

Spring 2018 Student Resource



The following information is provided by the Financial Aid, Student Accounts, and Registrar Offices at SUNY Buffalo State

Important Dates and Deadlines							
Classes Begin	Last Day for Drop/ Add	Undergraduate Degree Application	Mid Term Grading Closes	Withdrawal Deadline	Critique and Evaluation Period	Final Day of Spring Semester	Grades Submitted
Mon., Jan. 29	Sun., Feb. 4*	Fri., Feb. 2	Fri., Mar. 30	Fri., April 6**	Mon., May 14 – Thu. May 17	Thu., May 17***	Wed., May 23

* Final date a student can drop a class and not have it appear on their academic record

** Final date a student can withdraw from a class and receive a “W”

*** Final date federal financial aid (including loans) may be processed

There are no classes on the following dates:		
Martin Luther King J. Day	Presidents Day Recess	Spring Recess
Mon. Jan. 15	Mon. Feb. 19	Mon. Mar. 26 – Sat. Mar. 31

THE FOLLOWING IS VERY IMPORTANT:

- ★ There are no drops after February 4th. Starting February 5th, to leave a class you must **withdraw** online in Banner. **February 4th** is the last day to leave a class without financial penalty. Your refund percentages, based on date of withdrawal, are available on the Student Accounts [Refunds and Financial Liability](#) webpage.
- ★ The process to late add a class no longer requires a paper form. The process is now done **electronically**; instructions for this process can be found [here](#).

Other Important Reminders:

Registrar’s Office

- Verify your schedule in [Banner \(View/Print schedule\)](#) to make sure instructors or class locations haven’t changed.
- Use [Schedule Planner](#) to simplify and decrease the amount of time spent in planning your schedule.
- Resolve [registration add error messages here](#) (these errors prevent you from registering for a course)
- If you are on a [waitlist](#) for a course, check the schedule to see if another section has seats available. It’s always a best practice to secure a seat in a course as soon as possible; do not wait until the start of the semester.
- The [Banner Student Registration Guide](#) is a helpful reference tool; also review the Registrar’s [FAQs](#) site

Financial Aid Information

- [Review financial aid awards](#) in Banner and check the “Eligibility” section for requirements/missing documents.
- Request a [Textbook Deferment](#) online via Banner or in-person (FAO or SAO) from **1/11/18 – 2/7/18**.
- Health Insurance Waiver due date is **2/24/18**.
- Complete the [2018-2019 FAFSA](#) (using 2016 federal income tax data) as soon as possible for next fall and spring.
- Review the [Spring Aid Disbursement and Refund Schedule](#)

Student Accounts Office

- Electronic bills (eBills) are the exclusive billing method for Buffalo State student account balances. E-billing notifications will be sent to your Buffalo State student email account.
- Students have ability to grant parents or others access to view/ pay their e-bill by establishing an “Authorized Payer” account in QuikPAY.
- Enroll in [direct deposit](#) if you are expecting a refund from financial aid funds

Where to Get Help				
Office	Email	Phone	Walk Up Window	Hours
Financial Aid	finaid@buffalostate.edu	(716) 878-4902	Moot Hall 230	Mon., Tues., Wed., Thur., Fri. 8:30-5:00
Student Accounts	stuacct@buffalostate.edu	(716) 878-4121	Moot Hall 260	
Registrar	Regofc@buffalostate.edu	(716) 878-4811	Moot Hall 210	

*** Email to your Buffalo State email account is the official form of communication to students. ***

*** Be sure to check your Buffalo State email regularly! ***