

NEWLY ACCEPTED **NON-DEGREE** STUDENT ROADMAP

IMPORTANT INFORMATION FOR NEW NON-DEGREE STUDENTS

1. GET ACCEPTED

Wait to receive your approval email from GSE Admission. This will give you all of the information you need to get started as a new non-degree student.

2. SET UP ELECTRONIC ACCESS

- 1 **Get your UBITName, Person Number and One-Time Password**
Wait to receive email notification that your Person Number and UBITName are available in your applicant status page.
- 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 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 Enroll in two-step verification from Duo. The first time you log into UB services like HUB, MyUB or UBlearns, you will be asked to enroll a device in two-step verification to confirm it is really you and protect your account. Learn more and enroll at buffalo.edu/ubit/duo as soon as you activate your UBITName (buffalo.edu/ubit/activate).

3. IMMUNIZATION & RULES/REGULATIONS

Immunization and Meningitis Information Requirements

New, non-degree students registering for fewer than six credit hours during the fall, spring, or summer sessions will need to comply with the meningitis information requirement but may request an exemption from the measles, mumps and rubella (MMR) requirement for their first session. Students who plan to continue/enroll for a subsequent session will need to comply with immunization requirements prior to their next registration window (students taking all courses fully online can request a waiver). Please visit buffalo.edu/studentlife/immunize for complete details.

Rules & Regulations

Be sure to affirm UB's Rules & Regulations to eliminate this hold.

4. SELECT & ENROLL IN YOUR CLASSES

New non-degree students will be directed to their academic department for course selection and approval.

After receiving departmental approval you can register via the HUB Student Center in MyUB at myub.buffalo.edu. Information about HUB, including how-to videos, is available at 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.**

TURN OVER
for more helpful
information

5. COMPLETE THE ONLINE EDUCATION REQUIREMENT

The University at Buffalo requires all new students to pass "Sexual Assault Prevention for Graduate Students," an online education requirement, in addition to coursework for your field of study. Sexual Assault Prevention for Graduate Students is available on the Student Life Gateway: buffalo.edu/studentlife/who-we-are/departments/health-promotion/alcohol-edu-and-sexual-assault-prevention.



6. UBMAIL

To learn more about your UBmail, please go to 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 UB account and/or email, please contact the UBIT Help Desk at **716-645-3542**, and identify yourself as a new student.



7. PARKING AND TRANSPORTATION

All students wishing to park on university campuses are required to register their motor vehicles annually with Parking and Transportation Services. Registration is fast and easy online at myub.buffalo.edu. Student parking is by permit only, which can also be obtained on MyUB. We strongly encourage you to obtain a parking permit before you arrive on campus for classes. Information on all parking and transportation matters, including bus and shuttle schedules, maps and directions can be found at: buffalo.edu/parking.



8. GET YOUR UBCARD

Once you have registered for classes you can get your UBCard. You will need your UBCard to access certain university services, such as the library. To receive a UBCard, you must be currently registered for classes. You also need a picture ID such as a driver's license or a passport. The UBCard Office is located in 228 Student Union on the North Campus. Please visit the UBCard website to access their hours of operation: myubcard.com/card Please note that having your card before you begin classes is not required, but highly recommended.

QUESTIONS?

Call: 716-645-2110
Visit: ed.buffalo.edu

Office of Graduate Admission
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 University at Buffalo
Graduate School of Education

