

NEWLY ACCEPTED **ONLINE** STUDENT ROADMAP

IMPORTANT INFORMATION FOR NEW ONLINE STUDENTS

1. GET ACCEPTED

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

2. CONFIRM ACCEPTANCE

Log in to GrAdMIT www.gradmit.buffalo.edu/login. Use the username and password given to you for the online application process. If you don't remember, we can reset it as soon as possible to confirm your acceptance and follow the directions to set up a new secure password.

3. SET UP ELECTRONIC ACCESS

- 1 Get your UBITName, Person Number and One-Time Password**
Wait to receive email notification from Graduate Enrollment Management 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 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. 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 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 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.

5. ENROLL IN YOUR CLASSES

Students enroll in classes via the HUB Student Center, which is available in MyUB 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.**

6. 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.

- 1** Login to ublearns.buffalo.edu with your UBIT name and password
- 2** Under the "Courses" tab on the top of the page, please find your orientation
- 3** Please note, the orientation opens July 31

TURN OVER
for more helpful
information

7. UBMAIL

To learn more about your UBmail, please go to ubit.buffalo.edu/ubmail. Faculty and the academic departments utilize student's UBmail for all communication. 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.

8. IMPORTANT REMINDERS

- 1 Start of the Semester** Visit UB's academic calendar at 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
- 3 Access Course Syllabus** You will have access to your syllabi and book lists in UBlearns 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.
- 5 Student Health Insurance** Student health insurance is available to all students. If you are registered for 9 or more credits in a semester, you must provide proof of health insurance to apply for the student health insurance waiver at subboard.com/insurance.

9. IMPORTANT LINKS FOR NEWLY ACCEPTED STUDENTS

General UB Information

General Information: buffalo.edu/aboutub

Student Academic Records & Financial Services: sarfs.buffalo.edu

Academic Calendars: registrar.buffalo.edu/calendars/academic

Graduate Student Association: gsa.buffalo.edu

Career Services: ub-careers.buffalo.edu

Transportation & Parking: ub-parking.buffalo.edu

Student Health Center/Forms: buffalo.edu/studentlife/who-we-are/departments/health

Academic Writing Assistance: 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.ed.gov

Costs of Attendance: financialaid.buffalo.edu/costs/gradcost.php

UB Financial Aid Office: financialaid.buffalo.edu/costs

GSE Financial Aid Information: gse.buffalo.edu/admissions/fin-aid

Registration

Class Schedules: registrar.buffalo.edu/registration

HUB Student Center tab via MYUB: myub.buffalo.edu

HUB Help: buffalo.edu/hub

Student Forms: registrar.buffalo.edu/forms

Buffalo Information

General Information: buffalo.com

Buffalo Convention and Visitors Bureau: visitbuffaloniagara.com

QUESTIONS?

Call: 716-645-2110

Visit: gse.buffalo.edu

Office of Graduate Admissions
and Student Services
366 Baldy Hall
North Campus

 University at Buffalo
Graduate School of Education