



# RELIGIOUS AND INDEPENDENT SCHOOL TEACHERS PROFESSIONAL DEVELOPMENT STUDENT ROADMAP

## IMPORTANT INFORMATION FOR NEW NON-DEGREE STUDENTS

### 1. GET ACCEPTED

Wait to receive your approval email from Graduate School of Education's Office of Graduate Admission. This will give you all of the information you need to get started as a new non-degree student.

### 2. SET UP ELECTRONIC ACCESS

- 1 **Get your UBITName, Person Number and One-Time Password**  
Wait to receive email notification that your Person Number and UBITName are available in your applicant status page.
- 2 After you access your UBITName and Person Number, you will receive an email with your one-time password approximately 2-7 business days later (If you have previously been a UB student, you will not receive a One-Time Password. Contact UBIT Help Desk at 716-645-3542)
- 3 Once you have these three pieces, go to the UBIT activation page [buffalo.edu/ubit/activate](https://buffalo.edu/ubit/activate) to activate your account and create your new password. If you have 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.
- 4 Enroll in two-step verification from Duo. The first time you log into UB services like HUB, MyUB or UBlearns, you will be asked to enroll a device in two-step verification to confirm it is really you and protect your account. Learn more and enroll at [buffalo.edu/ubit/duo](https://buffalo.edu/ubit/duo) as soon as you activate your UBITName ([buffalo.edu/ubit/activate](https://buffalo.edu/ubit/activate)).

### 3. IMMUNIZATION AND MENINGITIS INFORMATION REQUIREMENTS

As an online-only student, you will automatically be waived from the immunization requirement. However, New York State requires that all students receive information about meningococcal disease and make an informed decision about whether or not to receive immunization against meningococcal disease. Please visit [buffalo.edu/studentlife/immunize](https://buffalo.edu/studentlife/immunize) for complete details.

### 4. SELECT YOUR COURSES

Teachers and staff who have been approved to take non-degree courses as part of this initiative can register for courses by completing the [Course Preference Registration Form](#) (login required using application account credentials). Submit your registration form with an updated proof of your employment to the Office of Graduate Admission at [gse-admission@buffalo.edu](mailto:gse-admission@buffalo.edu) no later than the deadline listed in your GSE non-degree approval email. Our staff will take care of registering you for your course(s).

Please note that while we will bill NYSED for your tuition and fees, you may become financially liable should you withdraw from or drop your classes after the relevant financial liability deadlines. Additionally, as a non-degree student, you are able to complete a maximum of 12 credits before you must be accepted into a degree or certificate program (this is also the limit that NYSED will pay for).

**TURN OVER**  
for more helpful  
information

## 5. COMPLETE THE ONLINE EDUCATION REQUIREMENT

The University at Buffalo requires all new students to pass "Sexual Assault Prevention for Graduate Students," an online education requirement, in addition to coursework for your field of study. Sexual Assault Prevention for Graduate Students is available on the Student Life Gateway: [buffalo.edu/studentlife/who-we-are/departments/health-promotion/alcooledu-and-sexual-assault-prevention](https://buffalo.edu/studentlife/who-we-are/departments/health-promotion/alcooledu-and-sexual-assault-prevention).



## 6. UBMAIL

To learn more about your UBmail, please go to [buffalo.edu/ubit/email](https://buffalo.edu/ubit/email). All official communication will be sent to your UBmail address. If you do not wish to use your UB account, please read the directions on having your email forwarded to another account. 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.



## 7. PARKING 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 [myub.buffalo.edu](https://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: [buffalo.edu/parking](https://buffalo.edu/parking).



## 8. 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: [myubcard.com/card](https://myubcard.com/card) Please note that having your card before you begin classes is not required, but highly recommended.

### QUESTIONS?

Call: 716-645-2110

Visit: [ed.buffalo.edu](https://ed.buffalo.edu)

Office of Graduate Admission

366 Baldy Hall | North Campus

 University at Buffalo  
Graduate School of Education

