New Student Road Map to Success

1. Wait to receive your official acceptance letter from GSE Admissions
   This will give you all of the information you need to get started as a new student.

2. Confirm your acceptance
   Please log in to GrAdMIT https://www.gradmit.buffalo.edu/etw/ets/et.asp?nxappid=GRA&nxmid=start
   (Use the username and password given to you for the online application process. If you don’t remember, we can reset it.) as soon as possible to confirm your acceptance and follow the directions to set up a new secure password.

3. Your UBIT Name, Person Number and single-use password
   1. Wait to receive an email directing you to log into GrAdMIT with your secure username and password to access your UB person number and UBIT name, available in the “Status” tab.
   2. After you access your UB person number and UBIT name, available in the “Status” tab, you will receive an email with your single-use password. (If you don’t remember your old password or have any trouble accessing your UBIT account and/or email, contact UBIT Help Desk at 716-645-3542. If you are a former UB student, you will not receive a single-use password.)
   3. Once you have these three pieces, please go to https://ubidm.buffalo.edu/idm/user/login.jsp and click on “New users - Click here to claim your account” to activate your account and create your new password.

4. Immunization and Meningitis Information Requirements for New Students
   In accordance with New York State Public Health Law, UB requires all students born, or after January 1, 1957, to provide proof of immunity against measles, mumps, and rubella. The State also requires that all students receive information about meningococcal disease and have made an informed decision about whether or not to receive immunization against meningococcal disease.

   New UB students* will not be allowed to enroll in classes until they have fulfilled these requirements.

   Please go to this website as soon as possible: http://health.buffalo.edu/immunization.php

   *New UB students include anyone taking at least 1 credit hour as a non-matriculating student, matriculated students and anyone else the University Health Services office deems necessary.

5. Select your classes
   Make a list of the courses you plan to take, along with the course registration numbers.
   The registration numbers are online at http://registrar.buffalo.edu/schedules/index.php or listed under the HUB Student Center in MyUB. Discuss your options with your assigned faculty advisor.

   Please note if you need to take undergraduate courses while in your graduate program, you need to fill out this form http://registrar.buffalo.edu/forms/documents/OutsideofCareerPetition111111_003.pdf and get appropriate approval to register for the course(s). According to the Office of Student Accounts you will be charged graduate level tuition and fees for undergraduate coursework, as you are a graduate student.

6. Enroll in classes via HUB
   Students enroll in classes via the HUB Student Center, which is available in MyUB. Information about HUB, including how-to videos, is available at www.buffalo.edu/hub.
   Please note: Registration and schedules are real-time; grades and service indicators information is updated once every 24 hours. Online services are available 7:00 a.m. - 11:00 p.m. EST daily.

7. UB email account
   To learn more about your UB email account, please go to http://ubit.buffalo.edu/ubmail/
   Please note that faculty and the academic department utilize student’s UB email for all communication. If you do not wish to use your UB account, please read the directions on having your email forwarded to another account.

---

Check out MyUB & HUB Student Center
MyUB is your own personal UB Home Page. You can access it using your UBITName and password at http://www.myub.buffalo.edu/
From MyUB & HUB you can view your eBill, class schedule, update your address and much more.
Parking on Campus and Transportation
All students wishing to park on university campuses are required to register their motor vehicles annually with Parking and Transportation Services. Registration is fast and easy online at http://myub.buffalo.edu. Student parking is by permit only, which can also be obtained on MyUB. We strongly encourage you to obtain a parking permit before you arrive on campus for classes. Information on all parking and transportation matters, including bus and shuttle schedules, maps and directions can be found at: http://www.ub-parking.buffalo.edu/

Get Your UBCard
Once you have registered for classes you can get your UBCard. You will need your UBCard to access certain university services, such as the library. To receive a UBCard, you must be currently registered for classes. You also need a picture ID such as a driver's license or a passport. The UBCard Office is located in 228 Student Union on the North Campus. Please visit the UBCard website to access their hours of operation: http://www.myubcard.com Please note that having your card before you begin classes is not required, but highly recommended.

If you have any trouble accessing your UBIT account and/or email, please contact the UBIT Help Desk at 716-645-3542, and identify yourself as a new student.

Important Links for Newly Accepted Students

General UB Information
- General Information: http://www.buffalo.edu/aboutub/
- Student Academic Records & Financial Services: http://sarfs.buffalo.edu/
- Academic Calendars: http://registrar.buffalo.edu/calendars/academic/index.php
- Student Life Information: http://www.grad.buffalo.edu/life/index.php
- Graduate Student Association: http://www.gsa.buffalo.edu/
- Transportation & Parking: http://www.ub-parking.buffalo.edu/
- Student Health Center/Forms: http://www.student-affairs.buffalo.edu/shs/student-health/
- Academic Writing Assistance: http://www.gsa.buffalo.edu/ (click on services)

Financial
- Free Application for Student Aid: http://www.fafsa.ed.gov
- Costs of Attendance: http://financialaid.buffalo.edu/costs/gradcost.php
- GSE Financial Aid Information: http://gse.buffalo.edu/admissions/fin-aid

Housing
- On Campus Housing: http://www.ub-housing.buffalo.edu
- Off Campus Housing Tips: http://livingoffcampus.buffalo.edu
- Group Legal Services: http://subboard.com/legal/
- Listings of Off Campus Housing Units: http://subboard.com/och/

Registration
- Class Schedules: http://registrar.buffalo.edu/registration/index.php
- HUB Student Center tab via MYUB: http://www.myub.buffalo.edu/
- HUB Help: http://www.buffalo.edu/hub/
- Student Forms: http://registrar.buffalo.edu/forms/index.php

Buffalo Information
- General Information: http://www.buffalo.com
- Buffalo Convention and Visitors Bureau: http://www.visitbuffaloniagara.com/

If you need further assistance while at UB please stop by the Office of Graduate Admissions and Student Services at 366 Baldy Hall or call us at 716-645-2110 http://gse.buffalo.edu

Updated 01/18/12