New Graduate Student Checklist

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 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 or visit 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 or visit 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
  - 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 the Butler Library Circulation Desk or at library.buffalostate.edu/home/bengalcard.

☐ University Police
University Police provides security for 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

  - 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/e2campus/

☐ 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

For more information visit weigel.buffalostate.edu/
For more information on the Counseling Center visit counselingcenter.buffalostate.edu/

☐ Additional Services

  - Athletics
    - Houston Gym 248
    - (716) 878-6533
    - buffalostateathletics.com

  - International Student and Scholar Services
    - South Wing 410
    - (716) 878-5331
    - internationalstudentaffairs.buffalostate.edu

  - Career Services
    - Cleveland Hall 306
    - (716) 878-5811
    - cdc.buffalostate.edu

  - Registrar
    - Moot Hall 210
    - (716) 878-4811
    - registrar.buffalostate.edu

  - Veteran Services
    - Cleveland Hall 210
    - (716) 878-5907
    - continuingstudies.buffalostate.edu

  - Dining Services
    - (716) 878 - 5152
    - new.dineoncampus.com/bsc

  - Residential Life
    - Porter Hall
    - (716) 878-3000
    - residencelife.buffalostate.edu