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Questions?
Office of Compliance Services
University at Albany Department of Athletics
Physical Education Building, 3rd Floor
1400 Washington Avenue Albany, NY 12222
O: (518) 442-3045 or (518) 442-3005 | F: (518) 442-3031
Follow us on Twitter and Instagram @UAlbanyBylaws
PRE-UALBANY ADMISSION

All questions related to the admissions process should be directed to the Undergraduate Admissions Office at (518) 442-5435 or ugadmissions@albany.edu.

Dates to Remember

Dates for All Applicants
- Prospective Student Open House - October 20, 2018
- Accepted Student Open House - April 6
- First Day of Fall 2019 Classes - August 26, 2019
- First Day of Spring 2020 Classes - January 22, 2020

Freshman Deadlines
- Early Action Application Deadline - November 1
- Regular Admission Application Priority Deadline - February 1
- Financial Aid Priority Filing Date - December 1
- Enrollment Deposit Deadline - May 1

*Incoming student-athletes on a full athletic scholarship are not responsible to pay the $275 Enrollment Deposit. The Enrollment Deposit is waived for an incoming student-athlete on a full athletic scholarship.*

How to Apply to UAlbany

There are two different ways in which you are able to apply to the University at Albany:

1. **Apply with the Common Application**
   - The Common Application allows you to apply to over 500 participating schools with one application [https://apply.commonapp.org/Login](https://apply.commonapp.org/Login)

2. **Apply with the SUNY Application**
   - The SUNY Application allows you to apply to multiple SUNY schools with one application [https://www.suny.edu/applysuny/](https://www.suny.edu/applysuny/)

Additional Required Documents

After applying for admission, send all up-to-date high school official transcripts and test scores to the University at Albany at the following address:

**Transcripts**

*Office of Undergraduate Admissions*
*University at Albany*
*1400 Washington Avenue*
*Albany, New York 12222*
Test Scores

**ACT:** Go to [www.act.org](http://www.act.org) and sign in to your ACT profile. You must enter the code 2926 in order for your scores to be sent to UAlbany. For the NCAA Eligibility Center, the code is 9999.

**SAT:** Go to [http://www.collegeboard.org/](http://www.collegeboard.org/) and sign in to your SAT profile. You must enter the code 2532 in order for your scores to be sent to UAlbany. For the NCAA Eligibility Center, the code is 9999.

**TOEFL:** Go to [www.ets.org/toefl/](http://www.ets.org/toefl/) and sign in to your TOEFL profile. You must enter the code 2532 in order for your scores to be sent to UAlbany.

Personal Essay

Complete the essay component of at least 250 words on the Common Application or SUNY Supplemental Application.

Teacher/Counselor recommendation

Submit one recommendation from a teacher or counselor.

UAlbany Application Fee Information

The non-refundable application fee is currently $50. Submit the fee with your application, or request a fee waiver.

POST UALBANY ADMISSION

The following steps should be completed after you receive your acceptance letter from the University at Albany. Any questions regarding admissions to UAlbany should be directed to ugadmissions@albany.edu. Please indicate in your communication that you are an incoming student-athlete.

Access to MyUAlbany and UAlbany Mail Account

1. Activate your account and set your password.
   - Visit **MyUAlbany**. Select **UAlbany Password Set/Reset** from the Quick Links menu.
   - Follow the prompts to enter your SSN or UAlbany ID, date of birth, and PIN. Your UAlbany ID is located in the top right corner of your official acceptance letter and your PIN is emailed to your personal email account separately. If you do not know your PIN, select **Forgot your PIN?** and follow the instructions.
   - Create a complex password and set the security questions for your account.
• A confirmation message will display your Net ID and the systems you have access to. Never share your PIN or password with anyone.

2. Log on to MyUAlbany using your Net ID and password.
   • Visit MyUAlbany. Select STUDENT LOG ON and enter your Net ID and password to get into the portal.
   • Select Demographic Information, then Email Addresses to obtain your UAlbany Mail address. Please verify all your personal information and update it whenever there are changes.
   • Always "Sign Out" of MyUAlbany and close all browser windows to protect your information.

3. Login to your UAlbany email account.
   • Links to UAlbany Mail are available at or within MyUAlbany and the ITS website.
   • Once you are a matriculated student, enter your Net ID and password to access your mailbox. Please note that when you activate your account, it takes at least 15 minutes before your UAlbany Mail account can be accessed. If you attempt to log in and receive a message that your account is blocked, please wait at least 15 minutes before trying again.
   • Visit the ITS Website for more information on setting up and managing your UAlbany Mail account.

eRefund

It is highly recommended to sign up for an eRefund account to receive scholarship overages and reimbursements. In order to set up, please log into epay.albany.edu and follow these steps:

1. Log into epay.albany.edu and click on “eRefunds”.
2. Enter the account information and click “Save”.
3. Agree to the terms and conditions by clicking “I Agree” at the bottom of the page.
4. Click “Save” and your eRefund account has been created.

Freshman Student Health Records

1. Submit MMR Information
2. Submit Required Health Form
3. Acknowledge Meningitis Statement

Per Public Health Law 2165, all students taking six or more credits must submit a copy of their MMR immunizations (or copies of lab tests confirming immunity to Measles, Mumps
and Rubella). Details on Immunization requirements can be found at http://www.albany.edu/welcome/health.php?c=fr.

In addition, all students taking six credits or more must submit a completed Required Health Form. This form and any supporting information should be received no later than July 1 for students entering in the fall (or within two weeks of admission).

This form does not require a physician evaluation and can be completed in less than 5 minutes.

Failure to submit a completed Required Health Form and MMR immunization proof will result in administrative holds being placed on a student’s account, which may affect registration for classes.

Further, all students must comply with PHL-2167 which requires them to acknowledge receipt of information pertinent to Meningococcal meningitis and the Meningococcal vaccine. **This can be easily accomplished by signing on to MyUAlbany.**

**Freshman Orientation**

At Orientation, you will see, learn, and do everything you need before the first day of classes!

Orientation programs assist new students as they make the transition to life at the University at Albany. Our friendly and informed staff will provide the guidance and support you need to become fully integrated into the campus community. Complete Orientation participation is required for all new degree-seeking undergraduate students.

Freshman Orientation is a two-day program in the summer during which students stay overnight in a UAlbany residence hall. Students will meet with their academic advisor to finalize their class schedule, attend interactive and informative sessions, meet other freshman students, and have fun! Current UAlbany students serve as Orientation Leaders to guide students throughout the entire Orientation program.

**How to Register**

Pay your Enrollment Deposit.

1. Set up your Net ID and password. This information will be sent to your personal email after you pay your deposit.

2. Visit Welcome Website at [http://www.albany.edu/welcome/](http://www.albany.edu/welcome/). Here you will find a checklist with all the steps that new students need to complete before coming to campus, including Orientation!
3. On the orientation section of the Welcome website, you will be given clear instructions on how to login to the Orientation registration system.

4. During registration, you will be able to select your Orientation date, answer questions about your academic plans, and add family members that wish to attend Family Orientation.

5. Immediately after submitting your Orientation registration, you will receive a confirmation email. This email will include important information including when and where to arrive for Orientation, a map, and a parking pass.

New Student Fee

All incoming students are required to pay a New Student Fee. This fee supports UAlbany undergraduate students throughout their undergraduate careers, including orientation and academic year programming. The New Student Fee is $255 for freshman students and will be charged to your first semester bill.

Family members are welcome to attend Orientation at no additional cost.

What to Bring to Orientation

1. Overnight Supplies – Bed linen or sleeping bag, pillow, alarm clock, toiletries & towels

2. Clothing – Informal clothing that is appropriate for outdoor activities and comfortable shoes

3. Sneakers – Significant walking and outdoor activity will be required; sandals alone will not suffice

4. Fan – Students should bring a portable fan for the residence hall

5. Photo ID – Necessary in order to receive your SUNYCard

6. Temporary Parking Permit – Display this on your dashboard if you plan to drive to Orientation, available in the confirmation materials sent to you UAlbany email address

7. Campus Map – Available in the confirmation materials sent to your UAlbany email address

8. Money – for vending machines, or bookstore, if desired

9. Your UAlbany ID, Net ID and password

10. Your Questions and Enthusiasm!
Great Dane Beginnings

Great Dane Beginnings is an online community for all new students. This community has a variety of important information to help you prepare for your first semester at UAlbany. To access and complete Great Dane Beginnings, please follow the steps below.

- Starting on May 1st login to Blackboard using your Net ID and password.
- Click on the “Community” tab in the top right.
- Click on “Freshman Great Dane Beginnings” under “My Organizations.”
- Review all sections of the community and complete all quizzes before your Orientation date.

Completion of Great Dane Beginnings is required for all new students. Please contact Orientation and Transition Programs at orientation@albany.edu with any questions.

International Students

The United States has tax treaties with a number of foreign countries for scholarship income. If a student’s country does not have a tax treaty with the United States, any scholarship funds received in excess of tuition, fees and required books are considered taxable income.

In order to be taxed at the standard 14% rate each semester, a student must acquire either a SSN (Social Security Number) or ITIN (Individual Tax Identification Number). Otherwise, the scholarship can be taxed at 30% each semester for any amount in excess of tuition, fees and books. A SSN is recommended because it is generally easier and quicker to obtain.

Students are responsible to pay the 14% tax on scholarship funds received in excess of tuition, fees and books. It is recommended that students and their family consult with the UAlbany Student Financial Services Office located in Campus Center G-26 by phone (518) 442-3202 or email fao@albany.edu to configure payment, payment plan, or loan options.

The SSN process will be initiated during the month of August by the Office of Human Resources. Failure to complete this process will withhold a portion of the student-athlete’s athletic scholarship from being applied to their student account. This would in turn result in holds on their account, overdue bills, late fees, etc.

Around mid-March, annually, a student will receive their 1042-S tax reporting statement from the University at Albany’s Payroll Office along with a letter, which explains how to file a tax return with the IRS (Internal Revenue Service) and potentially recuperate a portion of those taxes. If a student has specific questions on filing a return, the University at Albany recommends that a student work with a tax expert to ensure the correct forms are completed and submitted to the IRS.
International Student and Scholar Services (ISSS)

International Student and Scholar Services (ISSS) advises international students on federal immigration and other laws, and University policies that are relevant to helping international students maintain legal status while studying at the University at Albany. There are regular walk-in advising hours during which a student can talk with an International Student Advisor.

ISSS also provides on-going counseling on personal, academic, financial, and social matters whenever students might need. The ISSS provides a legally required orientation session for new students each semester. This orientation is vital, as international student must abide by many rules: full time registration, limits to on-line courses, work restrictions and reporting requirements. For more information on international orientation, please visit ISSS’s website for new students at https://www.albany.edu/isss/new_students.php.

International students need to communicate regularly with the ISSS office and are encouraged to email isss@albany.edu or come in to talk with an advisor in Science Library G-40 with any questions.

FINANCIAL AID

All athletically-related financial aid questions should be directed to Melissa Peach, Associate Athletic Director for Compliance at mpeach@albany.edu. Any questions related to financial aid should be directed the Office of Financial Aid at fao@albany.edu.

What do athletic scholarships cover?

At the University at Albany, athletic scholarships may cover tuition, fees, room, a meal plan, and required books. Below are the costs from the 2018-19 academic year.

<table>
<thead>
<tr>
<th></th>
<th>Tuition</th>
<th>Fees</th>
<th>Standard Room</th>
<th>Meals</th>
<th>Books</th>
<th>Total</th>
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<td>$8,782</td>
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<td>Costs</td>
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</tr>
<tr>
<td>Out-of- State</td>
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<tr>
<td>2018-19</td>
<td>Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Making Payments

Online Payments
Login with your Net ID and Password. Students can set up authorized users to also view and pay invoices. See the authorized users tab in ePAY. If paying from a checking or savings account, you will need your bank’s routing number and Bank Account number. At epay.albany.edu, you can:

- Make a payment
- Enroll in a payment plan
- Designate an authorized user to make payments
- Create an e-refund account
- View payment history
- View e-Bills
- Make deposits
- Sign up for Text Messages

Address for Payments by Mail
For payments by mail, please send the payment to the following address with a copy of the e-bill or include the students name, address and student ID on the correspondence:

University at Albany
State University of New York
1400 Washington Avenue
Campus Center, G-26
Albany, NY 12222

Free Application for Federal Student Aid (FAFSA)
FAFSA is an application the U.S. Department of Education uses to determine if a student is eligible for federal financial aid. Depending on your expected family contribution, you can receive up to $6,137 in Federal Pell Grant in addition to subsidized and unsubsidized loans. Students are required to complete a FAFSA before each academic year. This figure can change annually.

*Please note that you must complete a 2019-2020 FAFSA which became available October 1, 2018 if you wish to receive the Federal Pell Grant for the summer 2019 term. You will also need to complete the 2019-2020 FAFSA for the 2019-2020 academic year. You will use 2017 tax and W-2 information.

**F-1/J-1 visa holders are not eligible to apply for federal aid.

Before You Begin Your FAFSA
To complete the FAFSA, you will need:
- Your SSN
- Your most recent federal income tax returns, W-2’s, and other records of money earned. (Note: You may be able to transfer your federal tax return information into your FAFSA using the IRS Data Retrieval Tool.)
- Bank statements and records of investments (if applicable)
- Records of untaxed income (if applicable)
- An FSA ID to sign electronically

If you are a dependent student, you will need all of the information about your parent(s). It could take up to an hour to complete the FAFSA for the first time, so it is highly recommended that you have all of the documentation listed above before you start the application.

Creating a FSA ID

The first step to completing a FAFSA is creating a FSA ID. The FSA ID allows students and parents to identify themselves electronically to access FSA Web sites. A FSA ID is made up of a username and password and can be used to log into your FAFSA on the web.

Once you create a FAFSA ID, it is highly recommended that you write down your FSA ID, username, password, and save key. You will use this information each time you access your FAFSA.

Financial Aid Frequently Asked Questions

Q: I received my Financial Aid Award. Why isn’t it reflected in my Account Balance on MyUAlbany and E-Pay?

A:

Have you accepted your financial aid on MyUAlbany? Go to: www.albany.edu/financialaid/award_accept.shtml

New and Continuing borrowers only – have you completed the Entrance Counseling at: https://studentloans.gov/?

New Direct Loan Borrowers only – have you signed an Electronic Master Promissory Note at: https://studentloans.gov/?

New Perkins Loan Borrowers only – have you signed your Perkins Promissory Note at: slsc.albany.edu/ecsi/prom.html?

Q: I recently submitted documents, have they been processed yet?

A:

It depends. Check your MyUAlbany “To Do” list on the “Student Home” page under “Important Notices.” If there is nothing on it, we have received the requested documents,
and you should allow ten (10) business days for processing. If your FAFSA was recently filed and required no follow up, we generally are able to notify you of your financial aid package within 24-48 hours. FAFSAs received requiring follow-up will result in a To Do list being generated on MyUAAlbany and will require additional time for processing.

Q: I do not receive Financial Aid, or I have a balance after financial aid received. What payment options are available?

A:

E-Payment Plan:
The E-Payment Plan was developed to help students and families meet financial obligations while attending the University at Albany. Cost of the plan is $45 per semester.

The E-Payment Plan is not a loan program, but a way to minimize debt by extending the payment period. Fall installments are due on 8/15, 9/15, 10/15 and 11/15. Spring installments are due 1/15, 2/15, 3/15 and 4/15. Missed installments are due on enrollment.

The last day to enroll in the plan for the fall is October 15 and the last day to enroll for the spring plan in March 15. Visit www.albany.edu/studentaccounts/payment_plan.php for more information.

Direct Parent PLUS Loans (For Dependent students only. Requires the filing of a FAFSA):
For families in need of additional loan operations, a Parent PLUS loan is a credit based unsubsidized loan for parents of dependent students. The parent borrower must not have an adverse credit history. The PLUS loan is designed to assist with educational expenses up to the cost of attendance minus all other financial assistance.

The PLUS Loan application is a two-step process. The parent must first complete the PLUS credit application and then the PLUS master promissory note at https://studentloans.gov/. See https://www.albany.edu/financialaid/awardsdetail_par_plus.shtml to learn more.

Alternative Loans:
Alternative Loans are private education credit based loans that are offered by some financial lending institutions. Not everyone will be credit qualified for these loans.

Alternative loans are designed to finance your remaining cost of attendance after all other sources of federal and state aid are exhausted. Learn more at http://studentaid.ed.gov/types/loans/federal-vs-private.

Q: Why isn’t my TAP appearing on my bill?

A:

Have you completed the TAP application process and receive an award certification email from NYSHESC? Visit https://www.hesc.ny.gov/pay-for-college/apply-for-financial-aid/nys-
tap.html to check your TAP application status. It may take up to two weeks for an approval award to appear as pending financial aid on your student account.

Are you enrolled for at least 12 credits at UAlbany, in a degree program?

Are you being billed at the NYS resident tuition rate? View your E-Bill at epay.albany.edu.

Are you a U.S. citizen or eligible non-citizen?

Have you ever submitted proof of U.S high school graduation, or the equivalent, to the Undergraduate Admissions Office?

As of the first day of classes, do you meet NYS good academic standing requirements? Visit https://www.albany.edu/financialaid/requirements.shtml for more information.

If you are a junior, have you declared a major?

Q: My parent was recently approved for a PLUS, why don’t I see the PLUS as anticipated aid?

A:

If your parent was recently approved for a PLUS, you may not see the anticipation aid for a few reasons. Review the following items to see if they relate to your situation.

The PLUS application was recently completed. If your parent recently completed the PLUS application, monitor MY UAlbany to view all awarded updates. Please be advised the PLUS request will be processed within 7-10 business days. Note: a new PLUS application is required to process additional PLUS requests.

The PLUS master promissory note (PMPN) have not been completed or was recently completed. If your parent is a new borrower that does not have a valid PMPN on file, he/she will need to complete a PMPN a www.studentloans.gov. Once signed, the PMPN is valid for a 10-year period. Generally, your parent will only need to sign the PMPN once for your career at the University at Albany. There are circumstances that will require the completion of additional PMPNs. To determine whether the PMPN has been completed, refer to your to-do items on MyUAlbany.

Q: My parent was denied the PLUS. Why haven’t I been offered the additional Direct Unsubsidized Loan?

A:

If your parent has received an adverse credit decision, an additional Direct Unsubsidized Loan id not necessarily offered. There are several reasons why you may not have been offered the additional funds. Here are a few common reasons:
In an effort to potentially have the adverse credit decision overturned, your parent indicated they will be seeking an “Endorser” on the PLUS application. An endorser is someone who does not have an adverse credit history and agrees to repay the loan if your parent does not repay it. For additional information on the endorser application process, visit www.studentloans.gov

On the PLUS application, your parent indicated he/she wishes to “Appeal” the adverse credit decision in an attempt to get the PLUS approved. Your parent will need to document proof of extenuating circumstances to the satisfaction of the Department of Education. For guidance please refer to https://studentloans.gov/myDirectloan/whatYouNeed.action?page=credit.

On the PLUS application, your parent indicated he/she is “Undecided” as to what action will be taken regarding the adverse credit decision. Your parent will need to reapply with an endorser, appeal the decision, or submit a letter to the Student Financial Center indicating no further action will be taken to obtain approval of the PLUS. The adverse credit decision was recently made by the Department of Education. If your parent indicated no further action would be taken to obtain a PLUS approval, please allow for 10 business days for our staff to process the additional Direct Unsubsidized Loan.

**Outside Scholarships**

The NCAA has strict regulations that determine what outside scholarships (e.g. high school booster club, rotary club, pop Warner or local sports club) a student-athlete may receive. The Office of Compliance Services must approve all outside scholarships before the money is disbursed to the student-athlete. In order to expedite the approval process, once you know that you will be receiving an outside scholarship, please email Melissa Peach at mpeach@albany.edu in the Office of Compliance Services a completed “Outside Financial Aid Reporting Form” (attached at the end of this packet) for each outside financial award issued to you.

**HOUSING**

All freshman students are required to live on campus for their first two years of study. If you live locally and wish to live at home with your parents, please fill out the Exemption to Campus Residency Requirement and return it to the Residential Life Office no later than August 1st, 2019.

**Housing Options for Freshman**

**Dutch Quad:**
Dutch Quad is comprised of continuing students and freshman students. The residence halls are all suite style housing, which consists of 1 to 3 bedrooms that share a ‘suite’/living room and a bathroom. Several buildings on Dutch Quad have been designated as recess housing (open during campus breaks). These are generally for athletes and International
students who are required to remain on campus during breaks. Dutch Quad has its own fitness center and game room. The Women’s Resource Center is located on Dutch Quad in Bleecker Hall.

**Indian Quad:**
Indian Quad is comprised of all freshman. The eight buildings surrounding the tower provide a traditional residence hall environment with community bathroom facilities located centrally on each floor. There is a Resident Assistant assigned to each floor/area. They are responsible for serving as a resource and facilitating community development on their floor/area. Indian Quad has its own state of the art fitness center, now run by Campus Recreation, and a newly renovated dining facilities and a gaming room. The CHARGE Resource Room is also located on Indian Quad. The resource room houses a library and other resources that help University at Albany residences develop a respect for diversity within racial and ethnic groups.

**State Quad:**
State Quad is comprised of freshman students. The residence halls are all suite style housing, which consists of 1 to 3 bedrooms that share a “suite” and a bathroom. Each hall is co-ed by suite. Several buildings on State Quad have been designated as recess locations (open during campus breaks). These are generally for athletes and International students who are required to remain on campus during breaks. State Quad has its own fitness center, game room and newly renovated dining hall. The Department of Residential Life is also located on State Quad. Special interest housing options on State Quad include the Honor’s College Housing and some Living-Learning Communities.

**Housing Frequently Asked Questions**

**Q:** When will I get my housing assignment and roommate information?

**A:** Room assignments for the 2019-2020 academic year will be sent out via campus email the first week of August. Please keep an eye out on your campus email account.

**Q:** What furniture is supplied in my room?

**A:** For each student there is an extra-long twin bed, mattress, desk and chair, dresser and closet. All of our residence halls have wireless internet connections; in addition, each student is assigned an Ethernet connection and a cable jack. Each suite in the Residence Halls and bedrooms on Indian Quad have a hard wired phone that is for accessing the University 911 system and for campus calls only,
Q: What are the room types and rates?
A: Visit https://www.albany.edu/housing/roomrates.shtml to review on campus options.

Q: I am 21 years of age and I live in State or Indian Quad, can I possess alcohol?
A: No. State and Indian, which are home to our Freshman population, are both dry Quads meaning alcohol is not permitted even if you are of age. Students may not even possess empty alcohol containers nor use them for decorative purposes.

Q: What is the proper way for people to address mail to me?
A: Your mailbox number will be provided to you in your room assignment letter. Name
Quad Name & Box #
University at Albany
1400 Washington Ave
Albany, NY 12222

PARKING

Freshman Parking Ban

No one may purchase a parking permit for a car that is registered in Department of Motor Vehicles to a resident freshman, a parent of a resident freshman or anyone else who lives at the same address as the resident freshman.

The Office of Parking and Mass Transit Services defines a freshman to be any FIRST YEAR college student. To be exempt from the Resident Freshman Parking Ban, the student must have completed two full semesters at a college or University.

Freshman who reside in University residence halls are not permitted to register or park a vehicle on campus including meters & visitors’ paid lot. Freshman who reside off-campus may register a vehicle on campus.

Pre-college credits, advanced placement credits, CLEP credits, and the like are not relevant to this regulation. Any credit awarded for coursework taken prior to high school graduation, or during the summer following graduation, does not change student status as freshman or first year college student.

Students entering their second semester that obtain “sophomore status” by virtue of their registration are still considered freshmen. The student must complete two full semesters at a college or university to be exempt from the ban. Students entering their second year (i.e. third semester) at the University are eligible to register a vehicle on campus even if they
have not completed enough credits to obtain sophomore standing. They are no longer considered first year college students.

No exemptions will be made for students who have jobs in the local area or at home. Students with medical considerations, after approval through the University Health Center, may be granted an exemption. Students with military obligations may be granted an exemption with supporting documentation from their commanding officer on military letterhead.

Exemptions are granted on a semester basis and will be renewed, free of charge, if the student’s circumstances remained unchanged. Verification must be provided to document this request. Renewals will not be granted if the student received a parking violation the previous semester.

Please be aware that ANYONE attempting to register a vehicle for a RESIDENT FRESHMAN is subject to referral to the Student Judicial Board for review. Both parties referred may be placed on disciplinary probation, and prohibited from operating/parking a vehicle on campus for an additional year. In addition, any vehicle registered to a RESIDENT FRESHMAN will be placed on the TOW LIST and the vehicle will be towed at the owner’s expense, even if legally parked.

**ARMS Software**

The UAlbany Department of Athletic uses ARMS Software. ARM is a cloud-based system used to complete various compliance and athletic-related department forms. Prior to your arrival at UAlbany, you will receive instructions on logging into your ARMS account to complete mandatory athletic department, conference and NCAA forms prior to clearance for athletic participation.

**Important Contacts**

**Office of Compliance Services**

**Dan VanDenburgh** – Assistant Athletic Director for Compliance  
Campus Email: dvandenburgh@albany.edu  
Campus Phone: (518) 442-3045

**Melissa Peach** – Associate Athletic Director for Compliance  
Campus Email: mpeach@albany.edu  
Campus Phone: (518) 442-3005

**Undergraduate Admissions**  
Campus Email: ugadmissions@albany.edu
Campus Phone: (518) 442-5435

**International Admissions**

**John Pomeroy** – Senior Admissions Advisor  
Campus Email: [jpomeroy@albany.edu](mailto:jpomeroy@albany.edu)  
Campus Phone: (518) 956-8198

**International Scholar and Student Services**  
Campus Email: [isss@albany.edu](mailto:isss@albany.edu)  
Campus Phone: (518) 591-8172

**Financial Services**  
Campus Email: [fao@albany.edu](mailto:fao@albany.edu)  
Campus Phone: (518) 442-3202
Freshman Checklist

**Pre-UAlbany Admission**
- Apply for Admission through either the Common Application or with the SUNY Application
- Send official transcript to UAlbany
- Send all SAT and ACT test scores to UAlbany

**Post UAlbany Admission/Pre-Enrollment**
- Pay Enrollment Deposit of $275 by May 1st to reserve your place at UAlbany
- Activate MyUAlbany account and UAlbany Mail Account
- Sign up to an eRefund account to receive scholarship overages and reimbursements
- Submit student Immunization Forms
- Register for New Student Orientation
- Fill out housing application via MyUAlbany
- Complete the FAFSA
- Attend New Student Orientation
- Request Final NCAA Amateurism Certification (can be requested beginning April 1, October 15 for midyear enrollees)

**Upon Graduation**
- Request final transcript be sent to UAlbany
- Request final transcript be sent to NCAA Eligibility Center

**Arrival to Campus**
- Obtain a social security number (if international student)
- Enjoy your UAlbany experience!