

This document has been prepared by Bob Hudson, Coordinator of Advisement Student Systems & Senior Academic Adviser, [Student Success & Retention](#) [Updated 8/15/2024]

**Undergraduate Academic Advising –  
IMPORTANT: Please review this website!**

Please visit Buffalo State's [tutoring website](#) for more information. You may also wish to visit our [Learning Tools and Tips](#) page. On this page, you will find some very useful handouts on the following topics: time management, test-taking, reading textbooks, notetaking, and final exam prep tips. Should you need tutoring for a course that is not listed on our website, please let me know!

**Your Toolbox**

MYBUFFSTATE: [Students](#)

- [Banner](#)
- [Bengal Success Portal](#)
- [Brightspace](#)
- [Degree Works Login](#)
- [Report a Concern](#)
- [Student E-mail](#)
- [Taskstream](#)
- [Weigel Student Portal](#)

**Your Bengal Success Portal [BSP]**

**[BSP Training Guide for Students](#)**

In summary, you can use the Bengal Success Portal to:

1. Schedule appointments online with members of your success network: like professors, advisers, and other support professionals, and Services.
2. Find tutoring information to help you succeed in your courses. You will also be able to schedule **FREE** tutoring appointments through your Bengal Success Portal [BSP].

Student Resources - [Student Forms & Services](#) –  
Registrar's Office

- How to [register \(PDF\)](#) for classes
- Registrar's Office – [FAQs](#)
- [Course Registration](#) Information
- Student [Schedule Planner](#)
- [Understanding your grades](#)
- [Withdrawal](#) from Course

The [New Student Setup](#) link will give you step-by-step directions on how to access all your accounts such as: Bengal Success Portal, Banner, Blackboard, Degree Works, and your BSC Student Email. Important communication will be sent to your Buffalo State email so you will want to check it daily and respond accordingly. I look forward to working with you – please let me know if you have any questions before then.

Undergraduate Catalog – [Course Listings](#)

**[Academic Departments](#)**

[Undergraduate Major and Minor Programs](#) – Program Requirements

**Degree Works (DW) – your academic audit record: degree requirements.**

**Legend**

- |   |   |
|---|---|
|  Complete                            |  Not complete                  |
|  Complete (with classes in-progress) |  Nearly complete - see advisor |
|  Prerequisite                        |  Any course number             |
| (R) Repeated class  |   |

Please login to your Degree Works: [Degree Works Login](#) and review your academic audit record: degree requirements.

Please visit the [General Education Program \(GE 23\)](#) website for additional information. The General Education Program website is updated regularly.

Your [Academic Roadmap](#) is an outline of courses, specific to your major, that you should be taking each semester. It is important to review it often.

**New and transfer undergraduates** entering Buffalo State University during the summer 2023 or fall 2023 and later must complete the General Education 2023 (GE 23) program. Transfer students are encouraged to submit transcripts from high school and other colleges as soon as possible. Each student must complete a minimum of **33 credit hours of courses** approved as GE 23 courses.

Student who entered Buffalo State University prior to summer 2023 or fall 2023 must complete the [Intellectual Foundations \(IF 14\) program](#).

#### Forms, Offices & Resources

##### Forms:

[Academic Departments – Course Listings](#)

[New Student Health form](#)

[Request to Terminate Residence Hall License](#)

##### [Student Forms & Services](#) - Registrar's Office

- [Undergraduate LOA/Withdrawal from College](#)
  - (note: LOA are only approved for a one-year period)
- [Undergraduate Pass-Fail Option](#)

##### Offices:

[Academic Standards Office](#)

[Career & Professional Education \(CAPE\)](#)

[Counseling Center](#)

[Financial Aid Office - \*\*NYS Excelsior Scholarship\*\*](#)

[New Student Orientation](#)

[Registrar's Office – \*\*Frequently Asked Questions \(FAQ's\)\*\*](#)

[Residence Life Office](#)

[Student Accessibility Services](#)

[Student Accounts Office](#)

##### Resources:

[Campus Resources](#)

Undergraduate [Major and Minor Programs](#)

[Withdrawal from Course](#) – **Important Information**

Please review the [Academic Calendar](#) for some important dates & Buffalo State University deadlines that you **MUST** follow!