

## Course Registration Process Chart

Advising Unit/College Code	Process/Timeline for First-Year Students
<a href="#">Access to College Excellence Program (ACE)</a>	Beginning May 23, ACE advisors will send students a welcome letter within one week of receiving orientation data form with instructions to call 716-645-7301 to schedule a phone/in-person advising appointment.
<a href="#">Daniel Acker Scholars Program (ACK)</a>	Beginning May 23, advisors will send students a welcome letter within one week of receiving orientation data form with instructions to call 716-645-7301 to schedule a phone/in-person advising appointment.
<a href="#">School of Architecture &amp; Planning (AED)</a>	Beginning June 1, AED advisors will enroll students for classes based upon Math and English placement, and mail students their class schedules within three weeks of receiving both the orientation data form and complete immunization records.
<a href="#">Jacobs School of Medicine &amp; Biomedical Sciences (BMS)</a>	Beginning in May, BMS advisors will email students within 5 business days of receiving their orientation data form to confirm receipt. Once immunization records are received, students will be emailed again with course registration instructions.
<a href="#">College of the Arts &amp; Sciences (CAS)</a>	Beginning in April, CAS advisors will send students a letter within one week of receiving orientation data form, instructing them to submit immunization records and call CAS advising at 716-645-6883 to schedule an advising appointment.
<a href="#">Educational Opportunity Program (EOP)</a>	Beginning May 2, EOP advisors will call or email students within one week of receiving orientation data form to arrange a phone or in-person counseling appointment.
<a href="#">University Honors College (HON)</a>	If you are a student in the Honors College, you will be advised by the Honors College instead of your major's advising code. Beginning May 2, Honors College advisors will email students within one week of receiving their orientation data form with the name of their advisors and instructions to schedule an in-person/phone appointment.
<a href="#">School of Management (MG)</a>	Beginning May 9, MG advisors will partially register students for classes (based on Math and English placement) and will email and/or mail schedules home within four weeks of receiving the orientation data form. Students are expected to finalize their schedules within five days of receiving this partial schedule.
<a href="#">School of Nursing (NUR)</a>	Beginning in late May, NUR advisors register students for most of their classes within 10 business days of receiving the orientation data form. The advisor will then email students their schedule along with directions instructing them to choose a UB Seminar that fits with the courses for which they have been registered.

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<a href="#">School of Public Health &amp; Health Professions</a> (PHHP)	Beginning in early May, the PHHP office will register students for courses within two weeks of receiving their orientation data form. The student will then be emailed to review their schedule in HUB.
<a href="#">Student Advising Services</a> (SAS)	Beginning in early May, SAS advisors will contact students within one week of receiving the orientation data form to instruct them to submit their immunization records and to schedule a phone/in-person advising appointment. After early May, if you have not been contacted within 10 business days of submitting your orientation data form, please call us directly at 716-645-6013.
<a href="#">School of Engineering &amp; Applied Sciences</a> (SEASAPP, SEASINT, CSEAPP, and CSEINT)	Beginning in May, advisors will email students their course schedule packet within 3 weeks of receiving the orientation data form.
<a href="#">School of Pharmacy &amp; Pharmaceutical Sciences</a> (SPPS)	Beginning in May, SPPS advisors will partially register students who have submitted immunization records for classes based on Math and English placement within 10 days of receiving the orientation data form. Students will be contacted via email and expected to finalize their schedules within 5 days.