

## **Attachment A: Procedures**

### **Memorandum of Understanding**

**Between**

**The University at Albany, SUNY  
and  
SUNY Polytechnic Institute**

**For SUNY Poly Students to Attend UALBANY**

In order to predict the correct number of student registrations, faculty advisors for SUNY Poly and UAlbany will annually project the number of students, courses and course enrollments and share those projections with the Provost's Office at each institution.

#### **A. Undergraduate SUNY Poly Students Attending UAlbany:**

1. Admit qualified SUNY Poly students as non-matriculated visiting students at UAlbany through the UAlbany Office of General Studies.
  - a. Contact is [generalstudies@albany.edu](mailto:generalstudies@albany.edu)
  - b. Students complete [non-degree application](https://www.albany.edu/generalstudies/online-application.php)  
<https://www.albany.edu/generalstudies/online-application.php>
  - c. Students are coded at UAlbany with a Student Attribute of JTPR (Joint Program) and a Student Attribute Value of POLYGEN. This will ensure that:
    - i. Students are accurately tracked and registrations accounted for at UAlbany
    - ii. Students are excluded from UAlbany billing and SUNY Poly is billed directly
    - iii. All financial aid awards are packaged and processed by SUNY Poly's Office of Financial Aid. Cumulative enrollment must be reported by Poly to NSC/NSLDS.
    - iv. Students are excluded from UAlbany Enrollment and Degree reporting
  - d. General Studies and Summer Sessions issues AVN to students
  - e. Students can begin registering at the beginning of Advance Registration period – dates will be listed on the UAlbany Academic Calendar
  - f. Upon completion of UAlbany classes, SUNY Poly students request official transcripts [here](https://www.albany.edu/registrar/transcripts.php). <https://www.albany.edu/registrar/transcripts.php>

#### **B. Graduate SUNY Poly Students Attending UAlbany:**

2. Admit qualified SUNY Poly graduate students as non-matriculated visiting students at UAlbany through the Graduate School.
  - a. Contact is [jchampagne: @albany.edu](mailto:jchampagne@albany.edu)
  - b. Students complete non-degree graduate [application](https://admissions.albany.edu/apply/)  
<https://admissions.albany.edu/apply/>
  - c. Students are coded at UAlbany with a Student Attribute of JTPR (Joint Program)

and a Student Attribute Value of POLY. This will ensure that:

- i. Students are accurately tracked and registrations accounted for at UAlbany
- ii. Students are excluded from UAlbany billing and Poly is billed directly
- iii. All financial aid awards are packaged and processed by SUNY Poly's Office of Financial Aid. Cumulative enrollment must be reported by Poly to NSLDS.
- iv. Students are excluded from UAlbany Enrollment and Degree reporting.
- d. The UAlbany Graduate School issues AVN to non-matriculated Poly students
- e. Students can begin registering at the beginning of Advance Registration period – dates will be listed on UA Academic Calendar
- f. Upon completion of UA classes, SUNY Poly students request official transcripts [here](https://www.albany.edu/registrar/transcripts.php). <https://www.albany.edu/registrar/transcripts.php>

SUNY Poly will forward a list of participating students to UAlbany Student Accounts prior to the first billing of the terms (July 20th for fall terms; Dec. 20th for spring/winter terms; May 20th for summer terms).