Your Future! Your Success!
| 1 | transfers new student checklist |
| 2 | frequently asked questions (faqs) |
|   | academic calendar               |
| 3 | step 1 - register for orientation |
|   | academic advising               |
| 4 | step 2 - send in health information |
| 5 | step 3 - register for housing |
| 6 | step 4 - sign up for meal plan & bear express account |
| 7 | step 5 - microfridge rental     |
| 8 | step 6 - order textbooks        |
| 9 | step 7 - order id card          |
|10 | step 8 - check your BearMail for important updates |
|11 | campus map                      |
TRANSFER NEW STUDENT CHECKLIST

☑ Complete Step 1: Register on BearPAWS (http://bearpaws.potsdam.edu) to attend orientation. Choose the Aug. 27 “Transitions Conference.” • After you sign up for the Transitions Conference (step 1) and submit your Health Forms (step 2), then you need to contact Patty Gilmer at (315) 267-2702 to set up an advising appointment to register for your classes • Advisers will start registering students for classes on Monday, May 2, 2016.

Questions? Contact the Office of Academic Advising and Support at (315) 267-2702.

☑ 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: Complete the online Housing Registration form on BearPAWS.

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

☑ Complete Step 4: Sign up for a Meal Plan and Bear Express on BearPAWS.

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

☑ Complete Step 5: Sign up for a MicroFridge (optional) on BearPAWS.

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

☑ Complete Step 6: Order your books online to have them pre-packaged.

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

☑ Complete Step 7: Order ID card.

☑ Complete Step 8: 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 during advising. 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.
What happens at the Transitions Conference?
At our “Transitions Conference,” you will have the chance to meet other transfer students and you will receive detailed information about our General Education Program and how to declare majors and/or minors. You will have the opportunity to speak directly with our staff from Financial Aid and Student Accounts. Finally, we will end with a fun-filled interactive Q & A session with the orientation team to see how much you know about SUNY Potsdam already!

What time does the Transitions Conference begin?
Check-in begins at 10:00 a.m. on August 27, 2016 in the Barrington Student Union, Multi-Purpose Room.

academic calendar

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

Log into BearPAWS and sign up for the Transitions Conference that will be taking place on Saturday, August 27, 2016.

BearPAWS Log-On Instructions
Type in: http://bearpaws.potsdam.edu
Here you can register for orientation; fill out mandatory health forms; sign up for housing, meal plans and a MicroFridge!
• Use your Campus Computer Account (CCA), Username, and Password.
• Go to the “New Student” link and choose the August 27 orientation session for you and your guests.
• Go to BearMail (bearmail.potsdam.edu) to receive your confirmation.
• Print your confirmation page and bring it to orientation.

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

Fees
• Transfer Orientation Fee: $40.00
• Guest fee: $25.00

Payment Options for Guest Fees
• Pay with a credit card on our secure website BearPAWS (http://bearpaws.potsdam.edu)
• Please note the student name and Potsdam ID number on all checks/money orders.
• 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

ACADEMIC ADVISING

Follow these steps
• After you sign up for the Transitions Conference (step 1) and submit your Health Forms (step 2), then you need to contact Patty Gilmer at (315) 267-2702 to set up an advising appointment to register for your classes.
• Advisers will start registering students for classes on Monday, May 2, 2016.
• Appointments last approximately 50 minutes to one hour.
• Keep in mind the course registration process is on a first-come, first-serve basis, thus we strongly encourage you to follow all the “orientation” steps and make an appointment as soon as possible.
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
Prior to making your housing preferences, please refer to our webpage at [www.potsdam.edu/studentlife/reshalls/](http://www.potsdam.edu/studentlife/reshalls/) and click on the “Living on Campus 101” 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 preference 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.

### 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.
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 5

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
step 6

ORDER TEXTBOOKS

The College Store is the official SUNY Potsdam textbook retailer and stocks professors’ required and recommended course materials. Getting the right books and course materials is important to a student’s academic success. The College Store has a direct connection to faculty instructors and each semester it orders materials the faculty have requested. In many cases, this includes special course packs, CDs and study guides.

Books ordered online through the 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 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. 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 the Fall Transitions Conference orientation session.*
step 8

CHECK YOUR BEARMAIL (EMAIL) ACCOUNT FOR IMPORTANT UPDATES

It is very important to check your BearMail account often for orientation updates and other important updates regarding your transition to SUNY Potsdam, such as Financial Aid, Student Conduct, Student Billing, etc.