University at Buffalo
Graduate School of Education

NEWLY ACCEPTED **ONLINE** STUDENT ROADMAP

IMPORTANT INFORMATION FOR NEW ONLINE STUDENTS

1. CHECK YOUR ONLINE STUDENT PROFILE AND ACCEPT YOUR OFFER OF ACCEPTANCE

It is the same as your application status page with the same login and password credentials. The accepted student portal is a resource to use that is tailored towards your program and personal needs. To accept your offer of acceptance, you will need to

- Complete the Reply to Offer of Admission form
- Pay your enrollment tuition deposit

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. du/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).

5 Once your UB account is activated, and you enrolled in the two-step verification process, you will gain access to your MyUB profile which includes your accounts on UBmail email, HUB Student Services Center, UBLearns and more UB Applications.

3. CLEAR YOUR HOLDS

a. Once you have your UB account set up, you should begin to **remove your holds in your HUB Student Center**. Select the 'To-Do' icon and follow the instructions to remove your hold. Follow our **step-by-step guide.**

b. **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 the website** for complete details.

5. ENROLL IN OUR ACCEPTED STUDENT EVENTS AND CONTACT YOUR ADVISOR

a. Use the Connect tab of the Accepted Student Portal to find your department's contact information, as well as your faculty or academic advisor.

b. In the Next Steps tab to find and register for accepted student events including meet and greets, new student roadmap webinars, and our online orientation sessions.

4. VERIFY NYS RESIDENCY (IF APPLICABLE)

To qualify for the in-state residency tuition rate, you must provide residency documentation indicating you have lived in New York State for 12 or more months. You can submit the required documentation to your student application portal **if you selected that you are a NYS resident on your application.** You will be deemed an out-of-state resident for tuition purposes until supporting documentation is approved to verify New York State residence. Visit your Accepted Student Portal for information including a list of required supporting documents and how to submit them for approval.

Once you have confirmed your enrollment, make sure to use this checklist as a resource to keep you on track during the weeks and months leading up to the start of your coursework.

- ## REGISTER FOR 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 or listed under the HUB Student Center in MyUB. Discuss your options with your assigned faculty and academic advisor and register as soon as your enrollment window opens. Enrollment dates are listed in HUB.

*Please note: if you need to take undergraduate courses while in your graduate program, you need to fill out this form and get appropriate approval to register for the course(s).

- ## JOIN OUR LINKEDIN GSE CONNECT GROUP FOR ACCEPTED STUDENTS

Join **GSE Connect**—a private LinkedIn group created exclusively for accepted students. Once in this group you can connect with fellow newly accepted students in your program, gain access to exclusive articles and useful advice about GSE and UB, and get an insiders look at life in GSE.

- ## REVIEW AID AND FUNDING OPTIONS

There are many options to consider when funding your graduate education. **The Office of Financial Aid** will help you become aware of the factors that may influence your financial aid awards.

*Domestic students only: Fill out the FAFSA. You can **complete the FAFSA form** to apply for federally subsidized loans to help pay for attendance in graduate school. There are outside scholarship applications that may require FAFSA completion for consideration.

- ## REVIEW BILLING DEADLINES AND PAYMENT PLAN OPTIONS

All UB students receive an electronic billing statement (eBill). All eBill notifications are sent via email to the student's university email address. Make sure to check UB's **Billing website** for your essential billing checklist.

- ## COMPLETE THE ONLINE EDUCATION REQUIREMENT BEFORE STARTING THE SEMESTER

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**.

- ## REVIEW UB GSE'S CURRENT STUDENT RESOURCES WEBPAGE

This webpage groups helpful links for new students into different sections so you have everything you need in one place. Here you can find links like the GSE directory, counseling services, and other academic resources.

- ## SUBMIT YOUR OFFICIAL FINAL TRANSCRIPT IN YOUR ACCEPTED STUDENT PORTAL

Admitted students are required to submit official transcripts from the university they received their bachelors degree from. In order for this transcript to be considered the official version, it must be submitted to our office directly from the university you graduated from.