What is SAS?

SAS is a combination of the Registrar's office and Bursar's office, with strong connections to Financial Aid and the Office of University Advising. At the heart of SAS are the Student Service Representatives, who are cross-trained in academic records, student financials, and financial aid. Every student is assigned a SAS Rep who will build a personal relationship with them throughout their time at Clarkson. If there is a need for a student (or family member) to contact SAS, they should request first to speak with their Student Service Representative.

Potsdam Campus Phone: 315-268-6451
Graham Hall, 1st Floor

sas@clarkson.edu
Main email address for SAS. Emails are triaged by the SAS front-desk staff. If you aren't sure where to direct a question to, send it here!

sasgrad@clarkson.edu
Main email address for graduate student-related questions at the Potsdam campus. Monitored by the SAS Grad Reps. The Reps are cross-trained in all areas of student records, student financials, and financial aid. They are trained to interpret academic records, and are heavily involved in the billing and financial aid processes. The Potsdam Rep is also the main point of contact for employer reimbursement.

sasgradcrc@clarkson.edu
Main email address for graduate student-related questions at the Capital Region campus. Monitored by the SAS Grad Reps. The Reps are cross-trained in all areas of student records, student financials, and financial aid. The Reps are trained to interpret academic records, and are heavily involved in the billing and financial aid processes. (Employer reimbursement questions will be forwarded to the Potsdam Rep if sent to this email address.)

Capital Region Phone: 518-631-9910
80 Nott Terrace, Graduate Center Office

registrar@clarkson.edu
Main email address for the Registrar's office, and monitored by all Registrar staff members. Emails related to transfer credit, withdrawals, grading, graduation status, transcripts, major/minor/degree changes, etc. If it is academic-related, and you aren't sure where to send it - send it here.

commencement@clarkson.edu

Monitored by SAS Director and Student Records Specialist. All emails related to the graduation ceremony should be directed here.

Browse by topic

<table>
<thead>
<tr>
<th>A-L</th>
<th>M-S</th>
</tr>
</thead>
<tbody>
<tr>
<td>add/drop</td>
<td>meeting-notes</td>
</tr>
<tr>
<td>experience-canvas</td>
<td>peoplesoft</td>
</tr>
<tr>
<td>ferpa</td>
<td>procedures</td>
</tr>
<tr>
<td>file-list</td>
<td>project-poster</td>
</tr>
<tr>
<td>grad-students</td>
<td>query</td>
</tr>
<tr>
<td>guide</td>
<td>resources</td>
</tr>
<tr>
<td>heoa</td>
<td>sas</td>
</tr>
<tr>
<td>how-to</td>
<td>scheduling</td>
</tr>
<tr>
<td>loa</td>
<td>spn</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>T-Z</th>
</tr>
</thead>
<tbody>
<tr>
<td>transfer_credit</td>
</tr>
<tr>
<td>withdrawal</td>
</tr>
</tbody>
</table>

Recently updated articles

- **Transfer Credit Guidelines for Faculty and Staff**
  - Jun 15, 2021 • updated by Jennifer Stokes • view change

- **Back to Basics**
  - Apr 30, 2021 • updated by Jennifer Stokes • view change

- **Query Information**
  - Apr 12, 2021 • updated by Jennifer Stokes • view change

- **Academic Scheduling Resources**
  - Mar 18, 2021 • updated by Jennifer Stokes • view change

- **Student Administrative Services**
  - Feb 19, 2021 • updated by Jennifer Stokes • view change

- **Academic Scheduling Resources**
  - Feb 17, 2021 • updated by Krista Larock Wells • view change

- **The Family Educational Rights and Privacy Act (FERPA) of 1974**
  - Jan 27, 2021 • updated by Jennifer Stokes • view change

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  - Jan 07, 2021 • updated by Krista Larock Wells • view change

- **Managing Standard Periods of Non-Enrollment (SPN)**
  - Sep 28, 2020 • updated by Jennifer Stokes • view change

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- **Graduate Student Withdrawal Process**
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  - Sep 05, 2019 • updated by Krista Larock Wells • view change

- **Awarding a Certificate at the same time as an MS Degree**
  - Sep 05, 2019 • created by Krista Larock Wells