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Dear Parents & Families,

Welcome to the family at Clarkson University! We know that you have been an integral part of your student’s journey thus far. As your student travels through the many phases of their Clarkson experience, we want you to also be part of the Clarkson continuum.

Our team has put together a wonderful compilation of information in this guidebook to assist you along the way, but recognize that we can’t answer every question you may have within this document. Please do not hesitate to reach out when you feel the need, but always encourage your student to reach out as well!

On behalf of the team in Student Affairs, thank you for being part of our family!

Brian Grant
Vice President for Enrollment and Student Advancement
Accommodative Services…………………………315-268-7643
Admissions Office………………………………315-268-6480
Campus Dining (Aramark)……………………..315-268-3816
Campus Safety & Security………………………315-268-6666
Career Center …………………………………..315-268-6477
Dean of Students………………………………..315-268-6620
First-Year Advising……………………………..315-268-3948
Institute for Sustainable Environment………..315-268-3856
International Center……………………………..315-268-3943
Residence Life…………………………………..315-268-6642
School of Arts & Sciences…………………….315-268-6544
School of Business……………………………..315-268-2300
Help Desk…………………………………………315-268-HELP
Student Administrative Services……………..315-268-6451
Student Health and Counseling……………….315-268-6633
Student Mailroom………………………………315-268-6416
Student Life & Engagement…………………….315-268-6680
Student Organizations………………………….315-268-6426
Student Success, Diversity & Inclusion……….315-268-2209
University Bookstore…………………………..315-265-9260
VP for Enrollment & Student Advancement…..315-268-6463
Wallace H. Coulter School of Engineering…….315-268-6446
Contacting Students and University Officials
Clarkson’s telephone switchboard can be reached at 315-268-6400. This line is staffed 24 hours a day 365 days a year. We encourage you to program this direct number into your phone.

Release of Educational Information
The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords student certain rights with respect to their educational records. The University is generally prohibited from providing certain information such as grades, invoices, financial aid, and other student record information. Your student, at their discretion, may grant the University permission to release information to you by submitting a completed Student Information Release Authorization form to Student Administrative Services. This form is available to your students on their PeopleSoft To-Do List.

Sending Mail
While email may be a great way to stay connected with your student, residential students will also receive a Clarkson postal address. Commuter students will not have a Clarkson postal address. The address to mail a letter or package to your student is:

{Student Name}
Clarkson University
10 Clarkson Ave, Box #{xxxx}
Potsdam, New York 13699
U.S.A.
Speaking the Lingo

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
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<tbody>
<tr>
<td>AC</td>
<td>Area Coordinator (full-time live-in staff who oversee RDs &amp; RAs)</td>
</tr>
<tr>
<td>Aero</td>
<td>Aeronautical engineer</td>
</tr>
<tr>
<td>ARAMARK</td>
<td>Campus dining service</td>
</tr>
<tr>
<td>Bar 9</td>
<td>Bribeck’s Tavern in the Student Center</td>
</tr>
<tr>
<td>CAMP</td>
<td>Center for Advanced Materials Processing (Engineering building)</td>
</tr>
<tr>
<td>ChemE</td>
<td>Chemical engineer</td>
</tr>
<tr>
<td>CivE</td>
<td>Civil engineer</td>
</tr>
<tr>
<td>Concrete Café</td>
<td>Food service area in 3rd floor Science Center</td>
</tr>
<tr>
<td>CU</td>
<td>Clarkson University</td>
</tr>
<tr>
<td>CU and Me</td>
<td>Website for accepted students: <a href="http://www.clarkson.edu/cuandme">www.clarkson.edu/cuandme</a></td>
</tr>
<tr>
<td>CUB</td>
<td>Clarkson Union Board (campus programming board)</td>
</tr>
<tr>
<td>CUPO</td>
<td>Community of Underrepresented Professional Opportunities</td>
</tr>
<tr>
<td>CUSA</td>
<td>Clarkson University Student Association (student government)</td>
</tr>
<tr>
<td>CUSB</td>
<td>Clarkson University School of Business</td>
</tr>
<tr>
<td>DB</td>
<td>Declining Balance: money on ID card used to purchase food</td>
</tr>
<tr>
<td>Dead Week</td>
<td>Week of studying before final exams</td>
</tr>
<tr>
<td>E&amp;M</td>
<td>Engineering and Management</td>
</tr>
<tr>
<td>ERC</td>
<td>Educational Resource Center (library and Student Affairs offices)</td>
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<tr>
<td>FE</td>
<td>Fundamentals of Engineering Exam</td>
</tr>
<tr>
<td>Forum</td>
<td>Video wall &amp; stairs/seating in Student Center</td>
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<tr>
<td>FYS</td>
<td>First Year Seminar (mandatory class for first-year students)</td>
</tr>
<tr>
<td>Healthy Pantry</td>
<td>Food service area in Hamlin Powers</td>
</tr>
<tr>
<td>Hill Campus</td>
<td>Portion of Clarkson University on the &quot;hill&quot; (Clarkson Avenue)</td>
</tr>
<tr>
<td>IRC</td>
<td>Indoor Recreational Center- includes Fieldhouse and Alumni Gym</td>
</tr>
<tr>
<td>ISE</td>
<td>Institute for a Sustainable Environment</td>
</tr>
<tr>
<td>ISO</td>
<td>International Student Organization</td>
</tr>
<tr>
<td>ISSS</td>
<td>International Student and Scholar Services</td>
</tr>
<tr>
<td>Java</td>
<td>Java City</td>
</tr>
<tr>
<td>Late Knight</td>
<td>Series of fun/social events on Friday/Saturday nights</td>
</tr>
<tr>
<td>MechE</td>
<td>Mechanical engineer</td>
</tr>
<tr>
<td>Moodle</td>
<td>Online classroom</td>
</tr>
<tr>
<td>MPRs</td>
<td>Multi-Purpose Rooms- located on top floor of Student Center</td>
</tr>
<tr>
<td>New Dorms</td>
<td>Graham and Price Hall</td>
</tr>
<tr>
<td>New Snell</td>
<td>B.H. Snell (academic building)</td>
</tr>
<tr>
<td>O Chem</td>
<td>Organic Chemistry</td>
</tr>
<tr>
<td>OAS</td>
<td>Office of Accommodative Services</td>
</tr>
<tr>
<td>OIT</td>
<td>Office of Information Technology</td>
</tr>
<tr>
<td>Old Snell</td>
<td>Downtown campus- includes theater</td>
</tr>
<tr>
<td>P Chem</td>
<td>Physical Chemistry</td>
</tr>
<tr>
<td>PeopleSoft</td>
<td>Database to enroll in classes, view grades, etc.</td>
</tr>
<tr>
<td>Pit</td>
<td>Hamlin-Powers Residence Halls</td>
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<tr>
<td>Pit Path</td>
<td>Walking path between Hamlin-Powers and Moore House</td>
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<tr>
<td>POD</td>
<td>Campus convenience store on lower level of Student Center</td>
</tr>
<tr>
<td>Quad</td>
<td>Reynolds, Brooks, Ross, and Cubley residence halls</td>
</tr>
<tr>
<td>RA</td>
<td>Resident Advisor</td>
</tr>
<tr>
<td>RD</td>
<td>Resident Director (student staff who oversee RAs)</td>
</tr>
<tr>
<td>Ro Bro</td>
<td>Ross Brooks Dining Hall</td>
</tr>
<tr>
<td>SAS</td>
<td>Student Administrative Services</td>
</tr>
<tr>
<td>Servery</td>
<td>Food service area in Student Center</td>
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<td>SPEED</td>
<td>Student Projects for Engineering Experience and Design</td>
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<tr>
<td>SSC</td>
<td>Student Success Center</td>
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<tr>
<td>State</td>
<td>SUNY Potsdam</td>
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<tr>
<td>TAC</td>
<td>Technology Advancement Center</td>
</tr>
<tr>
<td>Walker</td>
<td>Walker Arena (next to Kinney)</td>
</tr>
<tr>
<td>WCKN</td>
<td>Clarkson Television Station</td>
</tr>
<tr>
<td>WiSE</td>
<td>Women in Science and Engineering (theme floor)</td>
</tr>
<tr>
<td>WTSC</td>
<td>Clarkson radio station &quot;91.1 The Source&quot;</td>
</tr>
</tbody>
</table>
Social Media

CU Social Media

Social media allow you to connect with classmates and Clarkson wherever you go! Whether you’re active in student clubs, sports teams or research projects, mention @ClarksonUniv on Instagram and Twitter, and we may feature your posts on our accounts. We are excited to launch a series of social media contests throughout the school year, so be sure to follow Clarkson on your favorite social media sites by clicking on the icons to the right for the latest University announcements. Many departments and offices also have their own social media accounts!

Social media provide captivating outlets to express your creativity and share experiences with others. At Clarkson, you have the freedom to represent yourself as you see fit on social media. As you prepare for a career and the next stages of your life, however, be responsible about what you post. Employers often check social media when screening candidates for internships and jobs, and what you share shapes how others perceive you.

Creating Community

Clarkson strives to create a community where all students, faculty and staff feel welcome and respected. That community extends to social media, so we expect you to not post anything that could potentially hurt, insult or harass others at Clarkson. Opportunities to remain anonymous on social media lead some to believe they can post anything without consequence, but all activity can be traced back to the original poster. If you see something, say something: contact your resident advisor or the Office of Student Life if you notice social media activity that harasses or insults members of the Clarkson community.

Let’s use social media to make the most of our time at Clarkson and put the best versions of ourselves out there for the rest of the world to see!
The Parents Association represents all Clarkson parents, promoting their active involvement in the University.

Parents become lifetime members of the Association upon the enrollment of their son or daughter. The Association develops interaction and support between the University and parents, and provides insight into the life of your Clarkson student.

Parents Committee
The Parents Committee is the executive committee of the Parents Association. The 20-30 committee members act as a sounding board for parents' opinions and represent parents with sons and daughters in all class years. Parents Committee meetings are held on campus twice a year, usually in conjunction with Family Weekend (Fall) and an Admission Open House (Spring).

Admissions Mentor
Current Clarkson parents mingle with accepted students and their parents during the Spring Open House, providing insight, answering questions, and fostering a community environment. You can assist our Admission staff by sharing your Clarkson experience with students and parents in your community. Please refer qualified scholars to the Admission Office at 315-268-6480 or admission@clarkson.edu.

Career Assistance Program
If your company employs college graduates for entry-level positions, you could help develop a relationship between your organization and Clarkson's Career Center. For more information, please contact our Career Center at 315-268-6477 or career@clarkson.edu.
Held in October, the annual Family Weekend is one weekend during which there are a myriad of events to enjoy. This tradition is an opportunity for families to discover more about the lives of their students while enjoying student performances, faculty presentations, soccer, hockey and football games, and special entertainment! All events are for families, students, and alumni.

**Mark your calendars for October 28 & 29, 2016!**

**Golden Knight Hockey**
Clarkson is proud to host an annual “Parent’s Hockey Game” each year during Family Weekend, as well as a standard hockey game. Your family is invited to attend them both. Come support your Golden Knights this fall! Check online for the hockey ticket request form in early September.

**Lodging**
Potsdam is a small town, thus accommodations are limited. We urge you to make reservations as soon as possible. For lodging information please visit [www.northcountryguide.com](http://www.northcountryguide.com)
Tip 1: Trust us! You have spent the last 18 years raising us; trust that while we might make mistakes, we will learn from them, and we are growing up.

Tip 2: Don’t ask if we want to come home or are homesick. We might not even be thinking about it until you suggest it, and then it will be all we think about. We might not say it, but we do miss you and are trying our best to focus on adjusting to college life.

Tip 3: Let us solve our own problems. We don’t need you calling our professors/Clarkson staff unless we ask you to.

Tip 4: Don’t worry (too much) about frantic phone calls. Be patient, support us and reassure us as we adjust to the challenges of college academics. By the time we hang up, we have probably moved on already.

Tip 5: Encourage us to utilize all the FREE services that Clarkson offers: tutoring, writing center, counseling, over 90 clubs, and much more are offered at CU.

Tip 6: Ask us questions (but not too many) and listen to what we say.

Tip 7: Work with us to find friends in our town or neighboring towns that are going to Clarkson as well, or are already attending. The carpooling for breaks and holidays will come in handy!

Tip 8: Help us handle the stress of college by sending a pick-me-up care package or card to our campus mailbox.

Tip 9: Plan on visiting us on major event weekends like Family Weekend, and make your hotel reservations early! Potsdam is only so big, and you definitely don’t want to stay in our residence hall room.

Tip 10: Accept and understand that visits home will be different from now on. We get used to completely different habits and lifestyle while at college. It just means we are adjusting well!
Emergency Alert Notification System

Clarkson uses a text alert notification system for which all students are encouraged to sign up. In the case of an emergency on campus or affecting the Potsdam area, students will receive text messages and emails. A notification will also be posted to the Clarkson homepage. To sign up for this service, students can register in their Peoplesoft account.

Safety on Campus

Clarkson is a walking campus, with 26 “blue light” phone systems, as well as 16 residential “house” phones, located throughout campus. These provide rapid push button contact with emergency response 24 hours a day. The campus is also patrolled 24 hours a day by professional Safety and Security officers.

Knight Watch (University Tip Line)

Knight Watch is an anonymous tip reporting tool for all students and staff. Designed to work with mobile technologies, all students are encouraged to report anything suspicious they may see on campus. The tip line is monitored 24/7 and a trained security officer will respond to the student. Students can access Knight Watch online and on their mobile device.

Quick Tip to Keep Your Student Safe

Have your student program emergency numbers in their phone with ICE (In Case of Emergency) next to the name.
Equal Opportunity Policy
Clarkson University does not discriminate on the basis of race, gender [includes identity & expression], color, creed, religion, national origin, age, disability, sexual orientation, veteran status, or marital status in provision of educational or employment.

Clarkson University does not discriminate on the basis of sex or disability in its educational programs and activities, pursuant to the requirements of Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1990 respectively. This policy extends to both employment by and admission to the University.

Title IX
“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

Key Areas under Title IX Include:
- Recruitment, admissions, and counseling.
- Financial assistance.
- Athletics.
- Sex-based harassment.
- Pregnant and parenting students.
- Discipline.
- Single-sex education.
- Employment.
- Retaliation.
- Transgender students

Every institution ... shall share information on domestic violence, dating violence, stalking and sexual assault prevention with parents of enrolling students.

All incoming students go through an orientation process where they learn about domestic violence, dating violence, stalking, sexual assault prevention through bystander intervention, their rights under NYS law and affirmative consent.

Title IX Coordinator
Jennifer L. Ball, Ph.D.
Asst. Professor HU/SS
Snell 168
Box 5750
Office: 315-268-4208
Cell: 315-212-8940
jball@clarkson.edu
titleix@clarkson.edu

Title IX Deputy Coordinator– Student Affairs
Kelsey Deso
Director of Student Organizations and Student Center
127 Student Center
315-268-2345
kdeso@clarkson.edu

Those interested in knowing more about Clarkson University’s efforts to uphold Title IX and 129-B can go to our website: http://www.clarkson.edu/nondiscrimination/
All Students Have the Right To:

1. Participate in a process that is fair, impartial, and provides adequate notice and meaningful opportunity to be heard;

2. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;

3. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;

4. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;

5. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;

6. Make a report to local law enforcement and/or state police;

7. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;

8. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;

9. Access to at least one level of appeal of a determination;

10. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;

11. And Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

Those interested in knowing more about Clarkson University’s efforts to uphold Title IX and 129-B can go to our website: http://www.clarkson.edu/nondiscrimination/
When an incident occurs...

Please call Clarkson University Campus Safety & Security (315-268-6666, ERC Suite 1200) or Potsdam Police (315-265-2121) for emergencies involving safety or health.

Our University wants people to receive the appropriate care and support they need while respecting their wishes for confidentiality or privacy. If you call Campus Safety they will walk through these options after addressing emergency needs.

If you are uncertain of who to tell and want someone to explain options, click below to ask an online question or submit a report. Please note they are not confidential resources, but will practice need-to-know privacy.

If you want speak with confidentiality...

If you want speak anonymously...

If you want to report the police...

You can contact us (and leave out the name and email) or Use Knightwatch.

*You won’t receive notification of support options through this option and should not be used in an Emergency*

You can contact the police directly

Potdadam Police:
315-265-2121

NYS Police 24HR Hotline:
1-844-845-7269

OR 911
A police investigation does not stop you from pursuing an issue on campus at the same time

These employees will:

- Explain how we investigate incidents (formally and informally)
- Offer interim measures to stop harmful behavior (i.e. no contact order)
- Give safety and support to targets (i.e. counseling, healthcare, and an advocate)
- Coordinate a strategy to remediate any negative effects of incident

For more information visit www.clarkson.edu/nondiscrimination
Residence Life at Clarkson seeks to establish an enriching living-learning community that supports the main mission of the University, especially in the areas of creating academic excellence, promoting diversity, and alumni engagement.

The residential program for new students is designed to facilitate a healthy and positive transition to Clarkson. Each student is expected to exhibit behavior reflecting responsible citizenship, integrity and acceptance.

Most first-year students will be housed in the Quad (Reynolds, Brooks, Ross and Cubley), or in Hamlin-Powers. First-year students are assigned a roommate(s), and their room. After the first year, students can choose their roommate(s) and will go through Housing Lottery to select their room. Students are required to live on campus all four years unless they meet an exemption requirement.

All rooms on campus are wired for cable, and all first-year residence halls have Wi-Fi. All come with twin XL mattresses and laundry facilities are centrally located in each complex. The machines are high efficiency and laundry is free. Please make sure when packing you check our list of what items to bring and what items are prohibited in campus housing.
For many students, moving to college is the first time they will be living away from home and sharing space with people who may be different than them. Each student is expected to follow all housing regulations and policies. Some roommates will become great friends, some will simply peaceably coexist, some will be night and day, and a few will actively try to switch rooms. This is all OK; roommates don’t need to be best friends.

However, students might seek your help once the semester has begun and they have settled into life at Clarkson. If you do choose to seek assistance, it is recommended that students handle conflicts on their own. Residence Life has student and full-time staff available to assist student conflicts and issues that arise while living on campus. If your student is distressed, remind them that they can seek these staff members for assistance.

If there is an issue with roommates, remind your student to speak with:

- Their roommate. Often times, conflicts are most easily solved by having a conversation about what is bothering them. The longer students avoid speaking about the issue, the longer the issue will bother them. However, there might be some roommates who will ignore these conversations. They will then want to speak with:

- Their RA/RD. Depending on where your student lives, they may have either a Resident Advisor (RA) and/or Resident Director (RD). These are student staff that live in the same hall as your student, and are trained to help with these kinds of conflicts. If speaking with their roommate doesn’t work, speaking with an RA/RD might help the situation. If, for some reason, there is still an issue, students can move on to speak with:

- Their AC. Area Coordinators (AC) are full time, professional, live-in staff that help coordinate student RAs and RDs. As a last resort, students can speak with ACs if problems persist, and have already spoken to their roommate and RA and RD.

It is important to know that when a professional staff member gets involved, the following approaches are used:

- We will not take sides. Our job is to work toward a mediated resolution.
- Sometimes, the roommate who has tried to compromise/resolve disagreements will need to decide to move.
- If the roommates cannot resolve their differences, as a last resort we may facilitate a room change.
- If a room change is the next step, we will provide all possible options—however, it is the student’s responsibility to meet prospective new roommates and inform the office of his or her decision of where they are moving.
Clarkson is a residential campus, and during the first couple of weeks, students are encouraged to join a club or organization, take part in campus programs, and utilize the fitness center. We want your student to make the most of their college experience while keeping a healthy balance between school and activities. Clarkson staff and students work hard to develop programming with and for students.

All student organizations are governed by the Clarkson University Student Association (CUSA). Joining an organization is a great way for your student to meet new people, gain leadership skills, build their resume, and become an active member of the Clarkson community. If there is not an organization that interests your student, they can create their own!

**Knight Life** is the number one place for students to find out about the 150+ student organizations available to join. In addition, students can visit the CUSA Office, located in the Student Center, or at the annual activities fair, held each fall during the first week of classes.

Almost every weekend, there are fun programs and sporting events to attend:
- Clarkson University hosts athletic competitions for our Division I hockey teams and various Division III teams.
- Clarkson Union Board (CUB) offers entertainment every Friday evening when there is not a hockey game.
- CUB and the Office of Student Life and Engagement (OSL) show Late Knight movies every Friday at 9 p.m. with a corresponding activity, craft, or food.
- Residence Life sponsors a Late Knight activity every Saturday night.
- Clarkson University Student Association (CUSA) sponsors many events each week through more than 150 CUSA-affiliated student organizations.

For a comprehensive list of campus clubs and organizations, go to [knightlife.clarkson.edu](http://knightlife.clarkson.edu). If your student cannot seem to find the right club for them, starting their own is easy! Students can visit the Student Center desk on the first floor of the Student Center where our Student Activities Assistants will help guide them in starting this process.
Clarkson is home to a dynamic history of fraternity and sorority life. Thirteen different national and local fraternities and sororities have recognized chapters on campus. Fraternities and Sororities organize activities that embrace the academic mission of the University and create an environment of responsible leadership and service.

### Recognized Organizations

#### Fraternities
- Alpha Chi Rho, AXP (Crow)
- Delta Upsilon, ΔΥ (DU)
- Omicron Pi Omicron, ΟΠΟ (OΠo)
  *Local*
- Phi Kappa Sigma, ΦΚΣ (Phi Kap)
- Sigma Chi, ΣΧ (Sig Chi)
- Sigma Phi Epsilon, ΣΦΕ (Sig Ep)
- Tau Kappa Epsilon, TKE (TKE)
- Tau Epsilon Phi, ΤΕΦ (ΤΕΦ)
- Zeta Nu, ZN (ZN) *Local*

#### Sororities
- Delta Zeta, ΔΖ (DZ)
- Kappa Delta Chi, ΚΔΧ (KDChi)
- Phi Sigma Sigma, ΦΣΣ (Phi Sig)
- Theta Phi Alpha, ΘΦΑ (Theta Phi)

**Joining:** Female students are eligible to join second semester of their first year and male students are eligible to join as sophomores OR to join organizations who have received special permission to recruit second semester first-year students. All students wishing to join must have at least a 2.5 minimum GPA. Students who choose to participate in recruitment activities are under no obligation to join the fraternity and sorority system. All recruitment events for fraternities and sororities at Clarkson are alcohol free (dry). At the end of the recruitment period, the chapters extend formal written invitations (bids). If a student chooses to accept the bid, then he/she is affiliated with that chapter. Once a student decides to accept a bid from a chapter, he or she is oriented through meetings, philanthropic service, social events, and study sessions. This new member period may not last more than six weeks, as stipulated by Clarkson regulations, and programs are structured so as to not interfere with academic responsibilities. New member education is designed to be informative and fun, because physical and mental hazing is not tolerated at Clarkson or under New York State law.

**Housing:** Each chapter has different housing options, and different requirements. Some groups live in Clarkson residence halls, others in houses owned and operated by the chapters themselves and still other groups live in fraternity houses owned by the University. Chapters with their own houses commonly run their own meal plans, either with a paid cook or members themselves preparing meals. Students must maintain a minimum grade point average of 2.5 (3.0 for first year students) to be eligible to live in on- or off-campus chapter houses.
Unrecognized Groups

Clarkson University takes its standards and expectations very seriously. Organizations found in violation of the Greek Recognition Policy may lose their recognition by the University, requiring the organization to cease operation. Some groups choose to continue to violate policy by operating off campus and secretly recruit Clarkson students. These groups are not affiliated with Clarkson University or a national affiliate and therefore do not follow the same standards as recognized organizations. Students are highly discouraged from joining and/or attending an event at the residence of an unrecognized group due to unknown potential for high-risk activities like hazing and/or substance abuse. There may be others, but the all-men groups below are known to have active membership and recruitment in the Village of Potsdam. Groups are listed with full name, Greek letters, and how they are commonly referred in the community.

- Beta Tau, BT (BT)
- Delta Sigma, ΔΣφ, ΔΣ (DS, Karma)
- Delta Tau Tau, ΔTT (DTT)
- Psi Phi Epsilon, ΨΦΕ (Psi Phi)
- Sigma Delta, ΣΔ (Sig Del, SIG)
- Tau Delta Kappa, TΔK (TDK)

Warning Signs of Hazing

Your student may or may not feel comfortable expressing concern directly to you if being hazed. Here are some key things to look for that might help you identify whether or not your student may be experiencing hazing:

- Sudden change in behavior or attitude after joining the organization or team
- Wanting to leave the organization or team with no real explanation
- Sudden decrease in communication with friends & family
- Physical or psychological exhaustion
- Unexplained weight loss, injuries or illness
- Change in sleeping or eating habits
- Withdrawal from normal activities
- Expressed feeling of sadness or feeling of worthlessness
- Increase in secrecy and unwillingness to share details

55% of college students are hazed as part of their student involvement, and 47% of students come to college having been hazed in high school.

To report concerns of hazing contact:
Kelsey Deso
Director of Student Organizations & Student Center
315-268-2345
kdeso@clarkson.edu
Intramural Sports
After a long day in the classroom, the Clarkson campus offers all kinds of opportunities to run, jump, dive, kick and swing. Our fiercely fun, intramural teams attract more than 80 percent of Clarkson students. Show off your stick work in broomball, shoot hoops in the Fieldhouse with 3 on 3 basketball, or score a touchdown in touch football. There are more than 30 teams to choose from.

Schuler Indoor Recreation Center (IRC)
Whether you’re a tennis player, a jogger, or enjoy taking a fitness class, Clarkson offers a variety of facilities to ensure that there is something for everyone. The IRC houses:

- Gym
- Indoor track
- Weight room
- Racquetball courts
- 25 meter swimming pool
- Field house for tennis, volleyball, basketball, or badminton
- Fitness classes including yoga, Zumba, aikido, and kettlebells
- Fitness Center, with full assortment of cardiovascular machines

Outdoor Recreation
If you like adventure in the great outdoors, Clarkson has one of the best locations you’re ever going to find. Our 640-acre campus sits on the edge of a village where the rolling foothills of the Adirondack Mountains meet the St. Lawrence River Valley. The Clarkson Outdoor Recreation Program manages the multi use trail system on campus, and the Adirondack Lodge provides support and guidance to the outdoor-oriented student clubs, as well as runs the outdoor program that expose students to the natural areas of the Adirondack region.

Organizations like Ski Club and Cycling (Bike) Club make it easy to find people who share your adventurous spirit. Clarkson’s Outing Club, one of the largest and most active student groups on campus, organizes excursions near and far that enable you to take advantage of the recreational possibilities in this spectacular environment.
Clarkson owns a rich, competitive athletic tradition with nationally recognized NCAA Division I men's and women's hockey teams, and 18 Division III sports. All athletic events are free to students with a Clarkson student ID and parents always look forward to the Family Weekend hockey game (look for details on how to get tickets in early September).

Clarkson’s greatest rival is neighboring St. Lawrence University.

We encourage you to join your student at any athletic competition and cheer on the Golden Knights!

Club Sports
Many students who were involved in athletics in high school or would like to try a new sport will join a club sport. Club sports are for those students who want more than intramurals. Club Sports teams are student run and student organized, and are overseen by CUSA. Club Sports are a great way to gain leadership skills, meet new people and have fun!
At Clarkson, campus dining is an integral part of the college experience and strives to make the dining experience memorable and enjoyable. Our six on-campus dining locations aim to accommodate varying schedules, dietary restrictions, and nutritional needs of all students. Six different meal plan options are available to aid in your adjustment to different daily schedules throughout your years on campus. All first year students are highly recommended to have The Golden Knight meal plan to ensure they have breakfast, lunch and dinner, 7 days a week throughout the semester. Prior to spring semester, the Dining Office can pull a usage report to show how many meals were used and determine if another plan is more suitable. Students have the first 2 weeks of every semester to change their meal plan. Stop by the Residence Life Office located in ERC 1100 if you want to make a change!

**Meal Plan Options**

- **The Golden Knight**
  - 21 board meals per week & $25 in DB

- **The All Northern**
  - 200 block meals & $75 in DB

- **Platinum Dining**
  - 150 block meals & $225 in DB

- **The Sandstoner**
  - 7 board meals per week, 50 block meal & $275 in DB

- **Emerald Dining**
  - 5 board meals per week, 20 block meals & $425 in DB

- **The Pioneer**
  - 50 block meals & $500 in DB. *The Pioneer Plan is a voluntary plan available to students living in campus apartments and to those that live off campus.

You can check the amount of meals and DB you have left at any cash register or in the Dining Office, located on the main floor of Cheel Campus Center. Knight Card is also accepted at all of our dining locations.

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**Declining Balance (DB)**

Dining dollars that you can spend at any campus dining location. You can add on DB at any time. It rolls over from fall to spring semester and can be used through May graduation.

**Board Meals**

Meals that reset each week on Saturday mornings. Can be used to enter the dining hall for an all-you-care-to-eat meal or as a “meal equivalency” swipe at designated retail dining venues.

**Block Meals**

A number of meals that decline as they are used during the semester. Can be used to enter the dining hall for an all-you-care-to-eat meal or as a “meal equivalency” swipe at designated retail dining venues.
**Student Center Servery (Upper level of the Student Center)**
- A made-to-order retail location including stations with grill favorites, pasta, Panini sandwiches, soup, salad, pizza and International grill entrées. Choose something new every day!
- Monday – Sunday 11:00 am – 8:00 pm

**Student Center Servery Late Night**
- A variety of grilled sandwiches, fresh burgers, and specialty fries. Enjoy pizza, rolletos, appetizers, wings, milkshakes and smoothies.
- Don’t want to leave your room? No problem! Late Night delivers! Ross-Brooks Late Night accepts Cash, Declining Balance, KnightCard, MasterCard & Visa.
- Monday · Sunday (Late Night) 9:00 pm – 1:00 am

**Java City Café (First floor of the Student Center)**
- Java City is a café offering a wide variety of hot, cold, and blended specialty beverages, pastries, grab and go items and snacks.
- Monday · Sunday 7:30 am – 8:00 pm

**P.O.D. Market (Lower level of the Student Center)**
- A campus grocery store where you can purchase snacks, beverages, frozen meals, rotisserie chicken, toiletries and much more.
- Monday · Sunday 10:00 am - Midnight

**Ross-Brooks (Residential Dining Hall)**
- An all-you-care-to-eat dining hall which offers a variety of cutting-edge American entrées, ethnically inspired foods, and vegetarian selections. Enjoy home-cooked favorites, grilled sandwiches, fresh burgers, specialty fries, pizza, paninis, soup, salad, and desserts.
- Open Monday · Friday 7:00 am - 8:00 pm & Saturday and Sunday 9:00am - 8:00 pm

**Main Street Café (Main floor of Cheel Arena)**
- A food court that offers several different options. Subway® will make you a sub and the Main Street Grill will be cooking up a variety of specialty burgers, free range chicken, and vegetarian options featuring local, seasonal ingredients in our Adirondack Kitchen. The Smokehouse has home-style foods such as carved meats, mashed potatoes, gravy and vegetables. Main Street offers homemade soups, specialty salads, sandwiches and snacks, all available to-go for those on the run. Entrepreneur Coffee is proudly brewed here.
- Monday · Friday 7:30 am - 8:00 pm

**Concrete Café (Third floor Science Center)**
- Choose from homemade soup, gourmet sandwiches and salads, fruit and cheese or a great cup of Entrepreneur Coffee!
- Monday · Thursday 7:30 am - 3:00 pm, Friday 7:30 am – 2:00 pm

**The Healthy Pantry (Located in Hamlin·Powers)**
- A convenient café with a variety of grab-n-go breakfast and lunch items, including specialty sandwiches, salads, fruit, cheese, yogurt and homemade desserts. Entrepreneur Coffee is proudly brewed here.
- Monday · Friday 7:00 am - 2:00 pm

*Meal Plan is accepted at all locations except Java City and P.O.D. Market. Student Center Late Night will now feature a swipe option.*
The Career Center is a student service that provides links between students, alumni, and employers as they prepare for their post-graduate and hiring goals. Our office provides career development and services that include exploration, professional development, experiential education, and employment opportunities. We utilize an educational placement model that engages students to meet their career-related goals within a global context.

Career Center staff members work with students one-on-one and in groups to help students explore opportunities, engage in pre-professional work, and to acquire meaningful developmental experiences.

**Fun Facts:**
- 96% of Clarkson graduates are placed in their field of study within 6 months of graduation
- The Career Center provides assistance in exploring and discovering interests, values, and talents through Focus2
- Hosts two on-campus and a variety of virtual career fairs each year, bringing over 150 employers to campus.
- Encourages exploration of career paths through job shadowing, seminars, mentoring, and company visits
- Assists with finding internship, co-op, and full time career experiences
- Facilitates mock interviews and resume development
- Maintains KnightLink, a comprehensive online career resource for all Clarkson students
The International Center is a hub of international activity that provides students with excellent opportunities to study or intern abroad and immigration services for incoming international students.

**Study Abroad**

Students have the opportunity to study for a semester at some of the top-rated universities in the world. Clarkson is partnered with over 40 universities in 21 countries.

**10 Great Reasons to Study Abroad:**

1. Expand your worldview
2. Enhance your career opportunities
3. Learn another language
4. Experience another culture first-hand
5. Strengthen communication and adaptability skills
6. Make new friends from around the world
7. Gain invaluable experience
8. Discover new things about your own culture
9. Boost your confidence and independence
10. Travel!

**Internships Abroad:**

Working in collaboration with the Career Center, the staff of the International Center helps students identify opportunities to work abroad.

**International Student & Scholar Services**

The ISSS office is here to serve all international students to Clarkson University on immigration related matters. Such as, status maintenance requirements – work regulations – enrollment regulations – and other information needed for living in the United States.

For more information regarding International Student and Scholar Services, stop by 2302 ERC, call us at 315-268-3943, or email cuisso@clarkson.edu.
The University has a partnership with Canton-Potsdam Hospital (CPH) in which CPH provides professional staffing and services at the University’s Student Health & Counseling Center. Through this partnership, students enjoy a comprehensive health care program and the broad professional capacities provided by the hospital and its highly trained staff. All full-time undergraduate and graduate students who have paid a facility fee are eligible to visit the Health Center.

Most routine visits to the Health Center are free of charge, with the exception of physicals, STD testing, immunizations, and flu vaccines.

Blood work and x-rays are performed at Canton-Potsdam Hospital. If a prescription is necessary, students can have it filled at any local pharmacy. The closest to campus is Kinney Drugs. Other local pharmacies are Wal-Mart and Walgreens which are within two miles of Clarkson University.

After-hours non-emergency medical attention is directed to Canton-Potsdam Hospital Afterhours Clinic located in Canton, NY (approximately 10 miles from campus), in the EJ Noble building. If emergency treatment is necessary, Canton-Potsdam Hospital is located on 50 Leroy Street Potsdam. Additional after hours care is available at the Urgent Care in Potsdam Afterhours clinic located at 49 Lawrence Avenue.

**CPH provides clinical services including:**
- Basic medical and preventative care
- General physicals for student related activities (additional charge)
- Limited urgent care
- Students also have access to CPH’s state of the art lab services
Suggestions on how to help your student with the college adjustment process

Most students experience some difficulty in adjustment when entering the college environment. Don't panic. Listen carefully to concerns and complaints, and focus on helping your student find his or her own solutions.

Encourage your student to seek assistance from the resources available on campus, such as setting up appointments with staff members, faculty members, the Health and Counseling Center, the Student Success Center, the Career Center, etc. If you are concerned that they may not be following through, and want to call campus personnel yourself, it is a good idea to talk it over with your student before doing so. They may prefer you not to get involved, and even if you decide to make a call anyway, it is important for your student to be informed of that.

During their first year at Clarkson University, or any university setting for that matter, students sometimes allow fears of parental disapproval - real or imagined - to inhibit their academic explorations. It is important to make it clear that you have confidence in your son's or daughter's abilities to explore new opportunities while improving knowledge in existing areas of interest. This can be a time of exploring new educational horizons.

There will be times when you are not happy about something going on in your student's social or academic life. Telephone disagreements can leave everyone feeling upset. It can sometimes be helpful to take time to think through the situation. Decide what your reactions are, how fair they are, and how strong a stand you really want to take. Then re-establish contact and talk the issues through in as calm and reasonable way as you can.

Having usually been accustomed to parental care, students often have a tendency to "tough it out" when they are ill or exhausted. Encourage your student to take advantage of health and counseling services early, rather than risking their own or others' health.

During the academic year, counseling is available from 8 a.m. to 4:30 p.m. Emergency counseling services are available 24/7 by calling Campus Safety at 315-268-6666.
In order to ensure equal access for students with disabilities, Clarkson’s Office of Accommodative Services (OAS) provides reasonable accommodations to qualified students in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA) of 1990, as amended in 2008.

In accordance with our mission, OAS determines, coordinates and provides reasonable accommodations, educates and advocates for an accessible and hospitable learning environment, and promotes responsibility and self-advocacy on the part of the individuals we serve. Appropriate reasonable accommodations are determined on an individual basis using an interactive process. You are encouraged to self-disclose a disability prior to arrival on campus. The sooner OAS is aware of accommodative needs, the better prepared we are for you.

How do I know if I qualify for services?

The ADA defines a person with a disability as any person who:

- Has a physical or mental impairment that substantially limits one or more major life activities.
- Has a record of such impairment.
- Is regarded as having such an impairment.

In order for OAS to determine if a student’s condition meets the standard defined by the law, an evaluative intake process will be conducted with the student, and any additional documentation provided will be reviewed. All decisions are made on a case-by-case basis, and any additional information requested during the intake process will be used to determine current functional limitations caused by the disability and reasonable accommodations.

For more information about the Office of Accommodative Services, including information for prospective students, please visit [www.clarkson.edu/oas](http://www.clarkson.edu/oas). To discuss your individual needs, please contact the Office of Accommodative Services via phone (315-268-7643) or email at [oas@clarkson.edu](mailto:oas@clarkson.edu). We look forward to working with you!
AlcoholEdu® for College is a 1.5-2.5 hour, web-based alcohol education program being used at more than 500 colleges and universities around the country. The program uses the latest techniques and science-based research to educate students about the impact of alcohol on the mind and body. Whether or not your child drinks alcohol, AlcoholEdu® for College will empower your student to make well-informed decisions about alcohol and help him or her better cope with the drinking behavior of peers.

Every incoming first-year student will be required to take AlcoholEdu® for College and pass the course exam. We will be communicating directly with your student regarding the information and instructions he/she needs to complete this course. To help ensure that your student meets this requirement, please remind your son or daughter that all students must complete it prior to arriving on campus. The release date is July 20th and students will be notified by email.

Review Clarkson’s policy on campus use of alcohol.
For more information on AlcoholEdu visit:  http://www.everfi.com/alcoholeduforparents
For more information on Haven visit:  http://www.everfi.com/havenforparents
The mission of Student Success, Diversity and Inclusion is to serve and embrace all students. We are committed to providing access and opportunity programming for student success. Using a collaborative approach, we provide academic monitoring & advisement, student engagement, professional development opportunities and support retention initiatives to graduate culturally competent students.

Through workshops, individual meetings, and cultural enrichment events – some at no additional cost – Student Success, Diversity and Inclusion provides the tools your student needs to be successful at Clarkson.

**The First-Year Seminar**
This freshman seminar introduces students to Clarkson University’s mission where we “strive to attune ourselves and our programs to our global, pluralistic society”. Through project-based learning, students engage in research and dialogue with the intention of developing a set of behaviors and attitudes that create a sense of belonging for each participant and enable them to work effectively in diverse situations. Classroom discussions facilitated by guest speakers and Peer Educators are designed to promote self-reflection, constructive dialog, and improved communication skills. The aim of First Year Seminar is to aid in the development of citizens attentive to the needs of our campus, local, national and world communities.

**CU Connect: Mentoring of All First-Year Students**
Through CU Connect, every freshman student has the opportunity to connect in a meaningful way with a Clarkson University administrative and/or staff member. Students and staff meet several times throughout the first semester and have some continued contact into the second semester. Our semi-structured and flexible outline of contacts help students feel comfortable seeking necessary information about academic and non-academic aspects of college.

**Tutoring**
Clarkson has a variety of services for students in need of tutors including a Drop-In Tutoring Center for Calculus/Math/Physics/Chemistry, a Drop-In Calc/Physics/Engineering Tutoring Lab, as well as Small Group Tutoring sessions that students can sign up for through their Peoplesoft account.

**Academic Skills Coaching for Additional Help**
Individual appointments as well as workshops aimed to assist students as they navigate through college are also available. Topics include Time Management, College Reading Strategies, Staying Healthy, Test Taking Strategies, and many others.
**First Year Advising Office**
Academic advising is an important function to Clarkson. All students are assigned a designated faculty and/or administrative advisor, however, First-Year Advising is available for students who seek extra guidance. First-Year Advising can assist you with planning your major, investigate different options, or help you if you are having academic difficulties. It is not unusual for students to experience many changes in their first year, First-Year Advising can assist you in solving problems, connect you with resources, and in making an informed decision about your educational goals.

**Multicultural Student Affairs**
MSA leads campus-wide efforts to strengthen and develop key campus-wide initiatives with the help of trained students (Clarkson Intercultural Ambassadors), as well as involvement from the 7 Societies (NSBE, SHPE, SASE, SWE, AISES, MAPS & UP), to positively affect retention, future career and personal success, and lifelong engagement with Clarkson. MSA also house the following initiatives:

- **Tough Talks**: weekly dialogue series to explore difficult topics in a brave space.
- **Men’s Group**: meeting group for underrepresented males to help them achieve academic and social success in a supportive environment.
- **Veterans Student Success**: program geared at connecting Veteran Students to faculty and staff that understand their specific needs.
- **FOCUS**: a program designed at helping first year underrepresented students overcome their unique challenges.

**The Clarkson University New York State Arthur O. Eve Higher Education Opportunity Program (HEOP)**
The HEOP program offers college access and a comprehensive academic support system to assist in student academic success. Programming provides a broad range of services to students who, because of academic and economic circumstances, would otherwise be unable to attend a postsecondary educational institution. HEOP is funded jointly by Clarkson University and the HEOP grant through New York State Education Department.

**The Community of Underrepresented Professional Opportunities (CUPO)**
The CUPO office is the shared home to the Collegiate Science and Technology Entry Program (CSTEP), the Ronald E. McNair Post-Baccalaureate Achievement Program (McNair), the Louis Stokes Alliances for Minority Participation Program (LSAMP), and the Academic Success Program to Improve Retention and Education (ASPIRE). This office brings together four long-standing federal and state Department of Education and National Science Foundation programs in one location, providing ease in access to services for targeted students. The CUPO office provides academic enrichment, graduate school preparation, career and professional development, research opportunities, and social and cultural experiences for eligible students.

- **Academic Support**: academic advisement, private tutoring, academic success workshops, book grants, laptop loans
- **Enriching Activities**: conferences, cultural and social activities
- **Career Development**: resume writing, professional skill workshops, speakers, industry visits, FE exam funding, and job shadowing and internship/co-op guidance.
- **Graduate School Preparedness**: faculty mentors, speakers, research opportunities, conferences to present research, GRE prep, GRE exam support, graduate application assistance, funding to visit graduate schools and workshops.
Ronald E. McNair Post Baccalaureate Achievement Program (McNair)
The goal of the McNair program is to have historically underrepresented and economically disadvantaged first
generation students enter graduate school and obtain a PhD. McNair is a Federal TRIO Grant, which is funded by the U.S. Department of Education. Clarkson's McNair Scholars complete a 10 week intense research program, filled with graduate school workshops, GRE preparation, and seminars by alumni and faculty with PhD’s. McNair has served 280 students since 1996. Clarkson McNair has a 98.59% Graduation Rate. As of 2015 56% of all Clarkson McNair graduates have entered graduate school. Of those continuing here are the statistics of students who are currently in these programs or have completed them: 31% master’s program, 3.37% a professional program, 10.86%, a PhD.

Louis Stokes Alliance for Minority Participation Program (LSAMP)
LSAMP is a program aimed at increasing the quality and quantity of AALANA students successfully completing science, technology, engineering and mathematics (STEM) baccalaureate degree programs, and increasing the number of AALANA students matriculating into graduate programs. The program goals are accomplished through the formation of alliances. The Consortium is comprised of seven institutions: Syracuse University (the lead institution) and Clarkson University, Cornell University, Rensselaer Polytechnic Institute, Rochester Institute of Technology, and Monroe and Onondaga Community Colleges.

The Academic Success Program to Improve retention and Education (ASPIRE)
The ASPIRE program provides a four-year scholarship to academically talented, financially needy underrepresented students in STEM. The purpose of ASPIRE is to increase the number of eligible students graduating, attending graduate school and/or obtaining employment in STEM fields. The ASPIRE program is funded by the National Science Foundation (NSF).

Collegiate Science and Technology Entry Program (CSTEP)
The purpose of CSTEP is to increase the number of historically underrepresented and economically disadvantaged students pursuing careers in STEM fields or NYS licensed professions. CSTEP is sponsored by the New York State Education Department. Clarkson's Collegiate Science and Technology Entry Program (CSTEP) has been in existence since 1994.
Clarkson University has committed to including sustainability in everything we do. We value our natural environment and the social wellbeing of our students, employees and broader Northern New York community. Accomplishing this requires the support of all members of the campus community. Actions ranging from recycling wastes appropriately and using a re-fillable water bottle to taking a leadership position on a Sustainability Fund grant are encouraged. Students involved in sustainability projects have made a difference! For example, the water bottle refill stations, low-cost water bottles and re-useable to-go box programs are all examples of changes our students have implemented to improve the sustainability of campus operations. Many other opportunities are available to include sustainability in academic or extra-curricular activities as well.

Consider adopting these green tips to make a difference on campus and in your life!

**Rethink Waste:**
If you don't use materials, you do not need to worry about recycling or disposal.

- **Carry Your Own:** Coffee mug, water bottle and canvas shopping bags help to reduce solid waste, save money!
- **Swap and Share:** Check out Greencycle, Take It or Leave It, and the Annual Campus Garage Sale
- **Recycle All You Can:** Zero-sort recycling – it (almost) all goes into one blue bin
- **Participate in Meat-Free Mondays:** According to the Environmental Working Group, lamb, beef, cheese, pork, and farmed salmon generate the most greenhouse gases!

**Be Efficient with Energy:**

- **Power Down:** Set your computer to automatically sleep during inactive periods and use a power strip to turn computers and other electronics off overnight.
- **Cut Your Driving Miles:** Combine your travels with healthy living – walk or bike to or around campus. Carpool when you can.
- **Manage Building Heat:** Save energy by closing blinds and windows appropriately
- **Switch Bulbs:** Use compact fluorescent or LED light bulbs.
Knowing what resources and support services the library provides and using them efficiently will make your academic experience more successful and enjoyable. Library staff can help you brainstorm paper topics, locate books, find articles, discover data, properly write citations, or expertly navigate Google.

We offer a wide variety of collections – anytime/anyplace access to a wealth of electronic resources and print resources for you to check out and explore. Whether it’s an academic text to support your studies, or a current bestseller for leisure reading, we’ll connect you.

The library also has group study rooms, public access computers, printing and scanning facilities, course reserve materials, and useful things you can check out like calculators, headphones, and whiteboard markers/erasers. You can even borrow a skeleton!

Don’t be shy about asking for assistance!

- **Drop-in** – The library is in the center of campus and is open every day.
- **Email** – Send a message to refdesk@clarkson.edu and get a response within 24 hours.
- **Chat** – Get instant real-time help from an academic librarian 24 hours a day, 7 days a week, 365 days a year!
- **Schedule** – Make an appointment to meet with a librarian for more in-depth help. You can do this in person or by emailing mcabral@clarkson.edu.

We invite you to visit the library often (online and in person!) to explore the resources we provide and to take advantage of the services that we offer.
The Clarkson University Writing Center helps students strengthen their skills by working collaboratively with writers to develop, organize, and edit their work. Tutors in the Writing Center help with personal, academic and professional communication tasks including essays, labs, reports, resumes, research papers, and letters. The Writing Center has expanded hours in the fall semester to accommodate freshmen taking Univ 190, and a modified schedule in the spring. Staff and tutors are available the following hours when classes are in session in the fall. Students can make an appointment by phoning or emailing, or drop in:

**Monday-Thursday 12:00-5:00pm; Evenings 6:00-8:00pm**
**Friday Noon-3 pm**
**Sunday 6:00-9:00pm**

The Writing Center tutors will help you:

- Analyze the project’s goals and readers’ expectations.
- Research and develop ideas.
- Organize material according to disciplinary standards.
- Learn to edit and eliminate grammar and punctuation errors.
- Polish tables, figures, and graphs.
- Check citations formats.

Bertrand H. Snell Room 129
315-268-4439
www.clarkson.edu/writingcenter | email: wcenter@clarkson.edu
The mission of OIT is to provide the highest quality IT services to the University Community. Students are able to access their Clarkson University email on the web and are able to access PeopleSoft, Moodle, OIT Knowledge Base, and their MyFiles account online as well.

Clarkson requires you to have antivirus software installed on any computer you bring to campus. For Windows operating systems, Microsoft Security Essentials is available for free on Microsoft’s website. OIT offers laptop, tablet, and cell phone repair at a variable cost.

Each residence hall contains wired network ports for students. Full wireless is available in all residence halls, beginning Fall 2016. For other locations, students may bring wireless routers.

In addition, there are 7 computer labs equipped with desktop computers and networked printers are located across campus for students to utilize.

Please take note of our Copyright Policy. All students should remove any file sharing/torrent software prior to arriving on campus to assure that no copyrighted material is distributed.
Facilities & Services wants to ensure you are at home and comfortable in your residential space. With all the other stress-producers on campus, please help us to ensure your residential space isn’t one of them.

Get to know your custodian! Custodial staff are eager to assist with cleaning, light bulbs and trash containers, but also, they are a great resource for campus directions and general University information. The custodial staff in your building will remain consistent throughout the academic year. They are responsible for routine cleaning of shared bathrooms, hallways, common areas and stairwells. For any issues that might arise within your residence, let your custodian be your “go-to” person.

For other room issues like heating and air conditioning, plumbing, electricity, appliances, cable, furniture, etc., please post a work request at servicerequest.clarkson.edu/webtmanl. Your username is the same username for all University applications, but with “ad” in front. Therefore, enter your username like this: ad\username. Your password is the same password for all University applications.

Sometimes you just need some information. Feel free to email us at facilities@clarkson.edu.

For more urgent issues, please call us at 315-268-4000. Office hours for Facilities & Services are Monday through Friday, 7:00 a.m. until 4:30 p.m.

After hours service is available as appropriate! Campus Safety & Security answers our calls after hours. Our on-call manager will determine if our night staff, or an on-call technician will be dispatched to take care of an issue immediately. If necessary, you can call Campus Safety directly at 315-268-6666.

Help us to help you! If we don’t know there is a problem, we cannot address it. Welcome to Clarkson University! Let us make your stay as comfortable as possible!
Big deal on campus, small impact on the Earth.

Need a car? Your student can borrow a Clarkson Zipcar! Clarkson University has partnered with Zipcar to bring car sharing, a sustainable transportation option, to students on campus. To use Zipcar, students simply register as a member, reserve a car online or by phone, use your Zipcard to enter the car, and drive away. When they’re done, return the car to the same location where they picked it up.

- Access Zipcars 24/7 and gas, insurance and maintenance are included for free!
- Discounted hourly rates for students age 18 and older: rates start at just $7.50/hour or $69/day.
- Join for only $25 a year, and receive $35 in driving credit your first month.

Get Home With Ease

If your student is looking for a way to get home for a long weekend or holiday break, check out the Trailways Bus Service for ticket prices. This is especially helpful for students who live in New York City or Buffalo. They can even plan a day out with friends in Watertown or Syracuse.

For fare and schedule information, or to order tickets, contact a representative directly by calling (800) 776-7548.

Knight Bus

Knight Bus offers low cost transportation home for students, during extended breaks. The bus will take students to Albany and New York City. If demand exists, service is also available to Syracuse, Rochester, and Buffalo. Click here to find out more!
Ride Board
Another way to get a ride home is for your student to post on the Ride Board. Clarkson students looking for a ride home can post on the website. Students who want to offer a ride home to other students can also post here. The website connects students who live nearby so they can carpool.

Knight Rider
Live off campus? No car or just like to ride? Investing in a bike might not be sensible for your student! Reconditioned bikes are available from Campus Safety & Security and may be checked out for the duration of one semester. Check out Clarkson’s Knight Rider Bike Rental Program! For $20 a semester your student receives a ready-to-ride bike equipped with fenders and a cable lock and key, and a helmet.

Parking on Campus Tips
- ALL vehicles must be registered with the University through Campus Safety & Security
- The Clarkson "Hill" is primarily a walking campus
- ALL Residential students are expected to WALK to and from class
- NO PARKING is allowed in Fire Lanes or Service Drives
- Any vehicle creating a hazard or disrupting deliveries, traffic flow, etc. is subject to being towed, without warning, at owner's expense, as is any vehicle without the appropriate University registration sticker.
- More information on parking from Campus Safety
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For on-campus shopping, visit the Knight Armor Store - our “Spirit Shop” - located in the Cheel Campus Center. The Knight Armor Store is convenient to walk to when you need your Clarkson gear!