

# NEWLY ACCEPTED **ONLINE** STUDENT ROADMAP

## IMPORTANT INFORMATION FOR NEW ONLINE STUDENTS

### 1. GET ACCEPTED

Wait to receive your official acceptance letter from GSE Admission. This will give you all of the information you need to get started as a new student.

### 2. CONFIRM ENROLLMENT

To accept your offer of admission and confirm your enrollment, please complete the reply form at [www.gradmit.buffalo.edu/login](http://www.gradmit.buffalo.edu/login) by the date listed in your acceptance letter. If you cannot recall your username and password (assigned to you upon submission of your application), please email [gse-admission@buffalo.edu](mailto:gse-admission@buffalo.edu) and ask for your password to be reset.

### 3. SET UP ELECTRONIC ACCESS

- 1** **Get your UBITName, Person Number and One-Time Password**  
Wait to receive email notification from Graduate Enrollment Services that your UBITName and Person Number are both available in GrAdMIT. Once you receive this email, go under the "status" tab in GrAdMIT and retrieve your UBITName and Person Number.
- 2** After you access your UBITName and Person Number, you will receive an email with your one-time password approximately 2-7 business days later (If you have previously been a UB student, you will not receive a One-Time Password. Contact UBIT Help Desk at 716-645-3542)
- 3** Once you have these three pieces, go to the UBIT activation page [buffalo.edu/ubit/activate](http://buffalo.edu/ubit/activate) to activate your account and create your new password. If you have trouble accessing your UBIT account and/or email, please contact the UBIT Help Desk at 716-645-3542, and identify yourself as a new student.

### 4. HEALTH INSURANCE & IMMUNIZATIONS

#### Health Insurance

All students are eligible to receive health insurance. If you are interested in learning more about UB-sponsored health insurance plans, please visit [healthinsurance.buffalo.edu](http://healthinsurance.buffalo.edu).

#### Immunization and Meningitis Information Requirements

As an **online-only** student, you will automatically be waived from the immunization requirement. However, New York State requires that all students receive information about meningococcal disease and make an informed decision about whether or not to receive immunization against meningococcal disease. Please visit [buffalo.edu/studentlife/immunize](http://buffalo.edu/studentlife/immunize) for complete details.

### 5. SELECT YOUR CLASSES

Make a list of the courses you plan to take, along with the course registration numbers. The registration numbers are online at [registrar.buffalo.edu/schedules](http://registrar.buffalo.edu/schedules) or listed under the HUB Student Center in MyUB. Discuss your options with your assigned faculty advisor.

**PLEASE NOTE:** if you need to take undergraduate courses while in your graduate program, you need to fill out this form [registrar.buffalo.edu/pdfs/OutsideofCareerPetition.pdf](http://registrar.buffalo.edu/pdfs/OutsideofCareerPetition.pdf) and get appropriate approval to register for the course(s). According to the Office of Student Accounts, you will be charged graduate level tuition and fees for undergraduate coursework.

### 6. ENROLL IN YOUR CLASSES

Students enroll in classes via the HUB Student Center, which is available in MyUB at [myub.buffalo.edu](http://myub.buffalo.edu). Information about HUB, including how-to videos, is available at [buffalo.edu/hub](http://buffalo.edu/hub). Please note: Registration and schedules are real-time; grades and service indicators information is updated once every 24 hours. **Online services are available 7:00 a.m. - 11:00 p.m. EST daily.**

*\*Please be advised that should you allow your registration to lapse, you will lose your status as an active student in your program and you will be assessed a reactivation fee of \$350 at the point of return.*

**TURN OVER**  
for more helpful  
information

## 7. ONLINE STUDENT ORIENTATION

Access your new student orientation and program information section. This orientation will introduce you to learning at UB and services available to you such as UB Libraries, UB Career Center, and more. Please consult with your specific department to obtain details about accessing your online student orientation.



## 8. UBMAIL

To learn more about your UBmail, please go to [buffalo.edu/ubit/email](https://buffalo.edu/ubit/email). All official communication will be sent to your UBmail address. If you do not wish to use your UB account, please read the directions on having your email forwarded to another account. If you have any trouble accessing your UBIT account and/or email, please contact the UBIT Help Desk at **716-645-3542**, and identify yourself as a new student.



## 9. IMPORTANT REMINDERS

- 1 Start of the Semester** Visit UB's academic calendar at [registrar.buffalo.edu/calendars/academic](https://registrar.buffalo.edu/calendars/academic) to confirm when the semester begins.
- 2 Apply for Fee Waivers** As a fully online student, you may be eligible for waivers of the student activity fee and comprehensive fee. Please be sure to contact your department to confirm the procedure for obtaining the fee waivers. To view the Comprehensive Fee Waiver Request form, please visit: [studentaccounts.buffalo.edu/pdfs/compfee/waiverForm.pdf](https://studentaccounts.buffalo.edu/pdfs/compfee/waiverForm.pdf)
- 3 Access Course Syllabus** You will have access to your syllabi and book lists in UBLeads prior to the start of your online classes. Contact your instructor for further details.
- 4 Purchase Books** Availability of books in the UB Bookstore will vary by program.



## 10. IMPORTANT LINKS FOR NEWLY ACCEPTED STUDENTS

### General UB Information

General Information: [buffalo.edu/aboutub](https://buffalo.edu/aboutub)  
Academic Calendars: [registrar.buffalo.edu/calendars/academic](https://registrar.buffalo.edu/calendars/academic)  
Graduate Student Association: [gsa.buffalo.edu](https://gsa.buffalo.edu)  
Career Services: [buffalo.edu/career](https://buffalo.edu/career)  
Transportation & Parking: [buffalo.edu/parking](https://buffalo.edu/parking)  
Student Health Center/Forms: [buffalo.edu/studentlife/health](https://buffalo.edu/studentlife/health)  
Academic Writing Assistance: [gsa.buffalo.edu/student-resources/](https://gsa.buffalo.edu/student-resources/)

### Financial (In order to be eligible for federal financial aid, you must take at least 6 credit hours).

Free Application for Student Aid (FAFSA): [fafsa.gov](https://fafsa.gov)  
Student Accounts: [studentaccounts.buffalo.edu/](https://studentaccounts.buffalo.edu/)  
Costs of Attendance: [financialaid.buffalo.edu/costs/gradcost.php](https://financialaid.buffalo.edu/costs/gradcost.php)  
UB Financial Aid Office: [financialaid.buffalo.edu/costs](https://financialaid.buffalo.edu/costs)  
GSE Financial Aid Information: [ed.buffalo.edu/admission/financial-aid](https://ed.buffalo.edu/admission/financial-aid)

### Registration

Class Schedules: [registrar.buffalo.edu/registration](https://registrar.buffalo.edu/registration)  
HUB Student Center tab via MYUB: [myub.buffalo.edu](https://myub.buffalo.edu)  
HUB Help: [buffalo.edu/hub](https://buffalo.edu/hub)  
Student Forms: [registrar.buffalo.edu/forms](https://registrar.buffalo.edu/forms)

### Buffalo Information

General Information: [buffalo.com](https://buffalo.com)  
Buffalo Convention and Visitors Bureau: [visitbuffaloniagara.com](https://visitbuffaloniagara.com)

## QUESTIONS?

Call: 716-645-2110  
Visit: [ed.buffalo.edu](https://ed.buffalo.edu)

Office of Graduate Admission  
366 Baldy Hall  
North Campus

 University at Buffalo  
Graduate School of Education