ACADEMIC ADVISING

Mission
The university is committed to quality academic advising for all students. The academic advising mission is to assist students in attaining their educational goals. New students are required to attend, and will receive advising during Preview, UF’s new student orientation. After Preview, student advising is handled by college and departmental advisors.

University Responsibilities
The Academic Advising Center (http://www.advising.ufl.edu) in 1000 Farrior Hall (http://campusmap.ufl.edu/?loc=0019) is responsible for certain university advising functions: coordinating academic advising during Preview, advising exploratory students, and providing resources and information to students interested in post-baccalaureate professional programs such as dentistry, law, medicine, and veterinary medicine.

College/School and Department Responsibilities
The dean of each college or school ultimately is responsible for ensuring that academic advising is available and accessible to all students within the college or school. Some colleges’ advisors are located in college-level offices, while others are located in departmental offices.

Academic Advising Contacts at UF (http://ufadvising.ufl.edu/college-advising-contacts)

Student Academic Responsibilities
To graduate, students are responsible for knowing and fulfilling all university, college, and major requirements.

All students must:

- Attend the Preview orientation program to receive academic advising before their first term of enrollment
- Maintain a GatorLink email address and read official university correspondence sent to this address
- Meet with an advisor in the appropriate college/major upon entrance to a major
- Confer with an advisor on a regular basis about options for a major if the student is undecided about a major
- Review the degree audit each semester to ensure they fully understand their remaining degree requirements
- Seek advising when experiencing academic difficulty to avoid, if possible, academic probation or off-track status, or to understand their options if on probation or off-track
- Maintain their own personal academic records, including transcripts, degree audits, evaluation of transfer work, and notes from previous advising sessions.

Students who at any time are confused about academic requirements or their progress toward a degree are encouraged and expected to meet with an advisor.

Associate of Arts
Area of Interest | Where to Go for Academic Assistance
--- | ---
Degree certification | Apply for the degree by the deadline
Requirements | The Academic Advising Center to confirm A.A. eligibility

Majors
Area of Interest | Where to Go for Academic Assistance
--- | ---
Applying to receive a degree and degree certification | Apply for the degree by the deadline, and
The student's college to confirm eligibility for graduation
Information about a major | The college/department that offers that major
Admission to a major | The college/department that offers that major or minor
Degree requirements | The student's college
Planning future semesters | The student's college
Exploring majors/unsure about a major | Exploratory advising services: Academic Advising Center
Colleges offering majors of interest | Career Connections Center
Pursuing a double major or dual degree | The student's college to determine eligibility, then
The departments/colleges offering the majors of interest

Minors
Area of Interest | Where to Go for Academic Assistance
--- | ---
Information about a minor | The college/department that offers that minor

Drops/Adds and Withdrawals
Area of Interest | Where to Go for Academic Assistance
--- | ---
Add a class after drop/add | The department that offers the class for the approval to add, then
The student's college to determine the next step
Students Who Enroll During the Fall and Spring Semesters

Progress toward a degree is monitored in those semesters to ensure that students are on track. For these students, the summer terms may provide opportunities to catch up on critical-tracking courses or to improve their GPA.

Students Who Enroll Only in the Spring and Summer Semesters

Innovation Academy Students

Progress toward a degree is monitored in those semesters to ensure that students are on track. For these students, the fall semester may provide opportunities to catch up on critical-tracking courses or to improve their GPA.

Critical-Tracking Criteria

Minimum Academic Progress Under Universal Tracking

- Students do not have to complete all of the courses in the model plan each semester to remain on track; they simply have to meet certain minimum requirements known as critical-tracking criteria.
- Critical-tracking criteria usually include a minimum GPA (UF or overall, depending on the academic program), completion of certain courses toward the major (critical-tracking or preprofessional courses), and a minimum GPA in the critical-tracking courses (tracking or preprofessional GPA). The critical-tracking criteria for the first five terms are listed just before the model semester plan for that major. For many majors, critical-tracking courses are bolded in the semester plan. In the degree audit, a summary of critical-tracking criteria appears near the top of the audit. Each major also has a tracking audit that can be accessed through ONE.UF.
- The critical-tracking criteria are minimum requirements for progression; students should consult their degree audit and their advisor to ensure they meet all requirements for graduation.
- All students admitted as freshmen are monitored in their first semester for the Semester 1 critical-tracking criteria, regardless of the number of credits they have earned through dual enrollment and credit by examination.
- An off-track student will have a hold placed on their registration to require a meeting with an advisor to discuss the student's progress. This enables the student to determine what is necessary to get back on track, or to change to a more appropriate major.
- If a student is off-track for two consecutive terms, they must change to a major more appropriate to their skills, goals, and performance. Once the student selects a new major, they should contact the college offering that major to schedule an appointment with an advisor to discuss changing majors.

Off-Track Notification

Student progress toward tracking is assessed twice a semester. An analysis of whether the student will be on track at the end of the term (‘predictive’ analysis) occurs in the fourth week. If a student is predicted to be off-track at the end of the term, a hold is placed on their registration requiring the student meet with an advisor to make a plan to get back on track or change majors.

If a student is predicted to be on-track during the term, but ends up off-track at the end of term, they should meet with an advisor in their college/major before the end of drop/add for the next term to make a plan to get on track or change majors.
Students should review any holds on ONE.UF (http://one.uf.edu) when planning their registration for the next semester.

**How Tracking Holds affect a Student**

- Holds applied before advance registration prevent students from registering until they consult an advisor to develop an academic plan to complete the critical-tracking courses for the current major or identify a more appropriate major.
- Holds applied at the end of the semester for failure to be on track for two consecutive semesters require students to see an advisor before the next term of enrollment to select a new major and to avoid cancellation of enrollment.

**Academic Probation and Dismissal**

Academic probation and dismissal follow the academic standards of the university and require the maintenance of grade point averages and reasonable adherence to the program of study.

A minimum grade point average of 2.0 is required to graduate from any UF undergraduate degree program. Any college may specify additional academic standards and students are responsible for observing these regulations.

**Additional Information**

- **Probation** (http://catalog.ufl.edu/UGRD/academic-regulations/academic-progress-policies)
- **Dismissal** (http://catalog.ufl.edu/UGRD/academic-regulations/academic-progress-policies)
- **Changing Majors** (http://catalog.ufl.edu/UGRD/majors/#changingmajorstext)

**Academic Support Programs**

**Academic Support, Office of, 311 Little Hall**

The Office of Academic Support (OAS) for Undergraduate Affairs, in collaboration with faculty and staff, provides programs and services to enrich the experience of UF students. Our mission is to offer supportive resources and opportunities that help students thrive and grow professionally. OAS is committed to creating an encouraging and inclusive learning community that challenges our students to achieve academic excellence. Our comprehensive academic support includes peer coaching, tutoring, general advising, and other resources to promote the empowerment and growth of students as scholars. Our students are prepared to set and achieve academic goals, persist, graduate, and advance in their careers.

Map (http://campusmap.ufl.edu/?loc=0655) More Info (http://oas.aa.ufl.edu)

**Career Connections Center, Level Two Reitz Union**

The Career Connections Center (Career Center) provides events and services to help students develop and implement their Career Action Plan to realize their next steps. Students can work with Career Center staff to clarify their interests and abilities, select a major, develop professionally, build experience, and prepare for future internship, graduate school, or employment searches.

Students should activate their Gator CareerLink account to learn about the range of in-person and online career planning services available to them, and to see which employers are actively recruiting University of Florida candidates.

The Career Connections Center hosts hundreds of employers annually as they attend a variety of career events, hold on-campus interviews, present information sessions, and interact informally with students. Map (http://campusmap.ufl.edu/?loc=0686) More Info (http://www.crc.ufl.edu)

**Center for Undergraduate Research, 202 Newell Hall**

The Center for Undergraduate Research (CUR) is committed to fostering a culture of research that encourages students in all levels and disciplines to include a research component as a critical part of their undergraduate experience. CUR provides guidance to students interested in pursuing research opportunities and coordinates campus undergraduate research activities. CUR also works to expand undergraduate research opportunities across campus.

Map (http://campusmap.ufl.edu/?loc=0013) More Info (http://cur.aa.ufl.edu)

**Collegiate Veterans Success Center, 4th Floor Yon Hall**

The Collegiate Veterans Success Center serves over 2,000 student Veterans, Active Duty Service members, and military families at UF by providing a designated location on campus for student Veterans to study, meet with on and off campus resources, and to spend time with and support each other in a fun and relaxing space. The Collegiate Veterans Success Center at UF is also one of ninety-four universities to host the U.S. Department of Veterans Affairs' VetSuccess on Campus Counselor (VSOC). The VSOC Program serves as the on-campus face for the U.S. Department of Veterans Affairs. UF has been honored for its support services for student Veterans, Active Duty Service members, and military families.

- UF is ranked 2nd out of 81 colleges and universities in Florida for Veteran friendliness (by College Factual);
- UF is ranked 6th out of 81 colleges and universities (by College Factual);
- UF is ranked 6th out of 39 Tier One research institutions with outstanding programs and support for our nation’s Veterans and their Families (Military Friendly 2019); and
- UF was awarded a Best For Vets college award for excellent academic support of military students (Military Times 2019).


**Dean of Students Office Care Area, 202 Peabody Hall**

Professionals in the Dean of Students Office work with students, their families, and campus and community resources to develop success plans and provide ongoing support for students in distress dealing with a variety of issues.

Map (http://campusmap.ufl.edu/?loc=0004) More Info (https://www.dso.ufl.edu/care)
International Center, 170 Hub

The UF International Center (UFIC) supports and promotes international education and research across the university and provides valuable support services for all students and faculty at UF through its various units. International Student Services provides orientation and immigration services to international students throughout their studies at UF. Exchange Visitor Services provides administrative support for international scholars at UF. Undergraduate Academic Programs provides opportunities for all undergraduate students to add an international dimension to their education. The Office of Global Engagement supports faculty development of international research and training programs.

The center also coordinates study abroad, which offers spring break, summer, semester, and academic-year programs. Students can live and study abroad while fulfilling UF degree requirements. Exchange programs enable students to pay UF tuition for study overseas. Scholarships and financial aid can help to finance the international academic experience. Study abroad advisors work with students to find a program that fits both their personal and academic needs.

More Info (http://www.ufic.ufl.edu)

McNair Scholars Program, 319 Infirmary Building

The Ronald E. McNair Scholars Achievement Program encourages undergraduate students to pursue advanced studies at the Ph.D. level. This intense academic research program, one of the most prestigious in the country, is designed for first-generation and low-income college students, as well as students from groups underrepresented at the graduate level. There are 187 McNair programs nationally, which are funded by Federal TRIO Program grants from the U.S. Department of Education.

New scholars begin the program in the summer with an intensive research internship, which includes a three-credit Research Methods and Writing course, GRE preparation, and workshops on the graduate school application process and other topics related to graduate study at the doctoral level.

McNair Scholars receive mentoring, academic support, faculty-guided research experience, and a research stipend of up to $2,800, and travel funding to present at professional conferences and visit prospective graduate programs. Application information (http://mcnair.aa.ufl.edu/application.aspx).

Map (http://campusmap.ufl.edu/?loc=0018) More Info (http://mcnair.aa.ufl.edu)

Teaching Center, SW Broward Hall (Main office)

The Teaching Center offers various academic resources to help students succeed in their studies. All of our tutoring services are free to current students. The following tutoring services are available:

• Drop-in tutoring: best for students who have a few questions or want a place to study with the opportunity to ask questions of a tutor.
• Appointment tutoring: best for students who want to meet regularly with a tutor for an entire class period. These appointments meet at the same time each week of the term.

More Information

Office of Graduate Diversity Initiatives
123 Grinter Hall
Gainesville, FL 32611
352.392.6444

Map (http://campusmap.ufl.edu/?loc=0002) More Info (http://graduate.ufl.edu/about-us/offices/division-of-graduate-student-affairs-dgsa/graduate-diversity-initiatives-ogdi) Email (ogdi@aa.ufl.edu)
• Study Groups / SI: group tutoring which allows students to work together with a peer leader. In SI students actively process concepts through social interaction.
• Test Reviews: large auditorium tutoring is great for an overall review of what to expect on upcoming course exams. GRE preparation workshops are also available each semester.
• Video Resources: features tutors explaining how they think about concepts and how they approach problem solving. These online resources are available any time.

A study skills/learning strategies improvement program is also available. Students may work individually with a learning strategist or participate in workshops covering a variety of topics. Study skills videos are available online as well.

The Teaching Center is a certified Prometric, Pearson Vue Select, and NCTA Testing Center, and also provides test proctoring for distance education courses and CLEP exams. There is a fee for test proctoring/administration, however. Please be aware that CLEP exams must be taken and scores reported to UF before the end of the first semester of enrollment (or Fall semester for students entering Summer B).

The Teaching Center also provides tutoring in satellite centers (mathematics through Calculus 1 in LIT 215 and chemistry in TUR 1315). Tutoring schedules may be found on the website.

Map (http://campusmap.ufl.edu/?loc=0011) More Info (https://teachingcenter.ufl.edu)

University of Florida Libraries

All seven of the libraries on campus serve the entire community, and each has a special mission to be the primary support of specific colleges and degree programs. The Libraries home page (http://cms.uflib.ufl.edu) offers a wealth of information about the Libraries and links to a vast array of resources.

The Marston Science Library and Library West are the largest libraries on campus. In Marston, the first floor Collaboration Commons has 21 group study rooms and a multipurpose conference room featuring a multi-touch visualization wall. The first floor is also home to MADE@UF, a collaboration space created by the Libraries and Academic Technology with equipment, software and training for virtual reality and augmented reality applications. A 3D printing lab is located on the second floor and includes 3D scanners and printers available for lending.

Library West offers 18 group study rooms, a graduate student study floor, graduate student/faculty study carrels, and the Scott Nygren Scholars Studio, an emerging community center for digital humanities and digital scholarship. The One Button Video Recording Studio is available for student and faculty checkout. Six ProctorU testing carrels are available by reservation. Library West also has a Tutoring Center, Accessibility Studio and FitDesk study bikes.

More Info (http://cms.uflib.ufl.edu)

University Minority Mentor Program

The University Minority Mentor Program is an opportunity open to first-year students from underrepresented populations. The program pairs each participant with a faculty/staff mentor to assist with the students’ transition to college. Mentoring programs have a dramatic and positive effect on student retention, graduation rates, and faculty-student relations. This six month program cycle is administered by Multicultural and Diversity Affairs. For more information, email ummp@multicultural.ufl.edu.

More Info (https://multicultural.ufl.edu/programs/ummp)

University Writing Program, 2215 Turlington Hall

The University Writing Program (UWP) offers writing-intensive courses, workshops, and tutorial support to students and faculty. Instruction is based on the premise that writing is a transferable skill necessary for success in all academic and professional fields.

The University Writing Program also provides one-on-one consultations on any topic related to writing in the Writing Studio. Students can make an appointment online or by contacting the UWP office.

Courses taught by writing program faculty include:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Expository and Argumentative Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Argument and Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ENC 2305</td>
<td>Analytical Writing and Thinking</td>
<td>3</td>
</tr>
<tr>
<td>ENC 3246</td>
<td>Professional Communication for Engineers</td>
<td>3</td>
</tr>
<tr>
<td>ENC 3254</td>
<td>Professional Writing in the Discipline</td>
<td>3</td>
</tr>
<tr>
<td>ENC 3453</td>
<td>Writing in the Health Professions</td>
<td>3</td>
</tr>
<tr>
<td>ENC 3459</td>
<td>Writing in the Medical Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ENC 3464</td>
<td>Writing in the Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ENC 3465</td>
<td>Writing in the Law</td>
<td>3</td>
</tr>
<tr>
<td>ENC 3466</td>
<td>Writing in the Communication Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ENC 3483</td>
<td>Writing in the Physical Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

Map (http://campusmap.ufl.edu/?loc=0026) More Info (http://www.writing.ufl.edu)

Index

| A (p. 5) | B (p. 6) | C (p. 6) | D (p. 6) | E (p. 6) | F (p. 6) |
| G (p. 6) | H (p. 6) | I (p. 6) | J | K | L | M (p. 6) | N | O (p. 6) |
| P (p. 6) | Q | R | S (p. 6) | T (p. 6) | U (p. 6) | V |
| W (p. 6) | X | Y | Z |

A

• Academic Advising (http://www.ufadvising.ufl.edu)
• Academic Advising Mission (p. 1)
• Academic Assistance (p. 1)
• Academic Progress (p. 2)
• Academic Support Programs (p. 3)
• Academic Terminology (http://catalog.ufl.edu/UGRD/academic-advising/academic-terminology)
• AICE Exam Credit (http://catalog.ufl.edu/UGRD/academic-advising/exam-credit/#examtext)
• AP Exam Credit (http://catalog.ufl.edu/UGRD/academic-advising/exam-credit/#examtext)
• AP Scores for Calculus Placement (http://catalog.ufl.edu/UGRD/academic-advising/exam-credit/#awardofincomingcredits)
• Award of Incoming Credits (http://catalog.ufl.edu/UGRD/academic-advising/exam-credit/#awardofincomingcreditstext)
• Calculus Placement (http://catalog.ufl.edu/UGRD/academic-advising/placement/#mathematicstext)
• Calculus, AP Scores for Placement into (http://catalog.ufl.edu/UGRD/academic-advising/exam-credit)
• Certificates, Applying for (http://catalog.ufl.edu/UGRD/certificates)
• Changing Majors (http://catalog.ufl.edu/UGRD/majors/#changingmajorstext)
• Chemistry Placement (http://catalog.ufl.edu/UGRD/academic-advising/placement/#generalchemistrytext)
• CLEP Exam Credit (http://catalog.ufl.edu/UGRD/academic-advising/exam-credit/#examstext)
• Combined Degrees (http://catalog.ufl.edu/UGRD/academic-advising/combined-degrees)
• Course Placement (http://catalog.ufl.edu/UGRD/academic-advising/placement)
• Courses, About (http://catalog.ufl.edu/UGRD/courses/#aboutcoursestext)
• Credit by Examination (http://catalog.ufl.edu/UGRD/academic-advising/exam-credit)
• Critical Tracking (p. 2)

• Declaring a Major (http://catalog.ufl.edu/UGRD/majors/#declaringamajortext)
• Dual Enrollment Credit (http://catalog.ufl.edu/UGRD/academic-advising/dual-enrollment-credit)

• English Composition Placement (http://catalog.ufl.edu/UGRD/academic-advising/placement/#englishcompositiontext)

• Flexible Learning (http://catalog.ufl.edu/UGRD/academic-advising/flexible-learning)
• Foreign Language Placement (http://catalog.ufl.edu/UGRD/academic-advising/placement/#foreignlanguagetext)

• General Education (http://catalog.ufl.edu/UGRD/academic-programs/general-education)

• Honor Code, Student (https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code)

• IB Exam Credit (http://catalog.ufl.edu/UGRD/academic-advising/exam-credit/#examstext)
• Incoming Credits, Award of (http://catalog.ufl.edu/UGRD/academic-advising/exam-credit/#awardofincomingcredits)

• Major, Changing a (http://catalog.ufl.edu/UGRD/majors/#changingmajorstext)
• Minors, Applying for (http://catalog.ufl.edu/UGRD/minors)

• Office Directory, University (http://catalog.ufl.edu/UGRD/administration/#universityofficedirectorytext)

• Placement (http://catalog.ufl.edu/UGRD/academic-advising/placement)
• Pre-Health Advising (http://catalog.ufl.edu/UGRD/academic-advising/preprofessional-advising/#prehealthtext)
• Pre-Law Advising (http://catalog.ufl.edu/UGRD/academic-advising/preprofessional-advising/#prelawtext)

• Student Academic Responsibilities (p. 1)
• Student Conduct and Honor Code (https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code)
• Student Life (http://www.ufl.edu/campus-life)
• Student Responsibilities (http://catalog.ufl.edu/UGRD/student-responsibilities)
• Study Abroad Opportunities (http://catalog.ufl.edu/UGRD/student-responsibilities/study-abroad-opportunities)

• Terminology, Academic (http://catalog.ufl.edu/UGRD/academic-advising/academic-terminology)
• Tracking Progress Toward a Degree (http://catalog.ufl.edu/UGRD/academic-regulations/academic-progress-policies)

• Universal Tracking (p. 2)
• University Office Directory (http://catalog.ufl.edu/UGRD/administration/#universityofficedirectorytext)

• Writing Requirement (http://catalog.ufl.edu/UGRD/student-responsibilities/writing-requirement)