



Undergraduate Education: Important Websites for New Faculty

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MyUB – <http://myub.buffalo.edu> - MyUB is your personalized portal to the UB Web, with many of the links you use the most right at your fingertips! Important MyUB pages for undergraduate education include:

- *Teaching* – Contains links to information and tools to help you in your classes, including academic calendars, class schedules, course reserve, library and technology services, and academic policies.
- *For Advisors* – Contains helpful information for providing academic advice to students, including the Undergraduate Catalog, General Education requirements, policies, forms, and a glossary of academic terms.
- *Help/Feedback* – If you have questions about MyUB or need assistance, use the tutorials and response form on this page.

Academic Advising

- *Website:* UB's Campus-Wide advising site, which contains information that is helpful for all students: <http://advising.buffalo.edu/>
- *Contact:* At UB, Academic Advising is distributed within decanal units. A directory of advising offices and Websites is available at: <http://advising.buffalo.edu/directory/index.php>

Academic Integrity Policy and Procedures

- *Website:* <http://undergrad-catalog.buffalo.edu/policies/course/integrity.shtml>
- *Contact:* Carol Tutzauer, Assistant Vice Provost of Undergraduate Education, 645-3901, tutzauer@buffalo.edu
- *Contact for Turnitin plagiarism detection software:* Stacy Person, Managing Director, Educational Technology Center, 645-7700, ssperson@buffalo.edu

Admissions

- *Website:* <http://admissions.buffalo.edu/>
- *Contact:* Patricia G. Armstrong, Director of Admissions, 645-6136, pga2@buffalo.edu

Campus Dining and Shops (including campus catering, dining, vending, retail)

- *Website:* <http://www.myubcard.com>
- *Contact:* Mitch Green, Executive Director, 645-2526, greenm@buffalo.edu

Career Services - Career Services provides support in career counseling, job searching, internships/mentoring and on-campus/part time jobs for UB students.

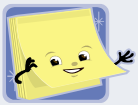
- *Website:* <http://www.ub-careers.buffalo.edu>
- *Contact:* Dan Ryan, PhD, Director, 645-2231, dryan@buffalo.edu

Disability Services - Disability Services arranges interpreters, accessibility tools and other accommodations for students with disabilities.

- *Website:* <http://www.ub-disability.buffalo.edu>
- *Contact:* Randy Borst, Director, 645-2608, reborst@buffalo.edu

Grading

- *Policies:* <http://undergrad-catalog.buffalo.edu/policies/grading/index.shtml>
- *Procedures:* Instructors submit grades via Web Grading. The dates of operation for Web Grading (which is accessed via MyUB) are sent to the



PLEASE NOTE!

The Office of the Vice Provost and Dean welcomes your questions, concerns, and suggestions regarding any aspect of undergraduate education at UB. Please do not hesitate to e-mail us at vpue@buffalo.edu, and we will be pleased to respond!

- instructor of record during the middle of the semester.
- *Contact:* Shelley Frederick, Assistant Vice Provost of Undergraduate Education, 645-5697, frederic@buffalo.edu

Mid-Semester Evaluation of New Undergraduates

- *Policies:* <http://undergrad-catalog.buffalo.edu/policies/grading/midsemester.shtml>
- *Procedures:* Instructors with new undergraduates in their classes will be asked to submit, via the web, S/U evaluations of student performance between October 3 and 24. Instructions will be sent the week of Sept. 25. Ensure that your UB email account is activated to receive these instructions.
- *Contact:* Regina Toomey, Sr. Associate Vice Provost of Undergraduate Education, 645-6138, toomey@buffalo.edu

New Student Programs - Manages new student orientation, UB 101, UB Reads and Parent Programs.

- *Website:* <http://www.student-affairs.buffalo.edu/nsp>.
- *Contact:* Matt Weigand, PhD, Director, 645-6125, weigand@buffalo.edu

Parking & Transportation Services

- *Website:* <http://www.ub-parking.buffalo.edu>
- *Contact:* Maria Wallace, Director, 645-3943, mwallace@buffalo.edu

Special Events - Special Events oversees the Distinguished Speakers Series, Commencement, and meeting planning for academic conferences, and other major University-wide events.

- *Website:* <http://www.specialevents.buffalo.edu>
- *Contact:* Bill Regan, Director, 645-7147, wjregan@buffalo.edu

Student Academic Records and Financial Services (SARFS) - SARFS oversees all academic and financial processes and services for both undergraduate and graduate students, as well as the Student Response Center, which serves as a one-stop location for students and faculty alike on these services.

- *Website:* <http://src.buffalo.edu>
- *Contact:* Cheryl Taplin, Interim Director of Student Academic Records and Financial Services, 645-5670, ctaplin@buffalo.edu

Student Affairs - Student Affairs at UB is responsible for services that support the student's UB experience, including Career Services, Disability Services, Judicial Affairs & Student Advocacy, New Student Programs, Parking & Transportation, Special Events, Student Life, Student Wellness, University Residence Halls & Apartments and University Police. In addition, the division of Student Affairs manages the implementation of most mandated programs.

- *Website:* <http://www.student-affairs.buffalo.edu/>
- *Contact:* Dennis Black, Vice President, dblack@buffalo.edu or Barbara Ricotta, Assoc. Vice President, bricotta@buffalo.edu, 645-2982

Student Conduct Rules and Regulations

- *Website:* <http://www.ub-judiciary.buffalo.edu>
- *Contact:* Elizabeth Lidano, Director of Judicial Affairs, 645-6154, lidano@buffalo.edu

Student Health & Wellness - Health Services, Counseling Services and Wellness Education Services are managed by the Student Wellness Team.

- *Website:* <http://wellness.buffalo.edu>
- *Contacts:* Paula Z. Taton, RN, Clinic Manager, Student Health Services – 829-3316, pzlatev@buffalo.edu

- Sharon Mitchell, PhD, Director, Counseling Services – 645-2720, smitch@buffalo.edu
- Sherri Darrow, PhD, Director, Wellness Education Services – 645-2837, darrow@buffalo.edu

Student Life - Student Life oversees campus life-related activities, including the Leadership Development Center, Intercultural & Diversity Center, Student Activities, Greek Affairs, Athletic Bands and Student Unions. In addition, the office manages most major campus-wide/student events such as Opening Weekend, September Welcome, Senior Celebration, Family Weekend, Linda Yalem Safety Run and many other UB Tradition programs

- *Website:* <http://www.student-affairs.buffalo.edu/studentlife>
- *Contact:* Andrea Costantino, PhD, Director, 645-2055, costanti@buffalo.edu

Student Privacy Rights - Educational records about UB students are protected from unauthorized access by a federal regulation, the Family Educational Rights and Privacy Act (FERPA). All UB staff and faculty who handle student information are required to understand and abide by the specific tenets of the regulations.

- *Website:* <http://src.buffalo.edu/office/officepolicies/studentprivacy.shtml>
- *Contacts:* Lisa Cino, Director, Student Response Center-Porter, 645-2450, brocken@buffalo.edu and Shelley Frederick, Assistant Vice Provost of Undergraduate Education, 645-5697, frederic@buffalo.edu or Elizabeth Lidano, Director, Office of Judicial Affairs and Student Advocacy, 645-6154, lidano@buffalo.edu

Syllabi - In an effort to assist students with course selection, registration, and preparation for the upcoming semester, faculty are encouraged to submit their syllabi for posting to the course schedule and on MyUB. Each semester, the VPUE will send a reminder email that includes instructions.

- *Policies* – <http://undergrad-catalog.buffalo.edu/policies/course/syllabi.shtml>
- *Assistance in Syllabus Development* - http://wings.buffalo.edu/provost/ctrlr/files/teaching_learning.htm#course_syllabus
- *Contact:* Office of the Vice Provost of Undergraduate Education, 645-6003, vpue@buffalo.edu

Undergraduate Catalog - UB's Undergraduate Catalog contains a number of other important policies that aren't listed here, as well as degree requirements and course descriptions.

- *Website:* <http://undergrad-catalog.buffalo.edu>
- *Contact:* Kate Doran, Project Manager, 645-6003, kmdoran@buffalo.edu.

Undergraduate Research - UB encourages the participation of undergraduate students in faculty research, as well as student-initiated research. The Center for Undergraduate Research and Creative Activity assists students and faculty, and lists research opportunities.

- *Website:* <http://curca.buffalo.edu>
- *Contact:* Tim Tryjankowski, Director, 645-7778, tat@buffalo.edu

University Police

- *Website:* <http://www.upolice.buffalo.edu>
- *Contact:* Jerry Schoenle, Chief of Police, 645-2227, gws3@buffalo.edu
 - EMERGENCY: 645-2222 (North Campus); 829-2222 (South Campus) or 2222 from any campus phone, or pick up any Blue Light phone to be directly connected.