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 Butler Library, by email at rsd@buffalostate.edu or by visiting 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

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

Important Things to Know

ID (Banner) Number
All students are issued a student identification number. This number starts with B00.

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 your tuition deposit has been made. 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 Library's Circulation Desk or at
  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

  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/

☐ 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 Waiver
  • Buffalo State also provides health insurance to all students.
  • If you already have Health Insurance make sure you complete the waiver, to avoid being charged.

  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 Education
  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

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

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