

Issue	Who Can Help	How to Do It	Contact Information
Federal and State Aid eligibility questions	Financial Aid	Contact Financial Aid to verify all aid forms have been filled out accurately and submitted before the deadlines to permit aid packaging, check academic eligibility for aid, and accept awards. Ask about scholarship opportunities.	Moot Hall 230 Phone: (716) 878-4902 Fax: (716) 878-4903 Email: finaid@buffalostate.edu financialaid.buffalostate.edu/ Additional information for advisers: http://financialaid.buffalostate.edu/faculty-and-staff
Obtaining books for class	Campus Bookstore, Butler Library, Instructors	Visit campus bookstore website to search for required textbooks and place order. Can also be done in person in the bookstore which is located in the Campbell Student Union. After registering for classes in Banner, click Registration, then Books and required texts for each course will be listed. Check Butler Library for texts on reserve, books in the collection, and interlibrary loan. Book deferments are also available at the start of the semester for financial aid recipients who qualify (see Financial Aid for details).	<i>Barnes & Noble at Buffalo State Bookstore</i> Campbell Student Union Array Phone: (716) 878-5509 Fax: (716) 878-3063 Email: buffalostate@bkstore.com <i>Butler Library</i> Butler Library 134 Phone: (716) 878-6314 library.buffalostate.edu/
Stress management, sleep disturbances, or other mental health concerns	College Counseling Center	Make an appointment with the college's Counseling Center for a free and confidential meeting with a professional counselor. Students who have applied for the health insurance waiver are still eligible to receive services from the college's counseling center. No co-pays are required.	Weigel Health Center 219 Phone: (716) 878-4436 Fax: (716) 878-3003 counselingcenter.buffalostate.edu/
Physical health issues	Weigel Health Center	Make an appointment with the college's health center for a free and confidential meeting with a medical professional. Students who have applied for the health insurance waiver are still eligible to receive services from the college's health center. No co-pays are required and referrals to specialists are available.	Weigel Health Center Phone: (716) 878-6711 Fax: (716) 878-6727 Email: weigel@buffalostate.edu weigel.buffalostate.edu/
Leave of Absence and Medical Leave of Absence	Department Chair, academic Dean's Office, Registrar, Academic Standards, Weigel Health Center, and Dean of Students	Start the discussion with your department chair or academic dean's office. Discuss the life situation that you think would prevent completion of the semester. Discuss financial and time-to-degree consequences.	<i>Registrar's Office</i> Moot Hall 210 Phone: (716) 878-4811 Fax: (716) 878-3419 Email: regofc@buffalostate.edu registrar.buffalostate.edu/

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Maladaptive academic behaviors (e.g., poor study skills, time management, attendance)	Academic Commons, academic Dean's Office	<p>Consider the following ways to improve your academic behaviors:</p> <ul style="list-style-type: none"> • Seek out tutoring and academic skill development help from Academic Commons services (e.g., the Writing Center, Math Center, other tutoring, etc.) • Attend all classes • Turn in all assignments on time • Spend 2-3 hours studying for every hour of class time. • Meet with faculty during office hours • Actively read all assigned readings and assignment instructions • Reviewing class notes shortly after class • Review the prior class session's notes shortly before class • Ask questions in class • Disengage from technology that is not course-related during class • Take meaningful notes in class 	<p><i>Academic Commons</i> Twin Rise 100 Phone: (716) 878-4369 Email: woznicam@buffalostate.edu academiccommons.buffalostate.edu</p> <p>Academic Commons Services Include:</p> <p><u>The Writing Center</u> Offering tutoring in writing skills and help on writing assignments for any class. <i>310 E.H. Butler Library</i></p> <p><u>The Math Center</u> Offering tutoring in mathematics and statistics courses. <i>Buckham Hall, Room A203</i></p> <p><u>The Tutoring and Learning Center</u> Offering tutoring in a wide range of courses and help with study skills such as time management, notetaking, and textbook reading. <i>South Wing 320</i></p> <p>For a full list of tutoring offerings, locations, hours, or to make an appointment, visit this link.</p>
Major and Career Concerns	Career Development Center	The CDC assists students who need information about their career options and help in clarifying their goals for a career or major. Faculty and staff members can refer both "declared" and "undeclared" students for this assistance, which is provided through individual career counseling and assessment, an online career exploration program (FOCUS), a one credit course (UNC 111) to explore the career planning process, and the " Careers In... " series and career videos on the CDC website to find out what you can do with your major	Cleveland Hall 306 Phone: (716) 878-5811 Email: askcdc@buffalostate.edu http://cdc.buffalostate.edu
Roommate concerns (on campus)	Residence Life	Speak with the Residence Life professionals in your residence hall or the staff in the Residence Life office about your roommate concerns so they can assist you in addressing the issue.	Porter Hall Phone: (716) 878-3000 Email: reslife@buffalostate.edu residencelife.buffalostate.edu/

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Difficulty with campus technology accounts	Online through Buffalo State website	Activate campus network and student e-mail. Access Banner, Degree Works, and Blackboard. Review online tutorials or seek assistance from RITE Support Desk to use systems.	RITE Support Desk Butler Library 147 Phone: (716) 878-4357 Email: rsd@buffalostate.edu https://rite.buffalostate.edu/new-student-setup.html
Documented disability that has not been made known to the college	Student Accessibility Services	Contact the Student Accessibility Services office for an intake appointment. Bring all required forms and evaluation materials to their office for your appointment so you can quickly be matched up with the accommodations and support you are entitled to in college.	South Wing 120 Phone: (716) 878-4500 Fax: (716) 878-3804 Email: disabilityserv@buffalostate.edu disabilityservices.buffalostate.edu/
Financial Concerns	Financial Aid, Career Development Center	Contact the Financial Aid office for help identifying scholarships and other funding sources that may assist with expenses while in college. Log into ORCA , the Career Development Center's (CDC) job listing database that includes part-time jobs and paid internships. Seek assistance from the CDC with job search preparation through appointments and regularly scheduled workshops. Concerns about paying an outstanding bill due to the college should be directed to Student Accounts prior to the bill coming due.	<i>Financial Aid</i> Moot Hall 230 Phone: (716) 878-4902 Fax: (716) 878-4903 Email: finaid@buffalostate.edu financialaid.buffalostate.edu/ <i>Career Development Center</i> Cleveland Hall 306 Phone: (716) 878-5811 Fax: (716) 878-3152 Email: askcdc@buffalostate.edu http://cdc.buffalostate.edu
Food concerns	Dining Services; Campus Food Bank	Sign up for or change a meal plan or visit one of the campus foodbank locations to access free food if a meal plan is not a financial option. Talk about food concerns related to dietary restrictions or religious observations with Dining Services.	<i>Student Dining Services</i> https://www.dineoncampus.com/bsc/meal-plan-purchase Phone: (716) 878-5152 <i>Mulligan's Food Pantry</i> http://studentlife.buffalostate.edu/milligans-food-pantry
Getting parking tickets	Parking Services	Register for parking permit if you will have a car on campus. You must be registered for classes and have the registration information for your vehicle and payment ready before your request a parking permit. Park in approved areas.	Chase Hall 126 Phone: (716) 878-3041 Fax: (716) 878-3384 Email: police@buffalostate.edu sunny.buffalostate.edu/parking

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Transportation issues	Transit Pass Program	Use the transit pass program for access to the NFTA Metro Bus and Rail System. (A College Riders Accessing Metro pass and current Buffalo State photo ID card is required.)	http://financeandmanagement.buffalostate.edu/ride-bus-or-rail
Housing concerns	Residence Life Office; Dean of Students; Counseling Center	Obtain Housing application from Housing, complete, and return to Housing; pay for Housing deposit online in Banner; Talk with Dean of Students or Counseling Center for referrals related to homelessness.	<i>Residence Life Office</i> Phone: (716) 878-3000 Fax: (716) 878-3525 http://residencelife.buffalostate.edu/ <i>Dean of Students Office</i> Campbell Student Union 311 Phone: (716) 878-4618 Fax: (716) 878-3006 Email: cedriae@buffalostate.edu deanofstudents.buffalostate.edu/ <i>Counseling Center</i> Weigel Health Center 219 Phone: (716) 878-4436 Fax: (716) 878-3003 counselingcenter.buffalostate.edu/
Course registration	Online in Banner	Register for courses based on your review of Degree Works, remaining degree requirements, and academic adviser comments. Check for holds and resolve them. Confirm your schedule in Banner after registration to ensure schedule is accurate.	Moot Hall 210 Phone: (716) 878-4811 Fax: (716) 878-3419 Email: regofc@buffalostate.edu registrar.buffalostate.edu/
Missing High School or Final Transcripts from other college/ Confirm Transfer Equivalencies	Undergraduate Admissions	Contact your high school guidance office and/or past college's Registrar to request transcripts. Follow-up by logging into Degree Works or by checking with Admissions to see what credits have been accepted.	Moot Hall 110 Phone: (716) 878-4017 Fax: (716) 878-6100 Email: admissions@buffalostate.edu admissions.buffalostate.edu/