Welcome to Clarkson Graduate School!

Welcome from the Dean:

At Clarkson, innovation is impact. Students who choose Clarkson for graduate and professional programs come here with purpose: to advance knowledge, to explore ideas that propel society, and to build meaningful careers. Through world-relevant curriculum and engagement with leaders in industry, business, bioethics and education, you will be prepared to make sense of complex systems, forge connections across people and fields, and find creative solutions to some of today's most vexing challenges. You will deepen your knowledge base to accelerate your ideas into great products and lead organizations that have impact.

Connections make the difference. The Clarkson alumni network is over 40,000 people strong and full of leaders who inspire impactful organizations, produce ideas that change the way people live, and engage with the current student body in meaningful ways. Our deans and faculty consult regularly with their own advisory councils comprised of industry leaders, alumni employers, research partners, think-tank consortium members, and peers in academia. As an enrolled graduate student, you can tap into Clarkson's Alumni Association programs and access our Career Center services to advance your professional development.

Rigorous and personal. From Fulbright and National Science Foundation Scholars to highly credentialed working professionals and researchers collaborating with the thought leaders in industry, the faculty at Clarkson bring their own experiences and networks into their teaching and advising. They can relate to the demands of life outside the classroom, whether you're a working parent, a career striver, or a community service volunteer. You will get to know the faculty personally as class sizes are intentionally small across all modes of learning: onsite, online, full time and part time.

Worth it. Clarkson's educational approach delivers results. According to the Brookings Institution, a Clarkson degree boosts graduates' mid-career earnings by more than 40%. PayScale Inc. ranks Clarkson in the top 12 of Best Master's Degree Granting Programs by salary potential. One in five Clarkson alumni is already a CEO, the owner of a company, or in a senior executive position.

Regards,

Michelle Crimi
Dean of the Graduate School

Clarkson University Graduate Student Association (CUGSA)
The CUGSA works with University administrators to continually improve the experience of our graduate students. Membership includes students from every campus. The CUGSA provides social/community building opportunities, assists with policy development, and works with various departments on professional development programs. All students are encouraged to visit the CUGSA site for a variety of helpful links for new and returning students.

Questions on the student experience may be sent to studentaffairs@clarkson.edu.

Get Started

Policies and Regulations

The Clarkson University Catalog and Clarkson Regulations are your guide to policies and regulations related to both academic and non-academic topics. We recommend that you take some time to familiarize yourself with these topics by reviewing the documents online:

Catalog: https://www.clarkson.edu/node/9301
Regulations: http://www.clarkson.edu/student-administrative-services-sas/clarkson-regulations

Find Your Way Around

ID Cards

All Clarkson students are asked to secure a valid Clarkson University Identification Access/ ID card when on any Clarkson University campus. Lost, stolen or damaged ID's should be reported to the Department of Campus Safety & Security immediately. The Beacon Institute has not started to utilize the ID access system as yet, but students are welcome to request one via email through the Potsdam Campus Safety office – see link below. ID cards are effective your first day of study. Please note, your Clarkson student ID will work at both the Potsdam and Schenectady campus locations.

Potsdam Campus

Address:
8 Clarkson Ave.
Potsdam, NY 13699
Phone: 315.268.6400
Fax: 315.268.6452

Student Administrative Services:
Located on the second floor of TAC:
- Mon-Fri: 9:00 am – 4:30 pm (fall-spring)
- Mon-Fri: 9:00 am – 4:00 pm (summer)

Campus Office Hours (during term):
- Mon-Fri: 8:00 am – 4:30 pm
- Sat–Sun: Closed

Many buildings can be accessed beyond these business hours with appropriate keys. Your department will help you obtain keys as needed.

Campus Map:
Campus building locations can be found at:
https://www.clarkson.edu/directions-and-maps-potsdam-campus

Schenectady Campus

Address:
80 Nott Terrace
Schenectady, NY 12308
Phone: 518.631.9910
Fax: 518.631.9901

Student Administrative Services:
Located on the first floor of CRC:
- Mon-Fri: 8:00 am – 4:30 pm (fall-spring)
- Mon-Fri: 8:00 am – 4:00 pm (summer)

Student Access Hours to Graduate Center:
During the fall-spring term:
- Mon-Thur: 8:00 am- 10:00 pm
- Fri: 8:00 am – 8:00 pm

For weekend, summer and special hours go to and click on "Access Hours:"
https://www.clarkson.edu/capital-region-campus

For students with classes on the Union campus see map at:
https://www.clarkson.edu/directions-and-maps-capital-region-campus

Beacon Campus

Address:
Administrative Offices
199 Main Street
Beacon, NY 12508
Phone: 845.838.1600

Center for Environmental Innovation and Education
199 Dennings Ave
Beacon, NY 12508
Phone: 845.838.1600

Hours of Operation:
Contact the number above for hours of operation

Student Administrative Services:
Utilizes the Schenectady Campus:
- Please see Schenectady and Potsdam columns for info

> **To secure an ID:**
> Log into your PeopleSoft account and follow the instructions found in your "To-do" list.
>
> **Lost ID:**
> Potsdam/Beacon: Go to the Campus Safety Office to secure a new ID
> Schenectady: Go the Student Services to secure a new ID card
>
> **Note: There is a $30 fee for replacement cards applied to your student account**

CRC Campus:
Please note you will be required to use your ID card to enter the graduate center. There is a validation mechanism outside the front door to allow entry.

Clarkson University Potsdam Campus Map:
Maps to the Potsdam campus are available online at: https://www.clarkson.edu/sites/default/files/2020-08/MER_Campus%20Map%202020_080520.pdf

Vehicle Registration:
Vehicles on the Potsdam or Schenectady campus must be registered. The form has been placed in the PeopleSoft Self-Service for both students and employees. Please login to your account and add your vehicle.

> **To secure a parking pass/sticker:**
> Log into your PeopleSoft account and complete the Vehicle Registration process
>
> Potsdam: Your registration sticker can be picked up during orientation along with your student ID.
>
> Schenectady*: Not required to register your vehicle.
>
> Beacon: Not required to register your vehicle.
>
> *Schenectady students may need to secure a Union campus parking pass if they take a class on their campus. Please contact your student rep.

Parking:
Potsdam parking: Please use this map for direction on parking:
https://www.clarkson.edu/campus-safety/campus-parking

Schenectady parking**:**   Please use the marked areas to the side and front of the graduate center with yellow paint/markers to avoid being towed at owner's expense. The remainder of the lot is utilized by other businesses.

Beacon parking**:**   Street parking on side streets is recommended. Community parking two doors down is also available. Main Street parking is limited to 2 hours.

Campus Safety

Clarkson University employs safety officers who patrol the Potsdam campus 24 hours a day. We advise you to ask our safety officers to walk you to your vehicle if you feel uncomfortable walking on your own. We encourage you to take the time to review all safety procedures and general tips posted on campus as well as online at https://www.clarkson.edu/campus-safety

Schenectady campus building has a front access lock which requires a Clarkson University ID card to gain access.

Get Connected

Identify Verification (set up required):

What is it? Clarkson University is establishing the use of a passphrase for identify verification. A passphrase is a unique sequence of words that you will create; you may be asked to speak your passphrase in order to verify your identity.

Why? Clarkson University is committed to protecting your privacy by limiting disclosure of your personal information. If you need to contact the University regarding your academic record we'll ask you to verify your identity by either showing us a photo ID, or stating your established passphrase. If you have authorized a third party to have access to your academic or financial records by signing a Student Information Release Authorization form, you must also share the passphrase you create with them!

How? Log into your PeopleSoft account and from your Student Center, select "Set/Change Passphrase" from the Clarkson Passphrase box on the right-hand side of the screen. Follow the on-screen instructions for setting your passphrase.

Please email sas@clarkson.edu if you have any questions or concerns regarding this new initiative.

Instructional Technology:

Clarkson uses a single sign in log in system to control access to Clarkson systems including email, academic records and the learning management system. As part of the admissions process you will receive your Clarkson username and email address. Once you have set your password (https://confluence.clarkson.edu/display/OITKB/Using+setpassword.clarkson.edu+For+Initial+Password+Or+Forgotten+Password) you will have access to all the following applications.

Student ID Number:
  Admitted Students: You will get this once you have confirmed attendance
  Non-degree Students: Once you have enrolled in a course a message will be sent to you via email

CU Email (Gmail accessed via: http://mail.google.com)
  All active students are issued a Clarkson email account during the admissions or enrollment process. Please note that **all official communication will be sent to your** Clarkson **email** address, and you should check it once a day.

  Username: This is the email address that is sent to you during your admissions or enrollment process (e.g. smithj@clarkson.edu).

  Password: All students must create a password through our password creation process at http://setpassword.clarkson.edu. You will click the "Forgotten Password" button on this page, and fill in the requested information as sent to you during your admissions process. If you have any questions or don't have the information needed, please contact your graduate coordinator for assistance.

Student Portal/Student Information System - PeopleSoft

The PeopleSoft Student Portal is Clarkson's online student information system where you will perform many of your required actions such as:

Advisor Hold (contact your Advisor to have hold removed and discuss class selection)
Check In – each term
Update your demographic information/anticipated completion date
Enrollment/registration
Account Balances and Bill Payment
Print unofficial transcripts

https://www.clarkson.edu/peoplesoft.php

Username: This information was sent during admission or enrollment process

Password: All students must create a password through our password creation process at http://setpassword.clarkson.edu. You will click the "Forgotten Password" button on this page, and fill in the requested information as sent to you during your admissions process. If you have any questions or don't have the information needed, please contact your graduate coordinator for assistance.

Moodle: Learning Management System

Clarkson academic programs use Moodle as it is the learning management system. You will use the same information (log in/password) as you do for your email. https://moodle.clarkson.edu/ .

- You are automatically enrolled in your Moodle courses but will not see the course until the teaching faculty have opened up the course for students to view.
- Please be sure to check your Moodle log in before classes start and familiarize yourself with the features.
- Your instructors may also provide you with additional resources in support of specific tools or features that they are using in the Moodle classroom sites.
- Some on-site courses do not utilize Moodle.
- Faculty are asked to open up at least the shell of the course two weeks prior to the start of classes.
- Note: The use of Chrome or Firefox is recommended

Username: This information was sent during admission or enrollment process

Password: All students must create a password through our password creation process at http://setpassword.clarkson.edu. You will click the "Forgotten Password" button on this page, and fill in the requested information as sent to you during your admissions process. If you have any questions or don't have the information needed, please contact your graduate coordinator for assistance.

Any specific problems please email helpdesk@clarkson.edu or call 315-268-4357

Prepare for Classes

Academic Calendar

The academic calendar provides a roadmap of important dates to guide your progress here at Clarkson University. The graduate programs at Clarkson University use both the semester and quarter based calendars. For a link to the dates within those calendars go to: https://www.clarkson.edu/student-administrative-services

Bookstore

After you are enrolled for classes, all required book lists will be available to view in your PeopleSoft Account.

You can order anything from textbooks to apparel directly from https://www.clarkson.edu/clarkson-bookstore. No matter how you shop, you will get top-notch customer support and access to the large textbook inventory. For your convenience, you can have your books shipped for a fee of $7.

Technology Requirements

We recommend that you have a laptop or desktop computer running a current operating system.

If you are connecting from outside our physical network, we recommend using a broadband connection. This will ensure that you can access the learning materials such as videos and online presentations through USB wireless modem, ADSL, T1/T2, fiber optic, or cable. Note that a dial-up connection will be significantly slower and is not recommended.

Here are some additional technology hardware/software recommendations:
- Use of Chrome or Firefox is recommended
- A sound card and headphones/speakers
- Updated anti-virus software
- Microsoft Office 2010 or higher
- Adobe Acrobat Reader (free download from Adobe.com)
- Up to date Web browser
- Office 365 – if interested you can secure it free with your Clarkson email at https://www.microsoft.com/en-us/education/products/office
- Note that specific courses may require the purchase and use of additional software.
- For more information visit: https://confluence.clarkson.edu/display/OITKB/Technology+Recommendations+for+Distance+and+Online+Learning

Grades

Grades will be posted in the PeopleSoft Student Portal approximately 1 week after the end of each term. Although instructors may choose to list grades in Moodle, only grades listed in PeopleSoft are considered official.

The grading system is detailed in the Clarkson Regulations: https://www.clarkson.edu/student-administrative-services-sas/clarkson-regulations

Grades can be found in PeopleSoft at: https://www.clarkson.edu/peoplesoft.php

Accessibility Services:

Accommodations and services are provided for students with disabilities to provide equal access to educational programs and services in compliance with Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, as amended in 2008, and Clarkson University policy. The office of Accommodative Services facilitates the provision of services and accommodations for students. Accommodations are determined on an individual basis. Please visit our website at: https://www.clarkson.edu/accessability- services/student-resources-and-expectations

Do Your Research

Library:

The Harriet Call Burnap Memorial Library is the main library located on the Potsdam hill campus in the Educational Resources Center (ERC). Its collection is comprised of more than 600,000 volumes in various formats including journals, books, audio visual materials, government documents and reports, Clarkson University dissertations, and archival materials.

The Health Science Library is the University Libraries' branch library and is located in the Center for Health Sciences (Clarkson Hall) on the downtown campus. This unique collection of more than 6,400 volumes serves the University's allied health programs as well as the local health industry.

The graduate programs at Clarkson University have a dedicated librarian – Amber Dashnaw. For more information regarding the libraries, please contact Amber at aamidon@clarkson.edu or visit our library website at:

http://libguides.library.clarkson.edu/home

Take Care of Business

Enrollment/Registration:

Enrolling in courses should be done in consultation with your academic advisor. Your advisor is assigned by your academic department, and serves as your point of contact for any questions you may have regarding degree requirements. Most new students will enroll into their courses through PeopleSoft Self Service (tutorial here). If you are having difficulties logging into PeopleSoft, contact the OIT helpdesk at 315-268-HELP or by sending an email to helpdesk@clarkson.edu

Step 1: Advising Period
In order to register, you must first meet with your advisor (in person or virtually) to confirm the courses you plan to take both in the upcoming term and through the remainder of your program. Once you have met with your advisor during the advising period each term, they will release your *advisor hold* on your PeopleSoft account, which will allow you to register for your courses.

Step 2: Enroll/Register

You can register for courses online through PeopleSoft during the designated dates. If you need to make corrections to your registration outside of the add/drop periods, you will be required to complete an add/drop form which can be found on the SAS website.

More information on how to register through PeopleSoft can be found on our website at:
https://echo360.org/media/09324f12-6690-4074-9218-5f20abb3c0ab/public

Online Check-In Process:

Every student is required to complete SAS online check-in no later than the end of the first week of the term. The process confirms that you are on campus and/or taking the courses you are enrolled in and that you are financially cleared. It also provides the University with your correct contact information. Watch this video for instructions on how to complete check-in.

- Financial clearance
- Personal Information
- Student Health Insurance

Financial Aid, Costs, Loans and Scholarships:

Graduate students enrolled in Master's and PhD level programs may finance their education through a combination of university awards and student loans. University awards are granted by each graduate school. Federal student loans are awarded and processed by the Financial Aid Office at each campus location. US citizens and Permanent Residents who are enrolled at least half-time are eligible for federal student loans.

For more information please go to https://www.clarkson.edu/graduate-admissions/financial-aid-costs-scholarships scholarships

Information regarding graduate student loans, contact:

Potsdam, Schenectady and Beacon Potsdam campus:

Nicole Adner
Associate Director for Financial Aid
315-268-3904
nadner@clarkson.edu

Laura Flynn
Financial Aid Advisor
Student Achievement Services
315/268-7644
lflynn@clarkson.edu

Payment of Bill:

Bills will be mailed on a regular schedule throughout the year. You can also view your current balance in your PeopleSoft account.

There are several ways to pay your bill:
1. Online with a credit card or bank account
2. In person at Clarkson's SAS office in Potsdam with a check, cash, or money order
3. Mail a check to the SAS office

https://www.clarkson.edu/student-administrative-services-sas/student-accounts/payment-information

For more information about paying your bill contact one of the individuals below

Schenectady/Potsdam campus:
Phil Sroka
315-268-6471
Email Address: sasgrad@clarkson.edu

Find your Classes:

Get your schedule from PeopleSoft via Student Self Service. Check your schedule carefully to see if you have the correct courses, sections and number of credit hours. Students enrolled in Thesis Courses: please ensure you are enrolled in the correct section number and credit hours. Section numbers are associated with your advisor. Even if you plan to make changes to your schedule, you must complete check-in before going through the add/drop process. You will have direct access to add/drop in PeopleSoft once you have completed check-in.

Class schedules may be updated regularly. Clarkson no longer provides a Master Schedule in printed copy, however you may view a PDF document for each term and campus at the link below (keeping in mind that changes may have occurred since the document was last updated). The searchable class schedule in PeopleSoft is always up to date and accurate.

https://intranet.clarkson.edu/student-life/sas/classes-schedules/

The add period is the first two weeks of classes for semester and trimester programs and one week for quarter programs. A course may be dropped until the last day of classes prior to final exams, although a permanent notation will be made on your transcript for courses dropped after the 4th week of semester/trimester classes, or after the 2nd week of quarter classes. Please see the academic calendar regarding other important deadlines:
http://www.clarkson.edu/student-administrative-services-sas/academic-calendar

Reserve a Room (to study, practice presentation, etc.)
Follow link:
https://confluence.clarkson.edu/pages/viewpage.action?spaceKey=GSID&title=Room+Reservations+-Potsdam+Campus

Safety and Alert System:
Alert System: This will alert you to school closings, delays and emergencies.
- RAVE Emergency Alert system utilizes Clarkson e-mail and cell phone text messages. Your Clarkson e-mail is automatically loaded. **To receive a text message, login to PeopleSoft, under "Self Service."**
- Students – https://intranet.clarkson.edu/student-life/campus-safety/campus-alerts/
- Please make sure your current cell phone number is listed.
- Please take the time to familiarize yourself with our building you are in

- **CRC Campus –** Clarkson is committed to providing a safe and secure environment for its students, employees and staff. If you have questions or concerns, please contact Campus Safety and Security at;
  - (518) 631-9839 M-F 8AM-4PM. (518) 466-0519 Evenings 4PM-10PM and weekends 11AM-10PM.
- **POTSDAM Campus –** Clarkson is committed to providing a safe and secure environment for its students, employees and staff. If you have questions or concerns, please contact Campus Safety and Security at (315) 268-6666.

Safety Procedures:

Procedures for the **CRC Campus**:
https://intranet.clarkson.edu/student-life/campus-safety/capital-region-campus/emergency-evacuation-procedures/
Procedures for the **Potsdam Campus**:
https://intranet.clarkson.edu/administrative/emergency/emergency-procedures/

Completing degree requirements

Students nearing the completion of their degree should be working with their Graduate Coordinator to assure they are on track and on the graduation list. See contact list in next section.

Graduation

Clarkson awards degrees in May, June, August, and December, however there are two formal commencement ceremonies – May for semester and trimester students and June for quarter students.

A December Recognition Ceremony is held for students who meet degree requirements in the Summer or Fall terms; these graduates also have the option of participating in the May or June commencement ceremony. Beacon students hold a ceremony for their graduates, but they are also welcome to join one of the formal ceremonies.

Conferral Dates: Mid May (Semester students)
Early June (Quarter students)
August 31 (all programs)
December 31 (all programs)

Ceremony Locations: May – Potsdam full commencement
June – Schenectady full commencement
Late Summer – Beacon celebration
December – Potsdam celebration

Students must apply for graduation through their Student Center in PeopleSoft via the To-Do List. Students are notified (based on their anticipated graduation date) on how to apply for graduation as well as the deadline to do so. It is important to review and update your anticipated graduate date during check-in so you do not miss these important notifications!

A student becomes a degree candidate when the department certifies that the student has completed all requirements for graduation.

Careers/Find an Internship

Career Services

The Career Center is a student service that provides linkages between students, alumni, and employers as they prepare to meet post-graduate and hiring goals. Our office provides comprehensive career development and services that include exploration, preparation, experiential education, study abroad exchange and employment opportunities. For further information please see the Career Center website.

Stay Up to Date

Please visit: http://www.clarkson.edu/news
Facebook: https://www.facebook.com/ClarksonUniversity/
Twitter: @ClarksonUniv
Instagram: @ClarksonUniv

Program Contacts

Below is a listing of administrative staff within the department that can direct your questions.

Department	Potsdam	Schenectady	Beacon
School of Business	Josh LaFave 315-268-7799 jlafave@clarkson.edu	Janice Hollister 518-631-9890 jhollist@clarkson.edu	
School of Arts & Sciences	Shontai Pohl 315-268-4365 polh@clarkson.edu		
School of Engineering	TBD 315-268-139 lhayes@clarkson.edu	Misty Spriggs 315-268-6506 mspriggs@clarkson.edu	
STEM Education		Nicki Foley 518-631-9870 foley@clarkson.edu	
MSEM	Misty Spriggs 315-268-6506 mspriggs@clarkson.edu		

Seek Out Help

Administrative Contacts

Any of the representatives below will do their best to assist you with your inquiries, but we have listed people located at each campus, as some knowledge may be campus specific.

Area of Expertise	Potsdam	Schenectady	Beacon
Admissions	Misty Spriggs 315-268-6506 mspriggs@clarkson.edu	Colleen Thapalia 518-631-9866 cthapali@clarkson.edu	
Graduate Student Service Representative	TBD tbd@clarkson.edu 315/268-4378	Phil Sroka 518-268-6471 sasgrad@clarkson.edu	TBD tbd@clarkson.edu 315/268-4378
Graduate Coordinator	**School of Business:** Josh LaFave 315-268-7799 jlafave@clarkson.edu **School of Engineering/ Applied Data Science (residential and Online):** Carmen Camp 315-268-2318 ccamp@clarkson.edu **School of Arts and Science/Inst for Sustainable Environment:** Colin Bronchetti 315-268-3932 cbronche@clarkson.edu **Bioethics** Carmen Camp 315-268-2318 ccamp@clarkson.edu **Education** Carmen Camp 315-268-2318 ccamp@clarkson.edu	Marci Manberg 518-631-9837 mmanberg@clarkson.edu Including School of Business Health Programs	Marci Manberg 518-631-9837 mmanberg@clarkson.edu Engineering Management Program (Beacon and NYC)
Financial Aid	Nicole Adner 315-268-3904 nadner@clarkson.edu	Nicole Adner 315-268-3904 nadner@clarkson.edu	Nicole Adner 315-268-3904 nadner@clarkson.edu
Transcripts	315-268-6451 sas@clarkson.edu	315-268-6451 sas@clarkson.edu	315-268-6451 sas@clarkson.edu
Career Services	Bill Jeffers 518-631-9851 wjeffers@clarkson.edu	Bill Jeffers 518-631-9851 wjeffers@clarkson.edu	Bill Jeffers 518-631-9851 wjeffers@clarkson.edu

International Center	Rebeca Brown 315/268-5958 rbrown@clarkson.edu	Rebeca Brown 315/268-5958 rbrown@clarkson.edu	Rebeca Brown 315/268-5958 rbrown@clarkson.edu
Library	Amber Dashnaw 315-268-4454 aamidon@clarkson.edu	Amber Dashnaw 315-268-4454 aamidon@clarkson.edu	Amber Dashnaw 315-268-4454 aamidon@clarkson.edu
Information Technology	315-268-6700 Helpdesk@clarkson.edu	315-268-6700 Helpdesk@clarkson.edu	315-268-6700 Helpdesk@clarkson.edu
Office of Accessibility	Derrick Gidden Coordinator	315-268-2006 dgidden@clarkson.edu	
			2.6.2023