

First Year Students

First Semester

Your to-do list before fall semester begins

- Understand the outline of your curriculum or syllabus
- Become familiar with the basic information and policies within the UAlbany Undergraduate Bulletin
- Understand important deadlines and where to find them on our website and Academic Calendar
- Start adjusting your course schedule in early August if you need to
- Make sure to consult your advisor before any classes are dropped
- Finalize your class schedule and prioritize academics

Your to-do list during the first half of first semester

- Understand where to find your academic advisor
- Familiarize yourself with the University website
- Make an effort to speak with professors during office hours
- Be mindful of appropriate etiquette when writing to or interacting with professors or university employees
- Assess your performance prior to drop period and make any adjustments to your schedule (*i.e. Do not drop below 12 credits or you will be considered part time*)
- Become familiar with requirements for majors you are considering
- Know about controlled/restricted courses and how to follow-up or register for such classes
- **Attend our Welcome Back Reception and discover what resources are available to you/ what help could be provided**

Your to-do list for the second half of first semester

- Look for study skills workshops or study session for finals!
- Be sure that transcripts from any courses taken at another institution (or AP credits) have been received and the correct credit is posted
- Check for holds on your account through [Financial Aid \(MyUalbany\)](#)
- Know the eligibility requirements to remain in good standing for spring semester
- Check your fall grades and eligibility status before spring semester begins
- Start preparing for your finals or end of semester presentations
- Schedule an appointment with your advisor
- Begin the process of registering for classes
- Meet with peer mentor. This should be done every other week throughout the semester

Second Semester

Your to-do list for first half of second semester (end of Oct. - early Dec.)

- Adjust your course schedule as needed to stay on track with requirements and interests
- Proactively make use of academic resources
- Talk to Financial Aid about [FAFSA](#) forms for the next Academic year
- Begin to consider your summer plans – if considering coursework elsewhere, research registration policies and have your courses pre-approved
- Assess your classes; make any adjustments before the drop deadline
- Prepare for summer and fall pre-registration
- Check for academic, financial and other holds on your account that might impede fall registration
- Attend a workshop/study skills to help develop better study habits, etc.

Transfer Students

Check out the [Transfer Check List](#)

At the start of your first semester, go to your department the day before classes start and/or arrange an appointment with a faculty advisor or academic advisor. Introduce yourself.

Familiarize yourself with the rules, regulations, major and overall degree requirements at UAlbany – these may differ widely from those at your previous institution. Do not assume that anything is the same!

Have a final transcript from your previous institution sent to Admissions. Be sure that includes your degree date (if any) as well as final grades

Explore possible [majors](#) and look at the [MAPS](#) that go with it. You may need to adjust your plans based on the number of semesters you'll need to complete the degree.

Look at student [groups and organizations](#) too!

Sophomore Students

In the fall you will continue to take exploratory coursework in preparation for declaring a primary major. If you have already made a choice, then you will be filling in general requirements and working on major-related pre-requisite requirements (if any). Now is the time to build on the foundations of the first year and to start to enjoy the increased rigor of intermediate courses. It's also a time to look back and to see how far you've come in one short year.

Undecided sophomores:

It is normal to be undecided as a sophomore. UAlbany students need to declare a major by the time you have accumulated 42 credits. Explore your options and never stop moving forward. Seek guidance from University staff and conduct research on possible careers choices that you may find interesting. College is about finding yourself. Use resources that are provided to do so.

Expectations for sophomore year:

- Be familiar with course planning strategies for different types of majors
- Attend Project Excel Mass Meeting
- Understand requirements, application procedures and course planning strategies for professional school majors
- Continue to develop your study habits to ensure academic success as you move into intermediate level coursework
- Visit departmental websites and focus in on your intended major
- Meet with an Academic Advisor at least once a month
- Develop a rapport with your professor
- Take advantage of study skills workshops offered by Project Excel

By the end of your second year, we expect you to:

- Have declared a primary major
- Balanced major-related courses and general education requirements according to the types of majors you are considering
- Know of application deadlines, requirements, and have alternative majors in mind (e.g. always have “a Plan B”)
- Have a good understanding of your remaining degree requirements
- Explore or finalize study abroad plans if you are interested
- Start considering internship or research opportunities if you are interested
- Be aware of semester limitations and start planning for summer courses if needed
- Complete Project Excel’s Financial Literacy requirements

Junior Students

Continue to work on (and continuously evaluate) academic and personal goals. If you haven’t already, begin to think about your path after graduation.

Expectations for your junior year:

- Complete all active membership Project Requirements

- Know what overall degree requirements you have left to complete your [general education requirements](#), your major, and any other majors, minors, or pre-professional school prerequisites
- Explore or finalize [study abroad](#) plans if you are interested
- If you have already been abroad, check to make sure that study abroad course credits have been evaluated and posted to your record
- Seek out internship or research opportunities if interested
- Understand the requirements for graduation with honors and distinction
- Develop relationships with faculty in your major department (**you may need their recommendation**)

Where do I go for advice during junior year?

- Remember to meet with your peer mentors. Student like you who can give insight on how to get through the year.
- Continue to check with Academic Advising and your major department to make sure that you are on track for graduation
- Consult with University [Career Services](#) for information about internships, job searching, recommendations, resumes, graduate school applications and more
- Attend Career Services job fairs for possible opportunities

What if I decide I don't like the major I declared my sophomore year?

Talk to an advisor – you may have more leeway than you think! You may be able to switch your major if you satisfy certain criteria

Schedule an appointment to change your major; this cannot be done on a drop-in basis

Senior Students

When your general requirements are complete, see about an elective you are interested in. Plan for your future beyond UAlbany. **Finish strong.**

Academic Advising goals for the senior year:

- Check your final course and grade requirements with your Academic Advisor
- If there is room in your schedule, consider enrolling in any elective courses you have wanted to take
- Make short- and long-term plans for life after UAlbany

By the beginning of your final semester:



- Confirm that your major and minor declarations are correct
- Be registered for the last courses required for your degree
- Apply for graduation
- **Make sure to order Cap and Gown early!**
- Finalize any outstanding grade issues
- Have all study abroad/internship/transfer and other credits posted to your record

In your final semester:

- If you are looking ahead to graduate school, consult institutions graduate admissions web page
- Some institutions may require a graduate admissions exams such as GRE, GMAT, LSAT, or MCAT
- If you are unsure about your future after UAlbany, get with faculty or advisor to go over your option
- It is important to attend Project Excel's financial literacy program in order to develop money management skills that can be utilized for loan repayment and post graduate expenses

Continue to do well in your classes, even if you have already been accepted to your top school/job. Many offers are contingent upon satisfactory performance in your final semester.

If you did not get the admission letter/job offer you hoped for, keep working toward your alternate plans. Consult faculty, UAlbany's Career Services, advisors and other mentors as you move forward

Academic Integrity Code

“Misrepresenting or falsifying scholarship undermines the essential trust on which our community depends. Every member of the community, including both faculty and students, shares an interest in maintaining the highest standards of academic integrity.”

“Violations of trust harm everyone. The academic community has to trust that its members do not misrepresent their data, take credit for another's ideas or labor, misrepresent or interfere with the work of other scholars, or present previous work as if it were new.”