



## GRADUATE

# Student Orientation Checklist

### ITS HELPDESK

The [ITS HelpDesk](#) is available to address all technology-related questions and issues. Assistance is available by phone at 716.888.8340, in-person (lower level Horan O'Donnell-room 016), or through email at [helpdesk@canisius.edu](mailto:helpdesk@canisius.edu).

### LIBRARY RESOURCES

#### [Bouwhuis Library Research Resources](#)

Professional writing skills are essential at the graduate level of study. Included in these skills is the proper representation and citation of the work of others. The specific citation format required will vary by program.

Students are encouraged to seek the assistance of the librarians in [Bouwhuis Library](#).



Office of Admissions  
2001 Main Street  
Buffalo, NY 14208  
P: 716.888.2545  
F: 716.888.3290

## IMPORTANT THINGS TO KNOW

### Student I.D. Number

All admitted students are issued a student identification number. You will need it when picking up your student I.D. card.

### Username & Password

Your Canisius username and password are provided in your acceptance packet and allows access to every “virtual space” at Canisius College. If you are unable to locate this information, contact the ITS HelpDesk.

### Know Your Advisor

Your program advisor will serve as your main point of contact to guide you in course selection and other program-related requirements. Your program’s respective associate dean will also be a useful resource for you.

A list of program advisors/associate deans may be found [here](#).

### [Canisius Gmail Account](#)

As a new student, you have an official Canisius email address through which all essential communications from the College and your professors are sent. Please check it often!

### [D2L \(Desire to Learn\)](#)

D2L is our campus learning management system. Your instructor may use D2L to house course materials or to conduct a course. For technical questions or problems, contact the ITS HelpDesk.

### MyCanisius Student Portal

MyCanisius is the “hub” of student information and resources. To log in, click on the MyCanisius link at the top of our homepage or visit [my.canisius.edu](http://my.canisius.edu).

## GETTING STARTED


Log into MyCanisius. Complete all of the following action steps:

□ Go to “LAUNCHPAD” on left side of page

□ **Register for Classes**

- Go to “Schedule and Registration” on left side of page and select “Look Up Classes”
- Open link above to reveal detailed registration instructions.

□ **Obtain your Griff Pass Student I.D. Card**

- You must be a registered student to obtain an I.D. card.
- The Griff Pass is used for variety of services including library reserve, library printing, dining services, vending, laundry services, building access, etc.
- Under “Applications” at the top of the page, click on the student I.D. photo icon and follow instructions for uploading your photo. 
- You may pick up your card from the Public Safety Office (lower level Bosch Hall) at any time (24/7). Alternatively, you may go to public safety and have your photo taken on-site. Your card will be ready within minutes. Questions may be directed to [Public Safety](mailto:PublicSafety@canisius.edu) at 716.888.2330.

□ **View Final Grades**

Go to “Schedule and Registration”.  
Select “View My Transcript/Grades”.

□ **Purchase Parking Permit**

- You must be a registered student to purchase parking permit.
- A parking permit is required for all campus lots.
- Go to “Financial Services” on left side of page, select “Purchase Student Parking” and complete online form to register and pay for parking permit.
- Your permit will be available immediately for pick up in Student Accounts, located in Bagen Hall, room 106, Monday-Friday, 8:00am - 5:00pm. Questions may be directed to 716.888.8500 or [stuacct@canisius.edu](mailto:stuacct@canisius.edu).

□ **Pay Tuition and Fees**

- Under “Financial Services” on left side of page, select “Manage My Student Account”
- For questions about your account, you may reach Student Accounts at 716.888.8500 or 1.800.238.8160.

□ **Register for Canisius Alert**

- Canisius Alert is a notification system that enables college officials to quickly notify students of an emergency, college closing or class cancellations. Students can be notified via email and/or phone (preferably cell phone).
- Under “Student Services,” select “Canisius Alert/Update Emergency Contacts.”

□ **Purchase Textbooks**

- Under “Campus Services,” select “Campus Bookstore.”
- Select “Books” and “Textbooks and Course Materials.”
- Follow the prompts as presented to find materials required for your courses.

□ **Submit Immunization Forms**

- Required for all graduate students registered for 6 credit hours or more of on-campus courses (or a combination of on-campus and online courses).
- Under “Student Services,” select “MyCanisius Health.”
- Questions about this requirement may be directed to the [Student Health Center](mailto:StudentHealthCenter@canisius.edu) at 716.888.2610.

□ **Secure Campus Housing**

- If you’re planning to live on campus, graduate housing is available in our Delavan Townhouse complex on a first-come, first-served basis. To be considered for housing, students must complete the [housing application](#) and submit a housing deposit.

□ **International and Canadian Students**

- You will work closely with the Office of International Student Programs to ensure that all required customs and immigration paperwork is in order. In addition, the Office of International Student Programs provides a comprehensive mandatory orientation for all incoming international students to ensure a smooth transition to life in Buffalo and Canisius College.

## ADDITIONAL STUDENT SERVICES

Click on the links below for information regarding these areas:

[Financial Aid](#)

[Public Safety](#)

[Registrar’s Office](#)

[International Student Programs](#)

[Student Accounts](#)

[Counseling Center](#)

[Bouwhuis Library](#)

[Technology Services](#)

[Griff Center for Academic Engagement](#)

