Dear Branch Campus Student:

This newsletter includes important information about summer and fall course advising, and some of the remaining dates and deadlines for the spring semester, such as the Course Withdrawal Date, the Reception for May Graduates, Commencement, etc.

If you have any questions or need any other assistance, please let us know. We hope you had a great spring break! Best of luck in the second half of the semester!

Tom Corigliano
Associate Dean

Advisement for Summer/Fall 2013 Begins Monday, April 1

Fall Registration Begins Sunday, April 7

Faculty Advisors have been oriented to Degree Works, and we are convinced that students will appreciate the many enhanced features DW offers.

To learn DW, students can read the User Guide Document created for advisors and students that is available by clicking on the Help link when you open your Degree Works report. It tells you what you need to know about the report. Please let us know what you think about DW and/or address your questions/concerns to degreeworks@plattsburgh.edu.

CAPP/Degree Works Pointers for Undergraduate Students

A couple of things to remember about your CAPP Report or Degree Works Audit:

• An arrow in the left-hand margin of your CAPP or an empty red box on Degree Works indicates a requirement that has not yet been met. If you are taking a required course via cross-registration or from another college as transfer credit, the arrow will continue to show and the box will continue to be red and empty until the grade or transfer credit is reported to the Plattsburgh Registrar.

• Always check the “Cumulative Credits” section of your Report/Audit. You must have a minimum of 120 credits to graduate. It is possible that you will have met all of your “major or general education requirements,” but if you don’t have 120 credits, you may need to take a few general elective courses to graduate.

• Cross-registered courses and courses taken from another college as transfer credit are not included in the credits “earned and in-progress” section of your CAPP Report or in the “awarded” section of your Degree Works Audit until after the courses are completed and grades and credit are reported to the Plattsburgh Registrar. It usually takes about two weeks after the end of the semester before cross-registration grades show up on your Report/Audit or on your transcript. Courses taken from another college via the Permission for Off-Campus Study process require you to have an official transcript sent to the Plattsburgh registrar before the transfer credit will appear.

• To graduate with honors you need to meet three requirements. You must have a minimum of 57 earned credits from Plattsburgh, a minimum of 45 credits of graded course work (letter grades of A-E) from Plattsburgh, and you must have a 3.40 or better GPA.

• If you ever have a question or need help let me know! Call (792-5425) or write (tom.corigliano@plattsburgh.edu).

Student Advisory Group Report

The Student Advisory Board has met several times since being formed in the fall 2012 semester. At the last meeting on February 26, it was decided that the group would hold several “Did you know…?” sessions regarding the student activities fee.

Student Advisory Board members petitioned for funds from the SUNY ADK Student Activities office to provide refreshments at the “Did you know…?” sessions, and held five discussion sessions with undergraduate students between March 13 and 15.
Board members will discuss student feedback and the options open to Branch Campus Students in regard to the activities fee at the next meeting on March 26. Following this meeting the Student Advisory Board will be surveying undergraduate students to get additional and more specific feedback on student interests.

**Library Proficiency Test Scheduled for April 4**

The LIB 105 Proficiency Test will be offered at the Branch Campus in Queensbury, on Thursday, April 4, 2012, from 2:00-3:00 and from 4:00-5:00 pm in RHEC 147.

You can register for the Library Proficiency Test at http://www.plattsburgh.edu/branchcampus/acc/testing.php. The registration deadline is Tuesday, April 2.

**Spring Semester Course Withdrawal Deadline, Friday, April 12**

Friday, April 12 is the last day for unrestricted course withdrawal. Up until April 12, a student needs instructor and advisor signatures to withdraw from a course. After April 12, a student will also need the approval of the dean of their program of study.

**CAPP/Degree Works (DW) and Graduation Review Week**

As we prepare for May Commencement, we are concerned with the number of students who apply for graduation each semester and are lacking a course or some other requirement.

To address this concern, I will be holding CAPP and DW reviews primarily for students who plan to graduate in December 2013 during the week of April 15. The purpose of these reviews will be to identify any degree deficiency in time to adjust a student’s fall schedule (or to add a summer session course), before the start of the fall semester.

I will be reserving time on my schedule from 10:30am-1:30pm and from 3:00-4:00, Monday through Thursday, April 15-18, for student walk-ins (no appointment necessary) to review CAPPs and DWs for December graduation (of course other students are welcome as well!).

In order to participate in this early graduation review, students MUST be registered for fall courses.

**SUNY ADK Cross-Registration Opens on Monday, April 22**

Cross-registration for fall courses at SUNY ADK will begin on Monday, April 22. Cross-registration forms can be obtained in our office, and need our approval before you can cross-register for an SUNY ADK course. Students are reminded that they must have at least 12 credit hours (including the SUNY ADK course) in order to cross-register, and only two courses per academic year may be taken via this policy.

As with registration for Plattsburgh courses, if you need a course through cross-registration, REGISTER EARLY!

**Academic Awards Reception Scheduled for May 10**

The Branch Campus faculty and staff will host a reception for all May 2013 or August 2013 graduates being recognized with departmental honors, and for undergraduate students graduating with grade point averages of 3.40 or higher. The reception will be held on Friday, May 10, from 3:30-4:30 pm, in the Student Commons area of the Regional Higher Education Center. This reception is held each spring to recognize academic excellence. Invitations to this event will be mailed to eligible students by mid-April.

**Spring 2013 Commencement**

- **Diploma Applications**: If you will complete your degree in May or August and have not yet filed a diploma application, you should do so immediately. The diploma application can be found at http://web.plattsburgh.edu/register/forms/files/diploma-application.pdf.
- **Branch Campus Graduation and Alumni Reception**: SUNY Plattsburgh at Queensbury will hold spring commencement ceremonies with SUNY ADK at the Glens Falls Civic Center, on Thursday, May 16, 2013, at 7:00 pm. Commencement ceremonies will be preceded by a reception hosted by the Plattsburgh Alumni Association from 5:00-6:00 pm at the Queensbury Hotel. If you will participate in commencement or attend the alumni reception, and haven’t already done so, please “register” at: http://web.plattsburgh.edu/branchcampus/acc/commencement.php.
- **Main Campus Graduation – Saturday, May 18**: Information about main campus commencement can be found at http://www.plattsburgh.edu/studentlife/commencement/.
- **Graduation Announcements**: You can order graduation announcements on-line from Jostens at http://college.jostens.com. Their web site is easy to navigate, just enter your information and select the appropriate announcement text from the “Ceremony” drop-down menu.
- **Caps and Gowns**: Graduate students, who wish to participate in commencement, should contact the Plattsburgh College Bookstore (http://mypsubookstore.com/ or 518-564-2082) to rent academic caps, gowns, and hoods (graduate regalia will no longer be available from the SUNY ADK Bookstore). Undergraduate students, who wish to participate in commencement, can purchase bachelor degree caps and gowns from the SUNY ADK Bookstore at any time after mid-April (no pre-order is necessary).

**Spring 2013 Academic Calendar**

The following are some important dates for the remainder of the spring 2013 semester. Please refer to our website for the complete academic calendar (www.plattsburgh.edu/queensbury).

- **Wednesday, March 27**: Plattsburgh Midterm grades due (11:30 pm).
- **Friday, March 29 - Tuesday, April 2**: HVCC Spring Break.
- **SUNY Plattsburgh classes on the HVCC campus will NOT meet – students should see their instructors concerning make-up work.**
- **Monday, April 1 - Friday, April 5**: Spring break for Branch Campus graduate teacher education students. NOTE: Spring break for all Branch Campus undergraduate students, and for graduate students in the M.S. Leadership program, is March 18 – March 22.
- **Monday, April 1**: Course advisement for summer and fall 2013 begins. Please meet with your advisor early.
- **Tuesday, April 2**: Last day to register (4:00 pm), for the Library Proficiency Exam, to be held on Thursday, April 4.
- **Thursday, April 4**: Library Proficiency Test, 1:30-2:30 pm and 3:00-4:00 pm, in RHEC 147.
- **Sunday, April 7**: Registration for summer and fall 2013 begins (10 am). Register EARLY! On-line classes close quickly!
- **Friday, April 12**: Summer and fall course advisement ends. Last day for unrestricted course withdrawal.
- **Saturday, April 20**: Main Campus Commencement. See: http://www.plattsburgh.edu/studentlife/commencement/.
- **Monday, May 6**: SUNY ADK classes end (this date applies only to students taking SUNY ADK classes through cross-registration).
- **Friday, May 10**: Hudson Valley Community College classes end (this date applies only to students taking HVCC classes through cross-registration).
- **Saturday, May 11**: Finals week begins on the Main Campus. Finals at the Branch Campus are held during the last week of the semester.
- **Monday, May 13 – Thursday, May 16**: HVCC Final Exams. Applies only to students taking HVCC classes through cross-registration.
- **Thursday, May 16**: Plattsburgh Alumni Reception for Branch Campus Graduates. Queensbury Hotel (5:00 pm). Branch Campus Commencement with SUNY ADK, Glens Falls Civic Center (7:00 pm). Meet in Heritage Hall at 6:30pm.
- **Friday, May 17**: SUNY Plattsburgh spring semester ends (5 pm).
- **Saturday, May 18**: Main Campus Commencement. See: http://www.plattsburgh.edu/studentlife/commencement/spring/.
- **Wednesday, May 22**: Final grades due (noon).