265-9378
Between the Buns, 6 Elm St., (315) 265-8888
Burger King, 178 Market St., (315) 265-8863
Burger King, 18 State Hwy, Canton, NY, (315) 386-8863
Dairy Queen, 51 Gouverneur St., Canton, NY, (315) 386-8312
Da Kitchen, 13 Hodskin St., Canton, NY, (315) 379-9022
Domino’s Pizza, 177 Market St., (315) 265-7500
Domino’s Pizza, SeaGate Plaza, Canton, NY
First Crush Bistro, 32 Market St., (315) 265-9463
Josie’s Pizzeria, 13 Market St., (315) 265-9484
Jreck’s Subs, 61 Market St., (315) 265-2222
Jreck’s Subs, 82 Main St., Canton, NY, (315) 379-9221
Hot Tamale, 24 Market St., (315) 276-8779
Hot Tamale, 67 Main St., Canton, NY 13617
Little Italy, 30 Market St., (315) 265-5000
McDonald’s, 171 Market St., (315) 265-6890
McDonald’s, Main St., Canton, NY 13617
Primabella’s, 766 New York 11C, Brasher Falls, NY, (315) 389-4222
Ponderosa Steak House, 185 Market St., (315) 265-8080
Serge’s, 10 Market St., (315) 265-3420
Subway, 180 Market St., (315) 265-7827
Subway, Walmart Location, (315) 265-4808
Subway, 115 East Main St., Canton, NY, (315) 379-0200
Subway, 5993 Gouverneur St., Canton, NY, (315) 379-9002
The Hop, 3 Market St., Potsdam, New York 13676, (315) 265-4898

Retailers
Best Friends Thrift Shop, 8 Raymond St., (315) 268-1055
Potsdam IGA Grocery, 27 Elm St., (315) 265-6282
Computer Guys (Textbooks/Computing Supplies), 4 Clarkson Ave., (315) 265-3866
Graze, 47 Main St., Canton, NY, (315) 386-3686
Great Northern Printing (custom t-shirt printing, clothing), 6 Main St., (315) 265-6211
Kinney Drugs, 48 Maple Street and 200 Outer Market St., Potsdam NY 13676
Misty Hollow (Art/Craft Supplies), 22 Market St., (315) 265-1660
North Country Neighbors, 6 Main St., (315) 268-1055
Northern Music & Video, 29 Market St., (315) 265-8100
Rogue Fitness and Protein Bar, 8 Market St., (315) 262-7386
Save-A-Lot, 200 Market St., (315) 265-3659

Canton Retailers
Graze, 47 Main St., Canton, (315) 386-8616
Nature’s Storehouse, 21 Main St., Canton, (315) 386-3740
Kinney Drugs, 40 State Hwy 310, Canton
Stewar’s #238, 79 Market St., (315) 265-9707 (NO Gas Sales with Bear Express)
Stewar’s #370, 26 Maple St., (315) 265-2851 (NO Gas Sales with Bear Express)
The UPS Store, 200 Market St., (315) 265-4565

PACES serving the campus since 1950
Voted #1 Dining Service
In the SUNY Student Opinion Survey

MEAL PLANS
2015-16
No Missed meal factor
Maximum flexibility to eat where, when and what you want
Use your Flex Credits, a part of the meal plan account in any campus dining unit, any time
A meal is an entry to Lehman Dining Hall, our all-you-care-to-eat dining location

**First Year Plan**

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**14/400**

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**14/100**

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**Block 140**

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**All Flex**

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**Commuter Hybrid**

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**Commuter Plans**

<table>
<thead>
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<th>Meals per semester</th>
<th>Flex Credits</th>
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<tbody>
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<tr>
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<td>100</td>
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<td>300</td>
<td>3</td>
</tr>
<tr>
<td>500</td>
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</tbody>
</table>

PACES serving the campus since 1950
Voted #1 Dining Service
In the SUNY Student Opinion Survey

**POTSDAM IGA**

**Nature’s Storehouse**

**Best Friends Thrift Shop**

**Gamer Craze**

**Domino’s Pizza**

**Kinney Drugs**

**Rogue Fitness and Protein Bar**

**SAVE-A-LOT**

**Stewar’s #238**

**Stewar’s #370**

**The UPS Store**

**Gamer Craze**

**Domino’s Pizza**

**Kinney Drugs**

**Rogue Fitness and Protein Bar**

**SAVE-A-LOT**

**Stewar’s #238**

**Stewar’s #370**

**The UPS Store**
Books ordered online through the store’s website (http://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 store sells textbooks in all available formats: new, used, e-book, or rental. USED books are generally 25% less than the new book price, rentals and e-books are also usually less expensive than new.

Online ordering begins two weeks prior to the start of the semester and closes three days prior to the start of classes. Books are then made available for purchase in the store. Online orders (pre pack) are filled before then, so the chances of getting a preferred format is greater when pre-packed. All orders are filled on a first-come, first-serve basis.

Changes to course titles, books and materials can be made prior to the start of the semester, so ordering books for prepack 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. Online book orders may be paid for with Bear Express or credit card.

There are a lot of reasons why textbooks cost as much as they do. Pricing depends on many variables: title availability, timely faculty requisitions, published format, age of the edition, popularity, and publisher’s “bundles” (CDs, DVDs, manuals etc.). If you have questions, come to the store and they will explain the ins and outs.

Microfridge Rentals
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 will be delivered to rooms at the beginning of the semester. Sign up for rentals opens with the first Orientation session and closes in August. Units are rented on a first-come, first-serve basis. If roommates decide to share, they must make their own arrangements, as contracts are issued to one student. Any changes to the contract must be made in writing to PACES Marketing Office. Refunds are prorated. For more information visit http://bookstore.potsdam.edu.

ATMs on Campus
PACES in partnership with North Country Savings Bank, provides two ATMs on campus. One is located in the Barrington Student Union and the other is located in Carson Hall, adjacent to Becky’s Place. The ATMs are part of the Allpoint Network, a surcharge-free ATM network. The network has more than 55,000 ATMs in national and regional merchant locations across the United States, Canada, Mexico, United Kingdom and Australia.

CAMPUS SERVICES
Telephones/The Telecommunications Office (TelCom)
206 Kellas Hall
(315) 267-3000
Fax: (315) 267-3001
telcom@potsdam.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, Resident Hall Assistants and Mentors 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@potsdam.edu
www.potsdam.edu/CTS

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

Campus Computer Account
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

Bearmail is SUNY Potsdam’s web-based email application. There is a growing problem with unauthorized individuals emailing students pretending to represent SUNY Potsdam.
Web Folder (Helios Network Storage)
www.potsdam.edu/cts/services/helios/personalwebspace.cfm

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

Residence Halls Internet Access
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.cfm

- 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
- 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

- 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

Remember that SUNY Potsdam employees will never ask for passwords, birthdates or social security numbers over email.
- Your SUNY Potsdam email address is <username>@potsdam.edu
- To log on, use your Campus Computer Account username and password

BearPAWS: Student Records
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

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

- 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

- 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

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 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.)

- Cape Air
  www.flycapeair.com
  Massena International Airport
  90 Aviation Road
  Massena, NY 13662
  (315) 769-7005
- 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
  Plattsburgh International Airport
  42 Airport Ln., Plattsburgh, NY 12901
  (518) 565-4795

Local Airports

- Allegiant Air
  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
  Market Square Mall Depot St.
  Potsdam, NY 13676
  (315) 265-2534
  Fare Information: 800-858-8555

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.

Parking Lots and Maps

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

- Ottawa: 90 miles
- Montreal: 107 miles
- Syracuse: 150 miles
- Rochester: 200 miles
- Albany: 200 miles
- New York City: 350 miles

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 freshmen 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.

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

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.
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 2015
- New Students Move In: Aug. 28
- Welcome Week Activities: Aug. 28-Sept. 4
- Returning Students Move In: Aug. 29-30
- Classes Begin: Aug. 31
- Last Day to Add/Drop: Sept. 4
- Early Alerts Due: Oct. 9
- Fall Recess Begins: Oct. 9 (10 pm)
- Classes Resume: Oct. 14 (8 am)
- Last Day to Withdraw: Nov. 6
- Thanksgiving Recess Begins: Nov. 24 (10 pm)
- Classes Resume: Nov. 30 (8 am)
- Last Day of Classes: Dec. 11
- Academic Preparation: Dec. 12-13
- Final Examinations: Dec. 14-18
- Final Grades Due: Dec. 22 (10 am)

Spring 2016
- Students Move In: Jan. 23 & 24
- Classes Begin: Jan. 25
- Last Day to Add/Drop: Jan. 29
- Early Alerts Due: March 4
- Spring Recess Begins: March 4 (10 pm)
- Classes Resume: March 14 (8 am)
- Last Day to Withdraw: April 8
- Last Day to Elect S/U: April 8
- April Recess Begins: April 8 (10 pm)
- Classes Resume: April 13 (8 am)
- Last Day of Classes: May 13
- Academic Preparation: May 14-15
- Final Examinations: May 16-20
- Honors Convocation: May ??
- Master’s Commencement: May ??
- Bachelor’s Commencement: May ??
- Final Grades Due: May 25 (10 am)

Course Catalog
The Undergraduate Catalog with a listing of all courses and requirements can be found at www.potsdam.edu/academics/catalog

THE COLLEGE LIBRARIES

J. E. Crane Music Library
In Schuette Hall, Crane Complex
(315) 267-2451
library@potsdam.edu
www.lib.potsdam.edu
potsdam.libanswers.com

F. W. Crumb Library
Academic quad
(315) 267-2485
library@potsdam.edu
www.lib.potsdam.edu
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
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
- Experiential Education Office
- Office of Student & Family Transitions
- International Education & Programs Office
- TRiO Student Support Services

Student Success Center Main Office
(315) 267-2580
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-base 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

1816 2016
Get ready to celebrate SUNY Potsdam’s Bicentennial
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@potsdam.edu

Support Services Offered:
• Laptop loan program
• Open computer lab with printer
• Academic planning
• 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
• Individual consultations and group workshops on:
  General study skills
  Note-taking techniques
  Exam preparation
  Test-taking strategies
  Text anxiety
  Time management
• Academic monitoring
• Peer content tutoring
• Equipment loan
• Alternative testing arrangements (extended time, distraction reduced environment, readers/scribes, word processing with spell check, etc.)
• Notetakers
• Instructional materials in alternate formats
• Classroom relocation
• Alternative testing arrangements (extended time, distraction reduced environment, readers/scribes, word processing with spell check, etc.)

Contact Information:
(315) 267-3447
aso@potsdam.edu

TRiO Student Support Services
(315) 267-2347
sss@potsdam.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@potsdam.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.)

Services Offered:
• 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.

International Education & Programs Office (Study Abroad)
(315) 267-2507
international@potsdam.edu

The International Education & Programs office sponsors study abroad programs for SUNY Potsdam students wishing to spend part of their academic career abroad, serve as host to international students who come to study at SUNY Potsdam and provide advice and assistance to students, faculty and staff who are interested in an international dimension to their study, teaching or research.

Services Offered:
• One-on-one study abroad advisement – there are over 400 study abroad programs offered through the SUNY system in over 50 countries worldwide
• Coordination of the annual Study Abroad Fair each fall semester
• SUNY Potsdam faculty-led overseas experiences are offered during Winterim, spring break and summer semesters (previous overseas locations have included Vietnam, Tunisia, Italy, Mexico and China)

Eligibility Requirements:
Students should have:
• International students studying at SUNY Potsdam are served by an International Student Services Coordinator dedicated to providing advisement on students' personal, cultural, health and immigration transitions to the Potsdam community

Eligibility Requirements:
Please inquire directly with the office regarding eligibility requirements for overseas opportunities as they vary by program.

Student & Family Transitions
(315) 267-2580
sft@potsdam.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
• Overseas 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
• Overseas Veteran and Military Student Services
• Coordinate the annual Family Weekend event and oversee Family programs
• Overseas Adult Learner Program and the Adult Learner Alpha Sigma Lambda Honor Society
The Adirondack Park is a publicly-protected area located in northeast New York. The park covers some 6.1 million acres (24,700 km²), 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!

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 & personal counseling
• Up to 10 semesters of financial assistance
• Free one-on-one tutoring for EOP students who are eligible for Student Support Services
• Assistance with course registration throughout College
• An extended orientation for entering freshmen
• A First Year Success Seminar specifically designed to meet the needs of EOP students
• Supplemental Instruction in selected 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.
• Must complete a Learning Agreement Form and Proposal PRIOR to beginning an internship

Experiential Education Office
(315) 267-2702
ecp@potsdam.edu

The Experiential Education Office administers the college-wide Internship 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 complete a Learning Agreement Form and Proposal PRIOR to beginning an internship
Career Planning
206 Sisson Hall
(315) 267-2344
career@potsdam.edu
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
• Self assessment
• Career selection and planning assistance
• Selecting a major
• Summer, part-time and full-time searchable database (BearTracker)
• Career mentor connections
• Preparing your resume and cover letters
• Help with locating 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
• Designing a self-marketing brochure
• Job and career fairs
• Career resource library
• Resume referral program
• Help applying to graduate schools
• Career planning webpage resources
www.potsdam.edu/career
• Free literature on all of our services

Workshops/Special Events
You will find our workshop and special events’ schedules posted in Sisson 206, on our Sisson, Carson and Student Union bulletin boards, on our website (www.potsdam.edu/career) and on BearTracker.

Resources
Select and Plan Your Career
• FOCUS, interactive computer programs (no computer knowledge necessary), assist with the career decision-making process
• Over 100 career resource books

Quick Reference Guides on:
What Can I Do With a Major In…., Selecting a Career, Career Planning Check-Off Lists, Networking, How to Create a Resume, Interview Preparation, Researching Employers, and more are available on our website.

The Career Planning Lending Library
Located in Sisson Hall 206. You can sign out Career Books. It is well stocked and includes materials on:
• Careers and occupations
• “How to” topics
• Reference books that list jobs, employers
• Statistics, job market outlooks, etc.
• Summer Employment
• Graduate School listings, entrance exam booklets and information on the application process

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 and equipment to conduct Skype appointments, interviews, and networking.

Reference Files
Reference letters from faculty, activity advisers and employers are maintained at Career Planning for prospective employers’ or graduate schools’ perusal.

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.

Alumni Mentors
Mentors are available for career networking on BearTracker.

Videotaped Mock Interviews
Upon request, we will conduct videotaped practice interview sessions.

A Major Affair
With the Center of Campus Life, we co-sponsor an evening program to help students select a major. All academic departments are present, allowing students to ask questions and discuss options with faculty and upper-class students in the major.

Resume Referral Program
Student and alumni resumes and other materials are forwarded to employers posting full-time positions. Sign up is required for this program by uploading your resume to BearTracker and following steps in your profile.

Teacher Recruitment Days (TRD)
SUNY Potsdam senior/master education majors, along with seniors from selected Central New York colleges are invited to attend this 2-day event at SUNY Cortland. Recruiters from over 150 United States schools participate. Visit www.cnytrd.org for more info.

On-Campus Employers
Career Planning sponsors several employer-related events each semester. Meet with employers to discuss job opportunities and career information.

Graduate School Fair
SUNY Potsdam sponsors an annual graduate school fair. The fair is typically held in September or October with representatives from in-state and out-of-state schools attending. All students and faculty are invited to attend.

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

College Writing Center (CWC)
College Writing Center (CWC)
106 Carson Hall
(315) 267-3059
cwc@potsdam.edu
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@potsdam.edu

We look forward to working with you!
BE A LEADER, GET INVOLVED

Campus Life
Barrington Student Union 208
policera@potsdam.edu
(315) 267-2013
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, 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, 2-8 p.m. More information will be provided closer to the date.
• Comedy Show, Saturday, 8/29, 9 p.m., Dunn Theatre
• Welcome Weekend Carnival, Sunday, 8/30, 1-5 p.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-5 p.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 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), 7 p.m.
• Community Performance Series (CPS) events
• Crane Candelight 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
• 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 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
• English & Communication Student Organization (ECSO)
• French Club
• Future Business Leaders of America (FBLA)
• Geology 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
• Society of Physics Students
• Sociology Club
• Spanish Club
• SUNY Potsdam Math Alliance
• Tactical Club
• Teacher Education Student Associatio (TESA)
• Theater Guild
• Women in Science
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 Delta Sigma
• 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 Racquet (student newspaper)
• WAIIH (student radio station)

Community Service, Global Issues & Leadership
• American Sign Language Club
• Bear Patrol
• Beat the Monster (Breast Cancer Awareness)
• Campus Rescue Squad (CRS)
• Circle K
• Colleges Against Cancer
• Emerging Leaders
• Harry Potter Student Association
• 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)
• Crane Student Association (CSA)
• Music & Entertainment Industry Student Association (MEISA)
• Music Educators National Conference (MENC)
• Music Teachers National Association (MTNA)
• National Association of Jazz Educators
• Phi Kappa Lambda (Music Honor Society)
• Sigma Alpha Iota

Entertainment
• Anime Club
• Art Association
• A Sharp Arrangement
• Dance Ensemble
• Madstop Records
• Musical Theater Organization
• Music & Entertainment Industry Student Association (MEISA)
• 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)
• WAIIH (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
• Student Health Services
• Wellness Advocates

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

Multicultural
• Black Student Alliance (BSA)
• Center for Diversity
• 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
• Bowling Club
• Chess Club
• Comic Book Club
• Culinary Club
• Figure Skating Club
• Frisbee Club
• Gaming Club
• Hockey Club
• Intramurals/Recreation
• Mixed Martial Arts Club
• Outing Club
• Potsdam Ski/Snowboard Club
• Potsdam VideoGaming Club
• Renaissance and Medieval Studies Association
• Rugby Club
• Tap Dance Club
• Track and Field
• Wilderness Education
• Writer’s Café
• Zumba Club

Religious/Spiritual
• 4 College Hillel
• Inter-Varsity Christian Fellowship (IVCF)
• Jewish Culture Club
• Newman Club
• Pagan Studies Organization
• Voice of Victory (Gospel Choir)
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 Sigma Tau (AST), Omega Delta Phi (Omega), Phi Kappa Pi (Phi K), Sigma Alpha Iota (SAI), Sigma Gamma Phi (Arethusa), 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), and Sigma Pi (Sig Pi). 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 refer-

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), Epislon 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
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. 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.

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 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

Fraternity and Sorority Involvement

Students who pledge, join, accept membership, or an offer, from a fraternity or sorority.

Students who pledge or join a fraternity or sorority are subject to judicial refer-

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

Maxcy Hall Hours

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.

Lehman 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.
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

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

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/
**LOCAL LISTINGS**

**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 Highway 11  
(315) 265-1850

Monro Muffler Brake & Service  
27 Elm St.  
(315) 265-6282

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

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**  
200 Market St. and Maple St.  
(315) 265-2770 & (315) 262-0529

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

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

**Lodging**

Beth’s Place to Stay in Potsdam  
140 River Rd.  
(315) 276-5668  
https://sites.google.com/site/bethsplacetostayinpotsdam/

*Catamount Lodge & Forest  
2092 State Highway 56  
South Colton, NY  
(315) 265-2255

**Comfort Suites**  
6000 US Route 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 Highway 11  
(315) 265-0709

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

**Retail and Service Stores**

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

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

* denotes SUNY Potsdam Orientation sponsor  
All entries are in Potsdam, unless otherwise noted.
<table>
<thead>
<tr>
<th><strong>The Computer Guys &amp; The Textbook Guys</strong></th>
<th><strong>Hot Tamale</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Clarkson Ave. (315) 265-3866</td>
<td>34 Market St. (315) 265-5555</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Great Northern Printing</strong></th>
<th><strong>Hotel Grande Tex Mex Bar &amp; Grill</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Main St. (315) 265-6211</td>
<td>9 South Main St., Norfolk (315) 384-8991</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Isle of You</strong></th>
<th><strong>Jaks on the Water</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>17 Market St. (315) 265-3210</td>
<td>5726 Highway 56, Hannawa Falls, NY (315) 274-9300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Jazzercise</strong></th>
<th><strong>Josie’s Pizzeria</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>22 Depot St. (315) 265-0849</td>
<td>13 Market St. (315) 265-9484</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>Misty Hollow</strong></th>
<th><strong>Jreck Subs</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>22 Market St. (315) 265-1660</td>
<td>61 Market St. (315) 265-2222</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Potsdam Laundry &amp; Dry Cleaners, Inc.</strong></th>
<th><strong>Little Italy</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Beal St. (315) 265-3760</td>
<td>30 Market St. (315) 265-5500</td>
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<thead>
<tr>
<th><strong>Radio Shack</strong></th>
<th><strong>The Lobster House</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>201 Market St. (315) 265-9600</td>
<td>95 South Main St./Rt. 56, Norwood (315) 353-2366</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>Riverside Campground</strong></th>
<th><strong>Mama Lucia’s</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 St. Regis St., Brasher Falls (315) 389-4771</td>
<td>Depot St. (315) 265-0475</td>
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<thead>
<tr>
<th><strong>Shear Creations</strong></th>
<th><strong>McDonald’s</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>75 Market St. (315) 268-1820</td>
<td>171 Market St. (315) 265-6890</td>
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<thead>
<tr>
<th><strong>Total Image</strong></th>
<th><strong>Parkway Express Quiznos</strong></th>
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</thead>
<tbody>
<tr>
<td>8 Market St. (315) 268-6825</td>
<td>154 Elm St. (315) 268-8304</td>
</tr>
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<thead>
<tr>
<th><strong>Today’s Hair &amp; Day Spa</strong></th>
<th><strong>Ponderosa Steak House</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>36 Market St. (315) 265-0018</td>
<td>185 Market St. (315) 265-8080</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>Tri Town Cleaners, Inc.</strong></th>
<th><strong>Riverview Bar &amp; Restaurant</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>145 Market St. (315) 265-3541</td>
<td>928 State Highway 11C, Brasher Falls (315) 389-4100</td>
</tr>
</tbody>
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<thead>
<tr>
<th><strong>Wear On Earth</strong></th>
<th><strong>Sergi’s Italian Restaurant &amp; Pizzeria</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Market St. (315) 265-3178</td>
<td>10 Market St. (315) 265-3420</td>
</tr>
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<thead>
<tr>
<th><strong>Willow Tree Florist</strong></th>
<th><strong>Subway</strong></th>
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<tbody>
<tr>
<td>7580 US Highway 11 (315) 265-2842 / 800-356-7481</td>
<td>180 Market St. (315) 265-7827</td>
</tr>
</tbody>
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<thead>
<tr>
<th><strong>Wireless Zone, Verizon Wireless</strong></th>
<th><strong>Thai Cuisine Restaurant</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Potsdam Plaza 201 Market St. (315) 265-1900</td>
<td>29 Maple St. (315) 274-9088</td>
</tr>
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<table>
<thead>
<tr>
<th><strong>Restaurants</strong></th>
<th><strong>The Ole Smokehouse</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2 Ton's Sports Bar &amp; Grill 141 1/2 Market St. (315) 268-0813</td>
<td>3512 County Route 14, Madrid (315) 322-4125</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>1844 House An American Bistro</strong></th>
<th><strong>Village Diner</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>6885 US Highway 11 (315) 268-1844</td>
<td>22 Depot St. (315) 265-8624</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>A-1 Oriental Kitchen</strong></th>
<th><strong>Hot Tamale</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>200 Market St. (315) 265-6666</td>
<td>34 Market St. (315) 265-5555</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>Arby’s</strong></th>
<th><strong>Hotel Grande Tex Mex Bar &amp; Grill</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>172 Market St. (315) 265-1240</td>
<td>9 South Main St., Norfolk (315) 384-8991</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Asian Buffet &amp; Mongolian Grill</strong></th>
<th><strong>Jaks on the Water</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>175 Market St (315) 268-1688</td>
<td>5726 Highway 56, Hannawa Falls, NY (315) 274-9300</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>The Bagelery</strong></th>
<th><strong>Josie’s Pizzeria</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Market Street (315) 265-9378</td>
<td>13 Market St. (315) 265-9484</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Burger King</strong></th>
<th><strong>Jreck Subs</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>178 Market St. (315) 265-8863</td>
<td>61 Market St. (315) 265-2222</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Cactus Grill and Cantina</strong></th>
<th><strong>Little Italy</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Raymond St. (315) 265-0240</td>
<td>30 Market St. (315) 265-5500</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th><strong>Cheryl’s Diner</strong></th>
<th><strong>The Lobster House</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>219 State Hwy 11B (315) 265-0375</td>
<td>95 South Main St./Rt. 56, Norwood (315) 353-2366</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Domino’s Pizza</strong></th>
<th><strong>Mama Lucia’s</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>177 Market St. (315) 265-7500</td>
<td>Depot St. (315) 265-0475</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Dunkin Donuts</strong></th>
<th><strong>McDonald’s</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>132 Market St. (315) 265-5104</td>
<td>171 Market St. (315) 265-6890</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Eben’s Hearth</strong></th>
<th><strong>Parkway Express Quiznos</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>115 Maple St. (315) 265-9065</td>
<td>154 Elm St. (315) 268-8304</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>First Crush Bistro</strong></th>
<th><strong>Pizza Hut</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>32 Market St. (315) 265-JAVA</td>
<td>62 Market St. (315) 265-2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Foxy Roxy’s Diner</strong></th>
<th><strong>Ponderosa Steak House</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>124 Market St. (315) 268-0109</td>
<td>185 Market St. (315) 265-8080</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>The Hideaway Café</strong></th>
<th><strong>Riverview Bar &amp; Restaurant</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Gulf Rd., Colton (315) 262-2750</td>
<td>928 State Highway 11C, Brasher Falls (315) 389-4100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Hometown Café</strong></th>
<th><strong>Sergi’s Italian Restaurant &amp; Pizzeria</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Main St., Norwood (315) 353-2852</td>
<td>10 Market St. (315) 265-3420</td>
</tr>
</tbody>
</table>

*denotes SUNY Potsdam Orientation sponsor
All entries are in Potsdam, unless otherwise noted.
SAFETY FIRST

University Police (UP)
Van Housen Ext. 1st Fl.
(315) 267-2222
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 1st Fl.
Monday - Thursday (8 a.m. to 5 p.m.)
Friday (8 a.m. - 4:30 p.m.)
(315) 267-2377
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 8am to 5pm. 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

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
• Claxton Hepburn Medical Center
  214 King St., Ogdensburg, NY
  (315) 393-3600
  www.chmed.org
• Massena Memorial Hospital
  1 Hospital Dr., Massena, NY
  (315) 764-1711
  www.massenahospital.org

1816 - 2016

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 3rd 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.

**HARASSMENT AND DISCRIMINATION**

**Title IX Coordinators**  
Student complaints should be directed to:  
Annette Robbins  
(315) 267-2579  
216 Barrington Student Union  
Employee complaints should be directed to:  
Susan Stebbins  
(315) 267-3372  
139 Morey Hall  
[www.potsdam.edu/about/diversity/](http://www.potsdam.edu/about/diversity/)

**Title IX and Sexual Assault Awareness Prevention**  
Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex (gender) in any education programs or activities. Included within Title IX is language which addresses sexual assault. Sexual assault is against the law, violates basic human rights and is prohibited in the College’s Code of Conduct. SUNY Potsdam will take all legal and appropriate actions to respond to incidents of sexual harassment, discrimination, assault, domestic violence and stalking. The campus works to ensure that all incidents are dealt with in a sensitive, private and professional manner.

SUNY Potsdam puts forth considerable resources in the areas of crime prevention and campus law enforcement. If you are a victim/survivor of interpersonal violence or know someone who is, we know it can be confusing to know who is the best person to talk to on campus. We hope the information here make that easier. Please tell someone and get the assistance you need.

Counseling Center:  
(315) 267-2330  
counseling@potsdam.edu

Student Health Services:  
(315) 267-2377  
shs@potsdam.edu

Title IX Coordinators:  
Annette Robbins, (315) 267-2579  
robbinan@potsdam.edu  
Susan Stebbins, (315) 267-3372  
stebbisa@potsdam.edu

University Police:  
(315) 267-2222

If this is an emergency, you are injured or feel you are in danger, call University Police.

**COUNSELING**

[College Counseling Center](http://www.potsdam.edu/studentlife/counseling)  
131 VanHousen Hall  
(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 problems, 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**

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.

**Wellness Advocates**

The Wellness Advocates are peer counselors; fellow SUNY Potsdam students who have completed a Peer Counselor Training Internship and work closely with our office. For more information about their assistance or training please contact the Counseling Center.

**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.

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.”

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 Hopeline: 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.

More Information
- NYS HOPELine website: http://www.oasas.ny.gov/accesshelp
- Office of Alcoholism and Substance Abuse Services: http://www.oasas.ny.gov/index.cfm
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@potsdam.edu  
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 15th for the Fall semester and January 15th 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 15th 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. 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 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 am. - 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 1st for the Fall semester and January 1st 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.

**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/stdentlife/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 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@potsdam.edu
www.potsdam.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
• NYS Residents enrolling full time should apply for TAP at 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 3rd 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.potsdam.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
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

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 Entrance 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 “Request a Direct 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

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 4.66%* w/8.25% cap
  - Federal Direct Unsubsidized Stafford Loan 4.66%* w/8.25% cap
  - 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) - 7.21%* w/10.5% cap

*Subject to change on July 1, 2015 for 2015-16 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.* Payments change as income changes.

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 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 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

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

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.

* Subject to change on July 1, 2015 for 2015-16 loans

**Partial financial hardship is defined by income and family size of the borrower and family members.圬
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
- Disability
- Death

DEFAULT
Repayment 270 days past due has many potential ramifications:
- May not be discharged in bankruptcy
- 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 creditworthiness.

Your credit report includes the following information:
- Name
- Address
- Telephone number
- Social Security number
Greetings SUNY Potsdam Families! Below you will find a timeline to help you navigate through your student’s academic rhythm at Potsdam.

**FAMILY PROGRAMS**

**128 Sisson Hall**  
(315) 267-2580  
www.potsdam.edu/families

**PARENT INFORMATION**

**FAMILY PROGRAMS**

128 Sisson Hall  
(315) 267-2580  
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 Colle. Visit 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).  
8/28: New students move onto campus  
8/29 & 30: Returning students move onto campus  
8/31: Classes begin

**SEPTEMBER**

9/4: Last day for students to add/drop a class  
9/4: Last day to register for Family Weekend  
9/25-26: Family Weekend

**OCTOBER**

Weeks 1 & 2: Semester Midpoint. Expect that your student may be stressed studying for midterms—A care package might be nice.

10/9: 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.  
10/10-13: 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.  
10/14: 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.

11/6: 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.  
11/24-11/29: Thanksgiving break—Break will start at 10 p.m. on Tuesday. Residence Halls close for this break. Students can leave whenever they are done with classes, but must be out of the building by 10 p.m. on November 25th.  
11/30: 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**

12/11: Last day of classes  
12/12-13: Academic preparation for finals  
12/14-18: Final examinations  
12/19: Residence halls close for the semester at 10 a.m. Students may leave their belongings in their rooms throughout the break

**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 2015-2016 school year. If your student completed a FAFSA form for 2015-2016 they will only need to complete a Renewal FAFSA. Forms are available at www.fafsa.ed.gov  
1/6-20: Winterim is in session  
**Week 2:** Make sure that your student’s bill is settled (paid in full, payment options set up).  
1/23-24: Students return to campus  
1/25: Classes begin  
1/29: Last day for students to add/drop a class

**MARCH**

3/4: Spring Recess Begins at 10 p.m.  
3/14: 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.  
3/4: 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.
**MARCH**

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.

3/4-13: Spring Recess—Break will start at 10 p.m. on Friday. Residence Halls close for this break. Students can leave whenever they are done with classes, but must be out of the building by 10 a.m. on March 5

3/13: Residence Halls reopen at 10 a.m.

3/14: Classes resume at 8 a.m.

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.

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**APRIL**

4/8: 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.

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**MAY**

5/13: Last day of classes

5/14-15: Academic preparation for finals

5/16-20: Final examinations

5/21: 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.

5/21: Undergraduate Honors Convocation

5/21: SUNY Potsdam Master’s Commencement

5/22: SUNY Potsdam Bachelor’s Commencement

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**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/association](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.

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**FAMILY WEEKEND**

September 25-26, 2015

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 11, 2015.

For additional information, please call (315) 267-2580.
Music: Charles O'Neil

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!