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INTRODUCTION

ABOUT THE HANDBOOK AND STUDENT RESPONSIBILITY

This handbook contains information about procedures and requirements to assist faculty and students in the School of Public Health. It should be used as a supplement to the University's Graduate Bulletin, the Schedule of Classes, the Faculty Handbook, and other official publications of the University and School of Public Health.

It must be remembered, however, that programs, courses, and requirements do not remain static. They are frequently modified, hence official publications and this Handbook may lag slightly behind recent course revisions. It is essential that students maintain frequent and close contact with their advisors to ensure that all requirements are met.

The final responsibility for pursuing a successful graduate program, organizing and concluding its many parts, remains with each student. Each student has the primary responsibility for being aware of, and satisfying, the requirements and policies of his/her program. Students are encouraged to seek advice from their advisors, assistant to the chair, department chair and professors. Ultimately, the student is responsible for navigating a successful program schedule to the award of his/her degree.

A JUST COMMUNITY

The University at Albany, SUNY, is an academic community dedicated to the ideals of justice. A university is above all a place where intellectual life is central and where faculty, staff and students strive together for excellence in the pursuit of knowledge. It is a particular kind of community with a special purpose. Moreover, this academic community, if it is to support our broader ideals, must also be just.

Equality is a necessary part of any university that claims to be a democratic institution. Bigotry in any form is antithetical to the University's ideals on intellectual, political, and moral grounds and must be challenged and rejected.

Liberty is a precious academic principle because the free expression of ideas is the central part of university life. To sustain the advancement and dissemination of knowledge and understanding, the University must allow the free expression of ideas, no matter how outrageous. The University sets high standards for itself and denounces the violation of these standards in unequivocal terms. Harassment and other behavior that intrudes upon the rights of others are unacceptable and subject to action under the guidelines of the institution.

A just community is always on guard against injustice, always asserting its dedication to justice. The assertion of justice takes place in every part of the community: in the classroom, the lecture hall, the library, the residence and dining halls, wherever members of the University come together. It is the responsibility of all faculty, staff, and students to keep the ideals of justice uppermost in the minds of the members of the University so that they may be achieved.
The University sees itself as a community of persons seeking truth and knowledge, and seeking them in a truthful and ethical fashion. Thus the University at Albany expects all members of its community to conduct themselves in a manner befitting this tradition of honor and integrity. Standards of academic integrity must be maintained and violations of these standards will be judged severely.

ORGANIZATION of the SCHOOL of PUBLIC HEALTH

The University at Albany, SUNY and the New York State Department of Health (DOH) have a formal agreement to administer the School of Public Health (SPH) cooperatively and to offer graduate programs in various fields of public health.

The School has four departments: Biomedical Sciences, Epidemiology and Biostatistics, Environmental Health Sciences, and Health Policy, Management and Behavior. Each of these departments provides an interdepartmental Master in Public Health (MPH); some of these departments offer a Doctorate in Public Health (DrPH) degree, a Master of Science (MS) and a Doctorate (PhD) degree (consult the individual department for specific degrees offered).

The faculty of the School of Public Health includes full-time University at Albany faculty and professionals of the Department of Health. The faculty has approved a set of by-laws, which establishes a governance system for the School. The by-laws help the SPH faculty carry out their responsibilities for the planning and conduct of the academic programs of instruction and research in the school consistent with the policies of the SUNY Board of Trustees and by-laws of the University at Albany. The by-laws provide for a School Council, composed of 9 members, including one student. Standing committees of the Council include: Personnel, Academic, Student Affairs, Research, Nominations and Elections, and Diversity. Students serve on several committees of the council. A description of the composition, procedures, and responsibilities of the council and its committees is found in the School's by-laws. Any students who would like to become involved in the School of Public Health Council’s standing committees should contact the Assistant to the Chair in their Department or the Graduate Student Organization for more information.

SELECTED ITEMS OF GENERAL INFORMATION

Faculty and students are urged to consult the current Graduate Bulletin (see the University's web site at http://www.albany.edu/graduatebulletin/) for the full, official descriptions of the University's admission and graduate requirements, regulations, degree requirements, thesis and dissertation regulations, and all graduate programs and courses. The following is a summary of key issues of information arranged in alphabetical order.

ACADEMIC INFORMATION

Academic Calendar

It is the responsibility of students and faculty members to examine the University's Academic Calendar to note the days and times in which classes are suspended, deadlines for registration, and other important dates. The Academic Calendar can be found in the Schedule of Classes on the University at Albany website http://www.albany.edu/registrar/schedule_of_classes.html. In addition, we have
included the Fall 2012 and Spring 2013 academic calendars in the back of the Handbook for convenience.

**Academic Integrity and Code of Conduct**

It is every student’s responsibility to become familiar with the Code of Conduct and Standards of Academic Integrity as described in the *Graduate Bulletin* and the *University’s Community Rights and Responsibilities* ([http://www.albany.edu/studentconduct/introduction.shtml](http://www.albany.edu/studentconduct/introduction.shtml)). It is important to understand that the freedom that is afforded to students as a member of this community comes with an associated responsibility. The *Community Rights and Responsibilities* is the official code of conduct to which all University at Albany students are held and applies to all student conduct and behavior.

These sources also describe penalties and procedures to be followed if a student is suspected of violating either the Code of Conduct or Standards of Academic Integrity. Examples of academic dishonesty include but are not limited to: plagiarism, cheating on exams, multiple submissions, forgery, sabotage, unauthorized collaboration, falsification, bribery, and theft, damage or misuse of library or computer resources. Additionally, the judicial system of the School and the process a student would undergo once charges are brought against them, are outlined in detail.

**Academic Standing**

To remain in good standing, graduate students must maintain a B average (3.0) overall. A student whose average falls below this minimum is normally not considered eligible for financial aid, and a student with severe deficiencies may be terminated from the program. Generally, only courses completed with Grades of A, A-, B+, B and S may be applied to graduate course requirements and credit requirements for graduate degrees. These requirements can also be met by courses graded B-, C+ and C only if they are balanced to a B (3.0). (Example: Three credits of B- must be balanced at least by three credits of B+).

Some departments and programs have additional requirements:

- MPH students must achieve a B average (3.0) in the eight core courses, in addition to 3.0 GPA overall for the program.
- MS and PhD students in Biomedical Sciences and Environmental Health Sciences who receive a C+ or lower in a departmental or track required course must retake the course.

**Auditing Courses**

With the permission of the instructor, students may formally audit appropriate courses that will enhance their programs and/or assist them in achieving career and personal objectives. Formal auditors are ones who register as auditors, pay tuition, and receive recognition on their transcripts, as well as other benefits enjoyed by registered students. An audited course, however, may not be applied toward satisfying the credit requirements established for any graduate degree or certificate program. The course would appear on the student’s transcript with a grade of N.
Course Registration

All course registration directions, guidelines and important deadlines can be found in the Schedule of Classes, which is available on the University’s Web page, http://www.albany.edu/registrar/schedule_of_classes.html. If you miss these deadlines and cannot demonstrate extenuating circumstances, you will not be allowed to register, add, or drop a course. Please note that having a "hold" on your record is not a cause for an exception to the rules. In order to register for classes you have to go to the MyUAlbany home page, http://www.albany.edu/myualbany/. There you can log on with a Net ID and a password that is provided by the University.

An advisement verification number (AVN) is needed for each student to register for classes. You will receive an AVN after you meet with your advisor, agree upon a schedule of courses, and receive a signed advisement form. A new AVN will be assigned each semester. If you try to register for courses that are closed, or require permission of the instructor, you will be asked for a Class Permission Number (sometimes referred to as an SKN). Contact the departmental office for information about how Class Permission Numbers are being administered for that course.

Continuous Registration Requirement for Doctoral Students

All students enrolled in doctoral programs must maintain continuous registration for each fall and spring session (except for periods of official leave of absence) until they have completed all program requirements. After receiving advancement to candidacy, doctoral dissertation load and enrollees are considered full-time if registered for at least one credit in a course numbered 899. No leaves of absence are permitted after advancement to candidacy. Summer sessions cannot be accepted in lieu of registration for fall and spring sessions. A doctoral student who does not register for the fall or spring session, or who does not apply for a formal leave of absence, is subject to termination unless the student shows good cause after notification of such pending action.

Degree Application

If a student expects to complete all requirements for the Certificate, MS, MPH, PhD or DrPH at the end of a particular semester, he/she must file a degree application with the Registrar. The form can be obtained and submitted on the web via MyUAlbany at http://www.albany.edu/myualbany/. Deadlines for filing, which occur very early in a semester, are listed in the University academic calendars and can be found on the University’s web page, http://www.albany.edu/registrar/acad_cal.html.

Full-Time Study in Residence for Doctoral Students

Students in some doctoral programs must engage in full-time study at the University for at least one academic year after admission to the program. A year of full-time study is a requirement designed to insure for each doctoral student a sustained period of intensive intellectual growth. Check with your department for information regarding the full-time residency requirement in your program of study.

Leave of Absence for Doctoral Students

A PhD student may be granted an official leave of absence from his/her program for an appropriate academic or personal reason. A leave of absence must be approved by the student's department, the School of Public Health, and by the University Dean of Graduate Studies. No leave of absence may be
granted after a doctoral student is advanced to candidacy. When the term of leave has expired and is not extended, the PhD student must register for the minimum three credits, or be subject to dismissal.

**Leave of Absence for Masters Students**

Unlike Doctoral students, MS and MPH students need not maintain continuous registration and so are not required to provide the University with written notification of an official leave of absence. However, MS and MPH students are **required to notify their department** if they do not intend to register for classes. International students are bound by the regulations and policies set by INS and the office of International Education.

**Statute of Limitations**

**PhD Degree:**
1. Full-time study in residence, if required, must be completed within four calendar years from the date of initial registration in the program in the fall, three and one-half years from the date of initial registration in the program in the spring.
2. All requirements for a doctoral degree must be completed within eight calendar years from the date of initial registration in the program.
3. These statutes apply equally to students who enter with or without advanced standing and to students who formally change their areas of specialization after admission and study in any advanced program.

Students should consult with their Department’s Assistant to Chair for other requirements concerning their degree.

**MS and MPH Degrees:**
All work, for which credit is applied to a master’s degree, must be completed within a period of six years unless the department, School and Dean of Graduate Studies grants an extension of time.

**Certificate Degree:**

All work for the Certificate Degree must be completed within a period of four years.

**Student Responsibility**

Graduate students are personally responsible for completing all requirements established for their degree by the University, School, and Department. It is the students’ responsibility to inform themselves of these requirements. Student advisors may not assume these responsibilities, and the advisors may not substitute, waive, or exempt students from any established requirement or academic standard. It is also the students’ responsibility to ensure where financial support, if any, will come from, and that the appropriate paperwork is completed.

**Transfer of Graduate Credit Earned Elsewhere**

Under certain conditions and with the approval of the Department Chair or Associate Dean for Academic Affairs, credits for graduate work completed with a grade of B or above at another institution may be
accepted and applied to a degree program in the School of Public Health. The individual department or program determines the number of credits that may be transferred. The University's Procedures and Policies Pertaining to Transfer Credit are described on the back of the Request for Transfer of Credit to a Graduate Program form. The forms can be found on the University's Graduate Student Resources page, http://www.albany.edu/gradstudies/forms_publications.php. Supporting documentation requires an official transcript from the institution where the credit was earned and a detailed description of the course. In most cases, credits to be transferred must have been earned within six years of the request. Under certain circumstances, MPH students may request transfer of older credits by filing the Request for Waiver of Statute of Limitations form.

EXPENSES & FINANCIAL AID

EXPENSES

All inquiries concerning the cost and payment of tuition should be referred to the Office of Student Accounts. This office is located in room G26, in the basement of the Campus Center, on the Main Campus. The telephone number to the Billing and Accounts office is 518-442-3202 and the office hours can be found on their web page, http://www.albany.edu/studentaccounts/.

All fees, assessments, health and accident insurance premiums are payable at the time of registration. Holders of Tuition Assistance Program Awards, National Direct Student Loans, and similar forms of financial aid may defer payment of tuition and residence fees until their checks are received. Arrangements for any deferment are made with the Office of Student Accounts at the time of registration. Tuition refunds are possible when classes are dropped early in the semester. The schedule of tuition liability is provided on the Student Accounts website.

A student who is in arrears for any University charges for any session will not be allowed to register for the succeeding session. Transcripts for work completed will not be issued until all fees and charges have been paid. Students will not be permitted to register until the balance due for any preceding session is paid in full. Action will be taken to cancel registration for pre-registered students who do not pay the amount due or make firm arrangements to pay.

See further information on financing of education under Graduate Assistantships, Grants, and Tuition Scholarships in the following pages.

GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS

Some graduate assistantships that provide a stipend, and may provide a tuition scholarship, are available for students. Graduate assistants receive stipends in association with assignments in teaching, research, administration, clerical duties or other services.

In general, teaching assistants are expected to provide their services according to the academic calendar and in addition, to be available to assist in the pre-registration and registration of students and to assist during the examination period when needed. However, graduate assistants in certain administrative offices or departments, or those supported by external funding, may be expected to provide services
over the entire period including, possibly, recess, provided this arrangement is understood by the student at the time of appointment.

Graduate assistants are eligible to apply for a tuition scholarship. However, if an assistant leaves or terminates the position prior to the mid-semester date, the tuition scholarship associated with the award is terminated and the student is liable for the tuition charges. Please refer to your department or program regarding details of this program.

GRANTS

Some students may be supported on a grant. The documentation and forms that need to be submitted are the responsibility of the mentor and student. Students supported through Health Research, Inc. or the SUNY Research Foundation should consult with their department for the appropriate forms to complete.

Students supported on grants are eligible to apply for tuition scholarships and may apply as described below. Grant supported students who register for the fall or spring semesters can only register for 9 to 10 credits per semester and a maximum of six during the summer.

TUITION SCHOLARSHIPS

Tuition scholarships at the non-resident rate for domestic students are provided for only one year. Out of state residents are expected to establish residency after the first year of study. Exceptions may be made for international students, who are not eligible to establish residency.

ESTABLISHING NEW YORK STATE RESIDENCY

Proof of New York State domicile is based upon an intention to make New York State a permanent home and the existence of facts tending to confirm such intention. Factors relevant to determining the establishment of New York State as a permanent home include:

- Residence of parents, spouse and children;
- Place of voter registration;
- Residence for personal income tax purposes;
- Financial independence, business pursuits, employment and income sources;
- Sites of motor vehicle and other personal property registration;
- Sites of real and personal property.

An applicant for New York State resident status for tuition purposes need not prove the existence of all these indices to support their intent, nor is this list exhaustive. Applications to apply for status as a New York State resident are available in the Office of Student Accounts (CC-G26). Further information can also be acquired from the Student Accounts website, [http://www.albany.edu/studentaccounts/residency.php](http://www.albany.edu/studentaccounts/residency.php), or call the Office of Student Accounts at 518-442-3202.
RESOURCES at the SCHOOL of PUBLIC HEALTH & UNIVERSITY

CLASSROOMS

Classes are held at several locations: the George Education Building and the Cancer Research Center on the East Campus in Rensselaer; the Biggs Laboratory at the Empire State Plaza; and David Axelrod Institute and the Center for Medical Sciences on New Scotland Avenue in Albany. A few classes may be held at the uptown campus of the University, at Albany Medical College, and Rockefeller College. A map of Albany with these locations is included in the appendices. If no room is designated for a class, contact the respective departmental office.

COMPUTER LABS

The School of Public Health recognizes the importance of computing in public health practice and education. In order to meet the needs of future public health practitioners, the school’s computer facilities and technology is continuously evolving. The computer facilities at the school are equipped with commercial-grade laser printers to assure fast printing. The printer can be utilized with a fee of $0.05 per copy. Access for payment is done through your SUNYCard, where funds can be placed for such uses. You can place funds on your card by simply visiting the website, http://www.albany.edu/uas/sunycard.shtml.

The computer labs are open from 7:00am until 11:00pm on weekdays, and from 8:00am until 11:00pm on weekends. For security reasons, students need their East Campus ID to gain entrance. Using the computer labs means adhering to our simple rules. We ask users to keep the computer facilities clean. Food and drink are prohibited in the computer rooms and classrooms. We ask that no recycled paper be used in the laser printers. Please dispose of waste paper in the appropriate receptacles. Do not change the computer setup, i.e. load or delete software, or save files to the c: drive. We do not have licenses to give out software for personal computers.

1. Hardware

There are two computer labs at the School of Public Health - L1 and L2. The main lab L1, houses two for- cost printers, one for cost photocopier, 40 SUNY PCs, four Dickerman Library PCs and six SPH GIS machines. The second computer lab L2 is the computer teaching lab, which houses 32 PCs and one instructor station. Most of the classrooms, conference rooms, and meeting rooms contain smart podiums which house a computer, document camera, DVD/VCR and video conferencing hardware.

The computer labs are periodically upgraded. Hard drive storage on the machines ranges up to 40 Gigabytes. This is essential for processing large databases and computing statistical data that is the cornerstone of public health education. The school’s research computer lab is outfitted to handle large databases and has a security entrance door to protect confidential and sensitive information. In addition, the computer classroom is available for presentations, multimedia conferencing, and special interest groups.
2. **Software**

There are several different operating systems available for use on the lab computers at the school. All computer lab PCs have the latest versions of statistical programs such as SPSS, SAS, and Minitab, in addition to word processing packages such as Microsoft Office. Netscape Navigator and Microsoft Internet Explorer are installed on all computers for browsing the World Wide Web. The school also maintains the latest virus protection software.

3. **Networking, E-mail, and The Internet**

Two separate and distinct networks are maintained: access to the Department of Health computers and access to the University at Albany mainframes. These unique paths provide access to major sources of information as well as sources of support. All of the computers at the school are connected through either one of these networks and provide the ability to share files and programs. Full and direct access to the web is available in all of the labs at the school.

All students are provided with a University at Albany E-mail account upon registering for classes, and should use this email when communicating with faculty, staff and administration. Students working at the Wadsworth Center, David Axelrod Institute or Center for Medical Sciences are provided with access to the Wadsworth Center network. Questions regarding this access should be facilitated through your department.

4. **Wi Fi**

The School of Public Health has wireless internet connectivity throughout the building. To use this service, you must be a member of the University Community, and must authenticate yourself to the network using your NetID. For additional information, please visit the UA Wireless Internet Access web page at: [https://wiki.albany.edu/display/public/askit/WiUAlbany+%28UA_WPA%29+Wireless+Network](https://wiki.albany.edu/display/public/askit/WiUAlbany+%28UA_WPA%29+Wireless+Network)

5. **Support Services**

Technical support and consultation services in hardware maintenance, computer repair, network management, and multimedia and software applications are available during regular business hours. Local support is reinforced by the Academic Computing Staff and the SUNY Help Desk located on the main campus, LC 27. They are accessible via phone (518-442-3700), e-mail ([ihelp@albany.edu](mailto:ihelp@albany.edu)), or personal appointment. Manuals, software, and documentation are also available and can be downloaded or viewed on the website [http://www.albany.edu/its/](http://www.albany.edu/its/).

6. **Additional Resources**

The school maintains audio-visual equipment for presentations including:
- Overhead projectors
- Slide Projectors
- Mobile LCD Projector (5)
- Mobile Integrated VCR and TV unit (also available in each classroom)
- Smart Classrooms
Certain activities may violate the criminal code and other local, state and federal laws, and will subject a student to civil or criminal prosecution. University guidelines for using computer facilities are covered by the University’s Community Rights and Responsibilities policy. Additional guidelines and requirements for use of the Department of Health’s computing facilities are listed in the Department’s Users Agreement. DOH Lotus Notes account IDs are not to be given to any other individual, and may not be used in such a way as to provide computer access to any individual other than the holder of the account.

UNIVERSITY LIBRARIES

Albany’s University Libraries are among the top 100 research libraries in the country. The University library and the Science Library on the uptown campus, and the Thomas E. Dewey Graduate Library for Public Affairs & Policy on the Rockefeller College campus contain more than 2 million volumes, subscribe to 5,050 periodicals, and provide access to over 2.7 million microform items.

The University Library provides individual study carrels for faculty and doctoral students and special facilities for persons with visual disabilities. The Science Library provides an array of services focused on the sciences, as well as 10 group study rooms. The Dewey Graduate Library facilitates and assists cross-disciplinary, doctoral-level research for the Schools of Rockefeller College. All three libraries provide access to information in a variety of formats and encourage user access with their open stacks.

Library hours of service are posted at each library, and are available at the library’s web site http://library.albany.edu. You can also contact the Library by calling 518-442-3600 for the University Library, 518-442-3693 for the Dewey Graduate Library, or 518-437-3948 for the Science Library.

Electronic Library Access

The University’s Libraries ADVANCE system is the primary access point to the Libraries’ collections. ADVANCE contains information on the catalogued collections in all libraries and can be searched at public access terminals in the libraries or through dial/network access from home or office computers.

The University Libraries provides access to hundreds of journals and a number of full-text databases relevant to the teaching and research needs of the University. These databases contain a wide variety of information, including references to academic journals and popular magazines, abstracts of dissertations, corporate annual reports, and complete articles from newspapers. Many databases are available through ADVANCE on the campus network, as well as on workstations at all libraries.

For information on connecting to ADVANCE from your home or office, contact the reference desk (518-442-3553) or send an email query to LIBREF@albany.edu. You may also access the instructions by selecting the “Online Catalog” option on the Libraries’ web site.

SUNYCARD

Your SUNYCard acts as a debit card to make photocopies or purchases on vending machines, borrow library materials from the University Library and serves as a bus pass for the University at Albany bus. Your SUNYCard also allows you to ride the CDTA buses for free around the Capital Region. Among other uses you may also cash checks with your SUNYCard. SUNYCards may be obtained at the SUNYCard
Office, which is located in the basement of the Campus Center building, Room B52, located on the Uptown Campus. You will need to present a photo ID card and proof of matriculation when you apply for a SUNYCard, which will then be issued immediately. For more information, visit the website, http://www.albany.edu/uas/sunycard.shtml.

EAST CAMPUS ID CARD

Your East Campus ID is used to access the School of Public Health building after 7:00pm on weekdays and all day on weekends. This ID is also used to access the computer lab in the George Education Center.

POD Cash can be loaded onto your ID card for extra added convenience in case you do not usually have cash or a credit card on hand while on campus (cash and major credit cards accepted). If you deposit $50, then you will receive an extra $5!

East Campus IDs may be obtained from the Aramark Office, located in Room A216, from 7:30am to 4:00pm.

EAST CAMPUS FACILITIES

BUILDING ACCESS

The School of Public Health building is accessible to students seven days a week from 7:00am to 11:00pm. Open access is from 7:00am to 7:00pm on weekdays. After 7:00pm and on weekends, students need to use their East Campus access cards to gain admission to the campus and/or the building.

STUDENT LOUNGE

A Student Lounge is located on the first floor of the George Education Center. The room contains vending machines and microwave oven, tables and chairs for work, and a couch set for leisure. Students of the School are responsible for keeping the Lounge and appliances neat and clean. Students are welcome to bring their lunches and eat in the lounge. Eating is strictly prohibited in all classrooms and in the computer laboratory. There is also a cafeteria, known as The POD, located in the basement of the A building, which features WiFi access and two large screen televisions.

STUDENT STUDY AREAS

Students are encouraged to use the computer laboratories and study areas available at our One University Place location. Several classrooms are reserved as study areas each year. Please consult the schedules posted outside the classrooms to see when they are available for study use.

EMERGENCY PROCEDURES

East Greenbush Emergency Services (East Greenbush Police Department, Clinton Heights Fire Department, and Bruen Ambulance Rescue Squad) are emergency services available to the East Campus. They are easily reached by calling “**99-911**” using a local phone to access a Rensselaer county
dispatcher. A 911 cell or school-based phone call will not get a Rensselaer dispatcher and that person would need to transfer the call to a Rensselaer County dispatcher. There are blue lights located in the parking lots and in the walkways leading to the main building. The blue light phones automatically dispatch to the East Greenbush Police Department, therefore it is not necessary to dial “*99-911”. In all cases be prepared to give the exact address of the school:

SUNY Albany East Campus, 80 Columbia Turnpike, Rensselaer

DO NOT contact the uptown or downtown university emergency services since there is no university support through them. If this emergency occurs between 8:00am and 5:00pm notify the Dean’s Office for assistance. For all other times, notify the guard as quickly as possible to assure access of the East Campus by the emergency services.

WADSWORTH CENTER/BIGGS LABS FACILITIES

BUILDING ACCESS

Matriculated degree students in Biomedical Sciences and Environmental Health Sciences may obtain a Wadsworth Center photo-identification badge to enter the Wadsworth Center for classes and research during the day as well as after-hours and on weekends. All other School of Public Health students may access the Wadsworth Center from 8:00am – 4:00pm, Monday to Friday with a valid SUNYCard to use the library and attend classes and seminars.

DICKERMAN LIBRARY

The Herbert W. Dickerman Library is the biomedical research library of the New York State Department of Health, located at the Empire State Plaza (ESP) in the Biggs Laboratory, Wadsworth Center.

The Library Reference desk is open 8:00am – 4:00pm, Monday through Friday. The Library is open 24 hours a day, seven days a week for those who have the appropriate full badge access to the Wadsworth Center. For all others, the library hours are 8:00am – 4:00pm, Monday through Friday, with the exception of state holidays. The library can be contacted by calling: Reference Desk: 518-474-6172; InterLibrary Loan: 518-474-6168; or email: dohlib@health.state.ny.us

The library offers reference services, interlibrary loan, database searching, and use of the collection of approximately 50,000 books and reports, as well as over 7,000 scientific and public health journals in print and online. Through the library’s homepage, users have access to research databases, electronic journals, catalogs of the Dickerman Library and other libraries, and many other Internet resources. Electronic access to the Dickerman Library resources is available from the SPH computer lab.

There are DOH-networked computers available for public use in both libraries as well as in the computer lab at the East campus (located at the front of the room). No passwords are required, but access is restricted to library resources.
There is no charge for printing at the Dickerman Library, but there are printing charges at the East campus. You will need to download your articles from the DOH computers and take your disk to one of the university computers for printing from there.

STUDENT LOUNGE

A lounge for students of the School of Public Health is located in Room C-250 of the Biggs Laboratory, Empire State Plaza. The lounge has a computer for student use. Students are responsible for keeping it neat and orderly. Missing items or misuse of the lounge should be reported to the Environmental Health Sciences department office or Chair. Students located at the David Axelrod Institute and Center for Medical Science may use the interactive spaces available on each of the floors.

MAIN CAMPUS FACILITIES

ATHLETIC FACILITIES

Outdoor recreation facilities include 12 tennis courts with lights, an all-weather running track, and several multiple-purpose playing areas. The Physical Education Building has a pool, handball and squash courts, and team sports areas. The Recreation and Convocation Center (RACC) includes additional indoor handball, racquetball, squash, and basketball courts, an indoor track, and a complete fitness center. Regular facility hours are Monday to Saturday, 7:15am - 10:45pm and Sunday 8:45am - 8:45pm. Note that times may vary based on scheduled events. Visit http://www.albany.edu/campusrecreation/ for more information.

CAMPUS CENTER

The Campus Center is located in the center of the academic podium on the Uptown Campus, and houses lounges, meeting rooms, a ballroom, cafeteria, snack bar, and dining room as well as the University’s Barnes and Noble bookstore and computer store. Financial Aid, Student Accounts, and SUNYCard are among the few offices that are also located in the Campus Center. Au Bon Pain, Bagel Express, Burger King, Outtakes convenience store, Dreidel’s Kosher Kafe, Ritazza’s Coffee Shop, and Sbarro, The Coop, Zepp’s are a few of the dining options available in the Campus Center.

FINE ARTS

The Performing Arts Center hosts performances by the University-Community Orchestra, the Theater Department, the Writers’ Institute and other artists who provide an array of productions from the contemporary to the classical. The University Art Museum, located in the Fine Arts Building, offers a wide variety of exhibitions.
SCHOOL OF PUBLIC HEALTH CAREER SERVICES

SPH INTERNSHIPS & CAREER SERVICES LISTSERV

Every Tuesday, students receive an e-mail from the Internships and Career Services Office through the Internships and Career Services listserv. The listserv is the PRIMARY WAY the Internships & Career Services Office communicates with SPH students. The listserv contains information pertaining to internship processes and deadlines, full and part-time job postings, and upcoming SPH career programs and events. All students should check their albany.edu e-mail regularly for listserv messages.

DROP-IN HOURS AND CAREER APPOINTMENTS

The Internships & Career Services Office is available for drop-in hours and career appointments to discuss topics related to your internship and career search. Drop-in hours are 15 minute sessions for quick questions, brief resume/cover letter critiques (please bring hard copies with you) or general advice on the job/internship search. Drop-in hours will be scheduled on Monday-Thursday and are posted in the Internships & Career Services Office and on the office doors for the Director of Internships & Career Services and PHLOT Coordinator. Students will sign-in and are seen on a first-come, first-served basis.

If more than 15 minutes is needed, students are encouraged to schedule a career appointment during business hours. (9am-5pm) Career appointments are usually 30-45 minutes and are strictly confidential. To schedule an appointment, stop by the Internships and Career Services Office in the Student Affairs corridor, or e-mail Katrina Chamberlain (kchamberlain@albany.edu) or Susan Bernardi-Bain (sbernardibain@albany.edu)

RESUME AND COVER LETTER CRITIQUES

A resume and cover letter are critical tools for your job and internship search, each serving an individual and unique purpose. Resumes and cover letters can either be reviewed during drop-in hours for quick edits, or covered in more in-depth detail during a career appointment. Resume workshops and critique weeks will also be offered throughout the year to help students prepare their resumes and cover letters. To make an appointment for a resume/cover letter critique, e-mail Katrina Chamberlain (kchamberlain@albany.edu) or Susan Bernardi-Bain (sbernardibain@albany.edu)

CAREER EVENTS & PROGRAMS

During the year, the Internships and Career Services Office hosts a variety of career events and programs and events to assist SPH students entering or advancing in the workforce. Topics include but are not limited to: career panels with public health professionals, networking events, interviewing techniques, leadership skills, and etiquette in the workplace. Events and programs are usually in the evening, but some may be scheduled over the lunch hour to accommodate students on campus during the day.
UNIVERSITY STUDENT SERVICES

CAREER DEVELOPMENT AND JOB PLACEMENT SERVICES

The university maintains a Career Development Center (CDC) located on the main campus in the Science Library, Room G50, and is open Monday – Friday from 8:30am until 5:00pm. The CDC can be reached at 518-442-4900 or via email at career@albany.edu. The staff of the CDC is available to discuss educational and career concerns and goals. Among the services offered are: career assessment inventories, on-campus recruiting, career fairs, resume and cover letter assistance, summer job information, mock interviews, workshops, internship placement and other specialty programs. In addition, students have the ability to register with a database of employers who are seeking college graduates in various fields on Monstertrak, http://www.monstertrak.monster.com/employers/. For more information on available services, visit http://www.albany.edu/career/.

In addition to these services available for current students, the University’s Career Development Center offers alumni a variety of services, many of which are accessible on-line. Among these are: resume critique, online career counseling links, career library, company research, relocation and salary information, credential files, alumni network database, career and job fair information, etc.

DISABILITY RESOURCE CENTER

The Disability Resource Center provides services for students with physical or academic disabilities, including pre-admission counseling, new student orientation, personal and career counseling, and coordination of assistance with academic accommodations. This office is in the Campus Center, Room 137, and may be reached by calling 518-442-5490. More information on services provides can be obtained on their web site http://www.albany.edu/disability/index.shtml.

HEALTH CENTER AND COUNSELING CENTER

The University Health Center (UHC), located at 400 Patroon Creek Boulevard, Albany, NY, provides medical service for the University community during the academic year, Monday - Friday, 9:00am until 5:30pm, and Saturday 12:00pm until 3:30pm. The Health Center can be reached at 518-442-5454.

Students in need of emergency care at other times are advised to go to a hospital emergency room. Two local Albany hospitals are Albany Medical Center, located on 43 New Scotland Ave, 518-262-3125, and St. Peter’s Hospital, 315 South Manning Blvd., 518-525-1550. Samaritan Hospital in Troy is located at 2215 Burdett Avenue, 518-271-3300. Students who have the required health form on file are eligible for continuing medical care and counseling services at the UHC. The Health Center also provides referrals for faculty, staff and visitors as needed. For more information on the University Health Center, visit http://www.albany.edu/health_center/.

The University Counseling Center, 518-442-5800, has psychologists on staff to provide free counseling on a confidential basis to students who feel a need for these services. In addition, there is a hotline run by students that is accessible from noon to midnight on Monday through Thursday and 24 hours on Friday and Saturday, 518-442-5777.
HEALTH INSURANCE

The required student health insurance provides in-patient services in the Health Center, prescriptive and non-prescriptive medications of in-stock medications, and on-site lab work. Excluded from the plan are allergy injections, international travel immunizations, and off-campus services. Students may enroll in the optional Student Health Insurance Plan by checking the appropriate box on the payment invoice. Inquiries regarding this plan may be made at the Insurance Office located in the Health & Counseling Services building at 400 Patroon Creek Boulevard, Albany, NY.

Student Accident and Sickness Insurance is an optional program that is underwritten by the Equitable Assurance Society of the United States for undergraduate and graduate students and their dependents. This policy complements the student health insurance and provides coverage for the cost of up to $2,000 per illness or accident for off-campus physicians and surgeons, hospitalization, laboratory tests, and use of an ambulance. More specific information on both these programs is available through the Student Insurance Service Office, 518-437-4700.

HOUSING

On-Campus

Apartment style campus housing for graduate students is available in Alumni Quad, located near the Downtown Campus, Freedom Quad on the main campus, and the Empire Commons, which offers garden-style apartment living on-campus. Alumni Quad houses approximately 1,100 students. The rooms, primarily double rooms and single superior rooms, share bathrooms on each hallway. There is one cafeteria on Alumni Quad. The University bus system provides free transportation to the Uptown Campus for students living on Alumni Quad. Alumni Quad is also conveniently located on the CDTA bus lines, giving students access to malls and other recreational outlets.

Freedom Quad, an apartment complex adjacent to the main (Uptown) Campus, provides graduate and upper-class students the privacy of apartment life in an attractive park-like setting. The apartments are furnished and equipped with major kitchen appliances, telephone jacks, and cable TV outlets.

Empire Commons, also located on the main campus, is the newest style of residential living. Graduate students can live in an apartment with three other students while maintaining their own bedroom and bathroom. Leases are available for either a full-year or academic-year. Each apartment has central air-conditioning, washer/dryer, dishwasher and garbage disposal. Each bedroom has a full-size bed and is also equipped with personal Internet, cable and phone connection.

View the Residential Life homepage for details on each housing option listed above, http://www.albany.edu/housing/index.shtml. Also listed are meal options available for students who live on or off campus, and for those students who commute.

Off Campus

Listings of available off-campus housing are also maintained in the Office of Residential Life. For specific information about off-campus housing, contact the Office of Residential Life in the basement of the
State Quadrangle at 518-442-5875, or visit them online. Residential Life provides a web site for students to access with rental availabilities, [http://www.albany.edu/housing/offcampus.shtml](http://www.albany.edu/housing/offcampus.shtml).

Generally, inexpensive quality housing for students is available on New Scotland Ave near Albany Medical Center and the Albany College of Pharmacy. Apartments on/off main bus lines, Washington and Western Ave, can also be rewarding for those without vehicles. Other suitable living areas include the area between Lark Street, Madison Ave, and Swan Street. In addition, students that have access to a vehicle are open to more options when it comes to finding a place to live. Local newspapers, such as the Times Union, have rental sections that can provide apartment availabilities. It is also helpful to merely take a drive in the location that is of interest to you and look for rental signs, or visit rental offices.

If you would like to live near the East Campus, there are several apartment complexes within a few miles of the campus. Some of which include:

- Mill Creek Apartments: (518) 477-7933
- Horizon Ridge: (518) 477-7542
- The Apartments at Forrest Pointe: (518) 477-2600
- Capital View Apartments: (518) 465-9767

Websites which may be helpful in searching for housing include (but are not limited to):

- [www.rentersguidealbany.com](http://www.rentersguidealbany.com)
- [http://albany.craigslist.org](http://albany.craigslist.org)

**PARKING AND BUS TRANSPORTATION**

Free parking is available for students and faculty at One University Place. To obtain an East Campus parking sticker, see Aramark in Room A217 and complete the parking registration. For information about parking on the main campus, call the Office of Parking Management at 518-442-3121. The parking garages in the Empire State Plaza are available to visitors for a fee of $2 per hour, up to a maximum of $20 per day. There are other public parking lots in the area that charge on an hourly or daily basis. Parking on the streets near the Empire State Plaza is possible, but difficult during weekday business hours. The Cathedral Parking Lot on Madison Avenue, next to the State Museum, is free of charge after 3:00pm.

The East Campus/School of Public Health bus operates between the Main Campus and the School of Public Health, with a stop at Draper Hall and Madison Avenue at the Empire State Plaza location at the NYS Department of Health. Schedules are posted around the School. There is no charge for students with a valid University ID. Bus schedules are available in the lobby of the School of Public Health, from the shuttle bus driver, the Dean’s Office, or they may be viewed at the University’s web site [http://www.albany.edu/pmts/bus_schedules.php](http://www.albany.edu/pmts/bus_schedules.php).
GRADUATE STUDENT ORGANIZATION

The Graduate Student Organization (GSO) at the University was formed to identify and protect the rights of graduate students, to advocate for their interests, and to enhance the social, academic, and cultural environment of the University. The Graduate Student Organization Assembly acts as the legislative body of the GSO and is responsible for the allocation of funds, development of policy, and transmission of information from the GSO to its constituents. All graduate students who are enrolled in seven or more course credits and pay the fee are members of the GSO.

At the School of Public Health, there are two SPHGSO executive boards: one for MPH, MS and PhD students residing primarily on the East Campus, and another for Biomedical Sciences (BMS) and Environmental Health Sciences (EHS) students located in Wadsworth and other NYSDOH and SUNY Albany lab facilities.

The GSO at the School of Public Health coordinates activities such as community service, workshops, career advisement, and student representation on school governance committees. Students who are interested in actively participating in the SPH-GSO should subscribe to their listserv, which periodically sends information on social and academic opportunities, or attend the SPH-GSO open meetings. To receive messages from SPH-GSO, send an email to listserv@listserv.albany.edu. Leave the subject of the email blank and type: subscribe, the name of the listserv you wish to join, and then your complete name in the body of the email. For example, subscribe sphgso John Doe. You will then receive an email from the listserv welcoming you to the list. If you have problems joining the listserv, contact the GSO or look on the website https://listserv.albany.edu for more information.

The BMS/EHS GSO organizes social and career building activities as well. For detailed information please visit their website www.be-gso.com or the Facebook group "BMS/EHS Graduate Student Organization". Students in the BMS and/or EHS department will also receive e-mails from the GSO. Students interested in participating in the organizing process are welcome to join the monthly meetings.

OTHER INFORMATION

UNIVERSITY AT ALBANY EMAIL

It is the policy of the University at Albany that email is an official means of communication with students. This policy pertains to all students and stipulates that the University can convey relevant academic and administrative information to targeted student populations using their UAlbany email account. Students are expected to use their UAlbany email when communicating with School of Public Health faculty, staff, and administration.

All students receive a University email account when they become eligible to enroll for classes, and it is retained for one year after their last active registration. Students are responsible for checking their email account regularly so as not to miss important, time-sensitive, University, School and Department communications. Personal emails will not be used for official correspondence.

The full policy is available at http://www.albany.edu/its/policies_communication.htm.
SCHOOL OF PUBLIC HEALTH LISTSERV

All students will be automatically added to the School of Public Health Listserv. All communications will be sent to the student’s albany.edu email address.

There are two weekly listservs. The School Listserv sends information on events, activities, new class listings, presentations, and other campus-wide information. The Internship and Career Services Listserv sends information on internships, fellowships, and part-time and full-time job postings.

STUDENT ID NUMBER

The University issues new students a NetID and pin number. The NetID is used to log on to MyUAlbany, where you register for classes, and which gives access to your school email account, class schedule, personal information, managing your student account and accepting financial aid. The pin number is the initial password used for these services, which should later be changed by the student. All students are assigned a 9 digit student ID number, which is used in place of the social security number. The 9 digit student ID number can be found on your MyUAlbany account. International students who are receiving an assistantship should be aware that the number they are assigned upon arrival by the University is only a temporary ID number until an actual Social Security number is obtained.

GRIEVANCES

The school has formal procedures for resolution of student grievances through an Ombudsperson Program and formal grievance procedure. Please contact the Caitlin Reid, Assistant Dean for Student Affairs, at cmreid@albany.edu, for more information about the process.

PHOTOCOPYING

A coin-operated photocopier is available for student use in the Computer Lab on the first floor of the George Education Center, East Campus. The cost is $0.10 per page. All other SPH copiers should not be used for personal uses.

TELEPHONES

Students are not authorized to make personal long distance phone calls from School of Public Health phones. Students making unauthorized or personal long distance calls will be charged for the calls, and may be subject to further University judicial action.

PERSONAL MAIL

Students are not permitted to have personal mail sent to the School of Public Health. All personal mail should be sent to your home address.

CHANGE OF NAME, ADDRESS OR TELEPHONE NUMBER

Students can make changes on their personal demographics on MyUAlbany. They should also contact their department to inform them of any changes in this information.
APPENDICES
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philip C. Nasca</td>
<td>Dean</td>
<td><a href="mailto:pnasca@albany.edu">pnasca@albany.edu</a></td>
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<tr>
<td>Carol Whittaker</td>
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</tr>
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<td>Deborah Oriola</td>
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<td><a href="mailto:doriola@albany.edu">doriola@albany.edu</a></td>
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<tr>
<td>Katrina Chamberlain</td>
<td>Director of Internships &amp; Career Services</td>
<td><a href="mailto:kchamberlain@albany.edu">kchamberlain@albany.edu</a></td>
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<td>Barry Sherman</td>
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</tr>
<tr>
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</tr>
<tr>
<td>Irina Khmelnitsky</td>
<td>Coordinator, Preventive Medicine Residency</td>
<td><a href="mailto:ikhmelnitsky@albany.edu">ikhmelnitsky@albany.edu</a></td>
</tr>
<tr>
<td>Susan Bernardi-Bain</td>
<td>Coordinator, Public Health Leaders of Tomorrow</td>
<td><a href="mailto:sbernardibain@albany.edu">sbernardibain@albany.edu</a></td>
</tr>
<tr>
<td>Joan Cipperly</td>
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<td><a href="mailto:jcipperly@albany.edu">jcipperly@albany.edu</a></td>
</tr>
<tr>
<td>Donna Perkins</td>
<td>Secretary</td>
<td><a href="mailto:dperkins@albany.edu">dperkins@albany.edu</a></td>
</tr>
<tr>
<td>Marlene Boland</td>
<td>Secretary</td>
<td><a href="mailto:mboland@albany.edu">mboland@albany.edu</a></td>
</tr>
</tbody>
</table>
Department and Program Contacts

DEPARTMENT OF EPIDEMIOLOGY & BIOSTATISTICS

Greg DiRienzo, Department Chair  
adirienzo@albany.edu  
(518) 402-0372
Nicole Malachowski, Assistant to the Chair  
nmalachowski@albany.edu  
(518) 402-0372
Judy Pelton, Department Secretary  
jpelton@albany.edu  
(518) 402-0372

DEPARTMENT OF HEALTH POLICY, MANAGEMENT, AND BEHAVIOR

Benjamin Shaw, Department Chair  
bashaw@albany.edu  
(518) 402-0333
Linda Gauvain-McNulty, Assistant to the Chair  
lgauvain-mcnulty@albany.edu  
(518) 402-0333
Liz Brannigan, Department Secretary  
lbrannigan@albany.edu  
(518) 402-0333

DEPARTMENT OF BIOMEDICAL SCIENCES

Joan Curcio, Department Chair  
curcio@wadsworth.org  
(518) 473-4213
Janice Pata, Associate Chair  
jpata@wadsworth.org  
(518) 402-2595
Anthony Torres, Assistant to the Chair  
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(518) 402-2510

DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCES

Patrick Parsons, Department Chair  
pparsons@wadsworth.org  
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Erin Bell, Associate Chair  
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Linda Mayerhofer, Assistant to the Chair  
lmayerhofer@albany.edu  
(518) 473-7553

CERTIFICATE PROGRAM

Barry Sherman, Director  
bsherman@albany.edu  
(518) 402-4116
Susan Bernard-Bain, Coordinator  
sbernardbain@albany.edu  
(518) 408-2341

ONLINE MPH IN PUBLIC HEALTH PRACTICE

Lindsay Ruland, Coordinator  
lruland@albany.edu  
(518) 408-2334

DrPH PROGRAM

Barry Sherman, Director  
bsherman@albany.edu  
(518) 402-4116
UNDERGRADUATE PROGRAM
Dwight Williams, Director  dwilliams2@albany.edu  (518) 402-0370
Lue Ellis, Coordinator  lellis@albany.edu  (518) 442-3155

PREVENTIVE MEDICINE RESIDENCY and MD/MPH PROGRAM
Irina Khmelnitsky, Coordinator  ikhlmenitsky@albany.edu  (518) 402-4116

CENTER FOR GLOBAL HEALTH
Carol Whittaker, Director  cwhittaker@albany.edu  (518) 402-0385
John Justino, Deputy Director  jjustino@albany.edu  (518) 402-0283

STUDENT AFFAIRS AND ADMISSIONS
Caitlin McGuire Reid, Assistant Dean  cmreid@albany.edu  (518) 402-0727

INTERNSHIPS AND CAREER SERVICES
Katrina Chamberlain, Director  kchamberlain@albany.edu  (518) 402-0404

PUBLIC HEALTH LEADERS OF TOMORROW
Susan Bernardi-Bain, Coordinator  sbernardibain@albany.edu  (518) 408-2341
# University at Albany Websites

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>Academic Year Calendars</td>
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<td>Directions to East Campus</td>
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<td>Off-Campus Housing</td>
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<tr>
<td>School of Public Health</td>
<td><a href="http://www.albany.edu/sph/">http://www.albany.edu/sph/</a></td>
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<td>SUNYCard (ID Card)</td>
<td><a href="http://www.albany.edu/uas/sunycard.shtml">http://www.albany.edu/uas/sunycard.shtml</a></td>
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<td>University Bookstore</td>
<td><a href="http://www.albany.edu/uas/bookstore.shtml">http://www.albany.edu/uas/bookstore.shtml</a></td>
</tr>
</tbody>
</table>
USEFUL PHONE NUMBERS

MAIN CAMPUS

Accident/Sickness Insurance  (518) 442-5235
Billing and Account Maintenance  (518) 442-3202
Bursar  (518) 442-3220
Counseling Center  (518) 442-5800
Disabled Student Services  (518) 442-5490
Financial Aid  (518) 442-5757
Health Center – Appointments  (518) 442-5229
Health Center – General  (518) 442-5454
Student Insurance Office  (518) 437-4700
International Student Services  (518) 591-8189
Main Campus Center Information  (518) 442-5490
Off Campus Housing Information  (518) 442-5875
Registrar  (518) 442-5540
Student Payroll  (518) 437-3830
SUNY Card ID  (518) 442-5989
SNOW – Weather Conditions Hotline  (518) 442-SNOW (7669)

Transportation

CDTA Buses  (518) 482-8822
Albany Bus Terminal  (518) 434-8095
http://www.albany.edu/bus/
Greyhound Bus Lines  (518) 434-8980
AMTRAK  1-800-USA-RAIL (872-7245)

Security

East Greenbush Police EMERGENCY  911 or (518) 479-1212
East Greenbush Police NON-EMERGENCY  (518) 479-2525
# Fall 2012 Academic Calendar

**Monday, August 27**  
Classes Begin at 8:00am  
Final Registration Day; Last day to register without a late fee  
Fall 2012 Degree Application Submission Available for UNDERGRADUATE & GRADUATE students via the web at [http://www.albany.edu/myualbany](http://www.albany.edu/myualbany)

**Tuesday, August 28**  
Late Registration begins. Late registration fee charged

**Wed-Thurs, August 29-30**  
UUP eligible students using the ECRP waiver to Register/Add for a 8week1 course

**Thursday, August 30**  
Adding an 8 Week 1 course after this date requires Permission Number from instructor

**Monday, September 3**  
Classes Suspended – Labor Day

**Mon-Tues, September 3-4**  
UUP eligible students using ECRP waiver to Register/Add for a Semester Length course

**Tuesday, September 4**  
Classes Resume 8am  
Adding or registering for Semester Length course after this date will require Permission Number from instructor  
Last day to add 8 Week 1 course (Permission Number required)  
Last day to drop 8 Week 1 course without receiving “W”

**Monday, September 10**  
Last Day of Late Registration for the semester  
Last day to add Semester Length course (Permission Number required)  
Last day to drop Semester Length course without receiving “W”  
Last day to formally audit a course (information can be found at [http://www.albany.edu/Registrar/auditing_courses.html](http://www.albany.edu/Registrar/auditing_courses.html))

**Monday, September 17**  
Classes Suspended - Rosh Hashanah

**Tuesday, September 18**  
Classes Suspended

**Wed., September 19**  
Classes Resume 8am

**Tuesday, September 25**  
Classes Suspended 2:35pm

**Wed., September 26**  
Yom Kippur

**Thursday, September 27**  
Last day for GRADUATE students to drop 8 Week 1 course ("W" assigned)

**Wednesday, October 17**  
Advance Registration for Winter and Spring 2013 begins

**Thursday, October 18**  
8 Week 1 Final Examination Period Begins  
**Midterm Point**

**Friday, October 19**  
8 Week 1 Final Examination Period Ends

**Monday, October 22**  
8 Week 2 classes begin - 8:00am

**Wed-Thur, October 24-25**  
UUP eligible students using the ECRP waiver to Register/Add for a 8week2 course

**Thursday, October 25**  
Adding 8 Week 2 course after this date requires Permission Numbers from instructors  
Last day for GRADUATE students to drop Semester Length course ("W" assigned)

**Monday, October 29**  
Last day to add 8 Week 2 course (Permission Number required)  
Last day to drop 8 Week 2 course without receiving “W”

**Friday, November 2**  
FALL 2012 GRADUATE Degree Applications Due-Submit via MyUAlbany

**Friday, November 9**  
Last day for students to make up Incomplete grades from Spring or Summer, 2012

**Friday, November 16**  
Last day for GRADUATE students to drop 8 Week 2 course ("W" assigned)

**Wed., November 21**  
Classes Suspended

**Monday, November 26**  
Classes Resume 8:00am

**Monday, December 3**  
Last day for dissertation and thesis submission for Fall 2012 graduation

**Tuesday, December 11**  
**Last Day of Classes**

**Wed., December 12**  
Reading Day

**Thursday, December 13**  
Final Examinations Begin

**Sunday, December 16**  
December 2012 Commencement Ceremony

**Thursday, December 20**  
Final Examinations End

**Friday, December 21**  
Wintersession Begins

**Monday, January 21**  
Wintersession Ends

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The above calendar is subject to change at any time by official action of the University at Albany.  
OFFICE OF THE REGISTRAR - UNIVERSITY AT ALBANY  
1400 WASHINGTON AVENUE ALBANY, NEW YORK 12222
### Spring 2013 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, January 2</td>
<td>Spring 2013 Degree Application Submission Available for UNDERGRADUATE &amp; GRADUATE students. Those students who expect to complete degree requirements by the Official Degree Conferral Date (below) must apply via the web at <a href="http://www.albany.edu/myualbany">http://www.albany.edu/myualbany</a>.</td>
</tr>
<tr>
<td>Wednesday, January 23</td>
<td><strong>Classes Begin at 8:00am</strong> Final Registration Day; Last day to register without a late fee</td>
</tr>
<tr>
<td>Thursday, January 24</td>
<td>Late Registration begins. Late registration fee charged</td>
</tr>
<tr>
<td>Sun.-Mon., January 27-28</td>
<td>UUP eligible students using the ECRP waiver to Register/Add 8week1 course</td>
</tr>
<tr>
<td>Monday, January 28</td>
<td>Last Day to add 8 Week 1 course without permission of instructor</td>
</tr>
<tr>
<td>Tues-Wed, January 29-30</td>
<td>UUP eligible students using the ECRP waiver to Register/Add Semester Length Course</td>
</tr>
<tr>
<td>Wednesday, January 30</td>
<td>Last day to add Semester Length course without permission of instructor</td>
</tr>
<tr>
<td></td>
<td>Last day to add 8 Week 1 course with permission of instructor</td>
</tr>
<tr>
<td></td>
<td>Last day to drop 8 Week 1 course without receiving “W”</td>
</tr>
<tr>
<td>Tuesday, February 5</td>
<td>Last Day of Late Registration for the semester</td>
</tr>
<tr>
<td></td>
<td>Last day to add Semester Length course with permission of instructor</td>
</tr>
<tr>
<td></td>
<td>Last day to drop Semester Length course without receiving a “W”</td>
</tr>
<tr>
<td></td>
<td>Last day to formally audit a course (information can be found at <a href="http://www.albany.edu/Registrar/auditing_courses.html">http://www.albany.edu/Registrar/auditing_courses.html</a>)</td>
</tr>
<tr>
<td>Tuesday, February 19</td>
<td>Last day for GRADUATE students to drop 8 Week 1 course (&quot;W&quot; assigned)</td>
</tr>
<tr>
<td>Monday, March 11</td>
<td>8 Week 1 Final Examination Period Begins</td>
</tr>
<tr>
<td></td>
<td>Midterm Point</td>
</tr>
<tr>
<td>Tuesday, March 12</td>
<td>8 Week 1 Final Examination Period Ends</td>
</tr>
<tr>
<td>Wednesday, March 13</td>
<td>8 Week 2 classes begin - 8:00am</td>
</tr>
<tr>
<td>Friday, March 15</td>
<td>Classes Suspended (Spring Break)</td>
</tr>
<tr>
<td>Saturday, March 23</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Sun.-Mon., March 24-25</td>
<td>UUP eligible students using the ECRP waiver to Register/Add 8week2 course</td>
</tr>
<tr>
<td>Monday, March 25</td>
<td>Last day for GRADUATE students to drop Semester Length course (&quot;W&quot; assigned)</td>
</tr>
<tr>
<td>Monday, March 25</td>
<td>Last day to add 8 Week 2 course without permission of instructor</td>
</tr>
<tr>
<td>Tuesday, March 26</td>
<td>Passover – Classes in Session</td>
</tr>
<tr>
<td></td>
<td>Under existing State law (Education Law §224-a), campuses are required to excuse without penalty individual students absent from class because of religious beliefs and to provide equivalent opportunity to students to make up study or work requirements missed because of such absences.</td>
</tr>
<tr>
<td>Wednesday, March 27</td>
<td>Advance Registration for Summer and Fall 2013 begins</td>
</tr>
<tr>
<td>Thursday, March 28</td>
<td>Last day to add 8 Week 2 course with permission of instructor</td>
</tr>
<tr>
<td></td>
<td>Last day to drop 8 Week 2 course without receiving “W”</td>
</tr>
<tr>
<td>Friday, March 29</td>
<td>Spring 2013 GRADUATE Degree Applications Due-Submit via the web at <a href="http://www.albany.edu/myulbany">http://www.albany.edu/myulbany</a></td>
</tr>
<tr>
<td>Sun-Mon, Mar. 31-Apr. 1</td>
<td>Easter – Classes in Session</td>
</tr>
<tr>
<td></td>
<td>Under existing State law (Education Law §224-a), campuses are required to excuse without penalty individual students absent from class because of religious beliefs and to provide equivalent opportunity to students to make up study or work requirements missed because of such absences</td>
</tr>
<tr>
<td>Friday, April 5</td>
<td>Last day for students to make up Incomplete grades from Winter or Fall 2012</td>
</tr>
<tr>
<td>Wednesday, April 17</td>
<td>Last day for GRADUATE students to drop 8 Week 2 course (&quot;W&quot; assigned)</td>
</tr>
<tr>
<td>Wednesday, May 1</td>
<td>Last day for dissertation and thesis submission for Spring 2013 graduation</td>
</tr>
<tr>
<td>Wednesday, May 8</td>
<td><strong>Last Day of Classes</strong></td>
</tr>
<tr>
<td>Thursday, May 9</td>
<td>Reading Day</td>
</tr>
<tr>
<td>Friday, May 10</td>
<td>Final Examinations Begin</td>
</tr>
<tr>
<td>Friday, May 17</td>
<td>Final Examinations End</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Sat.-Sun., May 18-19</td>
<td>Spring 2013 Commencement Weekend</td>
</tr>
<tr>
<td>Sunday, May 19</td>
<td>Official Degree Conferral Date Spring 2013</td>
</tr>
<tr>
<td>Tuesday, May 28</td>
<td>Summer Session Begins</td>
</tr>
<tr>
<td>Friday, August 16</td>
<td>Summer Session Ends</td>
</tr>
</tbody>
</table>

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OFFICE OF THE REGISTRAR - UNIVERSITY AT ALBANY
1400 WASHINGTON AVENUE  ALBANY, NEW YORK 12222
At-A-Glance Guide to Albany’s Attractions

Part of the School of Public Health’s charm is everything there is to do in the Capital District Area. Albany is called an All-American City for a reason! Albany is centrally located in New York State and many exciting places can be visited in day or weekend trips. Here is a list of some of what Albany has to offer you, and ways for you to get more information about them.

ENCORE!

Theaters, Concert Halls & Shows, and Sports Arenas

<table>
<thead>
<tr>
<th>Theatre/Center</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saratoga Performing Arts Center</td>
<td><a href="http://www.spac.org/">www.spac.org/</a></td>
</tr>
<tr>
<td>Saratoga Race Track</td>
<td><a href="http://www.nyra.com/index_saratoga.html">http://www.nyra.com/index_saratoga.html</a></td>
</tr>
<tr>
<td>Times Union Center</td>
<td><a href="http://www.timesunioncenter-albany.com/">http://www.timesunioncenter-albany.com/</a></td>
</tr>
<tr>
<td>Proctor’s Theater</td>
<td><a href="http://www.proctors.org/">www.proctors.org/</a></td>
</tr>
<tr>
<td>Palace Theater</td>
<td><a href="http://www.palacealbany.com/">http://www.palacealbany.com/</a></td>
</tr>
<tr>
<td>Capital Repertory</td>
<td><a href="http://www.capitalrep.org">www.capitalrep.org</a></td>
</tr>
</tbody>
</table>

EXPAND YOUR HORIZONS

Cultural Venues in the Capital District

<table>
<thead>
<tr>
<th>Venue</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York State Museum</td>
<td><a href="http://www.nysm.nysed.gov/">www.nysm.nysed.gov/</a></td>
</tr>
<tr>
<td>The Egg</td>
<td><a href="http://www.theegg.org/">www.theegg.org/</a></td>
</tr>
<tr>
<td>Lark Street</td>
<td><a href="http://www.larkstreet.org">www.larkstreet.org</a></td>
</tr>
</tbody>
</table>

A WALK IN THE PARK

Natural Preserves, State Parks & Just Plain Parks

<table>
<thead>
<tr>
<th>Preserve</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pine Bush Preserve</td>
<td><a href="http://www.albanypinebush.org/">www.albanypinebush.org/</a></td>
</tr>
<tr>
<td>Bish Bash State Park</td>
<td><a href="http://www.mass.gov/dcr/parks/western/bash.htm">http://www.mass.gov/dcr/parks/western/bash.htm</a></td>
</tr>
<tr>
<td>Mohonk Preserve &amp; Mohonk.com</td>
<td><a href="http://www.mohonkpreserve.org">www.mohonkpreserve.org</a>  &amp; <a href="http://www.mohonk.com">www.mohonk.com</a></td>
</tr>
<tr>
<td>Tanglewood</td>
<td><a href="http://www.bso.org/armsOfBSO.jhtml?catName=Tanglewood&amp;area=tgl">http://www.bso.org/armsOfBSO.jhtml?catName=Tanglewood&amp;area=tgl</a></td>
</tr>
</tbody>
</table>
SHOPPING EXTRAVAGANZA

Malls

Crossgates Mall & Commons  www.shopcrossgates.com
Colonie Center  www.shopatcoloniecenter.com
Stuyvesant Plaza  http://www.stuyvesantplaza.com/
Clifton Park Center  http://shopcpc.com/
Wilton Mall  www.wiltonmall.com
Lark Street  www.larkstreet.org
Rotterdam Square Mall  www.rotterdammall.com
Hamilton Square  http://www.hamiltonsquaresshops.com/
Latham Circle Mall  (518) 785-6633
Northway Mall  (518) 459-5320

Outlets

Lake George Outlets  http://www.factoryoutletsoflakegeorge.com/
Woodbury Commons  http://www.premiumoutlets.com/outlets/outlet.asp?id=7
Manchester Village Outlets, Vermont  http://www.manchesterdesigneroutlets.com/
Huck Finn Warehouse  www.huckfinnwarehouse.com
Old Brick Furniture Company  www.oldbrickfurniture.com

MUST SEES

Places You Just Can’t Afford to Miss!

New York City  www.nycvisit.com/
Boston  www.bostonusa.com/
Lake George  www.visitlakegeorge.com/
Adirondacks  www.adirondacks.org/
Lake Placid  www.lakeplacid.com/
Montreal  www.tourism-montreal.org/
Cooperstown (Baseball Hall of Fame)  www.cooperstown.com
Maps of University Campuses

http://www.albany.edu/main/maps.shtml

East Campus
East Campus Parking Policy
Effective June 2006

1.0 Overview
The following are parking and traffic regulations designated to provide safe and effective management of East Campus roadways and parking facilities. Those who utilize East Campus parking facilities do so at their own risk. Drivers must observe all traffic and parking regulations signs. Failure to comply with these policies may result in revocation of parking privileges. All members of the East Campus community are required to register their vehicles and display a valid parking decal.

2.0 Contact/Information
ARAMARK Facility Services, located in room A216, issues parking permits and enforces parking regulations. They can be reached at 591-8400.

3.0 Tenant Notification
All tenants and employers are responsible for informing their employees, clients, and visitors of the rules and regulations pertaining to parking on the East Campus. Changes in parking or roadway use or regulations will be shared, as needed, with East Campus tenants.

4.0 Designated Parking
Parking is permitted in designated lots only, in approved, lined spaces, as identified in the attached map. Parking is not permitted in fire lanes, on grass, on sidewalks, near loading docks, reserved spaces, and/or in cross-hatched areas. Please note that tenants, employees, faculty, staff, and students are not “visitors” and shall not be parked in designated visitor spaces.

5.0 Visitor Parking
Visitors to the East Campus are authorized to park in the areas designated as “visitor” spaces. Such spaces are limited to 2 hour parking. Visitors required to stay longer than 2 hours may park in those spaces designated on the attached map as “General Parking”.

6.0 Parking Decal
All tenants, employees, faculty, staff, and students at the East Campus are required to obtain a special parking permit decal for each vehicle they drive onto the East Campus. Decals are obtained by filling out the vehicle information form provided by the ARAMARK office. Hang tags are available for vehicles with tinted windows. Consistent with tenant leases, new and/or additional parking permit decals will be $5.00 per vehicle. Payment will be due at time of registration. Payment can be made by check or cash.

7.0 George Education Center and Main Laboratory Buildings Parking
Tenants, faculty, and staff off the George Education Center and the Main Laboratory Building will be provided a “General Parking Permit” decal and may park in those areas designated on the attached map as “General Parking”.

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8.0 Cancer Research Center Parking
Tenants, faculty, and staff of the Cancer Research Center will receive a “CRC Parking Permit” decal and may park in those areas designated on the attached map as “CRC Parking”.

9.0 Student Parking
Students on the East Campus will be provided a “Student Parking Permit” decal and may park in those areas designated on the map as “Student Parking”.

10.0 Event Parking
Special considerations or requirements for event parking shall be coordinated with ARAMARK. Those spaces designated as “General Parking” shall be used for such events.

11.0 Loading/Unloading
Short-term parking needs for loading/unloading, for less than 15 minutes, shall utilize spaces reserved for this purpose.

12.0 Handicapped Parking
Handicapped spaces are clearly marked and shall be reserved for only those vehicles displaying a valid, government-issue permit. ARAMARK reserves the right to validate handicap permits.

13.0 Overnight Parking
Limited overnight parking is available for tenant-related circumstances. Such parking is provided at the risk of the car owner. If you must leave your vehicle on campus overnight or for an extended period of time, you must first notify ARAMARK. They will instruct you as where to park your vehicle.

14.0 Traffic Regulations
The speed limit on the campus is 15 miles per hour. Pedestrians shall be provided the right-of-way; and vehicles must yield to pedestrians.

15.0 Violations
The following steps shall be taken for parking violations.

- **1st violation - Written Notice**
  All tenants, employees, faculty, staff, and students who are found improperly parked and/or are violating any other parking regulation will be issued a warning notice.

- **2nd violation - Written Notice, Employer Notified**
  A second occurrence of parking violation will result in a final warning notice with a copy provided to the individual’s employer.

- **3rd and subsequent Violations - Vehicle Towed**
  A third violation will result in the vehicle being towed from the East Campus. ARAMARK should be contacted to assist in the recovery of the vehicle.
Uptown Campus

For a more detailed map that can be downloaded as a high resolution PDF, visit http://www.albany.edu/main/maps.shtml.
DOWNTOWN CAMPUS

PARKING, TRANSPORTATION AND PEDESTRIAN WALKWAY LEGEND

Student Permit Required
8:00AM-12:30AM Everyday (No Overnight)

Faculty/Staff Permit Required
8:00AM-4:00PM

Special Dock Permit Required

University Handicap Permit Required

Pedestrian Path - Paved

Bus Stop

Emergency Telephone

All parking is subject to change. Therefore, please pay attention to parking signage.
Wadsworth Facilities
Biggs Laboratory
Empire State Plaza
Albany, NY 12237

Driving Directions from Albany International Airport

1. Start out going South on PETER J DELASANDRO BLVD toward CR-157/WATERVLIET SHAKER RD/NY-155. 0.39 Miles
2. Turn LEFT onto CR-151/ALBANY SHAKER RD. 0.84 Miles
3. Merge onto I-87 S. 2.67 Miles
4. Take the I-90 E/I-87 S/I-90 W exit- exit number 1- toward ALBANY/BOston/new York/Boффalo/new York thruWay. 0.34 Miles
5. Take the I-87 S/I-90 W exit- exit number 1W- on the left toward new york/Boффalo/new York thruWay. 0.94 Miles
6. Merge onto I-90 E (Portions toll). 4.43 Miles
7. Merge onto US-9 S via exit number 6 toward ARBOR HILL. 0.89 Miles
8. Turn LEFT onto US-9/CLINTON AVE. 0.11 Miles
9. Turn RIGHT onto US-9W/LARK ST. 0.28 Miles
10. Turn LEFT onto WASHINGTON AVE. 0.45 Miles
State Owned Public Parking Facilities

1. P-1 North Area - Empire State Plaza Underground Parking Level 1 (oversized vehicles in excess of 6’ 6”)
2. V Lot (P-3 North Area) - Empire State Plaza Underground Parking Level 3
3. Cathedral Parking Lot - Madison Avenue east of Cultural Education Center
4. Madison Visitor Lot - Madison Avenue west of Cultural Education Center
5. Grand Street Surface Lot - Grand Street, northeast side of ESP East Parking Garage
David Axelrod Institute
120 New Scotland Ave
Albany, NY
12208-3425

Driving Directions from Albany

<table>
<thead>
<tr>
<th>Step</th>
<th>Directions</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Start out going Northwest on WASHINGTON AVE</td>
<td>0.44 Miles</td>
</tr>
<tr>
<td>2.</td>
<td>Turn LEFT onto US-9W/LARK ST.</td>
<td>0.37 Miles</td>
</tr>
<tr>
<td>3.</td>
<td>Turn RIGHT onto MADISON AVE/US-20.</td>
<td>0.28 Miles</td>
</tr>
<tr>
<td>4.</td>
<td>Turn LEFT onto NEW SCOTLAND AVE.</td>
<td>0.40 Miles</td>
</tr>
</tbody>
</table>

©2003 MapQuest.com, Inc.; ©2003 Navigation Technologies
Center for Medical Science

New Scotland Ave
Albany, NY
12208-3425

Driving Directions from Albany

1. Start out going Northwest on WASHINGTON AVE toward N HAWK ST. 0.44 Miles
2. Turn LEFT onto US-9W/LARK ST. 0.37 Miles
3. Turn RIGHT onto MADISON AVE/US-20. 0.28 Miles
4. Turn LEFT onto NEW SCOTLAND AVE. 0.40 Miles
### Griffin Laboratory

**5668 State Farm Road  
Slingerlands, New York**  
**12159-9818**

#### Driving Directions from Albany

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<td>Start out going Northwest on WASHINGTON AVE toward N HAWK ST.</td>
<td>0.44 Miles</td>
</tr>
<tr>
<td>2.</td>
<td>Turn RIGHT onto US-9W/LARK ST.</td>
<td>0.28 Miles</td>
</tr>
<tr>
<td>3.</td>
<td>Turn LEFT onto US-9/CLINTON AVE.</td>
<td>0.11 Miles</td>
</tr>
<tr>
<td>4.</td>
<td>Turn RIGHT onto US-9/HENRY JOHNSON BLVD. Continue to follow US-9 N.</td>
<td>0.58 Miles</td>
</tr>
<tr>
<td>5.</td>
<td>Merge onto I-90 W toward BUFFALO (Portions toll).</td>
<td>4.38 Miles</td>
</tr>
<tr>
<td>6.</td>
<td>Take the FULLER RD exit- exit number 2- toward UALBANY.</td>
<td>0.60 Miles</td>
</tr>
<tr>
<td>7.</td>
<td>Turn LEFT onto CR-156/FULLER RD.</td>
<td>0.15 Miles</td>
</tr>
<tr>
<td>8.</td>
<td>Turn SLIGHT RIGHT onto WASHINGTON AVE EXT W.</td>
<td>2.91 Miles</td>
</tr>
<tr>
<td>9.</td>
<td>Turn LEFT onto CR-157/KARNER RD/NY-155. Continue to follow NY-155.</td>
<td>3.49 Miles</td>
</tr>
</tbody>
</table>
**NYS Department of Health**  
**Center for Environmental Health**  
Flanigan Square, 547 River Street  
Troy, New York

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**Directions**

From Thruway - Northbound:
- Take **Thruway exit 23** onto **787 north**
- From 787 Northbound, take **Collar City Bridge - Rte. 7 East** exit
- Follow Directions from **Collar City Bridge** below

From Thruway Eastbound or Southbound:
- Take **Thruway exit 24** onto **I-87 North**
- Take **I-87 north to Exit 7 onto Rt. 7 East - Troy**
- Rt. 7 runs into Collar City Bridge, so follow directions from **Collar City Bridge** below

From I-87 (The Northway):
- Take **Exit 7 onto Rt. 7 East - Troy**
- Rt. 7 runs into Collar City Bridge, so follow directions from **Collar City Bridge** below

From Collar City Bridge:
- Get in right-hand lane
- While still on Collar City Bridge, take **Downtown Troy** exit and get in the far right lane.
- Take first right onto **Hutton Street** exit
- Proceed to end of Hutton Street (~3 blocks).

- Turn right onto **River Street**
- Go past Hedley Cadillac dealership (on the left).

**Flanigan Square** is the next building on the left past the car dealership, after you pass under the bridge and pass the intersection of Hoosick Street. It is a terra cotta color building.

Five Visitor Parking spots are available in the parking lot on the left just past Flanigan Square.

If there are no visitor spots available, either use street parking or proceed up **VanderHyden** Street (street opposite the entrance to the Flanigan Square parking lot). Two blocks up you will come to a larger parking lot. A **Hedley** shuttle van will bring you to Flanigan Square, or it is a two-block walk.