

# University at Albany

## Cross-Registration Agreement

### Albany Law School

#### How do I Cross-Register?

##### **University at Albany:**

1. Print the Cross-Registration Form and Instructions.
2. Select a course from the list provided by Albany Law School: <http://albanylaw.edu/academic-life/registrar/cross-registration/Documents/UAlbany-Cross-Registration-Classes.pdf>
3. Read and follow the Cross-Registration Guidelines.
4. Secure home school (University at Albany) signatures to register for Albany Law School classes. Bring/send the Cross-Registration Form to the host school Registrar's Office (Albany Law School).
5. Note: Cross-Registration is for Fall and Spring only.

##### **Albany Law School:**

1. Print the Cross-Registration Form and Instructions.
2. Select a course at the University at Albany from the approved list ([http://www.albany.edu/registrar/registrar\\_assets/UA\\_Courses\\_for\\_Cross\\_Registration\\_3-1-17.pdf](http://www.albany.edu/registrar/registrar_assets/UA_Courses_for_Cross_Registration_3-1-17.pdf))
3. Some restrictions may apply.
4. Read and follow the Cross-Registration Guidelines.
5. Secure home school (Albany Law School) signatures to register for University at Albany classes. Bring/send the Cross-Registration Form to the host school Registrar's Office (University at Albany).
6. Note: Cross-Registration is for Fall and Spring only.

#### When can I Cross-Register?

**University at Albany:** Registration for each semester will be dependent upon the registration cycle. Dates will be available on the Fall and Spring Academic Calendars: [http://www.albany.edu/registrar/academic\\_calendar.php](http://www.albany.edu/registrar/academic_calendar.php).

**Albany Law School:** Registration for each semester will be dependent upon the registration cycle. Dates will be available on the Registrar's Office webpage: <http://www.albanylaw.edu/academic-life/calendar>

### **What classes are available at each institution?**

**University at Albany:** Classes are listed here:

[http://www.albany.edu/registrar/registrar\\_assets/UA\\_Courses\\_for\\_Cross\\_Registration\\_3-1-17.pdf](http://www.albany.edu/registrar/registrar_assets/UA_Courses_for_Cross_Registration_3-1-17.pdf)

**Albany Law School:** Classes are listed here: <http://albanylaw.edu/academic-life/registrar/cross-registration/Documents/UAlbany-Cross-Registration-Classes.pdf>

### **How do I get a Parking Pass?**

**University at Albany:**

[https://epay.albany.edu/C21455\\_ustores/web/store\\_main.jsp?STOREID=1&SINGLESTORE=true](https://epay.albany.edu/C21455_ustores/web/store_main.jsp?STOREID=1&SINGLESTORE=true)

**Albany Law School:**

[http://www.albanylaw.edu/media/user/adminservices/Parking\\_Rules.pdf](http://www.albanylaw.edu/media/user/adminservices/Parking_Rules.pdf)

### **Where can I park?**

**University at Albany:** <http://www.albany.edu/pmts/maps.php>

**Albany Law School:** <http://www.albanylaw.edu/admissions/visiting-albany-law/PublishingImages/Campus-Map.jpg>

### **How do I get a Student ID Card?**

**University at Albany:** <http://www.albany.edu/uas/sunycard.php>

**Albany Law School:** Administrative Services in the 1928 Building (Main) will produce ID cards for all registered students.

### **How do I get access to buildings and classrooms?**

**University at Albany:** Buildings are generally open from 7:30am to 10pm. Classrooms are open if classes are scheduled in them and open 30 minutes prior to the scheduled class time.

**Albany Law School:** Students ID cards are coded to open doors in the building(s) they have classes in.

### **How do I know where my class meets?**

**University at Albany:** Logon to MyUAlbany:

<http://www.albany.edu/myualbany/index.php?WT.source=home>

**Albany Law School:** Logon to <https://My.Albanylaw.Edu>, click on **My class Schedule**.

### **How do I get an e-mail address?**

**University at Albany:** Once your application for cross-registration is processed you will be sent an e-mail (to the e-mail address you provided) with instructions on how to establish your UAlbany e-mail account and other electronic credentials. UAlbany's e-mail is considered the official means of communication with students.

**Albany Law School:** Once your application for cross-registration is processed you will be sent an e-mail (to the e-mail address you provided) with instructions on how to establish your Albany Law e-mail account and Portal access. Albany Law School's e-mail is considered the official means of communication with students.

### **How do I access the Student Portal to check my enrollment, grades, etc.?**

**University at Albany:** <http://www.albany.edu/myualbany/index.php?WT.source=home>

**Albany Law School:** <https://my.albanylaw.edu>

### **How do I access Blackboard?**

**University at Albany:** You must establish your electronic credentials first. Please see your PIN letter. When all accounts are established, please proceed to: [http://www.albany.edu/its/svc\\_blackboard.php](http://www.albany.edu/its/svc_blackboard.php)

**Albany Law School: WestLaw TWEN** is the law school equivalent to Blackboard. Once students are registered for a class, the Registrar will send student information to our Instructional Technologist who will email students via their Albany Law email account with directions for setting up and accessing their account.

Albany Law School is also using Canvas for any online classes and a login and password will be provided for online classes.

### **Do I need to provide immunization paperwork?**

**University at Albany:** The University at Albany must receive Measles, Mumps and Rubella immunization documentation for students taking 6 or more on campus credit hours. Students must also acknowledge the Meningitis statement which is presented to them the first time they log into my UAlbany. Both of these requirements are based on New York State Law. In addition any student taking 6 or more credit hours is screened for Tuberculosis. Student must complete a questionnaire and if they have any risk factors must have a tuberculosis test.

**Albany Law School:** Students taking 6 or more credits will need to provide documentation of measles, mumps and rubella immunization. Students must also complete the Meningitis form. UAlbany's Health Center may fax that directly to the Registrar's Office: 518-472-5889.

### **What are the grading scales?**

**University at Albany:** Graduate:

[http://www.albany.edu/graduatebulletin/requirements\\_degree.htm#grading\\_graduate](http://www.albany.edu/graduatebulletin/requirements_degree.htm#grading_graduate)

**Albany Law School:** non-law school students are graded according to the following scale:

A: Excellent

B: Good

C: Passing but below the level of performance expected from graduate students

F: Failure. Graduate students are expected to maintain a 3.00 G.P.A.

### **Whom do I contact if I am having technological difficulties?**

**University at Albany:** If you need assistance accessing IT services, please contact the ITS HelpDesk by submitting an online [Help request](#) or calling (518) 442-4000. For more information about our services, visit the [ITS website](#).

**Albany Law School:** If you need technical assistance, please contact the Helpdesk at [helpdesk@albanylaw.edu](mailto:helpdesk@albanylaw.edu), or 518- 472-5837 or in person the 1928 Building, suite W122 Monday-Friday 8:30am-4:30pm.

### **What else do I need to know?**

**University at Albany:** University at Albany Academic Calendar and Liability Dates:

[http://www.albany.edu/registrar/academic\\_calendar.php](http://www.albany.edu/registrar/academic_calendar.php).

**Albany Law School:** In a course in which student work is evaluated by written examination, Albany Law School employs an anonymous - number grading system. For each grading period, the Registrar assigns to each student an anonymous number. Anonymous numbers are posted on each student's portal page per semester. The anonymous number is the only identifier a student may record on his or her examination. The Registrar supplies to each faculty member a grading sheet listing the anonymous numbers for all students in each of his or her classes. Faculty members record grades by anonymous number and submit grades to the Registrar to be entered into the students' records. Only after the grades have been recorded with the Registrar may a faculty member receive a list of grades associated with students' names.