

This document has been prepared by Bob Hudson, Coordinator of Advisement Student Systems & Senior Academic Adviser, [Student Success & Retention](#) [Updated 9/15/2023]

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

Your BSC Toolbox

My Buffalo State: [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].

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!

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

- How to [register \(PDF\)](#) for classes
- Registrar's Office – [FAQs](#)
- [Course Registration](#) Information
- Student Schedule [Planner](#)
- [View and Print](#) your schedule in Banner
- Understanding your [grades](#)
- [Withdrawal](#) from Course
- Withdraw from a course due to a [hold](#)
- [Late Add](#) in Banner Process

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.

[Change of Major form](#) – [Academic Departments](#)

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

Undergraduate Catalog – [Course Listings](#)

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.

Degree Works for [Students](#)

How to read your Degree Works [Video](#)

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 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 2023 or fall 2023 and later must complete the [Intellectual Foundations \(IF 14\) program](#).

Forms & Offices

[Getting Help](#) – Student Resources - [Student Forms & Services](#) - [Registrar's Office \(NEW\)](#)
Student Leadership & Engagement – [Orientation](#)
[Coronavirus Information](#) (COVID-19)
[New Student Health form](#)
[Change of Major form](#) – [Academic Departments](#) – [Course Listings](#)
Undergraduate [Major and Minor Programs](#)
[UG LOA/Withdrawal from College](#)
(note: LOA are only approved for a one-year period)
[Undergraduate Pass-Fail Option](#)
[Withdraw from a Course due to a Hold](#)
[Academic Standards Office](#)
[Undergraduate Project, Independent Study, Course by Contract](#)
[Career & Professional Education \(CAPE\)](#)
[Counseling Center](#)
[Financial Aid Office](#) - [NYS Excelsior Scholarship](#)
[Registrar's Office](#) – [Frequently Asked Questions](#) (FAQ's)
[Request to Terminate Residence Hall License](#)
[Residence Life Office](#)
[Student Accounts Office](#)
[Student Accessibility Services](#)
[Withdrawal from Course](#) – **Important Information**

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