OVERVIEW OF IMPORTANT ACADEMIC INFORMATION
International Student Orientation
Fall 2017

For Undergraduate Students ONLY!
Please turn to the “Overview of Important Academic Information” PowerPoint handout now. It is in the Orientation Session Handouts booklet in your orientation folder.

Resources we will be covering:

- UB Identity
- MyUB
- Undergraduate Catalog
- HUB Student Center
- UBlearns
- **GPA**: Grade Point Average
- **HUB**: UB’s Student Information System
- **Hold/Service Indicator**: electronic block to course registration
- **Waive (a course, requirement)**: not have to take the course or fulfill the requirement
- **Prerequisite**: course which must be taken before student can register for a higher level course

Your University at Buffalo Identity

UBIT name (username) & password:
Use this to access: MyUB, UBmail, UBlearns and your HUB Student Center.

UB Person Number is found on your UB Card.

Do not share your UBIT password or UB Person Number with anyone.
Your Identity: MyUB

Your HUB
Student Center

UBlearns

UBmail powered by Google
Check daily

Google Calendar, use it to record important dates

Need to Know announcements. Check weekly.

University at Buffalo Division of Academic Affairs

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Student Center

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Need to Know announcements. Check weekly.
After this session, you will meet with an academic advisor. If you cannot remember their office location and telephone number, look in the Advisor Box.

The Undergraduate Catalog is your primary resource in terms of planning your major and for policy information.
The UB Student Center is the University at Buffalo’s online one-stop shop for students that can be accessed through MyUB.

Within the Student Center, students can register for classes, check their grades, request transcripts, manage their finances, maintain their personal information and much more.

HUB Tutorials: http://www.buffalo.edu/hub/students
Undergraduate Degree & Course Catalog

The policies and requirements listed in the undergraduate catalog are in effect for the entirety of the academic year. Online catalogs are archived in March of each academic year, and the archived versions may be accessed through the links below or by contacting the Office of the Registrar.

The edition of the catalog that contains students' university and major requirements is determined by their academic year of entry or reentry and academic year of acceptance to the major. See the Catalog Rights Statement for specific information.

Calendars, academic and degree programs, policies, and fees are subject to change at any time by official action of the University at Buffalo or the State University of New York.

Departmental websites and departmental curricular and course information are maintained independently and do not necessarily reflect university-approved curricula and course information. In case of discrepancies between departmental information and the University Undergraduate Catalog, the University Undergraduate Catalog is considered definitive.

Changes in policies, procedures, and administration may have occurred since the final publication deadline for this catalog. For the most up-to-date information, please contact the Office of the Registrar.

Course descriptions may be found within the individual academic program pages. Course descriptions for previous academic years may be found in the archived catalogs listed below.

Archived Catalogs

- 2016-17
- 2015-16
- 2014-15
- 2013-14

If you need access to a catalog older than those posted, please contact the Office of the Registrar at 716-645-5598 or ubreg@buffalo.edu.

Archived Curricular Plans

- 2016-17: 4 Year Curricular Plans

Updates

- Thu Apr 20 2017
  Individual course schedule information added to course search results.
- Wed Apr 05 2017
  Previous year curricular plans are now available via the Archived Curricular Plans section on the Catalog's home page.
- Wed Apr 05 2017
  Course subject pages will now display schedule information for each course.

Bookmark https://catalog.buffalo.edu
Student Responsibility Statement

The university is committed to the ideal of flexibility and diversity in the educational experience. Certain regulatory procedures are necessary, however, to ensure that the complex needs of a large student body in search of diverse educational goals are met efficiently and smoothly. Students are advised to familiarize themselves with the following details in order to avoid any difficulties along their chosen path to the baccalaureate degree.

By accepting responsibility for their education, students enhance the development of their academic, social, and career goals. As a condition of enrollment, students are responsible for reviewing, understanding, and abiding by the university’s regulations, procedures, requirements, and deadlines as described in official publications, including the university’s undergraduate catalog, UB websites, and official university email communications.

In addition, all students are required to positively affirm their knowledge of, and adherence to, UB’s Student Conduct Rules, University Standards and Administrative Regulations prior to their inaugural semester at UB. Asserting a lack of knowledge of university regulations will not be accepted as a basis for an exception to these regulations.

https://catalog.buffalo.edu/policies/
University at Buffalo
Division of Academic Affairs

Undergraduate Degree & Course Catalog

Course Expectations
- Academic Integrity
- Class Attendance
- Course Syllabi
- Distance Education
- Examination or Disruption in the Classroom
- Reading Days
- Special Course Opportunities

Student Responsibility Statement

The university is committed to the ideal of flexibility and diversity in the educational experience. Certain regulatory standards of a large student body in search of diverse experiences are integral to the baccalaureate degree.

Academic Integrity
Class Attendance
Course Syllabi

Bookmark
https://catalog.buffalo.edu/policies/
Grading

Mid-Semester Grades
Final Grades
Academic Standards Review
Dean’s List
Repeat Policy

https://catalog.buffalo.edu/policies/explanation.html
<table>
<thead>
<tr>
<th>Academic Standards Review</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Progress</strong></td>
</tr>
<tr>
<td><strong>Dean’s List</strong></td>
</tr>
<tr>
<td><strong>Good Standing</strong></td>
</tr>
<tr>
<td><strong>Academic Warning</strong></td>
</tr>
<tr>
<td><strong>Probation</strong></td>
</tr>
<tr>
<td><strong>Dismissal</strong></td>
</tr>
</tbody>
</table>

Undergraduate Catalog – Academic Standards Review

https://catalog.buffalo.edu/policies/academic-review.html
### University Degree Requirements

Minimum Number of Credit Hours
- Earn at least 120 credit hours.

Academic Residency Requirement
- Complete a minimum of 30 undergraduate credit hours (the equivalent of one full year of study) at the University at Buffalo.

Minimum Academic Average
- Earn at least a 2.0 overall GPA (Grade Point Average).
- **Note:** Higher departmental and overall GPA may be required for some programs.

Major Requirement
- Be admitted to a major and complete requirements for that major.

General Education Program
- Complete UB Curriculum (UB’s General Education program).

Graduation
- Undergraduate Students apply for graduation in their HUB Student Center.
Undergraduate Catalog

- Overview of Department.
- Acceptance Criteria in Pre-Requisite Courses, Major Requirements & GPA.
- 4-year Curricular Plans.
- Course Descriptions.
- Career Outlook – what recent graduates have gone on to do.
UB CURRICULUM

Academic Overview
UB Curriculum – UB’s General Education Program

For All Undergraduates Entering UB Fall 2016 & Forward

The UB Curriculum is a program of core study built around intellectual discovery and integrative learning. It emphasizes critical thinking, ethical reasoning, global learning, and strong communication skills, providing the tools students need to succeed in their professional lives and to meet the responsibilities of citizenship in a diverse and interconnected world.

The Program consists of four main program components — UB Seminar, Foundations, Pathways and Capstone — and comprises 40 credits of study for all students, irrespective of major. To learn more about each of these components, visit the UB Curriculum website: http://www.buffalo.edu/ubcurriculum.html.
# UB Curriculum - UB's New General Education Program

<table>
<thead>
<tr>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>Spring Semester</td>
<td>Fall Semester</td>
<td>Spring Semester</td>
</tr>
<tr>
<td>Communication Literacy [CL-1] (1 of 2) 4.0 credit hours</td>
<td>Math &amp; Quantitative Reasoning [MQR] 4.0 credit hours</td>
<td>Scientific Literacy &amp; Inquiry [SLI-1] (1 of 2) 3-5 credit hours</td>
<td>Scientific Literacy &amp; Inquiry [SLI-2] (2 of 2) 3-5 credit hours</td>
</tr>
</tbody>
</table>

### An Academic Advisor will help you help map out your UB Curriculum requirements

### Schedule an appointment with an Academic Advisor.
DEVELOPING YOUR ACADEMIC PLAN

Academic Overview

University at Buffalo
Division of Academic Affairs
Did you submit an Official Transcript Request Form from that Institution?

Have transcript sent to:
Office of Admissions
University at Buffalo
12 Capen Hall
Buffalo, NY 14260-1660

Discuss with your Academic Advisor.
Once UB has received your credit, it should appear on your Academic Advisement Report (HUB Student Center – My Requirements) within 3 or 4 weeks.

Bookmark Course Articulation Process Instructions: http://taurus.buffalo.edu/
**Intended Major**

*Intended* = A major you are considering or working on the prerequisites for, but to which you have not yet applied or been accepted.

**Approved Major**

*Approved* = A major to which you are accepted either at the time of entry to UB (only certain majors do this) or after you have completed the prerequisites and applied to the department.

**Undecided**

*Undecided* or *Exploratory* is not a major that you can declare. It describes a student who is not sure about a major or who is exploring multiple majors.
• Choose a major as early as possible and begin working on the **prerequisite courses** (also referred to as “**Acceptance Criteria**”)*. 

• *Acceptance Criteria vary by major - they can range from 3 to 15 courses - so planning ahead is critical!*

• Plan out most **UB Curriculum (general education) requirements** and **major prerequisites** in your first two years.

• Aim at being accepted to a major by no later than **60 credit hours completed**.

• Get help if you are having trouble.

• Consider changing your major if things are not going well.
Academic & Student Calendars: http://registrar.buffalo.edu/calendars/index.php

Financial penalties and/or registration Holds apply if deadlines are missed!

Google Calendar
Use it to record important dates.
# Adding/Dropping/Resigning Classes

<table>
<thead>
<tr>
<th>Dropping Classes</th>
<th>Last day to Drop/Add Fall 2017 classes is Tuesday, September, 5 2017.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Status</td>
<td>To be considered a full-time student, you must be registered for at least 12.0 credit hours.</td>
</tr>
<tr>
<td>Resigning Classes</td>
<td>Dropping (Resigning) a class <em>after</em> the 7th instructional day of classes can be done <em>until 11:59 p.m. on Friday, November 10, 2017</em>. Grade of “R” appears on your academic record/transcript.</td>
</tr>
<tr>
<td></td>
<td><strong>International students</strong> cannot resign a class if it means they will no longer be enrolled full-time without first consulting with International Student and Scholar Services, Talbert Hall 210.</td>
</tr>
</tbody>
</table>

**Bookmark** Registrar - Resigning a Course  
**Academic Integrity** is a fundamental university value. Through the honest completion of academic work, students sustain the integrity of the university while facilitating the university’s imperative for the transmission of knowledge and culture based upon the generation of new and innovative ideas.

[https://catalog.buffalo.edu/policies/integrity.html](https://catalog.buffalo.edu/policies/integrity.html)
The **Course Syllabus** serves as a contract between the student and professor regarding course expectations and policies.

The course syllabus should clearly communicate what the instructor expects of students and what students can expect from the instructor.

A course syllabus must be finalized and distributed to students during the first week of classes.

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All course syllabi should include, but are not limited to the following components:

- Course Description
- Learning Outcomes
- Academic Content
- Grading Policy
- Office Hours
- Academic Integrity

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**Google Calendar** - use it to record important dates.

**Bookmark** Course Syllabi - [https://catalog.buffalo.edu/policies/syllabi.html](https://catalog.buffalo.edu/policies/syllabi.html)
UBlearns is the Course Management System at UB.
Instructors can post syllabi, readings and assignments, and communicate via email, virtual chats or discussion boards.
Blackboard on UBlearns is web-accessible 24 hours per day, seven days a week.

http://www.buffalo.edu/ubit/service-guides/teaching-technology/learning-resources-for-students/ublearns.html
## Time Management & Study Skills

<table>
<thead>
<tr>
<th>Planner</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UBmail</strong></td>
<td>Use the <strong>Calendar</strong> function in Google to add the following</td>
</tr>
<tr>
<td><strong>powered by</strong></td>
<td>dates, events, etc.</td>
</tr>
<tr>
<td><strong>Google</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Class Schedule</strong></td>
<td>Enter your classes (repeating event, date range).</td>
</tr>
<tr>
<td><strong>Course Syllabi</strong></td>
<td>▪ Enter the dates of test, papers, projects, etc.</td>
</tr>
<tr>
<td></td>
<td>▪ Create Study Plan based on test dates.</td>
</tr>
<tr>
<td><strong>Academic Calendar</strong></td>
<td>UB’s Academic Calendars include dates for the start and end of</td>
</tr>
<tr>
<td></td>
<td>semesters, official holidays and final exams.</td>
</tr>
<tr>
<td><strong>Student Calendars</strong></td>
<td>The Student Calendars include important dates and deadlines</td>
</tr>
<tr>
<td></td>
<td>for course registration, drop/add and course resign.</td>
</tr>
</tbody>
</table>

### Google Calendar - use it to record important dates.

[Bookmark](#) **UB Libraries – Tutoring Services for UB Students**

[http://advising.buffalo.edu/help/tutoring.php](http://advising.buffalo.edu/help/tutoring.php)
## Not Returning to UB

### Academic Withdrawal*

**By petition only.** Grades for all courses in a semester are changed to “W”. Used for medical or extenuating circumstances. Deadline to apply is end of subsequent semester.

### Undergraduate Leave of Absence*

You may request a Leave of Absence for one or two semesters from your enrollment at the university. Securing a Leave of Absence will preserve your status as of the time you begin your leave and will eliminate any re-application process or paperwork when you return. You will also have access to your UB e-mail during this time.

### Not Returning to UB Checklist*

We recommend that you use this checklist as a guide to help you make sure you haven’t forgotten something important before you leave.

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*Also consult with International Student and Scholar Services, Talbert Hall 210.*
GETTING READY TO REGISTER FOR CLASSES

Academic Overview

University at Buffalo
Division of Academic Affairs
You will use your HUB Student Center to register for classes.

1. Holds
2. Your assigned Academic Advising Office location & telephone number.
3. Undergraduate Catalog
4. Enrollment Shopping Cart

Schedule Builder

Your Student Center

Academics

Class/Catalog Search
Plan
Enroll
My Academics
View My Grades
Schedule Builder

Search for Classes
Holds
Details

To Do List
Financial Aid To Do Item

Enrollment Dates
The date that you can begin registering for next semester classes
Details

Advisor
Advising Location & Phone

More Academic Resources

Academic & Financial Services
Catalog (Undergrad)
Calendars: Academic/Financial

Financials

Weekly Schedule
Enrollment Shopping Cart
Course Registration Information

• If you are not yet registered for classes, you MUST meet with an Academic Advisor later today and register.

• Full Time Status: You must be registered for at least 12.0 credit hours.

• Registration for Spring 2018 semester starts late October to early November. You will be assigned a start date and time based on your total number of completed credits.

• Get the classes you want and need! Don’t miss your Enrollment Date (in HUB Student Center)!

How Do I Remember All of This?

✓ ...all of this information, and more, is available on-line or in University publications and there are many people you can go to for help (e.g. Academic Advisors). Check your UB e-mail account frequently!

✓ Read the “Need to Know” section of MyUB regularly at http://myub.buffalo.edu.

✓ Read the “Be Advised Web Log” at http://advising.buffalo.edu.

✓ Read the Spectrum (student newspaper).

Fall 2017 Semester - First Day of Classes:
Monday, August 28, 2017

Bookmark Be Advised Newsletter: http://blogs.advising.buffalo.edu/beadvised/
Meet Your Academic Advisor

Please look at your name tag and find the code for your major. (Example: SEAS)