The Transfer "Top10"
Things a new UAlbany transfer student needs to know
#1 Planning Your UAlbany Career

- Create a plan!

- Use your DARS Degree Audit as your guide…
  
  ✓ Determine how your transfer courses fit UAlbany requirements
  ✓ Identify requirements you still need to fulfill
  ✓ Don’t forget to review your minor options!

- Use the *Undergraduate Bulletin* to explore major and minor options

- If you are confused or would like assistance with planning, contact your academic advisor for help!
#2 Understanding Advisement

Your Advisor is…

 ✓ For declared majors – a faculty or staff member in your department
 ✓ For “intended” or open majors – a professional advisor in the Advisement Services Center

Your Advisor will…

 ✓ Help you understand requirements and demands of your education
 ✓ Assist you in developing a program of study
 ✓ Assist you in creating a schedule that meets your needs and interests
 ✓ Help you become familiar with the University
 ✓ Describe opportunities to help you make the most of your UAlbany experience

NOTE: You MUST see an advisor every semester before you register to obtain an Advisement Verification Number -- “AVN”
#3 Understanding Academic Requirements

1) **Major** – usually 36 credits
   ✓ 18 credits at UAlbany, including 12 credits of 300 or 400 level courses

2) **Minor** – usually 18 credits
   ✓ For possible minors see pages 45-48 in the Bulletin or www.albany.edu/undergraduate_bulletin/minors.html
   ✓ 9 credits at UAlbany, including 6 credits at 300 level or higher
   ✓ Some majors are combined with a minor

3) **General Education Requirements**
   [www.albany.edu/gened/](http://www.albany.edu/gened/)
   ✓ Remember UAlbany’s General Education program **IS different** from your previous college

   ✓ See your degree audit for Gen Ed requirements
To earn a bachelor’s degree you need to earn 120 credits and fulfill the requirements for a major, minor, and General Education.

4) **Electives:** You’ll probably be able to take additional courses as electives.

**Residency Requirements:** You *must also*
- Complete at least 30 credits at UAlbany

Review your DARS degree audit with your advisor every semester to keep yourself on track to graduate on your schedule!
## General Education

**www.albany.edu/gened/**

<table>
<thead>
<tr>
<th>Disciplinary Perspectives:</th>
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<tbody>
<tr>
<td>Arts (3 crs)</td>
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<td>Humanities (3 crs)</td>
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<tr>
<td>Natural Sciences (3 credits for transfer students)</td>
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<td>Social Sciences (3 credits for transfer students)</td>
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<tr>
<th>Cultural and Historical Perspectives:</th>
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<tr>
<td>U.S. Historical Perspectives (3 crs)</td>
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<td>Europe (3 crs)</td>
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<td>Regions Beyond Europe (3 crs)</td>
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<td>Global and Cross-Cultural Studies (3 crs)</td>
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<td>U.S. Diversity &amp; Pluralism (3 crs)</td>
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<tr>
<th>Communication and Reasoning Competencies:</th>
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<tr>
<td>Information Literacy (1 course)</td>
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<tr>
<td>Oral Discourse (1 course)</td>
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**Written Discourse:**

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<thead>
<tr>
<th>Lower-level Writing (1 course)</th>
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<tbody>
<tr>
<td>Upper-level Writing (1 course)</td>
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<tr>
<th>Mathematics and Statistics:</th>
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<tr>
<td>one semester of collegiate study, or the equivalent, of mathematics at or above the level of pre-calculus and/or probability, statistics, and data analysis</td>
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<tr>
<th>Foreign Language:</th>
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<tr>
<td>two semesters of collegiate study, or the equivalent, of a foreign language</td>
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Notes: About Gen Ed

- If you completed a Gen Ed requirement at another SUNY college, UAlbany considers it to be fulfilled here.

- If you earned a D in a Gen Ed course, the requirement is still considered to be fulfilled even though the credits do not transfer.

- Math and Foreign Language Gen Ed requirements are waived if you earned a grade of 85 or higher on the Regent’s Exam. You must present an official copy of your high school transcript to the Registrar to obtain the waiver.

- Other notes:
Planning Your Time At UAlbany

Use these semester grids to outline how you plan to complete your requirements!

First Semester

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Second Semester

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Third Semester

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TIP: Remember to take a few General Education courses each semester – not all at once!!
Fourth Semester
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Fifth Semester
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Sixth Semester
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________________________

Tip: Check the Academic Calendar for important registration dates like the last day to add or drop a course!

Summer courses:
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________________________
________________________
________________________
#4 Understanding Registration

- Using MyUAlbany
  www.albany.edu/myualbany

  ✓ Activate your NetID using your PIN

- Planning a schedule

  ✓ Use schedule booklet or online search

- Enrolling in classes

  ✓ **Permission Numbers** – for closed courses, request permission number from department or instructor
  ✓ **Discussion Sections and Labs** – enroll in DS or Lab first, lecture will enroll automatically!
Searching for Courses

www.albany.edu/schedule_of_classes

✓ Search by class, category or availability
✓ Use the online search function to find courses
Using MyUAlbany

INITIALIZE YOUR MYUALBANY ACCOUNT
✓ Go to www.albany.edu/myualbany.
✓ Click on PASSWORD SET/RESET.
✓ Supply the required information (Albany ID or Social Security Number and your PIN). Select a password and type it twice.
✓ Your Net ID will be displayed for you after you have successfully activated your account.
✓ This is also your email ID.

2) LOG ON TO MYUALBANY
✓ Using your Internet browser, go to www.albany.edu/myualbany.
✓ Click LOG ON.
✓ Enter your Net ID and MyUAlbany password and click LOG ON.
✓ Directions for using MyUAlbany are available at:
   www.albany.edu/myualbany/howto_brochure.html
CHECK YOUR UALBANY EMAIL!

✓ Important University and class info is sent via your University email. Be sure to check it often at webmail.albany.edu

Problems with NetID, PIN, Albany ID, or Password?

• **Your NetID**: Use the Password Set/Reset to get your Net ID. After you set your password your Net ID will be displayed.

• **Your PIN** Your PIN is six digits. Remember to use the full four- or six-digits, including any leading zeros. If you have forgotten your pin, call the ITS helpdesk.

• **Your Albany ID** If you don't know your Albany ID, log on to MyUAlbany, click on "My Personal Portfolio" under "My Demographic Information".

**Your Password** If you don't have one or have forgotten yours, or want to set a new password, you can create or change it using: Password Set/Reset

The ITS Helpdesk (518) 442-3700
#5 Taking Care of Business

**Financial Aid**  
*(Campus Center B-26)*  
http://www.albany.edu/financialaid/  
✓ Apply for aid early  
✓ Check your aid status at www.fafsa.gov or via MyUAlbany

**Student Accounts**  
*(Campus Center B-26)*  
http://www.albany.edu/studentaccounts/  
✓ Avoid a hold on your registration – pay all your bills on time  
✓ Be aware of tuition refund schedule if you drop courses
Parking Management
(Parking Mgmt. Bldg.)
www.albany.edu/pmts/

✓ Register your car
✓ Park legally to avoid getting a ticket and having a “hold” placed on your registration!

SUNYCard
(Campus Center B-52)
www.albany.edu/uas/sunycard.html/
✓ Your SUNYCard is your photo ID, library card, meal card, residence hall key, and bus pass
✓ Protect your card from loss or theft ($20 to replace!)
#6 Being Successful at the University

- **Recognize the demands of a University education**
  
  ✓ Plan to spend 1-2 hours studying for every hour in class
  
  ✓ Complete all readings before the class discussion. Don’t get behind.
  
  ✓ For semester-long assignments, create a schedule so that you don’t leave everything until the end of the semester!

**Use Faculty Office Hours**

✓ Take advantage of faculty office hours – they are here to help you!
• **Use the Libraries!**
  ✓ Learn everything you need on line
  ✓ Check out: [http://library.albany.edu/](http://library.albany.edu/)
  ✓ Enroll in UNL205 – quarter course for one credit that meets Info Literacy requirement

• **Balance your work obligations with demands of school**
  ✓ Don’t over-commit to work
  ✓ Make sure that your supervisor knows that you are committed to succeeding as a student
  ✓ Schedule your classes so that they don’t conflict with your work schedule

• **Check out workshops in study skills, time management and other topics offered by Academic Support Services**
#7 Finding Help

Where to begin if you have a problem

- **Academic Support Services**  
  Contact Info: ULB94, 442 -5180  
  ✓ Workshops in study skills, time management, etc.  
  ✓ Study Groups – for 18 courses  
  ✓ Tutors

- **Advisement Services Center**  
  Contact Info: LI36, 442 -3960  
  ✓ Walk-in information  
  ✓ Pre-Health Advisement  
  ✓ Pre-Law Advisement

- **Office of the Vice Provost for Undergraduate Education**
  - Contact Info: LC30, 442 –3950  
    ✓ Questions about procedures and policy  
    ✓

- **Your Advisor**
• Disabled Student Services  
(CC137, 442-5490)  
http://www.albany.edu/studentlife/DSS/

• International Student & Scholar Services  
(Science Library G40, 591-8189)  
http://www.albany.edu/intled/

Important Contacts

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<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Location</th>
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<tbody>
<tr>
<td>Academic Support Services</td>
<td>442-5180</td>
<td>Under Library B94</td>
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<td>Advisement Services Center</td>
<td>442-3960</td>
<td>LI 36</td>
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<tr>
<td>Bookstore</td>
<td>442-5690</td>
<td>Campus Center</td>
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<tr>
<td>Counseling Center</td>
<td>442-5800</td>
<td>Health &amp; Counseling Services</td>
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<td>Disabled Student Services</td>
<td>442-5490</td>
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<td>EOP Office</td>
<td>442-5180</td>
<td>Under Library 94</td>
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<tr>
<td>Financial Aid</td>
<td>442-5757</td>
<td>Campus Center B26</td>
</tr>
<tr>
<td>Health Center</td>
<td>442-5454</td>
<td>Health &amp; Counseling Services</td>
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<tr>
<td>International Education</td>
<td>591-8187</td>
<td>Science Library G40</td>
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<td>Judicial Affairs</td>
<td>442-5501</td>
<td>Campus Center 357</td>
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<tr>
<td>Library</td>
<td>442-3600</td>
<td>Uptown Campus</td>
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<tr>
<td>Parking Management Office</td>
<td>442-3121</td>
<td>Parking Bldg.</td>
</tr>
<tr>
<td>Pathways Into Education Center</td>
<td>442-4828</td>
<td>Education Building B8</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>442-5540</td>
<td>Campus Center B25</td>
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<tr>
<td>Residential Life and Housing</td>
<td>442-5875</td>
<td>Bsmt., State Quad</td>
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<tr>
<td>Student Accounts</td>
<td>442-3202</td>
<td>Campus Center B26</td>
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<tr>
<td>SUNYCard Office</td>
<td>442-5989</td>
<td>Campus Center B52</td>
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<tr>
<td>Switchboard Operator</td>
<td>442-3300</td>
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<td>U-Kids Child Care</td>
<td>442-2660</td>
<td>Ground Floor, Dutch</td>
</tr>
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<td>Undergraduate Studies</td>
<td>442-3950</td>
<td>Lecture Center B-30</td>
</tr>
<tr>
<td>Withdrawals and Reentries</td>
<td>442-5821</td>
<td>Lecture Center B-30</td>
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Important Web Addresses: University at Albany: www.albany.edu
Advisement Services Center: www.albany.edu/advisement/
#8 Getting Involved

- Student Events
  www.albany.edu/studentevents/

- Athletic events
  www.albany.edu/sports/

- Student Clubs
  www.albany.edu/studentlife/groups/
Take advantage of all there is to do outside the classroom at UAlbany!

- Performing Arts
  http://www.albany.edu/pac

- New York State Writers Institute
  http://www.albany.edu/writers-inst/
#9 Living On Campus

- Residential Life:
  http://www.albany.edu/housing/

- Alumni Quad
  www.albany.edu/housing/living/quads/alumni.html

- Empire Commons
... and Off Campus

• Apartment rental in Albany
  suny.albany.housingregistry.us/bapp/housing

  www.albany.edu/housing/living/rl_offcampushousing.html

• Parking and transportation -- on and around campus
  www.albany.edu/pmts
#10 Planning Your Next Big Step

- **Arrange an internship**
  ✓ Ask your advisor for recommendations
  ✓ Check out the UNI options in the Office of the Vice Provost for Undergraduate Education
  www.albany.edu/undergraduateeducation/internships.html

- **Visit Career Services before your senior year! (Science Library G50)**
  www.albany.edu/cdc
  ✓ Check out
  “What can I do with a major in ____?”
  www.albany.edu/cdc/career/exploration.htm
• Consider graduate or professional school!
  ✓ Ask your advisor for recommendations
  ✓ Seek information on required tests or entrance exams
  ✓ Apply early in your senior year