

GRADUATE STUDENT HANDBOOK



SCHOOL OF PUBLIC HEALTH

UNIVERSITY AT ALBANY State University of New York

2018-2019



School of Public Health

IN PARTNERSHIP WITH THE NEW YORK STATE DEPARTMENT OF HEALTH

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INTRODUCTION

ABOUT THE HANDBOOK AND STUDENT RESPONSIBILITY

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

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

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

A JUST COMMUNITY

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

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

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

A just community is always on guard against injustice, always asserting its dedication to justice. The assertion of justice takes place in every part of the community: in the classroom, the lecture hall, the library, the residence and dining halls, wherever members of the University come together. It is the responsibility of all faculty, staff, and students to keep the ideals of justice uppermost in the minds of the members of the University so that they may be achieved.

The University sees itself as a community of persons seeking truth and knowledge, and seeking them in a truthful and ethical fashion. Thus the University at Albany expects all members of its community to

conduct themselves in a manner befitting this tradition of honor and integrity. Standards of academic integrity must be maintained and violations of these standards will be judged severely.

ORGANIZATION OF THE SCHOOL OF PUBLIC HEALTH

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

The School has four departments: Biomedical Sciences, Epidemiology and Biostatistics, Environmental Health Sciences, and Health Policy, Management and Behavior. Each of these departments provides an interdepartmental Master in Public Health (MPH); some of these departments offer a Doctorate in Public Health (DrPH) degree, a Master of Science (MS) and a Doctorate (PhD) degree (consult the individual department for specific degrees offered). The School also offers a fully online MPH and several advanced certificates of study, as well as an undergraduate bachelor of science in public health and a bachelor of science in bioinstrumentation.

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

ACADEMIC INFORMATION

Faculty and students are urged to consult the current *Graduate Bulletin* (see the University's web site at <http://www.albany.edu/graduatebulletin/> for the full, official descriptions of the University's admission and graduate requirements, regulations, degree requirements, thesis and dissertation regulations, and all graduate programs and courses. Students are responsible for being familiar with requirements and regulations detailed in the University at Albany Graduate Bulletin, and should not limit themselves to the information provided in this handbook. The following is a summary of limited key issues of information arranged in alphabetical order.

ACADEMIC CALENDAR

It is the responsibility of students and faculty members to examine the University's Academic Calendar to note the days and times in which classes are suspended, deadlines for registration, and other important dates. The Academic Calendar can be found in the [Schedule of Classes](http://www.albany.edu/registrar/schedule-of-classes.php) on the University at Albany website <http://www.albany.edu/registrar/schedule-of-classes.php>

ACADEMIC INTEGRITY AND CODE OF CONDUCT

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

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

ACADEMIC STANDING

To remain in good standing, graduate students must maintain a **B** average (3.0 GPA) overall. A student whose average falls below this minimum is normally not considered eligible for financial aid, and a student with severe deficiencies may be terminated from the program.

University at Albany policy regarding academic standards is as follows:

“Graduate students who are candidates for a graduate degree or certificate must earn an average of B in all resident graduate courses and credits applicable to their degree completed with grades other than S (satisfactory) or U (unsatisfactory) and receive grades of S in all resident graduate courses applicable to their degree which may be graded S/U.

Only courses completed with grades of A, B, C, or S may be applied to graduate course requirements and to credit requirements for graduate degrees.

All graduate students are expected to remain in good academic standing during the course of their study; that is, to maintain an academic record consistent with the standard above. A student whose record falls much below those standards or which otherwise indicates a lack of ability or effort needed to succeed in graduate study will be denied permission for further study.

The candidacy of graduate students who receive a grade of *U* in a required seminar or research course, in a practicum, student teaching course, internship, field course or similar application course, on a thesis, or in a dissertation course, is terminated unless an exception is recommended for compelling reasons by their department or school, and they may not register for further study unless they are later reinstated. Under certain conditions, and with the recommendations of the student's major department, such a student may apply to the Dean of Graduate Education for readmission, but ordinarily at least one session must intervene before a readmission.”

http://www.albany.edu/graduatebulletin/requirements_degree.htm#academic_standards

Generally, only courses completed with Grades of A, A-, B+, B and S may be applied to graduate course requirements and credit requirements for graduate degrees. These requirements can also be met by courses graded B-, C+ and C **only** if they are balanced to a B (3.0 GPA). For example: three credits of B- must be balanced at least by three credits of B+.

Some departments and programs have additional requirements:

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

ACADEMIC PROBATION

Students on academic probation are required to develop an Academic Progress Plan in consultation with their advisor, outlining a strategy for achieving a GPA of at least 3.0 as soon as possible. Students generally have two semesters from the time they are originally placed on probation to achieve the required GPA of 3.0 and end academic probation. Please note that satisfactory performance (obtaining a 3.0 GPA for the semester) during each semester of academic probation is required for continuation in the graduate program. Students on academic probation are not permitted to register for internships.

AUDITING COURSES

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

COURSE REGISTRATION

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

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

CONTINUOUS REGISTRATION REQUIREMENT FOR DOCTORAL STUDENTS

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

DEGREE APPLICATION

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

FULL-TIME STUDY IN RESIDENCE FOR DOCTORAL STUDENTS

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

LEAVE OF ABSENCE FOR DOCTORAL STUDENTS

A PhD or DrPH student may be granted an official leave of absence from his/her program for an appropriate academic or personal reason. A leave of absence must be approved by the student's department, the School of Public Health, and by the University Dean of Graduate Studies. A leave of absence may not be granted after a doctoral student has advanced to candidacy. When the term of leave has expired and is not extended, the Doctoral student must register for the minimum three credits, or be subject to dismissal.

LEAVE OF ABSENCE FOR MASTERS STUDENTS

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

STATUTE OF LIMITATIONS

PhD and DrPH Degrees:

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

MS and MPH Degrees:

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

Certificate Degrees:

All work for a certificate degree must be completed within a period of four years.

STUDENT RESPONSIBILITY

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

TRANSFER OF GRADUATE CREDIT EARNED ELSEWHERE

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

GRIEVANCE POLICY & PROCEDURES

The following policy was approved by the School of Public Health Council, December 18, 2015.

GRIEVANCE POLICY

It is the policy of the School of Public Health to address grievances in a fair and timely manner, and, when possible and appropriate, within the Public Health School community, in a process that is consistent with University policies and procedures. The grievance procedures and personnel form the core of a system that views all participants as equals and offers fair hearing, mediation where appropriate, judgment when needed and safety to all members of the SPH at all stages of consideration. ***There is a 90 day statute of limitations for filing a formal academic grievance with the Assistant Dean for Admissions and Student Affairs. The 90 day time period commences on the date the final grades are posted for the course of concern.***

GRIEVANCE REVIEW BODIES

Ombudspersons: The Ombudspersons include a faculty member selected by the SPH Council, the Associate Dean for Academic Affairs, and the Assistant Dean for Admissions and Student Affairs. Any Ombudsperson will provide the first line of action for addressing and resolving grievances by being available for students, faculty, SPH staff, and staff/workers outside of the SPH who have contact with students, faculty, or staff of the SPH (e.g., DOH related speakers, internship mentors, security personnel) to discuss complaints when they are not able to solve issues or problems on their own. Anyone with a grievance may approach any of these three Ombudspersons. If the problem remains unresolved after initial consultation with an Ombudsperson, the conflict can be referred to the SPH Grievance Committee and/or the University Grievance Process. Both groups can be consulted serially as well.

Grievance Committee: This committee is formed by the SPH Council. It is the primary review committee charged with mediating appropriate grievances involving faculty, staff, and students.

This committee serves in a “fact-finding” and issue-clarification capacity, by examining all sides of the issue, presenting recommendations to the Dean and involved parties, and issuing a brief final report.

Student Affairs Committee: This committee will periodically review the student-related grievance procedures and policies carried out at the School and make recommendations for modification to the Council when appropriate.

GRIEVANCE PROCEDURES

1) All grievances involving faculty, staff, or students, staff/workers outside of the SPH who have contact with the students, faculty or staff of the School of Public Health (e.g., DOH related speakers, internship mentors, security personnel) will initially be brought to the attention of the appropriate Department Chair, Center Director, or other supervisor.

If the grievance cannot be resolved after consultation with the appropriate supervisor, it may be brought to the attention of one of the Ombudspersons. If it is not possible to consult with a supervisor, the grievance may be brought directly to any of the Ombudspersons. Further, the grievant also has the option of initially consulting an Ombudsperson when he/she/they have not decided whether or not to

grieve, whether a grievance is an appropriate remedy to the issue/incident, and/or when the substance of the issue/incident is of such sensitivity that the grievant prefers to approach an Ombudsperson as a first contact.

2) The Ombudsperson chosen by the grievant will decide if the grievance is one that can be handled by the SPH Grievance Committee, or one that should be referred directly to the University Judicial Affairs Board or other appropriate University level office. Grievances handled by the SPH Grievance Committee typically will involve allegations of unfair treatment, academic dishonesty and other academic grievances. **All academic grievances shall be filed with the Assistant Dean for Admissions and Student Affairs. There is a 90 day statute of limitations for filing a formal academic grievance. The 90 day time period commences on the date the final grades are posted for the course of concern.**

The Committee will not handle any complaints involving physical threats or sexual harassment. These allegations will be referred directly to the appropriate University-level authority.

3) The standing membership of the SPH Grievance Committee will consist of faculty from each academic department. In addition, staff and students may be added to this committee on an ad-hoc basis to hear grievances involving staff members or students, respectively.

4) Procedures for reviewing cases will typically involve: a) hearing opening statements from all parties involved (referring and referred individuals, and witnesses), either in person or in writing; b) asking questions of any of the parties and reviewing their responses; c) hearing closing statements from all parties involved; and d) discussing the allegations as a committee and presenting a recommendation to the Dean. All parties involved in a grievance that is being reviewed by the committee will be allowed to be accompanied by an advocate or witness as well as linguistic, sign, and/or other interpreters as needed to fully participate.

5) Any complainant has the option of bringing his/her grievance directly to the attention of the University Office of Judicial Affairs or other appropriate University level office at any time during this process (although a University level office may refer the case back to the School Grievance Committee for initial review).

6) All persons, students, staff, faculty, administrators, and others involved in filing and administering these grievance procedures will make a diligent effort to protect the reputations, confidentiality, and positions of involved persons. These persons included those who file grievances, persons who are alleged in the grievance to have undertaken inappropriate actions or activities, department and SPH staff and/or administrators. However, confidentiality regarding information other than the identity of the grievant need not be maintained if the grievance is found to be false, and, in particular, if dissemination is necessary to correct imputations made towards individuals, departments, and/or SPH staff as well as contractors, DOH staff, and outside agency/institutional staff.

7) Each time an Ombudsperson or the Grievance Committee receives and/or reviews a complaint, a written summary of the complaint and any action taken in response to the complaint will be submitted to the Dean. Summaries of cases that are resolved at the level of the Ombudsperson (and are not referred to the Grievance Committee) will be submitted to the Dean within two weeks of the final resolution. Summaries of cases that have been referred to the Grievance Committee will be submitted to the Dean within two months after closing statements are heard. At the end of each semester, the Chair of the Grievance Committee will call a meeting with the Ombudspersons and will review the types

of problems encountered over the previous semester and discuss effective and ineffective solutions which occurred.

8) University policies are already in place to handle cases of alleged academic dishonesty. According to the University at Albany Community Rights and Responsibilities, when such allegations arise, the instructor is given the power to decide on a penalty for the student and must inform his/her Dean and the University. If a student wishes to appeal this decision, however, he/she may file a grievance through the appropriate channels as described above.

9) The SPH will be well-informed about these procedures and policies. This should be accomplished by allowing faculty, staff, and student representatives to help revise these procedures. When these policies and procedures are finalized, the Assistant Dean for Student Affairs will coordinate and oversee that the final Grievance document is included in the graduate student handbook and posted on the SPH and individual departments' websites.

The Grievance Policy and the Student Grievance form can be found at <http://www.albany.edu/sph/studentservices.php>.

EXPENSES & FINANCIAL AID

EXPENSES

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

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

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

GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS

Some graduate assistantships that provide a stipend, and may provide a tuition scholarship, are available for students. Graduate assistants receive stipends in association with assignments in teaching, research, administration, clerical duties or other services. Most graduate assistantship and fellowship opportunities are posted on the weekly SPH Internships and Career Services Listserv. In general, teaching assistants are expected to provide their services according to the academic calendar and in addition, to be available to assist in the pre-registration and registration of students and to assist during

the examination period when needed. However, graduate assistants in certain administrative offices or departments, or those supported by external funding, may be expected to provide services over the entire period possibly including recess, provided this arrangement is understood by the student at the time of appointment.

If an assistant leaves or terminates the position prior to the mid-semester date, the tuition scholarship associated with the award may be terminated and the student is liable for the tuition charges. Please refer to your department or program regarding details of this policy.

GRANTS

Some students may be supported on a grant. The grants provide a stipend and may provide tuition. The documentation and forms that need to be submitted are the responsibility of the mentor and student. Students supported through Health Research, Inc. or the SUNY Research Foundation should consult with their department for the appropriate forms to complete. Grant supported students who register for the fall or spring semesters can only register for 9 to 10 credits per semester and a maximum of six during the summer.

TUITION SCHOLARSHIPS

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

ESTABLISHING NEW YORK STATE RESIDENCY

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

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

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

RESOURCES AT THE SCHOOL OF PUBLIC HEALTH & UNIVERSITY

CLASSROOMS

Classes are held at several locations: the George Education Building and the Cancer Research Center on the Health Sciences Campus in Rensselaer; the Biggs Laboratory at the Empire State Plaza; and David Axelrod Institute and the Center for Medical Sciences on New Scotland Avenue in Albany. A few classes may be held on the Uptown Campus of the University at Albany or at Rockefeller College, the University's Downtown Campus. A map of Albany with these locations is included in the Appendix. If a class does not have a room designation, contact the respective departmental office.

COMPUTER LABS

The School of Public Health recognizes the importance of computing in public health practice and education. In order to meet the needs of future public health practitioners, the school's computer facilities and technology is continuously evolving.

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

Hardware

There are two computer labs at the School of Public Health, L1 and L2. The main lab, L1, houses two for-cost printers, 28 SUNY PCs, two Dickerman Library PCs, and six SPH GIS machines. The second computer lab, L2, is the computer teaching lab, which houses 32 PCs and one instructor station. Most of the classrooms, conference rooms, and meeting rooms contain smart podiums which house a computer, document camera, DVD/VCR and video conferencing hardware.

The computer labs are periodically upgraded. Hard drive storage on the machines ranges up to 250 gigabytes. This is essential for processing large databases and computing statistical data that is the cornerstone of public health education. The school's research computer lab is outfitted to handle large databases and has a security entrance door to protect confidential and sensitive information. In addition, the computer classroom is available for presentations, multimedia conferencing, and special interest groups.

Software

There are several different operating systems available for use on the lab computers at the school. All computer lab PCs have the latest versions of statistical programs such as SPSS, SAS, STATA and Minitab, in addition to productivity packages such as Microsoft Office. Additional software like the full Adobe Creative suite, EndNote and ArcGIS are also accessible from the computer lab. Firefox, Google Chrome and Microsoft Internet Explorer are installed on all computers for browsing the World Wide Web. The school also maintains the latest virus protection software. A complete list of software installed in the

computer labs can be viewed via the following ITS webpage
<https://wiki.albany.edu/display/public/askit/Available+Software+in+The+Information+Commons+and+Technology-Enhanced+Classrooms>.

Networking, Email, and the Internet

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

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

Additional Resources

The school maintains audio-visual equipment for presentations including:

- Smart Classrooms
- Mobile LCD Projectors
- Slide Projectors
- Overhead Projectors

Certain activities may violate the criminal code and other local, state and federal laws, and will subject a student to civil or criminal prosecution. University guidelines for using computer facilities are covered by the University's Community Rights and Responsibilities policy. Additional guidelines and requirements for use of the Department of Health's computing facilities are listed in the Department of Health's Users Agreement. DOH Lotus Notes account IDs are not to be given to any other individual, and may not be used in such a way as to provide computer access to any individual other than the holder of the account.

PRINTING AND PHOTOCOPYING

The computer facilities at the school are equipped with commercial-grade laser printers to assure fast printing. The printer can be utilized with a fee of \$0.10 per page. Information about paying for photocopying and printing via your SUNYCard can be found at on the University Libraries webpage at <http://library.albany.edu/services/sunycard>. Access for payment is done through your SUNYCard, where funds can be placed for such uses. You can place funds on your card by simply visiting <http://www.albany.edu/uas/sunycard.php>.

The Graduate Student Organization provides free printing to graduate students. Each graduate student receives 350 pages of printing and/or copying every two weeks. Students may sign up in the School of Public Health Graduate Student Office and must provide their name, University at Albany email address and the last 5 digits of the SUNY Card ID card number to have printing privileges added to their student account.

WIFI

The School of Public Health has wireless internet connectivity throughout the building. To use this service, you must be a member of the University Community, and must authenticate yourself to the network using your NetID. For additional information, please visit the UA Wireless Internet Access web page at: http://www.albany.edu/its/svc_wireless.php.

SUPPORT SERVICES

Local support (SPHTechs) is reinforced by the Information Technology Service (ITS) Staff and the SUNY Help Desk located on the Main Campus, LC 27. They are accessible via phone, 518-442-3700, email, askit@albany.edu, or personal appointment. SPHTechs are available during regular business hours to assist with accessing University IT resources and installation of specialized SPH software (SAS). Manuals, software, and documentation are also available and can be downloaded or viewed on the website <http://www.albany.edu/its/>.

MINIMUM COMPUTER/LAPTOP REQUIREMENTS

If you have a laptop, you are strongly encouraged to bring it to campus. The campus is fully WiFi accessible. To connect your computer to the campus network and the internet, your computer must meet the requirements below:

Operating Systems: Windows 8 or 10 professional, 64-bit version with current patches **OR** Macintosh OSX with current patches and with Windows 7/8/10 Pro installed via bootcamp/parallels/virtual (Vmware, Virtualbox, etc.). Bootcamp is built in to MacOSX and Virtualbox is free, whereas parallels is not free. If Windows is needed, students will have to purchase their own copy.

Processor: Intel 3rd Gen Core i5 or higher;

RAM: 4GB or higher, 8GB recommended;

Hard Disk: at least 50GB of **free** space;

Ethernet 10/100/1000;

Software: Acrobat Reader (free), Microsoft Office, OpenOffice (free), or LibreOffice (free) and AntiVirus.

Optional: Wireless 802.11 b/g/n;

Additional Recommendations:

- DVD-R: students may need a DVD-R to install software not included with their bundles. Occasionally software is bundled with a textbook.
- Printer: although a printer is not required, most students prefer to have their own printer. There are printers available on campus but availability, method of paying and access vary by location.
- USB Flash Memory/Flash Drive: students often use memory sticks to move files between computers and for presentations in class. We strongly suggest frequent and multiple backups of your course work.

Due to the wide variety of hardware and software configurations possible, we do not guarantee that every computer will work on our campus network, but following the minimum requirements will increase the likelihood of success. Discounted/free software and the requirements mentioned are also accessible by visiting <http://sph.albany.edu>

UNIVERSITY LIBRARIES

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

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

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

Electronic Library Access

The University's Libraries Minerva online catalog is a primary access point to the Libraries' collections. Minerva contains information on the catalogued print and online collections in all libraries and can be searched at computers in the libraries, on campus or through online access from home or office computers.

The University Libraries provides access to thousands of journals and a large number of databases relevant to the teaching and research needs of the University. These databases contain a wide variety of information, including references to articles in academic journals and popular magazines, abstracts of dissertations, corporate annual reports, and complete articles from newspapers. Most databases are available through the Libraries' web page at <http://library.albany.edu/>.

For information on connecting to Minerva or databases from your home or office, contact the reference desk (518-442-3553) or send an IM query to "Ask us!" on the Libraries' web page. You may also access the instructions by selecting "Databases" on the left side of the Libraries' web page, then "Off campus instructions."

Interlibrary Loan

The Interlibrary Loan unit provides service to the University at Albany's current students, faculty, staff, and emeritus faculty. Courtesy borrowing privileges, alumni borrowing privileges, and Empire State College borrowing agreements do not include interlibrary loan privileges. Individuals from other academic institutions, including SUNY institutions, must use the interlibrary loan services of their institution's library; all other patrons should contact their local public library.

This service is subsidized by the University Libraries, and there is no cost to patrons for Interlibrary Loan orders. However, due to the increasing costs of resource sharing, Interlibrary Loan staff contact patrons about expensive requests and suggest alternatives.

Materials can be requested through [ILLiad](https://illiad.albany.edu/illiad/), the software used by the University Libraries for Interlibrary Loan and UA Delivery Services. <https://illiad.albany.edu/illiad/>

Health Sciences Campus Library Book Return

The University Libraries is piloting a new delivery service to School of Public Health students who are unable to travel to either the Uptown or the Downtown campus. The Libraries will deliver books, media, and interlibrary loan materials to SPH students' home addresses through the Libraries' services for distance learners; these materials can then be returned at the School of Public Health.

Register for distance learner services by completing the **Register for Services** form at the bottom of the page: <https://library.albany.edu/services/distance/>.

When registering for services, students must indicate that they are a School of Public Health graduate student in the box labeled, *"Please describe your needs, including your desired period of service, below."*

Students using Distance Learner Services must place all requests for library materials via ILLiad, and materials will be mailed directly to the home mailing address provided in the form. Requested items are sent out within 1-2 business days, with most requests being processed on the day they are received.

The Libraries will provide an addressed return envelope with all materials mailed to students. Library materials can be returned directly to the library in one of three ways:

1. Returning them directly to the university library.
2. Placing them in the School of Public Health book drop, located in the Student Lounge, George Education Center, Health Sciences Campus. Any materials returned in the book drop **must be completely sealed in the envelope provided**. School of Public Health staff will ensure that these materials are returned to the University Libraries.
3. Mailing them back to the library in the pre-paid return envelope provided with the materials.

SUNYCARD

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

HEALTH SCIENCES CAMPUS ID CARD

Your Health Sciences Campus ID is used to access the computer lab in the George Education Center and the School of Public Health building after 7:00pm on weekdays and all day on weekends. Health Sciences Campus IDs may be obtained from the Aramark Office, located in Room A217, from 7:30am to 4:00pm.

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

HEALTH SCIENCES CAMPUS FACILITIES

BUILDING ACCESS

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

STUDENT LOUNGE

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

STUDENT STUDY AREAS

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

EMERGENCY PROCEDURES

East Greenbush Emergency Services (East Greenbush Police Department, Clinton Heights Fire Department, and Bruen Ambulance Rescue Squad) are emergency services available to the Health Sciences Campus. They are easily reached by calling “911” using any School of Public Health desk phone to access a Rensselaer county dispatcher. A 911 cell phone call **will not get a Rensselaer dispatcher** and that person would need to transfer the call to a Rensselaer County dispatcher. There are blue light phones in the GEC lobby, the parking lots and in the walkways leading to the main building. The blue light phones automatically dispatch to the East Greenbush Police Department, therefore it is not necessary to dial “911”. In all cases be prepared to give the exact address of the school: **1 University Place, Rensselaer, New York.**

DO NOT contact the Uptown or Downtown University emergency services since there is no University support through them. If an emergency occurs between 8:30am and 4:30pm, notify the Dean’s Office for assistance. For all other times, notify the guard as quickly as possible to assure access of the Health Sciences Campus by the emergency services.

SECURITY SERVICES

Security personnel can be contacted after 6:00pm at 518-402-0300 to escort students, faculty and staff to their vehicle. Should there be no answer at the Security Desk, located in the George Education Center

lobby, please call the Central Power Plant at 518-257-2036 or 518-817-7594, and ask for the Security Guard to be paged for an escort.

WADSWORTH CENTER & BIGGS LABORATORY FACILITIES

BUILDING ACCESS

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

DICKERMAN LIBRARY

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

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

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

There are DOH-networked computers available for public use in both libraries as well as in the computer lab at the Health Sciences Campus (located at the front of the room). No passwords are required, but access is restricted to library resources.

STUDENT LOUNGE

Students located at the David Axelrod Institute and Center for Medical Science may use the interactive spaces available on each of the floors.

MAIN CAMPUS FACILITIES

ATHLETIC FACILITIES

Outdoor recreation facilities include 12 tennis courts with lights, an all-weather running track, and several multiple-purpose playing areas. The Physical Education Building has a pool, handball and squash courts and team sports areas. The Aquatic Center is open Monday through Thursday from 7:30am to

8:00pm and Saturday and Sunday from 12:30pm to 6:30pm. The SEFCU Arena includes additional indoor handball, racquetball, squash, and basketball courts, an indoor track and a complete fitness center. The Fitness Center hours are Monday through Thursday 7:00am to 11:00pm, Saturday 9:30am to 6:30pm and Sunday 12:30pm to 9:30pm. Note that the Aquatic Center and Fitness Center are closed on Fridays and that times may vary based on scheduled events. Visit <http://www.albany.edu/campusrecreation/> for more information.

CAMPUS CENTER

The Campus Center is located in the center of the academic podium on the Uptown Campus, and houses lounges, meeting rooms, a ballroom, a SEFCU banking branch and ATMs, cafeteria, snack bar, and dining room as well as the University's Barnes and Noble bookstore. Financial Aid, Student Accounts, and SUNYCard are among the many offices that are also located in the Campus Center.

FINE ARTS

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

SCHOOL OF PUBLIC HEALTH CAREER SERVICES

SPH INTERNSHIPS AND CAREER SERVICES LISTSERV

Every Tuesday, students receive an email from the Internships and Career Services Office through the Internships and Career Services listserv. The listserv is the PRIMARY way the Internships and Career Services Office communicates with SPH students. The listserv contains information pertaining to internship processes and deadlines, assistantships, fellowships, and full and part-time job postings. Every Thursday, students will receive a listserv with information on upcoming SPH programs and events. All students should check their University email regularly for listserv messages.

DROP-IN HOURS AND CAREER APPOINTMENTS

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

If more than 15 minutes is needed, students should schedule a career appointment during business hours, 9:00am to 5:00pm. Career appointments are usually 30-45 minutes and are strictly confidential. To schedule an appointment, email Katrina Chamberlain (kchamberlain@albany.edu) or Susan Bernardi-Bain (sbernardibain@albany.edu).

RESUME AND COVER LETTER CRITIQUES

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

CAREER EVENTS AND PROGRAMS

During the year, the Internships and Career Services Office hosts a variety of career events and programs to assist SPH students entering or advancing in the workforce. Topics include but are not limited to: career panels with public health professionals, networking events, interviewing techniques, leadership skills, and etiquette in the workplace.

UNIVERSITY STUDENT SERVICES

ADVOCACY CENTER FOR SEXUAL VIOLENCE

The Advocacy Center for Sexual Violence provides a safe environment for students to receive support and advocacy services in the aftermath of sexual violence including, but not limited to, sexual assault, intimate partner violence and/or stalking. The Advocacy Center is located on the uptown campus in Indian Quad, Seneca Hall Basement, Suite 009. Staff can be reached at 518-442-CARE (2273) or by email at Advocacycenter@albany.edu. A full list of resources for victims of sexual violence is provided on the website <http://www.albany.edu/advocacycenter/resources.shtml>.

CAREER SERVICES

The University maintains a Career Services center located on the Uptown Campus in the Science Library, Room G50. Career Services is open Monday through Friday from 8:30am until 5:00pm and can be reached at 518-442-4900 or via email at career@albany.edu. The staff of Career Services is available to discuss educational and career concerns and goals. Among the services offered are: career assessment inventories, on-campus recruiting, career fairs, resume and cover letter assistance, summer job information, mock interviews, workshops, internship placement and other specialty programs. In addition, current students and alumni have the ability to register with a database of employers who are seeking college graduates in various fields on UA CareerPath, http://www.albany.edu/career/ua_careerpath.shtml. For more information on available services, visit <http://www.albany.edu/career/>.

DISABILITY RESOURCE CENTER

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

GRADUATE STUDENT OMBUDS OFFICE

The Ombuds Office at the University at Albany provides independent, informal and non-partisan counsel to graduate students on matters relating to University experiences or involving dispute resolution or interpersonal misunderstanding, particularly those involving a graduate student's academic program or academic progress. Ombudspersons hold the rank of full professor or professor emeritus and are available to students for confidential conferences and advice. For more information on the Graduate Student Ombuds program, visit <http://www.albany.edu/graduate/graduate-ombuds.php>.

HEALTH CENTER AND COUNSELING CENTER

The University Health Center (UHC), located at 400 Patroon Creek Boulevard, Albany, provides medical service for the University community during the academic year, Monday through Friday, 9:00am to 4:30pm. The Health Center can be reached at 518-442-5454 or http://www.albany.edu/health_center/.

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

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

HEALTH INSURANCE

Student Health Services provides a range of care. In some cases you may need to be referred by Student Health Services to off-campus providers for services beyond what is available on campus. We strongly encourage students to ensure they have adequate health insurance. If you have health insurance be sure to check with your current carrier to verify you are covered by your plan while you are in the Albany area.

All students are charged the Student Health Fee. This fee is not an insurance charge but instead covers only services that are provided at Student Health Services, whereas a health insurance plan might cover services that are provided outside of Student Health Services, such as laboratory and radiology tests, physical therapy, and visits to physicians, hospitals and other providers.

The University at Albany is not a participating provider with any insurance company, and your insurance company may not reimburse you should you be charged for services provided on campus. See http://www.albany.edu/health_center/healthinsurance.shtml.

ASSISTANCE OBTAINING HEALTH INSURANCE

For those seeking assistance with obtaining health insurance, NY State of Health, The Official Plan Marketplace, is where New Yorkers can shop for, compare and enroll in health insurance coverage. It is

the only place to get financial assistance to reduce the cost of coverage. To learn more visit <https://nystateofhealth.ny.gov/> or call 1-855-355-5777.

Several options are available to help you explore health insurance options. Please see the link below to find an In-Person Assistors (IPAs)/Navigators who can provide in-person enrollment assistance to individuals who would like help applying for health insurance through the Marketplace. Please visit <https://info.nystateofhealth.ny.gov/IPANavigatorSiteLocations>.

Individuals can get help with the Marketplace through the UAlbany on-campus health insurance navigators. Based in the School of Social Welfare, NYSOH certified Navigators assist individuals signing up for health insurance through the New York State Marketplace. The help is free and located conveniently for you on-campus. Visit the website <https://www.albany.edu/ssw/navigator-program.php>, or make an appointment with one of UAlbany's navigators today by calling 518-442-3854 or emailing navigator@albany.edu.

HOUSING

On Campus

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

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

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

Liberty Terrace is a 500 bed apartment style living complex overlooking the pond behind Indian Quad. All of the apartments have four single bedrooms and two bathrooms.

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

Off Campus

Listings of available off campus housing are also maintained in the Office of Residential Life. For specific information about off campus housing, contact the Office of Residential Life in the basement of the State

Quadrangle at 518-442-5875, or visit them online. Residential Life provides a web site with rental availabilities for students to access, <http://www.albany.edu/housing/offcampus.shtml>.

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

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

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

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

- www.rentersguidealbany.com
- <http://albany.craigslist.org>

PARKING AND BUS TRANSPORTATION

Parking permits are required for parking. Health Sciences Campus parking permits (free of charge) are separate from Uptown/Downtown campus parking permits (\$25 + any related fees). To obtain a Health Sciences Campus parking sticker, see Aramark in Room A217 and complete the parking registration. Please see the complete Health Sciences Campus Parking Policy in the Appendix. For information about parking on the Uptown and Downtown campuses, visit <http://www.albany.edu/pmts/Parking.php>. The parking garages in the Empire State Plaza are available to visitors for a fee of \$2 per hour, up to a maximum of \$20 per day. There are other public parking lots in the area that charge on an hourly or daily basis. Parking on the streets near the Empire State Plaza is limited to two hours at a time. The Cathedral Parking Lot on Madison Avenue next to the State Museum is free of charge after 3:00pm.

The Health Sciences Campus/University Shuttle bus operates between the Uptown Campus and the School of Public Health, with a stop at Albany Law School on New Scotland Avenue and Madison Avenue at the Empire State Plaza location at the NYS Department of Health. There is no charge for students with a valid university ID. Bus schedules are available from the shuttle bus driver or they may be viewed at the University's web site http://www.albany.edu/pmts/bus_schedules.php.

Students may also travel to the Health Sciences Campus on the CDTA Route #233 bus. There is no charge for students with a valid university ID.

GRADUATE STUDENT ASSOCIATION

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

The Graduate Student Organization (RGSO) at the School of Public Health coordinates activities such as community service, workshops, career advisement, and student representation on school governance committees. Students who are interested in actively participating in the SPH-RGSO should subscribe to their listserv, which periodically sends information on social and academic opportunities, or attend the SPH-GSO open meetings. To receive messages from SPH-RGSO, send an email to sphgso@albany.edu with the subject line "Subscribe to Listserv" and provide your complete name and email in the body of the email.

OTHER INFORMATION

UNIVERSITY AT ALBANY EMAIL

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

All students receive a University email account when they become eligible to enroll for classes, and it is retained for one year after their last active registration. Students are responsible for checking their email account regularly so as not to miss important, time-sensitive, University, School and Department communications. Personal emails **will not** be used for official correspondence. The full policy is available at http://www.albany.edu/its/policies_communication.htm.

SCHOOL OF PUBLIC HEALTH LISTSERV

All students will be automatically added to the School of Public Health Listserv. All communications will be sent to the student's albany.edu email address. There are two weekly listservs. The School Listserv, sent on Thursdays, provides information on events, activities, new class listings, presentations, and other campus-wide information. The Internship and Career Services Listserv, sent on Tuesdays, provides information on internships, fellowships, and part-time and full-time job postings.

STUDENT ID NUMBER

The University issues new students a NetID and PIN number. The NetID is used to access your school email account and to log on to MyUAlbany where you register for classes, view your class schedule and personal information, manage your student account and accept financial aid. The PIN number is the initial password used for these services, which should later be changed by the student. All students are assigned a 9 digit student ID number, which is used in place of the social security number. The 9 digit

student ID number can be found on your MyUAlbany account. International students who are receiving an assistantship should be aware that the number they are assigned upon arrival by the University is only a temporary ID number until an actual Social Security number is obtained.

TELEPHONES AND PERSONAL MAIL

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

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

CHANGE OF NAME, ADDRESS OR TELEPHONE NUMBER

Students can make changes on their personal demographics on MyUAlbany. They should also contact their department to inform them of any changes to this information.

DEPARTMENT & PROGRAM DIRECTORY**Dean's Office**

David Holtgrave, Dean	dholtgrave@albany.edu	518-402-0281
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Ben Shaw, Associate Dean for Research	bashaw@albany.edu	518-402-0290
Janine Jurkowski, Associate Dean for Public Health Practice	jjurkowski@albany.edu	518-402-0420
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Caitlin Reid, Assistant Dean for Admissions and Student Affairs	cmreid@albany.edu	518-402-0727
Michel Connell, Dean's Secretary	mconnell@albany.edu	518-402-0281

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Anthony Torres, Administrative Manager	atorres@albany.edu	518-402-2510
Jamie Kirchner, Department Secretary	jkirchner@albany.edu	518-402-1294

Department of Environmental Health Sciences

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Shao Lin, Graduate Program Director	slin@albany.edu	518-402-1685
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Linda Gauvain-McNulty, Administrative Manager	lgauvain-mcnulty@albany.edu	518-402-0333
Liz Brannigan, Department Secretary	lbrannigan@albany.edu	518-402-0333

Online Academic Programs

Brenda Kirkwood, Director	bkirkwood@albany.edu	518-402-0353
Natalie Betterton, Online Programs Support Specialist	nbetterton@albany.edu	518-402-6479

Admissions and Student Affairs

Caitlin Reid, Assistant Dean for Admissions and Student Affairs	cmreid@albany.edu	518-402-0727
Bill Brooking, Admissions and Student Affairs Officer	bbrooking@albany.edu	518-402-0353

Internships and Career Services		
Katrina Chamberlain, Director	kchamberlain@albany.edu	518-402-0404
Susan Bernardi-Bain, Coordinator (part-time)	sbernardibain@albany.edu	518-408-2341
Certificate in Public Health Fundamentals and Principles		
Wendy Weller, Faculty Advisor	wweller@albany.edu	518-402-0333
Natalie Betterton, Online Programs Support Specialist	sbernardibain@albany.edu	518-408-2341
Certificate in Health Disparities		
Janine Jurkowski, Faculty Director	jjurkowski@albany.edu	518-402-0420
Undergraduate Programs		
Erin Bell, Faculty Director	ebell@albany.edu	518-402-0375
Lue Ellis, Coordinator	lellis@albany.edu	518-442-3155
Center for Global Health and Global Health Certificate		
John Justino, Director	jjustino@albany.edu	518-402-0281
Applied Fellowship in Public Health		
Rachel DeLong, Director	rdelong@albany.edu	518-402-0286
Irina Khmel'nitsky, Coordinator	ikhmel'nitsky@albany.edu	518-402-4751
Maternal and Child Health Catalyst Program		
Christine Bozlak, Co-Director	cbozlak@albany.edu	518-402-0299
Rachel DeLong, Co-Director	rdelong@albany.edu	518-402-0286
Irina Khmel'nitsky, Coordinator	ikhmel'nitsky@albany.edu	518-402-4751
Public Health Leaders of Tomorrow Program		
Susan Bernardi-Bain, Coordinator	sbernardibain@albany.edu	518-408-2341

USEFUL PHONE NUMBERS & WEBSITES

OFFICES AND INFORMATION

Academic Calendars

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

Campus Recreation

(518) 442-2627

<http://www.albany.edu/campusrecreation/>

Career Services (Main Campus)

(518) 437-4900

<http://www.albany.edu/career/>

Counseling Center

(518) 442-5800

http://www.albany.edu/counseling_center/

Directions to Health Sciences Campus

www.albany.edu/help_albany/directions_public_health.html

Disability Resource Center

(518) 442-5490

<http://www.albany.edu/disability/>

Graduate Bulletin

<http://www.albany.edu/graduatebulletin/>

Health Center

(518) 442-5455 (-5229 for appointments)

http://www.albany.edu/health_center/

International Student Services

(518) 591-8189

<http://www.albany.edu/iss/>

ITS Services

(518) 442-4000

<http://www.albany.edu/its/>

Campus Center Information

(518) 442-5491

http://www.albany.edu/main/index_directory.html

Off Campus Housing Information

(518) 442-5875

<http://www.albany.edu/housing/offcampus.shtml>

Office of Conflict Resolution & Civic Responsibility

(518) 442-5501

http://www.albany.edu/judicial_affairs/standardsofconduct.html

Office of International Education

(518) 591-8187

<http://www.albany.edu/intled/>

Registrar

(518) 442-5540

<http://www.albany.edu/registrar/>

Student Financial Center

(518) 442-3202

(518) 442-5757: Financial Aid

<http://www.albany.edu/student-services/>

Student Payroll

(518) 437-3830

<http://www.albany.edu/hr/payroll.php>

SUNY Card ID

(518) 442-5989

<http://www.albany.edu/uas/sunycard.shtml>

Parking & Mass Transit Services (Main Campus)

(518) 442-3121 (Parking)

<http://www.albany.edu/pmts/>

University Bookstore

(518) 442-5696

<http://www.albany.edu/uas/bookstore.shtml>

TRANSPORTATION

Amtrak

1-800-USA-RAIL (872-7245)

<http://www.amtrak.com>

CDTA Buses

(518) 482-8822

<http://www.cdta.org/>

Greyhound Bus Lines

(518) 434-8980

<http://www.greyhound.com/>

Megabus

<http://www.megabus.com/>

Parking & Mass Transit Services (Main Campus)

(518) 442-3420 (Mass Transit)

<http://www.albany.edu/pmts/>

Trailways of New York

1-800-776-7548

<http://www.trailwaysny.com/>

University at Albany Bus Schedules

http://www.albany.edu/pmts/bus_schedules.php

SECURITY

East Greenbush Police EMERGENCY

911 or (518) 479-1212

East Greenbush Police NON-EMERGENCY

(518) 479-252

AT-A-GLANCE GUIDE TO ALBANY'S ATTRACTIONS

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

EXPAND YOUR HORIZONS

Cultural Venues in the Capital District

New York State Museum

www.nysm.nysed.gov/

Lark Street

www.larkstreet.org

The Egg

www.theegg.org/

ENCORE!

Theaters, Concert Venues and Sports Arenas

Saratoga Performing Arts Center

www.spac.org/

Proctor's Theater

www.proctors.org/

Saratoga Race Track

http://www.nyra.com/index_saratoga.html

Palace Theater

<http://www.palacealbany.com/>

Times Union Center

<http://www.timesunioncenter-albany.com/>

Capital Repertory

www.capitalrep.org

A WALK IN THE PARK

Nature Preserves, State Parks and Just Plain Parks

Pine Bush Preserve

www.albanypinebush.org/

Mohonk Preserve

www.mohonkpreserve.org &
www.mohonk.com

Washington Park

http://www.albany.com/hotspot_washington-park.cfm

Bash Bish Falls

http://www.berkshirehiking.com/hikes/bash_bish.html

Thatcher State Park

<http://nysparks.com/parks/128/details.aspx>

Tanglewood

<http://www.bso.org/armsOfBSO.jhtml?catName=Tanglewood&area=ttl>

SHOPPING EXTRAVAGANZA

Crossgates Mall & Commons

www.shopcrossgates.com

Colonie Center

www.shopatcoloniecenter.com

Stuyvesant Plaza

<http://www.stuyvesantplaza.com/>

Clifton Park Center

<http://shopcpc.com/>

Wilton Mall

www.wiltonmall.com

Lark Street

www.larkstreet.org

Rotterdam Square Mall

www.rotterdammall.com

Hamilton Square

<http://www.hamiltonsquashops.com/>

Northway Mall

(518) 459-5320

Lee Premium Outlets

<http://www.primeoutlets.com/outlets/outlet.asp?id=81>

Lake George Outlets

<http://www.factoryoutletsoflakegeorge.com/>

Manchester Village Outlets, Vermont

<http://www.manchesterdesigneroutlets.com/>

Woodbury Commons

<http://www.premiumoutlets.com/outlets/outlet.asp?id=7>

Huck Finn's Warehouse

www.huckfinnwarehouse.com

Old Brick Furniture Company

www.oldbrickfurniture.com

MUST SEES

Places You Just Can't Afford to Miss!

New York City

www.nycvisit.com/

Boston

www.bostonusa.com/

Lake George

www.visitlakegeorge.com/

Adirondacks

www.adirondacks.org/

Lake Placid

www.lakeplacid.com/

Montreal

www.tourism-montreal.org/

Cooperstown (Baseball Hall of Fame)

www.cooperstown.com

UABDC PARKING POLICY

Effective August 2018

University at Albany Bioscience Development Corporation (“UABDC”) is the private, not-for-profit corporation that owns and operates the East Greenbush, New York properties upon which the University at Albany Health Sciences Campus and numerous other health science related enterprises are located. These properties include the Cancer Research Center, the George Education Center, the Main Laboratory Building and the Bruno Biotechnology Center.

1.0 Overview

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

2.0 Contact/Information

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

3.0 Tenant Notification

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

4.0 Designated Parking

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

5.0 Visitor Parking

Visitors to the UABDC properties are authorized to park in the areas designated as “visitor” spaces. Such spaces are limited to 2 hour parking. Visitors required to stay longer than 2 hours will be required to display a temporary parking permit and may park in those spaces designated on the attached map as “General Parking”. To obtain temporary parking permits please contact Aramark (518) 591-8400.

6.0 Parking Permit

All tenants, employees, faculty, staff, and students on UABDC properties are required to obtain a parking permit for each vehicle they drive onto the facility. Permits are obtained by filling out the vehicle information form provided by the ARAMARK office.

7.0 George Education Center, Main Laboratory Buildings, and Cancer Research Center Parking

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

8.0 Student Parking

Students on the Health Sciences Campus will be provided a "Student Parking Permit" and may only park in those areas designated on the map as "Student Parking". "Student Parking Permits" are valid for the academic year only and vehicles must be re-registered at the start of each academic year.

9.0 Event Parking

Special considerations or requirements for event parking shall be coordinated with ARAMARK. Events attendees will be required to display a temporary parking permit. Temporary permits can be obtained from Aramark (518) 591-8400. Those spaces designated as "General Parking" shall be used for such events.

10.0 Loading/Unloading

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

11.0 Handicapped Parking

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

12.0 Overnight Parking

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

13.0 Traffic Regulations

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

14.0 Violations

The following steps shall be taken for parking violations.

- **1st violation - Written Notice**

All tenants, employees, faculty, staff, and students who are found improperly parked and/or are violating any other parking regulation will be issued a warning notice.

- **2nd violation - Written Notice, Employer Notified**

A second occurrence of parking violation will result in a final warning notice with a copy provided to the individual's employer.

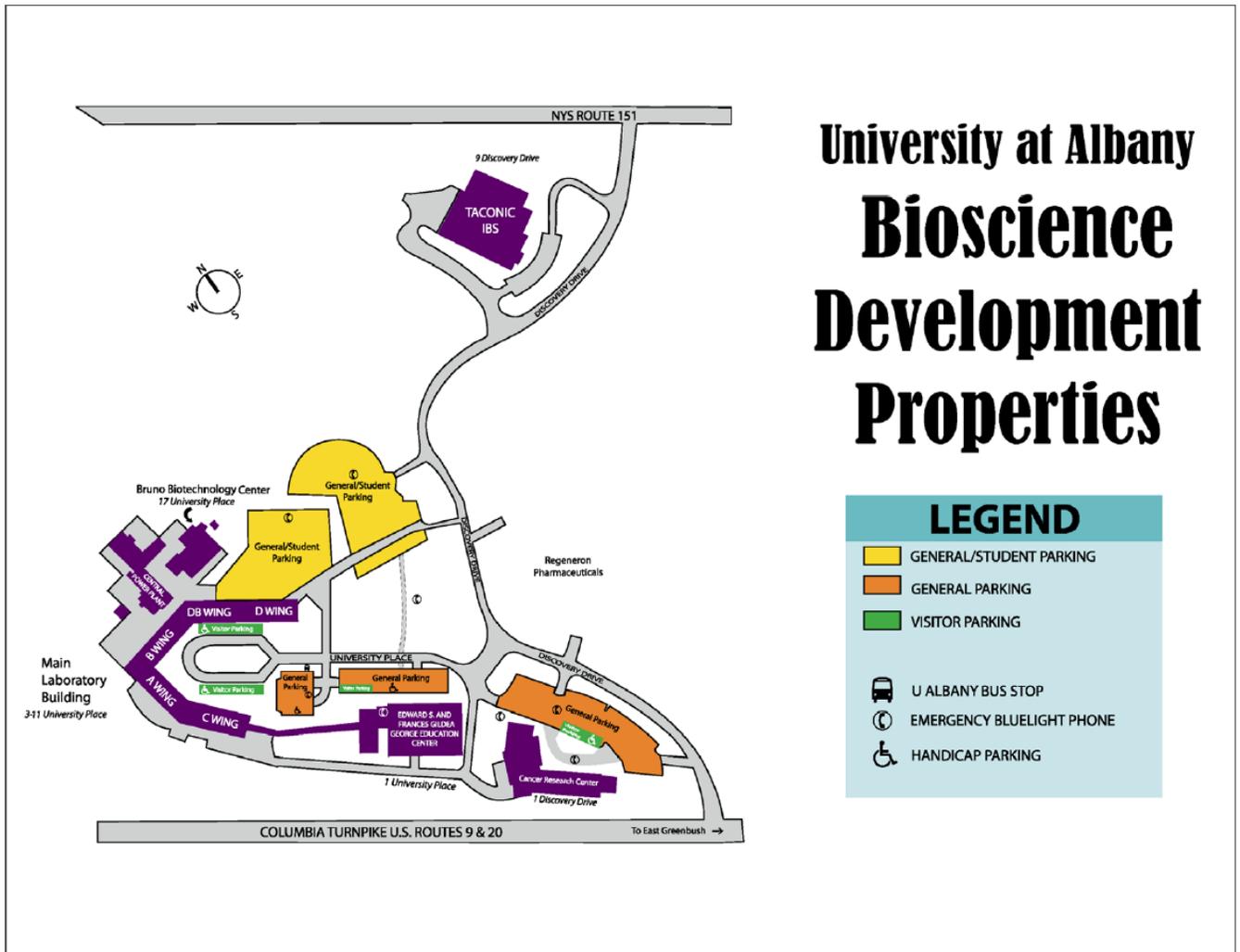
- **3rd and subsequent Violations - Vehicle Towed**

A third violation will result in the vehicle being towed from the UABDC parking area. ARAMARK should be contacted to assist in the recovery of the vehicle.

MAPS OF UNIVERSITY CAMPUSES

All campus maps can be found and downloaded at <http://www.albany.edu/map/index.php>.

Health Sciences Campus



DOWNTOWN CAMPUS

PARKING, TRANSPORTATION AND PEDESTRIAN WALKWAY LEGEND

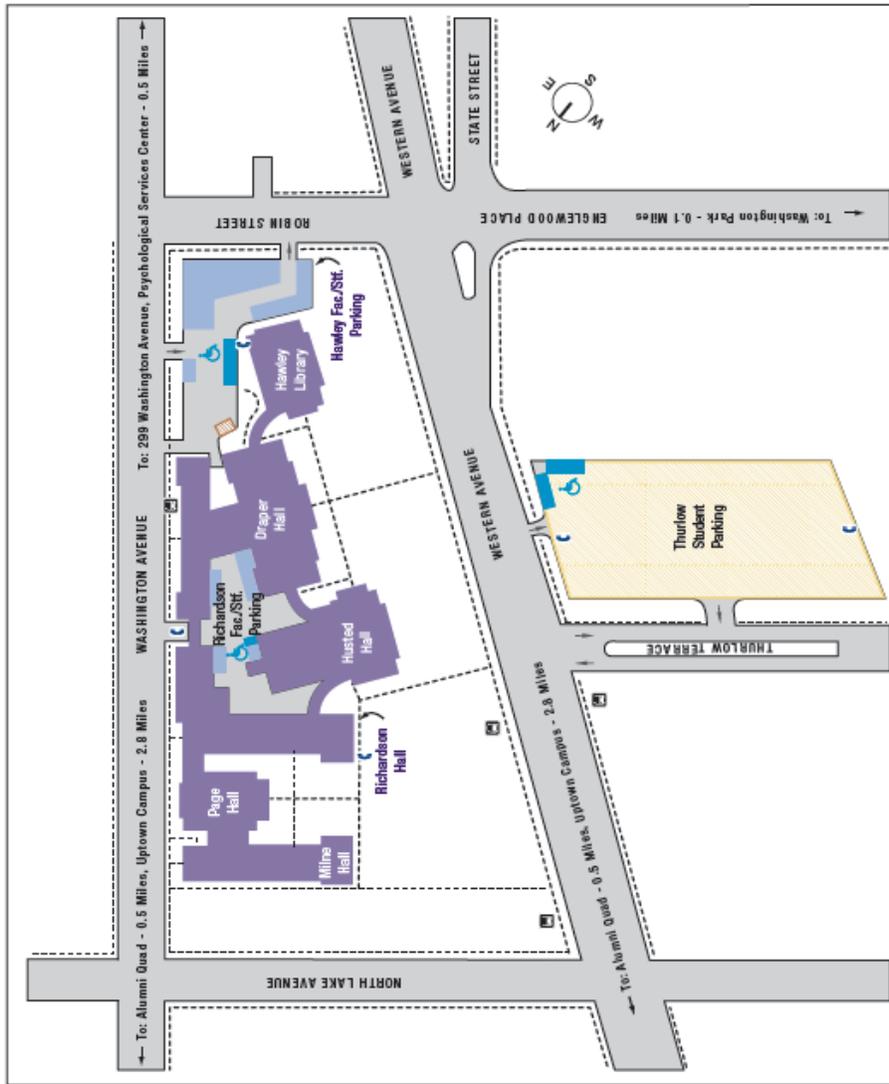
-  Student Permit Required
8:00AM-12:00AM Everyday (No Overnight)
-  Faculty/Staff Permit Required
8:00AM-4:00PM
-  Special Dock Permit Required
-  University Handicap Permit Required 

 Pedestrian Path - Paved

 Bus Stop

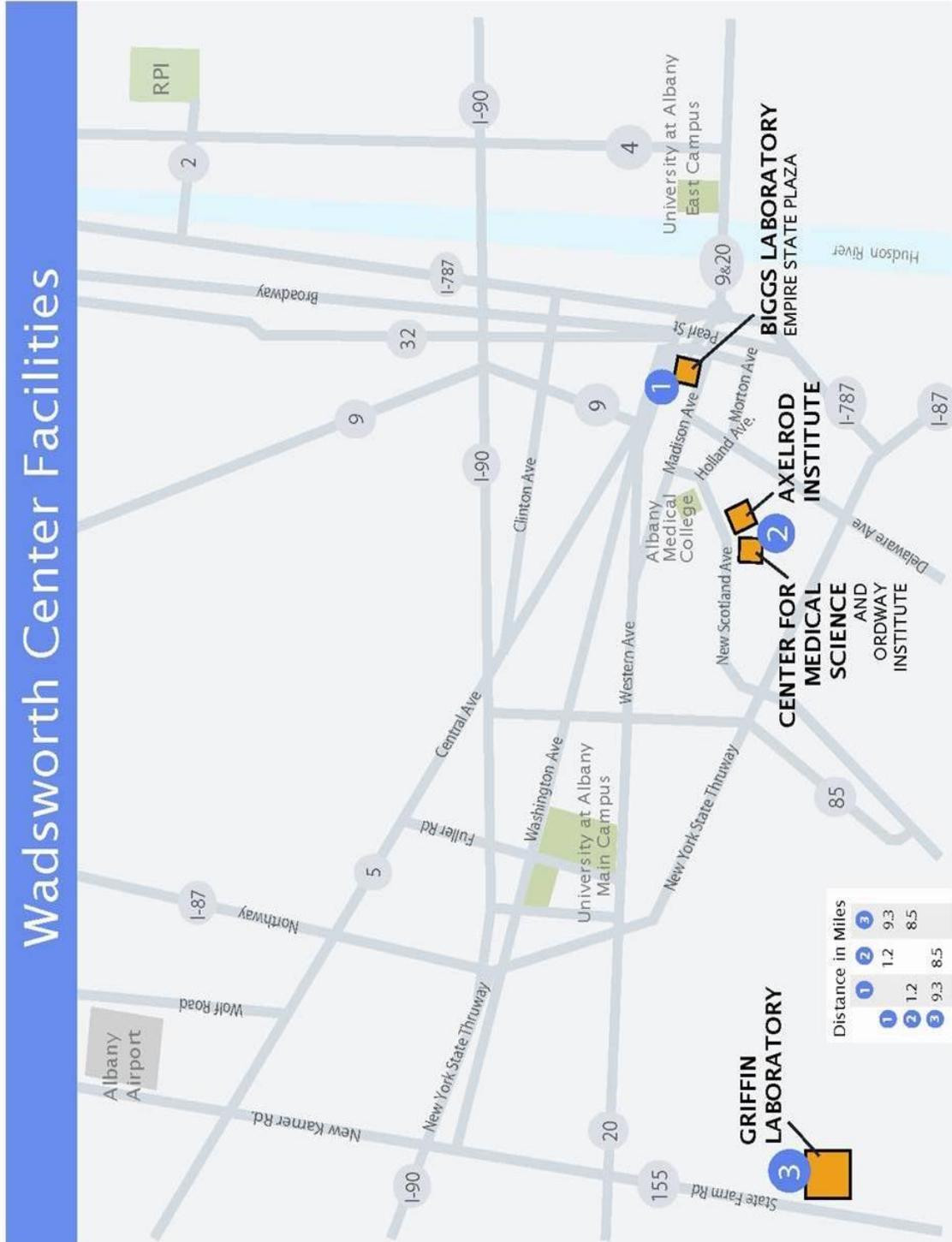
 Emergency Bluelight Phone

All parking is subject to change. Therefore, please pay attention to parking signage.

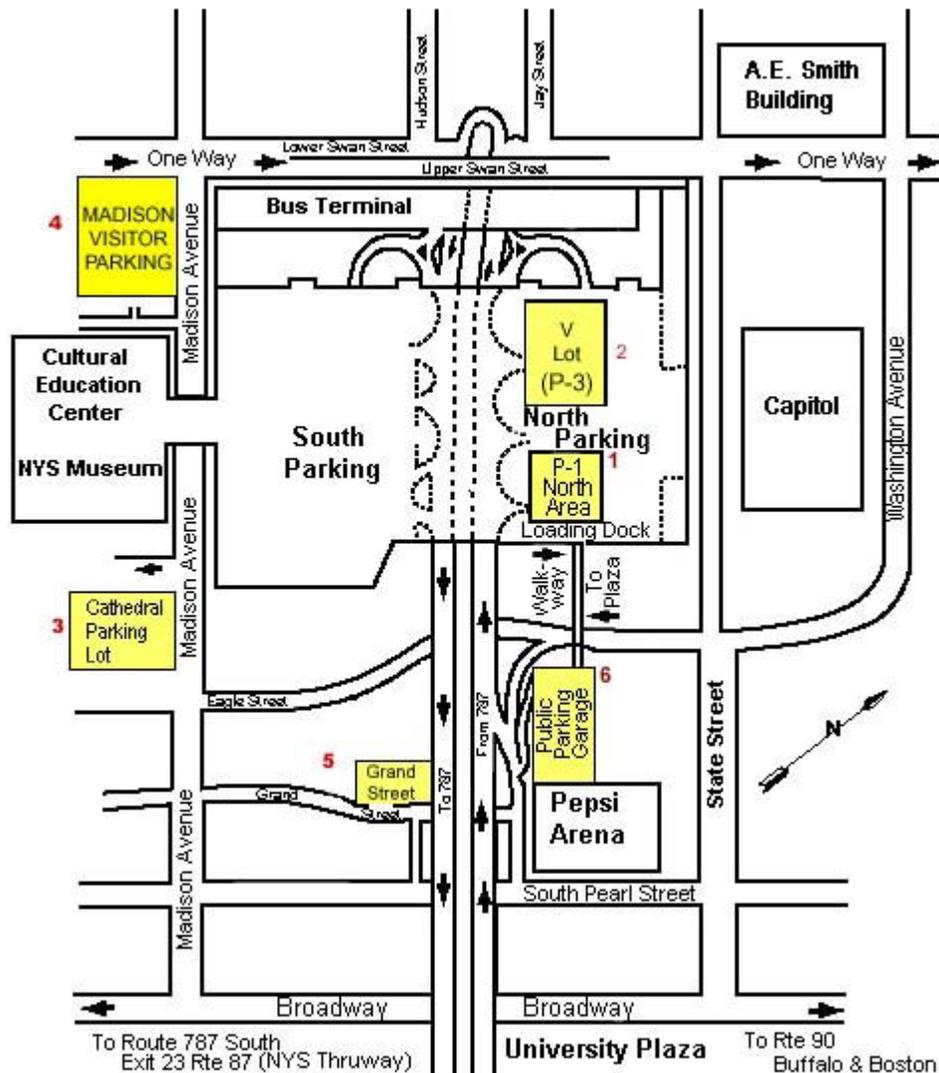


NEW YORK STATE DEPARTMENT OF HEALTH CAMPUSES

WADSWORTH FACILITIES



EMPIRE STATE PLAZA VISITOR PARKING FACILITIES



State Owned Public Parking Facilities

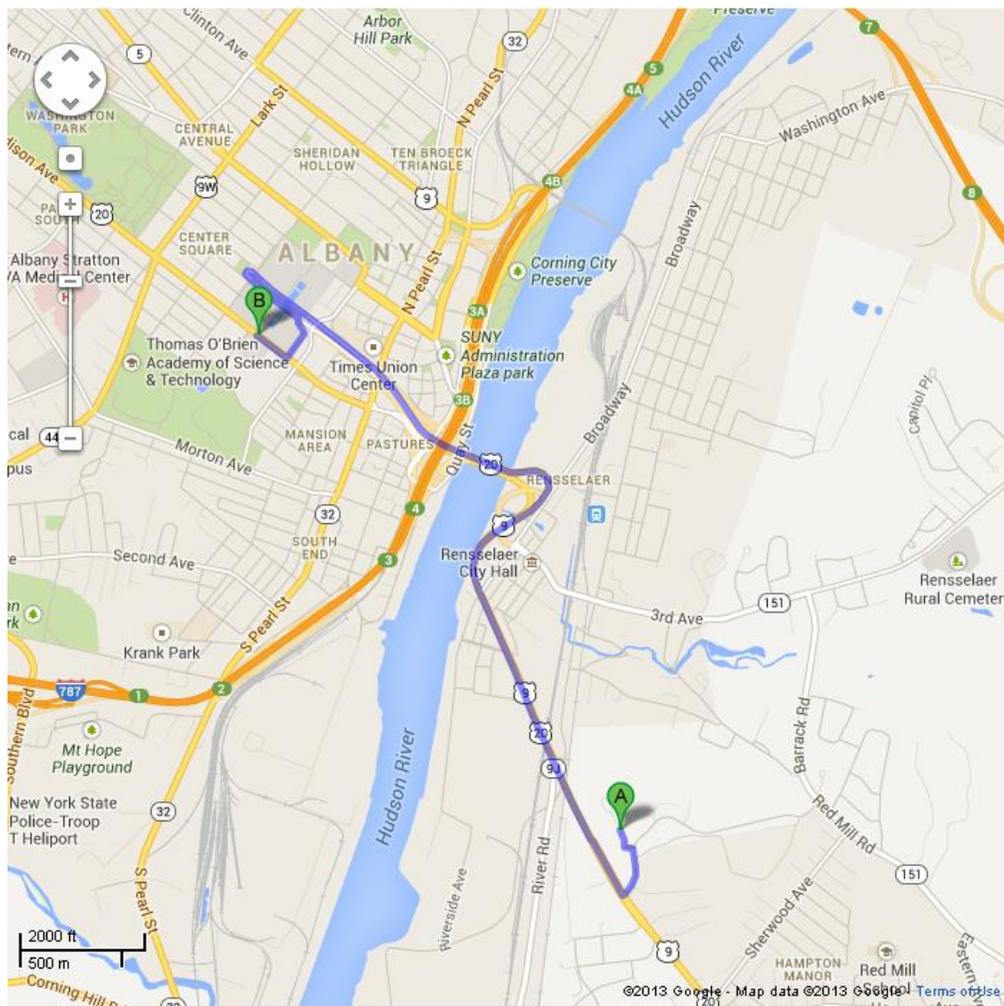
1. P-1 North Area - Empire State Plaza Underground Parking Level 1 (oversized vehicles in excess of 6' 6")
2. V Lot (P-3 North Area) - Empire State Plaza Underground Parking Level 3
3. Cathedral Parking Lot - Madison Avenue east of Cultural Education Center
4. Madison Visitor Lot - Madison Avenue west of Cultural Education Center
5. Grand Street Surface Lot - Grand Street, northeast side of ESP East Parking Garage

BIGGS LABORATORY AND CORNING TOWER

Wadsworth Center, NYSDOH, Empire State Plaza, Albany, NY 12237

Directions from 1 University Place, Rensselaer, NY 12144:

1. Turn right onto Discovery Dr
2. Turn right onto US-20 W/
Columbia Turnpike
3. Slight left onto S Mall Arterial
4. Turn right toward Madison Ave
5. Turn right onto Madison Ave
6. Destination will be on the right

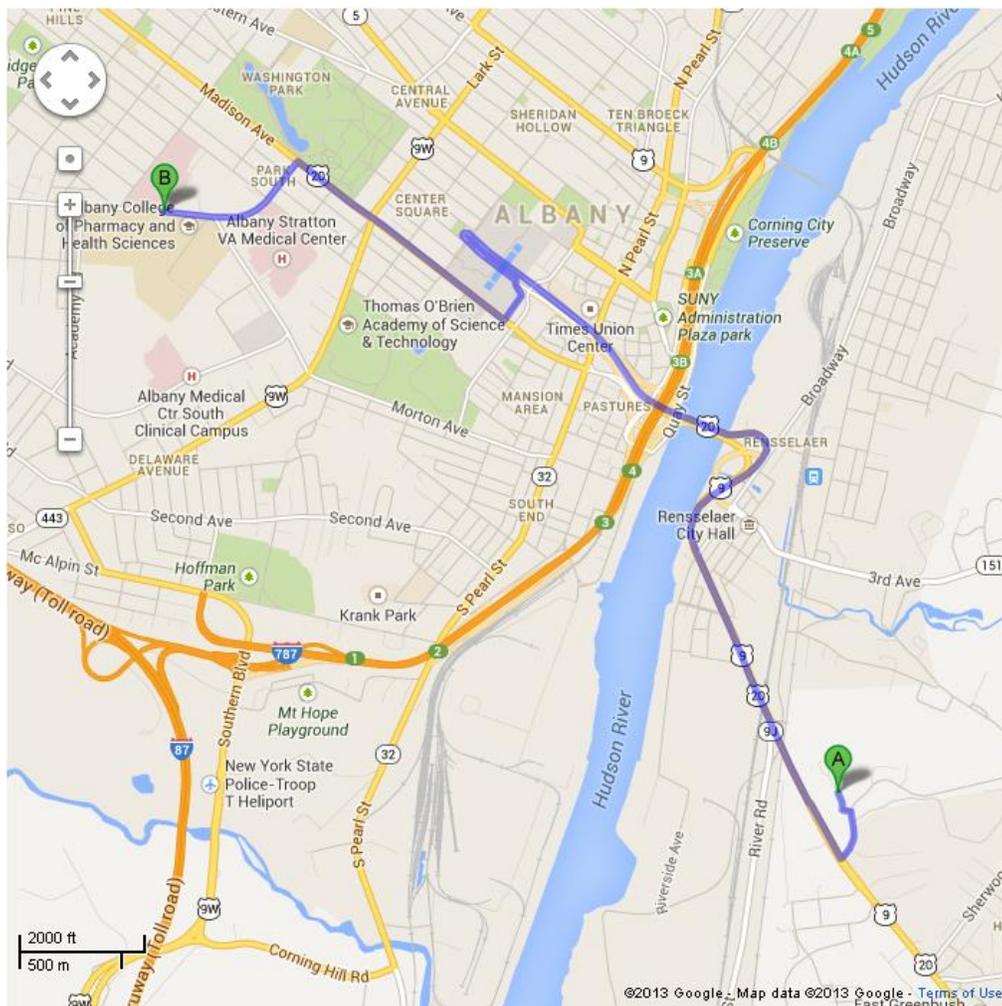


DAVID AXELROD INSTITUTE

120 New Scotland Avenue, Albany, NY 12208

Directions from 1 University Place, Rensselaer, NY 12144:

1. Turn right onto Discovery Dr
2. Turn right onto US-20 W/
Columbia Turnpike
3. Slight left onto S Mall Arterial
4. Turn right toward Madison Ave
5. Turn right onto Madison Ave
6. Turn left onto New Scotland Ave
7. Destination will be on the left

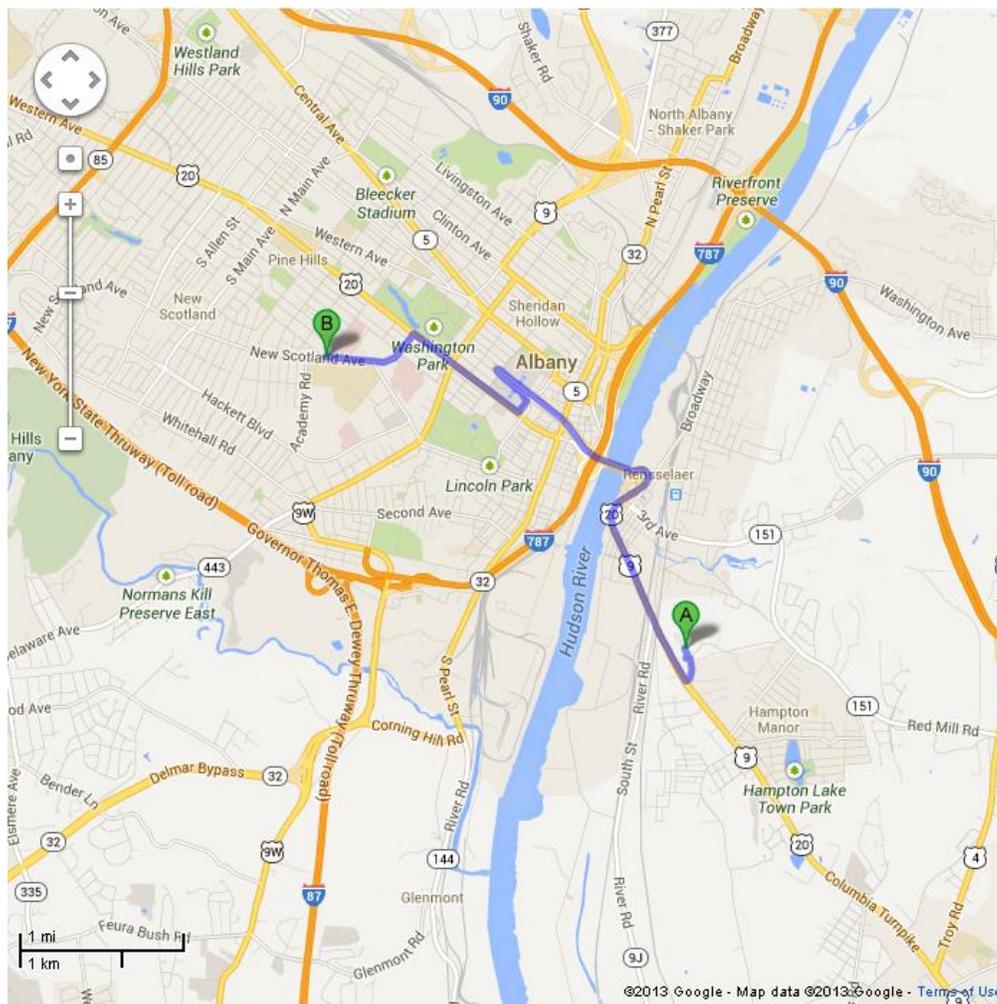


CENTER FOR MEDICAL SCIENCE

150 New Scotland Avenue, Albany, NY 12208

Directions from 1 University Place, Rensselaer, NY 12144:

1. Turn right onto Discovery Dr
2. Turn right onto US-20 W/Columbia Turnpike
3. Slight left onto S Mall Arterial
4. Turn right toward Madison Ave
5. Turn right onto Madison Ave
6. Turn left onto New Scotland Ave
7. Destination will be on the left



GRIFFIN LABORATORY

5668 State Farm Road, Slingerlands, NY, 12159

Directions from 1 University Place, Rensselaer, NY 12144:

1. Turn right onto Discovery Dr
2. Turn right onto US-20 W/U.S. 9 N/
Columbia Turnpike
3. Continue to follow US-20 W/U.S. 9 N
4. Take the ramp to Troy
5. Merge onto I-787 N
6. Take exit 5 to merge onto I-90 W
toward Buffalo
7. Take exit 1S toward US-20/
Western Ave
8. Merge onto Adirondack Northway
9. Turn right onto US-20 W/Western Ave
10. Turn left onto NY-155 W/ State Farm Rd
11. Destination will be on the left

