WELCOME TO UALBANY
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Dear Students,

Welcome to the University at Albany, I am privileged to extend you a warm greeting on my own behalf, on behalf of our University and on behalf of the Center for International Education and Global Strategy (CIEGS). We are so pleased that you have chosen this academic community to pursue your goals as learners. We are excited that you have decided to take advantage of the resources of this public Carnegie Research 1 university – a designation indicating the highest degree of research activity of universities in this country – to further your life plans. We at CIEGS are here to support your success. We have prepared a number of activities and programs to help you integrate academically and socially into this vibrant university community. In this Guidebook you will begin to learn of the many ways we are here to support your success and we encourage you to avail yourselves of every one of them. Universities are communities, and we are eager to incorporate you fully. Your presence in our lecture halls and classrooms, seminars, laboratories, art studios and research teams enriches our research, our teaching and our service to both our local community and the world.

Your success in this academic community requires taking full advantage of all the opportunities to learn that UAlbany offers. But to enrich us all, it is equally important that you take advantage of every opportunity to teach us about yourself, your homeland and the many communities to which you belong. International students are an integral part of this community, and without you we would not be the University we must be to serve our State, our Country and our World.

I wish you every success. We are all here to help you achieve your dreams.

Gilbert A. Valverde, Ph.D.
Interim Vice-Provost for Global Strategy and Dean of International Education
Meet Our Professional Staff

Dr. Michael Elliott
Director

Tara Evans
Associate Director

Patricia Tierney
Sr. International Student Coordinator

Kayla O’Donnell
International Student Coordinator

Ju-Ying Yang
Graduate Assistant

Cheng-Yan Meng
Graduate Assistant

Office Hours: Monday-Friday, 9am-5pm (hours vary during summer)
Office Location: Science Library G-40
Email: ISSS@albany.edu
Phone: 518-591-8172
Website: https://www.albany.edu/isss

Instagram: @ualbanyisss
Facebook: University at Albany International Student & Scholar Services

Advising Appointment Hours (currently by Zoom appointment): Monday, Tuesday, Thursday, and Friday,
For questions regarding immigration matters, please visit:

International Student and Scholar Services (ISSS)

https://www.albany.edu/issss  email: isss@albany.edu  phone: 518-591-8172

Walk-In Advising—Monday, Tuesday, Thursday & Friday, 9:00 to 4:00

Follow these important rules to maintain your status

#1: Read the weekly email from ISSS. It is required because this is how we provide you with important legal information. Tell ISSS if you are not getting the emails.

#2: Maintain full-time enrollment status during the fall and spring semester. Full-time is 12 credits for undergraduates and 9 credits for graduate students unless given a pre-approved exception by ISSS.

#3: Do NOT work without appropriate employment authorization. If you are uncertain about whether or not what you are doing is “work,” ask ISSS first.

#4: Do NOT rely on information from other students or unverified internet sources when it comes to immigration matters! Always speak to an advisor when you have questions about your status.

#5: Obtain a travel signature from ISSS on your I-20/DS-2019 before you leave the US.

#6: Keep your I-20/DS-2019 form accurate and up to date, and save ALL of your previous I-20s, even from previous schools. These are official immigration documents, so you should never throw them away. Make photocopies of your documents.

#7: Apply for an extension of stay when you will need more time for your studies. Do this at least one month before your current expected completion date on I-20/DS-2019.

#8: All for up to 5-7 business days for ISSS to process any requests for document processing; always plan ahead!

#9: Follow USCIS transfer procedures when changing programs or schools.

Terminology and Documents to Know

DSO (Designated School Official) and ARO (Alternate Responsible Officer): these are the titles your immigration advisors in ISSS hold. DSOs advise F-1 students and AROs advise J-1 students. Only a DSO or ARO can sign I-20s/DS-2019s, provide immigration related authorizations, and advise on immigration matters.

Status: This refers to your legal standing to be in the United States as a student. Your status must be valid in order for you to remain in the United States.

Visa: The visa in your passport is an entry document. It allows you to enter the United States in a certain status.

SEVIS: SEVIS is an online database, belonging to DHS, that houses real time information about your status. ISSS does reporting in SEVIS.

I-20/DS-2019: These documents prove your current F-1 or J-1 status. The documents are printed from SEVIS.

Program End Date: This prints on your I-20 or DS-2019 and indicates the date your academic program (and status to study in the United States) ends.

I-94: This is the document—usually electronic—generated by CBP upon arrival or departure to the United States. It proves you entered the United States in F-1 or J-1 status. See next page for more information.

As an international student, you are responsible for maintaining your status.

This means that you are responsible for following federal regulations and reporting requirements. Failure to maintain status jeopardizes your ability to stay in the United States.

But you have help! ISSS is here to help advise you on your status. If you have questions, always ask before doing something that could have a long-term impact on your status.
HOW TO ACCESS YOUR I-94

ISSS will need a copy of your I-94 when you have your documents copied. You should check your I-94 every time you re-enter the United States to ensure all of your information is correct.

Retrieving your I-94

CBP (Customs and Border Patrol) marks your arrival to and from the United States with an “I-94 form.” This form is electronic and available online. Please access your I-94 at the following link

https://i94.cbp.dhs.gov

Under “Already Visiting & Need Proof of Visitor Status?” click “Get most recent I-94.”

Agree to the terms and conditions and enter your passport information. Please print the I-94 and turn it in at the ISSS office or save it as a screenshot and email it to ISSS@albany.edu.

Your I-94 should list your “Class of Admission” as F-1 or J-1, and your “Admit Until Date” as “D/S” for “Duration of Status.” If your I-94 says something different, contact ISSS immediately.

UNDERSTANDING FEDERAL REPORTING REQUIREMENTS

As a F-1 or J-1 student you are required to report changes to your personal information, demographic data, and academic program information to ISSS within 10 days of the change. This reporting is required as a part of your status. These requirements are subject to change, but reporting requirements include, among other things:

- Changes to your US residential address (where you physically reside), phone number, and email; please see next page for additional instruction on how to report changes in MyUAlbany
- Please speak to an advisor about the following changes:
  - Changes to your legal name as listed on your passport
  - Changes to your academic program (e.g. expected program end date)
  - Changes in your course registration that may impact your full-time status (remember that undergraduate students must enroll for a minimum of 12 credits and graduate students must enroll for a minimum of 9 credits to be considered full-time
  - Leaves of Absences, Withdrawals, Transfer, or other Departures from the United States
  - Change of Status e.g. obtaining permanent residency, citizenship, or a new visa status.
UPDATING YOUR CONTACT INFORMATION IN MYUALBANY

F-1 and J-1 students must always keep their SEVIS USA (physical location of residence in the United States) and SEVIS Foreign (permanent address in your home country) addresses, email and a US phone number up to date in MyUAlbany for immigration reporting purposes. This is required by federal law. Any time you move you must update this information in MyUAlbany within 10 days. Reporting this information is vital before obtaining any other benefit (such as a driver’s license or SSN).

To update, please see the instructions below:

**Step 1:**
- Log-in to MyUAlbany
- In the middle box on the left, click on Demographic Data

**Step 2: Check your SEVIS USA Address:**
- On the tabs, click on addresses
- If you have a SEVIS USA Address listed, check that it is your correct United States address
- If you do not have a SEVIS USA Address, click the Add a new Address button
- Type in the address where you live in the US. Press OK. Check SEVIS USA from the list of Address Types
- Click Save

**Step 3: Check your SEVIS Foreign Address:**
- On the tabs, click on addresses.
- If you have a SEVIS Foreign Address listed, check that it is your correct address OUTSIDE the US
- If you do not have a SEVIS Foreign Address, click the Add a new Address button
- Click the Change County link and chose your home country
- Type in your address outside the US. Press OK. Check SEVIS Foreign from the list of Address Types
- Click Save

**Step 4: Check your Phone Number:**
- On the tabs, click on phone numbers
- Look at the phone number you have checked as preferred
- If it is a US based phone number, be sure it is formatted like this (but with your phone number): 999/999-9999. Make sure that there are is not a 1 or + or other number in front. There should be nothing in the Country box
International Students are allowed to travel outside the United States temporarily, but you should keep the following in mind:

1.) Admission into the United States is never guaranteed and always at the discretion of the CBP Border Officer. For this reason, travel always carries with it some degree of risk.
2.) In most cases, students should only travel during the annual break periods (i.e. winter and summer).
3.) If you are travelling while courses are in session, consult ISSS and other relevant academic offices. You should inform faculty members and request excused absences, if appropriate. A letter from faculty stating that they are aware of your travel and expect you to return to complete your coursework can also be helpful.
4.) If you are concerned that your travel may pose risks, please consult an ISSS advisor. Many factors could impact your ability to travel and re-enter, including whether or not you have maintained your immigration status, appropriate course registration, past troubles with law enforcement agencies (both federal, state, and local), pending applications with USCIS or other agencies, as well as other unforeseen changes to immigration and border policies.

COVID OPERATIONAL NOTE: Due to the increased risks associated with travel while the COVID-19 pandemic is ongoing (including travel restrictions; flight cancellations; changes to federal and state guidance; and quarantine requirements) ISSS does not recommend students travel outside the U.S. while the pandemic is ongoing, if avoidable.

Students re-entering the United States are required and/or recommended to have the following documents with them at the border:

Required: Valid passport (at least 6 validity remaining); Valid F-1 or J-1 visa; I-20 or DS-2019 with a travel signature from the past year (obtain this signature from ISSS)
Recommended: Proof of registration; proof of funding; proof of SEVIS I-901 fee payment

Note: Provide the officer with only the Required items first, but have the Recommended available if requested.

Students must request a travel signature from ISSS at least 5-7 business days before travelling.

Bring your I-20 or DS-2019 to the ISSS office in SL G-40 to complete a request form and drop off the I-20 or DS-2019 to be signed.

Going to another country?

Check that country’s official travel website to find out what documents and/or visas you need to visit.

Remember, Canada and Mexico are not covered by your F-1 or J-1 visa, so you may need to apply for a Canadian or Mexican visa to visit these countries as a tourist.

ISSS cannot advise on third country visas.
EMPLOYMENT IN THE UNITED STATES

On Campus Employment: F-1 students may work on-campus at the University at Albany up to 20 hours per week while classes are in session, and may work more hours during the annual winter and summer breaks (however MOST student positions on campus are capped at 25 hours per week, even during the summer). These 20 hours are cumulative, so if you have multiple jobs on campus the combined hours cannot exceed 20 hours per week. F-1 students do not need additional work permission for on-campus employment. J-1 students must consult an ISSS advisor for permission before beginning any employment on or off-campus.

Off Campus Employment: F-1 and J-1 students cannot work off-campus without work authorization. F-1 and J-1 students cannot begin any work off-campus—paid or unpaid—without consulting ISSS office first. Working without authorization is a violation of a student’s immigration status which may result in termination of status. F-1 students must complete two semesters full-time before being eligible for off-campus employment for immigration purposes (such as CPT or OPT).

Please Note: This information is for general purposes only. If you have questions or concerns about your specific situation, please speak to an ISSS advisor.

PLEASE do not begin any work off-campus—paid or unpaid—without consulting ISSS first about your status and work authorization needs. Do not work without proper authorization.

OBTAINING A SOCIAL SECURITY NUMBER

F-1 and J-1 students may apply for a social security number if they have an offer letter for paid employment. A SSN is not work authorization. Please note that a SSN is only required for employment/tax related purposes. If another individual, agency or company requests your SSN (such as a bank or phone company) you do not need to prove one. Contact ISSS with questions/concerns.

Step 1: Obtain an offer for paid, authorized employment. The employer must provide you with an official offer letter on letterhead that includes your name, the position title, the hours per week, and the start date of employment. It must be signed.

Step 2: Request a SSN status letter from ISSS. Provide ISSS a copy of the offer letter. ISSS will take 5-7 business days to process your SSN status letter. Please note: if you have not updated your SEVIS USA address or registered for courses ISSS cannot issue you the letter.

Step 3: You will receive a status letter and further instructions from ISSS detailing what documents to bring to the Social Security Administration.

Step 4: Bring the receipt from the SSA to the payroll office of your employer to begin I-9 processing.

Step 5: You should receive your official SSN card approximately 4-6 weeks after applying. Once you receive it, you should return to your payroll office to complete I-9 processing.
ISSS ADVISING

ISSS advisors are here to help you navigate the immigration, cross-cultural and academic systems within the United States. During remote operations, the best way to contact an ISSS advisor is by email (ISSS@albany.edu; average response rate of 1-2 business days) or by scheduling an appointment on Zoom (click here to schedule). Our physical office is located in Science Library G-40. The office space is currently closed during remote operations, but we look forward to resuming in-person advising in the future.

**Hours of Operation**

Our office is available Monday-Friday from 9am-5pm, unless otherwise noted for holidays or special events.

**Contact Information**

Email: ISSS@albany.edu  
Website: [https://www.albany.edu/isss](https://www.albany.edu/isss)  
Instagram: @ualbanyisss  
Facebook: [https://www.facebook.com/isssatualbany](https://www.facebook.com/isssatualbany)  
Address: 1400 Washington Avenue, Science Library G-40  
Albany, NY 12222  
Phone: 518-591-8172 (please note that during remote operations this phone number is available for voicemails only; be sure to leave contact information if you call)

All document requests require up to 5-7 business days for processing, and students will be notified by email once their documents are ready.

VISIT OUR WEBSITE!

- View important announcements and current guidance on the home page.  
- Learn about our staff under “About”  
- Find resources for “New Students”  
- Find resources and information on maintaining your status under “Current Students”  
- See upcoming events and view the latest newsletter under “Programming”  
- Access the most up to date “Forms”  
- Find information on International “Insurance”

ISSS’s website is your source for up to date information, resources, events and forms!
MONEY MATTERS...

WHAT SHOULD I EXPECT ON MY BILL?

For complete details on tuition and fee charges, visit http://www.albany.edu/studentaccounts/tuition.php

All non-immigrant students, no matter their visa type or residency status, will be charged for International Student Insurance.

Tuition and fees are subject to change by action of SUNY Board of Trustees. Charges that may also be on your tuition invoice include the International Student Health Insurance, MedEx Fee, and the optional Student Alumni Partnership Fee. “Indirect costs” such as books, transportation, etc., will not appear on your invoice.

NON-U.S. CITIZENS AND NEW YORK STATE (NYS) RESIDENCY FOR TUITION BILLING PURPOSES

Permanent Resident Aliens, Refugees and Asylees, including those with pending applications, and some undocumented aliens may establish in-state residence in accordance with SUNY policies. Anyone with a pending asylee or permanent residence application should inquire at Student Financial Services. Non-Immigrant Aliens with the following types of visa classifications may also establish in-state residence in accordance with these policies: A1-A3, E1, E2, G1-G5, H1B, H1C, H4, I, K1-K4, L1 and L2, N8 and N9, O1, O3, S5-S7, T1-T4, U1-U4, and V1-V3.

F and J visa holders are typically not eligible to be considered for in-state tuition rates.

Note: Any change in tuition residency status is not automatic, and must be done by application.

STAY CONNECTED!

♦ Check the MyUAlbany Finances tab frequently for important notices.

QUICKLY ACCESS ANSWERS TO YOUR QUESTIONS

Use The Search Bar located in the upper right-hand corner on the UA homepage at www.albany.edu/ (Always start from the homepage.)

Great Danes, Dollars and $ense & SUNY Smart Track

Money Management is key to your lifelong success! Make Great Dane $ense of your Dollars with the SUNY Smart Track tool.

Attend Financial Literacy Workshops and receive chances to win scholarships and more! Rules apply. Visit https://www.albany.edu/financialaid/financial_literacy.shtml for workshop dates and details and Smart Track links.
INVESTING IN YOUR FUTURE!

International Wire Transfer Payments
UAlbany, SUNY, has partnered with Flywire to offer our international students the ability to make international wire transfer payments for tuition and fees. With Flywire, you can pay from any country and any bank. You are also offered excellent foreign exchange rates allowing you to pay in your home currency (in most cases) and, typically, save money as compared to traditional banks. The posting of the payment into your University at Albany account will be faster, you will be able to track where your payment is in the transfer process via the Flywire website, and you will be notified via email when UAlbany receives your payment.

https://www.flywire.com/pay/albany

Payments with International Credit Cards
Payments with an International Credit Card can be made on the University’s online payment website, epay.albany.edu. On E-Pay, select the “Payments” tab, Click “account payment” and enter the amount you wish to pay, then select “continue.” On the following screen, select “credit card” from the drop down menu and click on “select.” On the following Account Information screen, you will enter your card information, then select the box labeled “International Address” that is located in the middle of the right hand side of the page. If you are unable to make payment online, manual authorization may be required. Please visit the Bursar’s Counter in the Student Financial Center for assistance in processing your payment.

EPay Your Way!
epay.albany.edu

- View/ pay your E-Bill
- Set up Authorized Users
- Sign up for E-Refund to get your refunds faster
- Make E-Deposit for Room
- Enroll in the E-Payment Plan to pay by installment

Paper Bills Are Not Issued
When your E-Bill is ready, notices are sent to your @albany.edu email.

E-Bills Issued
On or about the 20th of the month

Payment is Due
On the 15th of the next month

Sending Payment Via Mail?
If mailing payment, be sure the Student ID is on the check and mail to:

University at Albany, SUNY
Bursar’s Office G-26
1400 Washington Avenue
Albany, NY 12222

STUDENT FINANCIAL CENTER
Campus Center G-26 | 518.442.3202
albany.edu/sfc | sfc@albany.edu
Follow us on Twitter @SUNY_SFC
NOT SO FAST...

Spring 2021

Full Semester Courses - Spring 2021
First Day of Classes: Monday, 2/1/2021

<table>
<thead>
<tr>
<th>Drop Dates</th>
<th>Liability</th>
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</thead>
<tbody>
<tr>
<td>02/01 - 02/07</td>
<td>0%</td>
</tr>
<tr>
<td>02/08 - 02/14</td>
<td>30%</td>
</tr>
<tr>
<td>02/15 - 02/21</td>
<td>50%</td>
</tr>
<tr>
<td>02/22 - 02/28</td>
<td>70%</td>
</tr>
<tr>
<td>As of 03/01</td>
<td>100%</td>
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</tbody>
</table>

Don’t Forget
International F-1 & J-1 Students Must Maintain Full-Time Status!

Full-time for undergraduates is at least 12 credits, and full-time for graduate students is at least 9 credits. If dropping a course puts you below full-time, you MUST speak to an ISSS advisor before dropping the course.

Eight Week 1 Courses - Spring 2021
First Day of Classes: Monday, 2/1/2021

<table>
<thead>
<tr>
<th>Drop Dates</th>
<th>Liability</th>
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</thead>
<tbody>
<tr>
<td>02/01 - 02/07</td>
<td>0%</td>
</tr>
<tr>
<td>02/08 - 02/14</td>
<td>65%</td>
</tr>
<tr>
<td>As of 02/15</td>
<td>100%</td>
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</tbody>
</table>

Eight Week 2 Courses - Spring 2021
First Day of Classes: Monday, 3/22/2021

<table>
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<tr>
<th>Drop Dates</th>
<th>Liability</th>
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</thead>
<tbody>
<tr>
<td>03/22 - 03/28</td>
<td>0%</td>
</tr>
<tr>
<td>03/29 - 04/04</td>
<td>65%</td>
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<tr>
<td>As of 04/05</td>
<td>100%</td>
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</table>

The SEVIS Fee is not refundable once classes begin.
...DON’T DROP THAT CLASS!

**Not So Fast, Don’t Drop That Class!**

<table>
<thead>
<tr>
<th>Withdrawing or dropping a course may result in partial or full tuition and fee liability even if you don’t attend a single class.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Swapping</strong></td>
</tr>
<tr>
<td>Swapping is dropping and adding course(s) of equal credit value during the two-week drop/add period at the start of a semester. This can occur whether you are full-time or part time; for example, if you start the drop-add period enrolled with 9 credits and swap one of the courses for another degree-applicable course of equal credit amount, there will be no change to charges and/or financial aid.¹</td>
</tr>
<tr>
<td><strong>Dropping Without Swapping</strong></td>
</tr>
<tr>
<td>Dropping is cancelling enrollment for a course(s) on MyUAlbany and not replacing (swapping) it with another course. If you drop course(s) causing your registration to drop below your enrollment at the beginning of the second week of classes, you may be liable for charges associated with the dropped course.¹</td>
</tr>
<tr>
<td><strong>Withdrawing From UAlbany</strong></td>
</tr>
<tr>
<td>Withdrawing is cancelling your registration for ALL courses for an entire semester or leaving the University altogether.¹ <strong>If you decide to formally withdraw from the University, you must DROP all courses on MyUAlbany AND contact the appropriate office below related to your academic status.</strong> Simply dropping courses on MyUAlbany or non-attendance does not constitute an official withdrawal.</td>
</tr>
<tr>
<td>New Undergraduate Students: Before classes start, Office of Undergraduate Admissions, (518) 442-5435</td>
</tr>
<tr>
<td>Undergraduate Students: Office of Undergraduate Education to complete a Withdrawal Form, (518) 442-5821</td>
</tr>
<tr>
<td>Graduate Students: Office of Graduate Education, <a href="mailto:graduate@albany.edu">graduate@albany.edu</a> and academic department.</td>
</tr>
<tr>
<td>International Students: Office of International Student and Scholar Services, (518) 591-8172</td>
</tr>
<tr>
<td>General Studies/Visiting Students: Office of General Studies, (518) 442-5140</td>
</tr>
</tbody>
</table>

¹**IMPORTANT NOTE:** Dropping/withdrawing may result in partial or full tuition and fees liability and/or a reduction or cancellation of your financial aid such as PELL, TAP, Stafford Loans, etc. Review Effects on Tuition, Fees and Financial Aid at [http://www.albany.edu/studentaccounts/liability.php](http://www.albany.edu/studentaccounts/liability.php), and if necessary, consult with the Student Financial Center prior to dropping or withdrawing to learn how your enrollment affects your awards.
ACADEMIC SUPPORT RESOURCES...

We are committed to providing students with the academic support they need to make the most of their educational experience. **Take advantage of these resources!**

**Advising PLUS** [https://www.albany.edu/ascplus/]
Advising PLUS offers students assistance with academic support services and academic enrichment. Individual consultation, study groups, and review sessions are coordinated through Advising PLUS.

**Student Success Center** [State Quad Flag Room, 2nd floor of Dining Hall]
Weekly, free tutoring sessions are offered each semester for popular classes. There are also weekly free ESL tutoring sessions, where you can receive tutoring from an international peer.

**Office of Undergraduate Education** [Lecture Center (LC) 30] [albany.edu/undergraduateeducation]
The Office of Undergraduate Education is home to the Undergraduate Dean and the center of many services related to academic policy and support services.

**Advising Support Center** [Library (LI) 36] [albany.edu/advisement]
Students are assigned an academic advisor in the Advisement Services Center as freshmen, and work with that advisor until declaring or being admitted into a major (declared majors receive advisement through their academic departments). This person can really help you choose appropriate classes! You’re required to meet with your advisor prior to course registration.

**Student Engagement** [Lecture Center (LC) 31] [albany.edu/student_engagement/index.php]
Student Engagement provides programs for students to be active and engaged in their studies, both inside and outside the classroom. Through Student Engagement, UAlbany students and professors find many ways to connect with one another including Living-Learning Communities, Munch with Your Major, Food for Thought, and New Student Seminars.

**Center for Achievement, Retention, and Student Success** [CS 09 (Basement between Fine Arts & Arts and Sciences)] [albany.edu/carss] CARSS provides support services for students taking classes in science and math to help achieve their academic goals

**Math Lab** [Earth Science (ES) 135] [albany.edu/math/tutoring.shtml]
Help for students taking entry-level math classes, staffed during business hours Monday-Friday.

**Writing Center** [Humanities (HU) 140] [albany.edu/writing]
Provides tutoring and one-on-one feedback on academic, creative, and personal writings.

**Resources for Classroom Culture & Academic Integrity**

**EducationUSA Interactive:**
College Classroom Culture
[.youtube.com/watch?v=3m-kAHBPPh4](https://www.youtube.com/watch?v=3m-kAHBPPh4)

**Workshops at UAlbany**
[apps.library.albany.edu/ilearn]

**Purdue University Online Writing Lab**
[Owl.english.purdue.edu/owl]

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**TIP**

Want to get better grades?
Go to class.
Talk to your professors.
Use these resources.
Compared with other educational systems throughout the world, US higher education is known for these traits:

**Active Learning - Critical Thinking - Informal - Time Sensitive - Academic Integrity**

**Active Learning** - Students are expected to ask and answer questions. Students are expected to ask questions if they do not understand. You can ask questions in class. Faculty members and teaching assistants have office hours where you can go and ask questions. Many will also answer questions via email or Blackboard. Students are expected to read through a the class syllabus carefully, take notes, read assigned work and plan on their own to complete the required work.

**Critical Thinking** – Students must apply what they have learned to new situations, think critically and creatively. Memorization is often not as important as understanding and applying the concept more broadly. Along with exams, there will be oral presentations, group work and projects.

**Informal** - The classroom setting is typically more informal, yet still respectful. Students will dress informally. You can usually eat and drink in the classroom. Not all teaching is done through lectures. A wide variety of teaching styles are used in the US classroom, and many are more informal such as discussions, small group work, case studies and computer based instruction.

**Time Sensitive** – American culture in general is time sensitive, and this is very true in the classroom. You should arrive in class about 5 minutes prior to the time class is expected to start. Arriving even 5 minutes late is considered impolite. Coursework is expected to be turned in on time. If you will not have your work done on time, talk to your teacher prior to the due date. Some will allow you to turn it in late, but others will not. You are expected to take tests when your class takes the test.

**Academic Integrity** – Each student’s answers must be their own work and properly cited. Things that might not be considered serious cheating in other countries, are not tolerated in the US. Cheating and plagiarism are not acceptable and are considered major infractions of university policy. Consequences are usually very significant. Consequences could include getting a failing grade on the work, getting a failing grade in the class, being dismissed, suspending or expelled from UAlbany.

### In the US, what is considered cheating or plagiarism?

**Cheating includes:** having someone else do your work or test; taking answers from someone else; giving answers to another person; or presenting someone else’s words or ideas as your own. Each student’s work should be solely their own.

**Plagiarism** is presenting someone else’s work as your own. It is a complicated subject, but it also avoidable by using proper citation. Some situations that would be considered plagiarism are: copying idea, phrases, sentences or more without giving the original writer proper credit through the citation process; failing to put quotation marks around words that you have taken from another person; failing to cite on-line, spoken, music or other non-written word; presenting someone else’s idea as your own. You can find information about plagiarism and proper citation procedures from the Library, from your teacher and on-line. It is important that you understand and follow citation rules.
The University at Albany has three libraries: the University Library and Science Library on the main campus, and the Dewey Graduate Library on the downtown campus. Each library has unique resources and study spaces, and UAlbany students have access to all three. library.albany.edu

NOT JUST BOOKS
At the libraries you can browse popular magazines and newspapers, or check out the movie and CD collection. Visit the Interactive Media Center to create presentations with a variety of software programs. You can even borrow laptops, headphones, cameras and more!

YOUR RESEARCH HUB
Visit library.albany.edu to access print and electronic resources for your research using the library catalog and our online research databases.

Can’t find it at one of our libraries? No problem! Use the Interlibrary Loan (ILL) service to request a book or an article from another library. Just fill out the online ILLiad request form and we will handle the rest. This service is shared by libraries from all over the world, so whatever it is, chances are we can find it for you.

Prepare for your coursework with our tutorials, subject guides, citation tools, and workshops, where you can learn about popular software programs and digital tools such as Photoshop, Zotero and iMovie.

How to get help?
Whether you are trying to navigate the bookshelves, the databases, or the campus, librarians are here to help. Visit the Reference Desk at any of our libraries to chat with a librarian. No appointment needed, just walk right up!

Have research questions while working on a class project? Make our 24/7 Chat Service your study buddy. Connect with us from your dorm room, at home, or from your favorite Wi-Fi-enabled coffee shop. Simply type your question into the library chat widget, or text us from your mobile device!

Would you like a little extra help? Make a one-on-one appointment through our PAWS service: Personal Assistance with Searching. A librarian will help you find authoritative information for your research projects. http://libguides.library.albany.edu/paws
FIND YOUR ZONE!

Find Your Zone

Looking for the perfect study spot? Whether you prefer absolute silence or a group study session, the libraries can accommodate! Find your zone – collaborative, quiet, or silent – by looking for the color-coded signs in all three libraries, or visit one of the circulation desks to check out a group study room.

ORDERING TEXTBOOKS

Textbooks can be ordered online through the University Bookstore and shipped to you or picked up at the store at albany.edu/myualbany

On MyUA you can also find options that can save you money, including renting textbooks or purchasing used or e-textbooks.

MAIL SERVICES

TO RECEIVE MAIL, USE THE FOLLOWING FORMAT:

ON CAMPUS

Your Name
Quad Name, Mailbox #
1400 Washington Ave
Albany, NY 12222

Example
John Smith
Alumni Quad, Mailbox 4321
1400 Washington Ave
Albany, NY 12222

OFF CAMPUS

Your Name
Street Number and Address, Apartment #
City Name, NY Zip Code

Example
John Smith
123 Main St., Apartment 3b
City Name, NY XXXXX
UAlbany Cultural Connections is a student group that's committed to bring together International and American UAlbany students and to explore their cultures side-by-side. See ISSS to join!

Become a Member!
Send us a membership request on MyInvolvement:
https://Myinvolvement.org/organization/culturalconnections

Follow us on Instagram:
@Culturalconnectionsualbany
https://www.instagram.com/culturalconnectionsualbany/

Join our GroupMe:
https://groupme.com/join_group/62348984/T54ysbS5

Sign Up to Be an International Buddy!
The buddy’s program partners new students with returning students to help them adjust to life in Albany. You can sign up during the Spring semester to help welcome new students in Fall! Contact ISSS for details.
What is Applied Learning? Applied learning can be defined as ‘learning by doing’. It is about taking your classroom knowledge and applying it to real world scenarios. At UAlbany, our students are involved in applied learning on our campus, in the community, and throughout the world! Talk to your advisor about how it can work for you!

Research Opportunities

Connect with Faculty
A tip you will hear over and over again at UAlbany is that you need to connect with faculty. Having someone on campus that can help guide you towards your future career is invaluable. Faculty at UAlbany are involved in cutting edge research and you have the opportunity to work with them!

Volunteer Opportunities

Get Involved
In cooperation with UAlbany Community & Public Service Program, you have the option to earn credits while meeting friends and doing cultural activities. While this program is not available in Spring 2021, please check back in future semesters.

There are two course options:
- **RSSW 291** (2 Credits) requires 60 hours of community service, a reflective journal, a media reflection, a media project and the completion of 4 forms.
- **RSSW 290** (3 Credits) requires 100 hours of community service, 6 reflection journal assignments, and completion of 4 forms.

Both classes are S/U graded (pass/fail). The International Student & Scholar Services office will sign your Supervisor Permission Form so that you can receive a permission number.

APPLIED LEARNING OPPORTUNITIES
Welcome to the Department of Residential Life!

Our goal is to provide you with an environment that supports your academic success. Your residence is a place for you to make new friends, participate in fun and informative programs and to take advantage of all the resources available to you as a student.

MicroFridge Rentals

Refrigerators up to 6 cubic feet are permitted in the Residence Halls, however only microwaves that are part of MicroFridge units are allowed. Refrigerator Leasing Co. offers purchase and rental options for MicroFridge units. Contact Refrigerator Leasing Co. at (607) 431-9525 to pre-order.

Cable

Basic cable is included with your housing. Time Warner Cable offers packages to upgrade your cable by adding premium channels and services such as DVR. Contact TWC at (518) 640-8621 to subscribe to additional services. For issues or questions related to cable television services in the Residence Halls, contact Time Warner Cable at (844) 725-4339.

Internet

All residence halls have reliable, high-speed wired and wireless access to the internet and 24/7 customer support. Optional services, including internet telephone service and upgrades to faster speeds, are available for an additional fee. Create your network account by visiting myresnet.com. For questions or concerns call (866) 478-8861.

Residential Housing Staff: Who’s Who?

**Resident Directors (RDs)**

Each residence hall is supervised by a full-time, live-in professional Resident Director who will serve as a mentor to you.

**Resident Assistants (RAs)**

RAs are undergraduate students who will assist you in your transition to the campus community. These fellow students receive extensive training in basic helping skills, crisis intervention, intercultural relations, and conflict resolution. Your RA will sponsor educational and social events and help facilitate a community of scholars.

For questions or issues related to internet access in the Residence Halls, please contact our ResNet provider Apogee:

866-478-8861 | Text “ResNet” to 84700 | myresnet.com

Once you check into a room on campus, you are financially liable for the contract for the entire academic year. For more information, visit albany.edu/housing/license.shtml
LIVING OFF CAMPUS...

Transfer & Commuter Lounge (Campus Center First Floor)
The lounge 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.

Where Can I Study?
The University Library and the Science Library have study rooms that are available to all students. The Libraries also have spaces where you can work in groups for presentations and projects. The Transfer and Commuter Lounge in the Campus Center can serve as your living room while you enjoy some down time between classes.

Get Involved!
Don’t let the fact that you live off campus stop you from getting involved at UAlbany. There are over 200 student groups that you can join that reflect the diversity of our student body. Forming connections to UAlbany will significantly enhance your educational experience. For more information about how to get involved, visit myinvolvement.org.

Join the Driving Force
The UAlbany Driving Force is a student run organization, whose mission is to provide commuter students with campus-related social opportunities; to advocate in meeting their needs; and to strive to provide a sense of belonging among commuter students through programs. For more information on how you can get involved please contact ualbanydrivingforce@albany.edu.

Getting Your Parking Decal
1. Visit albany.edu/myualbany
2. Click the ‘Campus Life’ tab
4. Under ‘All Stores’, click ‘Parking Services’
5. Click ‘Purchase Decals’
6. Click ‘Student Gold Decal’
7. Pick up the decal during Welcome Week at Parking and Mass Transit Services, located by Empire Commons

For questions, contact Parking and Mass Transit Services. (518) 442-3121

Taking the Bus?
Check out page 45 for more information about using the CDTA (Albany’s public transportation Bus) and Campus Busses!

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For more information about living off campus, visit https://www.albany.edu/isss/housing.php
...SERVICES THAT WILL HELP!

**You have to eat!**
The Campus Center has many dining options, as do the quad dining halls (if you have a meal plan). Visit [ualbanydining.com](http://ualbanydining.com) for more information on food venues and meal plans. If you plan to bring your own food to campus and need to use a microwave, the Campus Center has several in the East addition (near the Bookstore) and the one in the Transfer and Commuter Lounge.

**Locker Rentals**
Lockers are available to rent in the Campus Center. The fee to rent a locker is $30 for the academic year and $40 for the academic year plus summer. The fee is payable in cash or money order. For more information, please contact Campus Center Management (Campus Center 137, 518-442-5491).

**Parking**
In order to park on campus, you must purchase a parking permit for your vehicle on MyUAlbany. Remember, if you’re a freshman, you must be living in your parent or guardian’s home within 50 miles of UAlbany to park on campus. For more details, visit [albany.edu/pmts](http://albany.edu/pmts).

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**Neighborhood Life**
Campus Center 361
(518) 442-5501 | [albany.edu/neighborhoodlife](http://albany.edu/neighborhoodlife)
UAlbany students are good neighbors in the community they live in. Remember that you always represent your University and are subject to the standards in the code of conduct whether you live on or off-campus.

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**Looking for Nutritional Services?**

**UAlbany Dining**
*Is here to help!*

Donna Duffy

Campus Dietitian
Donna.Duffy@sodexo.com
(518) 442-2731
[ualbanydining.com](http://ualbanydining.com)

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**OFF-CAMPUS TENANT TIPS**

We strongly suggest you follow these tips when renting an apartment off-campus:

- ✓ Ask to see the Residential Occupancy Permit
- ✓ Check your landlord’s reputation
- ✓ Get a written lease
- ✓ Make sure you have working smoke and carbon monoxide detectors
- ✓ Get insurance to protect your belongings
Your personal safety begins with you!

Here are some tips for keeping safety a high priority:

✓ When out at night, walk in groups of three or more. If you go out with your friends, come home with them too!
✓ Tell someone where you’re going and when you’ll be back.
✓ Understand that alcohol impairs good decisions. You have a responsibility for the decisions you make, regardless of the situation.
✓ Program UPD in your cell phone (518-442-3131) and call 911 in an emergency.
✓ Know that safety information comes to your UAlbany email address from “UPD-Notices”.

Community Standards

Campus Center 361
(518) 442-5501
albany.edu/studentconduct

Each student at UAlbany is required to acknowledge an understanding of your responsibilities as a member of the UAlbany community as outlined in the student code of conduct: Community Rights and Responsibilities.

Once you are a UAlbany student, you are responsible for your own behavior and the consequences of your behavior – no matter where you are, on or off campus.

University Police Department

University Police Building
(518) 442-3131
police.albany.edu

UAlbany has a 24/7 police department, also known as UPD, that is dedicated to providing community policing to maintain and improve the safety, security, and quality of life within our community. View UAlbany’s Annual Security Report at: police.albany.edu/ASR.shtml.

Good Samaritan

911 Policy

UAlbany’s Good Samaritan 911 Policy supports students who reach out for assistance in the case of a medical emergency.

For more details, visit: albany.edu/studentconduct

The Advocacy Center

Lower Level Indian Quad between Seneca and Onondaga Halls
(518) 442-CARE
albany.edu/advocacycenter

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 or harassment and supportive services are also available to family members and friends.
INTERACTING WITH POLICE

How to report a crime

Be prepared to tell the officer:

- The Problem
- The Location
- Time of occurrence
- Your basic information (name, identification, phone number, address, etc.)
- Describe the details of the

How to Describe a PERSON to Police

⇒ What were they wearing (hat, glasses, coat, etc.)
⇒ Physical Characteristics (age, race, skin tone, height/weight)
⇒ Location, direction of travel, distinguishing features

How to Describe a VEHICLE to Police

⇒ Type (car, truck, SUV)
⇒ Manufacturer & Model (ex. Honda Civic)
⇒ Color
⇒ License Plate number, State
⇒ Number of people in vehicle
⇒ Distinguishing features (ex. Broken window)

How to Describe a PERSONAL SAFETY CRIME

⇒ Do you have any injuries? Do you need medical assistance?
⇒ Do you know the suspect? Description of the suspect?
⇒ Which way the suspect fled?
⇒ Do you need to contact someone?
⇒ Do you feel safe at your residence?

How to ACT if you are stopped by Police

⇒ Pull off to the right side of the road and position your car out of traffic
⇒ Turn off your engine and radio
⇒ Roll down your window
⇒ Remain calm, stay inside your car unless asked to exit by police
⇒ Keep your hands on the steering wheel
⇒ When asked by police, hand over proper identification slowly (driver’s license, vehicle registration, proof of insurance)
⇒ If charge or citation is not clear, ask the officer for an explanation in a respectful manner
⇒ If you disagree with the citation, do not argue at that time - wait to appeal and state your opinion before a judge in court
⇒ If you have a weapon, let the officer know - you need a permit to carry one and you will need to provide it
⇒ Remember the officer’s name or badge number if you believe that the officer acts irresponsibly - document the officer’s behavior in a written statement and submit it to the officer’s agency within a few days
⇒ In most states, you will be asked for your signature if the officer gives you a citation - your signature is not an admission of guilty, it only means that you received the citation
⇒ Do not be surprised if another patrol car arrives

Contact ISSS office if you have questions

International Student & Scholar Services
Science Library G-40    (518) 591-8172    ISSS@albany.edu
Non-Discrimination Notice

Pursuant to University policy, the University is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual’s 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.

Inquiries regarding the application of all laws, regulations and policies prohibiting discrimination and/or the application of Section 504 of the Rehabilitation Act may be directed to Dr. Tamra Minor, Chief Diversity Officer & Assistant Vice President, Office of Diversity and Inclusion, University Hall 207, 1400 Washington Avenue, Albany, New York 12222; Email: tminor@albany.edu; PH: (518) 956-8110; FX: (518) 956-8111.

Inquiries regarding the application of Title IX may be directed to Ms. Chantelle Cleary, J.D., Title IX Coordinator, Office of the President, University Hall 104, 1400 Washington Avenue, Albany, New York 12222; Email: ccleary2@albany.edu; PH: (518) 956-8168; FX: (518) 956-8022.

For more information on UAlbany’s Non-Discrimination Notice please visit albany.edu/diversityandinclusion/67919.php.

“SUNY NY ALERT”

SUNY NY Alert is a message system used by the University to send emergency information by e-mail, phone and text message. All students are strongly encouraged to register.

Register on MyUAlbany

Sexual Violence Victim/Survivor Bill of Rights

The state University of New York and the University at Albany are committed to providing options, support, and assistance to victim/survivors of sexual assault, sexual harassment, intimate partner violence, and stalking to ensure that they can continue to participate in University-wide programs, activities, and employment.

All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

The Right To:

- Have disclosures of sexual violence treated seriously.
- Make a decision about whether or not to disclose a crime or incident and participate in the conduct or judicial process free from outside pressures from university officials.
- Be treated with dignity and to receive from university officials courteous, fair, and respectful health care and counseling services.
- Be free from any suggestion that the victim/survivor is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such a crime.
- Describe the incident to as few individuals as practicable and not to be required to unnecessarily repeat a description of the incident.
- Be free from retaliation by the University, the accused, and/or their family and acquaintances.
- Exercise civil rights and practice of religion without inference by the investigative, criminal justice, or conduct process of the University.

Options

Victim/Survivors have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling, medical attention, and accommodations to help ensure your safety and security through the Advocacy Center for Sexual Violence.
- A report to:
  - The University Police: 911 or 518-442-3130
  - The Title IX Coordinator, 518-442-3800
  - Community Standards: 518-442-5501
  - University at Albany Human Resources: 518-437-4700
  - Albany County Family or Civil Court: 518-285-8600
- Confidently or anonymously disclose a crime or violation
  - The Advocacy Center for Sexual Violence: 518-442-CARE
  - The University Counseling Center: 518-442-5800
BANKING IN THE US MAY BE VERY DIFFERENT THAN IN YOUR COUNTRY

Checking Account:
Often requires maintenance of a low minimum monthly balance. The most common use of this type of account is for regular money transactions.

Savings Account:
Offers interest on the balances maintained, but requires higher minimums and average balances. Students use savings accounts to maintain regular savings for a longer period.

To open a bank account, you need a SUNY ID Card, initial deposit (cash, personal check, or traveler’s check), and visa related documents. You do not need a Social Security Number.

<table>
<thead>
<tr>
<th>Bank</th>
<th>Branches close to campus</th>
<th>Contact number</th>
<th>Web URL</th>
<th>Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD Bank</td>
<td>1256 Central Ave.</td>
<td>518-438-2006</td>
<td><a href="http://www.tdbank.com">www.tdbank.com</a></td>
<td>✓ Have ATMs on campus</td>
</tr>
<tr>
<td></td>
<td>125 State St.</td>
<td>518-455-9912</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank of America</td>
<td>1450 Western Ave.</td>
<td>518-453-3600</td>
<td><a href="http://www.bankofamerica.com">www.bankofamerica.com</a></td>
<td>✓ Easy to use online tools</td>
</tr>
<tr>
<td></td>
<td>900 Central Ave.</td>
<td>518-545-3167</td>
<td></td>
<td>✓ Has ATMs in convenient locations, campus &amp; malls</td>
</tr>
<tr>
<td></td>
<td>1791 Western Ave.</td>
<td>518-218-5473</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>69 State St.</td>
<td>518-626-2346</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key Bank</td>
<td>Empire State Plaza (112 Grand Concourse)</td>
<td>518-434-2075</td>
<td><a href="http://www.key.com">www.key.com</a></td>
<td>✓ Has ATMs in convenient locations, campus &amp; malls</td>
</tr>
<tr>
<td></td>
<td>1295 Central Ave.</td>
<td>518-459-3450</td>
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</tr>
<tr>
<td></td>
<td>1196 Western Ave.</td>
<td>518-292-4416</td>
<td></td>
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<tr>
<td></td>
<td>911 Central Ave.</td>
<td>518-482-3357</td>
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<tr>
<td>SEFCU</td>
<td>Campus Center</td>
<td>800-727-3328</td>
<td><a href="http://www.sefcu.com">www.sefcu.com</a></td>
<td>✓ On campus branch and ATMs</td>
</tr>
<tr>
<td></td>
<td>257 Fuller Road</td>
<td></td>
<td></td>
<td>✓ Some restrictions may apply for account opening</td>
</tr>
<tr>
<td></td>
<td>655 Patroon Creek Blvd.</td>
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<tr>
<td></td>
<td>40 Wolf Road</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>2114 Western Ave.</td>
<td>518-452-8183</td>
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</tr>
<tr>
<td></td>
<td>99 Washington Ave.</td>
<td></td>
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<tr>
<td></td>
<td>16 New Scotland Ave.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>110 State St.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Western Ave. at Fuller Road</td>
<td>518-489-2616</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>40 Central Ave.</td>
<td>518-426-7291</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>301 New Scotland Ave.</td>
<td>518-438-7838</td>
<td></td>
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</tr>
</tbody>
</table>

For detailed instructions visit: [albany.edu/isss/assets/BankingForInternational.pdf](http://albany.edu/isss/assets/BankingForInternational.pdf)
All international students are automatically enrolled in United Healthcare once you register for classes. This applies to students on any non-immigrant visa. Medical services in the US are very expensive, so this insurance is very important. International Insurance is handled by the International Insurance Office (IntInsurance@albany.edu).

INTERNATIONAL HEALTH INSURANCE WAIVER

All international students are automatically enrolled in United Healthcare once you register for classes. However, you may be able to opt out of United Healthcare by showing proof that you are enrolled in another health insurance program with comparable or better medical coverage. You may not opt out of medical evacuation coverage as it is emergency insurance and is required for all international students. If you are an employee of the University (GA/TA/Lecturer), you do not need to complete this waiver. Students inside the U.S. should apply for a waiver by following the steps below; students studying outside the U.S. in Spring 2021 should submit the Eform to ISSS indicating that they’re studying outside the U.S. and won’t be using insurance.

PLEASE NOTE YOU MUST MEET THESE CRITERIA BEFORE CONTINUING:
- Once you have used UnitedHealthcare insurance the coverage cannot be terminated.
- Your insurance provider must be based in the United States
- Your insurance must be an Affordable Care Act compliant plans. Any Medicaid plans based outside of NY and the NY state Essential Plan will not be accepted

To apply for a waiver of insurance go to: https://www.albany.edu/isss/insurance.php

SUBMITTED AN INSURANCE WAIVER?

Upon approval of a successful waiver application, Student Accounts will remove the necessary insurance charges from your account.

REMINDER: ONLY WAIVER APPLICATIONS THAT MEET ALL REQUIREMENTS WILL BE PROCESSED. Please contact our Insurance Coordinator by email at IntInsurance@albany.edu with any questions.
In order to be successful academically, it is important to be healthy in body, mind and spirit! The University at Albany provides services and support to help you maintain good physical and mental health.

Student Health Services and Counseling and Psychological Services on the rear side of Dutch Quad, nearby the ISSS office.

**Student Health Services**
(518) 442-5454  |  [albany.edu/health_center](http://albany.edu/health_center)

Student Health Services provides primary health care with a range of services, including a pharmacy. Check out their website for the services available to keep you healthy.

**Counseling and Psychological Services**
(518) 442-5800  |  [albany.edu/counseling_center](http://albany.edu/counseling_center)

Counseling and Psychological Services (CAPS) offers students individual confidential counseling services, as well as group counseling opportunities, and prevention programs such as bystander intervention and alcohol and other drugs.
The University at Albany values and celebrates the diversity of our campus community and views it as a source of our strength. You will hear many students say they chose UAlbany because of the large, diverse community that offers so many opportunities for growth.

How can you establish your roots and spread your wings in our diverse community? There are many activities, events, and programs designed to help members of the UAlbany community better understand and value the diversity of this community.

International Student & Scholar Services
Science Library G-40
ISSS@albany.edu | albany.edu/issss

International Student & Scholar Services is available to assist you with your transition to the United States and the University at Albany. As an International Student at the University at Albany, you are joining a dynamic group of students from around the globe.

For assistance with immigration matters, our International Friendship Partners Program, or any other services, please contact our office.

Intercultural Student Engagement
Campus Center 130
(518) 442-5565 | albany.edu/multicultural

Intercultural Student Engagement provides University-wide support for students to learn more about themselves and others.

For more information about diversity and inclusion at UAlbany, visit one of our two resource centers on the third floor of the Campus Center.
Gender Inclusive Housing

Gender Inclusive Housing offers living spaces that recognize the gender spectrum and create an inclusive living environment.

To request Gender Inclusive Housing, please contact Residential Life’s LGBTQ liaison, Jameelee Ford at:
(518) 442-5875 or
jford2@albany.edu

Disability Resource Center

CC 130
(518) 442-5490 | albany.edu/disability

The Disability Resource Center (DRC) is available to assist you with any physical, sensory, psychiatric, or learning disabilities, as well as severe chronic medical conditions, in order for you to be a successful, independent learner.

If you believe you may be eligible for any of these services, please contact the DRC to register.

Cultural Connections

Designed to bring together American and International Students and explore cultural difference. Please view the Facebook page: facebook.com/UAlbanyCCC/.

C.H.A.R.G.E.

The C.H.A.R.G.E. Peer Educator Program is an opportunity for students seeking leadership experiences related to diversity and inclusion to receive training to facilitate cultural competency discussion based dialogues. To learn more, visit albany.edu/housing/charge.shtml.
IN Volvement Leads To Success

MyInvolvement.org

Your official source for involvement opportunities at UAlbany! Sign on to browse over 200 student groups and other opportunities available to you.

Use MyInvolvement to:

✓ Join an organization
✓ Communicate with group leaders
✓ Find out what’s happening on campus
✓ Track your community service hours
✓ Develop your Involvement Record to document your experiences outside the classroom

PATHWAYS TO SUCCESS

A Program To Help Guide Your Involvement Record

We have designed a program for you that helps you track your involvement because we know that the more invested you are at the University at Albany, the more successful your experience will be. It’s called Pathways to Success.

Begin your PATHWAYS experience at any time.

To get started:
1. Sign on to MyInvolvement.org
2. Go to ‘Involvement Curriculum’
3. Choose “Pathways to Success”

Participating in the PATHWAYS program will help you develop essential skills—things like teamwork, leadership, communication, decision making, and cultural competency—all helpful in building your confidence and potential for success! You’ll meet other students, feel connected to UAlbany and populate your Involvement Record. You’ll even be eligible for prizes!

You can develop your participation in the way that’s most appealing to you. After all...

THE BEST PATHWAY TO SUCCESS IS YOUR OWN!

SPIRIT FRIDAY

Every Friday is Spirit Friday at UAlbany! Students show their UAlbany pride by wearing purple or any UAlbany Apparel. If you’re spotted on campus showing your pride, you might earn a prize!
As a new Great Dane, you’re entering a very active and engaged community - from sold out football games at our new stadium, to student performances, concerts, speakers, cultural events, exercise classes, and off-campus trips, there’s simply something for everyone.

So, how can you find out what’s going on and when? UAlbanyGO is the answer! UAlbanyGO is your source for up to the minute information on events, activities and all that is happening on campus and off.

albany.edu/GO

Visit UAlbanyGO to:

- Find out about upcoming major events
- View campus-wide Calendar of Events
- Link to various programs and activities
- See what’s trending on campus

Get Involved. Stay Active. Go.
albany.edu/go

ALMA MATER

College of the Empire State, Mother of an army great, Thou the molder of our fate, Thee we sing today.
Thine the hand with clasp so strong,
Holding tho' the years be long, Thou the burden of our song,
Thee we sing today.

Wisdom’s duty heeds thy call
Ever in Minerva’s thrall
Pass the Torch from one to all
Guide each destiny
‘Neath the Purple and the Gold
Let thy history unfold
Sons and Daughters, young and old
HAIL TO ALBANY!
**Religion and Spirituality**

UAlbany also has many other religious based student groups that provide networking and support to students. Organizations such as the Muslim Student Association, L’Chaim (connected locally to Shabbos House), and Korean Christian Fellowship are just a few of the options available if you are looking for ways to nourish your spirituality.

ISSS also has a brochure that lists local religious organizations and places of worship. If you need help finding information about a particular faith and local community connections to it, please visit ISSS for assistance.

**Campus Recreation**

Physical Education Building B-107  
(518) 442-2627  
[albany.edu/campusrecreation/](http://albany.edu/campusrecreation/)

Campus Recreation provides diverse, stimulating, and engaging recreational opportunities that enrich the UAlbany experience. These programs include Intramural Sports (like softball, flag football & volleyball), Group Exercise Classes (like Yoga & Boot Camp) and Wellness & Outdoor Programs (such as FitFair, Personal Safety Workshop, Skiing & Hiking).

In addition to the programs we offer, Campus Recreation provides great indoor and outdoor facilities. Our indoor facilities include three fitness centers- available across campus (SEFCU Arena, Indian Quad & Colonial Quad). Each is equipped with aerobic, free weights and circuit machines. Our outdoor facilities include lit turf, basketball and tennis courts as well as a softball field at Liberty.

Outdoor jogging, walking and biking is made safe and easy at UAlbany with the 2.8 mile loop around campus, appropriately called the Purple Path.

Campus Recreation is here to Actively Develop A Healthier U!
Information Technology Services (ITS) provides you with access to a wide range of technology tools and services to support your academic success. Your NetID and password are the key to accessing most IT resources on campus. Your NetID is composed of your first and last name initials, followed by six random numbers. You probably activated it before coming to campus.

Services available to you!

Check out the New Student Guide to Technology, available here: https://wiki.albany.edu/x/FJXWAw. Apps also available for free download on your computer and mobile devices.

UAlbany Mail - use it because:
- You receive all safety information and other official notifications.
- It includes an integrated calendar, cloud storage, and Microsoft 365 Office tools.
- Phish Alert feature to report suspicious emails with one click.

OneDrive for Business - why pay for storage when you get 1TB for free? Store and share your documents in the cloud to keep them safe, secure, and accessible no matter where you are. Integrated with your UAlbany mail.

Skype for Business - can’t make it to a team meeting or need to meet with someone out of town? Create a virtual meeting wherever you are.
- Schedule a Skype meeting from your calendar, share your screen, record the meeting.
- Use on any personal, public or mobile device.

Visit MyUAlbany (https://www.albany.edu/myualbany) for quick links to these tools.

Help & Support

Call: 518.442.3700
Email: AskIT@albany.edu
Drop-in locations: (After COVID restrictions are lifted) University Library & Husted Hall 002
For more information: albany.edu/its

Password Set/ Reset

If you do not know your NetID, use the Password Set process at MyUAlbany.

2-Step Login Helps Keep Your Accounts Safe

- Instructions for setup, back up methods, and more at albany.edu/its/2stepllogin/
- Setup 2-Step Login the first time you access your Mail account
- Works best with ‘notify me through the app’ using the ‘MS Authenticator’ mobile app.

Safety First! Protect your Account and Personal Information

Be careful when handling email attachments and links. Cyber crooks will try to trick you into installing malware or giving away your password.
- Check before you click
- If it doesn’t point to albany.edu it isn’t true!
GETTING AROUND TOWN

UAlbany Buses Take You Where You Need to Go!

- **Uptown Campus Shuttle** - to reach places like University Apartments and the SEFCU Arena
- **Patroon Creek Shuttle** - to reach the Health Center and Counseling Center
- **Western Ave. Shuttle** - to reach Alumni Quad. Buses run every 12 minutes between 7 am and 9 pm!
- **East Campus Shuttle** - connects the Uptown Campus to the East Campus. Runs Monday - Friday.

Capital District Transportation Authority (CDTA)

Students ride CDTA bus lines at no charge. Just swipe your SUNYCard! Service operates along Washington and Western Avenue, linking the main and the downtown campus to shopping malls, grocery stores, and other points of interest.

**Routes servicing the campus are:**
Route 11 | Route 12 | Route 114 | Route 190

For more information about routes and schedules, visit: [CDTA.org](http://CDTA.org)

Additional Transportation Information

- Bus companies like Adirondack Trailways, Greyhound, and MegaBus all stop on campus.
- Getting to the Albany Bus Station and Amtrak Station is easy and accessible on direct CDTA routes from campus.
- The UAlbany Bike Share Program offers more than 30 bikes on campus that can be signed out by students for free. For more information, contact [bikeshare@albany.edu](mailto:bikeshare@albany.edu).
- Personal Bike Registration is available for free with the Office of Parking and Mass Transit. UPD will tag it to prevent theft. For more information, call (518) 442-3121.
- Numerous taxi companies services the campus.
- The Albany International Airport is a 15 minute taxi ride from the Uptown campus.
- ZipCar, a car sharing program that allows students to rent cars by the hour or day is available to UAlbany students, faculty and staff. [zipcar.com/ualbany](http://zipcar.com/ualbany)
### IMPORTANT DATES - SPRING 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, February 1</td>
<td>First day of classes!</td>
</tr>
<tr>
<td>Sunday, February 7</td>
<td>Last day to drop semester length course with 0% financial liability</td>
</tr>
<tr>
<td>Friday, February 12</td>
<td>Last day to add semester length course with permission of instructor via MyUAlbany</td>
</tr>
<tr>
<td>Friday, March 19</td>
<td>Midterm Point</td>
</tr>
<tr>
<td>Monday, April 12</td>
<td>Last day for undergraduates to file for an S/U grading option for semester length course</td>
</tr>
<tr>
<td>Tuesday, May 11</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Wednesday, May 12</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>Saturday, May 15</td>
<td>Final exams end</td>
</tr>
</tbody>
</table>

For more detailed information regarding the Academic Calendar, visit: [albany.edu/registrar/academic_calendar.php](http://albany.edu/registrar/academic_calendar.php)
CAMPUS RESOURCES

Advisement Services
(518) 442-3960
albany.edu/advisement

Advising PLUS
(518) 442-3971
albany.edu/ascplus/

Advocacy Center
(518) 442-CARE
albany.edu/advocacycenter

Athletics
(518) 442-2562
ualbanysports.com

Bus Schedule and Services
(518) 442-3421
albany.edu/pmts

Bookstore
(518) 442-5690
albany.edu/uas/bookstore.shtml

Campus Center Connections
(518) 442-5491
albany.edu/campuscenter

Campus Recreation
(518) 442-2627
albany.edu/campusrecreation

Career and Professional Development
(518) 437-4900
albany.edu/career

Community Standards
(518) 442-5501
albany.edu/studentconduct

Counseling and Psychological Services
(518) 442-5800
albany.edu/counseling_center

Dining Services
(518) 442-5950
ualbanydining.com/

Disability Resource Center
(518) 442-5490
albany.edu/disability

Environmental Sustainability
(518) 442-2592
albany.edu/gogreen

Financial Aid
(518) 442-3202
albany.edu/studentservices/

Five Quad Ambulance
(518) 442-3131
fivequad.org

Gender & Sexuality Resource Center
(518) 442-5015
http://www.albany.edu/lgbt/index.php

Graduate Education
(518) 442-3980
albany.edu/graduate

Intercultural Student Engagement
(518) 442-5565
albany.edu/multicultural

International Student & Scholar Services
(518) 591-8172
albany.edu/isss
CAMPUS RESOURCES

ITS Help Desk
(518) 442-3700
albany.edu/its/help-request.html

Multicultural Resource Center
(518) 442-2590
albany.edu/multicultural/mrc.php

Nutritional Services
(518) 442-2731
ualbanydining.com/health/nutritionalservices.html

Orientation and Transition Programs
(518) 442-5509
albany.edu/orientation

Parking Management
(518) 442-3121
albany.edu/pmts

Registrar’s Office
(518) 442-5540
albany.edu/registrar

Residential Life
(518) 442-5875
albany.edu/housing

Student Association
(518) 442-5640
albany.edu/studentassociation

Student Financial Center
(518) 442-3202
albany.edu/studentservices

Student Health Services
(518) 442-5454
albany.edu/health_center

Student Involvement & Leadership
(518) 442-5566
albany.edu/involvement

Study Abroad & Exchanges
(518) 591-8172
albany.edu/studyabroad

ID Card
(518) 442-5989
albany.edu/uas/sunycard

Undergraduate Education
(518) 442-3950
albany.edu/undergraduateeducation

University Libraries
(518) 442-3600
library.albany.edu

University Police Department
(518) 442-3131
police.albany.edu

COVID-19 Related Information, Policies and Resources
Available on the University’s website at
https://www.albany.edu/covid-19

TIP
Program the University Police Department into your phone!
(518) 442-3131
Any question regarding the map, a building location on campus, or transportation (buses)? Feel free to ask an OA or ISSS advisor for help.