



# Graduate Student Handbook 2020-2021

## College of Emergency Preparedness, Homeland Security and Cybersecurity

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A copy of this handbook is posted on the CEHC website under Resources for Graduate Students: <https://www.albany.edu/cehc/programs/resources-students>.

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# Table of Contents

- Programs of Study, **3**
  - Non-degree, **3**
  - Advisement, **3**
- CEHC Graduate Programs, **4**
  - Certificate of Graduate Study in Emergency Preparedness, Homeland Security and Cybersecurity (CGS-EHC), **4**
    - Admissions Requirements and Application Process, **4**
    - Concentrations and Required Courses, **4**
      - Emergency Preparedness Track, **4**
      - Homeland Security Track, **5**
      - Cybersecurity Track, **6**
  - Master of Science in Information Science (MSIS), **8**
    - Admissions Requirements and Application Process, **9**
    - MSIS Degree Requirements, **9**
    - MSIS Concentrations, **10**
      - Archives and Records Management, **10**
      - Data Analytics, **10**
      - Information Management and Technology, **12**
      - Intelligence Analysis, **12**
      - Library and Information Services, **15**
  - Master of Science in Information Science/Master of Arts Dual Master's Degree Programs, **15**
    - MSIS/MA in History or Public History, **16**
      - MA in History with a concentration in a geographic or thematic area, **17**
      - MA in History with a concentration in Public History, **17**
    - MSIS/MA English, **17**
  - BA/MSIS or BS/MSIS Combined Undergraduate/Graduate Degree Programs, **18**
    - CEHC: BS Informatics or BS/BA Emergency Preparedness, Homeland Security and Cybersecurity, **18**
    - Non-CEHC: BA/MSIS or BS MSIS, **19**
  - Information Science School Library (MSIS-ISSL), **20**
    - Required Degree Courses, **20**
    - Education Requirements, **20**
    - Field Experience and Internship, **20**
    - General Education Core, **21**
    - NYS Certification Requirements, **21**
  - Certificate of Advanced Study (CAS), **22**
- Additional Information for CEHC Graduate Students, **24**
  - How to Register for Classes, **24**
  - Course Frequency, **25**
    - Required Concentration Courses, **25**

Suggested Electives by Specialization,	<b>26</b>
Information Science Student Association (ISSA),	<b>28</b>
Employment Opportunities,	<b>29</b>
IST-L and ISTJOBS Listservs,	<b>29</b>
Professional Organizations,	<b>30</b>
Information Science,	31
Emergency Preparedness, Homeland Security and Cybersecurity,	<b>33</b>
Other Important University Services and Resources,	<b>35</b>
Library Services,	<b>35</b>
Information Technology Services (ITS),	<b>35</b>
The Graduate Bulletin,	<b>37</b>
Resident Study Requirement,	<b>37</b>
Credit Applicable to Programs and the Same Degree/Certificate Level,	<b>38</b>
Transfer Credit Regulations,	<b>38</b>
Waiver of Required Core and Concentration Courses,	<b>39</b>
Academic Standards,	<b>39</b>
University Offices and Contact Information,	<b>40</b>

## **Programs of Study**

Located on the downtown campus of the University at Albany, the College of Emergency Preparedness, Homeland Security and Cybersecurity (CEHC) is well situated to provide opportunities for interdisciplinary study. In addition, students have ready access to numerous sites for gaining practical experience through on-campus or off-campus employment, or through internships in state and federal government agencies, cultural institutions, libraries, nonprofit organizations, and commercial enterprises throughout the Capital Region.

At the graduate level, CEHC offers the following:

1. Certificate of Graduate Study in Emergency Preparedness, Homeland Security and Cybersecurity (CGS-EHC);
2. Master of Science in Information Science (MSIS)\*^;
3. Master of Science in Information Science School Library (MSIS-ISSL);
4. Certificate in Advanced Study in Library and Information Science (CAS);
5. Information Science (PhD), an interdisciplinary doctoral program. The doctoral program has its own handbook.

Detailed information about each program begins on page 7 of this manual.

\*Three dual-degree programs are available, which combine the MSIS with the MA in either History, Public History, or English.

^Two combined Undergraduate/Graduate degree programs are available: the BA/S in EHC or Informatics with the MSIS, and the BA/S (any UAlbany major) with the MSIS.

### **Non-degree Study**

Students contemplating entering a graduate degree program may begin study on a non-degree basis. Non-degree study is available to those who have yet to take the GRE, or who have already completed an MLS, MSIS, or a related degree and are interested in professional development. Non-degree study is limited to 12 credits of coursework. The application for non-degree study requires official transcripts and a completed application form. More information on non-degree study can be found in the Graduate Bulletin here: <https://www.albany.edu/graduate/apply-non-degree.php>.

### **Advisement**

You will be assigned a faculty advisor upon your acceptance to your program. You must contact your advisor prior to registration each semester. If you change your concentration and/or feel your needs would be better met by a different advisor, contact the Manager of Graduate Studies in the CEHC Dean's Office. A faculty contact list is located on the CEHC website.

## **CEHC Graduate Programs**

### **Certificate of Graduate Study in Emergency Preparedness, Homeland Security and Cybersecurity (CGS-EHC)**

Note: This program is eligible for federal financial aid effective summer 2020 and forward.

The Certificate consists of five graduate-level courses (minimum 16 credits). Students may concentrate in one of three tracks: Emergency Preparedness, Homeland Security or Cybersecurity.

### **Admissions Requirements and Application Process**

Submission of transcripts from all post-secondary institutions attended, a resume, and a statement of goals are all required for admission consideration. The statement is generally one to two pages discussing what you have to offer the program and what you wish to get out of the program upon completion. It should include a brief description of the applicant's field of interest, related background, desired area of study and research interest or career goals.

One or two letters of recommendation are encouraged, but not required for admission. Applicants may also supply an optional writing sample, but it is not required.

Current UAlbany students enrolled in another degree program and concurrently pursuing the CGS-EHC are required to submit the supplemental program application through their MyUAlbany portal, and pay the application fee.

Admission to the CGS-EHC is on a rolling basis.

### **Concentrations and Required Courses**

At the first advising meeting, the student will complete the Tentative Degree Program Sheet with the faculty advisor. The form must then be submitted to the Manager of Graduate Studies for approval and processing.

The following course is required of all students in the EHS certificate program, regardless of track:

- PAD 557 (EHC 557) – Intelligence Analysis (4)

#### **Emergency Preparedness Track**

The following course is required of all students concentrating in the Emergency Preparedness track:

- EHC 555 (PAD 555, POS 555) – Disaster, Crisis, and Emergency Management and Policy (4)

Students may then select three (3) additional courses from the following list with the consent of their advisor:

- CRJ 504 – Applied Statistics I (3)
- EHC 545 (PAD 545) – Principles and Practices of Cybersecurity (4)
- EHC 546 (PAD 546) – Homeland Security Risk Analysis and Risk Management (4)
- EHC 553 (PAD 553) – Topics in Homeland Security and Terrorism (4)
- EHC 554 (PAD 554, POS 554, INT 543) - Political Violence, Insurgency and Terrorism (4)
- EHC 556 (PAD 556) – Homeland Security Intelligence (4)
- EHC 559 (PAD 559) – Homeland Security: Building Preparedness Capabilities (4)
- EHC 571 (PAD 571) – Military Forces in Support of Civil Authorities (4)
- EHC 572 (PAD 572) – Disaster and Crisis Management in the Public, Private, and Nonprofit Sectors (4)
- INF 585 (PAD 585, POS 585) – Information Technology and Homeland Security (4)
- IST 532 – Terrorism, Public Security and Information Analysis (3)
- PAD 504 – Data Models, and Decisions I (4)
- PAD 505 (POS 505) – Data, Models, and Decisions II (4)
- PAD 517 (POS 517) – Empirical Data Analysis (4)
- PAD 518 (POS 518) – Regression Analysis (4)
- PAD 550 – Foundations of Government Information Strategy and Management (4)
- PAD 551 (CRJ 648) – Terrorism, Public Security and Law Enforcement (3)
- PAD 610 – Organizational Theory and Behavior (4)
- PAD 624 – Simulating Dynamic Systems (3-4)
- PAD 636 – Cultural Analysis of Organizations (4)
- PAD 637 – Social and Organizational Networks in Public Policy, Management, and Service Delivery: Theory, Methods and Analysis (4)
- PAD 705 – Research Methods II (4)
- POS 582 – Global Security (4)

### Homeland Security Track

The following course is required of all students concentrating in the Homeland Security track:

- EHC 554 (INT 543, PAD 554, POS 554) – Political Violence, Insurgency, and Terrorism (4)

Students may then select three (3) additional courses from the following list with the consent of their advisor:

- CRJ 504 – Applied Statistics I (3)
- EHC 545 (PAD 545) – Principles and Practices of Cybersecurity (4)
- EHC 546 (PAD 546) – Homeland Security Risk Analysis and Risk Management (4)
- PAD 504 – Data Models, and Decisions I (4)
- EHC 553 (PAD 553) – Topics in Homeland Security and Terrorism (4)

- EHC 555 (PAD 555, POS 555) – Disaster, Crisis, and Emergency Management and Policy (4)
- EHC 556 (PAD 556) – Homeland Security Intelligence (4)
- EHC 558 (PAD 558/INT 542) – Intelligence & US National Security Policymaking (4)
- EHC 559 (PAD 559) – Homeland Security: Building Preparedness Capabilities (4)
- EHC 571 (PAD 571) – Military Forces in Support of Civil Authorities (4)
- INF 585 (PAD 585, POS 585) – Information Technology and Homeland Security (4)
- IST 532 – Terrorism, Public Security and Information Analysis (3)
- PAD 505 (POS 505) – Data, Models, and Decisions II (4)
- PAD 517 (POS 517) – Empirical Data Analysis (4)
- PAD 518 (POS 518) – Regression Analysis (4)
- PAD 550 – Foundations of Government Information Strategy and Management (4)
- PAD 551 (CRJ 648) – Terrorism, Public Security and Law Enforcement (3)
- PAD 583 (POS 583) – Global Governance (4)
- PAD 610 – Organizational Theory and Behavior (4)
- PAD 624 – Simulating Dynamic Systems (3-4)
- PAD 625 (POS 626) – Bargaining and Negotiation (4)
- PAD 636 – Cultural Analysis of Organizations (4)
- PAD 637 – Social and Organizational Networks in Public Policy, Management, and Service Delivery: Theory, Methods and Analysis (4)
- PAD 705 – Research Methods II (4)
- POS 550 – Field Seminar in Comparative Political Systems (4)
- POS 566 – Ethnic Conflict (4)
- POS 567 – Contentious Politics: Theory and Research (4)
- POS 570 – Field Seminar in International Political Systems (4)
- POS 582 – Global Security (2)

### Cybersecurity Track

The following course is required of all students concentrating in the Cybersecurity track:

- EHC 545 (PAD 545) – Principles and Practices of Cybersecurity (4)

Students may then select three (3) additional courses from the following list with the consent of their advisor:

- EHC 546 (PAD 546) – Homeland Security Risk Analysis and Risk Management (4)
- EHC 549 (PAD 549) – Cyber Security: Long Term Planning and Risk Management (4)
- EHC 553 (PAD 553) – Topics in Homeland Security and Terrorism (4)
- EHC 569 (PAD 569) – Cyber Threats and Intelligence (4)
- EHC 572 (PAD 572) – Disaster and Crisis Management in the Public, Private, and Nonprofit Sectors (4)
- CRJ 504 – Applied Statistics I (3)
- CSI 516 – Computer Communication Networks (3)
- CSI 524 – Information Security (3)

- CSI 526 – Cryptography (3)
- CSI 628 – Cryptographic Protocols (3)
- FOR 610 – International Cyber Conflicts (3)
- FOR 611 – Supervisory Control And Data Acquisition (SCADA) Forensics (3)
- FOR 613 – Multimedia Forensics (3)
- INF 503 – Advanced Networking and Security (3)
- INF 504 – Advanced Systems and Security (3)
- INF 552 – Computer and Network Security (3)
- INF 553 – Information Security and Privacy (3)
- INF 554 – Human Aspects of Cybersecurity (3)
- INF 555 – Prevention and Protection Strategies in Cyber-security (3)
- INF 585 (PAD 585, POS 585) – Information Technology and Homeland Security (4)
- IST 532 – Terrorism, Public Security and Information Analysis (3)
- ITM 604 – Data Communications, Computer Networking and Computer Security or ITM 644 – Introduction to Information & Cyber Security (3)
- ITM 640 – Information Security Risk Assessment (1-3)
- ITM 641 – Security Policies (1-3)
- ITM 642 – Computer Forensics (1-3)
- ITM 643 – Incident Handling (1-3)
- ITM 645 – Psychology & Information Security (3)
- ITM 646 – Mathematical Models for Information Security (3)
- ITM 647 – Security Implementation (3)
- ITM 691 – Field Study in Information Technology Management (3)
- PAD 504 – Data Models, and Decisions I (4)
- PAD 505 (POS 505) – Data, Models, and Decisions II (4)
- PAD 517 (POS 517) – Empirical Data Analysis (4)
- PAD 518 (POS 518) – Regression Analysis (4)
- PAD 550 – Foundations of Government Information Strategy and Management (4)
- PAD 583 (POS 583) – Global Governance (4)
- PAD 624 – Simulating Dynamic Systems (3-4)
- PAD 636 – Cultural Analysis of Organizations (4)
- PAD 637 – Social and Organizational Networks in Public Policy, Management, and Service Delivery: Theory, Methods and Analysis (4)
- PAD 705 – Research Methods II (4)
- POS 582 – Global Security (2)



## Master of Science in Information Science Degree (MSIS)

The Master of Science in Information Science is designed to serve two major purposes: 1) to prepare students for employment in government, corporate, and public sector organizations where the generation, management, use, and security of information is an essential aspect of the organization; and 2) to equip students with the knowledge and skills required for entry into a doctoral program in information science.

The MSIS is accredited by the American Library Association.

Four general themes are stressed in the curriculum:

- the analysis, evaluation, design, maintenance, and management of information systems;
- the conceptualization and organization of information;
- the application of relevant information technologies; and
- the study of the social, political, economic, and institutional milieu within which information is produced, organized, stored, retrieved, used, and secured.

Typical employers of MSIS graduates include libraries, corporations, hospitals, academic institutions, human service organizations, government agencies, nonprofit organizations, and archives. The degree is awarded for successful completion of a minimum of 36 credit hours.

There are five concentrations available in the curriculum:

1. ***Archives/Records Administration*** for students pursuing a career in archives, or as paper or electronic records managers;
2. ***Data Analytics*** for students pursuing a career utilizing the technical facets of Emergency Preparedness, Homeland Security, and Cybersecurity (EHC) blended with information science as risk assessors, performance measurement managers, or web analytics specialists;
3. ***Information Management and Technology*** for students interested in careers as information managers or policymakers in corporations, government agencies and nonprofit organizations;
4. ***Intelligence Analysis*** prepares students pursuing careers in the growing fields of public and private intelligence as research analysts, or intelligence strategy consultants; and
5. ***Library and Information Services*** for students seeking professional positions in academic, special, or public libraries.

Students are only able to complete one concentration for degree credit. If you are interested in pursuing a second concentration, you are encourage to complete the MSIS and then apply for admission to complete a Certificate of Advanced Study in Library and Information Science (CAS). More information on the CAS can be found on page 25 below.

## **Admission Requirements and Application Process**

The admissions process for the MSIS degree requires submission of official transcripts from all post-secondary institutions attended, a grade-point average of 3.0 (B), and GRE (or equivalent exam) scores as noted below, three letters of recommendation (at least one academic supplemented by professional sources), and completion of a statement of goals. The statement is generally one to two pages discussing what you have to offer the program and what you wish to get out of the program upon completion. It should include a brief description of the applicant's field of interest, related background, desired area of study and research interest or career goals.

This process is explained in detail on the [Graduate Admissions](#) webpage.

All applicants except those who already possess a graduate degree in another field must submit scores on the general portion of the Graduate Record Examination (GRE). A 300 total combined score on the verbal and quantitative sections, and a score of 4.0 or above on the analytical writing section, is required. Prospective students can apply for a GRE waiver based on professional experience, an exceptional academic record, or a combination of both. You can request the waiver application from the Manager of Graduate Studies by emailing [infosci@albany.edu](mailto:infosci@albany.edu). An equivalent exam score (GMAT, LSAT, etc. can be submitted with approval from the Manager of Graduate Studies).

Application Deadlines:

For Departmental Assistantship Consideration

Fall – March 1

Spring – November 1

No Departmental Assistantship Consideration

Fall: Rolling, up until two weeks before the first day of classes

Spring: December 1

Summer: April 1

As noted earlier, non-degree study is available to those who have yet to take the GRE, or who have already completed an MLS, MSIS or a related degree, and are interested in professional development. Non-degree study is limited to 12 credits of coursework. The application for non-degree study requires official transcripts and a completed application form.

## **MSIS Degree Requirements**

Required Core Courses for all Concentrations: (15 credits)

- CIST 601 – The Information Environment (3)
- CIST 602 – Information and Knowledge Organization (3)
- CIST 608 – Research Methods (3)
- CIST 614 – Administration of Information Agencies (3) (ISSL Students - IST 676)
- CIST 678\* – Internship (150 hours) (3)

\* Students have the option to complete a master's thesis or an independent study in lieu of the internship, with consultation and approval of their faculty advisor and the CEHC Dean's Office. See above on page 4 for more information about the waiver of core and concentration requirements.

Concentration Courses: (6-12 credits)

Supporting Courses as Advised: (9-15 credits)

### **MSIS Concentrations**

All MSIS students will complete the general core course requirements as well as fulfill the specific concentration requirements as described below.

#### ***Archives and Records Administration***

This specialization concentrates on storing, preserving, and organizing information, and prepares students to work within the context of archival best practices in variety of repositories. Graduates of this concentration gain employment in archives, special libraries, or as paper or electronic records managers.

Required Concentration Courses:

- CIST 546 – Fundamentals of Records Management (3)
- CIST 547 – Electronic Records Management (3)
- CIST 656 – Archives and Manuscripts (3)
- AND
- CIST 660 – Archival Representation (3)
- OR
- CIST 654 – Preservation Management in Archives and Libraries (3)

Students will also take nine (9) credits of electives in the College of Emergency Preparedness, Homeland Security and Cybersecurity, or the Department of History to support this concentration.

#### ***Data Analytics***

The interdisciplinary specialization concentrates on bridging the gap between information acquisition and actionable knowledge. Graduates of this concentration gain employment in multiple areas, ranging from the health-care industry, business, marketing, or the government.

Required Concentration Courses:

- CIST 506 – Database Systems and Data Analysis (3)
- CIST 624 – Predictive Modeling (3)

Students will also take three (3) credits of a tool requirement, and twelve (12) credits of electives selected from the list below, with consultation and approval from their faculty advisor.

MS IS Data Analytics Track Program Map				
Category	Course	Prerequisite(s)	Credits	Total Credits (+15 core)
<b>Tool Options (select one)</b>	IST 529 <i>Text Analysis</i>	None; Recommended prior experience with Python	3	
	PAD 504 <i>Data Models, and Decisions</i>	None	4	
	PAD 624 (ITM 624) <i>Business Dynamics: Simulation Modeling for Decision-Making</i>	ITM 520, ITM 522, or PAD 504 or consent of the instructor	3	
	PAD 637 <i>Social &amp; Organizational Networks</i>	Completion of required statistical courses for the Master's or Ph.D. program; permission of instructor		
	CSI 532 <i>Network Science</i>	ICSI131 or ICSI431, and ICSI403 or permission of instructor	3	
	GOG 596/PLN 556 <i>Geographic Information Systems</i>	None	3	
	<b>Tool Option</b>			<b>3</b>
<b>DA Concentration Electives</b>	<b>Twelve (12) credits of electives from the list below, or by <i>prior</i> permission from advisor and Mgr. of Grad. Studies.</b>	<b>**if a course has an undergraduate equivalent (i.e. INF 407/507), credit may only be received once</b>		
	INF 507 <i>Modern Issues in Databases</i>	IST 506		
	INF 528 <i>Analysis, Visualization, and Prediction in Analytics</i>	Some Statistics and Database Experience	3	
	INF 551 <i>Bayesian Data Analysis and Signal Processing</i>	CSI 101 or 201, MAT 214 or equivalents, or permission of instructor	3	
	INF 625 <i>Data Mining</i>	IST 506		
	INF 627 <i>Data Analytics Practicum</i>	INF 624		
	MAT 554 <i>Introduction to Theory of Statistics</i>	Calculus or Linear Algebra	3	
	MAT 558 <i>Methods of Data Analysis I</i>	MAT 554	3	
	MAT 559 <i>Methods of Data Analysis II</i>	MAT 558	3	
	CSI 531 <i>Data Mining</i>	CSI 503 ( <i>Algorithms and Data Structures</i> )	3	
	CSI 532 <i>Network Science</i> <b>Note:</b> May only be used for one of the Tools or Elective categories.	ICSI131 or ICSI431, and ICSI403 or permission of instructor	3	

	CSI 536 <i>Machine Learning</i>	Basic knowledge of Linear Algebra (AMAT 220 or equivalent), Multivariate calculus (AMAT 214 or equivalent), Discrete probability (AMAT 367 or equivalent), Numerical methods (CSI 401 or equivalent)	3	
	<b>Electives</b>		<b>12</b>	<b>36</b>

### ***Information Management and Technology***

This interdisciplinary specialization concentrates on the political, legal, and economic environment of information and information policy, and prepares students to become stewards of information management in an organizational environment. Graduates of this concentration gain employment as information managers or policymakers in government agencies, corporations, and non-profit organizations.

Required Concentration Courses:

- CIST 533 – Information Storage and Retrieval (3)
- CIST 560 – Information and Public Policy (3)
- CIST 565 – Human Information Behavior (3)
- CIST 611 – Information Systems (3)

Students will also take six (6) credits of electives in the College of Emergency Preparedness, Homeland Security and Cybersecurity, the Department of Public Administration, or the School of Business to support this concentration.

### ***Intelligence Analysis***

The specialization prepares students to become information analysts with a focus on technology, tools, and skills utilized in the field. Students learn innovative ways to gather and assess information and intelligence data sources in both the private and public sectors. Graduates of this specialization gain employment as analytic methodologists, business intelligence analysts, policy research statisticians, competitive intelligence strategy consultants, and crime data analysts.

Required Concentration Courses:

- CEHC 557 – Intelligence Analysis (4)
- CIST 529 – Text Analysis (3)
- CIST 667 – Intelligence Analysis Research Seminar (3; requires completion of at least 24 credits, including program core courses)

Students will also take three (3) credits of a tool requirement, and four (4) electives selected from the one of topics below (for a total of twelve [12] elective credits), with consultation and approval from their faculty advisor.

<b>MSIS Intelligence Analysis Program Map</b>				
<b>Category</b>	<b>Course</b>	<b>Prerequisite(s)</b>	<b>Credits</b>	<b>Total Credits (+15 core)</b>
<b>Tool Options (select one)</b>	IST 529 Text Analysis	None; Recommended prior experience with Python	3	
	PAD 504 Data Models, and Decisions	None	4	
	PAD 624 (ITM 624) Business Dynamics: Simulation Modeling for Decision-Making	ITM 520, ITM 522, or PAD 504 or consent of instructor	3	
	PAD 637 Social & Organizational Networks  <b>or</b>  CSI 532 Network Science	Completion of required statistical courses for the Master's or Ph.D. program; permission of instructor  ICSI131 or ICSI431, and ICSI403 or permission of instructor	3	
	GOG 596/PLN 556 Geographic Information Systems	None; If GEOINT Focus, an additional GEOINT or Tool course must be completed	3	
	<b>Tool Option</b>		<b>3</b>	<b>25 or 26</b>
<b>Four electives from one of the following topics (12 credits)</b>	<b>Twelve (12) credits of electives from the list below, or by <i>prior</i> permission from advisor and Mgr. of Grad. Studies.</b>  <b>**if a course has an undergraduate equivalent (i.e. INF 407/507), credit may only be received once</b>			
<b>Human Factors</b>	EHC 628 Leaders and Individual Assessment	None	3	
	GOG 540 Advanced Political Geography	None	3	
	IST 565 Human Information Behavior	None	3	
	PSY 668 Group Dynamics	None	3	
<b>GEOINT</b>	<b>CRJ 693 Geographic Information Systems in Criminal Justice I</b>	Permission of Department	4	
	<b>CRJ 694 Spatial Data Analysis - Criminal Justice</b>	<b>CRJ693 or equivalent with permission of instructor</b>	4	

	<b>CRJ 696 Geographic Information Systems in Criminal Justice II</b>	<b>CRJ693 Geographic Information Systems in Criminal Justice I, or equivalent</b>	4	
	GOG 522 GIS for Social Sciences	GOG496/PLN456 or equivalent. Students should have some basic GIS and statistical knowledge equivalent to one introductory GIS course and one elementary statistical course	3	
	GOG 584 Remote Sensing I	None	3	
	GOG 585 (PLN 553) Remote Sensing II	GOG 584 or equivalent, or consent of instructor	3	
	GOG 593 Topics in Image Analysis	None; Can be repeated once for credit	3	
	GOG 596/PLN 556 Geographic Information Systems	None; <b>Required for GEOINT track</b>	3	
	GOG 597 (PLN 557) Advanced GIS (Prerequisites: GOG 496/596/USP 456/PLN 556 or equivalent courses.)		3	
<b>Cyber Threat Analysis</b>	EHC 569 Cyber Threats & Cyber Intelligence	None; <b>Required for Cyber Threat Analysis Track</b>	4	
	EHC 545 Principles and Practices of Cybersecurity	None	4	
	INF 552 Computer and Network Security	INF 306 or background in cyber-security	3	
	INF 553 Information Security and Privacy	INF 306 or background in cyber-security	3	
	INF 554 Human Aspects of Cybersecurity	INF 306 or background in cyber-security	3	
	INF 555 Prevention and Protection Strategies in Cybersecurity	INF 306 or background in cyber-security	3	
	INF 585 IT and Homeland Security	None	4	
	ITM 645 (CYB 645) Psychology and Information Security	None	3	
<b>Crime, Violence, and Terrorism</b>	<b>CRJ 555 Crime Analysis for Problem Solvers</b>	None; Recommended: a basic knowledge of Problem Oriented Policing, elementary statistics, and mapping	3	
	<b>CRJ 648 Terrorism and Public Security</b>	None	3	
	<b>CRJ 747 Violence in Criminal Justice</b>	None	2-4	
	EHC 554 (PAD 554, POS 554, INT 543) Political Violence, Insurgency and Terrorism	None	4	
	EHC 629 Transnational Organized Crime	None	3	

	IST 532 Terrorism, Public Security, and Information Analysis	None	3	
	PAD 551 (CRJ 648) Terrorism, Public Security, and Law Enforcement	None	3	
<b>Homeland Security</b>	<b>EHC 553 Topics in Homeland Security and Terrorism</b>	None	4	
	<b>EHC 556 Homeland Security Intelligence</b> (no prereq.)	None	4	
	<b>EHC 558 (PAD 558, INT 542) Intelligence &amp; US National Security Policymaking</b>	None	4	
	<b>Electives</b>		<b>12</b>	<b>&gt;= 36</b>

### ***Library and Information Services***

This concentration provides students with training in the core competencies of librarianship, and prepares students to provide fundamental library services including research, navigation, collection management, and community support. Graduates of this specialization typically gain employment in academic, special, or public libraries.

Required Concentration Courses:

- CIST 603 – Information Processing (3)
- CIST 605 – Information Sources and Services (3)

Students take electives in the College of Emergency Preparedness, Homeland Security and Cybersecurity and other departments throughout the University to support this concentration.

### **Master of Science in Information Science/Master of Arts Dual Master’s Degree Programs (MSIS/MA)**

Degree programs combining the MSIS and the MA in either History, Public History, or English are available. By applying up to 13 credits maximum between each program, a student can reduce the total number of credits needed for both degrees. However, faculty responsible for concentrations in each program may require the student to complete additional course work.

Students may be admitted to a dual master's degree program at the beginning of their graduate studies, but no later than after completing 20 graduate credits applicable to a dual master's degree program. Work done for an awarded master's or doctoral degree cannot be used for this program. Students may leave a dual program before completion of both degrees. If the requirements for one degree have been fulfilled, that degree may be awarded. You must be admitted to graduate study in both the MA and MSIS degree programs to complete the dual degree program.



**MSIS/MA in History or Public History (53-59 credits)**

The MSIS is a 36-credit degree program (for all concentrations). The MA in History is a 30-credit degree program (for a concentration in Geographic or Thematic area) and a 36-credit degree program for a concentration in Public History

***MA in History with a concentration in a Geographic or Thematic Area (30 credit hours minimum)***

*History Courses:* (21 credits minimum) Courses as advised, including at least one research seminar in the appropriate major field and one reading seminar. With departmental approval, a thesis in history for 4-6 credits may be presented in place of or in addition to the seminar.

*Supporting Courses:* (0-9 credits) Courses in the social sciences and other fields as advised; six credits from Information Science.

*Major Field Exam:* Satisfactory completion of a major field examination in the chosen concentration (Geographic or Thematic).

<b>Geographic</b>	<b>Thematic</b>
United States History	Local and Regional History
Modern European History	International History
Latin American History	Social and/or Economic History
African History	Public Policy
Asian History	Gender and Society
	Culture and Society
	Work and Society

*Foreign Language Requirement:* A reading knowledge of one foreign language appropriate to the student's major field is required for MA candidates writing Master's theses on non-U.S. topics. This requirement can be fulfilled by an examination in the Department, by an examination administered by a language department with approval from the History Department, or by satisfactory completion of a graduate level language course that has been approved by the History Department. A student may not take the language examination more than twice for the MA degree.

***MA in History with a concentration in Public History (36 credit hours minimum)***

*History Courses:* (18-21 credits minimum) Courses as advised, including at least one research seminar in the appropriate major field and one reading seminar. With departmental approval, a thesis in history for 4-6 credits may be presented in place of or in addition to the seminar.

*Public History Professional Courses:* (9-12 credits) Courses in the social sciences and other fields as advised; six credits from Information Science.

*Major Field Exam:* Satisfactory completion of a major field examination in the Public History concentration.

*Public History Internship:* (six credits minimum) Students in the dual program who choose to concentrate in Public History must complete six internship credits to satisfy the requirements of the two degrees. These credits may be satisfied in a variety of ways:

- Students may take HIS798A (Public History Internship for six credits. If the proposed internship is approved in advance of its completion by the Information Science program, this course will satisfy the requirement for IST 678 (Internship).
- Students may split the internship between the two programs, taking HIS 599 (Special Projects in History) and IST 678 for three credits each. If the proposed internship is approved by the History Department, this combination will satisfy the 6-credit requirement for the concentration in Public History.
- Students may take IST 678 (Internship) for six credits. If the proposed internship is approved in advance by the History Department, it will satisfy the requirement for HIS 798A (Public History Internship).
- Note that because of the additional six-credit internship requirement for students in the Public History concentration, students doing the MA concentration in Public History are required to complete a minimum of 59 credits for both degrees instead of the 53 credits required for students pursuing the regular MA in History. Shared internship credits count towards the 13 total allowed shared graduate credits between the two programs.

**MA/MSIS in English (55 credits)**

The MSIS is a 36-credit degree program (for all concentrations). The MA in English is a 32-credit degree program.

*English Courses:* (12 credits minimum):

- Textual Practices I - ENG 500 (4);
- One course numbered 600 or above (4);
- ENG 699 Master's Thesis (4); or ENG 698 Master's Research Tutorial (4) and Examination

*Supporting courses:* (20 credits): Selected subjects in English or other academic fields as advised. Up to eight credits may be taken in other fields (six credits must be from Information Science), but this coursework must be approved by the MA Director.

## **BA/MSIS or BS/MSIS Undergraduate/Graduate Combined Degree Programs**

The combined BA/MSIS or BS/MSIS combined degree programs in information science provide a unique opportunity for capable, highly motivated students to pursue an undergraduate major while at the same time beginning their graduate degree or professional preparation for a career in information science.

In qualifying for the baccalaureate, students will meet all University and program requirements, including existing major and minor requirements, general education requirements, minimum liberal arts and sciences requirements, training hour requirements (if applicable) and residency requirements. A minimum of 120 credits is required completion of the BA or BS. After the semester in which they complete 120 credits, including up to 12 graduate credits, students are considered graduate students for the purposes of tuition and eligibility for graduate assistantships, fellowships, and loans. Students apply for graduation of the undergraduate degree when all BA or BS requirements are met, and then continue with full graduate status in the following semester.

Students should apply to the combined program at the beginning of their junior year or after successful completion of 56 credits, using the Application for Admission to a Graduate Degree Program. A carefully designed program can enable the student to earn the BA/BS and MSIS within 10 semesters. A cumulative grade point average of 3.20 or higher, three supportive letters of recommendation, and all official transcripts from completed post-secondary education credits are required for admission. The Graduate Record Exam is not required for admission.

### **CEHC: BS Informatics or BS/BA Emergency Preparedness, Homeland Security and Cybersecurity with MSIS (the 4+1 Program)**

One of the unique and central elements of the CEHC combined program is the ability to substitute four of the required undergraduate courses with four of the core graduate courses.

- IST 601: The Information Environment; replaces INF 499 or 1 EHC elective
- IST 608: Research Methods; replaces INF 466 or EHC 410
- IST 614: Management of Information Agencies; replaces 1 INF/EHC elective
- IST 678: Internship Experience; replaces INF 468 or EHC 390

(IST 602: Information and Knowledge Organization, the fifth core course, will be taken as a graduate student)

### **Non-CEHC: BA/MSIS or BS/MSIS**

Students in undergraduate majors outside of CEHC may complete a minor in information science and policy including the courses listed below.

- CINF 108
- CINF 202
- CIST 601
- CIST 602
- CIST 614
- One of the following: CIST 506, CIST 533, CIST 546, CIST 601, CEHC 557

#### *CLARIFICATION TO STUDENTS IN COMBINED BACHELOR'S/MASTER'S PROGRAMS*

As noted above, “Students are considered undergraduates until they have accumulated 120 credits, satisfied all degree requirements and been awarded the baccalaureate degree.”

However, although students who have failed to satisfy “all degree requirements” will not be granted the baccalaureate degree until all undergraduate requirements are met, please be aware that for determining such matters as whether students pay undergraduate or graduate tuition, the following policy applies:

Although admitted to an integrated degree program, students will be considered as undergraduate students for purposes of tuition, financial aid, and headcount identification until completion of 12 credits of graduate work or until qualified to receive the bachelor's degree. In the semester in which a student enrolls in the 13th credit of graduate course work, he or she will be considered a graduate student for purposes of tuition, headcount identification, and eligibility for graduate assistantships, fellowships, and loans whether or not the student has completed the degree.

Students' progress through the combined program will be reviewed in the Office of the Vice Provost for Undergraduate Education to ensure timely completion of the undergraduate degree. Academic advisors of bachelor's/master's programs and students themselves should also attend to course enrollment choices that lead to timely completion of undergraduate requirements.” (Accepted by University Senate, March 9, 2009, revised by the Undergraduate Academic Council, November, 2015)

Students interested in further information regarding the combined programs should contact the appropriate program's department\* or the Office of the Vice Provost for Undergraduate Education, LC 30 (518-442-3950).

[http://www.albany.edu/undergraduate\\_bulletin/joint\\_degree.html](http://www.albany.edu/undergraduate_bulletin/joint_degree.html)

\*The Information Science Program contact is the Manager of Graduate Studies, Draper 015, 442-5258, [cehc@albany.edu](mailto:cehc@albany.edu).

## **Information Science School Library (MSIS-ISSL)**

A student must be admitted specifically to the specialization for school library media specialist in order to qualify for New York State K-12 certification through the University.

### **Required Degree Courses**

- IST 571 – Literature for Children (3)
- IST 578 – Literature for Young Adults (3)
- IST 601 – The Information Environment (3)
- IST 602 – Information & Knowledge Organization (3)
- IST 605 – Information Sources & Services
- IST 608 – Research Methods (3)
- IST 668 – Internship (6) [Prerequisite: 100 hours of field experience over the courses of IST 670, 673, and 675 and permission of advisor]
- IST 670 – Teaching Fundamentals for School Libraries (3) [includes 40 hours of field experience]
- IST 673 – School Libraries: Theory, Practice, and Assessment (3) [includes 40 hours of field experience]
- IST 675 – Curriculum & Supportive Resources (3) [includes 40 hours of field experience]
- IST 676 – Administration of School Media Centers (3)

### **Education Requirements**

Minimum of 12 education credits, including the following content areas, for those who are not certified teachers:

- Human Development/Social Concerns in Education (3)
- Language Acquisition/Literacy/Reading and Writing Instruction (6)
- Enhancing the Learning of Students with Disabilities (3)

### **Field Experience and Internship**

A minimum of 100 hours of supervised field experience are completed through class assignments in the following school media course sequence: IST 670, IST 673, and IST 675. Field experience must be divided equally between elementary (K-6) and secondary (7-12) schools. At least half of the field experience will be completed in high-needs schools.

Two supervised school media internships of 200 hours or 40 days each, one elementary

(K-6) and one secondary (7-12), must be completed. One of these must be in a high needs school. A minimum of 18 credits must be completed prior to the internship and must include courses that provide field experience (listed above).

Experienced teachers or those working in a school library may be eligible for alternate models of field experience and internship. Similarly, internship requirements can be waived for practicing school librarians, including teachers who are filling the library media specialist position. Please see your faculty advisor for details.

### **General Education Core**

This program requires college-level study in the following:

- Artistic Expression: art, dance, music, or theatre
- Language other than English; including American Sign Language
- Communication: speech, communications, journalism, media, public speaking, English, written or data analysis, composition
- Humanities: literature, religion, philosophy, cultural anthropology, women's studies, linguistics
- Written Analysis/Expression: English composition, creative writing, introduction to writing
- Historical or Social Science: history, political science, economics, geography, public affairs, law, sociology, psychology
- Information Retrieval: library studies, research, computer literacy, educational technology
- Natural Science, formerly called Scientific Processes: biology, chemistry, earth science, and physics. This does not include: nutrition, engineering, environmental science, agriculture, or any other applied sciences.
- Mathematics, formerly called Mathematical Processes: mathematical reasoning, quantitative methods, number theory and concepts, algebra, geometry, calculus, trigonometry, data analysis, probability, discrete mathematics. This does not include: computer science, accounting, or finance.

### **NYS Certification Requirements**

1. Completion of a NYS Registered Program – Library Media Specialist
2. Institutional Recommendation – Library Media Specialist
3. Passing Score on the New York State Teacher Certification Exams: EAS and the content specialty test (CST) for Library Media Specialists. More information can be found at <http://www.highered.nysed.gov/tcert/certificate/certexam.html>
  - a. **NOTE:** Plan ahead!
4. edTPA – Library Specialist
5. Child Abuse Recognition & Prevention Workshop. Learn more about this workshop: <http://www.highered.nysed.gov/tcert/certificate/ca.html>
6. School Violence Prevention & Intervention Workshop. Learn more about this workshop: <http://www.highered.nysed.gov/tcert/certificate/save.html>

7. Dignity for All Students Act Workshop. Learn more about this workshop:  
<http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html>
8. Fingerprinting for a criminal history background check (OSPRA). More information:  
<http://www.nysed.gov/educator-integrity/fingerprinting>

For additional information on NYS requirements, please consult the NYS Teacher Certification web page at <http://www.highered.nysed.gov/tcert/>.

#### *Certification Links*

- School of Education's Pathways into Education Center (PIE):  
<http://www.albany.edu/education/pie.php>
- NYSTCE Exam Information: <https://www.nystce.nesinc.com/>

For more details, please contact the Information Science School Library program at (518) 888-6761 or [issl@albany.edu](mailto:issl@albany.edu)

## **Certificate of Advanced Study in Library and Information Science (CAS)**

The profession of information and library management is experiencing rapid growth in its body of knowledge, and in the technology used in libraries and other information agencies. Librarians and other information professionals who hold the Master of Library Science or equivalent degrees almost universally feel the need for educational upgrading, for the acquisition of further knowledge and additional skills or technical capabilities.

Many individuals who seek such education prefer to study in an organized program leading to a postmaster's credential. Such a credential can be helpful in connection with changes in position and with promotion decisions.

The Certificate of Advanced Study represents the completion of an integrated and rigorous program of study. The special requirements are designed to ensure the quality of the program.

The program leading to the Certificate of Advanced Study includes a minimum of 30 semester credits of graduate study beyond the master's degree. All credits applied toward the C.A.S. must be completed within a period of five years. Up to six of the 30 required credits may be transferred from work taken at another institution. The five-year time limit applies to these credits also. Within the requirements of the specialty selected and through individualized advisement, a program will be designed for the student utilizing a substantial number of courses within the college, supplemented by courses from other relevant departments and schools of the University.

You are eligible if . . .

- you have a master's degree in library science, information science, or a closely related field, with demonstrated academic excellence
- you have had two years of successful professional experience
- your professional interests and goals match the program capabilities of the School and you would benefit from the program

### *CAS Program Requirements*

1. Required Courses (12-18 credits):
  - a. IST 701 – Pro-Seminar in Information Science and Policy (3)
  - b. IST 702 – Directed Readings in Information Science and Policy [Subfield specific] (3)
  - c. IST 768 – Advanced Internship in Information Science and Policy (3)
  - d. IST 780 – Major Research Seminar (3-6)
2. Specialization Courses (6-12 credits):
  - a. Examples of a possible specialization include information systems development, information resources management for public sector decision-making, reference and information services, records and archives management, services for special groups, indexing and abstracting, or government information resource management.
3. Supporting Courses (6 credits): As advised from other academic or professional programs, such as the School of Business, School of Education, Graduate School of Public Affairs, or the College of Arts and Sciences
4. Comprehensive Exam: An examination individually tailored to the student's concentration, taken at the end of the student's program of study. The examination assesses mastery of chosen specialization, knowledge of major trends and issues in the field, and familiarity with research methods and priorities.



## Additional Information for CEHC Graduate Students

### Online Class Registration

MyUAlbany is the University's self-service portal used by students to complete academic, financial, and campus involvement activities. Class enrollment is completed online within MyUAlbany. Prior to beginning the enrollment process each semester, you will meet with your advisor to obtain your AVN or Advisor Certification Number, and plan your class schedule. In addition to your AVN, you will need to know the Class Number of each course you wish to complete during the semester before beginning the online class enrollment process.

Step 1 (for newly admitted students): *Activate your UAlbany accounts to set a password and obtain your NetID.* \*If you know your NetID and password then skip to Step 2.

- Activating your accounts enables access to the University's IT resources and services with your NetID and password. You may have completed this process upon acceptance to your program.
- Instructions on how to set or reset your password, and obtain your NetID can be found at [https://www.albany.edu/its/svc\\_acctsvcs.php](https://www.albany.edu/its/svc_acctsvcs.php).

Step 2: *Login to the MyUAlbany portal using your UAlbany NetID and password*

- Go to [www.albany.edu/myualbany](http://www.albany.edu/myualbany) and select 'Student Log In.' The University now requires 2-Step Login to access most services. If you encounter issues with the 2-Step Login you must contact the ITS HelpDesk directly.

Step 3: *How to register for classes*

- On the Academics Tab of your MyUAlbany portal, select the 'Enter My AVN' link on the left side of the screen. Enter your Advisor Verification Number next to the appropriate semester for which you are registering and click 'Save.'
- Return to the Academics Tab and select 'Enroll, Add, or Drop Classes' on the left side of the screen.
- Select the correct semester and click 'Continue.'
- Within the 'Select Classes to Add' screen enter the class number and click 'Enter.' The course name and meeting times will appear.
- If required, enter the class permission number in the 'Permission Nbr' field. The Manager of Graduate Studies provides permission numbers for CEHC courses. For non-CEHC courses, you must contact the instructor directly.

- Select ‘Next’ and the course will appear in your shopping cart. Continue with the add course process until you have a schedule of classes. For CEHC courses that are full, you can contact the Manager of Graduate Studies to inquire about a waitlist.
- Select ‘Finish Enrolling’ to complete the registration process. Courses with a green check indicate successful enrollment. A red ‘X’ indicates that an error occurred – such as the course is full or you have not completed a required prerequisite.
- Once you are successfully enrolled in classes, you can view your class schedule.

## Course Frequency

Core courses are offered every fall and spring semester, with some occasionally offered during the summer; the internship course is available spring, summer and fall semesters.

MSIS students should consult with their faculty advisor to develop a plan of study that includes appropriate electives; these may be CIST courses or graduate courses from other academic units. Students in the Archives, IMT, and LIS concentrations may use courses required in a different concentration as elective credit or may select other electives following a specific interest or career goal. The Data Analytics and Intelligence Analysis concentrations require electives be selected from the concentration program map. MSIS-ISSL students are required to complete all courses in the list; they do not take elective credits.

While general and concentration requirements are offered every semester or annually, some electives may be offered only occasionally. Listed below are MSIS concentration and suggested elective courses, and approximate frequency of scheduling. Full course descriptions are listed on the [Graduate Bulletin course index](#) website. The course frequency below is subject to change as needed.

### Required Concentration Courses:

#### Archives and Records Administration

CIST 546 Fundamentals of Records Management  
 CIST 547 Electronics Records Management  
 CIST 654 Preservation Management in Archives and Libraries  
 CIST 656 Archives and Manuscripts

#### Generally Offered:

Fall  
 Spring  
 varies  
 Fall

#### Data Analytics

CIST 506 Database Systems and Data Analysis  
 CIST 624 Predictive Modeling

Fall  
 Fall

**Intelligence Analysis**

CEHC 557 (PAD 557) Intelligence Analysis	Fall
CIST 667 Intelligence Analysis Research Seminar	Fall/Spring

**Information Management and Technology**

CIST 533 Information Storage and Retrieval	Fall/Spring
CIST 560 Information and Public Policy	Fall
CIST 565 Human Information Behavior	Fall
CIST 611 Information Systems	Fall

**Library and Information Services**

CIST 603 Information Processing	Spring
CIST 605 Information Sources and Services	Spring

**School Library Media Specialist**

CIST 571 Literature for Children	Fall
CIST 578 Literature for Young Adults	Spring
CIST 605 Information Sources and Services	Spring
CIST 678 Internship - ISSL	Fall/Spring
CIST 670 Teaching Fundamentals for School Libraries	Fall/Spring
CIST 673 School Libraries: Theory, Practice and Assessment	Fall/Spring
CIST 675 Curriculum and Supportive Resources	Fall/Spring
CIST 676 Administration of School Media Centers	Spring

**Suggested Electives by Specialization:****Academic Libraries (College and University)**

CIST 606 Collection Development and Management	Spring
CIST 617 Academic Libraries and Higher Education	Fall
CIST 649 Information Literacy Instruction	Summer

**Generally Offered:****Curriculum and Assessment**

CIST 670 Teaching Fundamentals for School Libraries	Fall/Spring
CIST 673 School Libraries: Theory, Practice, and Assessment	Fall/Spring
CIST 675 Curriculum and Supportive Resources	Fall/Spring

**Data Analytics\***

CIST 529 Text Analysis	Fall
CINF 507 Modern Issues in Databases	Spring
CINF 528 Analysis, Visualization, and Prediction in Analytics	Fall
CINF 551 Bayesian Data Analysis and Signal Processing	Fall
CINF 625 Data Mining	Spring
CINF 627 Data Analytics in Practicum	Spring

### **Emergency Preparedness, Homeland Security, and Cybersecurity\***

CIST 532 Terrorism, Public Security, and Information Analysis	Summer
CIST 529 Text Analysis	Fall
CEHC 545 (Pad 545) Principles and Practices of Cyber Security	Fall
CEHC 546 (Pad 546) Homeland Security Risk Analysis and Risk Management	Spring
CEHC 549 (Pad 549) Cyber Security: Long Term Planning and Risk Management	Fall
CEHC 553 (Pad 553) Topics in Homeland Security and Terrorism	Fall
CEHC 554 (Pad 554) Political Violence, Insurgency and Terrorism	Spring
CEHC 555 (Pad 555) Disaster, Crisis, and Emergency Mgmt. and Policy	Fall
CEHC 556 (Pad 556) Homeland Security Intelligence	Fall
CEHC 558 (Pad 558) Intelligence & US National Security Policymaking	Spring
CEHC 559 (Pad 559) Homeland Security: Building Preparedness Capabilities	Fall
CEHC 571 (Pad 571) Military Forces in Support of Civil Authorities	Fall
CEHC 572 (Pad 572) Disaster and Crisis Management in the Public, Private, and Nonprofit Sectors	Fall
CEHC 589 Emergency Preparedness: The Public Health Perspective	Spring
CEHC 628 Leaders and Individual Assessment	Spring
CEHC 629 Transnational Organized Crime	Fall

### **Public Library Services**

CIST 560 Information and Public Policy	Fall
CIST 561 Web Design and Development	Fall
CIST 571 Literature for Children	Fall
CIST 578 Literature for Young Adults	Spring
CIST 606 Collection Development and Management	Spring
CIST 618 Public Libraries	Spring
CIST 649 Information Literacy Instruction	Summer
CIST 677 Creating Innovators: The Maker Movement	Summer

### **Reference and Information Services**

CIST 557 Introduction to Legal Research	Spring
CIST 560 Information and Public Policy	Fall
CIST 561 Web Design and Development	Fall/Spring
CIST 605 Information Sources and Services	Fall/Spring
CIST 606 Collection Development and Management	Fall

### **Special Libraries and Archives**

CIST 502 History of Recorded Information	Summer
CIST 538 Fundamentals of XML	Summer
CIST 546 Fundamentals of Records Management	Fall

### **Special Libraries and Archives, Continued**

CIST 557 Introduction to Legal Research	Spring
CIST 560 Information and Public Policy	Fall
CIST 561 Web Design and Development	Fall
CIST 610: Visual Resource Management	Summer
CIST 653 Digital Libraries	Summer
CIST 655: Rare Books	Summer

### **Technology Electives**

CIST 523 Fundamentals of Information Technology	Fall
CIST 529 Text Analysis	Fall
CIST 535 Web Database Programming	Fall
CIST 538 Fundamentals of XML	Summer
CIST 561 Web Design and Development	Fall
CIST 636 Systems Analysis in the Information Environment	Spring

### **Youth and Children's Services**

CIST 561 Web Design and Development	Fall
CIST 571 Literature for Children	Fall
CIST 578 Literature for Young Adults	Spring
CIST 677 Creating Innovators: The Maker Movement	Summer

\*These tracks utilize a significant amount of electives from other academic departments. Students are encouraged to contact the department directly for course frequency and availability.

## **Information Science Student Association (ISSA)**

The Student Association promotes effective communication between the students in the Information Science programs and acts as a liaison between the student body and the faculty. All students in any Information Science program are considered members of the Information Science Student Association. Any student with an interest in the organization is invited to attend meetings, announced regularly on IST-L. ISSA also plans events for graduate students and participation and help are encouraged from all students. Comments and suggestions are also welcome.

ISSA has a seat at the CEHC Dean's Leadership Council. Student representatives at these meetings report on the proceedings to the Student Association at its regular meetings. Student reps are free to ask questions or make comments. At times faculty members, in discussing matters that will directly affect the student body, ask the student reps what they think the student response would be to certain proposals or will inquire about their personal reactions, to be construed as typical of their peers' attitudes.

## Employment Opportunities

Currently, the Manager of Graduate Studies receives numerous job notices from employers around the country including academic, government, corporate, public, school and special libraries, and archives. Job bulletins from other information science programs, announcements from several professional associations, and information regarding various types of financial aid, such as temporary and part-time student jobs, scholarships, grants, fellowships, and travel awards to attend conferences are also regularly received. Summaries of these announcements are posted regularly on the Information Science employment listserv, ISTJOBS. Internships, Graduate Assistantships, and opportunities for current students are shared on the IST-L Listserv. For directions on how to subscribe to ISTJOBS, please refer to the next section.

In addition to these services, you should also refer to career development resources available on the World Wide Web. One excellent source is the [American Library Association's JobList](#) where employers and jobseekers can find opportunities to meet, network, and find information on employment and professional development. Many other library schools have job announcement websites and listservs. Local and regional newspapers, professional associations' job publications, and most importantly, personal contact with professionals are also excellent sources for job information. The department also highly recommends that you check the following sources located in the Dewey Library: *Library Journal*, *American Libraries*, *The Chronicle of Higher Education*, *The New York Times*, and Special Library Association's *The Special List*. School Librarians are encouraged to visit the [OLAS - the Online Application System for K-12 Education](#).

The [University's Career and Professional Development Office](#) provides information and resources for current students and recent alumni.

## IST-L and ISTJOBS Listservs

Communications to students in the Information Science programs takes place primarily through the program's listserv "IST-L." All students should have either a University at Albany e-mail account or a commercial personal e-mail account. Students who are matriculated in any Information Science graduate program (including Non-degree students) are automatically added to the IST-L listserv by ITS. Students should contact ITS to confirm their enrollment in the IST-L listserv.

For those interested in receiving job postings that are sent to the Manager of Graduate Studies, the listserv "ISTJOBS" has been established. You may subscribe to ISTJOBS using any on-campus or off-campus email account. You do not have to be an Information Science student or faculty member to subscribe.

Subscribing to ISTJOBS:

1. Log on to your e-mail account.
2. Compose a message to: [listserv@listserv.albany.edu](mailto:listserv@listserv.albany.edu)
3. For the message, type: Subscribe ISTJOBS your name (e.g. Melvil Dewey)
4. Send message. You will receive an email message confirming your subscription.

If you would prefer to receive *one* daily email with the program messages or individual job postings, you may want to sign up to receive your mail in digest form.

1. From the email account that is subscribed to IST-L or ISTJOBS, compose a message to: [listserv@listserv.albany.edu](mailto:listserv@listserv.albany.edu)
2. Leave the subject line blank.
3. For the message, type: *set ist-l digest* or *set istjobs digest*.
4. Send message. You will receive an email confirming your subscription in digest form.

Unsubscribing from ISTJOBS

1. From the email account that is subscribed to IST-L or ISTJOBS, compose a message to: [listserv@listserv.albany.edu](mailto:listserv@listserv.albany.edu)
2. For the message, type: *SIGNOFF IST-L* or *SIGNOFF ISTJOBS*

## Professional Organizations

All graduate students in CEHC are encouraged to join at least one professional association while they are still in school. Participation in a professional organization gives students a chance to learn about career paths they are considering and to become familiar with current problems and trends in the field. There are reductions in membership dues available to student members (often extending into the first year of regular membership), and members may make use of the association's recruiting services to assist in job placement.

The choice of possible organizations can be confusing—there are associations for almost every specialization in the field. For those who prefer to get their first taste of professional involvement at the local level, there are also regional chapters of most of these associations. Meeting with experienced colleagues, attending meetings and (eventually) serving on committees and helping to plan programs will undoubtedly assist with your career prospects and professional opportunities on a long-term basis.

<b>Organizations – Information Science</b>		<b>Student Membership Fees</b>
<i>American Association of Law Libraries (AALL)</i> <a href="http://www.aallnet.org">http://www.aallnet.org</a>		\$65
	Special Interest Section Membership Law Library Journal AALL Newsletter	\$20 each
<i>American Library Association (ALA)</i> <a href="http://www.ala.org">http://www.ala.org</a> *In addition to the Divisions listed, ALA and NYLA both offer numerous Round Tables. To be a member of a Round Table you must also be a member of the larger organization.		\$39
	American Association of School Librarians (AASL)	\$75
	Association for Library Trustees, Advocates, Friends and Foundations (ALTAFF)	\$20 (if in ALA) \$55 (if not)
	Association for Library Collections & Technical Services (ALCTS)	\$15
	Association for Library Service to Children (ALSC)	\$20
	Young Adult Library Services Division (YALSA)	\$27
	Association of College & Research Libraries (ACRL)	\$5
	Eastern New York/ACRL <a href="http://enyacrl.org/site/">http://enyacrl.org/site/</a>	\$12 (if in ACRL) \$15 (if not)
	Association of Specialized, Government, & Cooperative Library Agencies (ASGCLA)	Part of ALA
	Library Leadership and Management Association (LLAMA)	\$15
	Library and Information Technology Association (LITA)	\$25
	Public Library Association (PLA)	\$33
	Reference and Users Services Association (RUSA)	Part of ALA
<i>American Society for Information Science and Technology (ASIST)</i> <a href="https://www.asist.org/">https://www.asist.org/</a>		\$40
	Many special interest groups available: Arts & Humanities; Computerized Retrieval Services; Information Analysis & Evaluation; etc.	
<i>New York Library Association (NYLA)</i> <a href="http://www.nyla.org">http://www.nyla.org</a>		\$15
	Joint ALA/NYLA membership	\$35



	Academic & Special Libraries Section (ASLS)	
	Reference & Adult Service Section (RSS)	
	Section of School Librarians (SSL)	
	Public Libraries Section (PLS)	
	Youth Services Section (YSS)	
	Section of Management of Information Resources & Technology (SMART)	
	Leadership & Management Section (LAMS)	
	<i>Mid-Atlantic Regional Archives Conference (MARAC)</i> <a href="http://www.marac.info/">http://www.marac.info/</a>	\$20
	<i>Capital Area Archivists (CAA)</i> <a href="https://www.capitalarchivist.org/caa/">https://www.capitalarchivist.org/caa/</a>	\$5
	<i>American Society for Indexing (ASI)</i> <a href="http://www.asindexing.org">http://www.asindexing.org</a>	\$199
	<i>Art Libraries Society of North America (ARLIS/NA)</i> <a href="http://www.arlisna.org/">http://www.arlisna.org/</a>	\$50
	<i>Association for Information Management Professionals (ARMA)</i> <a href="http://www.arma.org">http://www.arma.org</a>	\$25
	<i>Medical Library Association (MLA)</i> <a href="http://www.mlanet.org">http://www.mlanet.org</a>	\$50
	Many special interest groups available	
	<i>Music Library Association (MLA)</i> <a href="http://www.musiclibraryassoc.org">http://www.musiclibraryassoc.org</a>	\$65
	<i>Society of American Archivists (SAA)</i> <a href="http://www.archivists.org/">http://www.archivists.org/</a>	\$55
	<i>New England Archivists</i> <a href="http://www.newenglandarchivists.org">http://www.newenglandarchivists.org</a>	\$17.50
	<i>Special Libraries Association (SLA)</i> <a href="http://www.sla.org">http://www.sla.org</a>  Each SLA membership includes membership in one chapter and one division. Chapters bring together information professionals where they work and live; divisions bring together those who practice in a unique discipline of special librarianship. For an optional nominal fee, members may join additional chapters and divisions as well as caucuses (an informal network of discipline or interest not covered in other divisions).	\$50

## Organizations – Emergency Preparedness, Homeland Security and Cybersecurity

\*Please note that some of the following associations/organizations are not suitable for student or “non-industry” membership due to the nature of the field. Others are repositories of resources that professionals use frequently for their own professional development.

### Emergency Management

- [Association of Healthcare Emergency Preparedness Professionals \(AHEPP\)](#) is dedicated to advancing the field of disaster preparedness and response in healthcare settings.
- [Black Emergency Managers Association \(BEMA\)](#) is a membership organization for African-American professional emergency managers.
- [International Association for Preparedness and Response \(DERA\)](#) links professionals, volunteers and organizations in disaster preparedness and emergency management.
- [International Association of Emergency Managers \(IAEM\)](#) is a worldwide organization dedicated to promoting the principles of emergency management.
- [National Emergency Management Association \(NEMA\)](#) offers membership to those who play a role in emergency management.
- [NYS Emergency Management Association \(NYSEMA\)](#) offerings memberships for NYS emergency management professional
- [National Information Officers Association \(NIOA\)](#) is comprised of hundreds of government and emergency services spokespersons from across North America.
- [U.S. First Responders Association \(USFRA\)](#) is a non-profit, professional and social network of firefighters, EMS, rescue, police officers, military and civilian support teams.

### Homeland Security

- [Global Society of Homeland Security Professionals \(GSHSP\)](#) brings together Homeland Security Professionals from friendly nations so that they may share information.
- [Strategic and Competitive Intelligence Professionals \(SCIP\)](#) provides best practices, emerging research, tools and networking for experts from industry, academia, government, and non-profits in Strategic Intelligence: competitive intelligence, market intelligence, market research, strategic analysis, business intelligence, and strategy.

### Cybersecurity

- [Women in Cybersecurity \(WiCyS\)](#) provides a community of engagement, encouragement, and support for women in cybersecurity.
- [The SANS Institute](#) (SANS) develops, maintains, and makes available at no cost, the largest collection of research documents about various aspects of information security, and it operates the Internet's early warning system - the Internet Storm Center.
- [The Open Web Application Security Project](#) (OWASP) is a 501(c)(3) worldwide not-for-profit charitable organization focused on improving the security of software. Our mission is to make software security visible, so that individuals and organizations worldwide can make informed decisions about true software security risks.

- [Information Systems Security Association Developing and Connecting Cybersecurity Leaders Globally](#) (ISSA) is the community of choice for international cybersecurity professionals dedicated to advancing individual growth, managing technology risk and protecting critical information and infrastructure.
- [Center for Internet Security](#) (CIS) is a 501c3 nonprofit organization focused on enhancing the cyber security readiness and response of public and private sector entities, with a commitment to excellence through collaboration. CIS provides resources that help partners achieve security goals through expert guidance and cost-effective solutions.
- [Internet Security Alliance](#) (ISA) membership is open to public & privately held entities, and currently has substantial participation from the aviation, banking, communications, defense, education, financial services, health care, insurance, manufacturing, and security and technology industries.
- [International Association of Privacy Professionals](#) (IAPP) is the largest and most comprehensive global information privacy community and resource. Founded in 2000, the IAPP is a not-for-profit organization that helps define, support and improve the privacy profession globally.
- [Federal Information Systems Security Educators' Association](#) (FISSEA) an organization run by and for information systems security professionals to assist federal agencies in meeting their information systems security awareness, training, education, and certification responsibilities.
- [International Association for Cryptologic Research](#) (IACR) is a non-profit scientific organization whose purpose is to further research in cryptology and related fields. Cryptology is the science and practice of designing computation and communication systems, which are secure in the presence of adversaries.
- [Information Security Research Association](#) (ISRA) is a registered non-profit organization focused on various aspects of Information Security including security research and cyber security awareness activities.
- [International Association of Security Awareness Professionals](#) (IASAP) Member participants are professionals who manage information security awareness programs for their organizations, and are responsible for everyday awareness operations.
- [Executive Women's Forum on Information Security, Risk Management & Privacy](#) (EWF) is the largest member organization serving emerging leaders as well as the most prominent and influential female executives in the Information Security, Risk Management and Privacy industries.
- [Cyber, Space & Intelligence Association](#) (CSIA) provides an environment for a vital flow of ideas between national security thought leaders in Government, Industry, and Congress focused Cyber, Space, and Intelligence challenges and opportunities.
- [Cloud Security Alliance](#) (CSA) is a not-for-profit organization with a mission to promote the use of best practices for providing security assurance within Cloud Computing, and to provide education on the uses of Cloud Computing to help secure all other forms of computing.

## Other Important University Services and Departments

**Library Services:** <http://library.albany.edu/>

The University at Albany has three libraries: the Main Library and the Science Library on the uptown campus, and the Dewey Library on the downtown campus. Each library has a self-guided tour, which should be available in the library lobbies or at the reference desks. There are many library orientation sessions offered at the beginning of the semester to introduce you to library services, and they offer numerous classes throughout the semester that can help you learn to use the libraries' electronic resources. For full information about these classes, consult the library web page or ask at the reference desk; there is usually a posting of upcoming classes in the lobby.

Abby Adams is the Subject Librarian for Emergency Preparedness, Homeland Security, Cybersecurity, and Criminal Justice. Her email is [aadams5@albany.edu](mailto:aadams5@albany.edu).

**Information Technology Services (ITS):** <http://www.albany.edu/its>

Students at the University have access to a wide range of computing products and services in support of their academic endeavors. Information Technology Services supports the following IT resources:

- MyUAlbany: Self-service portal used by students, faculty and staff
- Blackboard: Course management system used by instructors and students for the delivery of online instruction and other class activities
- UAlbany Mail: University's e-mail service with access to calendaring and global address list.
- Information Commons: Located in the University Libraries (uptown and downtown), where computers (installed with Microsoft Office and a suite of academic software) and printing services are available
- Virtual Information Commons: Offering internet access to University-licensed software
- Wireless service on campus
- S Drive: Used for storing personal files and web pages
- Sponsored Services for student groups under the guidance of a University faculty or staff member:
- Classroom Technology Support
- LISTSERV for using email to communicate with groups of people sharing topics of common interest
- Video Conferencing
- Wikis for communication and collaboration concerning University-related activities
- Non-credit workshops: Available for Microsoft Office products, various web and graphics packages, and select administrative applications.
- In addition to the ITS website, the askIT wiki contains answers to common questions and has information about IT resources at UAlbany

### *HelpDesk Support for Students*

- Walk-up Location: University Library (Uptown); Husted 002 (Downtown)
- Call Center: 518-442-3700
- Online Service Desk: <http://www.albany.edu/its/help>

When classes are in session during the fall and spring semesters, a Tech Help student consultant is available in the Information Commons.

### *University Email Account*

A student's email account is activated by completing the Password Set/Reset process. You may have already completed this process to obtain your NetID and set a password for access to MyUAlbany. If you have not completed this process, view instructions on the ITS Service Desk askIT page.

- **The University uses e-mail sent to your @albany.edu address as its official method of communication with students.**
- Access to UAlbany Mail can be found within the MyUAlbany portal and by using the 'UAlbany Mail' links posted on the web pages at [www.albany.edu/myualbany](http://www.albany.edu/myualbany) and [www.albany.edu/its](http://www.albany.edu/its).
- Your email address is automatically created based on your first initial and last name followed by @albany.edu. When another student or employee has a similar name, the mail alias may contain a number or middle initial.
- If you do not know your University email address, log on to MyUAlbany and go to Other Links > Email Address.
- The askIT article, Instructions for getting started with using UAlbany Mail, explains how to configure mail clients and mobile devices to receive messages from your UAlbany Mail mailbox.
- Students retain access and use of their UAlbany e-mail account until two semesters after their last semester of enrollment at the University.

### *Additional Information about Technology Use*

Personal Computing Equipment: Students can purchase software for personal use at discounted prices from eAcademy. Log on to MyUAlbany and use the link provided within the "Technology Discounts" section

You are responsible for maintaining your personal computing equipment. It is recommended that you purchase a service contract or extended warranty for personally owned equipment. You will

need to contact a vendor if your computer requires support (i.e. software, hardware or operating system issue.)

If you live on campus, report problems with red phone and jacks in rooms, or obtain help with using Apogee wired/wireless internet service used in the residences. Residential Student Technical Help can be reached at 518-442-4588.

**Reminder from the ITS Department: “The University at Albany will never ask you to reveal your password. You should ignore any email message asking for your password, no matter who the sender claims to be or the reason given for the message.” You should see this message at the bottom of any correspondence from the ITS Office.**

## **The Graduate Bulletin**

Current and prospective students should review the Graduate Bulletin for other important policies and procedures governing graduate study at the University at Albany. The Graduate Bulletin can be accessed at <https://www.albany.edu/graduatebulletin/index.htm>.

## **Resident Study Requirement**

Resident graduate study is defined to be graduate study provided via University at Albany faculty instruction, not necessarily physically on-campus. Unless otherwise specified as part of the State approval/registration of a specific program, the minimum number of credits of resident graduate study beyond the baccalaureate established for award of a University at Albany graduate degree or certificate are:

- For graduate programs requiring 48 or more graduate credits, at least 50% of the total credits must be completed through University at Albany study.
- For graduate programs requiring 27 – 47 graduate credits, at least 24 of the credits must be completed through University at Albany study.
- For graduate programs requiring 26 or fewer graduate credits, all but a maximum of three credits must be completed through University at Albany study.

In programs of variable credit, with potential course waivers addressed on an individual basis, the above minimum standards shall apply to the net program requirements after any waivers are approved and applied. Individual graduate programs may require greater levels of resident study than the minimums defined above.

## **Credit Applicable to Programs at the Same Degree/Certificate Level**

Subject to Resident Study Requirements as defined above, no more than 30% of the graduate program credits required in one pursued (or concurrently pursued) graduate degree or certificate program shall be accepted/applied from an initial program at that same credential level.

## **Transfer Credit Regulations**

1. Courses completed before entering graduate study at this University for which transfer credit is desired should be presented to the program faculty for consideration upon admission.
2. Candidates in graduate programs at this University are requested to receive the approval of their advisors or of the Dean of The Graduate School before registering for courses at other colleges if they plan later to present them for transfer credit.
3. Courses presented must be appropriate to the student's graduate program.
4. Courses presented must have been given by an accredited institution authorized to grant graduate degrees.
5. Courses presented must be graduate courses, that is, applicable to a graduate degree at the institution offering them.
6. Graduate courses presented for transfer credit completed while the student was in undergraduate status shall be eligible for transfer only upon receipt of documentation from the institution certifying that such course work was not used to fulfill undergraduate degree requirements at that institution.
7. Courses presented must be completed with grades of B or better.
8. Unless submitted as part of the application for program admission, an official transcript of the student's record in the course(s) presented for transfer credit should be sent to The Graduate School, State University of New York at Albany, 1400 Washington Avenue, Albany, New York 12222.
9. An official description of the course(s) should accompany the request for transfer credit.
10. Courses accepted for transfer credit are not used in computing the student's academic average.
11. Requirements for the satisfactory completion of research seminars, theses, field courses, clinical courses, student teaching, internships and practicums may not be satisfied by courses taken at other institutions, and they are not eligible for transfer credit for these purposes.
12. Subject to Resident Study Requirements as defined above, no more than 30% of the graduate program credits required in one pursued (or concurrently pursued) graduate degree or certificate program shall be accepted/applied from an initial program at that same credential level.
13. If a graduate program requires an earned master's degree as an application requirement (from a regionally accredited institution of higher education or from an institution

authorized by the Board of Regents to confer degrees), transfer credit cannot be granted from that master's program into a University at Albany graduate program. Such master's credits are considered preparatory for entry into the graduate program and therefore cannot additionally be used to satisfy curricular requirements for that graduate program. Prior graduates of University at Albany master's degree programs who have taken coursework included in the newly admitted graduate program curriculum as part of the earned master's used for admission will need to register for more advanced coursework to fulfill the curricular requirements.

### **Waiver of Required Core and Concentration Courses**

If you have previously completed courses that are similar to the required courses in your graduate program, you may be able to waive one or more of these courses. You will need to submit the course syllabus along with a completed Application for Exemption from Degree or Track Requirements form, which is available from the Manager of Graduate Studies. Students need to consult with their advisors before making such requests, which are subject to the CEHC Dean's Office approval.

Courses considered for waiver should be recent course work. Please note that a waiver of a required course does *not* constitute a credit waiver, and thus does not alter the number of credits required for your degree.

The MSIS internship requirement cannot be waived, as it represents the culminating experience of the graduate program. Students have the option to complete a master's thesis or an independent study in lieu of the internship, with consultation and approval of their faculty advisor and the CEHC Dean's Office. You will need to submit the completed relevant form for the option you choose (Master Thesis Subject Approval form or the Independent Study Proposal form). Forms are available from the Manager of Graduate Studies.

### **Academic Standards**

Unless more rigorous performance standards are otherwise required by a particular program, 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.

Courses completed with grades of A, A-, B+, B, or S may be applied to graduate course requirements and to 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). Example: three credits of B- must be balanced by at least 3 credits of B+. Grades of D, E, Z, and U are not applicable to graduate program requirements and do not earn graduate credit.



Undergraduate courses or credits specified as required in conjunction with a graduate program must be completed according to the following academic standards:

1. A prerequisite course in the subject field central to the graduate program or in the principal teaching field in a program leading to state teacher certification must be completed with a grade of C or better.
2. A prerequisite in a supporting subject field must be completed with a grade of C or better.

Graduate students in non-degree study are expected to meet and maintain the same academic standards as students in degree programs.

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 The Graduate School for readmission, but ordinarily at least one session must intervene before a readmission.

Graduate students who are not in good standing academically and who have been denied the privilege of further study on those grounds may petition the Graduate Academic Council for reinstatement provided extenuating circumstances were involved which, in their opinion, warrant review.

The term in good standing (satisfactory academic standing) means that a student is eligible or has been allowed to register and take academic coursework at this campus for the current session. Although in some cases students have been warned and advised that their academic average needs improvement in order to qualify for their degree, they are still considered to be in good standing since they are still authorized to continue studying toward their degrees. Only those students officially terminated from their programs of study are considered not to be in good academic standing.

## University Offices and Contact Information

CEHC Dean's Office	518.442.5258; cehc@albany.edu
The Graduate School, UAB 121	518.442.3980; graduate@albany.edu
ITS HelpDesk	518.442.3700; askIT@albany.edu
Office of Student Accounts, CC G26	518.442.3202; sfc@albany.edu
Parking and Mass Transit Services	518.442.3121; parking@albany.edu
Registrar's Office, CC B52	518.442.5540; registrar@albany.edu

Residential Life	518.442.5875; reslife@albany.edu
Student Health Services	Main: 518.442.5454 Appointments: 518.442.5229
SUNY Card Office, CC B52	518.442.5989; idcard@albany.edu
University Bookstore	518.442.5690
University Libraries	Main: 518.442.3600 Dewey: 518.442.3691
University Main Switchboard	518.442.3300
University Police Department	Non-emergency: 518.442.3130 Emergency: 518.442.3131 or 911 *calling 911 does not connect directly to UPD