# Table of Contents

1. New Student Checklist
2. First Year Students Orientation Schedule
3. Guest Orientation Schedule
4. Frequently Asked Questions (FAQs)
5. Academic Calendar / 2016 Highlights
6. Step 1 - Register for Orientation
7. Step 2 - Send in Health Information
8. Step 3 - Fill Out Advising Questionnaire
9. Step 4 - SAVE THE DATE: FIGS!
10. Step 5 - SAVE THE DATE: Housing
11. Step 6 - Sign Up for Meal Plan & Bear Express Account
12. Step 7 - Microfridge Rental
13. Step 8 - Order Textbooks
14. Step 9 - Order ID Card
15. Step 10 - Check Your BearMail Email Account Often!
16. Campus Map
NEW STUDENT CHECKLIST

☐ Complete Step 1: Register on BearPAWS (http://bearpaws.potsdam.edu) to attend one of six orientation sessions.

Questions? Contact Student & Family Transitions at (315) 267-2415.

Freshmen: Choose one of six, 2-day summer sessions.

EOP Students: Sign up for the specific “EOP” orientation.

☐ Complete Step 2: Fill out the health requirements for attending SUNY Potsdam online at BearPAWS > New Student Services > Student Health Services Portal > Forms (complete the Health Information #3, Meningitis Response, and Tuberculosis Questionnaire forms) • Mail or fax your immunization record to Student Health Services (44 Pierrepont Avenue, Potsdam, NY 13676; fax: 315-267-3260) • Submit a health insurance waiver when the link becomes active in mid-July (fall semester) or mid-December (spring semester). Other important details can be found at www.potsdam.edu/studentlife/healthservices/index.cfm

Questions? Contact Student Health Services at (315) 267-2377.

☐ Complete Step 3: Fill out the Advising Questionnaire on BearPAWS for your adviser to review before orientation begins.

Questions? Contact Student & Family Transitions at (315) 267-2580.

☐ Complete Step 4: SAVE THE DATE: after April 4, pre-register for classes by signing up for a FIG on BearPAWS (deadline is June 1, 2016). After this date, you will register for classes at orientation.

Questions? Contact Learning Communities at (315) 267-3187.

☐ Complete Step 5: SAVE THE DATE: after April 4, complete the online Housing Registration form on BearPAWS.

Questions? Contact the Office of Residence Life at (315) 267-2350.

☐ Complete Step 6: Sign up for a Meal Plan and Bear Express on BearPAWS.

Questions? Contact PACES at (315) 267-2658.

☐ Complete Step 7: Sign up for a MicroFridge (optional) on BearPAWS.

Questions? Contact PACES at (315) 267-3097.

☐ Complete Step 8: Order your books online to have them pre-packaged.

Questions? Contact the College Store at (315) 267-2573.

☐ Complete Step 9: Submit your photo and order I.D. card

☐ Complete Step 10: Check your BearMail for Orientation Confirmation

We have also included a 2016-2017 Academic Calendar and a campus map. You will receive a SUNY Potsdam Undergraduate Catalog at orientation. Please complete all of this information as soon as possible. If you have any questions, please contact the Office of Admissions toll-free at 1-877-Potsdam.
### SUNY Potsdam First Year Student Orientation

**STUDENTS ARE EXPECTED TO ATTEND ALL ORIENTATION SESSIONS**

<table>
<thead>
<tr>
<th><strong>DAY 1</strong>: Orientation Check-in</th>
<th>8:15 a.m. – 9:15 a.m.</th>
<th>Knowles Conference Center</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student IDs, Campus Computer Accounts, Meet &amp; Mingle</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Campus Tours/C.I.R.P. Survey</strong></td>
<td>9:15 a.m. – 11:00 a.m.</td>
<td>Knowles MPR</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td>11:00 a.m. – 11:45 a.m.</td>
<td>Knowles MPR</td>
</tr>
<tr>
<td><strong>Welcome Luncheon</strong></td>
<td>12:00 p.m. – 12:45 p.m.</td>
<td>Barrington Student Union Multi-Purpose Room – 2nd Floor</td>
</tr>
<tr>
<td>Students sit w/Orientation Leaders and Guests sit w/Academic Advisers</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Introduction to Academic Life</strong></td>
<td>12:45 p.m. – 1:30 p.m.</td>
<td>Barrington Student Union Multi-Purpose Room – 2nd Floor</td>
</tr>
<tr>
<td>“Advising - What to Expect,” Tim Morse, Academic Support Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Scheduling Basics</strong></td>
<td>1:30 p.m. – 3:15 p.m.</td>
<td>Barrington Student Union Dining Court – 1st Floor</td>
</tr>
<tr>
<td>Meet Your Orientation Academic Adviser – This segment is an overview of the academic schedule, catalog and basic preparation for academic advising.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Orientation Leader Theatrical Presentation</strong></td>
<td>3:30 p.m. – 4:00 p.m.</td>
<td>Snell Theater</td>
</tr>
<tr>
<td><strong>Student Conduct, Community Standards, Title IX</strong></td>
<td>4:10 p.m. – 5:00 p.m.</td>
<td>Snell Theater</td>
</tr>
<tr>
<td><strong>OL Play Talk-Back with Peers/Orientation Leaders</strong></td>
<td>5:00 p.m. – 5:20 p.m.</td>
<td>Snell Theater</td>
</tr>
<tr>
<td>Small group discussion followed by questions for Orientation Leaders</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Alma Mater</strong> with Kickie Britt</td>
<td>5:20 p.m. – 5:30 p.m.</td>
<td>Snell Theater</td>
</tr>
<tr>
<td><strong>BBQ Dinner</strong> (Students &amp; Parents)</td>
<td>5:30 p.m. – 6:30 p.m.</td>
<td>Behind Barrington Student Union</td>
</tr>
<tr>
<td><strong>Evening Activities</strong></td>
<td></td>
<td>Marshall Park/Barrington Student Union MPR/Hurley’s Night Club</td>
</tr>
<tr>
<td><strong>Orientation Leader Advising</strong></td>
<td>6:30 p.m. – 8:00 p.m.</td>
<td>Meet w/ OLs in Knowles Hall</td>
</tr>
<tr>
<td><strong>Campfire/S’mores (9:00 p.m.) Karaoke, X-Box Kinect, Pool &amp; Darts, and more</strong></td>
<td>8:00 p.m. – ?????</td>
<td></td>
</tr>
<tr>
<td><strong>DAY 2</strong>: BREAKFAST – Rise and Shine!!!</td>
<td>7:30 a.m. – 8:15 a.m.</td>
<td>Barrington Student Union Multi-Purpose Room – 2nd Floor</td>
</tr>
<tr>
<td><strong>Student Life &amp; Student Services Presentations</strong></td>
<td></td>
<td>Knowles Conference Center MPR</td>
</tr>
<tr>
<td>Abby Lee, Marketing Coordinator, PACES</td>
<td>8:25 a.m. – 8:45 a.m.</td>
<td></td>
</tr>
<tr>
<td>Dining, vending services, College Book Store, Union Market</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amanda Grazioso, Assistant Director, Residence Life</td>
<td>8:45 a.m. – 9:15 a.m.</td>
<td></td>
</tr>
<tr>
<td>Dr. Richard Moose, Director, Health Services</td>
<td>9:15 a.m. – 9:45 a.m.</td>
<td></td>
</tr>
<tr>
<td>Tackie Huff, Coordinator, Center for Diversity</td>
<td>9:45 a.m. – 9:55 a.m.</td>
<td></td>
</tr>
<tr>
<td>Julie Dold, Assistant Director, Campus Life</td>
<td>9:55 a.m. – 10:05 a.m.</td>
<td></td>
</tr>
<tr>
<td>Harvey Smith, Campus Minister &amp; Coordinator of Spiritual Programs, Campus Ministries</td>
<td>10:05 a.m. – 10:15 a.m.</td>
<td></td>
</tr>
<tr>
<td>Romyen Prescott, User Services Coordinator, Computing &amp; Technology Services</td>
<td>10:15 a.m. – 10:30 a.m.</td>
<td></td>
</tr>
<tr>
<td><strong>Academic Registration – Sign up for classes!</strong></td>
<td>10:30 a.m. – 12:30 p.m.</td>
<td>Barrington Student Union Dining Court – 1st Floor Room 204 – 2nd Floor</td>
</tr>
<tr>
<td>• Individual Advising with your Academic Adviser</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Interactive Technology Exercise/Pick up Your Schedule</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each student must meet with his/her adviser at a pre-set time to register on BearPAWS. The rest of the afternoon is available for student/families to meet with the various student offices or take a campus tour arranged by the Orientation Leaders. Most offices are open on a walk-in basis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Check-out</strong></td>
<td>Anytime after you have registered for classes.</td>
<td>Knowles Conference Center (where you checked in)</td>
</tr>
<tr>
<td><strong>Campus Tours</strong></td>
<td>Meet in front of the Bookstore</td>
<td></td>
</tr>
</tbody>
</table>
# SUNY Potsdam Guest Orientation Schedule

**PLEASE NOTE: ATTENDANCE AT WORKSHOPS FOR FAMILIES IS OPTIONAL**

## DAY 1: Orientation Check-in
Registration, Get Room Key, Meet & Mingle

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15 a.m. – 9:15 a.m.</td>
<td>Knowles Conference Center 1st Floor</td>
</tr>
</tbody>
</table>

### Parent, Family and Guest Welcome

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 a.m. – 10:30 a.m.</td>
<td>Dunn Theater</td>
</tr>
</tbody>
</table>

### Student Services Presentation – Part I
Susan Godreau, Director, Financial Aid
Alicia Flynn, Director, Student Accounts

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 a.m. – 11:45 a.m.</td>
<td>Knowles MPR 2nd Floor</td>
</tr>
</tbody>
</table>

### Welcome Luncheon
Family members sit w/Academic Advisers, students sit w/Orientation Leaders

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 p.m. – 12:45 p.m.</td>
<td>Barrington Student Union Multi-Purpose Room – 2nd Floor</td>
</tr>
</tbody>
</table>

### Introduction to Academic Life
Tamara Durant, Director, Student Success Center
Dr. Alan Hersker, Director, General Education Program
Terry Francis, Assistant Director, Transfer Services

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 p.m. – 2:00 p.m.</td>
<td>Dunn Theater</td>
</tr>
</tbody>
</table>

### Residence Life
PACES

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00 p.m. – 2:30 p.m.</td>
<td>Dunn Theater</td>
</tr>
<tr>
<td>2:30 p.m. – 3:15 p.m.</td>
<td>Dunn Theater</td>
</tr>
</tbody>
</table>

### Orientation Leader Theatrical Presentation

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:30 p.m. – 4:00 p.m.</td>
<td>Snell Theater</td>
</tr>
</tbody>
</table>

### Café Break
SUNY Potsdam’s Bicentennial Celebration
Alumni Audio Presentation

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:10 p.m. – 5:00 p.m.</td>
<td>Knowles MPR 2nd Floor</td>
</tr>
</tbody>
</table>

### Down Time

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 p.m. – 5:30 p.m.</td>
<td>Draime Hall</td>
</tr>
</tbody>
</table>

### BBQ Dinner (Students & Parents)

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30 p.m. – 6:30 p.m.</td>
<td>Behind Barrington Student Union</td>
</tr>
</tbody>
</table>

### Pie in the Sky – Dessert Reception w/Administration

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 p.m. – 7:30 p.m.</td>
<td>Raymond Hall – 8th Floor</td>
</tr>
</tbody>
</table>

### Evening Activities with Parent Orientation Leaders
Movie night and popcorn

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 p.m. – 10:30 p.m.</td>
<td>Draime Main Lounge</td>
</tr>
</tbody>
</table>

## DAY 2: Breakfast Bar

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 a.m. – 8:30 a.m.</td>
<td>Barrington Student Union Multi-Purpose Room – 2nd Floor</td>
</tr>
</tbody>
</table>

### Student Services Presentation – Part II
Meg Bain, Interim Director, Office of Career Planning
Toby White, Director, Experiential Education
Krista La Vack, Director, International Education

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45 a.m. – 9:45 a.m.</td>
<td>Dunn Theater</td>
</tr>
</tbody>
</table>

### Local Pharmacy Representative: Tips Your Student Should Know – Joe Tyson

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:45 a.m. – 9:50 a.m.</td>
<td>Dunn Theater</td>
</tr>
</tbody>
</table>

### Health Services/College Counseling
Dr. Richard Moose, Director of Health Services
Gina Nelson, Director, Counseling Center

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:55 a.m. – 10:45 a.m.</td>
<td>Dunn Theater</td>
</tr>
</tbody>
</table>

### Student Conduct, Community Standards and Campus Safety
Office of Student Conduct and Community Standards
Tim Ashley, Acting Chief of Police, University Police

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:46 a.m. – 11:30 a.m.</td>
<td>Dunn Theater</td>
</tr>
</tbody>
</table>

### Campus Tours
The rest of the afternoon is available for parents to meet with representatives from various student services. Offices are open on a walk-in basis

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:30 a.m. – 12:00 p.m.</td>
<td>Meet in the Barrington Student Union Lobby in front of the College Store</td>
</tr>
</tbody>
</table>

### Check-out

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anytime after 11:30 a.m.</td>
<td>Knowles Conference Center (where you checked in)</td>
</tr>
</tbody>
</table>
 Orientation is a student’s first opportunity to become a part of the Potsdam Community. You will have an opportunity to meet other first year students, get to know the campus’s programs and services and most importantly, you will meet with an Academic Adviser to choose and register for your fall classes.

What time does Orientation begin?
Check-in for orientation is between 8:15 a.m. - 9:15 a.m. the first day of each session. Based on availability, you may make changes to your orientation session by calling the Office of Student & Family Transitions. Changes must be made one week prior to the scheduled session date.

Note: EOP students will attend a special orientation session on August 19–26, 2016. Look for another mailing from the EOP office soon!

What is the cost and how do I pay?
• Student Orientation fees will be included in your College bill.
• Freshman Orientation fee is $200.00. This fee includes housing accommodations, meals and activities.
• All students will spend the night on campus. Roommate selection will be provided for the one evening. These roommates are not the roommates the student will share rooms with in the fall.
• Freshmen Orientation Guest fee is $100.00 per guest and includes housing accommodations in a residence hall, meals and activities.
• Guest Orientation fees are not included in the student bill and should be paid via credit card (see registration form online) or check.
  Please make check or money order payable to PACES 611 and mail to:
  Office of Student & Family Transitions
  Attention: Stephanie Anable
  SUNY Potsdam, 128 Sisson Hall
  44 Pierrepont Avenue
  Potsdam, NY 13676
• Guest fees must be received in this office prior to your arrival at orientation.
• Parents and guests will spend the night in Draime Hall.
• Guests may choose to stay off campus and attend orientation for a reduced fee of $85.00. Lodging options are available at the St. Lawrence County Chamber of Commerce at http://northcountryguide.com.

Do parents have to come to orientation?
It depends on the family. We have a very successful family program that we are confident parents will enjoy (we receive rave reviews each year). Almost all of our parents have gained useful information and peace of mind for having attended.

What do parents do during orientation?
Parents attend many informative and interactive sessions concerning campus services. Highlights include: Having lunch with advisers, our student life play followed by “Letting GO” workshop, and Parent transitions session.

What if I have to arrive the night before?
We recommend you contact one of our local hotels and make a reservation for a moderate price in the Potsdam, Canton or Massena area. This Website may be helpful – St. Lawrence County Chamber of Commerce: http://northcountryguide.com.

What do I bring to orientation?
• ALL new students and their guests must bring their own linens/bedding to their orientation session.
  NOTE: Orientation is a great time for you to try out your new bedding, so please make sure to bring a STANDARD EXTRA LONG FITTED SHEET, AN EXTRA LONG FLAT SHEET, A PILLOW AND PILLOW CASE.
• You are encouraged to bring a fan. Residence halls are not air conditioned.
• Umbrella, sweater, personal toiletries and towel, alarm clock, and anything needed for an overnight stay.

What if my parents sign up and cannot make it to orientation?
You can be reimbursed for the guest fee if you cancel at least two days prior to the orientation date.
Highlights of Orientation 2016 include:

A welcoming and friendly environment where you can get your questions answered.

An introduction to the academic and social life of the campus, including a wide array of sources.

Meeting your classmates and making new friends.

Individual attention from a variety of caring faculty, students and administrators.

Fall 2016

New Students Move In & Welcome Convocation Fri., Aug. 26
Welcome Week Activities Sat., August 27 - Fri., September 2
Returning Students Move In Sat. & Sun., August 27 & 28
Classes Begin Monday, August 29
Last Day to Add/Drop Friday, September 4
Early Alerts Due Friday, October 7
Fall Recess Begins Friday, October 7 (10 p.m.)
Classes Resume Wednesday, October 12 (8 a.m.)
Last Day to Withdraw Friday, November 4
Last Day to Elect S/U Friday, November 4
Thanksgiving Recess Begins Tuesday, November 22 (10 p.m.)
Classes Resume Monday, November 28 (8 a.m.)
Last Day of Classes Friday, December 9
Academic Preparation Saturday & Sunday, December 10 & 11
Final Examinations Monday-Friday, December 12-16
Final Grades Due Tuesday, December 20 (10 a.m.)

Spring 2017

Students Move In Saturday & Sunday, January 21 & 22
Classes Begin Monday, January 23
Last Day to Add/Drop Friday, January 27
February Recess Begins Friday, February 17 (8 a.m.)
Classes Resume Wednesday, February 22 (8 a.m.)
Early Alerts Due Monday, March 6
Spring Recess Begins Friday, March 24 (10 p.m.)
Classes Resume Monday, April 3 (8 a.m.)
Last Day to Withdraw Friday, April 7
Last Day to Elect S/U Friday, April 7
Last Day of Classes Friday, May 12
Academic Preparation Saturday & Sunday, May 13 & 14
Final Examinations Monday-Friday, May 15-19
Commencement Ceremonies Saturday, May 20
Final Grades Due Wednesday, May 24 (10 a.m.)
REGISTER FOR ORIENTATION

Choosing Sessions
Log on to BearPAWS (www.potsdam.edu/cts/services/bearpaws) and sign up for one of the six orientation sessions:

- SESSION I: June 27 & 28 (Mon. & Tues.)
- SESSION II: June 29 & 30 (Wed. & Thurs.)
- SESSION III: July 5 & 6 (Tues. & Wed.)
- SESSION IV: July 7 & 8 (Thurs. & Fri.)
- SESSION V: July 11 & 12 (Mon. & Tues.)
- SESSION VI: July 21 & 22 (Thurs. & Fri.)

EOP Dates: Fri., August 19 – Fri., August 26, 2016

Please Note: When a session is full, it will not appear as a choice in BearPAWS. To help better accommodate students for advising, please indicate under special accommodations if your travel time one-way exceeds 4 hours.

BearPAWS Log-on Instructions
Type in: www.potsdam.edu/cts/services/bearpaws
Here you can register for orientation, fill out mandatory health forms, complete an advising questionnaire, and sign up for a First-Year Interest Group (FIG), housing, meal plans and a MicroFridge.

- Use your Campus Computer Account (CCA), Username and Password
- Go to the “New Student” link and choose an orientation date that will work for you and your guests.
- Print your confirmation page and bring it to orientation.
- Go to BearMail (bearmail.potsdam.edu) to receive your confirmation.

Please Note: Think carefully about your online choices. After you register online for orientation, a FIG and/or housing, you will need to contact the appropriate office to make any changes.

Fees
- Freshman Orientation fee: A two-day session is $200.00 and includes all meals, activities and housing accommodation in a residence hall setting. This fee will be included in your first College bill. There is no need to pre-pay.
- Guest Orientation fee: Guest fees for the two-day session staying in a campus residence hall is $100.00/guest. Guests may choose to stay off campus and attend orientation for a reduced fee of $85.00/guest. Lodging options are available at the St. Lawrence County Chamber of Commerce Website: www.northcountryguide.com. Guest fees are not included in the student’s College bill. To simplify your registration process, guest fees must be received prior to the start of the orientation session.

Payment Options for Guest Fees
- Pay with a credit card on our secure Website (www.potsdam.edu/cts/services/bearpaws)
- Payment by check or money order payable to PACES 611. Please note the student name and Potsdam ID number on all checks/money orders. Mail to the Office of Student & Family Transitions, SUNY Potsdam, 128 Sisson Hall, Potsdam, NY 13676.
step 2

SEND IN HEALTH INFORMATION

This information is due right now!

- Fill out the health requirements for attending SUNY Potsdam online at BearPAWS:
  > New Student Services
  > Student Health Services Portal
  > Forms (complete the Health Information #3, Meningitis Response, and Tuberculosis Questionnaire forms).
- Mail or fax your immunization record to:
  Student Health Services
  44 Pierrepont Avenue
  Potsdam, NY 13676;
  Fax: (315) 267-3260
- Submit a health insurance waiver when the link becomes active in mid-July (fall semester) or mid-December (spring semester).

See important details at www.potsdam.edu/studentlife/healthservices/index.cfm

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

Before you can register for classes, your academic adviser needs to get to know your general interests and academic goals. Fill out the advising questionnaire on BearPAWS.

Follow these simple steps
• Log on to BearPAWS
• Go to the “New Student” link
• Click on “Advising Questionnaire” (answer the questions and hit submit)

Questions about the Advising Questionnaire?
Call the Office of Student & Family Transitions at (315) 267-2580
After April 4, you may pre-register for some of your fall courses by selecting a First-Year Interest Group (FIG). For details about the individual FIGs offered this fall, visit www.potsdam.edu/support/firstyear/groups

Note: Crane students do NOT choose from this FIG list because their courses will be arranged at orientation. For all other students, we highly recommend enrolling in one of the FIGs.

You may pre-register online for a FIG until June 1. After June 1, you may register for courses during your summer orientation session. If you cannot decide on a FIG at this time, you may wait until orientation to select a FIG. However, please note that some FIGs will fill during this pre-registration period.

First-Year Interest Groups (FIGS) are learning communities of 10-25 students taking the same interdisciplinary set of two to five courses together. The instructors often collaborate to integrate their courses around a theme or problem.

What can FIGS offer students?
Research nationwide shows that learning communities:
• Intensify cooperation in a community of scholars
• Increase communication among faculty and students
• Promote student confidence in academic potential
• Facilitate transfer of skills from one course to another
• Increase participation and attendance in class
• Serve the very bright and those who have difficulty
• Provide an introduction to the liberal arts

Avoid the rush – sign up now!
• Develop a community of scholars with classmates and instructors
• Reserve seats for some of your fall schedule now
• Discover connections between the fields of knowledge
• Improve your academic performance and satisfaction
• Accelerate your adjustment to college

All students except Crane students, are requested to select a FIG from the list on the First-Year Interest Groups page under the NEW student link on BearPAWS. Some FIGs make a complete, full-time course schedule, while other FIGs leave room for one or more other courses of students' choice to be selected during orientation. Some FIGS will be residential and will participate in the First Year Experience (FYE) program.
step 5

REGISTER FOR HOUSING

After April 4, please refer to our Webpage at www.potsdam.edu/studentlife/ResHalls and click on the “Residential Living” link for detailed information. All students must indicate their housing preferences and/or apply for an exemption to live off campus (available online). Room assignments are made on a first-come, first-serve basis. Since space in many areas is limited, we advise you to submit housing preferences as soon as possible.

Changes can be made to your housing preferences until June 1, 2016. After June 1, 2016, only students who have not yet indicated a preference will be able to access the system.

Note: If you have any physical conditions or concerns that impact your housing needs, please see our Website for specific information.

The First Year Experience (FYE) is designed for motivated students eager to get the most out of their college experience. Read page 11 for full details on the FYE program. FYE provides opportunities for first year students to make meaningful connections with their peers as well as faculty and staff at SUNY Potsdam. Studies show that students who make these connections during their first year of college have a better chance of performing well academically and reaching graduation. Further, FYE participants often remark that the friendships they made in their first year lasted long after graduation. FYE combines three major components: residential, programmatic and academic to promote a fun, dynamic and academically focused experience for first year students.

Live On Campus
- Log into BearPAWS.
- Go to the “New Student Services” link.
- Go to the “New Student Housing Registration” link.
- Read/agree to Housing License and submit.
- Indicate your housing preference from the drop down menu.
- If you have a roommate request, enter your desired roommate’s student Potsdam ID or social security number in the field provided. Your desired roommate must enter your student Potsdam ID or social security number on their form as well.
- “Submit” your preferences.
- Beginning August 1, 2016, log back into BearPAWS to view your room and roommate assignment.

Live Off Campus
- Apply for a housing exemption
- Log into BearPAWS.
- Go to the “New Student” link.
- Go to the “New Student Housing Registration” link.
- Indicate that you will not be residing on campus and continue on to complete the exemption form and submit.
- You will receive an email with the decision of your request for exemption.

Note: First-year students must live on campus for 2 years/4 semesters
THE FIRST YEAR EXPERIENCE (FYE)

Academic
FYE provides numerous academic opportunities and resources for students. Every FYE floor has at least one residential fellow, faculty and staff volunteers who serve as resource people, initiate social and educational programs and in some cases, serve as academic advisers for students. All FYE students are also enrolled in a two-credit First Year Success Seminar (FYSS) class taught by faculty, staff, and an upper-class teaching assistant.

Programmatic
The FYE staff offers a number of social activities and educational programs annually. Numerous trips are planned throughout the year to expose students to the local area, including ski/snow tubing, trips to Canada and the Adirondack village of Lake Placid. There are also a large number of events held on campus to help students meet new people and become involved at Potsdam, including Activity Day, Halloween celebrations, Ice-Cream Socials and Spirit Night.

Additionally, FYE coordinates events including A Major Affair and Door-to-Door Advising that allow students to meet faculty from all the academic departments at SUNY Potsdam to discuss possible majors, courses to take and career possibilities.

Residential
FYE is housed in Bowman East and Bowman West. The FYE RAs are specially trained to better understand the needs of the first year students. They present programs and provide information to help students succeed inside and outside of the classroom. Additionally, they offer informal guidance on academics and serve as Teaching Assistants (TAs) in the First Year Success Seminar (FYSS). The halls are staffed with professional, live-in Residence Hall Directors (RD) who supervise the staff and are available to assist students with any concerns. To foster an environment conducive to both academic and social interaction, all FYE students are encouraged to create and live by a roommate contract.

Theme Floors
Arts Floor: One floor has been reserved for students interested in the visual arts, dance, drama and music. This floor is co-ed by door. Students planning to enroll in any arts related courses are encouraged to take advantage of this unique program where you can live and learn in a community of artists.

Honors Floor: One floor has been reserved for students accepted into the Potsdam Honors Program. This floor is co-ed by door. A study lounge is provided for the use of the floor participants. The Honors Floor has been designated as a study-intensive area.

First-Year Interest Group (FIG) Floors: Several FIGS are housed within FYE. FIG floors will provide you with easy access to form study groups and offer additional programs in support of your academic and personal interests.

How to sign up
Sign up on our secure Website, BearPAWS. You can indicate your interest in FYE right on the housing online form. Space in FYE is limited and will be assigned on a first-come, first-serve basis. For more information about FYE, please contact the Office of Residence Life at (315) 267-2350. For more information about the Honors Floor, contact the Honors Department at (315) 267-2900.
SIGN UP FOR MEAL PLAN & BEAR EXPRESS ACCOUNT

It is campus policy that first-year students and freshmen participate in the 1st Year Meal Plan. BearPAWS will only allow you to choose from plans you are eligible for. Meal Plans are valid for one semester; they do not rollover and are non refundable. The 1st Year Meal Plan provides 14 meals per week and 400 Flex Credits. Meals per week reset every Sunday morning and $3.60 in Flex Credits should be used daily throughout the semester.

When an account is opened, the plan you select is billed in both the fall and spring semesters. If allowed, changes or cancellation to the account must be made prior to Thursday of the first week of classes. For details about residential and commuter plans and their costs, go to www.potsdam.edu/studentlife/dining/MealPlans/index.cfm

Bear Express is an optional spending account accessed through the SUNYCard. It may be used on campus for services, in vending machines, and at participating off-campus restaurants and businesses. Bear Express accounts are automatically opened for most residential students and appear on the college bill. When an account is opened, the amount selected is billed in both the fall and spring semesters. Changes or cancellation to the account must be made prior to Thursday of the first week of classes on BearPAWS. After that date, money can be added to the account online through BearPAWS, or in person with cash, check, credit, or debit cards at the PACES Business Office or at any Dining Service location.

Unused Bear Express 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.

Choose a meal plan and Bear Express account amount
- Log into BearPAWS
- Go to the “New Student” link
- Go to the “Meal Plan & Bear Express Registration”
- Read/agree to Meal Plan License & click submit
- Select your resident status
- Select the 1st Year Meal Plan
- Select Bear Express Amount for the semester
- Click save
step 7

MICROFRIDGE RENTAL

PACES offers MicroFridge appliance rentals to all residential students. The MicroFridge is a combination refrigerator/freezer and microwave oven.

The unit is available for rent for the academic year, on a first-come, first-serve basis.

Online ordering starts June 27 at the College Store’s website bookstore.potsdam.edu

For more information about what appliances are allowed in the residence halls, visit: www.potsdam.edu/studentlife/ResHalls/CampusLiving101
The College Store is the official SUNY Potsdam textbook retailer and stocks professors’ required and recommended course materials. Getting the right books and course materials is important to a student’s academic success. The College Store has a direct connection to faculty instructors and each semester it orders materials the faculty have requested. In many cases, this includes special course packs, CDs and study guides.

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

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

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

Each online pre-pack includes a $4.50 flat fee handling charge.

Order textbooks online
• Go to bookstore.potsdam.edu
• Under the Textbook link
• Click on Order Textbooks
• Go to How to Order Textbooks, Step by Step, a PDF of step by step instructions will pop up
• Review the instructions
• After following the instructions, go back to the Textbook link and go to Click here to order your textbooks
• Once you have completed your order, you will receive an email confirmation about where and when to pick up your books
ORDER ID CARD

The campus ID card, also known as the SUNYCard, is provided by PACES. The card provides access to meal plans, residence halls, Bear Express account, fitness center, and other campus services.

All Potsdam students, faculty and staff are required to have a SUNYCard. Cards are issued at the PACES business office in Merritt Hall. *If you submit your photograph online through sunycard.potsdam.edu, two weeks prior to your arrival for orientation or the start of classes, your card will be ready for you to pickup. You must bring and show a valid government issued photo ID (passport, driver’s license) to pick up your SUNYCard.

You are responsible for managing your card. If you lose or temporarily misplace your card, you must deactivate or reactivate it through BearPAWS. Students can sign up for low-balance notifications, check meal account balances, and upload and submit ID photos online at sunycard.potsdam.edu.

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

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

*Note: if you submit your photo online, you will then pick your ID card up at Orientation registration.*
step 10

CHECK YOUR BEARMAIL ACCOUNT FOR IMPORTANT UPDATES

Please remember to check your BearMail account often for orientation updates and other important updates from College departments such as Financial Aid, Student Conduct, Student Billing, etc.