Dear Student:

Welcome to the 2014-2015 academic year at the University at Albany. This handbook is designed to assist you in achieving the most positive UAlbany experience possible. In it, you will find links to the services the University offers, campus resources that can assist you when questions arise, information about campus living, and expectations of you as a citizen of our University community. The planner and the coupons are an added bonus!

I encourage you to take every advantage of your education and be part of all that UAlbany has to offer you. Your faculty and staff are partners with you in building a strong and vibrant University community that is enriched by each and every one of you. I wish you the very best on your journey to success.

Sincerely,

Christine A. Bouchard
Vice President for Student Success
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The cover design of this edition of the student handbook was created by Miguel Estrella, class of 2016. Miguel is an Art Major and is a member of Organized C.H.A.O.S step team. Miguel is always looking for new and exciting opportunities to help the community create unique works of art.
Let’s face facts.

The University at Albany Student Handbook cannot take your classes and tests for you, purchase your books and supplies, organize your schedule, walk you to your academic advisor, enroll you in study abroad or a great internship, or plan your future beyond UAlbany. Only you can make that happen.

The following Steps to Success, however, come from years of talking with students, faculty, and University support staff — mostly with students — about how UAlbany undergraduates invariably got it right, achieving their goals of intellectual growth, an impressive degree (often with honors), and a productive life after graduation. It will show you where the University’s valuable resources for students are to be found, and clue you in on the right preparation and attitude to ensure success.

The rest is up to you.

Step 1: Start Each Semester with a Plan for Success

Use Your UAlbany E-mail Address
All students have a University e-mail address and you should have already activated your account. You should know that e-mail is an official means for the University to convey information to students, and you are responsible for activating your account, checking it regularly, and familiarizing yourself with the content of UAlbany messages. It is through your UAlbany e-mail that you will receive important information regarding UAlbany events, student groups, internship opportunities, and emergency notifications. You have the option of forwarding messages to an account of your choice, but the University does not guarantee delivery to forwarded addresses. Check your UAlbany e-mail every day!

Buy Books
Preparing for classes includes purchasing your textbooks before classes start. Keep in mind that reading assignments will likely be made on the first day of every class — not yet having your textbooks is never an acceptable reason for not doing an assignment. Textbooks can be purchased or rented at the University Bookstore in person or through the Bookstore Web site. You can still get your books in time, even if you are waiting for financial aid. Campus Gold is a UAS loan which can be added to your SUNYCard. It offers you the ability to purchase textbooks/supplies at the bookstore while you are waiting for financial aid. The amount requested ($650 maximum) is charged to your tuition bill. For more information regarding Campus Gold,

Know Your Academic Advisor
The Advisement Services Center (ASC) is an important resource during your years at UAlbany. Before you have declared your major, your ASC advisors can help you to explore your educational path and identify your interests, strengths, and abilities that match your aspirations with the resources and opportunities at UAlbany. Once you decide upon and gain entry to your major, your official advisor will be someone from that academic department. However, the advisors in the Advisement Services Center will continue to be available to you to address any questions you may have and to help with any academic changes you want to make. To assist you with your academic path, Major Academic Pathways (MAPs) have been developed for each major offered at UAlbany to present one way that the major can be accomplished in four years. Although many students do not begin at the University in the major that they ultimately select, and transfer students will bring credits from another college/university, MAPs can be used as a guideline for creating your own personalized pathway. To learn more, visit the Advisement Services Center on the Web at http://www.albany.edu/advisement/.

Registering and the Drop/Add Process
You should already be registered for the Fall 2014 semester, but you might want to change your schedule. Make sure you are familiarized with the Program Adjustment Period, also known as Drop/Add, at the start of each semester. Its deadlines are identified on the academic calendar and on the following Web site: http://www.albany.edu/registrar/drop-add.html. During the first six days of classes each semester, you can add a class as long as it is not closed or restricted; if it is, you will need a Permission Number from the professor. From the seventh through the tenth class days, a Permission Number from the professor is required for all adds. Also, from the first through the tenth class days of each semester, you can drop courses, and these will be removed from your record. After the tenth class day through the “last day to drop a course” (approximately one month before the end of the semester, although you should check the specific date on the academic calendar), if you drop a course, that course will remain on your record with a grade of “W,” whether you attended a class or not. After that, you will receive an assigned faculty letter grade in the course.

During the middle of each semester, you should speak with your advisor about registering for the following semester. This is called “Advance Registration” and it is staggered in order to start at a different time for each student, based on the number of credits earned. Each student is given a specific enrollment date and time via their MyUAlbany portal, instructing him/her as to when he/she can start registering for the next semester’s
courses. You may register at your appointed time or any time thereafter. After you have registered, you may continue to make adjustments to your schedule through the Program Adjustment Period. The dates for registration can be found on the following Web site: http://www.albany.edu/registrar/registration_calendar.html.

Choosing a Major/Identifying Your Strengths

When trying to decide on a major, think about the kinds of things you would like to study, rather than connecting a major with a job or a career. If you are able to discover coursework you enjoy, it will often lead to a productive and satisfying major. Remember — your choice of major will not necessarily determine your career field. Rather, the skills and competencies you develop as a college student — critical thinking and the ability to communicate in writing and speech, to name just two — in addition to the overall worldview and the experiences you accumulate, will allow you to explore a wide variety of careers. You are most likely to develop these attributes if you are studying subjects of real interest to you.

Determine which of the following broad categories appeals to your interests and explore the majors associated with the category.

- Natural sciences and math explore natural phenomena and systems in the world around us. Majors include biology and human biology, chemistry, physics, math, computer science, atmospheric science, environmental science, nanoscale science and nanoscale engineering.
- Social sciences investigate behavior of people (how it develops, what influences it, and how to manage it) individually, in groups and in organizations. Majors include psychology, sociology, economics, anthropology, and communication, as well as criminal justice, political science, public policy, and urban planning.
- Humanities include the arts — creating and performing arts — and branch into the life of the mind. Majors include music, art, philosophy, religious studies, English, and Spanish.

Some exciting majors at UAlbany cross disciplinary boundaries. For example, you can learn about history, music, art, and literature in Africana Studies; East Asian Studies; Latin American, Caribbean, and U.S. Latino Studies; and Women’s Studies. And you can learn about both natural and social sciences in majors such as public health and geography.

These majors are all considered “liberal arts.” Professional disciplines tend to be more applied, or “hands-on.” Among these are accounting, business administration, and social welfare.

Know the Requirements for Your Undergraduate Degree

The University awards the degree of Bachelor of Arts (B.A.) or Bachelor of
Science (B.S.) to those matriculated students (students who have been admitted to a degree program) who have completed an approved sequence of courses and study totaling a minimum of 120 credits and who are certified as having fulfilled all degree requirements. Matriculated students may fulfill their degree requirements while classified as either full-time or part-time students for individual academic semesters. For detailed information on a B.A. or B.S. degree, refer to the Undergraduate Bulletin on the Web at http://www.albany.edu/undergraduate_bulletin/requirements.html.

Step 2: Ensure Academic Success

Interact with Faculty
It’s important for you to get to know your professors. All professors have office hours and you should utilize these times for clarifications and questions on class material or assignments. It’s particularly wise to visit your professor and get advice before taking an exam or handing in a paper. Don’t be intimidated by them; professors are here to assist and educate you, and welcome the opportunity to meet with students who show initiative in learning about the topic. They have insight in their fields and know how to provide academic and career advisement. They want you to be successful in their courses and to be a resource for your future. The university also has a program called “Food For Thought” to promote conversations with your professors over lunch.

Syllabus
Every class will provide students with a course syllabus. This should provide a description of the course, a description of what you will learn in the course, the materials you will need for the course (textbooks, readings), how to contact the professor with questions, and what major assignments or exams will be required for the class. Successful students read the syllabus thoroughly and carefully and then use it to schedule their classes, assignments and tests on a calendar - or in the planner contained in this handbook.

Blackboard Learning System
Many professors will use Blackboard Learning System (BLS) as an integral part of their classes. Students who are enrolled in the class where BLS is included will automatically be enrolled in BLS. BLS can be used for out-of-class discussion boards, to post a question, to communicate with the professor, to take quizzes or tests, and to submit work. How and if BLS is used will vary with each professor and class, but it is likely you will use it for many of your classes.
Prepare for Your Classes
Success in the classroom goes beyond just attending classes and reading assigned course materials. Learning to take good notes from lectures, readings, and class discussions is essential. The first step to good note-taking is listening carefully to, not just hearing, the professor’s lecture or class discussion. You will be more in tune with the course content if you sit in the front of the class rather than in the back where you can be easily distracted. Don’t try to record the lecture word for word; instead, write down the main ideas and facts. While anything written on the chalkboards or whiteboards or presented in a PowerPoint should be written in your notes, don’t assume that information not written on the board or in the PowerPoint isn’t important. Always ask questions regarding the course, either during class or your professor’s office hours.

Manage Your Time (Plan and Prioritize)
The key to being successful inside and outside of the classroom largely depends on how you manage your time. Successful students think carefully about the balance among academic, social, personal, and career-related activities.

You are encouraged to use a weekly and/or semester planner — available in the back of this student handbook — to write down your academic schedule, including your due dates for tests, quizzes, and papers from your class syllabus; your extracurricular activities, including any work hours, meetings, and personal appointments; your doctor appointments or advisement appointments; and your weekend and holiday trips. Once you have all this written down, you can begin prioritizing and organizing your time. Don’t overload your schedule with too many activities. Prioritize your schedule with coursework and study time first!

Study Tips and Tutoring
Nothing brings about successful studying out of class like being prepared for and regularly attending class itself. That includes finishing assigned readings well before class, reviewing your class notes shortly after, and keeping up with all other assignments. It’s all part of setting a positive mood for yourself — it does wonders for avoiding anxiety or stress, either in class or while at home studying. Avoid procrastinating or the need to cram the night before a test: if you’re carrying 15 credit hours, you should plan to spend 30 to 45 hours each week studying outside of the classroom (that’s 2-3 hours for each credit hour you’re taking). Study when you are
most alert and in an area where there will be minimal distractions. Find out how you absorb knowledge best: studying alone, with classmates, or maybe in study groups. You might also consider attending one of the Study Skills Workshops offered through Advising PLUS or Access and Academic Enrichment Programs.

The Office of Access and Academic Enrichment Programs (AAE), provides individual tutoring and Study Skills Workshops for students seeking extra help. To learn more about study groups and individual tutoring or to become a tutor, visit http://www.albany.edu/oass/support_services.htm.

Math Lab
Math Tutoring Center: Open week days in room ES 138 for students taking all entry-level math classes. Drop in, work with a tutor, or work through on-line support tailored to your class and your text book.

Writing Center
Tutors at the Writing Center can provide one-on-one feedback on academic, creative, and personal writings. For more information visit http://www.albany.edu/writing.

Center for Achievement, Retention and Student Success
The Center for Achievement, Retention, and Student Success (CARSS) provides support services for students majoring in science and mathematics to help achieve academic goals. Services are free to students. For more information, visit http://www.albany.edu/carss/.

Know Your University Libraries
UAlbany has three libraries to accommodate the needs of students, faculty, and staff. The University Library and the Science Library are located on the main (Uptown) campus and the Dewey Library is located on the Downtown Campus. Each library houses unique collections, an Information Commons area — set up with public PCs pre-loaded with UAlbany-licensed software for your use — and group study rooms. In addition, each library offers an extensive list of resources to help you to research information, write papers, or carry out a class project. Be sure to get help with whatever you need by stopping by the Reference Desk at any of the libraries.

Also, check out the Interactive Media Center, located in the University Library, where you can use hardware and software available for Web design, digital recording and editing, image editing, and much more. Explore all that your University at Albany libraries have to offer at http://library.albany.edu/.
Maintain Academic Integrity

It is essential to pursue knowledge in a truthful and ethical manner. That’s why the University at Albany demands standards of integrity from all our students, faculty, and others who make up this outstanding academic community.

Types of behaviors defined as “academic dishonesty” include plagiarism, cheating on examinations, multiple submissions, forgery, sabotage, unauthorized collaboration, falsification, and bribery. Even failed attempts to commit such acts fall under the category of academic dishonesty and therefore are unacceptable and subject to penalty.

Of course, no set of guidelines can define all possible types or degrees of academic dishonesty, and so these terms should be understood only as examples of infractions rather than an exhaustive list. Cases regarding violations of academic integrity will be judged by individual faculty members and the Judicial Boards of the University. You can find full explanations of these terms in the printed Undergraduate Bulletin or on its Web version at http://www.albany.edu/undergraduate_bulletin/regulations.html. There is also an important section on “Examples of Academic Dishonesty” located in the University’s official student code of conduct, Community Rights and Responsibilities, in Appendix C. The print version is handed out to you as an incoming student, but you can always find it on the Web at http://www.albany.edu/judicial.

It is your responsibility to become familiar with UAlbany’s standards of academic integrity. Claims of ignorance, unintentional error, or of misjudgments due to academic or personal pressures cannot be accepted as reasons for violations of this code. To learn more about plagiarism — what it is and how you can make sure that you avoid it — you can visit the University Libraries’ tutorial at this Web site: http://library.albany.edu/usered/ncplaga/index.html.

UAlbany views its association with each student as originating from a basis of honor and mutual respect. That’s why it expects each of us to perform honorably and to assist the campus by reporting suspected violations of academic integrity to an appropriate faculty member or to the Vice Provost for Undergraduate Education at (518) 442-3950.
Career Services
Phone: (518) 437-4900
Web site: http://www.albany.edu/career
Location: Science Library G-50

Office Hours:
Fall and Spring Semesters: Monday-Friday 9 a.m.-5 p.m.
Intersession, Breaks, & Summer: Monday-Friday 8 a.m.-4 p.m.

Career Services offers a variety of resources to help in every stage of your career planning from freshman to senior year, throughout graduate school and beyond. This includes personalized assistance to help you in exploring academic majors while developing areas of career interest, encouraging you to participate in career-related experiences such as internships, and guiding you through the job search or graduate school application process. These services are delivered through a variety of workshops, events such as job fairs, individual counseling appointments, web-based resources, and drop-in hours staffed by peer career advisors. Additional resources for UAlbany’s many diversity groups can also be found on the comprehensive Career Services website.

Career Services takes advantage of UAlbany’s strategic location in the Capital Region of New York to develop job and internship opportunities with diverse businesses, government agencies, and professional associations. Throughout the academic year, representatives from these organizations are invited to campus to participate in information panels on important career-related topics, and offer personalized resume critiques and practice interviews. Every spring semester, Career Services hosts a large-scale Job & Internship Expo that attracts local and national companies looking to recruit UAlbany students for internship and full-time employment opportunities.

All students are encouraged to register on-line with UA CareerPath, Career Services’ one-stop resource for jobs and internships that are posted specifically by employers looking to hire UAlbany students. You can also use UA CareerPath to participate in On-Campus Recruiting (OCR) and receive notification of upcoming events and workshops.
The following are some ideas on how you can develop your career path from freshman to senior year. Remember, these are just suggestions. You are encouraged to stop by Career Services to speak with a staff member at any time.

**Freshman Year - Self Assessment & Career Planning Activities**
- Meet with a career counselor to identify your values, interests, and skills
- Choose a major, develop an academic plan, and focus on your grades
- Register with Career Services via our Web site

**Sophomore Year - Career Exploration**
- Explore ways of enhancing academics with co-curricular activities, volunteer experiences, or a summer job
- Meet with a career counselor to discuss career options for your major
- Have your résumé and cover letter critiqued at Career Services
- Begin looking for internships

**Junior Year - Gaining Career Experience**
- Meet with a career counselor to confirm a career choice and discuss advance study options (graduate, doctoral, or professional degree programs)
- Take on a significant leadership position in a campus group
- Update your résumé and have it critiqued
- Schedule a practice interview
- Participate in On-Campus Recruiting, the Job and Internship Expo, and other career fairs and networking events to identify internship opportunities
- Obtain a career-related internship to gain relevant experience

**Senior Year - Job Search/Graduate School Activities**
- Update your résumé and begin developing cover letters for specific opportunities; have these documents critiqued by Career Services
- Meet with a career counselor to develop additional job search strategies
- Schedule a practice interview
- Participate in On-Campus Recruiting, the Job and Internship Expo, and other career fairs and networking events to identify job opportunities
- Begin application process to graduate school, if interested
Study Abroad Programs
The Office of International Education; Study Abroad & Exchanges
Phone: (518) 591-8170
Web site: http://www.albany.edu/studyabroad
Location: Science Library G-40

Office Hours:
Fall and Spring Semesters: Monday-Friday 9 a.m.-5 p.m.
Intersession, Breaks, & Summer: Monday-Friday 8 a.m.-4 p.m.

The University at Albany sponsors more than 130 study abroad opportunities in 30+ countries. You can also take advantage of more than 500 programs in over 80 different countries offered by the SUNY Study Abroad Consortium. You can study abroad any time after your first semester, though some programs require advance (sophomore or above) standing. Programs are available for a semester or full academic year, summer and wintersession.

There are three types of programs based on the language skills of the student:

- Classes in English, even in some countries where the native language is not English.
- Classes in another language for advanced foreign language students.
- Classes designed to start to learn or perfect a foreign language.

*Internships and Service Learning opportunities are offered in some locations.

All Financial Aid that you receive at the University at Albany can be used toward the cost of SUNY study abroad programs. In some cases students have been able to apply for additional financial assistance and scholarships.

When looking at study abroad programs you should consider:

- Exchange programs at foreign universities are often less expensive.
- The cost of living varies greatly in different countries.

With departmental approval, many courses can count in a major or minor and some courses may fulfill other general education requirements. Participation in any SUNY study abroad program fulfills the International Perspectives general education requirement.

With advance planning you should be able to find a program that fits your budget and keeps you on track to graduate on time. In fact, by participating in a long summer program of several short courses overseas, you may be able to graduate early.
Enhancing Your Academic Experience

A great way to prepare for the future is to take advantage of opportunities to combine practical work experience with classroom knowledge. This is often referred to as **experiential learning**. The most well-known example of this is the internship. At the University at Albany, however, this is but one of a variety of options where you can gain practical experience. Others include community service or volunteering, and independent study and research. All are great for helping you determine your career goals as well as strengthening your résumé.

Community Service/Volunteering: Volunteer work is familiar to many students. They know it is a way to give back to the community and support an important cause. Many students don’t realize that it is also a way to learn skills for future careers and potentially receive college credit. A special kind of volunteer initiative at UAlbany - the Community and Public Service Program - combines a seminar/course on aspects of volunteerism with practical work experience acquired in public or private community service agencies in the Capital Region. The program uses a teaching and learning approach that integrates community service with academic study and reflection to enrich learning, teach civic responsibility, and strengthen communities. **For more information on the Community and Public Service Program visit [http://www.albany.edu/cpsp/](http://www.albany.edu/cpsp/).**

Research or Independent Study: Independent study is a course designed by you, the student, guided by a professor with whom you have most likely worked in a prior semester, to investigate an area or field of specialization not generally covered in a department’s regularly scheduled course offerings. Such a course will require you to maintain personal discipline to ensure that you accomplish the course goals you and your professor have set for this independent study. Undergraduate research is available and welcomed in all academic majors, and students pursuing a Bachelor of Science degree are particularly encouraged to participate in this form of experiential education. **For information, talk to your advisor or a faculty member whose current research interests you.**

Internships: In general, an internship is a partnership between a student and an employer that will provide supervised practical work experience complementing the student’s academic program. An internship where you earn academic credit must have a learning component with clearly defined proj-
ects and learning goals that draw in some way on knowledge and skills you acquired in class. An internship can be done at any time, but only juniors, seniors, and graduate students can gain academic credit for the internship. Also, you must have an overall grade point average of at least 2.50 to qualify for an internship that earns academic credit. Internships for credit can be arranged in two ways:

1. Internships related to your academic major are usually managed through your academic department. You will need to obtain permission from the department’s internship coordinator and meet the necessary prerequisites defined by your department.

2. If your department does not have an internship program, or if an internship does not fit into the requirements of your academic major, you can participate in the University-Wide Internship Program, run through the Office of the Vice Provost for Undergraduate Education [Lecture Center 30; (518) 442-3950].

Students not seeking academic credit for an internship are free to participate in internship opportunities at their own discretion. In this case, you should look for opportunities from employers with good reputations in order to ensure a meaningful internship experience.
All members of the UAlbany Community are regarded as mature citizens, to be treated with respect and to respect the rights of others. As you take the lead in developing your academic and social skills, you’ll be making decisions — academic and social — that often impact your entire future. That is why enjoying the rewards of a UAlbany education and a vibrant campus environment entails living up to responsibilities of good citizenship in our community.

Office of Community Standards
Phone: (518) 442-5501
Web site: http://www.albany.edu/communitystandards
Location: Campus Center 361

Office Hours:
Fall and Spring Semesters: Monday-Friday 9 a.m.-5 p.m.
Intersession, Breaks, & Summer: Monday-Friday 8:30 a.m.-4:30 p.m.

The Office of Community Standards promotes and supports a civil, respectful, and safe community through the establishment and administration of student community standards outlined in the University’s student code of conduct, the Community Rights and Responsibilities, which can be found at www.albany.edu/studentconduct/introduction.php.

Community Rights & Responsibilities outlines behavioral expectations and prohibited conduct (including all New York State and Federal laws) for University at Albany students. This code affirms our values, standards and expectations, consistent with the University’s purpose as an educational institution. The University requires that each student accept responsibility for his or her own behavior and the consequences of their behavior.

Upon acceptance to the University at Albany, one is considered a student of the University and is required to abide by the University’s Community Rights & Responsibilities. The code of conduct applies to you whether you are on or off-campus and as such, any arrests in the City of Albany will be referred to the Office of Community Standards for follow up.
The Office of Community Standards also offers a wide variety of ways for students, faculty and staff to become involved in the student conduct process. For example, each year the office solicits volunteers to serve on Student Conduct Hearing Boards or to facilitate University Community Accountability Boards. For more information about these opportunities please visit the offices website: www.albany.edu/communitystandards.
Responsible Use of Information Technology

The University's policy on the responsible use of information technology was created to provide a secure and reliable computing environment at the University that will facilitate and encourage the exchange of ideas and information as well as protect the freedom of speech rights of the members of the University community. These policies establish basic rights for all users and describe expectations for responsible use to ensure those rights.

The full policy is available at https://wiki.albany.edu/display/public/askit/Responsible+Use+of+Information+Technology+Policy.

Illegal File Sharing and the Digital Millennium Copyright Act (DMCA)

Copyright infringement is any reproduction, display, or distribution (sharing) of copyrighted material without permission of the copyright owner. Even if you paid for the material (e.g., iTunes, own the CD), sharing it is infringement. Sharing copyrighted files using a peer-to-peer application such as Limeware, Bit Torrent, or DC++ is also copyright infringement and a serious offense that has resulted in lawsuits and thousands of dollars in fines for students. If you engage in illegal file sharing, you put yourself at risk for losing your residential and/or wireless access to the University’s networks and will have to meet with a staff person from the Office of Conflict Resolution & Civic Responsibility to resolve your complaint. For more information on copyright infringement and tips on how to avoid illegal file sharing log on to MyUAlbany and see Important Resources under Campus Life.

Social Networking Sites

Facebook, Twitter and other social networking sites are unquestionably enjoyable outlets for self-expression, but they carry obligations, too. You are developing your on-line profile with every post you make, so be mindful of what you share with the public. Social networking sites are not private property. The Internet is a public space. Remember, what you post is a reflection of you. University faculty and staff do not patrol these sites but are aware of and may be a member of them, giving them an opportunity to view profiles. If appropriate, they may address concerns with you about what you are posting. Check your settings for privacy options to control who views your information. You should be aware that any information contained in your profile, even if limited in access to those you designate, is public information that can resurface at any time.
Responsibilities of Great Dane Spectators

All members of the University at Albany community are expected to conduct themselves in a manner conducive to upholding sportsmanship-like behavior at all times while attending intercollegiate athletic events. This includes supporting the participants and the officials in a positive manner and refraining from foul language or other derogatory behavior.

Responsibilities of Student Athletes

The University at Albany Department of Athletics provides our student-athletes with a National Collegiate Athletic Association (NCAA) Division I athletics program that fully supports the educational mission of the University. The Department also upholds the NCAA and America East Conference principles of ethical conduct and sportsmanship. In doing so, UAlbany student-athletes are afforded the opportunity to build positive character traits associated with leadership through their diversity of experiences on the playing field, in the classroom, and in the community. Being a student-athlete at the University at Albany is a privilege and so it is the student-athlete’s responsibility to abide by UAlbany’s student code of conduct when representing themselves, their team, and the University. Student-athletes are also bound by NCAA and America East codes of conduct and can face eligibility penalties over infractions regarding policies pertaining to sportsmanship, ethical conduct, honesty, academic integrity, gambling, drug use, and hazing, among others. For more information regarding NCAA regulations visit http://www.ncaa.org.

Student Health Requirements

Immunization Requirement

New York State Public Health Law REQUIRES all students to submit proof of two measles, at least one mumps, and at least one rubella vaccinations. This information is required to be on file at the University Health Center within 30 days of your first attendance on the UAlbany campus.

In addition, all UAlbany students must complete the Required Health Form found at: http://www.albany.edu/health_center/healthforms.shtml.
Health and Safety

Whether it be in the range of medical, psychological, and healthful lifestyle services and programs located in UAlbany’s health and counseling centers; the award-winning efforts of our student-run ambulance service; or the hard work of a campus police force committed to maintaining safety and security within this community; the University at Albany has made your health and safety an absolute priority.

The facilities, programs, and services you read about below are fully dedicated to that effort. Be sure to learn about them and jot down the key numbers and addresses you’ll need to know.

University Health Center

Phone: (518) 442-5454
Appointment Line: (518) 442-5229
Web site: http://www.albany.edu/health_center
Email: askUHC@albany.edu (no medical advice provided over email)
Location: 400 Patroon Creek Blvd., Suite 200

Office Hours:
Fall and Spring Semesters: Monday-Friday 9 a.m.-4:30 p.m.
Intersession, Breaks, & Summer: Monday-Friday 8 a.m.-3:30 p.m.

The University Health Center (UHC) provides a range of services from acute care to prevention-focused educational programs, as well as consultation services, to the campus community. The Health Center staff is dedicated to bringing you high-quality care and services to maintain a healthy lifestyle. UHC is located across Washington Avenue, one mile east of the University at 400 Patroon Creek Blvd., Suite 200.

Please visit the Health Center website for the latest information regarding how to make an appointment, services available to students and self-management of common conditions that affect college students.

Free Shuttle Bus
A campus shuttle to UHC runs every 30 minutes from both Collins Circle and the Science Library during UHC hours of operation. For an exact schedule of departure and return trips, visit the UAlbany Parking and Mass Transit Web site at http://www.albany.edu/pmts/. The University strongly encourages you to take the shuttle buses, not walk. Parking is also available at the UHC.

If UHC is closed
In case of emergency: call 911 from an on-campus phone or the University Police at (518) 442-3131.

For non-emergency medical care: visit the UHC Web site for a listing of local Urgent Care Centers.
By Appointment Only
Patients are seen by appointment. The UHC tries to schedule appointments around YOUR class schedule so you won’t miss class.

Medical Excuse Policy
Medical excuses for missed classes are generally not provided. Review the full policy on the UHC Web site.

Remember to allow enough time for your visit:
• Give yourself enough time to travel to and from the UHC
• Arrive 10-15 minutes early and check in at the reception desk
• A nurse will meet with you to assess your vital signs and speak with you briefly in preparation for your visit with the medical provider
• Plan for 30 minutes with the provider
• Allow 20 minutes in case of lab tests
• If you need prescriptions filled at our pharmacy, allow up to 20 additional minutes

Fees and Billing
Appointments with a UHC medical provider are FREE for registered students. The student’s account will be charged for these additional items:

• Certain in-house laboratory testing
• Crutches, ace bandages, splints, ankle/knee braces, etc.
• Immunizations
• Oral and other contraceptives
• Nasal steroids and anti-histamines
• Medications dispensed above the maximum allotment each fall and spring semester
• All medications dispensed during the summer semester
• Over the counter items from the pharmacy

Services
General Medical Care
Provides general medical and preventive care services by appointment. You can usually get an appointment within 24 to 48 hours of the request.

Women’s Health Center (WHC)
The WHC provides routine gynecological exams and contraceptive counseling. Gynecologic disorders are diagnosed and treated as well. Please complete the personal history form that is located on the UHC Web site and bring it with you on your first WHC visit.
Pharmacy
The UHC Pharmacy is staffed by registered pharmacists who are available to fill prescriptions and answer all your medication questions. Medications are dispensed, limited to items in stock, each semester. Students receive free prescription medications until they reach the maximum dollar amount allowed each fall and spring semester, otherwise known as the cap. An additional fee is charged for oral and other contraceptives; nasal steroids and anti-histamines; any medications dispensed during the summer semester; and medications above the cap each fall and spring semester. If you have questions about the cap or filling a prescription contact the pharmacy at (518) 442-5463.

Self-Help Center
If you have minor symptoms of an upper respiratory infection, you may use the “Self-Help Center,” which does not require a visit with a UHC provider. A list of medications to treat symptoms may be selected, taken to the Pharmacy, and the pharmacist will assist you in obtaining these medications. Medication received from the Self-Help Center will be charged to the student account.

Psychiatrist
Psychiatric services are available by referral from the UHC staff or the Counseling Center.

Domestic Health Insurance
UAlbany requires all Full Time undergraduate students to carry Health Insurance. Students with a personal health insurance policy can waive out of the School Health Insurance Plan (SHIP) by completing the on-line waiver at the Albany.edu/ship website by the mid-point of the semester to avoid an irreversible health insurance charge.

Part-time undergraduate students and graduate students may voluntarily purchase SHIP by visiting the UAlbany Health Center website and accessing the UnitedHealthcare website for direct enrollment.

SHIP is a comprehensive accident and sickness insurance plan for domestic students enrolled in 6 or more campus credit hours. While it is not necessary to have health insurance for visits to the UAlbany Health Center, health insurance is usually necessary for off-campus appointments to medical and health facilities, including hospitals and specialists. For more information, please visit the UHC Web site.

Immunization Requirements
See Student Health Regulations in the Your Responsibilities as a Great Dane section of this Handbook or visit the UHC Web site.
The University Counseling Center, the University’s primary mental health care facility, promotes the intellectual, emotional, and physical development of all students. Through the creation, coordination, and delivery of broadly-based psychological services, health promotion initiatives, and prevention programs, the Counseling Center enhances the academic productivity and personal well-being of all students.

In addition, the Counseling Center conducts grant-funded research, provides training for doctoral students, teaches undergraduate and graduate courses, and supervises two peer education programs: the Middle Earth Peer Assistance Program and Project SHAPE: Sexual Health and Peer Education.

Students may seek help for personal and academic concerns. Although the reasons for requesting service vary widely, frequently mentioned concerns include:

- Transition/adjustment issues (e.g. coming to college)
- Relationship difficulties
- Academic performance
- Psychological distress (e.g. stress and anxiety, depression, sleep problems)
- Problems with alcohol or other drugs
- Performance in sports or the performing arts

The University Counseling Center staff consists of licensed psychologists and a health promotion and sexuality specialist. Postdoctoral fellows and advanced doctoral students in clinical and counseling psychology programs also provide services under the supervision of licensed psychologists.

The University Counseling Center is located across Washington Avenue, one mile east of the University at 400 Patroon Creek Blvd., Suite 104.
Free Shuttle Bus
A campus shuttle to the University Counseling Center runs every 30 minutes from both Collins Circle and the Science Library during hours of operation. For an exact schedule of departure and return trips, visit the UAlbany Parking and Mass Transit Web site at http://www.albany.edu/pmts/. The University strongly encourages you to take the shuttle buses, not walk. Parking is available at the Counseling Center.

Cost
All University Counseling Center services are free for registered students.

Services for Students

Crisis Services
Students in crisis receive prompt attention from a staff psychologist during business hours. When the Counseling Center is closed, callers will be directed to University Police [(518) 442-3131] or the Albany Mobile Crisis Unit [(518) 447-9650]. In an emergency, call 911 from an on-campus phone or the University Police at (518) 442-3131.

Individual Psychological Counseling
The Counseling Center provides confidential short-term counseling for mental or behavioral health issues.

Consultation
Students may contact a staff psychologist or health promotion and sexuality specialist to ask a question or talk about a concern. Consultations are usually brief one-time meetings, phone calls, or e-mails.

Psychological Assessment
The Counseling Center offers psychological testing for academic performance concerns or other problems.

Educational Programs
Workshops and presentations are available on sexuality and sexual health, alcohol and other drug use; addictive behaviors; body image and eating awareness; sexual assault prevention; sport psychology; suicide prevention; and more.

Peer Services
The Middle Earth Peer Assistance Program offers a peer hotline [(518) 442-5777] as well as outreach services regarding substance use. The Project SHAPE: Sexual Health and Peer Education program offers frequent programs on sexuality and sexual health issues.

Web-based Resources
Visit our Web site for additional information about our services and to access Internet resources at http://www.albany.edu/counseling_center/.
Confidentiality
As a student, you are assured of confidentiality at the Counseling Center in accordance with ethical and legal standards. Student visits and conversations do not become part of your academic record.

The Advocacy Center
Phone: (518) 442-CARE
E-mail: advocacycenter@albany.edu
Web site: http://www.albany.edu/advocacycenter/
Location: Indian Quad, Seneca Hall Basement, Suite 009

Fall & Spring Semesters: Monday-Friday 8:30am-4:30pm
Intersession, Breaks & Summer: Monday-Friday 8am-3:30pm

The Advocacy Center for Sexual Violence provides a safe and welcoming environment for students to receive support services for all incidents of sexual violence. Professional staff members at the Advocacy Center offer a wide range of services to students who have been impacted by sexual violence and supportive services are also available to family members and friends.

You should know that the University at Albany is committed to ensuring that all reports of sexual harassment and other forms of violence reported by a student are promptly addressed; that interim steps are taken to protect the student; and that steps will be taken to end the violence, prevent its recurrence, and eliminate its effects.

The Project SHAPE: Sexual Health and Peer Education program is coordinated by the Advocacy Center. Project SHAPE offers frequent programs on sexuality and sexual health issues.

Local Resources
The Advocacy Center 518-442-CARE (2273)
University Counseling Center 518-442-5800
University Health Center 518-442-5229
Middle Earth Hotline 518-442-5777
University Police 518-442-3131
Residential Life 518-442-5875
Crime Victim & Sexual Violence - 24 Hour Hotline 447-7100
Equinox Domestic Violence Shelter - 24 Hour Hotline 432-7865
National Sexual Assault Hotline 1-800-656-HOPE (4673)
National Domestic Violence Hotline 1-800-799-SAFE (7233)
In Our Own Voices LGBT Anti-Violence Project 432-4341
Emergency Ambulance Service

Five Quad Volunteer Ambulance Service is a New York State certified ambulance agency serving the UAlbany community that is run and operated by University at Albany students. This service is provided free to all members of the UAlbany community. Since 1973, volunteers have provided Basic Life Support (BLS) 24 hours a day, seven days a week during the academic year. Each semester, Five Quad operates two ambulances with between 50-90 active members and 20-30 members-in-training. Members have certifications in CPR and First Aid, or are certified Emergency Medical Technicians (EMTs). Five Quad responds up to 5 miles away; this includes the entire City of Albany, as well as parts of the towns of North Bethlehem, Guilderland, Knox and Colonie. In an emergency, all you have to do is call the University Police at (518) 442-3131. Visit Five Quad on the web at http://www.fivequad.org.

University Police Department

Emergency Phone: (518) 442-3131*  From Campus Phones: 911
E-mail: UPDWeb@albany.edu
Web site: http://police.albany.edu
Location: Uptown Campus, east of Indian Quad

University Police are available 24 hours/7 days a week
*Students are encouraged to program (518) 442-3131 into their cell phones.

The University Police Department (UPD) serves the UAlbany community 24 hours a day, 7 days a week. UPD utilizes a Community Policing model working with students, faculty, and staff campus-wide to maintain the highest levels of personal safety and security possible, enabling you to pursue your educational goals. The officers routinely visit residence halls to discuss safety issues.

Reporting a Crime

Students, faculty, staff, and guests of the University at Albany are encouraged to report emergencies, criminal activity, and any suspicious conditions, subjects, or vehicles to UPD at (518) 442-3131, or 911 from an on-campus phone, or by simply picking up an emergency phone. The indoor emergency phones are designated by an EMERGENCY sticker or sign and the outdoor emergency phones also have an EMERGENCY sign and/or a blinking blue light. You can also use the online anonymous incident reporting system by logging onto the Web site. The officers will conduct a thorough investigation of all reported incidents and offenses.

Campus Crime Information & Student Consumer Information

All reported campus crime and other police activity are posted promptly on the University’s Police Website site (http://police.albany.edu). This information is also available via email each business day. In cases where a reported crime appears to threaten campus safety, the University takes ad-
ditional steps to alert the campus community of what has occurred and keep you apprised of what steps are being taken. In addition, you can view student consumer information related to crime and other information such as alcohol and drug policies; athletic program participation and financial support; student financial assistance; and the Federal Educational Rights and Privacy Act (FERPA) on the “Right to Know” Web site at http://www.albany.edu/ir/rtk/.

Emergency Phone System
There are more than 330 emergency phones — easily recognized by an EMERGENCY sticker or sign and/or blinking or solid blue light just above the phone box — located in a variety of locations around the University, including parking lots, elevators, and classrooms. In an emergency, simply open the phone box and pick up the phone and you will be directly connected to a University Police Dispatcher. Along with the 911 Emergency System, Blue Lights give students immediate phone access to police, fire, and emergency medical services.

Programs
The following safety programs and initiatives are a sample of what is offered to maximize your safety at the University. A more extensive list is available on the UPD Web site. If you would like more information about any of the programs UPD offers, contact UPD via e-mail at UPDWeb@albany.edu.

Fatal Vision — This program uses specifically designed goggles to stimulate the effect that drug and alcohol intoxication of varying levels has on a person’s balance, coordination, and vision, allowing the participants to realize these effects while sober and rational.

Operation ID — This program focuses on ways to prevent the theft of personal property, to limit the likelihood that you will be chosen as a target of theft, and to increase the likelihood that, if property is taken from you, the police will be able to return recovered property to its rightful owner.

R.A.D. (Rape Aggression Defense) for Women — This is a program of realistic self-defense tactics and techniques for women 11 years of age and up. The R.A.D. system is a comprehensive, women-only course that begins with awareness, prevention, risk reduction, and risk, avoidance, and progresses on to the basics of hands-on defense training.

R.A.D. (Resisting Aggression Defensively) for Men — This program’s primary focus is the realistic development of basic self-defense options for men, before and during situations of imminent or actual assault.

Neighborhood Life
Phone: (518) 442-5501
Web site: http://www.albany.edu/communitystandards
Location: Campus Center 361
Office Hours: Monday - Friday 9 a.m. - 5 p.m.
Summer: Monday - Friday 8:30 a.m. - 4:30 p.m.
Neighborhood Life helps to provide support to all students and their interactions with the local Capital District community.

Off campus, in the City of Albany, the Albany City Police have jurisdiction over the areas where many of our non-resident students reside. East Greenbush Police maintain jurisdiction on the East Campus. The University works collaboratively and proactively with the City of Albany, the other local colleges, and the neighborhood associations on issues of student safety.

In addition to their personal safety, Neighborhood Life seeks to develop opportunities for our students to engage in the life of the greater Albany community.

Programs

Committee on University & Community Relations which was established in 1990 is led by the University at Albany’s Office of Personal Safety & Off-Campus Affairs and includes representatives from the other colleges in the City of Albany, the Albany Police and Fire Departments, neighborhood associations, community and religious institutions, local taverns, landowners and the New York State Division of Alcohol Beverage Control. One of its major goals is to improve safety off campus.

Don’t Walk Alone Escort Service – This is a volunteer service which provides safety escorts for students on the Uptown campus.

Midtown Neighborhood Watch – This program is a partnership of the Albany Police Department, the University at Albany Police Department, the College of St. Rose Safety/Security Department and the Pine Hills and Beverwyck Neighborhood Associations. It involves patrols by resident volunteers, college students and long term neighbors to monitor and report unusual activity and unsafe conditions to the Albany Police Department as well as disseminate appropriate safety information to residents in the neighborhoods around Alumni Quadrangle.

WhistleWatch – This is a personal safety initiative to alert community residents of a problem occurring in the area. WhistleWatch works by a person blowing a whistle to signal trouble. WhistleWatch brochures explaining this program and whistles are available 24/7 at the University Police Department.

YOUR PERSONAL SAFETY BEGINS WITH YOU!! For more information on personal safety as well as safety tips, the programs listed below and FAQs on safety visit the Web site above as well as the University Police Department’s website above.
Attending the University at Albany is an exciting and dynamic experience and can be a time of great personal growth. It can sometimes also be stressful. Signs of student stress that warrants concern might include changes in appearance or behavior, sleep issues, relationship problems, family problems, health issues and difficulty finding balance between academic and life obligations. Sometimes these issues feel overwhelming and challenge a student’s coping skills.

Student CARE Services can help if you or another student are:
- Distressed and not sure where to get help.
- Find that life outside of studies is getting too hard.
- Experiencing health issues that interfere with success.
- In need of assistance navigating the University to access resources.
- Not sure what is needed or where to turn.

In a caring campus community, each student and staff member must be concerned for the well-being of others. If you need assistance or know another student in need, contact us at 518-442-5501. These services are free to students. No concern is too large or too small. Seeking assistance for yourself or others is NOT a sign of weakness and it would not get you or them “in trouble”. It is a sign of strength and caring. If you see something that concerns you, say something! UAlbany CARES!

Emergency Preparedness

The University at Albany takes matters of safety and security very seriously and is always examining ways that we can strengthen and enhance our response to a campus-wide emergency. UAlbany has a multi-layered Emergency Plan in place that outlines the procedures for managing major emergencies that may threaten the health and safety of the campus community or disrupt its programs or activities. The University Police Department (UPD) plays a critical role in any emergency response. It is important to understand, however, that the University’s response to any critical incident is a coordinated response involving not only UPD but also drawing from campus and community resources to deliver the best and most complete care to the University students, faculty, staff, and visitors.

UAlbany has several mechanisms in place to notify the community in case
of a campus-wide emergency including SUNY NY Alert (which includes e-mail, text, and telephone notifications), blast e-mails to student’s University e-mail account, Web postings, establishing hotlines, and posting bulletins.

**SUNY NY ALERT**

SUNY NY Alert enables the University to send out critical emergency information which can be disseminated concurrently through e-mail, phone and text messaging. The SUNY NY Alert system is used only in the case of critical emergencies. An example might include an imminent threat to the safety and security of the members of our community. It will also be used in the case of severe weather when classes need to be cancelled.

All students at UAlbany are strongly encouraged to participate in SUNY NY Alert. Sign up on your MyUAlbany portal by choosing SUNY NY ALERT EMERGENCY CONTACT INFO.

**GOOD SAMARITAN 911**

At the University at Albany, the health and safety of every student is of primary importance and all students are strongly encouraged to be empowered bystanders who respond in a potentially dangerous situation without fear of reprisal from the University. The University at Albany’s Good Samaritan 911 Policy supports students who act responsibly by reaching out for assistance in the case of a medical emergency, as well as supports the student who is helped.

Therefore, a student or student organization seeking medical treatment for him/herself, or for any other student who is in immediate medical need, or any student who is the recipient of this emergency medical help, will not be subject to disciplinary sanctions related to the violation of using or possessing alcohol or drugs as defined in Community Rights & Responsibilities (Prohibited Conduct, #16, Drugs and #17, Alcohol). This policy applies to emergencies both on and off campus.

For more detailed information on this policy and a list of frequently asked questions, please visit:

http://www.albany.edu/studentconduct/good_samaritan.shtml.
At UAlbany, you will make many lasting connections that will enhance your personal and professional growth over the course of a lifetime. Many of your fondest memories of the University will be of the friends you made, and alumni say that most of these great relationships began in the residence halls — “on the quads” of UAlbany.

The Department of Residential Life — or “Res Life” as you will come to know it — aims to facilitate this great experience with an environment that provides you with an intellectually exciting, culturally diverse, and physically healthy lifestyle. Always with an open ear to your needs, Res Life has many programs, resources, and opportunities that you can take advantage of throughout the year.

Residential Life: Inviting, Intellectual, and Inclusive

Central Office:
Phone: (518) 442-5875
Web site: http://www.albany.edu/housing
Location: State Quad, Basement of Eastman Tower

Office Hours:
Academic Year: Monday-Friday 8:30 a.m.-5 p.m.
Summer: Monday-Friday 8 a.m.-4 p.m.

Your Home Away from Home
Over 200 dynamic students and professionals comprise the Residential Life staff. Committed to helping you achieve your academic goals, they provide you with an inviting environment and quality service throughout the year.

Res Life staff based on the quads are as follows:

Quad Coordinators (QCs)
QCs are responsible for the overall management of the quad.

Resident Directors (RDs)
Each residence hall is supervised by a full-time professional Resident Director. All RDs have offices on the quad and also can be reached through the Quad Information Center. They are primarily responsible for the overall management of their assigned residence halls and directly supervise and train the Resident Assistants (RAs) assigned to their building(s).
Graduate Assistants (GAs)
GAs are part-time professional staff members currently enrolled in a graduate program. They receive the same training as Resident Directors and assist in the management of specialty areas such as quad recreational areas and Quad Information Centers.

Resident Assistants (RAs)
RAs are undergraduate students who are one of your most valuable resources here on campus. They reside in every hall and will assist you in your transition to the campus community. They have received extensive training in basic helping skills, crisis intervention, multicultural relations, and conflict resolution. RAs also sponsor educational and social events, help implement the student code of conduct, and facilitate community development.

Student Assistants (SAs) & Management Assistants (MAs)
SAs and MAs possess a wealth of knowledge about the quads, as well as the campus. They are primarily responsible for assisting professional staff in the management and the staffing of the Quad Information Center.

C.H.A.R.G.E. Assistants (CAs)
CAs are student leaders who have been selected to work with our C.H.A.R.G.E. program (Celebrating ethnicity, Honoring our histories of struggle, Acting for change, Rising to our higher humanity, Gaining empowerment, and Educating self and others). They are committed to providing quality programs that enhance our appreciation of diversity. They can be found in the C.H.A.R.G.E. office on Indian Quad.

Wellness Assistants
Wellness Assistants can be found working in all of our fitness centers. They serve as support staff in these areas and are trained in the use of the fitness equipment.

Quad Information Center (QIC)
The QIC serves as the “Hub” of the quad, distributing information regarding activities on campus, managing issues involving the residence halls, the use of facilities, and repairs for student rooms. General hours of operation are from 9 a.m.-11 p.m. Mon.-Fri. and 1 p.m.-11 p.m. Sat.-Sun. These offices are located in the following areas:
- State Quad – Eastman Tower Lobby, (518) 442-5920
- Dutch Quad – Stuyvesant Tower Lobby, (518) 442-5900
- Colonial Quad – Livingston Tower Lobby, (518) 442-5911
- Alumni Quad – Waterbury Hall 1st floor Lounge, (518) 442-5870
- Indian Quad – Tuscarora Hall (518) 442-5940
- Freedom Apartments – Apartment D3-102, (518) 442-5830
- Empire Commons – Community Building, (518) 956-6250
- Liberty Terrace - Community Building, (518) 956-8300

Residence Hall Amenities
The variety of services offered on campus are designed to enhance your experience and to make daily living convenient, comfortable, and inviting.
are provided with a key for your bedroom, suite, and mailbox. Your SUNYCard is activated upon check-in and allows access to your residence hall and other quad-designated areas.

**Fitness Centers** - Each quad, Empire Commons and Liberty Terrace are equipped with a fitness center, which includes both aerobic and Nautilus equipment. Free weights are also offered in most locations.

**Phone Service** - Each suite or bedroom and living room, in the apartments are provided with one red telephone assigned to an on-campus extension. The following services are available: 911, University on-campus calls, and University Switchboard Directory Services.

**Internet Access** - All residence halls have wired and wireless Internet access. Each student has 24/7 access to the Internet and the University’s network, including library, academic, and administrative services. To report any difficulties with Internet access contact Apogee at (866) 478-8861.

**Cable Television** - All students in residence halls have cable service, including all HBO stations. Students can opt to upgrade their cable services directly with Time Warner for an additional charge. To report any cable difficulties call (518) 869-5500.

**Mail Services** - Each quad and apartment complex has a centralized mailroom, with the exception of Alumni Quad, which has a mailroom in every building. Mailboxes are pre-assigned based upon your room assignment, with mail delivered daily, Monday-Friday. You will be notified of receipt of a package via a notification slip in your mailbox. Take the slip to the main University Mailroom, located in the basement of the Social Science Building, to get your package.

**Laundry Facilities** - All residence halls have laundry rooms with washers and dryers free for all students living in the residence halls, Freedom and Liberty Terrace Apartments. Empire Commons has a washer and dryer in each apartment. Laundry rooms are open 24/7 and are free of charge for all students. LaundryView, a web-based application that allows students to monitor the status of washers and dryers and receive text messages when cycles are completed, is available at all quads and University Apartments. Visit [http://www.albany.edu/uas/laundry.php](http://www.albany.edu/uas/laundry.php).

**Vending Machines** – Vending Machines are available on every residential quad, for exact locations visit [www.albany.edu/uas/vending.php](http://www.albany.edu/uas/vending.php).

**SEFCU ATMs** – Each residential quad has a SEFCU ATM for easy access. For more information regarding quad locations and SEFCU, visit [www.albany.edu/uas/banking.php](http://www.albany.edu/uas/banking.php).
Transitioning to Life in the Residence Halls

Moving into a campus residence hall directly from home will require some adjustment. At home, you may have had a room of your own, and even your own bathroom. Living in a campus residence hall will be an important time for you to grow as a person, as it will test your ability to live peacefully with others in very close living arrangements. Students find this very exciting as it is a time to make friends that will be with you for a lifetime, but living in such close proximity also has its challenges.

One of the things that makes UAlbany great is the fact that there is a wonderfully diverse population of students who come to this university. In fact, many students choose UAlbany because of the diversity that is valued here. You will have the opportunity to meet and get to know others who have very different backgrounds, cultures, and ethnicities than you and this will help to expand your worldview.

You are encouraged to work together with your roommates in order to develop a mutually respectful relationship that will create and maintain a positive living environment. Room change requests are not accepted during the first two weeks of the semester as it generally takes at least this long to work things out in the room so that it is fair for all. If you are having trouble working things out, residence hall staff are trained in conflict resolution and will help you resolve any roommate conflicts.

If after two weeks, the conflict cannot be resolved, a room change can be made based on room availability. This process begins with a Room Change Request Form (available in the Quad Information Center), and is usually followed up with an individual appointment with the RD for the building where you currently reside. Your RD will provide you with information on how to move.

It is important for all students new to the campus residence halls to understand that living in the residence environment is based on mutual respect. It is also important that students live in an environment that is conducive to the academic mission of the University. Be sure to talk to your RD regarding any situation that you are not comfortable with in your room.

Guest Policy

You may have a guest in your residence hall room for up to 72 hours over a 30-day time frame. Because of space constraints, you need to talk it over with your roommate if you expect to have an overnight guest. You must register your guest with the Quad Information Center. It is also important that you understand that you will be held accountable for your guest’s actions if there is a violation of University policies through the duration of the visit.

Room Cleaning, Maintenance and Overall Condition

Students are expected to clean their own rooms. Hallway bathrooms and
showers are cleaned daily and suite bathrooms are cleaned weekly by custodial staff. If you need something fixed, fill out a maintenance repair slip in your QIC. Once your request is submitted, maintenance personnel will follow up with you. If it is a maintenance emergency, e.g. broken glass, flooding, etc., contact your QIC immediately. You should realize that when you move out of your room, a RCR (Room Condition Report) will be utilized by your RD to assess the condition of your room. Change in condition of the room that is not attributed to normal wear and tear is considered damage and will result in a damage bill to your account.

**Personal Property Insurance**

All students should give careful consideration to obtaining insurance coverage for personal belongings while living on campus. Please note that the University assumes no responsibility for personal property. The University works with Haylor, Frier, and Coon (HFC) to provide a personal property insurance program to our students. For more information go to: [http://www.haylor.com/student](http://www.haylor.com/student) or call 1-866-535-0456. You may also check with your parents to see if your personal property can be covered as part of their homeowner’s insurance.

**Special Living Communities**

Living in the residence halls provides many opportunities that support your intellectual life at the University. Living-Learning Communities (LLCs) integrate the academic community with life in the residence halls by offering courses and programs around an academic topic or theme. Participants have the opportunity to have close contact with faculty, participate in programs and events that support the theme and interact in their residence halls with other students having similar interests. Examples of Living-Learning Communities are:

- Honors College Housing
- The World of Accounting
- The World of Biology
- The World of Career Discovery
- The World of Chemistry
- The World of Community Service
- The World of Creativity and Entrepreneurship
- The World of East Asian Studies
- The World of Environmental Health & Sustainability
- The World of Fitness & Sports
- The World of Health Psychology
- The World of History
- The World of Jewish Culture
- The World of Laws and Justice
- The World of Psychology
- The World of Technology
- The World of Transfer Excellence
- The World of Writing

Learn more about these Living and Learning Communities at [http://www.albany.edu/student_engagement/choose_your_llc.php](http://www.albany.edu/student_engagement/choose_your_llc.php).
Gender Inclusive Housing
Recognizing that single-gender housing may not be appropriate or comfortable for all students, Residential Life offers a limited number of rooms as Gender Inclusive Housing in both the residence halls and apartments on a space available basis. Students signing up for these areas will be permitted to have roommates and suitemates from across the gender spectrum. Gender Inclusive Housing will allow for an environment where student housing is not restricted by traditional limitations presented by our current system that is based on the gender binary. We believe that it is important that our housing policies evolve to meet the needs of all students and to create an inclusive, welcoming environment. For more information on GIH, please contact Karla Jaime-Benitez at 518-442-5875.

Residential Study Lounges and Classrooms Each residence hall contains a study lounge area where you can study or work on academic assignments. Wireless Internet is accessible from these areas.

College Newspaper Reading Program - Copies of the New York Times and USA Today are delivered to a centrally located area on each quad free of charge; they are meant for you to read and share with others.

Residence Hall Events – The residence hall staff is committed to providing educational and social events and activities in the halls. The academic outreach program coordinates a variety of study skills workshops and faculty presentations.

The Value of Diversity
While living in the residence halls, you will get to know people whose experiences, values, and attitudes differ from yours. As a result you will come to know better who you are and what you value. UAlbany residence halls pride themselves on being inclusive and recognizing the dignity of each person as an individual. Diversity is valued on our campus and we encourage you to embrace the diversity of our campus as it will enrich your experience at UAlbany.

Programs on the quads like C.H.A.R.G.E. (Celebrating ethnicity, Honoring our histories of struggle, Acting for change, Raising to our higher humanity, Gaining empowerment, Educating self and others) present a wide range of high-quality programs around many dimensions of diversity and difference. These kinds of programs will help you develop an even deeper respect and appreciation for differences in culture, race, ethnicity, religion, language, national origin, sexual orientation, and gender, and provide you with an open forum to discuss these issues and their impact on individuals and groups within the UAlbany community and society as a whole.

albany.edu/studentsuccess
The Women’s Resource Center is located on Dutch Quad in Bleecker Hall. This is a great way to learn more about women’s issues and women’s history and to develop leadership skills through activism and mentoring. The WRC also offers opportunities for students to participate in community service both on and off campus.

Housing Sign-Up
Housing sign-up for the fall of any given year takes place in the middle of the previous spring semester. Res Life will send you information about housing sign-up, but this is essentially how it works:

The housing contract that you sign is for a FULL ACADEMIC YEAR. A full academic year refers to the FALL AND SPRING semesters. In other words, once you sign up for housing, you cannot simply be released from your contract to move off campus for the spring term. While there are exceptions to this policy, it is important that you understand, prior to signing a housing contract, that the CONTRACT IS BINDING FOR A FULL ACADEMIC YEAR.

After the freshman year, students sign up for housing on-line based on a lottery system. You will be issued a lottery number that is determined by the total credits you have earned through the completion of the previous (fall) semester. Students with the lowest lottery numbers can sign up first, so this gives upper class students the highest priority. Your credit total includes any transfer or test credit on file at the time the numbers are determined. In the event that students have the same credit total, GPAs are utilized as a tie breaker. If student’s credit and GPA are exact, then the lottery number is assigned randomly. Lottery numbers will not be adjusted due to grade change or credit adjustment.

If you wish to live with friends, you can utilize the lowest number among the group to determine your sign up time. Specific information related to housing sign up will be made available right after intersession, by the res life staff and on the res life web site.

Living in University Apartments
Both Empire Commons, Liberty Terrace, and Freedom Apartments are in high demand and fill up quickly. In order to be eligible to live in either of the apartment complexes, you must have a class status of junior or senior based on credits earned. If you are eligible for apartment sign-up, you will receive information from Res Life about the process.

Campus Dining

Meal Plans
UAlbany meal plans are designed to make dining easy and convenient while providing healthy and delicious options. All students living in traditional quad housing are required to have a meal plan. The Unlimited Meal Plan #1
is automatically assigned to incoming freshman (including freshmen transfer students) and the 175 Meal Plan #2 is automatically assigned to incoming non-freshman living in traditional quad housing. Students living in University apartments or off campus may select any meal plan option, including the Unlimited #1 or #2, 175 #1 or #2, 120, 50, or 30 Meal Plans or the declining balance Munch Money Meal Plan. All student meal plans are exempt from NYS sales tax. Meal plan changes can only be made within the first 10 business days of each semester. For more information visit http://ualbanydining.com/dining-plans/index.html.

Changing Your Meal Plan
Students may change their meal plan through the 10th business day after the start of the semester by:
- Logging into your MyUAlbany account and selecting “Change My Meal Plan.” The link is albany.edu/myualbany.
- Visiting the SUNYCard Office located in the Campus Center, Room B52

Special Dietary Needs & Nutritional Services
UAlbany Dining makes every effort to accommodate students with special dietary requirements. Some resident dining rooms have allergy free zones called, Simple Servings, which avoids 7 major food allergens (i.e. milk, eggs, tree nuts, wheat, peanuts, soy, shellfish) and is completely gluten free. In addition, a full-time, on campus registered dietitian is available to provide the best dining options to safely guide students in making their own food choices in the resident dining rooms and the retail venues. Students with special dietary requirements should contact UAlbany Dining’s Nutritional Services at 518-442-5985 or NutritionalServices@albany.edu for assistance. As for dietary preferences, UAlbany Dining staff can provide students with information regarding menus, recipes and ingredients to help them navigate the various dining options and resources available to make their meal plan work for their chosen lifestyle. For more information visit http://ualbanydining.com.

Munch Money
Munch Money is a declining balance account that is a component of all meal plans. Munch Money purchases are not subject to NYS sales tax. Additional Munch Money can be added with a credit card online by logging onto MyUAlbany and then going to “SUNY Card Online Services” or by visiting the SUNY Card office. Munch Money can be used to purchase meals, snacks and beverages at campus retail locations, residential dining rooms, vending machines and Shop 24. For more information, visit http://ualbanydining.com/dining-plans/munch-money.html.
Resources and Services

Students come to the University at Albany from different parts of the world, from a wide variety of backgrounds, and with an even wider range of special life circumstances. UAlbany is dedicated to supporting each and every one of you in your educational pursuits. The following offices and centers provide resources and solutions for a large segment of our campus community. You can find many other targeted services, however, in the A-Z listing at the back of the Handbook.

Access and Academic Enrichment Programs

Phone: (518) 442-5180  
Web site: http://www.albany.edu/oass/  
Location: LI-94

Office Hours:
Academic Year: Monday-Friday 8 a.m.-5 p.m.  
Summers: Monday-Friday 8 a.m.-5 p.m.

The Office of Access and Academic Enrichment Programs (AAE) offers the following programs in support of new and continuing undergraduates as they make their transition into the University at Albany community. These comprehensive support services include tutoring program, study groups, access to mentoring programs and study skills workshops. AAE administers programs that include the federally funded Student Support Service (SSS) program known on campus as Project Excel, the Collegiate Science and Technology Entry Program CSTEP, Louis Stokes Alliance for Minority Participation (LSAMP), and Science and Technology Entry Program.

Advising PLUS

Advising Plus offers general assistance with skills students need to be successful, as well as specific tutoring in academic disciplines. Students can also be connected to additional services and resources around campus to help address difficulties that might interfere with their academic success, for example, managing difficult issues at home, at work and at school.

Advising Plus is currently located within the Advisement Services Center, LI 36.
Commuter Student Resources

UAlbany recognizes and is dedicated to supporting the unique needs of commuter students. The Transfer & Commuter Lounge is located on the first floor of the Campus Center and is a large, welcoming, and relaxing space equipped with lockers, study desks, and comfortable seating areas to accommodate commuter students. The lounge also serves as a social hub for transfer, commuter, and non-traditional students to meet, plan activities, and study. A bulletin board is kept current with social and academic information that relates directly to commuter and transfer students.

Campus Dining. Students living in University apartments or off campus may select any meal plan option, including the Unlimited #1 or #2, 175 #1 or #2, 120, 50, or 30 Meal Plans or the declining balance Munch Money Meal Plan. All student meal plans are exempt from NYS sales tax. Meal plan changes can be made on MyUAlbany within the first 10 business days of each semester. For more information visit http://ualbanydining.com/dining-plans/index.html.

Commuter Locker Rentals. Lockers are available for rental in the Campus Center 1st Floor Transfer & Commuter Lounge and the 3rd Floor corridor. Lockers sign ups occur at the start of the academic year and are for one academic year only. The fee to rent a locker is $30 for the academic semester (Fall & Spring Semesters) and $40 for the academic semester and summer. The fee is payable in cash or money order only to the Campus Center Management office in Campus Center 137. Lockers are assigned on a first come first serve basis and are open only to registered commuter students for the month of September. Lockers that are still available on October 1 will be assigned to any registered student.

Disability Resource Center

Phone: (518) 442-5490
Web site: http://www.albany.edu/disability
Location: Campus Center 137

Office Hours:
Academic Year: Monday-Friday 8:30 a.m.-5 p.m.
Summer: Monday-Friday 8 a.m.-4 p.m.

The Disability Resource Center (DRC) provides support for students with physical, sensory, psychiatric, and learning disabilities, as well as severe chronic medical conditions. The DRC also serves students with temporary medical conditions that make it difficult for them to walk or to write. The DRC Director and/or the Associate Director determine eligibility for support services in conjunction with professional documentation provided by the student. Documentation must be dated within the past three years.

The Disability Resource Center empowers students with disabilities by of-
ferring the support they need to be successful, independent learners. Acquired skills will include the ability to organize class assignments, manage workloads and social life, and self-advocacy. As a resource for the University community, the office also works to increase campus awareness of the issues surrounding disabilities and related issues.

This office offers many resources to students, including, but not limited to, recruitment of aides or note-takers; interpreters and/or readers; campus and community agency advocacy; affiliations with local, state, and federal disability agencies; test-taking accommodations; assistance with advisement and registration; referrals for learning disability testing/assessment; and referrals to therapists or psychiatrists. The DRC also maintains a fleet of electric scooters available to the members of the University community upon request.

If you believe you may be eligible for any of these services, do not hesitate to contact the DRC.

Diversity and Inclusion

Phone: (518) 956-8110
Web Site: http://albany.edu/odi
Location: University Hall, 207

Office Hours:
Academic Year: Monday - Friday 8:30 a.m.-5 p.m.
Summers: Monday-Friday 8 a.m.-4 p.m.

The Office of Diversity and Inclusion supports academic and scholarly excellence for ALL students, faculty and staff by establishing and sustaining a campus culture that reflects a fundamental respect for different ways of thinking, living, working and learning. We view diversity holistically, as encompassing a variety of dimensions. The Office oversees, facilitates, and supports efforts to create an inclusive environment and ensures equal opportunity and access for the entire University at Albany community. Students are encouraged to contact the Office of Diversity and Inclusion with any questions about the mission and function of the office and the role it plays in supporting the campus community.

In addition, the Office oversees compliance with Title IX of the Education Amendments of 1972. This includes, but is not limited to, systematically monitoring and evaluating policy and procedures that effectively and efficiently respond to complaints of sex discrimination, including sexual harassment and sexual assault, and to ensure that all students have equal educational opportunity.

Individuals with questions or concerns related to Title IX, or to file a complaint
about inequitable policy and procedures, including investigations and hearings may contact the Title IX Coordinator.
Tamra Minor, Ph.D.

Title IX Coordinator, Chief Diversity Officer & Assistant Vice President
Office of Diversity and Inclusion
tminor@albany.edu
PH: 518-956-8110

Faith Groups

The Interfaith Center
Web site: http://www.albanyinterfaithcenter.org/

THE INTERFAITH CENTER is a place for students, faculty, staff and alumni to nurture their own spirituality, participate in interfaith activities and learn about other spiritual/religious faith traditions.

It is a place for quiet meditation/contemplation, engaging with people of various religious and spiritual traditions and beliefs, and taking part in community service projects. The Interfaith Center connects students to various faith-based student groups, chaplains, and local religious resources and is home to Cornerstone Protestant Campus Ministry, UAlbany Hillel, and UAlbany Newman Catholic Association. The Meditation/Prayer Room provides space for individuals of any faith tradition to worship with sacred texts and items such as prayer rugs, prayer cushions, and prayer beads provided.

Other features of the center are the interfaith lending library, meditation labyrinth and garden and community room available for use by University affiliated student groups and departments.

Visit Us!
Interested in learning more? Visit our website, www.albanyinterfaithcenter.org, or call Donna at (518) 489-8573 x21. [QR Code]
The Interfaith Center is easily accessible from the University at Albany uptown campus.

Catholic Campus Ministry - Newman Association
Web site: http://www.albanyinterfaithcenter.org/
Newman Association focuses on various ways in which you can continue to grow in your rich Catholic heritage. Social responsibility, service projects, and a sacramental life are a few ways in which this peer-lead organization meets the needs of young adult Catholics living in a contemporary world. Visit the Newman Association Web site for a calendar of events.
Cornerstone Protestant Campus Ministry
Web site: http://www.ualbanycornerstone.org/
Cornerstone Campus Ministry is an interdenominational ministry that seeks to bring Christians together through worship, education, social events, and service so that they are better equipped to make a difference in the world. Visit the Cornerstone Web site for a list of upcoming events.

Hillel
Web site: http://www.ualbanyhillel.org/
The University at Albany Hillel is a Jewish campus organization whose mission is to enrich the lives of Jewish undergraduate and graduate students so that they may enrich the Jewish people and the world. It fosters Jewish identity, mutual support, and community for all Jewish students and welcomes all students from every walk of life. Hillel provides opportunities for students to become involved in a wide range of social, cultural, educational, and spiritual activities in a welcoming environment. Visit the UAlbany Hillel Web site for the full program calendar as well as the list of student organizations connected to Hillel.

Shabbos House
Web site: http://www.shabboshouse.com
Shabbos House Chabad Jewish Student Center located on the southwest corner of campus at 320 Fuller Road serves the UAlbany community by providing a “home away from home” atmosphere with Shabbat, holiday festive homemade meals, religious services, and an array of programs and celebrations - open and welcoming to Jewish students of all backgrounds and affiliations. Visit the Shabbos House Web site for an updated schedule of events.

Muslim Student Association
Web site: http://albany.edu/~msa
The Muslim Student Association serves as an organization that gives da’wah or Islamic knowledge and provides a networking and support system for Muslim students on-campus, hosting regular meetings and a variety of social and educational programs. All faith traditions are invited to attend these programs. The Muslim Student Association offers its office for daily prayer and organizes Friday prayer services in the Campus Center. Additionally, it coordinates activities in observance of Islamic holidays that fall within the academic calendar. Visit the Muslim Student Association Web site for information about its services and programs.

Interfaith Student Group (ISG)
Web site: http://myinvolvement.org/organization/ISG
Our goal for this organization is to create an atmosphere where people of any spiritual faith, whether an organized religion or simply a faith in some-
thing outside of oneself, or even those who don’t believe in anything, can come together in a comfortable setting. Our goal is that everyone will share ideas and beliefs, sparking thoughts and feelings in other members. The overarching mission of the Interfaith Student Group is to promote the idea of religious tolerance. In a world where religion is a heated topic, we hope to promote the similarities between different beliefs rather than emphasize the differences and conflicts. We hope to create a unified group that can be a positive example for society.

The ISG works closely with The Interfaith Center.

**International Student & Scholar Services**

Phone: (518) 591-8189  
Web site: [http://www.albany.edu/isss](http://www.albany.edu/isss)  
E-mail: isss@albany.edu  
Location: Science Library G40

Office Hours:  
Academic Year: Monday-Friday 8:30 a.m.-5 p.m.  
Summer: Monday-Friday 8:30 a.m.-4 p.m.

International Student and Scholar Services (ISSS), part of the Office of International Education ([www.albany.edu/international](http://www.albany.edu/international)), serves a population at UAlbany of more than 1,100 international students from more than 90 countries, as well as approximately 60 visiting international scholars who come to campus to conduct research. ISSS’s main role is to educate and inform the international population and the University community of the regulations governing the enrollment of international students and activities of international scholars. Working closely with the University’s other administrative offices, as well as student groups and various student cultural organizations, ISSS enhances the experience of international students in adjusting to life in Albany and pursuing their educational goals.

In addition to a three-day orientation program in August, ISSS offers a variety of informative workshops during the academic year, monthly social events, and occasional special events such as ice skating, hiking, and trips to museums. It also provides advisement on immigration issues, produces documents needed by the international population, and advocates for international students on campus and in the community.
There is an engaged and vibrant Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ*) community as well as allied faculty, staff and students at the University at Albany. The Gender and Sexuality Resource Center (GSRC) offers resources, information and assistance for LGBTQ* students and allies (Campus Center 329, 442-5015). There are also five different undergraduate LGBTQ* and Allied student clubs; the oldest being the UAlbany Pride Alliance is a student club dedicated to LGBTQ undergraduate students for over 40 years at UAlbany, ASHA (Albany State Hues Alliance) is a group that supports LGBTQ* students of color, GOE (GLBT organizing and educating) is a group oriented towards political action on campus and in the community, UMRG (UAlbany Multicultural Rainbow Group) is a group for International LGBTQ* identified students and their allies, and Trans*Action is a club for students identifying within and across the Transgender spectrum and their allies. These and other groups can be found on www.MyInvolvement.org for more information. The Student Association appoints a Gender and Sexuality Concerns Officer to educate and empower the University at Albany student population around LGBTQ* and Women’s issues in order to bring about change and equality to our campus community (www.albany.edu/studentassociation). Events such as the Northeast LGBT Conference, Take Back the Night, Coming Out Week, and other LGBTQ*-inclusive programs and events are sponsored regularly. In addition, the University hosts a Lavender Graduation each year to recognize the LGBTQ* graduates in a special celebration.

The Office of Intercultural Student Engagement is committed to developing and maintaining a culturally inclusive and supportive campus environment that promotes and enhances the academic excellence, personal growth and leadership development of African, Latino, Asian and Native American heritage (ALANA) and Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Resources and Services
Asexual and Pansexual (LGBTQIAP) students. The program enhances the University’s broad mission of excellence in education, research and public service through the counseling and mentorship of student leaders, the facilitation and co-sponsorship of educational, cultural awareness and social activities and by collaborating with academic offices on campus to ensure that our students benefit from the rich diversity at the University at Albany.

There are two centers on campus dedicated to serving the campus community, the Multicultural Resource Center (CC 346, 442-5565) and the Gender and Sexuality Resource Center (CC 332, 442-5015). Each center serves as a safe space for students interested in issues related to diversity and inclusion and as valuable resources for programming ideas related to leadership development, cultural and social programming, gender and LGBTQIAP equity issues, pre-professional opportunities, academic support and career services.

**Student Engagement**

Phone: (518) 442-5333  
Email: studentengagement@albany.edu

The Office of the Vice Provost for Undergraduate Education works to provide opportunities and pathways for students to be active and engaged in their studies, both inside and outside the classroom.

Our students and professors find many ways to connect with one another, including:

**Clubs and Groups**  
Faculty and staff act as advisors to student clubs and groups, offering expertise, support, and guidance.

**Peer Educators**  
High achieving juniors and seniors, selected by their professors, have the opportunity to learn how to be Peer Educators through a three credit EAPS course that teaches them how to effectively assist faculty in lower level courses. Interested students should speak to their professors for more information or visit the Student Engagement website.

**Living-Learning Communities**  
Provide incoming freshmen an opportunity to live and take classes with others who share their interests. Students participate with faculty and current UAlbany students in and outside of the classroom.

**Freshman Seminars (UFSP 100)**  
Discipline-based, 1-credit seminars for incoming freshmen from some of our best professors.
Transfer Seminars (UUNI 350)
Discipline-based 1-credit seminars for new transfer students from some of our best professors.

Explore UAlbany
Held during Great Dane Beginnings Opening weekend, incoming students attend lectures on cutting edge topics and get to meet faculty before classes start.

Food for Thought
A program that encourages students and professors to dine together in residence dining halls.

CHEER Fund
Supporting faculty and staff Creating Highly Engaging Educational Resources for their students.

UA-UKnow Website
Helps incoming students understand the academic expectations at UAlbany through e-mails and our “UA-UKnow: What you really need to know!” website.

UAlbany Academic Traditions
Candle Lighting, our opening convocation where the flame of knowledge is lit, and Torch Night, where seniors pass that flame on to underclassmen are academic traditions all UAlbany students remember.

Student Financial Center
Phone: (518) 442-3202*
Web site: http://www.albany.edu/sfc
E-mail: sfc@albany.edu
Location: Campus Center G-26

Fall & Spring Office Hours:
Lobby (walk-in service): Monday-Thursday 8:30 a.m.-4:30 p.m., Friday 8:30 a.m.-12:30 p.m.
Phones: Monday-Thursday: 10:30 a.m.-4:30 p.m., Friday: 8:30-12:30 p.m.
Visit Web site for summer hours & special closings

The Student Financial Center (SFC) offers “one-stop” assistance to students and families in matters related to their financial aid and student accounts. This consolidated service is designed to increase the ease with which students are able to conduct routine business transactions, and to offer initial assistance, referral, and follow-up for more complex matters.

Students and families looking for assistance with their financial aid, student account (e.g., charges, payments, billing, and payment plans) needs, will find an efficient blend of services within the SFC. These services include a combination of online, self-service tools and web information along with
professional, courteous, and personal counseling and assistance from the SFC staff.

The vast majority of student/family questions can be found by visiting the web site www.albany.edu/sfc. This information can often help avoid long and unnecessary wait times. Students and families can also email us questions at sfc@albany.edu after reviewing the web information that can also help avoid unnecessary and often long wait times on phones and in the SFC lobby.

**Veteran Students:** The University at Albany recognizes the contributions and sacrifices military personnel (and their families) make in service to the United States. The Student Financial Center is proud to serve as your veteran educational benefit certification office. We also attempt to offer you additional veteran referral assistance and support to ensure you find the services that you need and deserve! Our goal includes a firm commitment to veterans with student financial matters, as well as to help make a smooth transition into the University at Albany community. Please visit our website at http://www.albany.edu/veterans/ and we welcome your suggestions in making this site more useful and targeted to meet the unique needs of our veteran students. Please feel free to email us directly at luaveteran@albany.edu for questions, suggestions and assistance.

Finally, please feel free to identify yourself as a veteran at our reception counter to receive your well-deserved “front of line” service at the SFC!

**Office of Environmental Sustainability**

Phone: (518)956-8120  
Web site: http://www.albany.edu/gogreen  
Email: gogreen@albany.edu  
Location: University Hall 212

**Office Hours:**  
Academic year: Monday - Friday 8:30 a.m. - 5 p.m.  
Summer: Monday - Friday 8:30 a.m. - 4 p.m.

The Office of Environmental Sustainability is in charge of coordinating all environmental programs at the University including organizing green initiatives, environmental education programs, and sustainability policies. The Office works closely with student groups to develop and implement environmental initiatives, such as UAlbany’s recycling, energy conservation, and sustainable transportation programs. Students can participate in sustainability activities by joining a sustainability council, becoming a member of the UAlbany Students for Sustainability group or living in an Environmental Sustainability house on campus.
If you are a student who transfers into UAlbany, the Transfer Experience office is one of your most important contacts. They can answer your questions and help you with any concerns during both your initial transition to the University and as you progress toward graduation. They can also inform you about a variety of helpful transfer-specific programs and activities. These include workshops during the semester on such topics as library skills, study abroad programs, career services, and more. The Transfer Experience office also oversees Tau Sigma, the national transfer student honor society on campus. New students can gain entry into this organization upon earning a 3.5 GPA and completing at least 12 credits in their first semester at UAlbany. The office also runs the UA Transfer Connections mentoring program for transfer students. Contact the Transfer Experience office if you would like to work with a faculty/staff/student mentor, or if you would like to serve as a mentor for fellow students.
Veteran Student Services

General Website:  http://www.albany.edu/veterans/
Financial Services Website:  http://www.albany.edu/studentservices.va.shtml
Email:  uaveteran@uamail.albany.edu
Veteran’s Lounge:  Campus Center, Room 334

The University at Albany commends veterans for their service to their country and contribution to our campus community. UAlbany aims to maintain a Veteran Helpful Campus (VHC) status. This is accomplished by providing necessary assistance to all UAlbany student veterans and functioning according to the following guidelines:

- Embrace the history of the GI Bill
- Employ knowledgeable and committed Veteran Certifying Official (VCO)
- Implement veteran-requested, SUNY mandated, tuition deferral
- Set aside a dedicated room for veterans
- Encourage and fund veterans’ clubs, newspaper, etc.
- Identify faculty and staff who have served in the military
- Sponsor seminars and fundraising events with UAlbany Student Veterans

To learn more about the resources and services available to Veteran students please visit the general Website listed above.
Life as a Great Dane

Get involved! Why? - For your enjoyment, for your health, to build your resume, but mostly to take part and build pride in your UAlbany community, of which you are an essential member. So, whenever you can, congregate, recreate, and participate. You’ll be making our community even more outstanding, and providing yourself with special memories for a lifetime.

Athletics

You and the entire UAlbany community are encouraged to enjoy the games, meets and matches of the Great Dane Division I athletic program. There are 11 women’s teams and 8 men’s teams competing throughout the year, and admission is FREE for UAlbany students when you show your SUNYCard. For team information and schedules visit: http://www.ualbanysports.com.

When attending a Division I sporting event, common UAlbany spirit cheers and chants include:

- UA - UA - UA UA UA UA...(To the tune of Ole Ole Soccer Anthem)
- When I say “U”, you say “Albany” (…“U”… “Albany”)
- When I say “Great”, you say “Danes” (…“Great”… “Danes”)
- ½ the student section at basketball games cheer “U”, then the other ½ responds “A”
- When Albany makes a 1st down in football, the announcer says “1st down” and the crowd responds “Albany”

Campus Recreation

Phone: 518-442-2627
Website: http://www.albany.edu/campusrecreation
Location: PE B107
Email: campusrecreation@albany.edu

Hours of Operation:
Main Office in PE B107 is open Monday - Friday 9 a.m. - 5 p.m.
For facility and program hours please refer to the Website.

Campus Recreation provides opportunities for all students to participate in campus recreation activities whether it is to continue to engage in activities they have in the past or take part in new and exciting opportunities available on campus. Programs, services and facilities provided through Campus Recreation include: Intramural Sports, Group Exercise, , Outdoor Recreation, Club Sports, Special Events, Fitness Center, Swimming Pool and equipment checkout.
Students may participate in intramural sports, which may include: flag football, volleyball, dodge ball, tennis, softball, soccer, basketball and various small tournaments. Intramural sign-up information is available at http://www.imleagues.com/Schools/Albany/Registration. Become a member of one of approximately 25 sport clubs that may be instructional, recreational and/or competitive in nature. A list of current club sports is on the Campus Recreation website and more detail on clubs may be found at www.myinvolvement.org. Campus Recreation also offers group exercise classes such as Zumba, Yoga, Spin, and outdoor recreational trips.

There are indoor and outdoor facilities available for exercise and recreational activities. Indoor facilities include: the SEFCU Arena Fitness Center, SEFCU Arena, Physical Education Building with various courts, activity spaces and swimming pool, and “The Bubble”. Outdoor facilities include: various fields, tennis and basketball courts. In addition, UAlbany has the Purple Path which goes around the campus for walkers and runners.

Campus Traditions & School Spirit

The University at Albany has a rich history of academic, social, and athletic traditions. Some of the most widely known are the Candlelighting Ceremony, Torch Night, the Big Purple Growl, and the Spring Stomp. These and other unique campus traditions celebrate the history, community, and spirit of UAlbany and allow for an enjoyable and meaningful experience for students, faculty, staff, and alumni. For more information about these and other UAlbany traditions, history, songs, and spirit, visit http://www.albany.edu/spirit.

Cookie Day

Reading Day is Cookie Day! Cookie Day is a UAlbany tradition that occurs every semester on Reading Day. The Student Spirit Street Team, faculty, and staff hand out cookies as a token of “good luck” to students as they study for exams. Cookies are distributed in the Campus Center, Main Library, Science Library, Academic Podium, and study lounges in the Residence Halls. To quote Snoopy, “If you try to be a better dog, sometimes you get an extra cookie.”
DANEger Zone Student Fan Club
Enter the DANEger Zone - the UAlbany student fan club. Wear your official DANEger Zone t-shirt at UAlbany sporting events – GET FREE STUFF! By joining the DANEger Zone Student Fan Club you can gain access to VIP seating, free food at special events, exclusive contests, giveaways, and more! Show your school pride by cheering on the UAlbany Great Danes with the DANEger Zone!

Be sure to check out the UAlbany DANEger Zone on Facebook to keep current on upcoming events!

Food for Finals
Food for Finals is a tradition where faculty and staff serve food to students on the evening before finals begin. Students get to ask their professors some last minute study tips or questions while filling up on a variety of foods. This event is free and open to all UAlbany students.

Spirit Friday
Every Friday is Spirit Friday at UAlbany! Students, faculty, and staff show their UAlbany pride by wearing Purple and Gold, or UAlbany apparel! Those spotted on campus wearing Purple and Gold by a Spirit Street Team member will win UAlbany prizes!

Spirit Street Team
Are you interested in spreading school spirit? Join the UAlbany Spirit Street Team! Street Team members assist with promoting school pride, campus traditions and participation in campus events. To learn more or become a member visit the Spirit Street Team page on MyInvolvement.org. Also, throughout the semester, the Spirit Street Team hosts the “UAlbany – Where’s Your Purple?!?” spirit table at various locations on campus. Check out MyInvolvement.org to see where and when the spirit table will be on campus next!

UAlbany-Where’s Your Purple?! on Facebook
To keep up on all things SPIRIT at UAlbany become a fan of “UAlbany - Where’s Your Purple?!“ on Facebook. Fans may participate in exclusive promotions, giveaways, and contests all semester long!
Community Service Opportunities

University at Albany students have established a distinguished tradition of volunteerism and public service within the Capital Region, nationally, and abroad. Since it is the mission of a great public institution like UAlbany to serve the public good, many students consider it a fundamental duty to integrate their newly attained knowledge with life experience that advances humankind.

Volunteerism contributes tremendously in this quest. You’ll find that it prepares you for lifelong contributions to your community and environment. It fosters positive attitudes and personal growth. It also leaves a lasting legacy for you and for the University.

There are many opportunities for students to give back to their community, whether on the UAlbany campus or in the Capital Region. Examples of service organizations on campus include Five Quad Volunteer Ambulance Service, Circle K, Students of Albany Against Cancer, Big Brothers Big Sisters, Reclassifying All Children Equally and Alpha Phi Omega. Sites frequently visited by students include the Regional Food Bank, Ronald McDonald House, Boys and Girls Club, and Habitat for Humanity, among many others. Students have also participated in the annual American Cancer Society’s Relay For Life, alternative spring breaks, American Heart Association’s Heart Walk, Toys For Tots, and UAlbany’s-own Campus Clean-Up. To learn more about our student Community Service Organizations visit www.MyInvolvement.org. To view a listing of select on and off campus community service opportunities, please visit www.MyInvolvement.org and search for Volunteer UAlbany.

Community Connections
Website: http://www.albany.edu/outreach

The University at Albany hosts a Community Connections Website that serves as a guide to the network of UAlbany people and programs engaged in our communities. Students can find service opportunities, programs and activities, as well as options to get involved on campus and in the Capital Region. There is also a Facebook group you can join to stay connected.

Danes After Dark

“Danes After Dark” provides late night activities that occur every Thursday, Friday and Saturday nights (8 p.m. – 1 a.m.) when classes are in session. Danes After Dark offers entertainment for students while promoting healthy and positive lifestyles, intellectual growth, social
responsibility, meaningful interpersonal relationships, and an appreciation for diversity.

The Campus Center and Alumni Quad host Danes After Dark activities including: music, karaoke, open mic nights, arts and crafts, traditional board games, video games, free popcorn, various lounge shows, and sometimes the occasional massage therapist!

In addition to our weekend programming, Danes After Dark offers great opportunities for student groups looking for help conducting a program of their own. Danes After Dark regularly co-sponsors events with numerous academic and social student groups on campus, providing them access and use of our space and staff. Events like international, educational, and documentary movies nights are also held in the Campus Center Terrace Lounge on various evenings. The Danes After Dark Lounge has two ping pong table and a foosball table. There are also two pool tables and two more ping pong tables found in the Center City Lounge. Alumni Quad has a ping pong table and flat screen television. Make sure to stop by Danes After Dark throughout the year, it provides wonderful opportunities and resources for students wishing to relax and enjoy the nightlife at UAlbany.

Visit and join us at [www.MyInvolvement.org/organization/danesafterdark](http://www.MyInvolvement.org/organization/danesafterdark) and fan us on Facebook for updates on each weekend’s activities!

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**Emerging Student Leaders Program**

Phone: (518) 442-5566  
Website: [www.albany.edu/involvement](http://www.albany.edu/involvement)  
Location: Campus Center 130  
Email: involvement@albany.edu  
Office Hours: Monday - Friday 8:30 a.m. - 5:00 p.m.

Do you want to become a leader and have fun while doing so? Then the
Emerging Student Leaders Program is for you! The Emerging Student Leaders Program is an elite and interactive program designed to develop freshmen and sophomores as leaders and engaged citizen at UAlbany and beyond. During the ten week program, students are introduced to topics such as Community Standards, cultural competence, leadership theories, stress management, public speaking, and time management.

For more information, visit the Emerging Student Leaders Program on www.MyInvolvement.org!

Great Dane Feedback

What you say matters! Your participation in surveys on-campus is important to your experience as a Great Dane. The information that is collected from these surveys is used to ensure that the services and information you want are available to you. All of the data that is collected from these surveys is available to you through three Student Success publications: Your Voice, the Snapshot, and the Pulse. Check them out at www.albany.edu/studentsuccess/assessment.

UAlbany’s Division of Student Success is committed to the systematic gathering of information for the purposes of accountability, program improvement and the enhancement of student learning. The Office of the Vice President for Student Success provides leadership for assessment across the Division’s fourteen units and supports the Office of Institutional Research, Planning and Effectiveness (IRPE) in its on-going assessment of UAlbany students’ experience while on campus.

Student Association

Phone: (518) 442-5640
Web site: http://www.albany.edu/studentassociation
Location: Campus Center 116
Email: sa@albany.edu

Office Hours:
Academic Year*: Monday-Friday 9 a.m. – 5 p.m.
Summer: Monday-Friday 10 a.m. – 4 p.m.
*Student Association is closed during academic year breaks.

The Student Association, or SA, is the recognized undergraduate student government. Funded by the student activity fee that students pay each semester, SA provides concerts, comedy shows, and multicultural and LGBTQ-IAP programming; funds and supports over 200 student groups, organizations, and teams; and runs intramural sports, Student Legal Services, and
Camp Dippikill (an 850-acre wilderness retreat in the Adirondacks). In addition, SA represents the interests of the student body to the faculty, administration, and government. The Student Association works similar to the United States government, with 3 branches: an Executive Branch (or Board), a legislative branch (the SA Senate, comprised of elected students based on their living areas), and a judicial branch (the SA Supreme Court). The Student Association recognizes almost 200 student organizations, with new groups forming every semester to accommodate students’ evolving interests.

### Student Employment

The Office of Human Resources Management has a Student Employment Opportunities page as a link from its home page [http://hr.albany.edu/content/studentemp.asp](http://hr.albany.edu/content/studentemp.asp), which provides links to major campus student employers. These include the Department of Athletics, Chartwells, the University Libraries, and the University Bookstore. Career Services also has information regarding part-time jobs, both on and off campus.

There is a link to Student Assistant positions on campus from your MyUAlbany portal which allows you to receive job notifications or postings via e-mail. The Human Resources link is also posted on MyUAlbany. Don’t forget to check within your department or school for job opportunities and other offices that have secretarial, clerical, or other office work positions. Be a self-starter! Since there are more available workers than jobs, employers do not have to advertise widely before hiring. You are encouraged to seek out those opportunities.

Some students obtain work on campus through the College Work-Study Program. For information regarding the Program and your eligibility to participate, visit the Financial Aid Web site at [http://www.albany.edu/financial-aid/](http://www.albany.edu/financial-aid/).

### Student Involvement & Leadership

Phone: (518) 442-5566  
Web site: [http://www.albany.edu/involvement](http://www.albany.edu/involvement)  
E-mail: involvement@albany.edu  
Location: Campus Center 130  
Office Hours:  
Academic Year: Monday-Friday 8:30 a.m.-5 p.m.  
Summer: Monday-Friday 8 a.m.-4 p.m.  

What does it mean to “get involved?” Getting involved is connecting with...
the University community inside and outside of the classroom. This can mean socializing with friends and faculty on campus, attending campus activities, taking advantage of recreational activities, seeking out leadership and service opportunities, or engaging in academic activities with peers and faculty inside and outside the classroom. The Office of Student Involvement & Leadership assists students in developing leadership ability and supports students as they become involved in the UAlbany community. Their goal is to help you build connections, enhance your experiences, achieve personal growth, and develop new skills. Involvement leads to success!

**UAlbany Campus Programming Board**

Always Eventful!

The Campus Programming Board brings you countless activities and programs to enrich your college experience. From comedians to outdoor festivals, be on the lookout for events sponsored by CPB opening weekend and throughout the year, including the weekly Podium Series. Mark your calendar in advance: fan us on Facebook and join our group on MyInvolvement.org for an up-to-date schedule of events!

**MyInvolvement.org**

MyInvolvement.org is your official source for involvement opportunities at UAlbany! Browse the many ways you can become involved on campus, including joining one of our 200 active organizations, learning about community service opportunities, or finding events happening on campus. In addition, MyInvolvement.org will track your involvement by compiling an Involvement Record. Whether joining a student organization, finding events on campus, or logging community service hours, be sure to check out all the possibilities to become involved on MyInvolvement.org!

**Pathways to Success**

The Best Path to Success is Your Own!

Pathways to Success is a program designed to help you get involved on campus and strengthen your ability to succeed. Completion of the Pathways to Success program includes participation in specific Involvement Markers that introduce you to the various ways you can become involved on campus. Participating in the Pathways program will develop essential skills such as teamwork, leadership, communication, decision making, and cultural competency. Visit us at https://myinvolvement.org/organization/Pathways-to-Success for more information.
Beyond UAlbany

Things to Do in the Capital Region

Capital Region activities offer a variety of pleasures, ranging from the cultural stimulation of fine museums to the recreational exhilaration of rock climbing. There is plenty of entertainment too, from bowling to billiards, restaurants, movie theaters to live concert venues, and skiing to golf. The urge to shop will be easily satisfied by the many malls and retail centers close by. Attractions just beyond the local area include the Adirondacks, the National Baseball Hall of Fame, Six Flags Great Escape, the Saratoga Performing Arts Center, and Tanglewood. For more information about what goes on in the Capital Region, visit http://www.albany.org.

Transportation

Whether traveling locally, nationally, or overseas as a UAlbany student, you have multiple transportation options at your fingertips in the Albany area.

Air
Just a few miles from the University, Albany International is served by a number of major carrier/commuter airline services. Plan to take a taxi between the airport and campus.

Bike Share Program
Enjoy a nice bike ride or take a quick trip to the store by signing a bike out at any living residence. Bikes are on loan for free for 24 hours. Students will be asked to provide their ID number, sign a waiver and then will be given a key to a bike for their use. For information, contact the Office of Environmental Sustainability at (518) 956-8120.

Bus
CDTA: (518) 482-8822, http://www.albany.edu/pmts
The Capital District Transportation Authority (CDTA) has a partnership with the University allowing for free bus fare on most local routes with your SUNYCard. For schedules of the dozens of bus routes in the Albany area visit the Web site above.

University Shuttle Buses: (518) 422-3121, http://www.albany.edu/pmts
Free bus services for UAlbany students, faculty and staff include routes to
the Health Center, Counseling Center, campus parking lots and a nearby shopping center and supermarket. Visit the website above for schedules and routes.

Adirondack Trailways: (518) 436-9651 or (800) 776-7548

Greyhound Bus: (800) 231-2222
Greyhound Bus & Adirondack Trailways serve most of the state with express and local buses. The Albany Bus Terminal is located at 34 Hamilton Street and is accessible by CDTA.

For tickets and information regarding bus lines that run directly from campus to different locations throughout New York, contact the Student Association at (518) 442-5640.

Carpool Matching Service
Commuters to UAlbany can register for our free matching services to find a carpool partner. It is important that you register using your UAlbany email in order to be placed in our administrative page. To register, go to www.IPool2.org.

Taxi
The taxi system in the Capital District may differ in its rate schedule from the system in your area. Meters are not used and the charge is determined according to a zone system. Taxi brochures with more detailed information are located in the Quad Information Centers and on the Web at http://www.albany.edu/studentaffairs/safety/taxi.shtml.

Train
Amtrak: (800) 872-7245, http://www.amtrak.com
The train station serving Albany is the Albany-Rensselaer Station, located approximately 7 miles away from campus, just across the Hudson River from Albany, at 525 East St., Rensselaer, NY. Taxis are located at the entrance of the train station.
Services, organizations, definitions, guidelines, programs, info and other resources — here in brief, A to Z, is the where-to-go and the what-to-know about this dynamic, multi-faceted community known as your University at Albany. Use the list below to make contacts online, by phone, or in person to explore your interests further. You could also make good use of the “A-Z Index” link off the UAlbany home page, albany.edu.

A

Academic Programs/Colleges Overview
http://www.albany.edu/main/index_academics.shtml
Outstanding faculty, an innovative curriculum, and student-centered services create a distinctive learning environment that nurtures student success. At UAlbany, the possibilities are virtually endless: nine schools and colleges, plus an Honors College, offer majors in 56 fields and minors in another 59.

Academic Calendar
http://www.albany.edu/catalogs_calendars_schedules/acad_cal.html
Visit the Web site for deadlines to add, drop, or withdraw from a course and to find out when breaks are scheduled.

Access and Academic Enrichment Programs (AAE)
(518) 442-5180
LI-94 (under the University Library)
http://www.albany.edu/oass/
The Office of Access and Academic Enrichment Programs offers all students a variety of services to assist with improving academics and maintaining academic excellence. See the Access and Academic Enrichment Programs section under Resources and Services in this Handbook.

Advisement Services Center
(518) 442-3960
LI-94 (under the University Library)
http://www.albany.edu/advisement
The Advisement Services Center professional advisors work with students to help create and implement successful academic plans. Advising PLUS is also located in the Advisement Services Center.

Alcohol - Campus Policy
The University at Albany adheres to and enforces all federal, state, and local legislation concerning alcohol. See the Residence Hall License at

DID YOU KNOW....
The University was founded in 1844 as the New York State Normal School (teacher preparation) with a penguin mascot named Pedwin?
DID YOU KNOW....
The Academic Podium, Campus Center, libraries, and all residence halls have wireless Internet connection?

http://www.albany.edu/housing/alcohol.shtml for a comprehensive description of the alcohol policy as it pertains to students who live on campus. Also refer to the Student Code of Conduct, Community Rights and Responsibilities — appendix E, for the Policy governing use of alcohol on campus.

Alumni Association
(518) 442-3080
Alumni House (across from Dutch Gold Lot)
http://www.albany.edu/alumni
The University at Albany Alumni Association keeps our graduates connected to each other and to their alma mater. All graduates of the University are automatically considered members of the UAlbany Alumni Association.

Ambulance Service, Five Quad
(518) 442-5555
Emergency: (518) 442-3131
http://www.fivequad.org
Five Quad Volunteer Ambulance Service, Inc. is operated by UAlbany students and provides emergency medical care at no cost to patients and serves the entire campus community. Five Quad responds up to 5 miles away; this includes the entire City of Albany, as well as parts of the towns of North Bethlehem, Guilderland, Knox and Colonie. In an EMERGENCY, all you have to do is call the University Police Department at (518) 442-3131.

Apartments
http://www.albany.edu/housing
University Apartments manages the University’s three apartment complexes — Empire Commons, Liberty Terrace, and Freedom Apartments. Students are permitted to reside in University Apartments during their junior and senior years. Full and academic year contracts are available to students. For information regarding off-campus housing go to http://www.albany.edu/housing/offcampus.shtml
Empire Commons (518) 956-6250
Freedom Apartments (518) 442-5830
Liberty Terrace Apartments (518) 956-8300

Apogee
(866) 478-8861
http://www.albany.edu/housing/apogee.shtml
Apogee is an outside communications company that equips all residence halls with wired and wireless Internet connections.

Art Museum
(518) 442-4035
Academic Podium (Fine Arts Building)
http://www.albany.edu/museum
The University Art Museum is centrally located on our Uptown Campus. The museum develops and presents 6-8 exhibitions each year that explore cur-
rent art practices through the larger frame of cultural, historical, philosophi-
cal, and sociopolitical contexts.

ASDAC (Albany Student Dining Advisory Committee)
http://www.albany.edu/uas/asdac.php
The Albany Student Dining Advisory Committee (ASDAC) is an on campus, student-run organization committed to working with University Auxiliary
Services (UAS) to provide students with the best possible dining and vend-
ing experiences. ASDAC is open to all students. More information, including
how to apply to become a member of ASDAC, can be found at www.albany.
edu/uas/asdac.php.

Athletics
(518) 442-DANE
http://www.ualbanysports.com
The University is home to 8 Division I men’s teams, 11 women’s, and the NFL
NY Giants summer training camp. All regular-season athletic home events are FREE with your SUNYCard. GO UALBANY!

B

Blackboard Learning System
http://bls.its.albany.edu/webct/entryPageIns.dowebct
Blackboard Learning System (BLS) is an online course management system
software package that allows UAlbany faculty to post supplemental class
materials online or to facilitate online courses.

Banking Services
http://www.albany.edu.banking.php
A full range of banking options is available on campus, with comprehensive
banking services provided by SEFCU and various ATMs located throughout
the main campus, the Downtown Campus and the East Campus. The SEFCU
on-campus branch is located in the Campus Center.

ATMs On Campus
10 SEFCU ATMs (Campus Center, Quads, Lecture Center, Empire and Freedom
Apartments, and the East and Downtown Campuses), Key Bank (Campus
Center), TD Bank (Campus Center), Bank of America (Downtown Campus).

Blue Light Phones
The University provides over 200 emergency phones equipped with flashing
blue lights. Picking up a blue light phone will automatically connect to the
University Police to summon help in an emergency.

Bookstore - the Barnes & Noble College Bookstore
(518) 442-5690
Campus Center, Lower Level
http://albany.bncollege.com
At the University Bookstore by Barnes & Noble you’ll find everything from
textbooks and computer/school supplies to University apparel and gifts.
Bursar’s Office
See Student Services Center

Bus Schedule
(518) 442-3421
www.albany.edu/pmts
The University provides students with free local bus services on and off campus when a valid SUNYcard is shown.

C

C.H.A.R.G.E.
(518) 442-5840
http://www.albany.edu/housing/charge.shtml
C.H.A.R.G.E: Celebrating ethnicity, Honoring our histories of struggle, Acting for change, Rising to our higher humanity, Gaining empowerment, and Educating self and others, is a multicultural program based in the residence halls that presents programs around diversity and inclusion.

Calendars
Academic, see Academic Calendar Events, see Spirit Zone

Campus Center
(518) 442-5490
http://www.albany.edu/campuscenter
Traditionally considered the “heart” of the campus, the Campus Center provides student services, dining options, and meeting space, and is home to UAlbany’s student government, many student groups, and the Barnes & Noble Bookstore.

Campus Gold (formerly Podium Advance)
http://www.albany.edu/uas/campus-gold.php
Campus Gold is a UAS loan added to your SUNYCard. It offers you the ability to purchase textbooks/supplies at the bookstore while you are waiting for financial aid. The amount requested ($650 maximum) is charged to your tuition bill.

Capital Region
http://www.albany.org
The Capital Region generally refers to the four counties surrounding Albany, the capital of New York: Albany, Schenectady, Rensselaer, and Saratoga Counties. Other nicknames have included Tri-Cities, Tech Valley, and the Capital District.
Career Services  
(518) 437-4900  
Science Library, G50  
http://www.albany.edu/career  
Career Services supports students by educating and empowering them to make rewarding career decisions. The staff in this office offer individual career counseling, internship and job search resources, seminars/workshops, career fairs, and a comprehensive Web site. Career Services maintains and develops partnerships with a wide range of employers to help provide students with internship and job opportunities.

Catering  
(518) 442-5986  
http://ualbanydining.com  
UAlbany Catering can assist you with large or small events. Many UAlbany dining facilities can be reserved for meetings, including the Dane’s Den on Indian Quad and the State Room on State Quad. Visit the web page or contact the catering office for more information.

Cancellation of Classes (inclement weather)  
(518) 442-SNOW (7669)  
http://www.albany.edu/emergency/weather.php  
Class cancellations due to inclement weather will be posted on the main page of the University home page and will be available by calling “442-SNOW.”

Clubs/Groups/Organizations  
(518) 442-5566  
http://www.albany.edu/involvement  
The University at Albany boasts over 200 student groups, clubs, and organizations. They range in size from 5 to 500 members and span categories such as social, Greek, arts, academic, athletic, service, religious, political, cultural, peer education, and professional. See Student Involvement & Leadership.

Commencement  
http://www.albany.edu/commencement  
Commencement is a ceremony in which degrees or diplomas are conferred upon graduating students at the end of both fall and spring semesters.

Community and Public Service Program (CPSP)  
(518) 442-5683  
http://www.albany.edu/cpsp  
There is always a great need for willing and able people to lend a hand - it looks great on a resume and is also a fun social activity. Two and three credit courses are offered for completing 60 and 100 hours of approved community service, respectively.
Community Rights & Responsibilities (or Student Code of Conduct)
http://www.albany.edu/studentconduct
The Code of Conduct at the University at Albany is called Community Rights & Responsibilities. It describes prohibited conduct at the University and the process by which the University asserts its values and attends to allegations of violations of Community Rights & Responsibilities. The Student Code of Conduct is available online at the Web site above.

Complaint - How to file
The University has procedures in place to address complaints based on the nature of the complaint brought forward.

- Academic Complaints or Grievances (Undergraduate): http://albany.edu/undergraduate_bulletin/regulations.html (See Academic Grievances)
- Academic Complaints or Grievances (Graduate): http://www.albany.edu/graduatebulletin/requirements_degree.htm#academic_grievance
- Student Behavior Complaints: http://www.albany.edu/studentconduct/introduction.shtml
- Other Complaints: Contact the Office of the Vice President for Student Success for assistance at 518-956-8140.

Computer Labs (Information Commons)
http://www.albany.edu/infocommons/
Computers running Windows XP, MS Office, and other software are available on the three campuses. Many students carry a USB flash drive to backup and store files (i.e. assignments, presentations, documents) they create using these computers.

Community Standards, Office of
(518) 442-5501
Campus Center 361
http://www.albany.edu/studentconduct/
The Office of Community Standards coordinates campus resources and support services to adjudicate and resolve student conduct issues related to Community Rights & Responsibilities.

Counseling Center
(518) 442-5800
http://www.albany.edu/counseling_center
The University Counseling Center offers psychological services, health promotion initiatives, and prevention programs to enhance the academic productivity and personal well-being of University at Albany students.

DID YOU KNOW....
in 2005 UAlbany broke the Guinness Book of World Record for the World’s Largest Pillow Fight? You can view UAlbany students breaking this record at http://www.albany.edu/spirit.
Crime Reporting  
(518) 442-3130  
http://police.albany.edu

Students, faculty, staff, and guests of the University at Albany are encouraged to report emergencies or any suspicious/criminal activity to the University Police Department at (518) 442-3131, 911 from an on-campus phone. You can also report an incident anonymously on the University Police Department’s website at: http://police.albany.edu/crime_report.htm.

Dean’s List  
http://www.albany.edu/undergraduate_bulletin/honors_awards_prizes.html

To qualify for the Dean’s List a student must obtain a semester average of 3.25 or higher their first matriculated semester at the University. For all other students, the semester average must be a 3.5 or higher.

Dining Services  
(518) 442-5989  
http://ualbanydining.com

UAlbany Dining provides diverse dining options for the campus community, including five all-you-care-to-eat residential dining rooms and 12 retail locations at the Campus Center with options that include sushi, salads, bagels, subs, deli sandwiches as well as local, vegetarian, and kosher items. In addition, the Downtown Café provides a light dining menu on the Downtown Campus; the Patron Room, in the Campus Center, features table service with specialty entrées and a soup and salad bar; Zime, the cafe at the Business Building offers sandwiches, soups, and fresh baked goods; the Guy Fieri Food Truck offers exciting burger-style menu; and the late night venues at State and Indian quads offer beverages, snacks and light meals.

Dippikill  
(866) 347-4545  
http://www.dippikill.com

UAlbany’s Student Association owns Camp Dippikill, located in Warrensburg, New York, about 90 minutes from campus. It is an 850-acre wilderness retreat facility with a 20-acre pond, 7.5 miles of well-groomed trails, and eight lodges which range in size and style. All are available for use by UAlbany students and alumni. Reservations can be made by calling the Student Association at (518) 442-5640.

Discrimination and Harassment  
(518) 956-8110  
http://www.albany.edu/diversityandinclusion/discrimination.php

If you have a complaint regarding discrimination based on race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, please call or visit the website for more information about the policy and procedures for filing a complaint.
Diversity and Inclusion (formerly the Office of Diversity and Affirmative Action)
(518) 956-8110
http://www.albany.edu/diversityandinclusion/
The office of Diversity & Inclusion supports academic and scholarly excellence for ALL students, faculty, and staff by establishing and sustaining a campus culture that reflects a fundamental respect for different ways of thinking, living, working and learning. We view diversity holistically, as encompassing a variety of dimensions. The Office oversees, facilitates, and supports efforts to create an inclusive environment and ensure equal opportunity for the entire University at Albany community. Students are encouraged to contact the office of Diversity and Inclusion with any questions about the mission and function of the office and the role it plays in supporting the University.

Don’t Walk Alone
(518) 442-5511
http://www.albany.edu/studentaffairs/safety/dwa.shtml
Don’t Walk Alone Safety Escort Service is a volunteer safety escort service which operates Sunday-Thursday nights, 7-11 p.m., except during the summer and during University recesses.

Downtown Campus
http://www.albany.edu/downtown/index.shtml
The Downtown Campus, UAlbany’s original campus, is one of three campuses and is located about three miles east of the Main Campus.

East Campus
http://www.albany.edu/eastcampus/
Overlooking the City of Albany, the 87-acre East Campus is located in East Greenbush, approximately 30 minutes from the Uptown Campus. This campus brings together office space and high-tech laboratories in a venue that maximizes the Capital Region’s research and development strengths.

Educational Opportunity Programs (EOP)
(518) 442-5180
http://www.albany.edu/eop
EOP provides supportive services designed to help economically and educationally disadvantaged students of all races living in New York who need assistance in academic, financial, social, and personal matters.

E-mail
http://www.albany.edu/its/students_email.htm
E-mail is a preferred University at Albany method of communicating important information. Students are encouraged to and responsible for checking their University e-mail accounts frequently.

Employment (student)
See the Student Employment section under Life as a Great Dane in this
Environmental Sustainability, Office of  
Phone: (518) 956-8120  
http://www.albany.edu/gogreen
Coordinates all environmental programs on campus including recycling, energy conservation, and sustainable transportation initiatives. The office is located in University Hall 212. Check out the go green website for up-to-date information and events.

**F**

Facebook
See Social Networking Sites

FERPA - Family Educational Rights and Privacy Act (FERPA)
FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Financial Aid
See Student Services Center

Fitness Center
Each quad and University Apartments has a fitness center for use by its residents. There is also a larger fitness center in the SEFCU Arena that is open to all students.

Five Quad
See Ambulance Service

Floral Services
http://www.albany.edu/uas/floral-services.php
From full arrangements to single roses, you’ll find competitive and discounted rates for all your floral needs on campus.

Food
http://ualbanydining.com
See Dining, Vending, or Shop24

Fraternities and Sororities

**DID YOU KNOW...**
The Big Purple Growl is an annual, fun filled event featuring a double-header with both the men’s and women’s basketball teams playing at the SEFCU Arena?
The University currently recognizes 26 social fraternity and sorority chapters with approximately 443 active undergraduate members. UAlbany's diverse Greek community performs over 5,000 community service hours per year.

**Funding (UAS Program Funds)**
http://www.albany.edu/uas/program_funds.php
University Auxiliary Services (UAS) provides funding to campus organizations and departments to support programs and events throughout the year. Visit the website for the guidelines and application.

**Gambling**
Gambling, including, but not limited to, contests of chance, illegal lottery and policy for money or something of value, promoting or advancing gambling, gambling using University computing/network facilities, or being in possession of gambling devices or gambling records, is PROHIBITED.

**Gift Packages, Special Occasion Cakes, Desserts**
http://ualbanydining.com
Surprise someone on campus with a personalized birthday cake, a ‘good luck on finals’ cookie platter, or a themed gift package.

**Graduate Dean / Graduate Studies**
(518) 442-3980
http://www.albany.edu/gradstudies
The Office of Graduate Studies is dedicated to academic excellence in graduate education and advocates for support of graduate programs and graduate students.

**Guests in Residence Halls**
Students are permitted to have guests in the residence halls in accordance with the guest policy. Contact your Quad Information Center for details.

**Hate/Bias-Related Crimes**
Hate crimes (also known as bias-related crimes) occur when someone targets a victim because of perceived or actual characteristics. These in-

**DID YOU KNOW....**
UAlbany hosts Relay for Life, an overnight event designed to celebrate survivorship and raise money for research, advocacy, education, and patient services programs of the American Cancer Society?
clude national origin, color, race, age, religion or creed, ethnicity, gender, sexual orientation, veteran status, marital status, or disability. Hate and bias-related incidents or crimes will not be tolerated at the University. Any such incidents should be brought to the attention of the University Police at (518) 442-3131 or the Office of Community Standards at (518) 442-5501.

**Hazing**

Hazing is defined as any reckless or intentional conduct in connection with the initiation into or affiliation with any organization that endangers the mental or physical health of any person or damages, destroys or removes any public or private property. Hazing is an absolute violation of the UAlbany Code of Conduct, as stated in Community Rights & Responsibilities.


**Health Center**

Health Center: (518) 442-5454
Appointments: (518) 442-5229
[http://www.albany.edu/health_center](http://www.albany.edu/health_center)

The University Health Center provides a range of services from acute care to prevention-focused educational programs, as well as consultation services, to the campus community.

**Hillel**

See Faith Groups

**Honors College**

(518) 442-9067
[http://www.albany.edu/honorscollege](http://www.albany.edu/honorscollege)

The Honors College is an option for select highly motivated learners. Students are recognized for their exemplary work with an honors diploma and also have the option of Honors Housing.

**Information Commons**

See Computer Labs

**Information Technology Services (ITS)**

(518) 442-4000
Help Desk in the Lecture Center Concourse (Lecture Center 27)
[http://www.albany.edu/its](http://www.albany.edu/its)

ITS manages and administers all major technology services, such as MyU-Albany, e-mail, telephone service, research IT, Blackboard Learning System (BLS), shared network drives, Web sites, and computing user rooms.

**Intercultural Student Engagement, Office of**

(518) 442-5566
The Office of Intercultural Student Engagement is committed to developing and maintaining a culturally inclusive and supportive campus environment that promotes and enhances the academic excellence, personal growth, and leadership development of African, Latino, Asian, and Native American students.

The Interfaith Center
(518) 489-8573
Located across from the SEFCU Arena on University Drive
http://www.albanyinterfaithcenter.org
The Interfaith Center is the University’s interfaith center located on the south end of University Drive, across from the SEFCU Arena. The Interfaith Center is a place for worship, counseling, studying and community-building that serves as a meeting place for various religious denominations. Groups associated with The Interfaith Center include Hillel, Newman Association, Protestant Campus Ministry, and more. See the Faith Groups section under Resources and Services in this Handbook.

International Student & Scholar Services (ISSS)
(518) 591-8189
http://www.albany.edu/iss
ISSS provides a broad range of advising and referral services to approximately 1,100 international students from nearly 100 countries.

Intramurals
(518) 442-2627
Intramurals are campus-based recreational sports exclusively for UAlbany students organized by the Office of Campus Recreation. See Office of Campus Recreation.

Judicial Affairs
See Community Standards & Civic Responsibility

Laundry Facilities
http://www.albany.edu/uas/laundry.php
All residence halls have laundry rooms with washers and dryers free for all students living in the residence halls, Freedom and Liberty Terrace Apartments. Empire Commons has a washer and dryer in each apartment.
dry rooms are available 24/7. LaundryView, a web-based application that allows students to monitor the status of washers and dryers and receive text messages when cycles are completed, is available at all quads and University Apartments.

**LGBTQIAP Life**
(518) 442-5015
http://www.albany.edu/lgbt
See LBGTQIAP Life under Resources and Services section of this Handbook.

**Lecture Centers (LCs)**
The LCs are lecture halls situated in the concourse that surround the main fountain. The halls hold larger classes and special lectures or events that could accommodate up to 500 people.

**Library**
(518) 442-3600
http://library.albany.edu
There are two libraries located on the Uptown Campus, the University and Science libraries, and one on the Downtown Campus, the Dewey Library.

**Linens and Room Décor**
http://www.albany.edu/uas/other-services.php
UAS offers linens and bedding options that fit the longer twin beds provided in the residential quads and University Apartments (note: Empire Commons has regular full size beds). A vast selection of styles and patterns can be viewed from the UAS website.

**Mail Services**
(518) 442-3272
http://www.albany.edu/mailservice/
Mail Services is located in the basement of the Business Administration Building, Room B4. Students are notified of package arrival via mail and must present a photo ID when retrieving their packages.

**Meal Plans**
(518) 442-5989
http://ualbanydining.com
UAlbany meal plans are designed to make dining easy and convenient while providing healthy and delicious options, and with 5 all-you-care-to-eat residential dining rooms and 16 retail dining venues, you are sure to find foods that appeal to you. All student meal plans are exempt from NYS sales tax. Meal plan changes can be made up until the 10th business day after the start of the semester.

**Medical Excuse Policy**
(518) 442-5454
http://www.albany.edu/health_center/medical_excuse.shtml
In compliance with University Senate Policy, the University Health Center will
only provide medical excuses to students whose medical conditions meet specific criteria.

MenREACH – (Men for Relationship Education and Change)
(518) 442-5800
http://www.albany.edu/counseling_center/sarc/menreach.shtml
MenREACH is a program comprised of UAlbany men — staff and students — committed to ending sexual violence — especially violence against women in all its forms, and to promoting positive human relationships.

MicroFridge Rentals
http://www.albany.edu/other-services.php
The MicroFridge is a combination refrigerator/freezer/microwave. The MicroFridge is the only microwave unit allowed on campus. For more information regarding MicroFridge rentals through UAS’ approved vendor, please visit the website listed above. Rented MicroFridges are delivered to campus during move-in, saving students the hassle of transporting them.

Middle Earth Peer Assistance Program
(518) 442-5777
http://www.albany.edu/counseling_center/aboutme.shtml
The Middle Earth Peer Assistance Program provides peer counseling and peer education services that assist students in meeting their educational goals and coping with emotional, social, and other life issues they face. The Middle Earth hotline is in operation Monday – Thursday, noon – midnight, and from noon Friday through midnight on Sunday during the academic year.

Moving & Storage
http://www.albany.edu/uas/other-services.php
UAS provides approved moving, storage and shipping options for students. Unauthorized vendors and storage containers are not allowed on campus.

Munch Money
http://ualbanydining.com
Munch Money is a declining balance account that is a component of all meal plans. Munch Money purchases are not subject to NYS sales tax. Additional Munch Money can be added with a credit card online at www.albany.edu/uas or by visiting the SUNYCard office. Munch Money can be used to purchase meals, snacks and beverages at campus retail locations, residential dining rooms and vending machines.

MyUAlbany
ITS Help Desk (518) 442-3700
http://www.albany.edu/myualbany
MyUAlbany is the Web portal that UAlbany students use to register for class-
es and access important information, such as their class schedule, financial aid information, student elections, degree audit information, meal plan, demographic information, and more — a student’s personal Web portal to all things UAlbany. For usage information please read the how-to brochure on the Web at http://www.albany.edu/myualbany/howto_brochure.html.

**Newman Association**  
http://www.albany.edu/~newman  
See Faith Groups

**New Student Programs**  
(518) 442-5509  
http://www.albany.edu/orientation  
http://www.albany.edu/openingweekend  
http://www.albany.edu/parents  
New Student Programs facilitates the transition of new students by encouraging the exploration of opportunities, supporting connections to University resources, promoting a sense of pride in the University and partnering with parents and families. Please visit the Orientation, Great Dane Beginnings, and Family websites listed above for more information about New Student Programs.

**Newspaper - Albany Student Press**  
(518) 442-5665  
http://www.albanystudentpress.org  
The Albany Student Press (The ASP) is a student-run newspaper published every Friday between August and June by the independent, not-for-profit Albany Student Press Corp.

**Nutritional Services**  
(518) 442-5985  
http://ualbanydining.com  
A full-time, on campus registered dietitian is available to provide the best dining options to safely guide students in making food choices in the resident dining rooms and the retail venues. Students with special dietary requirements should contact UAlbany Dining’s Nutritional Services at 518-442-5985 or NutritionalServices@albany.edu for assistance. As for dietary preferences, UAlbany Dining staff can provide students with information regarding menus, recipes and ingredients to help them navigate the various dining options and resources available to make their meal plan work for their chosen lifestyle.

**DID YOU KNOW...**  
The Candlelighting Ceremony welcomes new students to the University and symbolizes the beginning of an incoming student’s collegiate career?
Off-Podium
http://www.albany.edu/uas/offpodium.php
Podium is a declining balance account that is available on your SUNYCard when you deposit funds into the account. In addition to on campus purchases, Podium purchases can also be made at more than 30 off-campus businesses, including restaurants and drugstores. Look for the ‘Off-Podium’ stickers at participating establishments.

Operation I.D.
Operation I.D. is a nationwide effort of law enforcement agencies and the citizens and businesses they serve. It uses an identification system which marks possessions with a traceable identifying number.

Parents
(518) 442-5875
E-mail: parents@albany.edu
http://www.albany.edu/parents
A Parent Liaison is available to assist UAlbany parents and family members with individual questions or concerns and can be reached by phone or by e-mail. Parents are also encouraged to join join UAlbany Family Connections network.

Parking and Mass Transit Services, Office of
(518) 442-3121
http://www.albany.edu/pmts
This office, located between the Chemistry Building and Indian Quad, oversees all parking and on-campus transportation. All students who bring cars to campus must have a parking permit. Resident freshmen are not permitted to park on campus. Please contact the office for details. To register your vehicle on-line click on-line services or log into your MyUAlbany Account/ Campus Life/ My Parking Information.

Parking Ticket
(518) 442-3121
http://www.albany.edu/pmts
Parking tickets can be paid or appealed through Parking and Mass Transit Services. Visit their Web site for information regarding ticketing regulations, fees, and helpful tips. To pay a citation on-line click on-line services or log into your MyUAlbany Account/Campus Life/ My Parking Information.

Performing Arts Center (P.A.C.)
(518) 442-3995
http://www.albany.edu/pac
The PAC includes five unique performance spaces for music, dance, theater, international artists, and guest lecturers. Each enhances the quality of learning for UAlbany students and offers cultural opportunities for Capital
Region residents.

**Plagiarism and Cheating**
http://www.albany.edu/studentconduct/
Students are responsible for understanding the legitimate use of source documents; the appropriate way to acknowledge academic, scholarly, or creative indebtedness; and the consequences of violating University regulations.

**Podium**
http://www.albany.edu/uas/podium.php
Podium is a declining balance account that is available on your SUNYCard when you deposit funds into the account. Podium purchases are subject to NYS sales tax. Funds can be added with a credit card online at albany.edu/uas or by visiting the SUNYCard office. Podium can be used to make cash-free purchases at dining locations, vending machines, the University Bookstore and other locations on campus.

**Police**
(518) 442-3131 (from an outside or cell phone)
911 from all campus phones
http://police.albany.edu
The University Police Department is dedicated to providing service in keeping with our focus on Community Policing. They are available 24 hours a day, every day working to maintain and improve the safety, security, and quality of life within the community.

**Project SHAPE: Sexual Heath and Peer Education**
(518) 442-5800
http://www.albany.edu/counseling_center/shape.shtml
The Project SHAPE: Sexual Health and Peer Education program consists of a group of students who volunteer their time educating peers about sexuality and sexual health. After completing an accredited training course, they conduct more than 120 programs each academic year in the residence halls and academic classes. In addition, Project SHAPE presents a number of week-long events, such as the annual World AIDS Week and Mixin’ Up the Sex Week: Contemporary Issues in Sexuality.

**Protestant Campus Ministry**
http://www.ualbanycornerstone.org
See Faith Groups

**Quad**
There are five residential Quadrangles (Quads), four on the Uptown Campus and Alumni Quad on the Downtown Campus. Each Quad’s Information Center can be reached at the following telephone numbers:

Alumni Quad (518) 442-5870
Colonial Quad (518) 442-5911
Dutch Quad (518) 442-5900
Indian Quad (518) 442-5940
State Quad (518) 442-5920

Radio Station (WCDB 90.9FM)
Request Line: (518) 442-4242
Business Office: (518) 442-5234
Music Office: (518) 442-5262
http://wcdbfm.com
WCDB, the student-owned and operated broadcast radio station of the University, provides an alternative to commercial radio. Carrying out this function through a primarily musical format, WCDB strives to serve UAlbany and surrounding communities by providing an outlet for alternative discourse.

Recycling
http://www.albany.edu/gogreen
The University at Albany has a standing commitment to recycling. There are established recycling areas in our residence halls and academic buildings. For more information on recycling and sustainability on campus, visit the Web site listed above.

Registrar
See Student Services Center

Registration
(518) 442-5540
http://www.albany.edu/myualbany/howto_brochure.html
All UAlbany students register for and add/drop classes via the MyUAlbany portal. The referenced Web site links to a student guide on how to navigate MyUAlbany and lists frequently asked questions about the portal.

Religious Worship
See Faith Groups in the Resources and Services section of this Handbook.

Reporting a Crime
(518) 442-3131
http://police.albany.edu/crime_report.shtml
You can report a crime or incident online or by calling UPD at the number

DID YOU KNOW....
Dr. Robert J. Jones is the 19th President of the University at Albany.
Anonymous reports are kept confidential and private by the University to the extent allowed by law.

**Residential Life, Department of**  
(518) 442-5875  
[http://www.albany.edu/housing](http://www.albany.edu/housing)  
The Department of Residential Life oversees all residence halls and apartments and Residential Life staff.

**ResNet**  
See Apogee

**ROTC**  
(518) 438-2010  
[http://www.albany.edu/ROTC](http://www.albany.edu/ROTC)  
The Army ROTC program at the University at Albany makes up Charlie Company (C Co.) of Mohawk Battalion. C Co. cadets are mostly students attending the University.

**Safety/Personal Safety**  
(518) 442-3130  
[http://www.albany.edu/livingoffcampus/](http://www.albany.edu/livingoffcampus/)  
The safety of our students is the University’s highest priority – both on and off campus. The University takes a multi-faceted approach to issues of safety and security. The Office of Personal Safety and Off-Campus Affairs helps to coordinate all aspects of student safety on this campus.  See section on Health and Safety.

**Schedule of Classes**  
(518) 442-5540  
[http://www.albany.edu/registrar/schedule_of_classes.html](http://www.albany.edu/registrar/schedule_of_classes.html)  
Visit this Web site to see how you can search a semester’s schedule of classes using a number of different criteria.

**Scholarships**  
There are a number of scholarship opportunities available to UAlbany students, both for undergraduate and graduate students. Information can be found at [http://www.albany.edu/studentservices](http://www.albany.edu/studentservices). The University Alumni Association also offers annual scholarships to students. Complete information about these opportunities can be found at [http://www.albany.edu/alumni/scholarships.php](http://www.albany.edu/alumni/scholarships.php). The University has guidelines for helping you to apply for nationally competitive scholarships. Information on this topic can be found at [http://www.albany.edu/honorscollege/scholarships.shtml](http://www.albany.edu/honorscollege/scholarships.shtml).

**SEFCU Arena**  
(518) 437-4416  
[http://www.ualbanysports.com](http://www.ualbanysports.com)
This venue seats crowds of 4,538; hosts community events, sporting events, and UAlbany activities; and is home to the men’s and women’s NCAA Division I basketball teams.

Self Defense
R.A.D. for Women
(518) 442-3130
http://police.albany.edu/RAD.shtml
The Rape Aggression Defense System is dedicated to teaching women defensive concepts and techniques against various types of assaults by utilizing easy, effective and proven self-defense tactics. Our system of realistic defense will provide a woman with the knowledge to make an educated decision about resistance.

R.A.D. for Men
(518) 442-3130
Resisting Aggression with Defense is designed to empower men to make different decisions when confronted with aggressive behavior. This is the first step towards reducing aggression and violence for ourselves and the one’s we love. All courses are taught by nationally certified R.A.D. instructors.

Shop24
http://www.albany.edu/uas/other-services.php
The Shop24 ultra convenience store is a self-contained, refrigerated and robotic vending store designed to enable 24/7/365 purchasing. Shop24 accepts cash, Munch Money, Podium and credit cards. Shop24 delivers up to 150 items, including frozen entrees, fresh fruit, prepared salads, multi-pack beverages, and personal care products.

Sexual Assault Resources
(518) 442-5800
http://www.albany.edu/counseling_center/sarc/
The Sexual Assault Prevention Program of the University Counseling Center is committed to meeting the diverse needs of the campus community through programs and services that educate, support, motivate, and empower students. The programs, tailored to incoming students and professional staff and faculty, increase awareness about sexual assault and incorporate a multicultural perspective that blends messages on how to ask for help and how to effectively provide help.

Sexual Harassment and Sexual Assault (Title IX)
See Diversity and Inclusion in the Resources and Services section of this Handbook.

DID YOU KNOW…
Torch Night is a UAlbany tradition held during commencement weekend offering a time for graduating students to reflect upon their experience at the University and be welcomed to the Alumni Association?
Sexual Harassment, Rape and Sexual Assault
http://www.albany.edu/studentconduct
http://www.albany.edu/counseling_center/sarc/sexual_assault.shtml
(click on Protocol)
The University at Albany is committed to providing a safe and secure environment where all its members are treated with dignity and respect. To that end, UAlbany takes the strongest possible stand against sexual violence in all its forms, including sexual assault but also including the use of coercion, intimidation, or exploitation of others for sexual purposes. The University is actively engaged in educating its members about these vital issues and in providing timely support and assistance to victims of sexual assault.

Smoking Policy
(518) 442-5875
In recognition of exposure to second hand smoke as a significant health concern, smoking is prohibited in all University buildings, all exterior stairwells, within 10 feet of building entrances and open windows, and within 30 feet of exterior ventilation intakes.

Special Occasion Cakes, Desserts and Gift Baskets
http://ualbanydining.com
Surprise someone on campus with a personalized birthday cake, a ‘good luck on finals’ cookie platter, or a themed gift basket.

Spirit
http://www.albany.edu/spirit
Use this site as your source for the latest information on campus events and spirit initiatives. Find links to EXCLUSIVE Spirit prizes and contests, UAlbany History and Traditions, Student Life News, and more!

Student Accounts
See Student Services Center

Student Association (SA)
(518) 442-5640
http://www.albany.edu/studentassociation
SA is the student government representing UAlbany’s undergraduate population.

Student Engagement
(518) 442-5333
http://www.albany.edu/student_engagement/
E-mail: studentengagement@albany.edu
The Office of the Vice Provost for Undergraduate Education works to provide opportunities and pathways for students to be active and engaged in their studies, both inside and outside the classroom.

DID YOU KNOW....
Every Friday is Spirit Friday?! Be sure to show your UAlbany pride by wearing Purple and Gold, or UAlbany Apparel!
Student Financial Center
(518) 442-3202
http://www.albany.edu/studentservices
The Student Financial Center (SFC) offers “one-stop” assistance to students and families in matters related to their financial aid and student accounts (e.g. charges, payments, billing and payment plans).

Student Involvement & Leadership, Office of
(518) 442-5566
http://www.albany.edu/involvement
The Office of Student Involvement & Leadership is dedicated to working directly with students to guide and advise them about matters related to student organizations and leadership development.

Study Abroad & Exchanges
(518) 591-8170
http://www.albany.edu/studyabroad
Undergraduates may participate in over 300 study abroad programs in more than 50 major cultural or geographic regions of the world.

Summer Sessions
(518) 442-5140
http://www.albany.edu/summer
The University’s flexible summer schedule allows you to do all the summer-time things you want or need to do, plus earn more credit toward your degree.

SUNYCard
(518) 442-5989
http://www.albany.edu/uas/sunycard.php
Your SUNYCard picture ID is very versatile and important to your daily life on campus. The SUNYCard allows access to your residence hall, meal plan, Munch Money, Podium account, Campus Gold account, vending, Shop24, bus services, and library services. For a complete listing of SUNYCard services and policies, visit the website listed above. If you lose your SUNYCard, you should deactivate it immediately online (via MyUAlbany) or at the SUNYCard Office.

SUNYCard Online Services
(518) 442-5989
SUNYCard Online Services allows you to add funds or check balances on your SUNYCard. You can also deactivate your lost card or reactivate it when found. The SUNYCard Online Services also has an easy interface, notification alerts and a feature to request funds. Parents, family members and friends can also go to the website and ‘gift’ money to your account. You can utilize SUNYCard Online Services by logging onto the GET website provide above or by logging into your MyUAlbany account.
Title IX
(518) 956-8110
http://www.albany.edu/diversityandinclusion/titleixcoordinator.shtml
Tamra Minor, Title IX Coordinator, Chief Diversity Officer & Assistant Vice President
E-mail: tminor@uamail.albany.edu
Title IX is federal legislation that states “no person in the United States shall, on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid.”

The Title IX Coordinator is responsible for the University’s compliance with Title IX of the Education Amendments of 1972. This includes, but is not limited to, systematically monitoring and evaluating policy and procedures that effectively and efficiently respond to complaints of sex discrimination, including sexual harassment and sexual assault, and to ensure that all students have equal educational opportunity.

Transcripts (See also Student Services Center)
(518) 442-3202
http://www.albany.edu/registrar/transcripts.html
Official transcripts contain a record of all your courses, grades, and degrees from the University at Albany and may be sent out only by your request for your own academic record.

Transfer Experience Office
(518) 442-3950
Lecture Center 30
http://www.albany.edu/transfer_students
The Transfer Experience Office is the main contact for any transfer-student-related information and also oversees the campus chapter of Tau Sigma, the national transfer student honor society.

Transportation
There are various means of transportation serving the Albany area. For more information on what is available, please see the transportation section under “Beyond UAlbany” in this handbook.

Tutoring Services
(518) 442-5174
http://www.albany.edu/oass/support_services.htm
The Office of Academic Support Services offers study group sessions as well as one-on-one tutoring.
UA CareerPath

UA CareerPath is found on the Career Services website at http://www.albany.edu/career/ua_careerpath.shtml, and is an online job site that allows matriculated students and alumni to search for and apply to jobs and internships. Students must register and set up a username and password in order to access UA CareerPath.

Undergraduate Bulletin

(518) 437-3747
http://www.albany.edu/undergraduate_bulletin

The Undergraduate Bulletin provides you with a host of valuable information, including lists of academic courses, degree requirements, and information on international programs.

Undergraduate Education, Office for

(518) 442-3950
http://www.albany.edu/undergraduateeducation/index.html

The Office for Undergraduate Education is responsible for both the coordination of the academic experience of undergraduate students and the implementation of undergraduate academic policies at this University. This office also provides coordination of and advisement for student-initiated interdisciplinary majors and minors, and organizes and oversees internships in the NYS Legislature and elsewhere. In addition, this office assists and counsels undergraduate students who are contemplating leaving the University, who seek to take a Leave for Approved Study at another college or university, or who wish to re-enter the University after having been away from the University for a semester or more.

University Auxiliary Services (UAS)

(518) 442-5950
http://www.albany.edu/uas

University Auxiliary Services (UAS) provides a variety of services to enhance campus life for University at Albany students, including dining, SUNY Card, banking, laundry, vending, moving, storage, the bookstore and more. UAS welcomes comments and suggestions, emails can be sent to uas@albany.edu.

Vending

http://www.albany.edu/uas/vending

UAS vending machines offer a wide variety of beverages and snacks and are located throughout the campuses, including all residential quads, the Campus Center, the academic buildings, the libraries, the Lecture Center, SEFCU Arena, and the East and Downtown Campuses. Machines accept cash, Munch Money, Podium and credit cards 24 hours a day, 7 days per week. Vending options include traditional snacks/beverages as well as local, gluten free, vegan and other healthy selections.
Veteran Students
See Veteran Students Services in the Resource and Services section of this Handbook.

W

Weather Emergencies
(518) 442-SNOW (7669)
http://www.albany.edu/emergency/weather.php
(518) 442-SNOW (7669) is UAlbany’s weather condition hotline.

WebMail
http://webmail.albany.edu
WebMail is a Web-based e-mail interface provided by Information Technology Services. It allows you to check your University e-mail (userid@albany.edu) from any Web-enabled computer, without configuring any special software.

Withdrawal from a Course
Course withdrawal will not affect your transcripts unless the course is dropped after the final day to drop without incurring a “W.” See Academic Calendar for this date.

Withdrawal/Re-entry from University
(518) 442-3950
http://www.albany.edu/withdrawalreadmission
The Office of Withdrawal and Readmission works with matriculated undergraduate students who are currently enrolled in the University, as well as those who have left and wish to complete their UAlbany Baccalaureate degree.

Women’s Health Center at the University Health Center
University Health Center: (518) 442-5454
Appointments: (518) 442-5229
http://www.albany.edu/health_center/womenshealthcenter.shtml
As part of the University Health Center, the Women’s Health Center provides routine gynecological examinations, contraceptive counseling, and diagnosis/treatment of gynecological disorders.

Writing Center
(518) 442-4061
http://www.albany.edu/writing
The Writing Center offers support to students, faculty, and staff engaged in a broad range of writing projects, and promotes activities and events that enhance UAlbany’s writing culture.

Y

Yearbook, The Torch
http://www.albany.edu/~torch
E-mail: torch@albany.edu
GDB First-Year Photo Project
UAlbany Freshmen capture their first semester of collegiate life through photos.

What is it?
The Great Dane Beginnings First-Year Photo Project is an initiative aimed at illustrating students’ personal transition to UAlbany through photography. The photo project kicks off Saturday, September 22nd at Clash of the Quads and concludes on November 16th.

How does it work?
We’re asking you to take photographs that show what you liked most about coming to UAlbany.

Here’s what you’ll need to do:
Between September 22nd and November 16th, e-mail us at least 4 photos along with a brief description of each. The photos can be from the first few months of this semester or even from summer orientation. As long as it captures what you liked most about coming to UAlbany, it’s fair game. Submissions should be sent to GDB@albany.edu.

Note: You do not have to wait until November 16th to send all of your photos in a single submission. Feel free to e-mail us your photos in-the-moment and as you experience all that UAlbany has to offer!

Each photo should be submitted with a short explanation of:
• What/who is in the picture
• Where the picture was taken
• Why/how does this picture capture what you have enjoyed most about coming to UAlbany
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 25</td>
<td>Classes Begin at 8:00am</td>
</tr>
<tr>
<td>Monday, September 1</td>
<td>No Classes, Labor Day</td>
</tr>
<tr>
<td>Tuesday, September 2</td>
<td>Classes Resume at 8:00am</td>
</tr>
<tr>
<td>Wednesday, September 24</td>
<td>Classes Suspended 2:35pm, Rosh Hashanah</td>
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<tr>
<td>Thursday, September 25</td>
<td>Classes Suspended, Rosh Hashanah</td>
</tr>
<tr>
<td>Friday, September 26</td>
<td>Classes Resume at 12:35pm</td>
</tr>
<tr>
<td>Friday, October 3</td>
<td>Classes Suspended 2:35pm, Yom Kippur</td>
</tr>
<tr>
<td>Saturday, October 4</td>
<td>Classes Suspended, Yom Kippur</td>
</tr>
<tr>
<td>Sunday, October 5</td>
<td>Classes Resume 8:00am</td>
</tr>
<tr>
<td>Tuesday, October 14</td>
<td>Midterm Point</td>
</tr>
<tr>
<td>Wed, Nov 26 - Sun, Nov 30</td>
<td>Classes Suspended (Thanksgiving Break)</td>
</tr>
<tr>
<td>Monday, December 21</td>
<td>Classes Resume 8:00am</td>
</tr>
<tr>
<td>Sunday, December 7</td>
<td>December 2014 Commencement Ceremony</td>
</tr>
<tr>
<td>Tuesday, December 9</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Wednesday, December 10</td>
<td>Reading Day</td>
</tr>
<tr>
<td>Thursday, December 11</td>
<td>Final examinations begin</td>
</tr>
<tr>
<td>Thursday, December 18</td>
<td>Final examinations end</td>
</tr>
</tbody>
</table>
Spring 2015 Academic Calendar

Wednesday, January 21  Classes Begin at 8:00am
Monday, March 9  Midterm Point
Sat, Mar 14 - Fri, Mar 20  Classes Suspended, Spring Break
Saturday, March 21  Classes Resume at 8:00am
Friday, April 3  Classes Suspended at 2:35pm, Passover
Saturday, April 4  Classes Suspended, Passover
Sunday, April 5  Classes Suspended, Easter
Monday, April 6  Classes Resume at 12:35pm
Wednesday, May 6  Last day of classes
Thursday, May 7  Reading Day
Friday, May 8  Final examinations begin
Friday, May 15  Final examinations end
Sat, May 16 - Sun, May 17  Spring 2015 Commencement Weekend
Sunday, May 17  Official Degree conferral date Spring 2015

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
http://www.albany.edu/registrar/acad_cal.html
FIGHT SONG

Did you know the Fight Song was written in 2000 by students John Regan ’00 and Jonathan Hansen ’00, members of the UAlbany Chamber Singers, under the direction of David Griggs-Janower, director of this group. You can listen to the Fight Song by visiting www.albany.edu/spirit.

Purple and Gold,
your colors shining through
Hear as the carillons
are ringing true
The State of New York
sends up its cheers to you
Let’s go Albany!

Hail, young and old
We shall prevail,
purple and gold
One true triumphant call
Albany Danes are standing tall

Purple and Gold,
our flags are waving high
Singing our victory song
into the sky
All of the world will fear
our mighty cry
Let’s go Albany!

Hail, young and old
We shall prevail,
purple and gold
One true triumphant call
Albany Danes are standing tall

Purple and gold,
your colors shining through
Hear as the carillons
are ringing true
The State of New York
sends up its cheer to you
Let’s go Albany!
When singing the Alma Mater, emphasis is placed on the last line, “Hail to Albany”. Be sure to sing that line as loud as you can!

**ALMA MATER**

College of the Empire State  
Mother of an army great,  
Thou the molder of our fate,  
Thine we sing today.

Thine the hand we clasp so strong,  
Holding tho’ the years be long,  
Thou the burden of our song,  
Wise we sing today.

Wisdom’s duty heeds thy call,  
Ever in Minerva’s thrall,  
Pass the torch from one to all,  
‘Neath the Purple and the Gold,

Sons and daughters, young and old,  
Hail to Albany.