



**BUFFALO STATE**  
The State University of New York

# New Graduate Student Checklist

## **RITE Support Desk**

The RITE Support Desk is your main contact for any technology- related questions and issues. RITE can provide support over the phone at 716-878-4357, in-person at the Bulger 200/204, by email at [rsd@buffalostate.edu](mailto:rsd@buffalostate.edu) or by visiting [rite.buffalostate.edu](http://rite.buffalostate.edu)

## **Library Resources**

The E.H. Butler Library is filled with resources students can take advantage of. The librarians are available and willing to assist you with any research or citation help you may need. The Library also is home to the Writing Center and the Graduate Student Commons. For more information:

[library.buffalostate.edu/home](http://library.buffalostate.edu/home)

## **Academic Advisor**

Your academic advisor is your main point of contact to assist in guiding you in your course of study and other program related requirements. Your advisor can be found through your Bannerweb account.

## **The Graduate School**

Cleveland Hall 204  
1300 Elmwood Avenue  
Buffalo, NY 14222  
Phone: (716) 878-5601  
Fax: (716) 878-5630  
[gradoffc@buffalostate.edu](mailto:gradoffc@buffalostate.edu)

## **Important Things to Know**

### **ID (Banner) Number**

All students are issued a student identification number. This number starts with B00.

### **Admission Reply Form**

In your acceptance letter, you should receive a link to an Admission Reply form. You need to complete this in order to be able to register for classes.

### **Bannerweb**

Bannerweb is the system used by Buffalo State for students to register for classes, and for viewing your bill, financial aid award, and grades.

### **Username & Password**

Your Buffalo State username and password are provided once you have been accepted. You will activate your username and password through your Bannerweb account. Your username and password will allow you to sign onto computers and access course content on Blackboard.

### **Gmail Account**

All new students receive an official Buffalo State email address after you confirm your acceptance. Important emails from the college and your professors will be sent to your Gmail account. Remember to check it regularly!

### **Blackboard**

Blackboard is our campus learning management system. Professors may use Blackboard to house course material, conduct a course, or collect assignments. For technical questions or problems, contact the RITE Support Desk.

### **DegreeWorks**

DegreeWorks is an online tool to assist you in navigating the academic requirements needed for you to graduate.

# Getting Started

## Bannerweb

Log on to [banner.buffalostate.edu](http://banner.buffalostate.edu) and complete the following steps:

### Registering for Classes

- Select 'Student' then select 'Registration'
- Select 'Add or Drop Classes'
- Select the semester
- Select 'Class search' to find and add classes
- Once you have found your class mark the check box and select 'Register'

### Accepting Financial Aid

- Starting at your Bannerweb home screen
- Select 'Financial Aid' then 'Financial Aid Status'
- Select the current award year
- Select 'Awarded' then proceed to review and accept your financial aid award
- For any questions regarding your aid contact Financial Aid at 716-878-4902 or by email at [finaid@buffalostate.edu](mailto:finaid@buffalostate.edu) or visit [financialaid.buffalostate.edu/](http://financialaid.buffalostate.edu/)

### Viewing/ Paying your Bill

- Starting at your Bannerweb home screen
- Select 'View/ pay bill'
- This will take you to the QuikPay system, where you can view and pay your bill.
- For any questions regarding your bill contact the Student Accounts Office at (716) 878-4121 or by email at [stuaccts@buffalostate.edu](mailto:stuaccts@buffalostate.edu) or visit [studentaccounts.buffalostate.edu/](http://studentaccounts.buffalostate.edu/)

### Viewing Grades

- Select 'Student'
- Select 'Student Records'
- Select 'Midterm' or 'Final Grades'
- Select the semester

### Viewing Class Schedule

- Select 'Student'
- Select 'Registration'
- Select 'View Required Books, Course Materials, and Printable Schedule'
- Select the semester

### Viewing/ Ordering your Textbooks

- From your class schedule screen
- Select the orange GO! button at the top of the screen
- This will take you to the Buffalo State Bookstore website, [buffalostate.bncollege.com](http://buffalostate.bncollege.com)
- You will be able to view your books for each class
- You can also choose to purchase your books from the bookstore

### Bengal Card

Your Bengal Card is your Buffalo State Student ID. You can receive one either by heading to room 223A in the Campbell Student Union or at [library.buffalostate.edu/home/bengalcard](http://library.buffalostate.edu/home/bengalcard).

### University Police

University Police provides security for the Buffalo State 24/7.

#### Parking

- University Police monitors parking on campus. A student parking pass costs \$70 for the year and are available at Chase Hall 126 or at [suny.buffalostate.edu/parkingpermits](http://suny.buffalostate.edu/parkingpermits)

#### Buff State Alert

- Buff State Alert is a service which provides emergency messages about campus closing, on-campus crises, and other important information.
- Sign up at [buffstatealert.buffalostate.edu/](http://buffstatealert.buffalostate.edu/)

### Weigel Health Center

#### New Student Health Form

- In order to register for classes, all students must be in compliance with New York State law regarding immunizations.
- Make sure that you complete and turn in your New Student Health Form.

#### Health Insurance

- Buffalo State no longer provides health insurance to students.
- If you need assistance finding health insurance, visit [weigel.buffalostate.edu/insurance](http://weigel.buffalostate.edu/insurance)

For more information visit [weigel.buffalostate.edu/](http://weigel.buffalostate.edu/)

For more information on the Counseling Center visit [counselingcenter.buffalostate.edu/](http://counselingcenter.buffalostate.edu/)

## Additional Services

#### Athletics

Houston Gym 248  
(716) 878-6533  
[buffalostateathletics.com](http://buffalostateathletics.com)

#### International Student and Scholar Services

South Wing 410  
(716) 878-5331  
[internationalstudentaffairs.buffalo.edu](http://internationalstudentaffairs.buffalo.edu)

#### Career Services

Cleveland Hall 306  
(716) 878-5811  
[cdc.buffalostate.edu](http://cdc.buffalostate.edu)

#### Registrar

Moot Hall 210  
(716) 878-4811  
[registrar.buffalostate.edu](http://registrar.buffalostate.edu)

#### Veteran Services

Cleveland Hall 210  
(716) 878-5907  
[continuingstudies.buffalostate.edu](http://continuingstudies.buffalostate.edu)

#### Dinning Services

(716) 878 - 5152  
[new.dineoncampus.com/bsc](http://new.dineoncampus.com/bsc)

#### Residential Life

Porter Hall  
(716) 878-3000  
[residencelife.buffalostate.edu](http://residencelife.buffalostate.edu)