Campus Resources

University at Albany, State University of New York  http://www.albany.edu

Support for Students’ Learning

Access & Academic Enrichment (LI 94, 442-5196) www.albany.edu/oaae/

Offers students on campus a variety of academic support services to assist them with improving their academics & maintaining academic excellence; services include study groups, career workshops, faculty mentoring, tutoring to name a few

Advisement Services, ASC/US (LI 36, 442-3960) www.albany.edu/advisement/

Assigns every student an advisor, whom they meet every semester until declaring or being admitted into a major, where they receive advisement through their academic dept.; center offers walk-in consultations with academic advisors to UG students

Educational Opportunity Program (LI 94, 442-5180) www.albany.edu/eop

Seeks to provide admission opportunities in UG programs for economically & educationally disadvantaged students of all races who are NYS residents; provides supportive services designed to help students in academic, financial, social & personal matters

Student Success (UNH 206, 956-8140) www.albany.edu/studentsuccess/

Encompasses 13 departmental units that work as a team to facilitate the integration of classroom experiences with all facets of University & student life; promotes an inclusive campus environment that supports academic & personal success

Administration of Students’ Academics

Admissions, Graduate (UAB 121, 442-3980) www.albany.edu/graduate/

Admissions, Undergraduate (UNH 112, 442-5435) www.albany.edu/admissions/

Recruits and admits freshmen and transfer students; makes financial aid decisions; transfers credits from prior education to the University at Albany.

Registrar (CC B25, 442-5540) www.albany.edu/registrar/

Graduate Studies (UAB 121, 442-3980) www.albany.edu/gradstudies/

Dedicated to academic excellence in graduate education & advocates and provides support for graduate programs & students

Undergraduate Education (LC 30, 442-3950) www.albany.edu/undergraduateeducation

Works with deans/faculty & with UG Academic Council in developing, coordinating & implementing undergraduate academic policy & curricula; oversees UG Education; Honors College; General Education Program; Transfer Experience Coordinator; Student Engagement Initiative; Advisement Services Center
Support for Student Well-being

Conflict Resolution & Civic Responsibility (CC 361, 442-5501) [www.albany.edu/studentconduct/](http://www.albany.edu/studentconduct/)

Promotes & supports a civil, healthy & safe community through the establishment & administration of community standards outlined in Community Rights and Responsibilities and the Student Code of Conduct. Services provided include:

- Consultation services and conflict resolution through mediation and informal problem solving
- Coordination of campus resources and support services in the resolution of behavioral problems
- Interpretation of campus policies such as the smoking and alcohol policies
- Adjudication and resolution of formal student conduct complaints

Counseling Center (Suite 104, 400 Patroon Creek Blvd., 442-5800) [www.albany.edu/counseling_center/](http://www.albany.edu/counseling_center/)

Offers a broad range of psychological services including counseling, prevention & health promotion to help students succeed; culturally inclusive & accessible services are tailored to evolving needs of the diverse University community

Crisis Hotline, Middle Earth (442-5777) [www.albany.edu/counseling_center/aboutme.shtml](http://www.albany.edu/counseling_center/aboutme.shtml)

Provides telephone hotline, online peer assistance, peer education, peer career advisement services to assist students in meeting their educational goals & in coping with emotional, social & other life issues they face

Disability Resource Center (CC137, 442-5490) [www.albany.edu/disability/](http://www.albany.edu/disability/)

The Center provides

- Disability accommodation letters to students, explaining how faculty can work with disabled students to help make their learning experience productive.
- An alternative testing service
- Consultation with faculty on appropriate accommodations

Health Center (Suite 200, 400 Patroon Creek Blvd., 442-5454) [www.albany.edu/health_center/](http://www.albany.edu/health_center/)

Provides on-going, consistent, high-quality primary health care to students that promotes good physical health & well-being to support student success & life-long healthy habits

Cultural and Athletic Opportunities

Art Museum (FA 201, 442-4035) [www.albany.edu/museum/](http://www.albany.edu/museum/)

Athletics and Recreation (442-DANE) [www.ualbanysports.com/](http://www.ualbanysports.com/)

Performing Arts Center (PAC 266, 442-3995) [www.albany.edu/pac/](http://www.albany.edu/pac/)
Support for Faculty and Staff Well-Being
Diversity & Inclusion (UNH 207, 956-8110) www.albany.edu/odi/

Serves as a resource to UAlbany community; promoting & furthering University’s commitment to diversity & inclusion; includes but limited to, diversity transformation initiatives, trainings, discrimination & sexual harassment assault complaint process, recruiting & hiring procedures for faculty & professional staff

Employee Assistance Program (MSC 200, 442-5483) www.albany.edu/eap/

Offers support to employees & promotes a healthy state of mind & well being-both in & out of workplace; provides quality health, wellness & self-enhancement programs; to enhance the maintenance of a healthy & productive workforce

Human Resources Management (UAB 300, 437-4700) http://hr.albany.edu

Provides customer-service oriented personnel & payroll services, includes payrolls, recruitment, appointments, benefits, employee relations, classification & compensation, HR information processing, time & attendance, training & immigration/visa services

- Employee Relations (UAB 300, 437-4702, James Mancuso, Director)
  - Personnel Operations (UAB 300, 437-4700, Denise Szelest, Director)
  - Employee Benefits (UAB 300, 437-4700, Merissa Mabee, Benefits Manager)

- Payroll (UAB 300, 437-3830, Lynne Cable, Payroll Manager)

- Research Foundation HR (formerly Sponsored Funds) (MSC 326, 437-4500, Tracey Williams, Director)

Immigration (UNH 104, 956-8050, Janet Thayer, University Counsel’s Office)

United University Professions (LC SB51, 442-4951) http://www.albany.edu/uup/

- This is the Faculty and Professional Staff Union, also the source of several health benefits.

Civil Service Employees Association (442.5996/ csea691@albany.edu) http://www.albany.edu/~csea691/

- This is the Union of the Classified Staff

New York State Public Employees Federation: http://hr.albany.edu/content/BENNEWPEF.asp

Support for Faculty Work (Teaching, Research)
Information Technology Services (UNH 208, 956-8080) www.albany.edu/its/

ITS offers VPN connections to web resources from anywhere with an internet connection, Blackboard and classroom technology support, listserv lists, videoconferencing, wikis for collaboration, public computers and printers, central file storage, workshops and seminars about technology, software packages at discounted prices and web support.
• Client Support Services (LC 10, 442-3761)

• HelpDesk (LC 27, 442-3700 or http://www.albany.edu/its/help-request.html)

• Classroom Technology/Audio Visual Services
  
  Main Campus (442-3647)

  Downtown Campus (442-3742)

• Telecommunications (MSC 209, 437-3800)

Institute for Teaching, Learning and Academic Leadership (ITLAL) (LI B69, 442-5521)

  www.albany.edu/teachingandlearning/

  Serves faculty through programs of instructional, curriculum & faculty development; support for engaged student learning at undergraduate & graduate levels

International Education (SL G40, 591-8189)  www.albany.edu/intled/

  Supports strategic planning to increase international content of educational programs, to develop a wider range of international research projects & partnerships, & to focus attention on major global issues; offers study abroad opportunities, assists international students, provides instruction in English language

Libraries (442-3600), http://library.albany.edu/

MyUAlbany Portal http://www.albany.edu/myualbany/index.shtml

  Employees can read campus-wide news and announcements, and conduct business with parking management. Employees listed by their department as instructor-of-record for at least one course will gain access to Academic Services and Advising to find Blackboard access, their class rosters, grade submission forms, student evaluation data, and faculty activity reporting tools. State employees can report leave use. New employees should review the MyUAlbany tutorials on the 'Help' tab in the portal.

Institutional Resources

Bookstore (Campus Center, 442-5690) www.albany.edu/uas/bookstore.shtml

Communications & Marketing (UNH 203, 956-8150)

  Media Relations (UNH 203, 956-8150) www.albany.edu/news/mediaoffice.php

  Includes news & events; news releases; campus news; videos; UAlbany people; archives; faculty experts list

Facilities Management (Service Building 25, 442-3480)  www.albany.edu/facilities/about.html

  Campus Planning; Architecture, Engineering, & Construction Management; Maintenance & Operations; Energy Management; Administrative Services. To ensure preservation,
modernization & construction of facilities; provides all central utilities, residence halls, operation & maintenance of buildings & grounds, support special events

Institutional Research, Planning & Effectiveness (UAB 101, 437-4928)  www.albany.edu/ir/

Administrative Information Development; External Reporting; Management Support; Policy Analysis, Evaluation, and Assessment. Includes support for assessment of student learning and the Student Instructional Rating Forms

Parking Management (between Indian Quad & Chemistry, 442-3121) www.albany.edu/pmts/

University Auxiliary Services (UAB 232, 442-5950) www.albany.edu/uas/index.shtml

Invests in & provides services that enhance the educational, research, learning & living experiences of UAlbany community: provides on campus dining and vending services, bookstore, SUNYcard services, and disburses program funds for faculty/staff projects (funds available via application).

Emergency

Police (Emergency Only, 911 or 442-3131; non-emergency, 442-3132) http://police.albany.edu/

Funding and Finances

Accounting  http://www.albany.edu/accounting/

Purchasing  www.albany.edu/purchasing/

Provides guidance to meet procurement & contractual needs of the campus, while serving as a diligent custodian of state funds by ensuring compliance with a multitude of regulatory issues that state purchasing encounters

State (MSC 302, 437-4579) www.albany.edu/purchasing/state_funded/index.html

Research (MSC 302, 437-4585) www.albany.edu/purchasing/research_funded.index.html

Sponsored Funds Financial Management (MSC 216, 442-3196)  www.albany.edu/sffm

Provides guidance on managing expenses on research accounts. The office also assists with travel costs; consultants; subject costs; vendor payments; payroll charges; check deposits; financial reporting to sponsors; and access to Research Foundation business systems.

Sponsored Programs (MSC 312, 437-4550)  www.albany.edu/research/OSPindex.htm

Support services ensuring full compliance of the policies of UAlbany, Research Foundation & sponsor guidelines. Services provided: Research Development; Grant & Contract Administration; University Awards & Reporting; University Post Award Activities.

Note: The Office of Sponsored Programs administers COEUS which is a web-based application through which all grant proposals are prepared, routed and submitted. Be sure to get training for COEUS early!
Governance

Graduate Student Organization (Campus Center 165B, 442-4178) [http://www.albany.edu/gso/](http://www.albany.edu/gso/)

Student Association (Campus Center 116, 442-5640) [http://www.albany.edu/studentassociation/aboutsa.shtml](http://www.albany.edu/studentassociation/aboutsa.shtml)

University Senate (Faculty and Staff) [www.albany.edu/senate/](http://www.albany.edu/senate/)