WELCOME
GRADUATE STUDENT
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Dear Graduate Student,

Welcome to the University at Albany! You have chosen a world-class university with an incredible array of opportunities available to you. The varied perspectives and life experiences of a student body and faculty representing more than 100 nations provide a diversity that enriches learning at UAlbany. Our mission is to support you to be the authors of your own success, and that begins now with your transition to UAlbany.

The information in this booklet will help acclimate you to the university and inform you of the many resources available to assist with your transition. The Office of Graduate Education, Graduate Student Association, Student Affairs, and the entire faculty and staff at UAlbany are available to support you as you achieve success in scholarship, research, and student life.

We wish you all the best as you embark on an academic journey full of opportunities.

Sincerely,

Havidán Rodríguez
President

Michael Christakis
Vice President for Student Affairs

Kevin Williams
Vice Provost and Dean of Graduate Education
GRADUATE STUDENT CHECKLIST

To help ease your transition to your graduate program, make sure to take care of the five items below as soon as possible. The rest of this booklet contains additional information on campus resources and opportunities you can take advantage of throughout your academic journey at UAlbany.

- **Log in to MyUAlbany:** Go to albany.edu/myualbany and log in with your Net ID and password. Here you will find your class schedule, UAlbany email, financial information, and much more!

- **Get your UAlbany ID Card:** Visit ualbanyid.com to upload a photo. When you get to campus, visit the ID Card office in the Campus Center room B-52 to pick up your ID card.

- **Get your parking decal:** If you will have a car on campus, be sure to register your vehicle and get your parking pass before the first day of classes. More information on page 21.

- **Set up EPay:** Visit epay.albany.edu to view your charges. You can enroll in the E-Payment Plan to pay your bill in four installments. More information on pages 18 and 19.

- **Order your textbooks:** Visit albany.bncollege.com, select Textbooks, and enter your classes for the semester. You will easily be able to view and order all of your textbooks and course materials.

- **Request Final Transcript:** Send all final transcripts to the Office of Graduate Admissions. More information on submitting transcripts can be found online at albany.edu/graduate/transcripts.php.

- **Submit Required Health Forms:** All new students must submit the Required Health Form, MMR immunization documentation, and the Meningitis Agreement. More information can be found at albany.edu/health_center/healthforms.shtml.

- **Meet with your Advisor:** Contact your Academic Department to meet with your advisor and register for classes.
The **Graduate Student Association (GSA)** is the governance body for the graduate student population. The GSA serves the graduate population in three ways; **advocacy, professional development**, and **service/resources**. The GSA encourages and supports professional development, social, and intellectual interaction between all graduate students at the University at Albany. As a governing body, GSA advocates on behalf of graduate students through membership in the University Senate as well as administrative structures. Our mission is to advocate for and provide resources to graduate students to empower us as a community. Through our self-empowerment, we seek to promote the values of **social justice**, **equity**, **sustainability**, and **academic freedom**.

### Offices
The GSA has three offices on each of our three campus:

- **Uptown Campus:**
  - Campus Center 307-308
- **Downtown Campus:**
  - Draper Hall 023
- **Health Sciences Campus:**
  - East GEC 156

Each office provides printing and copying as well as a Keurig coffee maker (just remember to bring your own cup!)

### Resources

#### GSA Assembly
The GSA Assembly is the legislative branch of the graduate student government. It is comprised of representatives from various Recognized Student Organizations (RGSOs) as well as departmental representatives. Assembly meetings are held the first Friday of the month during the academic year. Visit our website for more information albany.edu/gsa.

#### Graduate Student Organizations
Get involved in one of our Recognized Graduate Student Organizations! GSA supports these organizations through the provision of funding and other programming support. You can join an existing organization or start one of your own.

### Contact Us
albany.edu/gsa
518.442.4101
gsa@albany.edu

### Stay Connected
The GSA uses an email listserv as the main method for communicating with graduate students.
Subscribe to the listserv to receive the weekly email announcements.
Send an email to: GSA-subscribe-request@listserv.albany.edu

### Don’t forget to vote!
The GSA represents YOU. Elections are held every spring through MyUAlbany. Subscribe to the GSA listserv to receive information on when and how to vote.
The Office of Graduate Education provides strategic leadership, advocacy, and support to ensure excellence and integrity in graduate education. We enhance student success from the time of admission to graduation and seek to cultivate educational experiences that are accessible, diverse, and inclusive.

The office serves as a gateway connecting students and faculty with resources across the University. Our experienced staff is available to work with individual students to provide information, resources, and create personalized roadmaps to degree completion.

Academic Services & Resources

- Administrative Graduate Assistantship Opportunities
- Career and Professional Development
  - Workshop series
  - One-on-one counseling
- Dissertation and Thesis Submittal Policies and Guidelines
- Graduate Assistantship, Fellowship & Tuition Scholarship Guidelines
- UAlbany Funding Opportunities
  - Carson Carr Graduate Diversity Fellowship Program
  - Dissertation Research Fellowship Award
  - Graduate Opportunity Program
  - Graduate Scholarship Ambassador Award

Visit our website for the latest information on opportunities and resources for graduate students. Please also contact our office at any point throughout your graduate career.

Graduate Academics at UAlbany

The university offers over 140 graduate programs leading to advanced certificates, master’s, and doctoral degrees. These programs are spread over nine schools and colleges, and several of our programs are ranked near the top in the nation. A full listing of the academic programs at UAlbany can be found on the Graduate Education website.

Contact Us

Email: graduate@albany.edu
Phone: 518-442-3980
Website: albany.edu/graduate
Office: University Administration Building (UAB)
        Room 121
        1215 Western Avenue, Albany, NY 12203
The Graduate Bulletin provides information about degree requirements, academic regulations and policies that apply to all graduate students, and the program curriculum to which you have been admitted. The Bulletin also provides course descriptions for your program. The official bulletin is published online and is updated on a regular basis.

[albany.edu/graduatebulletin]

Graduate Program Administration

The development, promotion, and operation of individual programs and the advisement and interests of students in them are a primary responsibility of the individual schools and departments that provide the graduate instruction. Each program should offer orientation programs for their new students, providing students with specific details on program requirements, curriculum, and milestones. Departments also assign advisors to incoming students. Please check with your department about the assignment of an advisor, if you have not already been assigned one.

Establishing a healthy relationship with your graduate program advisor is often a key to success in graduate school. Make the effort – it will be worth it!

Each term you will need to discuss future enrollment plans and obtain an Advisement Verification Number (AVN) from your advisor in order to gain access to register for classes in the next semester.

Academic Integrity

It is the student’s responsibility to be familiar with and abide by the University’s conduct regulations pertaining to academic integrity. Please familiarize yourself with the details of these expectations, which are outlined here: [www.albany.edu/studentconduct/]. In addition, the Graduate Bulletin lists standards for academic integrity. Make sure that work presented under your name is, in fact, your work! The University Libraries provide excellent resources regarding citation ([libguides.library.albany.edu/citationhelp]) and plagiarism ([library.albany.edu/infolit/plagiarism]).

Ombuds Program

In the future, should you need an objective ear to hear out any academic concerns in a confidential advisory manner, you might want to take advantage of the graduate Ombuds program ([www.albany.edu/graduate/graduate-ombuds.php]). This program provides independent, informal, and non-partisan counsel to graduate students on matters relating to University experiences or involving dispute resolution or interpersonal misunderstandings, particularly those involving the graduate student's academic program or academic progress. It is NOT part of the university's grievance procedure or judicial system. Rather, ombuds help mediate student problems so that they do not escalate into major issues.
INSTITUTE FOR TEACHING, LEARNING & ACADEMIC LEADERSHIP

The University at Albany's Institute for Teaching, Learning and Academic Leadership promotes and supports evidence-based teaching and professional practice to improve faculty careers and increase student learning. We support graduate students in teaching roles and those planning for academic careers.

[Itlal.org](http://itlal.org)

**Workshops**

- **Workshops**: 90-minute workshops focused on teaching and preparing for the academic job market (offered during Fall and Spring semesters)
- **Summer Teaching Boot Camp**: Half-day workshop to help new instructors prepare for summer teaching (offered each May before summer session begins)
- **College Teaching Symposium**: Full-day series of workshops to help prepare new and experienced instructors and TAs prepare for the academic year (offered each August before fall semester begins)
- **Course Design Academy**: a two-day workshop to help instructors design or re-design courses according to best practices (offered each January and June)
- **Team-Based Learning Academy**: a two-day workshop offered twice a year to help instructors design a course that uses the TBL method (offered each January and August)

**Courses**

These courses can be taken for 0-1 credit each and show up on the student’s transcript.

- **Seminar in College Teaching** focuses on best practices in college teaching. Students will learn how to design a new course, develop assignments and activities, and grade effectively. Offered each fall semester.
- **Preparing for the Professoriate** focuses on the variety of academic careers and how to prepare to make the transition from student to faculty member, prepare for the job market, and balance the core aspects of the faculty job and the tenure process. Offered each spring semester.
- **Becoming a Reflective Teacher—The Teaching Portfolio** focuses on learning to assess one’s teaching and communicate one’s strengths as well as more advanced approaches to teaching. Students will create a teaching portfolio documenting their teaching practice for use on the job market. Offered each fall semester.

**Consultations**

- Meet with ITLAL staff members to discuss issues related to teaching (either to solve problems or get new ideas) or to discuss general issues related to the academic job market
- Class observations for feedback on teaching
- Early semester survey of students
- Focus group for student feedback

**Future Faculty Leadership Council**

- Inter-departmental graduate student committee that provides education, resources, and guidance to help students secure and succeed in tenure-track faculty positions
- Offer several workshops each semester

**Contact Us**

**Call**: 518.442.5521
**Email**: teachingandlearning@albany.edu
**Office location**: University Library B-69
The Center for International Education and Global Strategy is your resource for connecting to UAlbany’s international resources. For our international students studying at UAlbany and our domestic students looking to participate in UAlbany’s growing global community, The Center welcomes and supports all students.

albany.edu/international

**International Student and Scholar Services**

Science Library G-40 | albany.edu/isss
518-591-8172 | isss@albany.edu

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 visit our office on the ground level of the Science Library.

**Global Academic Programs**

albany.edu/international/
global_academic_programs.php

Scholarships and Fellowships

Scholarships are a great way to support the cost of your education abroad experience. The Education Abroad office encourages you to apply and take advantage of as many relevant scholarship opportunities as possible.

Education Abroad

In today’s world, global awareness and knowledge are crucial to success in business, education, research, and public policy. Visit our website to find the program that’s right for you! abroad.albany.edu

Global Distinction Transcript Milestone

The Global Distinction is a structured sequence of courses and experiences that prepares UAlbany students to acquire the necessary knowledge, skills, and perspectives to succeed in a globalized world.
Student Health Services and Counseling and Psychological Services are located at 400 Patroon Creek Boulevard, a short bus ride from the main campus. Shuttles run continually all day and services are, for the most part, covered by the cost of tuition and fees. In January 2020, both offices will be moving to their permanent location on Dutch Quad on the uptown campus. Shuttles run continually all day and services are, for the most part, covered by the cost of tuition and fees.

**Student Health Services**
400 Patroon Creek, Suite 200
(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**
400 Patroon Creek, Suite 104
(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.

**Campus Recreation**
Physical Education Building | (518) 442-2627
[albany.edu/rec](http://albany.edu/rec)

Campus Recreation provides diverse, stimulating, and engaging recreational opportunities that enrich the UAlbany experience. Graduate students may purchase a Campus Recreation membership for $45 per semester. Included in the membership is access to a variety of Group Exercise Classes (Yoga, Zumba, Insanity) and use of Campus Recreation facilities.

Our indoor facilities include three fitness centers across campus (SEFCU Arena, Indian Quad & Colonial Quad), racquetball courts and a pool. Each fitness center is equipped with free weights, machine weights, and cardio machines. Our outdoor spaces include lit turf, basketball and tennis courts, and a softball field. The 2.8 mile loop around campus, appropriately named the Purple Path, makes jogging, running, or biking safe and convenient.

Campus Recreation is here to **Actively Develop A Healthier U!**
CELEBRATING DIVERSITY

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.

Disability Resource Center
Campus Center 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 chronic or temporary 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.

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.

Multicultural Resource Center
Campus Center B-87
Mon-Thurs 10 AM - 10 PM, Fri 10 AM - 4 PM

Gender & Sexuality Resource Center
Campus Center B-91
Mon-Thurs 10 AM - 9 PM, Fri 10 AM - 4 PM

Interfaith Services
Visit our website at albany.edu/spirituality to learn about the services and programs offered.

Office of Diversity and Inclusion
University Hall 207
(518) 956-8110
albany.edu/diversityandinclusion

The Office of Diversity and Inclusion serves as a resource to the UAlbany community and is charged with promoting and furthering the University’s commitment to diversity and inclusion. Visit the website to find information on various diversity related resources, including but not limited to: diversity transformation initiatives, trainings, the discrimination and sexual harassment/sexual assault complaint process, and recruiting and hiring procedures for faculty and professional staff.
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

University Library
Located on the uptown campus and the largest of the three libraries; focus is on the humanities, social sciences, education, and business.

Science Library
Located behind the Campus Center on the uptown campus; serves the whole campus community but houses collections and offers specialized services for departments of Atmospheric Science, Biological Sciences, Chemistry, Physics, Computer Science, Mathematics & Statistics, and Public Health.

Dewey Graduate Library
Located on the downtown campus in the Hawley Building; supports the curricula in the School of Criminal Justice, Rockefeller School of Public Affairs and Policy, the School of Social Welfare, and the department of Information Science.

FIND YOUR ZONE
#UAlbanyLibsZone

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.

Graduate Student Library Guide
The University Libraries has published an online guide that summarizes library and university services and resources specifically for Master and PhD students. Check out the guide online!
http://libguides.library.albany.edu/graduatestudents

The Graduate Student Library Guide has information on:
- Circulation services
- Electronic services
- Group study rooms
- Study carrels and lockers
- Information Commons
- Interlibrary loan
- Library accounts
- Research services

Did you know?
Collectively, the libraries have more than 2 million volumes and rank among the top 100 university libraries in the U.S. They support access to over 100 web based electronic data bases, including MEDLINE, Science Direct, EBSCO, and INSPEC.
MORE THAN JUST BOOKS!

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? Use our 24/7 CHAT SERVICE from your favorite Wi-Fi-enabled location. 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

NOT JUST BOOKS

At the libraries you can browse popular magazines and newspapers, or check out our 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 our 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.
MyUAlbany (albany.edu/myualbany) is the gateway to information that is internal to the University community. Graduate students use MyUAlbany to add or drop courses, obtain official transcripts, access financial aid and accounts information, and make online payments. Teaching Assistants and faculty can access class rosters, submit grades, view advisee lists, submit Academic Requirement and Faculty Activity Reports on MyUAlbany.

**Other ways to use MyUAlbany:**
- Update Personal Information
- Sign up for SUNY NY Emergency Alert
- View/Buy Course Books
- Evaluate Courses
- Apply for Graduation
- Register your vehicle and pay parking tickets
- View course grades and unofficial transcript
- View Graduate Student events and resources
- Access Dissertation & Master’s Thesis Guidelines and forms

**Academic Calendar:** Be sure to check the academic calendar for important dates and deadlines! albany.edu/registrar/academic_calendar.php

**Blackboard** (blackboard.albany.edu) is the online learning environment used for most courses at UAlbany. Professors post course syllabi, reading materials, assignments, and grades in the Blackboard course. Blackboard can also be used for online discussions. Fully online courses exclusively use Blackboard for all instruction and assignments. Students are encouraged to check their Blackboard courses frequently for important updates.

**Blackboard Student Orientation Resources**
All students are automatically enrolled in the “Blackboard Student Orientation Resources” course in Blackboard. This course is a tutorial on how to navigate and effectively use Blackboard.

**Update Personal Information**
Customize your Blackboard profile by adding a photo, updating contact information, selecting privacy options, and more.

**Tasks and Calendar**
See all of the tasks for your courses under the Tasks and Calendar tools.

**Need help?**
If you need help navigating Blackboard as a student, visit the ITS help desk in any of the three libraries.
If you are teaching a course and need assistance setting up your Blackboard course, visit the Education Technology Center in LC 27.
**Connect**

**UAlbany WiFi**
- Connect freely in buildings and areas across campus.

**Software Catalog**
- Install Microsoft Office 365 tools on up to ten personal devices.
- Purchase software at discounted prices for UAlbany students.

**Computer Training**
- Learn about Microsoft Office 365 tools, Adobe Photoshop, security tips and more.
- Check the ITS website [albany.edu/ITS](http://albany.edu/ITS) or the UAlbany Events Calendar.

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**Communicate**

**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 it 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 ([albany.edu/MyUAlbany](http://albany.edu/MyUAlbany)) for quick links to these tools.

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**Help & Support**

Call: 518.442.3700  
Email: AskIT@albany.edu  
Walk-in locations:  
- University Library  
- Science Library  
- Dewey Library

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**Password Set/ Reset**

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

**Watch for Two Step Login**
- Will keep your information and accounts safe.  
- Enrollment is required.  
- Watch for prompts to enroll and set it up.

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**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](http://albany.edu) it isn’t true!
RESEARCH AND CAREER

Research

Research is an integral part of graduate education, but it takes different forms across the various disciplines at the University. There are specific regulations that govern research involving human or animal subjects. It is important that you discuss your research interests and projects and seek advice on designing and conducting research studies.

All researchers – faculty and students – must comply with the university policies and federal and state laws and regulations. The Office for Pre-Award and Compliance Services (PACS) supports and promotes ethical research practices on campus. Please visit the PACS website (www.albany.edu/orrc/) for information on training for research with human participants (governed by the Institution Review Board) and use of animals (IACUC). You must complete the training appropriate to your discipline before conducting any research.

Career Resources

Recognizing the importance of real world applications of academic study, many of the University’s graduate programs provide the opportunity for students to become practically engaged through enrollment in internships, practica, field courses and the like. Individuals interested in such opportunities should check with the individual program offices or departments regarding coordination, requirements and availability.

Career and Professional Development works to provide exceptional career support for all UAlbany students and alumni. You can make an appointment with a career coach, attend a workshop or event, or search for jobs and internships on our Handshake system. We also offer drop-in hours just for graduate students to get answers to your career questions or have your resume critiqued. Visit our website to learn more about how we can help transition successfully into a diverse and global society.

albany.edu/career | albany.joinhandshake.com
518-437-4900 | Science Library G-50 | career @albany.edu
GSEU/CWA 1104 is a labor union that represents all graduate student Teaching Assistants (TAs) and Graduate Assistants (GAs) across the SUNY system. We negotiate a contract with the state of NY that covers compensation, health insurance, workplace rights and other benefits as a SUNY employee.

Graduate student workers at schools across the country are currently fighting to form labor unions in order to win rights as workers, something GAs/TAs at SUNY schools have enjoyed since GSEU was formed in 1992!

As a union we fight for things like better pay, working conditions, and health insurance. Thanks to our contract, members of the GSEU bargaining unit pay lower University fees than other graduate students. This means members of the unit receive a discounted rate for fees like parking and the “Comprehensive Fee.”

“SUNY Works Because We Do”

As graduate workers we contribute a great deal to the university—both as researchers and teachers—and the union is a place where we can come together to amplify our voices, articulate our needs, and realize our ideals.

Our Work is Funded Directly by Member Contributions

The Union deducts 2% of each of your checks. On average that means $8/week and it makes it possible for us to continue getting raises, fighting for quality health care, and representing members when things go badly. This is the only money GSEU will ever charge you.

You don’t have to become a member, but we think you should. We know better than anyone else on campus how tight money can be for graduate students, but we also know that when we work together we win.

Choosing not to sign a card materially diminishes our ability to improve the workplace you share with your peers and colleagues. This means that in the future, GAs/TAs at UAlbany could lose benefits and protections.

What does it mean to be a member?

- By becoming a member, you add your voice and contribute to GSEU’s mission of improving working conditions for TAs and GAs!
- The more vocal our members are, the stronger our leverage at the bargaining table.
- You will have a say in what goes on in your union and your contract.
- You are affirming the idea that we should have a say in what goes on in your workplace.

Our History

Our union was formed in 1992 to fight for health insurance, fair treatment, and equitable compensation.

While that fight continues to this day, we have made steady progress because we have worked together to voice our demands. Since 2014, GSEU has won millions of dollars for GAs/TAs in the form of things like Professional Development Funding and Fee Mitigation.

Did you know?

We are a democratically run union with an elected leadership of SUNY graduate students!
MONEY MATTERS...

WHAT SHOULD I EXPECT ON MY BILL?
For complete details on tuition and fee charges, visit albany.edu/studentaccounts/tuition.php

VIEW FINANCIAL LIABILITY DATES
When you register, you are responsible for paying all associated tuition and fee charges. Swapping or dropping courses? Visit albany.edu/studentaccounts/liability.php for liability information first.

FA2PAY: Authorize Use of Financial Aid
Federal regulations require UAlbany to have your permission to use your Title IV Financial Aid (including loans) to pay additional charges you may incur (SUNY Card Replacement, Health Center, etc.) while attending. Visit MyUAlbany > Finances, select "FA2Pay: Authorize Use of Financial Aid to Pay Other Charges..." and inform us of your choice.

STUDENT FINANCIAL CENTER
Campus Center G-26 | 518.442.3202 albany.edu/sfc | sfc@albany.edu
Instructional Videos: albany.edu/financialaid/sfc_video.shtml

Financial Aid Checklist
✓ File FAFSA at fafsa.gov
Enter UAlbany code 002835
✓ Log onto MyUAlbany
Awarded loans or Athletic Scholarships? Log onto albany.edu/MyUAlbany to accept, decline or reduce loans or awards.
✓ Filed your FAFSA, but haven’t yet received an award letter? Check MyUAlbany Important Notices to resolve pending issues.
✓ Complete Entrance Counseling and Master Promissory Note for Direct Loans: studentloans.gov (Links also on MyUAlbany).
✓ Explore Other Financial Options
Payment Plans albany.edu/studentaccounts/payment_plan.php
PLUS albany.edu/financialaid/awardsdetail_par_plus.shtml
✓ Visit Student Financials Website albany.edu/sfc

EPay Your Way!
epay.albany.edu
✓ View/pay your charges
✓ Set up Authorized Users
✓ Sign up for E-Refund to get your refunds faster
✓ Enroll in the E-Payment Plan to pay by installment

Charges Updated
On or about the 20th of the month

Payment is Due
On the 15th of the next month

Paper Bills Are Not Issued
When your charges are ready, notices are sent to your @Albany.edu email.

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
INVESTING IN YOUR FUTURE!

Direct Subsidized vs. Direct Unsubsidized Loan?
FAFSA Required for BOTH studentloans.gov

Direct Subsidized Loan
• Federal Government pays the interest during in-school status
• Need-Based

Direct Unsubsidized Loan
• Student responsible for the interest while in school
• Interest begins accruing immediately after first disbursement
• Non-Need-Based

Complete Entrance Counseling and Electronic Master Promissory Note for Direct Loans at studentloans.gov (links also on MyUAlbany).

NON-NYS RESIDENTS:
If you are identified as an out-of-state student and believe this designation is incorrect, visit albany.edu/studentaccounts/residency.php to learn about SUNY NYS residency requirements and to obtain a residency application. If you are not an international student and plan to establish NYS residency, it is incumbent upon you to learn about NYS residency requirements. Most departments that provide graduate tuition waivers to U.S. students typically do so at the out-of-state rate for the first year only.

QUICKLY ACCESS ANSWERS TO ALL OF YOUR QUESTIONS
Use the Search Bar located in the upper right-hand corner on the UAlbany homepage at albany.edu. (Always start from the homepage.)

Federal Direct Loan - PLUS studentloans.gov
✔ PLUS Loan information, including repayment and deferral
✔ Borrow up to the cost of attendance minus the financial aid award
✔ Apply for the loan at studentloans.gov and must credit qualify
✔ Requires a PLUS Master Promissory Note (MPN)

U.S. MILITARY, VETERANS & DEPENDENTS
Are you a member, veteran or dependent of a veteran of the U.S. Armed Forces? If so, visit MyUAlbany > Student Home, and tell us about yourself under the Military Service link. Did you know you may be eligible for VA Educational Benefits to assist in financing your education? For more information, visit benefits.va.gov/benefits.

Questions? Contact UAVeteran@albany.edu.

NYS 529 COLLEGE SAVINGS PLAN nysaves.org
• Non-NYS plans, contact your plan administrator to disburse funds
• If you need to send an invoice to your 529 plan administrator, access a summary of your charges at epay.albany.edu

STAY CONNECTED!
• Check the MyUAlbany Finances tab frequently for important notices.
• Check your @albany.edu email daily!
University Police encourages you to take the following precautions for your personal safety!

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.

albany.edu/studentconduct/community_rights_and_responsibilities.php

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.

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

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.

Incidents can be reported anonymously at police.albany.edu/crime_report.shtml

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.

Reporting Sexual Misconduct

Visit the Title IX website for resources and reporting information.

albany.edu/titleix
Advocacy Center for Sexual Violence

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.

Non-Discrimination Notice

The University at Albany 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. Employees, students, applicants or other members of the University community (including but not limited to vendors, visitors and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

The University’s policy is in accordance with all federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of all laws, regulations and policies prohibiting discrimination and/or the application of Title IX and Section 504 of the Rehabilitation Act may be directed to the Director of Equity and Compliance and Title IX Coordinator, Building 25, room 117, 1400 Washington Avenue, Albany, New York 12222; Email: oec@albany.edu; PH: (518) 442-3800.

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 victims/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:

- 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 and those who 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 interference 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.
- Confidentially or anonymously disclose a crime or violation.
  - The Advocacy Center for Sexual Violence: (518) 442-CARE
  - The University Counseling Center: (518) 442-3800

A report to:
- The University Police: 911 or (518) 442-3100
- The Title IX Coordinator: (518) 442-3800
- Community Standards: (518) 442-5000
- University at Albany Human Resources: (518) 442-4700
- Albany County Family or Civil Court: (518) 265-8660
OFF-CAMPUS RESOURCES

Neighborhood Life
Campus Center 361 | (518) 442-5501
neighborhoodlife@albany.edu

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.

Visit our website for information on personal safety off campus, becoming involved in your community, and City of Albany resident information.

albany.edu/neighborhoodlife

Housing Resources
Many graduate students use these websites to find apartments in the Albany area!

- Trulia: trulia.com
- Craigslist: albany.craigslist.org
- Apartment Finder: apartmentfinder.com

Please Note: The University at Albany does not investigate, endorse, or guarantee the accuracy of the information provided in the listings, the condition of the accommodation, or the suitability or performance of either the lister or any prospective tenant. UAlbany shall not be responsible for any loss or damage suffered or incurred by any individual or entity arising out of or relating to the listings. UAlbany shall not be deemed to be a party, and shall have no responsibility or obligation to enforce such agreement.

Childcare Options in Albany

Capital Milestones provides priority child care service to New York State employees and University at Albany (SUNY) faculty, staff, and students.

- Graduate students are eligible for a reduced price through the SUNY Block Grant.
- This grant can be used at any SUNY childcare facility
- Contact information for Capital Milestones: 518-457-3210; Address: 3 Harriman Campus Rd Albany NY

County social services may also provide a subsidy for childcare services.

- Contact your local office for more information and available childcare facilities in your area

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 at 518-442-5491.

Dining on Campus
The Campus Center has many dining options. You can purchase the myChoice Meal Plan or simply add Munch Money to your account to purchase tax-free food/beverages at any dining location, 518 Market, and vending machines.

Check out ualbanydining.com for information on the various venues and commuter meal plan options.

Like to bring your lunch? The Campus Center has several microwaves that can be used to re-heat food.
**Transportation Around Town**

**UALbany Buses Take You Where You Need to Go!**

- **Uptown Campus Shuttle** - to reach places like University Apartments and the SEFCU Arena.
- **Health & Counseling Shuttle** - to reach the Student Health Services and Counseling and Psychological Services.
- **Western Ave. Shuttle** - to reach Alumni Quad. Shuttle and CDTA Buses run every 12 minutes between 7 am and 9 pm!
- **Health Sciences Campus Shuttle** - connects the Uptown Campus to the Health Sciences 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 Avenues and Fuller Road, 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
- Route 712

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

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**Getting Your Parking Decal**

1. Visit [albany.edu/myualbany](http://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
albany.edu/pmts

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**Additional Transportation Information**

- Bus companies like Adirondack Trailways 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.
- 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, as well as Lyft and Uber, service the campus.
- The Albany International Airport is a 15 minute taxi ride from the Uptown campus. Lyft is the only ride share company that services the airport.
- 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)

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**Download our Transportation App!**

**UALBANY Campus Bus Schedules**
Available for Android and Apple devices

For additional information on mass transit services, visit: [ALBANY.EDU/PMTS](http://www.albany.edu/pmts)
GREAT DANE PRIDE!

DIVISION I ATHLETICS

You won’t want to miss out on the excitement of our Division 1 sporting events, from Great Dane Game Day celebrations, to the spirit of competition on the field, court or track, you will want to be there to cheer on our Great Danes.

For many games, unless otherwise specified, UAlbany Students attend for FREE with a valid UAlbany ID! For more information, visit: ualbanysports.com

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!

What was the original name of UAlbany?

New York State Normal School

Founded in 1844 to train teachers

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!

UAlbany has

110

Conference Titles

COLORS

PURPLE & GOLD

SYMBOL

Minerva, Roman Goddess of Wisdom

MASCOT

Great Dane

HAIL TO ALBANY!
Welcome to Albany, NY! If this is your first time in the area, we hope you take the opportunity to explore all that this city has to offer. Whatever your interests - dining, shopping, the outdoors, entertainment, history - Albany has it all!

Discover Albany is the official Visitor’s Bureau of Albany, NY. Their website includes a complete visitor’s guide and calendar of events. You can also follow them on social media for the latest attractions! albany.org

**Popular Attractions:**

**New York State Capitol**
Learn why people call it the most beautiful state capitol in the country. Tours Monday through Saturday.

**Empire State Plaza**
Visit the seat of government for New York State. Tours Monday through Saturday.

**New York State Museum**
Explore the natural and cultural history of New York State.

**Times Union Center**
From concerts to sporting events, take in the best entertainment at the TU.

**John Boyd Thatcher Park**
Visit this state park for its picnic areas, hiking, and breath-taking views.

**Shopping & Dining**

**Crossgates**
EAT. SHOP. PLAY. STAY. at Crossgates. Featuring 180 retail shops, and visited by more than 20 million guests each year, Crossgates offers something for everyone. shopcrossgates.com

**Colonie Center**
Colonie Center is a 1.3 million square-foot enclosed, regional shopping center with over 100 specialty stores. shopatcoloniecenter.com

**Stuyvesant Plaza**
Stuyvesant Plaza is a major shopping plaza and office complex in the Capital District. It is located just 1.5 miles from UAlbany on Western Avenue. stuyvesantplaza.com

**Lark Street**
Lark Street is known as the vibrant heart of Albany. From shopping to dining to nightlife to the arts, Lark Street is the place to be! Many events take place on Lark Street including Art on Lark, LarkFest and Winter WonderLark. larkstreetbid.org

**Nearby Cities**

**Boston**
From the charming cobblestones of Beacon Hill, to the civic landmarks along the Black Heritage Trail and Freedom Trail, Boston is a must-visit city. Make the short drive or take a Greyhound bus. greyhound.com

**New York City**
From Broadway to Times Square to the Statue of Liberty, the possibilities are endless in NYC. Buses leave from UAlbany’s Collins Circle several times each day. Visit trailwaysny.com to book your ticket!

**Montreal**
In just a four hour drive, you can visit this extraordinary bilingual city, considered the cultural capital of Canada. Rich with European influence and history, Montreal is a favorite tourist destination.
Mail Services

albany.edu/mailservice
mailservices@albany.edu | 518-442-3272
Academic Year Hours: 8:30 AM - 5:00 PM
Parking Lot - Across from Social Science

Mail Services manages all on-campus mail and residential student mail. We also offer a variety of services including stamp sales and a USPS kiosk for mailing packages.

Rapid Copy

The Rapid Copy Center offers high quality professional copying and printing services to members of the UAlbany community. Services include:

- Copying: class notes, flyers, fundraising information, posters, etc...
- Laminating: great for making documents that can remain durable.
- Faxing: on the spot faxing; with advance notice you can also receive a fax.
- Binding: excellent for binding all those loose notes together.
- Padding: make personalized notepads using your own design; great promotional idea for organizations.
- Wide Format Printing—for posters that are larger than standard size (ex. 18”x 24”, 24”x 36” or 36”x 48”). Glossy or Matte finished paper.

Contact Us!
518-442-3245
rapidcopy@albany.edu
albany.edu/rapidcopy

Academic Year Hours:
Mon - Fri: 9:00 AM - 5:00 PM
Parking Lot - Across from Social Science
<table>
<thead>
<tr>
<th>Campus Resources</th>
<th>Phone Number</th>
<th>Website Link</th>
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</thead>
<tbody>
<tr>
<td>Advocacy Center</td>
<td>(518) 442-CARE</td>
<td>albany.edu/advocacycenter</td>
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<tr>
<td>Athletics</td>
<td>(518) 442-2562</td>
<td>ualbanysports.com</td>
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<tr>
<td>Bookstore</td>
<td>(518) 442-5690</td>
<td>albany.edu/uas/bookstore.shtml</td>
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<tr>
<td>Campus Center Connections</td>
<td>(518) 442-5450</td>
<td>albany.edu/campuscenter</td>
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<td>Campus Recreation</td>
<td>(518) 442-2627</td>
<td>albany.edu/campusrecration</td>
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<td>Career and Professional Development</td>
<td>(518) 437-4900</td>
<td>albany.edu/career</td>
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<tr>
<td>Community Standards</td>
<td>(518) 442-5501</td>
<td>albany.edu/studentconduct</td>
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<tr>
<td>Counseling and Psychological Services</td>
<td>(518) 442-5800</td>
<td>albany.edu/counseling_center</td>
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<td>Dining Services</td>
<td>(518) 442-5950</td>
<td>albany.edu/diningservices.shtml</td>
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<tr>
<td>Disability Resource Center</td>
<td>(518) 442-5490</td>
<td>albany.edu/disability</td>
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<td>Don’t Walk Alone</td>
<td>(518) 442-5511</td>
<td>albany.edu/studentaffairs/safety/dwa.shtml</td>
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<tr>
<td>Five Quad Ambulance</td>
<td>(518) 442-3131</td>
<td>fivequad.org</td>
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<tr>
<td>Gender &amp; Sexuality Resource Center</td>
<td>(518) 442-5015</td>
<td>albany.edu/multicultural/gsrc.php</td>
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<tr>
<td>Graduate Education</td>
<td>(518) 442-3980</td>
<td>albany.edu/graduate</td>
</tr>
<tr>
<td>Graduate Student Association</td>
<td>(518) 442-4101</td>
<td>albany.edu/gsa</td>
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<td>Graduate Student Employee Union</td>
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<tr>
<td>ID Card Office</td>
<td>(518) 442-5989</td>
<td>albany.edu/uas/sunycard.php</td>
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<tr>
<td>Institute for Teaching, Learning, and</td>
<td>(518) 442-5521</td>
<td>itlal.org</td>
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<td>Academic Leadership</td>
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<tr>
<td>Intercultural Student Engagement</td>
<td>(518) 442-5565</td>
<td>albany.edu/multicultural</td>
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<tr>
<td>Interfaith Center</td>
<td>(518) 489-8573</td>
<td>albanyinterfaithcenter.org</td>
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<tr>
<td>International Student &amp; Scholar Services</td>
<td>(518) 591-8172</td>
<td>albany.edu/issss</td>
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<td>ITS Help Desk</td>
<td>(518) 442-3700</td>
<td>albany.edu/its/help-request.html</td>
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<td>Multicultural Resource Center</td>
<td>(518) 442-5565</td>
<td>albany.edu/multicultural.mrc.php</td>
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<td>Nutritional Services</td>
<td>(518) 442-2731</td>
<td>ualbanydining.com/health/nutritionalservices.html</td>
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<td>Orientation and Transition Programs</td>
<td>(518) 442-5509</td>
<td>albany.edu/orientation</td>
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<tr>
<td>Parking and Mass Transit Services</td>
<td>(518) 442-3121</td>
<td>albany.edu/pmts</td>
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<tr>
<td>Registrar’s Office</td>
<td>(518) 442-5540</td>
<td>albany.edu/registrar</td>
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<td>Residential Life</td>
<td>(518) 442-5875</td>
<td>albany.edu/housing</td>
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<tr>
<td>Student Financial Center</td>
<td>(518) 442-3202</td>
<td>albany.edu/sfc</td>
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<tr>
<td>Student Health Services</td>
<td>(518) 442-5454</td>
<td>albany.edu/health_center</td>
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<tr>
<td>Study Abroad &amp; Exchanges</td>
<td>(518) 591-8170</td>
<td>albany.edu/studyabroad</td>
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<tr>
<td>University Libraries</td>
<td>(518) 442-3600</td>
<td>library.albany.edu</td>
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<tr>
<td>University Police Department</td>
<td>(518) 442-3131</td>
<td>police.albany.edu</td>
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</tbody>
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For online maps and driving directions, visit: albany.edu/map