A Transfer Student’s Guide to Registration & Getting Started at Buffalo State

Summer & Fall 2014

Transfer Student Checklist

☐ Return your “Intent to Enroll” and $125 deposit
   http://admissions.buffalostate.edu

☐ Submit Health/Immunization Records
   http://buffalostate.edu/weigel/

☐ Complete the Transfer Pre-Advisement Tutorial
   http://orientation.buffalostate.edu/

☐ Review your Degree Works (audit report)
   http://www.buffalostate.edu/registrar/dwforstudent.xml

☐ Register for Courses
   http://www.buffalostate.edu/banner/

☐ Sign up for Orientation & Academic Advisement
   http://orientation.buffalostate.edu/

☐ Review your Academic Department
   http://www.buffalostate.edu/undergradprog.xml

☐ Submit Final College & High School Transcripts
   http://admissions.buffalostate.edu/

☐ Update your FAFSA & TAP codes
   http://www.buffalostate.edu/financialaid/

☐ Check your Buffalo State Gmail Account
   http://www.buffalostate.edu/cts/gmail.xml

☐ Submit your Housing & Meal Plan Application
   http://buffalostate.edu/residencelife/

☐ Register for your Parking Permit
   http://buffalostate.edu/parkingservices/

☐ Create your Buffalo State ID Card
   http://library.buffalostate.edu/bengalcard/

☐ Complete AlcoholEdu & BSCares
   http://buffalostate.edu/counselingcenter/

Important Dates to Know

Fall 2014 Course Schedules Available Now
   www.buffalostate.edu/registrar/fall2013.xml

Transfer Registration Begins
   April 2014
   Check Banner to view your registration time ticket

Transfer Advisement
Check the Orientation website for your department’s plan

Transfer Orientation
   Friday, August 22, 2014

Fall Classes Begin
   Monday, August 25, 2014

Last Day to Register for Fall Semester without Late Fee
   Sunday, August 24, 2014 at 11:59 p.m.

Last Day of Add/Drop Period
   Monday, September 1, 2014 at 11:59 p.m.

Buffalo State Undergraduate Admissions
   716.878.4017
   transfer@buffalostate.edu
   110 Moor Hall; 1300 Elmwood Ave
   Buffalo, NY 14222
   http://admissions.buffalostate.edu/transfer
4 Steps to Registering for Classes

1. Return your “Intent to Enroll” & $125 Tuition Deposit
   This form is included in your acceptance packet. Return the Intent to Enroll along with your $125 tuition deposit to reserve your space in the Fall 2014 transfer class.

2. Submit Your Immunization/Health Records
   In order to register for classes, all students must be in compliance with New York State law and Buffalo State requirements regarding immunizations. More information on the immunization requirements and health insurance policy is available at www.buffalostate.edu/weigel.

3. Complete Online “Transfer Pre-Advisement Tutorial”
   You must complete the online “Transfer Pre-Advisement Tutorial” prior to registering for courses. This explains college policies, how to register for classes, how to read your Degree Works report, and what the general education (IF14) courses are. This online workshop is found on the Orientation website at www.buffalostate.edu/orientation.

4. Sign into Banner and Register for Courses
   Banner is the college system you will use to register for your courses. Banner tutorials (How to Search for Classes, How to Register for Classes, How to View/Print Class Schedule) are available on the main login page at www.buffalostate.edu/banner. Be sure to double check your schedule after registering to ensure you signed up for your intended classes.

Wondering How Your Credits Transferred In?

You can view your transfer credits in Degree Works: http://buffalostate.edu/registrar/dwforstudent.xml

Degree Works is an online degree audit system designed to show you how many of your credits transferred over, how they transferred over, and what you have left to take at Buffalo State. A “Student Guide to Degree Works” is available to help you better understand how to use the system, as well as two videos (a 2 minute promo video at the top of the webpage, and a 7 minute detailed YouTube video of how to use Degree Works at the bottom of the webpage). More information will be provided to you at Academic Advisement and/or Orientation.

If you'd like to petition how a class was transferred (eg: you took Human Biology and transferred over as a BIO 1XX but you know it should be BIO 101), you may do so by submitting a “Transfer Credit Appeal Form” to the department the course falls under. This form is available on the Transfer Admissions website (link and QR code on back of brochure).

If you transferred in over the allotted credits and would like to swap unused credits for credits currently on your Degree Works report, you may do so by submitting a “Transfer Credit Swap Form” to the Admissions Office (Moot 110). This form is available on the Transfer Admissions website (link and QR code on back of brochure).

Academic Advisement

At Buffalo State, advisement is mandatory for all incoming students. You are responsible for making sure you get advised by your department faculty.

Students can register for classes on their own using their Degree Works report and the Transfer Pre-Advisement Tutorial. We strongly recommend you touch base with your department whether or not you register yourself, to ensure your credits transferred correctly and you are on the right path for a timely graduation.

Each department has a unique advisement plan. Department advising plans will be available on the Orientation website at the end of March.