SUNY CANTON

FYEP STUDENT SUCCESS RESOURCE BOOKLET

Academic Year 2021-2022
Advising and First Year Programs
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Welcome to SUNY Canton!

This supplement was created to assist you throughout your academic journey at SUNY Canton. The information provided will help you greatly as you begin your studies. As you progress through your course of study, it will also become a valuable tool for discovering and utilizing all of the student support services and resources that are available to you. From accessing tutoring centers, to locating commuter lockers; to finding out about the latest campus events or career planning…. this handbook contains brief summaries regarding all of the resources that make SUNY Canton a student-centered institution.

A critical individual in your academic planning, achievement, and graduation is your academic advisor. Your advisor is a faculty member that you can seek out for advice, voice concerns to, and plan your academic goals with. He or she is an individual who is available to you whenever you need guidance or assistance. It is very important to seek out your advisor as soon as you begin to experience difficulties—or if you simply have a question and need clarification. Your advisor will meet with you formally throughout the academic year, however, academic advisors are always available should you need their assistance. You may receive an email or phone call from your advisor throughout the semester regarding your academics. It is important to follow through and contact your advisor immediately. You advisor is your coach and mentor, and wants you to succeed. Sometimes a five minute conversation can provide the insight and clarification you need to continue on your academic journey. Believe it or not, all of your academic advisors were once college students themselves, and know firsthand what it feels like to juggle college, work, and life!

Please take some time to review the contents of this handbook and welcome to SUNY Canton!

Your Academic Advisor: __________________________________________________________

Advisor Email: ____________________________@canton.edu

Advisor Office Phone: (315) ________ -__________

Advisor Office Location: ____________________________ #__________
Meet Your Academic Dean!

On behalf of our entire faculty, staff, and student body, welcome!

We want each of you to be successful, to complete the program of study you have come here to pursue, and to leave SUNY Canton prepared for the workforce, or to continue your education. There are many areas on campus that can help you succeed. In order to get the most out of your college experience, there are a few basic steps that you, as a student, need to take:

+ Attend class and avoid all unnecessary absences
+ Do your assignments throughout the semester and turn them in on time
+ Study course material all semester, don’t just study when there is a test
+ Ask for help when you need it
+ Come to class prepared to contribute
+ Be a proactive rather than passive learner
+ Identify and resolve problems early
+ Take advantage of extracurricular activities the campus and community offer

Finally, seek support from appropriate resources including your faculty advisor and those outlined in the following pages. Assuming that you do your part and use campus resources appropriately, we’ll look forward to celebrating your accomplishments together at graduation.

Dr. Philip T. Neisser
Dean
School of Business & Liberal Arts
MacArthur Hall 416
http://www.canton.edu/business/
386-7328

Dr. Michelle Currier
Dean
School of Science, Health & Criminal Justice
Cook Hall 125
http://www.canton.edu/sci_health/
386-7401

Dr. Michael Newtown,
Dean
Canino School of Engineering Technology
Nevaldine North 105
http://www.canton.edu/csoet/
386-7411

Did you know? You can find a photo listing of SUNY Canton faculty and staff and contact information including office locations, telephone numbers and email addresses on our web site: www.canton.edu, under Quick Links, Faculty/Staff Directory
### Section 1: Learning Commons

The Learning Commons includes Library and Tutoring services. Collectively, we are committed to providing students with access to resources and support that assist in meeting the academic goals of students. Services and resources are available virtually as well as on campus.

<table>
<thead>
<tr>
<th>Area</th>
<th>Description</th>
<th>Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tutoring Services</strong>&lt;br&gt;Betty J. Evans Tutoring Center</td>
<td>Available on a drop-in basis, sessions can be completed in-person or virtually. In addition to tutoring, academic resources are available including: textbook loans, anatomical models and keys, conversion charts, and more!</td>
<td>Learning Commons &amp; Microsoft Teams</td>
<td>Contact the Betty J. Evans Tutoring Center:&lt;br&gt; <a href="mailto:tutoring@canton.edu">tutoring@canton.edu</a>&lt;br&gt;Phone: 315-386-7228&lt;br&gt;Review Tutoring Schedules.</td>
</tr>
<tr>
<td><strong>Library Services</strong>&lt;br&gt;Southworth Library</td>
<td>Available in-person and virtually. Visit our FAQ and 24/7 chat. Through the Library you can access the textbook loan program, and Interlibrary Loan for articles and books. There are also thousands of print and electronic books, Overdrive eBooks and audiobooks for pleasure reading, DVDs, popular reading, and games available for checkout.</td>
<td>Learning Commons &amp; Microsoft Teams</td>
<td>Contact the Southworth Library:&lt;br&gt; <a href="mailto:library@canton.edu">library@canton.edu</a>&lt;br&gt;Phone: 315-386-7228</td>
</tr>
<tr>
<td><strong>Help Desk</strong></td>
<td>Available for remote and in-person support with software, Blackboard, and email.</td>
<td>Learning Commons &amp; Microsoft Teams</td>
<td>Contact the Help Desk:&lt;br&gt; <a href="mailto:helpdesk@canton.edu">helpdesk@canton.edu</a>&lt;br&gt;Phone: 315-386-7448</td>
</tr>
<tr>
<td>Resource</td>
<td>Description</td>
<td>Location</td>
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<tr>
<td>---------------------------</td>
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<td>--------------------------------------------------------------------------</td>
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<tr>
<td><strong>Textbooks</strong></td>
<td>The Library provides a collection of many textbooks for the current semester. Students can check these out for short-term loans.</td>
<td>Search the reserve catalog by instructor name or visit the Access Desk in the Learning Commons.</td>
<td></td>
</tr>
<tr>
<td><strong>Free Software</strong></td>
<td>SUNY Canton provides students with a free subscription to Office 365 products (Word, Excel, PowerPoint, Outlook for emailing). Discounted software is also available and includes things like: OriginPro, Corel PaintShop Pro, Pinnacle Studio 24, etc.</td>
<td>Go to the Microsoft Office website and sign in using your college credentials. From the list of apps, select the one you would like. Additional free and discounted software can be found on On the Hub.</td>
<td></td>
</tr>
<tr>
<td><strong>Laptop and Tablet Loans</strong></td>
<td>Laptops and tablets are available for short-term loans in the Learning Commons.</td>
<td>Learning Commons Access Desk.</td>
<td></td>
</tr>
<tr>
<td><strong>Grammarly</strong></td>
<td>Sign up for a free premium Grammarly account. Grammarly is an online proofreading and editing tool that assists in the development of writing skills.</td>
<td>Sign up for Grammarly using SUNY Canton credentials. For additional information or assistance, contact the Writing Center: <a href="mailto:writingctr@canton.edu">writingctr@canton.edu</a>.</td>
<td></td>
</tr>
<tr>
<td><strong>Audiobooks, eBooks, Music, &amp; Videos</strong></td>
<td>The Library offers a variety of audiobooks, eBooks, music, and videos for students. Use your SUNY Canton username and password to check out digital media anytime, from anywhere!</td>
<td>View content and available downloads.</td>
<td></td>
</tr>
<tr>
<td><strong>Research Databases</strong></td>
<td>Southworth Librarians are available for face-to-face and virtual appointments to help you with all of your reference questions. They are your first stop for all research projects and access to academic materials and resources!</td>
<td>Contact the Library: <a href="mailto:library@canton.edu">library@canton.edu</a> <a href="https://libanswers.canton.edu/">https://libanswers.canton.edu/</a></td>
<td></td>
</tr>
</tbody>
</table>
Section 2: Student Resources

There are many resources available on campus, for both resident and commuter students. Here is a brief list and description of some of the resources available to SUNY Canton students:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
<th>Location/Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shuttle Van</td>
<td>A shuttle van service travels back and forth from campus to downtown destinations.</td>
<td>For additional information contact: Student Activities 386-7315</td>
</tr>
<tr>
<td>Commuter Lockers</td>
<td>Lockers are available free of charge for commuters who are full- or part-time SUNY Canton students</td>
<td>Wicks Hall and Payson underground; lower level (you will need to provide your own key or combination lock)</td>
</tr>
<tr>
<td>Commuter Lounge/Study Spaces</td>
<td>A lounge &amp; study space is available for commuter students. It offers lockers for storing coats and books, a microwave and refrigerator, a telephone, and comfortable furniture, computers and a printer.</td>
<td>Payson 217</td>
</tr>
</tbody>
</table>
| Campus Store              | From notebooks to snacks....and offering a wide selection of SUNY Canton clothing and gifts.... the campus store offers something for everyone! | Campus Center Store Hours: Mon - Fri: 8 am - 5:00 pm  
First Floor  
Miller Campus Center  
Phone: 386-7319  |

Resource Description Location/Contact
Hungry? The campus offers many choices for dining.

**Chaney Dining Center**
315-386-7634
Chaney is an all-you-can eat dining center open continuously throughout the day for your convenience.
Open Monday – Friday 7:30am – 8pm
Saturday & Sunday 10:30am - 7:30pm
Your dining plan is assessed from your Campus ID
We can accommodate any special dietary needs.

**Rendezvous**
Located in the Miller Campus Center
315-386-7310
Features Grilled Chicken, Burgers, Slushies and Much More!
Open Monday – Friday 10:30am-4:30pm

**Roos Court**
Located in the Halford Lobby of MacArthur Hall
315-386-7084
Your Soup, Salad & Sandwich Destination
Open Monday – Friday 7:30am – 3pm

**Cyber Cafe**
Located in Southworth Library
315-379-3860
Features Starbuck’s Coffees, Paninis and Desserts
Open Monday – Thursday 7:30am – 3pm, Friday 7:30am – 2pm

For hours of all dining facilities and eateries,

[http://www.canton.edu/ca/dining/](http://www.canton.edu/ca/dining/)

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**College Association, Inc.**
34 Cornell Drive
Canton, NY 13617
Phone: 315-386-7623
You can even order textbooks online via the SUNY Canton textbook center.

https://campusstore.canton.edu/

First Floor
Miller Campus Center

## Section 3: Student Information

The following resources are critical to your academics; both in the short term and long term. Please see below for a brief summary of our SUNY Canton email system, college-wide information portal and our online learning system.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Calendar</strong></td>
<td>The three year academic calendar contains all of the important dates each student should know. Make sure you take a look at these important dates and deadlines each semester! You may even want to put some of these important dates into your smart phone or online calendar!</td>
<td><a href="https://www.canton.edu/academic/calendar/">https://www.canton.edu/academic/calendar/</a></td>
</tr>
<tr>
<td><strong>Student Code of Conduct</strong></td>
<td>“Every student at the State University College of Technology at Canton is assumed to be a mature individual with the ability to accept academic and social responsibility. Individuals are expected to be responsible for their academic progress and their actions and to <strong>be familiar with the rules of conduct that govern their behavior at the College.</strong>”</td>
<td>Find a complete copy of the SUNY Canton Code of Conduct here: <a href="http://www.canton.edu/student_affairs/code.html">http://www.canton.edu/student_affairs/code.html</a></td>
</tr>
<tr>
<td>Resource</td>
<td>Description</td>
<td>Access</td>
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</tr>
<tr>
<td>Student Handbook</td>
<td>The student handbook is a publication which outlines the rules and policies that apply to students on our campus. This publication is published by the <strong>Office of Student Affairs</strong>, which provides support, services, resources, advocacy for students, activities, events, social programming, and leadership opportunities— all designed to help students transition to campus life and make the most out of their learning experience.</td>
<td>Find a complete copy of the SUNY Canton, Student Handbook here: <a href="https://www.canton.edu/media/pdf/handbook.pdf">https://www.canton.edu/media/pdf/handbook.pdf</a></td>
</tr>
<tr>
<td>International Student Handbook</td>
<td>The International Programs Office provides assistance both to incoming international students and to domestic students who are seeking to have an international, educational experience. You can find out more here: <a href="http://www.canton.edu/international/">http://www.canton.edu/international/</a></td>
<td>International Viewbook: <a href="http://issuu.com/suny_canton/docs/2013_international_viewbook">http://issuu.com/suny_canton/docs/2013_international_viewbook</a> You can also follow SUNY Canton International Programs on Facebook <a href="https://www.facebook.com/pages/SUNY-Canton-Ready-Center/191106024238052?v=wall">https://www.facebook.com/pages/SUNY-Canton-Ready-Center/191106024238052?v=wall</a></td>
</tr>
<tr>
<td>Student Athlete Handbook</td>
<td>This handbook is provided to student-athletes to reinforce your understanding of the privileges and responsibilities of being a student-athlete at SUNY Canton. This handbook is designed specifically to help student-athletes gain reference to areas directly affecting them such as eligibility, academic policies, sport guidelines, etc... well.</td>
<td>Athletic Department Phone: 315-386-7335 Department Fax: 315-379-3864</td>
</tr>
<tr>
<td>Resource</td>
<td>Description</td>
<td>Access</td>
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<tr>
<td><strong>Your SUNY Canton Email</strong></td>
<td>It is critical that you check your Canton email <strong>at least 2x daily</strong>. This is the only email address the college uses to send important information and notifications to you. Additionally, faculty and staff will only retrieve email that originates from canton.edu email addresses to protect our network and safeguard confidentiality.</td>
<td>You were issued your canton email address at the time of admission. It will consist of the first 5 letters of your last name &amp; 3 numbers ex: <a href="mailto:smith101@canton.edu">smith101@canton.edu</a> See the IT Help Desk in the Library for help adding this account to the app on your phone.</td>
</tr>
<tr>
<td><strong>UCanWeb</strong></td>
<td><strong>UCanWeb</strong> is a web-based system that allows students to log on and access important college and academic information, such as course schedules, grades, unofficial transcripts, financial aid history, registration status, and account summaries. The system is available to all SUNY Canton students.</td>
<td>Access <strong>UCanWeb</strong> from <a href="http://www.canton.edu">www.canton.edu</a>, You will need a User ID &amp; PIN to access your UCanWeb account. <strong>User ID</strong> is your ID number which begins with 804 or 805 and can be found in your admissions acceptance packet.</td>
</tr>
<tr>
<td><strong>DegreeWorks</strong></td>
<td>DegreeWorks is your dynamic, automated degree audit system. Understanding your degree requirements is the first step towards taking ownership of your degree progress.</td>
<td>Find it in UCanWeb by looking on the Student Records page with a link to find your <strong>Degree Evaluation</strong>.</td>
</tr>
<tr>
<td><strong>Blackboard Online System</strong></td>
<td><strong>Blackboard</strong> is a learning management system that allows faculty to add resources for students to access online. <strong>Blackboard</strong> is used for all online course instruction /online classes. Instructors in face-to-face courses often use <strong>Blackboard</strong> as a course supplement; posting lecture notes, study guides, online quizzes and exams, discussion boards and assignment grades.</td>
<td>Access <strong>Blackboard</strong> from: <a href="http://www.canton.edu">www.canton.edu</a> Quick Links <strong>Need assistance?</strong> Online Learning: <a href="http://www.canton.edu/ol/">http://www.canton.edu/ol/</a> For Technical Support: Help Desk Southworth Library Phone: 386-7448 <a href="mailto:helpdesk@canton.edu">helpdesk@canton.edu</a></td>
</tr>
</tbody>
</table>
Social Media

Be sure to follow SUNY Canton’s Facebook
Twitter
LinkedIn
YouTube and Instagram accounts.

Keywords:
Facebook: suny.canton
Twitter: SUNYCantonNews
LinkedIn: SUNY Canton
YouTube: cantonpr
Instagram:sunycantongram

Section 4: Academic Support

SUNY Canton is a student-centered institution. We are very proud, and put forth great effort to offer services, resources, and courses that best meet the needs of our students. Below is a brief description of the services, courses, and initiatives we offer:

<table>
<thead>
<tr>
<th>Academic Support Service</th>
<th>Description</th>
<th>Location/Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising &amp; First Year Programs</td>
<td>The Advising office within The Ready Center functions as a supplement and a complement to our faculty academic advisors. Advising staff can answer questions about majors, scheduling, curricula, degree requirements, UCanWeb and other related topics. They can also offer assistance regarding academic goals and transfer options. This is also the office that coordinates First Year Experience, Gateway to Success Program, and Smart Steps/Study Skills Workshop Series. In addition, we work with Academic Recovery Students and any Student who would like to improve their study skills.</td>
<td>Advising in The Ready Center: Miller Campus Center Mon.-Fri. 8:00a.m. – 4:30p.m. Phone: 386-3954 <a href="mailto:advising@canton.edu">advising@canton.edu</a> For additional information contact: Ms. Sharon Tavernier, Director <a href="mailto:taverniers@canton.edu">taverniers@canton.edu</a> Facebook: SUNY Canton Ready Center</td>
</tr>
<tr>
<td>Academic Support Service</td>
<td>Description</td>
<td>Location/Contact:</td>
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</tr>
<tr>
<td>Gateway to Success</td>
<td>The <strong>Gateway to Success (G2S)</strong> program is designed to assist students with achieving success through a cohort/faculty mentor format. Students enroll in 7 &amp; 15 week courses with a goal of achieving degree completion!</td>
<td>Questions regarding <strong>G2S</strong>? Contact the <strong>G2S</strong> coordinators at <a href="mailto:gateway@canton.edu">gateway@canton.edu</a></td>
</tr>
</tbody>
</table>
| Smart Steps Workshops    | It is never too late to improve your study skills. **Smart Steps Workshops** are one hour lecture and discussion about improving your college study skill set and giving you the best chance to succeed. We cover the following topics:  
  - Winning the College Game  
  - Goal Setting for Success  
  - Note Taking: Writing to Learn  
  - Time is Ticking: Time Management Basics  
  - Test Taking Strategy 101  
  - The Test Autopsy | Coordinated by the Office of Advising and First Year Program  
For current schedule: [https://www.canton.edu/media/pdf/Smart_Steps.pdf](https://www.canton.edu/media/pdf/Smart_Steps.pdf)  
Contact Marianne DiMarco-Temkin at 379-3954 for more information about attending Smart Steps or to make an appointment for a one-on-one **Study Skills Tune-Up.**  
**Smart Steps Study Skills Workshops** are open to everyone! |
| Academic Recovery        | Students who do not achieve the required overall GPA for their degree program may be placed on **Academic Recovery by their Academic Dean.** Academic Recovery requires students to attend **mandatory** meetings, to maintain close contact with their academic advisor, and to attend a tutoring lab(s) for a minimum of 3-hours per week. For additional probation information and policies: [https://www.canton.edu/recovery/](https://www.canton.edu/recovery/) | For questions regarding Academic Recovery, contact your academic advisor  
Ms. Janet Livingston, Secretary  
MacArthur Hall  
6th Floor # 604  
Phone: 386-7425  
Email: livingsj@canton.edu |
<table>
<thead>
<tr>
<th>Academic Support Service</th>
<th>Description</th>
<th>Location/Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOP</td>
<td>The <em>Educational Opportunity Program</em> (EOP) provides academic support services, personal counseling and financial assistance to New York State residents who enroll full-time. EOP counselors also act as academic advisors to first year EOP students and teach the required EOP course, College Success Skills to new students.</td>
<td>EOP Offices Miller Campus Center # 234 Phone: 386-7226 Mr. Walvi DeJesus, Director Schedule appointments on RooSuccess: <a href="https://canton.starfishsolutions.com/starfish-ops/">https://canton.starfishsolutions.com/starfish-ops/</a></td>
</tr>
<tr>
<td>STUDENT SUPPORT SERVICES (SSS)/TRiO</td>
<td>The <em>Student Support Services</em> (SSS) Program is a federally-funded TRiO grant program. Each year over 200 students, who meet the eligibility criteria, are selected. They are invited to participate and receive special services in tutoring and academic counseling.</td>
<td>Student Support Services Miller Campus Center # 235 Phone: 386-7684 Ms. Brenda Miller, Director Schedule appointments on RooSuccess: <a href="https://canton.starfishsolutions.com/starfish-ops/">https://canton.starfishsolutions.com/starfish-ops/</a></td>
</tr>
<tr>
<td>Accommodative Disability Services</td>
<td><em>Accommodative Disability Services</em> provides assistance to all students on and off campus. Students must provide documentation of disability and register with the Office of Accommodative Services in order to obtain special resources and services which include: note-taking, quiet test areas, study aids and individual service plans based on your specific needs.</td>
<td>Accommodative Disability Services Office Miller Campus Center # 233 Phone: 386-7392 Ms. Megan Riedl, Director Ms. Heather Lauzon, Secretary</td>
</tr>
</tbody>
</table>
Section 5: Academic Excellence

We are very proud of our student’s academic achievements and offer several ways to promote and acknowledge our honor students. Here is a brief summary of some of the ways we celebrate academic excellence on campus:

<table>
<thead>
<tr>
<th>Academic Excellence</th>
<th>Description</th>
<th>Information/Contact</th>
</tr>
</thead>
</table>
| SUNY Canton Honors Program | The SUNY Canton Honors Program identifies the most academically promising students and provides them with both challenging and rigorous academic opportunities to stimulate and support the leadership potential and a sustaining community that recognizes the unique intellectual and emotional needs of gifted students. | [http://www.canton.edu/honors/](http://www.canton.edu/honors/)  
Contact: Dr. Kelly Peterson  
Honors Program Director  
dehautk@canton.edu  
Phone: 315-386-7544 |
| Living/Learning Communities | The residence halls provide students with living/learning environments. Each hall has three wings of student rooms which are clustered around a central common area. Specific floors in each building have been designated as theme living areas. In addition, there are a variety of different lifestyle options from which to choose when selecting a room. | Interested in residing in a Living-Learning Community?  
Contact: SUNY Canton Residence Life  
reslife@canton.edu or  
Mr. John Kennedy  
kennedyjm@canton.edu  
Phone: 386-7513 |
| Research at SUNY Canton | There are opportunities for student research. If you are interested in pursuing student research you will need a faculty sponsor. Contact your Academic Advisor or one of your professors for more information. | [http://www.canton.edu/irb/](http://www.canton.edu/irb/) |
Scholarships

Approximately eighty-five percent of the students attending SUNY Canton rely on scholarships to pursue their college educations. Various forms of support are available and are listed under the “Scholarships” heading @ [http://www.canton.edu/fin_aid/](http://www.canton.edu/fin_aid/).

For more information regarding scholarships and how to apply, contact:
Financial Aid in the or “One Hop Shop” in the basement level of Miller Campus Center
finaid@canton.edu
Phone: 386-7616

## Section 6: Academic Success

There are many resources available to support your academic achievement. College can be challenging... **but you can succeed.** The most important resources are your instructors. Ask instructors for clarification, attend study groups initiated by faculty, and always seek out your advisor if you experience difficulties. Below are some additional systems and courses that have been developed to ensure your success:

<table>
<thead>
<tr>
<th>Academic Success</th>
<th>Description</th>
<th>Information/Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year Program</strong></td>
<td>FYEP 101: First Year Experience assist students with time management, prioritizing, note-taking, reading comprehension, study skills, problem solving, and strategies for succeeding in college. <a href="https://www.canton.edu/fye/">https://www.canton.edu/fye/</a></td>
<td>You can elect to enroll in FYEP 101...it is open to all students in all majors. It is a 1-credit course that meets 1x or 2x weekly for 50 minutes (for a total of 14 class meetings.) FYEP 101 is offered on campus and on-line.</td>
</tr>
<tr>
<td><strong>RooSuccess</strong></td>
<td>RooSuccess is a communication tool that your instructors can use to send alerts if you are not doing well in a course. You can use it to ask for help when you are struggling and to make appointments with campus personnel. Login in to check it out at <a href="http://www.canton.edu/roosuccess/">http://www.canton.edu/roosuccess/</a></td>
<td>Contact the Ready Center at 315-379-3954 or <a href="mailto:roosuccess@canton.edu">roosuccess@canton.edu</a></td>
</tr>
</tbody>
</table>
**Study Skills**

Study skills are taught / practiced in all of the learning labs offered through the Tutoring Service Center, Student Support Service Office and the Accommodative Services Office. Study skills are also emphasized in our FYEP 101 First Year Experience Course and in Smart Steps Workshops. Your advisor can also offer tips and strategies for managing time and forming successful study habits...just ask!

Having trouble with time management, study skills, note-taking? See your academic advisor immediately. There are many resources available to assist you.

For FYEP and Smart Steps Workshop information please see page 15-16 of this manual.

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**Section 7: Class Schedules**

SUNY Canton offers year-round course options, both on campus and online. Students can attend college part-time, full-time, days, evenings, or during winter and summer terms. Here is a brief summary of the various class formats and options available to all students.

<table>
<thead>
<tr>
<th>Class Format</th>
<th>Description</th>
<th>More Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Term &amp; Summer Session</td>
<td>Winter Term courses allow you enroll in 1-6 credits between the fall and spring semesters. Winter Term courses are only offered online. Summer Term classes are offered on campus and online. Sessions are offered in 5 and 8 week sections. Enrolling in both winter and summer sessions allows students to get caught up or to get ahead with meeting graduation goals.</td>
<td>Interested in enrolling in Winter Term or Summer Session courses? See your academic advisor to obtain a Registration Pin Code just as they do for Fall/Spring Registration.</td>
</tr>
<tr>
<td>Enrollment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross-Registration</td>
<td>You may enroll in a course offered through the Associated Colleges (Clarkson or St. Lawrence University) and transfer those credits to your degree program at SUNY Canton.</td>
<td>For information regarding Cross-Registration, start here: <a href="https://associatedcolleges.org/services/cross-registration/">https://associatedcolleges.org/services/cross-registration/</a> and then see your academic advisor</td>
</tr>
</tbody>
</table>
**SUNY Online**  
You can register for courses through other SUNY Campuses while you are a full-time SUNY Canton student. See FAQ’s here:  
[https://www.suny.edu/crossregister/faqs.xhtml](https://www.suny.edu/crossregister/faqs.xhtml)

**Study Abroad**  
Are you interested in studying abroad as part of your college experience? You could participate in a summer program, a semester or year-long program or even a dual degree from another University.  
Contact the Office of International Programs to find out more information.

**International Programs**  
In The Ready Center Miller Campus Center room 224  
Ms. Erin Lassial, Director  
Phone: (315) 386-7608  
Email:  
[international@canton.edu](mailto:international@canton.edu)  
[https://www.canton.edu/international/abroad/](https://www.canton.edu/international/abroad/)

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**Section 8: Well-Being**

College can be challenging and rewarding. Throughout life, it is critical to maintain a positive attitude, and foster sound mental and physical health. There are many resources and individuals on campus to assist you with short-and long-term planning, goal setting and maintaining a balance of well-being. If you are in need of support, please contact any of the offices below, as well as your academic advisor who will be happy to assist you with referrals based on your needs.

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
</table>
| **Career Counseling** | Career Counseling is available to all students and is designed to aid students and alumni in selecting and securing rewarding careers. Career Services can also assist students with cover letters, resumes, and interview preparation. | **Career Services** In The Ready Center Miller Campus Center room 224  
Ms. Julie Parkman, Director  
Miller Campus Center Room # 224  
Phone: 386-7119  
[careers@canton.edu](mailto:careers@canton.edu) |
<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
</table>
| **Counseling Services** | Professional counseling services are available to students who are experiencing personal, social or emotional issues. The services offered are free and strictly confidential. | Miller Campus Center Suite # 225  
Phone: 386-7314  
Emergency After Hours Phone: 386-7777 (UP)  
24 Hour Crisis Hotline: Phone: 265-2422 |
| **Health Services** | The Davis Health Center provides care in the case of illness or injury. The Health Center staff also conducts Wellness Promotion and Health Education Programs throughout the academic year for students, and can often be seen around campus sharing healthy living and lifestyle tips. | Davis Health Center  
Miller Campus Center # 004  
Phone: 386-7333  
Appointments are required |
| **Diversity Affairs** | The Office of Diversity Affairs operates in partnership with the College to promote, support, and integrate diversity initiatives that enhance students’ education. These include:  
- Programs/ Events/ Speakers  
- Sensitivity Training  
- Student Leadership Development  
- Mediation between Individuals/ Groups  
- Classroom Presentations  
- Providing Resources Regarding Cultural Diverse Resources  
- International Student Advisement  
- Personal Counseling  
- Mentoring/Tutoring/Advising  
- Advocacy | Ms. Lashawanda Ingram  
Director  
Diversity Affairs  
Miller Campus Center # 225  
Phone: 386-7128  
Email: ingraml@canton.edu |
<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
</table>
| Ministry/               | The Campus Ministry Office, staffed by local volunteer clergy, exists for the purpose of inviting members and students of the SUNY Canton community to explore and grow in their spiritual life. To facilitate this mission, it sponsors programs and activities that address the needs and interest of the campus community.  
  - Interfaith prayer services  
  - Connections with the local churches, temples, mosques, and synagogues  
  - Advisors for faith-based student clubs  
  - Service projects (i.e. community service, Big Brother/Big Sister, CROP Walk, Adopt-A-Neighbor, Earth Day Activities and Blessing of Animals)  
  - Confidential spiritual guidance  
  - Educational programs & social event.                                                                 | Campus Ministries  
  For hours: [http://www.canton.edu/campus_ministry/](http://www.canton.edu/campus_ministry/)  
  Miller Campus Center  
  208  
  Phone: 386-7018                                                                 |
| Spirituality            |                                                                                                                                                                                                                                                                                                                                             |                                                                                               |
| Family & Child Care     | In need of child care? There are many options available to you. From small family child care center homes, to large group child care centers, close to campus, or near your home. For a complete list of NYS Office of Children licensed family and group child care centers, contact the St. Lawrence Child Care Council, a free resource and referral organization for parents and guardians. | Contact  
  SLCCC  
  at  
  393-6474  
  M – F  
  9 AM - 5 PM  
  Email: slccc@nnymail.com                                                                 | Resources                                      |
|                         |                                                                                                                                                                                                                                                                                                                                             |                                                                                               |

**Section 9: Extra Curricular Activities**

College is a place for academics as well as an opportunity to engage in extracurricular activities. Participation and/or attendance at college activities will assist you with maintaining a balance between work and play. Opportunities to participate on our many sports teams, engage in community service events, become involved in student government, join a club or organization, and take part in fun campus events throughout the academic year are available to you—and most are free of charge! So, after your homework is complete.....consider attending a sports event, movie night, or club activity! Here is a brief summary of some of the many extra-curricular activities offered on our campus with contact information:
### Curricular Activity: Athletics

SUNY Canton is a sponsors 14 intercollegiate sports and is a provisional Division III member of the National Collegiate Athletic Association (NCAA). The Roos also belong to the Eastern Collegiate Athletic Conference (ECAC) and the United Small College Athletic Association (USCAA).

Our athletics department has grown considerably in the past few years, adding five sports since 2011 and more than doubling the number of student-athletes.

**Men’s Sports:**
- Baseball
- Basketball
- Cross Country
- Golf
- Ice Hockey
- Lacrosse
- Soccer

**Women’s Sports:**
- Softball
- Basketball
- Cross Country
- Soccer
- Volleyball
- Lacrosse
- Ice Hockey

**Club Sports:**
- Club Hockey

For more info contact:
Main Athletic Dept.
Phone: 386-7335
Email: sports@canton.edu
Coach contact info. for all sports can be found on the Athletics web page-access from [www.canton.edu](http://www.canton.edu), link to Athletics

**Info for student athletes:**

### Curricular Activity: Intramural Activities

Intramurals are a great way to be active without the commitment of travel and practice. SUNY Canton offers a variety of intramurals that you can be a part of. Form a team, sign up, or join as a free agent and be placed on a team!

**Intramural Sports:**
- Co-ed Soccer
- Co-ed Dodgeball
- 7 x 7 Flag Football

For more information:
Phone: 315-386-7101
contact:
Mr. David LaBaff
labaffd@canton.edu

[https://www.canton.edu/rooshouse/programming/intramurals.html](https://www.canton.edu/rooshouse/programming/intramurals.html)
<table>
<thead>
<tr>
<th>Curricular Activity:</th>
<th>Description</th>
<th>Info.</th>
<th>Key Contact</th>
</tr>
</thead>
</table>
| Welcome to… ROOS House! | In 2011, the **Roos House** opened. It is a state of the art Convocation, Athletic and Recreation Center (C.A.R.C). | Complete with a pool, ice arena, indoor track, basketball & volleyball courts, locker facilities, & classrooms ….it offers something for everyone! | Located next to the Turf Field  
| Physical Fitness SUNY Canton Fitness Center | The Fitness Center is located in our new facility, the ROOS House, located next to the turf field. It offers a large variety of equipment to fit your workout needs. With a combination of cardio machines, resistance training machines, free weights, and stability accessories, the Fitness Center has something for everyone! | Did you know?  
- Full-time SUNY Canton students may use the Fitness Center for **no additional charge** as it is included in your college bill | For more information contact: [http://www.rooathletic.com/sports/2010/3/10/fc.aspx?tab=fitnesscenter](http://www.rooathletic.com/sports/2010/3/10/fc.aspx?tab=fitnesscenter)  
Phone: 386-7642  
Mr. Bryan Parker, Fitness Center /Pool Director [parkerb@canton.edu](mailto:parkerb@canton.edu) |
| Greek Life | **Fraternities:**  
- Alpha Omega Chi  
- Alpha Theta Gamma  
- Delta Omega Epsilon  
- Gamma Sigma Zeta  
- Upsilon Zeta Iota  

**Sororities:**  
- Alpha Chi Omicron  
- Beta Sigma Zeta  
- Delta Sigma Tau  
- Kappa Xi Omega  
- Pi Nu Epsilon  
- Sigma Omega Epsilon |  |  | [http://www.canton.edu/student_affairs/greek.html](http://www.canton.edu/student_affairs/greek.html) |
Curricular Activity: Clubs & Organizations

Activities at SUNY Canton

For specific information regarding club membership, and club listings, contact: Student Activities Office Miller Campus Center or any club advisor (see Student Handbook for Club Advisor listing)

Curriculum Clubs:
- American Criminal Justice Association
- American Society of Civil Engineers
- Automotive Club
- Criminal Justice Club
- Early Childhood Club
- IEEE
- Mortuary Science Association
- Nursing Students Association
- Power Sports
- Veterinary Technicians Association

Cultural/Diversity Clubs:
- African Student Union
- Brother to Brother
- Campus Christian Ministries
- Caribbean United
- Gospel Choir
- Spectrum (Gay/Straight Alliance)
- Untouchable Movement Dance Team
- Vybrant Rhythmz Step Team

Community Service Clubs:
- Alpha Phi Omega, co-ed, service fraternity
- Habitat for Humanity
- Outdoor Adventure Club
- Student Environmental Awareness Society
- Students for Sensible Drug Policy

Other Clubs:
- Hockey
- Lacrosse
- Commuter Club
- Gaming Club
- Horse Club
- Karate Club
- Outing Club
- Peer Education
- Ultimate Frisbee Club
- Veterans Association

http://www.canton.edu/student_activities/clubs/

Student Government

Student Cooperative Alliance is the governance voice of the students and provides a means of cooperation and unity among the students, faculty and administration

CUB/SCA Office: 386-7677
Miller Campus Center 211
http://www.canton.edu/student_activities/sga/
### Family Activities & Events

Throughout the academic year many events are “family friendly”. Our Fall Family Weekend, Spring Festival, Kiddie College, and Sports “Pack the Stands” events are great and inexpensive ways to share your college experience with your loved ones. Student Activities also shows a variety of movies on campus, for free each semester. Many of these movies are also family friendly!

For additional information regarding all campus events, contact the Student Activities Office at 386-7677, look for posters of events around campus or on our web site.

<table>
<thead>
<tr>
<th>Curricular Activity:</th>
<th>Description</th>
<th>Info.</th>
<th>Key Contact</th>
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<td></td>
<td>For additional information regarding all campus events, contact the Student Activities Office at 386-7677, look for posters of events around campus or on our web site.</td>
</tr>
</tbody>
</table>
### Office/Center

#### Financial Aid

- Personal assistance to students and families regarding financial aid, eligibility, completing applications, scholarships, tuition costs, and billing.
- Some of the things you can do at the financial aid windows:
  - Process Your College Bill
  - Check on the Status of Your Financial Aid
  - Submit Financial Aid Paperwork
  - Make an Appointment to Meet with a Financial Aid Advisor
  - Pay a Telephone Bill, Parking Ticket, or Library Fine
  - Pick Up Refund Checks
  - Pick Up Student and Employee Payroll Checks

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office/Center Location</td>
<td>Ms. Heather Adner Director</td>
</tr>
<tr>
<td></td>
<td>Phone: 386-7616</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:finaid@canton.edu">finaid@canton.edu</a></td>
</tr>
<tr>
<td></td>
<td>Located in the One Hop Shop in Miller Campus Center basement # 012</td>
</tr>
</tbody>
</table>

#### Military & Veterans Student Services

- Our Military and Veteran Student Service Coordinator is shared with SUNY Potsdam and has offices on both campuses.
- The college also has a Veterans’ Association to connect students and alumni who serve or have served in the U.S. Armed Forces. This group is open to veterans from all generations and branches of service and is open to community members.

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>Campus Center Room 012</td>
<td>Mr. Patrick Massaro, Military &amp; Veteran Student Service Coordinator</td>
</tr>
<tr>
<td></td>
<td>(315) 386-7073</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:massarop@canton.edu">massarop@canton.edu</a></td>
</tr>
</tbody>
</table>

#### The Ready Center

- College ready. Career ready. World ready. The Ready Center is here to assist you!
- The Ready center houses the offices of Advising and First Year Programs, Career Services and International Initiatives. You can stop in for assistance anytime or call to make an appointment.

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miller Campus Center Room 224</td>
<td>Advising</td>
</tr>
<tr>
<td></td>
<td>379-3954</td>
</tr>
<tr>
<td></td>
<td>Career Services</td>
</tr>
<tr>
<td></td>
<td>386-7119</td>
</tr>
<tr>
<td></td>
<td>International Initiatives</td>
</tr>
<tr>
<td></td>
<td>386-7608</td>
</tr>
<tr>
<td></td>
<td>Facebook/Instagram: SUNY Canton Ready Center</td>
</tr>
<tr>
<td>Office/Center</td>
<td>Location</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| R.O.T.C.         | There is one shared ROTC program for the four local colleges. Students are generally not obligated/contacted until their Junior year. Anyone who is interested in learning more, taking a class, or needing help understanding the obligation can contact ROTC office. | Army: Mr. Scott Toth  
armyrotc@clarkson.edu  
(315)268-7695  
Air Force:  
(315)268-7989 |
| Student Activities Office | Information regarding all campus events, clubs, yearbook, obtaining free movie tickets, etc. The Student Activities & Events Office offers something for everyone! | Phone: 386-7677  
Miller Campus Center  
211  
Ms. Priscilla Leggette, Director of Student Activities |
| Davis Health Center | **Contact the Health Center by phone for an appointment.**  
**Hours:**  
*Academic Year:*  
Monday - Thursday: 8 am - 4:30 pm  
Friday: 8 am - 4 pm  
*Semester Breaks:*  
Monday - Thursday: 8 am - 4:30 pm  
Friday: 8 am - 12 pm | Phone: 386-7333  
Davis Health Center  
Miller Campus Center  
# 004 |
| Counseling Center | Counselors available:  
Mon –Fri: 8:30 AM – 4 PM  
Walk-in or by appointment  
Emergency After Hours  
Phone: 386-7777 (UP) | Miller Campus Center  
Suite # 225  
Phone: 386-7314  
24 Hour Crisis Hotline:  
Phone: 265-2422 |
| University Police | The primary purpose of the University Police is to provide a safe and secure environment for the campus community. If you need assistance, or to report a crime, call or visit UP immediately. | Emergency  
Call 386-7777  
UP Location:  
Wicks Hall |
| Residence Life | Questions regarding dorms, roommates, off-campus housing options, RA opportunities | SUNY Canton Residence Life  
reslife@canton.edu  
Phone: 386-7513 |
# Community Resources

The Canton community offers many services and resources to assist with personal & home life issues or situations that arise beyond academics.

Public Health Department Web Site: [https://stlawco.org/Departments/PublicHealth](https://stlawco.org/Departments/PublicHealth)

<table>
<thead>
<tr>
<th>Public Health Department</th>
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</thead>
<tbody>
<tr>
<td>80 State Highway 310</td>
</tr>
<tr>
<td>Suite #2 Canton</td>
</tr>
<tr>
<td>Canton, New York</td>
</tr>
<tr>
<td>13617-1476</td>
</tr>
<tr>
<td>Phone: 386-2325</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your Administrators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Zvi Szafran, President</td>
</tr>
</tbody>
</table>
| MacArthur Hall 6th Floor | Phone: 386-7204
| Email: president@canton.edu |
| Dr. Peggy DeCooke, Provost & VP for Academic Affairs |
| MacArthur Hall 6th Floor, # 602 | Phone: 386-7202
| Email: provost@canton.edu |
| Ms. Courtney Bish, Dean of Students & VP for Student Affairs |
| The Dean of Students has the primary responsibility of student advocacy and providing oversight for the quality of student life on campus. Please seek out the Dean of Students should you have concerns, suggestions or need assistance. |
| Miller Campus Center # 229A | Phone: 386-7120
| Email: bish@canton.edu |
Campus Creed

Membership in the SUNY Canton community carries with it certain rights and responsibilities. We strive to adhere to the following standards of ethical and moral conduct.

We commit to act with honesty in all academic and non-academic endeavors.

We commit to be respectful of others, their opinions, and ideas to promote a more diverse and accepting campus culture.

We commit to assume responsibility for our actions recognizing the consequences that may arise.

We commit to act with fairness in our interactions with others.

We commit to demonstrate citizenship through active participation in our community and beyond.

We commit to care about others in our community in a manner consistent with how we would like to be treated.