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 in 100 Farrior Hall is responsible for certain university advising functions: coordinating academic advising during Preview, advising exploratory students, and providing advice to students interested in postbaccalaureate 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 advice 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.

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 ideally before reaching academic difficulty (e.g., below a 2.0 GPA or doing poorly in a critical-tracking course), but especially when in academic difficulty, and
• 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

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

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<tr>
<th>Area of Interest</th>
<th>Where to Go for Academic Assistance</th>
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<tbody>
<tr>
<td>Information about a minor</td>
<td>• The college/department that offers that minor</td>
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Drops/Adds and Withdrawals

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<tr>
<th>Area of Interest</th>
<th>Where to Go for Academic Assistance</th>
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<tbody>
<tr>
<td>Add a class after drop/add</td>
<td>• The department that offers the class for the approval to add, then</td>
</tr>
<tr>
<td>The student's college to determine the next step</td>
<td></td>
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<tr>
<td>Drop a class after drop/add</td>
<td>• The student's college</td>
</tr>
<tr>
<td>Drop a class after the deadline</td>
<td>• The student's college to determine the eligibility and the next step</td>
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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 his or her 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 his or her registration requiring the student meet 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, she or he 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 his or her 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 the term, she or he 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 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
- Dismissal
- Changing Majors

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.

Career Resource 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 professional goals. Students can work with Career Center staff to clarify their interests and abilities, select a major, develop professionally, and prepare future internship, graduate school, or employment searches.

Students should activate their Gator CareerLink account to connect with a range of in-person and online career planning services and employers that recruit University of Florida candidates.

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.

Collegiate Veterans Success Center, 4th Floor Yon Hall

The Collegiate Veterans Success Center serves over 2,000 student veterans, active duty members, and dependents 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 (CVSC) at UF is also one of ninety-four universities to host the U.S. Department of Veterans Affairs’ VetSuccess on Campus (VSOC). The VSOC Program serves as the on-campus face for the U.S. Department of Veterans Affairs. UF has been honored for its services for student veterans, active duty members, and dependents.

- UF is ranked 1st out of 39 colleges and universities in Florida for veteran friendliness (by College Factual);
- UF is ranked 6th out of 1,423 colleges and universities for veteran friendliness (by College Factual);
- UF earned a 2018 Military Friendly Gold award for being a Tier One research institution with outstanding programs and support for our nation’s veterans and their families; and
- UF was chosen as a top school in the 2018 Military Advanced Education and Transitions Guide to Colleges and Universities research study.

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.

Disability Resource Center, Ground Floor Reid Hall

The Disability Resource Center (DRC) in the Dean of Students Office utilizes knowledge and expertise in the fields of disability and higher education to create an inclusive environment by:

- Acting as a resource for students with physical, learning, sensory, or psychological disabilities;
- Facilitating and providing support for reasonable accommodations for students in order to afford equal access to academic courses, programs, and activities;
- Providing services to address the impact of disabilities on student performance and success in and out of the classroom;
- Empowering students to articulate their strengths and advocate for their accommodations; and
- Creating opportunities to educated the campus community on disability laws, trends, universal design, programs, and services.
The DRC serves more than 2,300 registered students through classroom accommodations, support groups, a testing center that proctors 10,000 tests annually, and one-to-one skills coaching. DRC staff are available to provide individual strategy sessions and consultation with students, faculty, and families. Email accessuf@dso.ufl.edu or call to schedule an appointment.

Graduate Diversity Initiatives, Office of, 123 Grinter Hall
The Office of Graduate Diversity Initiatives (OGDI) is a function of the Graduate School dedicated to the recruitment and retention of underrepresented graduate students. This includes increasing the number of UF graduate students from underrepresented ethnic/racial populations, low-income or first-generation college students, as well as advancing and promoting professional development for all graduate students at the University of Florida. OGDI strives to provide currently enrolled graduate students with programs and services to assist and support the pursuit of a successful graduate education. OGDI provides students with social, informational, referral, mentoring, and, in some cases, financial support. Additionally, OGDI maintains partnerships with administrative offices, academic units, research centers, student services, and organizations across campus to help students with the graduate experience. OGDI fulfills its mission through a number of programs held throughout the academic year.

Undergraduates Interested in Graduate School
OGDI aims to increase our UF undergraduates’ access to information about graduate school opportunities and to assist graduate schools in identifying qualified underrepresented candidates interested in graduate studies. In this effort, OGDI maintains the University of Florida’s membership to the National Name Exchange Consortium. This consortium matches undergraduate underrepresented students interested in graduate study to graduate schools across the nation. The name exchange seeks to increase the number of qualified minority students accepted into graduate school. OGDI also participates in a number of recruitment events throughout the state and beyond.

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

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.

McNair Scholars Program, 319 Infirmary Building
Ronald E. McNair Scholars Achievement Program encourages undergraduate students to pursue their educational studies through graduate education. 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 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 a research stipend of $2,800, paid throughout the program year, and opportunities to travel to present research and visit prospective graduate programs. Application information.

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.
- 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 statistics in TUR 1315). Tutoring schedules may be found on the website.

University of Florida Libraries
Each of the libraries has a research assistance desk where students can consult with a librarian about their research project or assignment and get help using library databases and resources. Hours and contact information is posted on the UF libraries web site. Students can get assistance while online or away from campus by using the Ask a Librarian chat or email service.

While all of the libraries have computers and student space, Library West and the Marston Science Library (MSL) offer the most. The first floor of MSL has been transformed into the Collaboration Commons with a variety of styles of comfortable seating for over 700, and includes 21 group study rooms, each equipped with glass boards and large monitor that promote collaboration. There are 82 workstations and powered furnishings for students to plug in their own devices. The first floor is also home to MADE@UF, a collaboration space created by the Libraries and Academic Technology to be used for equipment, software, and training to develop mobile, virtual reality, and augmented reality applications.

Library West has an easy video recording studio for UF students called One Button Studio. With the touch of one button, professional videos can be made for classes or projects.

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.

University Writing Program, 302 Tigert 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:

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<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>
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<tr>
<td>ENC 2305</td>
<td>Analytical Writing and Thinking</td>
<td>3</td>
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<tr>
<td>ENC 3246</td>
<td>Professional Communication for Engineers</td>
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<tr>
<td>ENC 3254</td>
<td>Professional Writing in the Discipline</td>
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<tr>
<td>ENC 3453</td>
<td>Writing in the Health Professions</td>
<td>3</td>
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<tr>
<td>ENC 3459</td>
<td>Writing in the Medical Sciences</td>
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