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 Farrior Hall 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.

Map (http://campusmap.ufl.edu/?loc=0019) More Info (http://www.advising.ufl.edu/)

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://www.ufadvising.ufl.edu/)

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

All students must:
- Complete 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

<table>
<thead>
<tr>
<th>Area of Interest</th>
<th>Where to Go for Academic Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree certification</td>
<td>• Apply for the degree by the deadline</td>
</tr>
<tr>
<td>Requirements</td>
<td>• The Academic Advising Center to confirm AA eligibility</td>
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</tbody>
</table>

Majors

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

### Minors

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

### Drops/Adds and Withdrawals

<table>
<thead>
<tr>
<th>Area of Interest</th>
<th>Where to Go for Academic Assistance</th>
</tr>
</thead>
<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>• Drop a class after drop/add</td>
<td>• The student's college to determine the next step</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>
</tr>
<tr>
<td>• Withdrawal from all current term courses</td>
<td>• ONE.UF</td>
</tr>
<tr>
<td></td>
<td>• Registrar's Office</td>
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</tbody>
</table>

### Requirements and Regulations

<table>
<thead>
<tr>
<th>Area of Interest</th>
<th>Where to Go for Academic Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>• State of Florida Summer Term Enrollment Requirement</td>
<td>• The student's college to understand the requirement and if they have met the requirement</td>
</tr>
<tr>
<td>• Excess Hours Surcharge</td>
<td>• The Registrar's Office if the student wishes to petition the requirement</td>
</tr>
<tr>
<td>• Flexible learning classes</td>
<td>• The student's college</td>
</tr>
<tr>
<td>• General education requirements</td>
<td>• The student's college</td>
</tr>
<tr>
<td>• Transient status</td>
<td>• The student's college</td>
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### Help with Grades

<table>
<thead>
<tr>
<th>Area of Interest</th>
<th>Where to Go for Academic Assistance</th>
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</thead>
<tbody>
<tr>
<td>• Tutoring or help with specific courses</td>
<td>• Academic Support Programs</td>
</tr>
<tr>
<td>• Study skills and learning strategies to improve grades</td>
<td>• Academic Support Programs</td>
</tr>
</tbody>
</table>

### Academic Progress

### Universal Tracking

Universal Tracking is the university's monitoring system that assesses progress toward the student's degree requirements. It provides feedback on the student's progress in a major, helping them find the best academic path to complete their degree. For each major, there is a model semester plan which represents an example progression for completing the degree in a timely fashion.

Each semester, students are reminded via GatorLink email and Registration Prep in ONE.UF to review their degree audit before registration for the next term. The audit fits the student's courses and grades into the degree requirements for their major, indicating the requirements that have been completed as well as showing which requirements have yet to be completed.
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
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 are listed on the Critical Tracking tab for each major. For many majors, critical-tracking courses are bolded in the semester plan.

Minimum Academic Progress Under Universal Tracking During Semesters 1-5
- 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.
- In the degree audit, a summary of critical-tracking criteria for the first five semesters as well as an area that tracks your progress through all eight semesters appears near the top of the audit.
- 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.
- During the first five critical tracking semesters, 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 in the first five critical tracking semesters, they must change to a major more appropriate to their skills, goals, and performance. After 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 During Semesters 1-5
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 develop an academic plan to complete the critical-tracking courses for the current major or identify a more appropriate major.

Minimum Academic Progress Under Universal Tracking During Semesters 6-8
- In the degree audit, critical-tracking criteria for semesters six through eight will appear in the “Critical Tracking Progress” area near the top of the audit only if the student has a critical tracking term of six through eight.
- 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.
- During the critical tracking semesters six through eight, an off-track student may have a hold placed on their record requiring them to formulate a plan for getting on track and preparing for graduation in a timely manner.
- If a student is off-track for two consecutive terms in during critical tracking semesters six through eight, they will be required to revise their graduation plan and undergo more intensive academic counseling to ensure they meet all academic requirements for timely graduation.
Off-Track Notification During Semesters 6-8
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 may be placed on their registration requiring the student meet with an advisor to make a plan to get back on track.

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 | 105 Classroom Building (CBD)
The Office of Academic Support (OAS) for Undergraduate Affairs, in collaboration with faculty, staff, and campus partners, provides programs and services to enrich the experience of UF students. The 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 students to achieve academic excellence. Comprehensive academic support includes peer coaching, tutoring, general advising, and other resources to promote students’ empowerment and growth as scholars. The OAS helps students set and achieve academic goals to persist, graduate, and advance in their careers. Map (https://campusmap.ufl.edu/#/index/0105) More Info (http://oas.aa.ufl.edu/)

Career Connections Center | Level ONE Reitz Union
The Career Connections Center (C3) is the University of Florida’s comprehensive career center serving all students. The Career Connections Center supports students with all career and professional development needs during their time at University of Florida and beyond. The Career Connections Center’s mission is to educate and create connections for the UF community to facilitate the holistic career development of students.

The Career Connections Center provides a variety of services, tools, and events for students. Whether students are exploring career options, developing professional skills, finding meaningful experience, or preparing for life after graduation, the Career Connections Center prepares students for work, citizenship, and life. Through the Career Pathways initiative, students can access customized information, connections, and programs to personalize their professional development experience.

Students should activate their Gator CareerLink account to learn about the range of in-person and virtual career planning services available to them, and to see which employers are actively recruiting UF candidates. On Gator CareerLink, students can also see upcoming events and workshops customized to their interests and Career Pathway.

The Career Connections Center also hosts hundreds of employers annually as they attend a variety of career events, hold on-campus interviews, present employer hosted events, and educational programs for students. Students should attend Career Showcase, the largest career fair on campus-hosted every Fall and Spring semester.

Students are encouraged to engage early and often with the Career Connections Center to enhance their University of Florida experience. More Info (https://career.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/)

Dean of Students Office Campus Assistance & Resources for Empowerment | CARE
Campus Assistance & Resources for Empowerment (CARE) provides connection, support and guidance for students as they navigate anticipated transitions and unexpected events.
Undergraduates Interested in Graduate School

OGDI aims to improve 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 Graduate Diversity Initiatives (OGDI) is a function of the Graduate School dedicated to the recruitment and retention of underrepresented candidates interested in graduate studies. In this effort, OGDI maintains The University of Florida's membership to the

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National Name Exchange Consortium (https://cgsnet.org/national-name-exchange/). This consortium matches underrepresented undergraduate students interested in graduate studies to graduate schools nationwide. The name exchange seeks to increase the number of qualified minority students accepted into graduate school. OGDI also participates in several recruitment events throughout the state and beyond.

Office of Graduate Diversity Initiatives
123 Grinter Hall
Gainesville, FL 32611
352.392.6444
Map (http://campusmap.ufl.edu/?loc=0002) | Email (ogdi@aa.ufl.edu)

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 immigration and support services to international students throughout their studies at UF. Exchange Visitor Services provides administrative support for international scholars at UF. The Office for Global Learning supports international programs and opportunities for faculty and staff to facilitate global learning and research programs.

Study Abroad Services develops, administers, and coordinates study abroad programs, which are offered during Spring Break, summer, semester, and the entire academic-year. Students can live and study abroad while fulfilling UF degree requirements. Exchange programs enable students to pay UF tuition while studying at an international partner institution. 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.

Map (http://campusmap.ufl.edu/?loc=0032) More Info (https://internationalcenter.ufl.edu/)

McNair Scholars Program | 319 Infirmary Building
The Ronald E. McNair Scholars Achievement Program encourages undergraduate students to pursue advanced studies at the PhD 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 US Department of Education.

New scholars begin the program in May with an intensive 10-week summer research internship. During the internship, scholars conduct research with a faculty mentor, complete a research methods and writing course, receive support for the GRE, attend graduate school success seminars, and participate in team building, cultural, and scholarly activities.

McNair Scholars receive mentoring, academic support, faculty-guided research experience, a research stipend opportunities to travel to professional conferences and prospective graduate programs, and many other benefits.


CLAS Academic Resources
Academic Resources offers various academic resources to help students succeed in their studies. All tutoring services are free to current students.

Available Tutoring Services
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.

Language Studio
Offers facilities and support for language learners and instructors. Activities include: language tutoring, meeting space, conversation space, and multimedia resources.
Language Proficiency Test Proctoring
UF students may use the to prove proficiency in a foreign language, and thus satisfy a foreign language requirement. More Info (https://academicresources.clas.ufl.edu/testing/flpe/)

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.

Academic Resources 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. 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 offers a wealth of information about the Libraries and links to a vast array of resources. More Info (https://uflib.ufl.edu)

The Marston Science Library and Library West are the largest libraries on campus. Marston offers a variety of study environments, including silent study (fourth and fifth floors), collaboration spaces (first, second, third floors), and 26 group study rooms. Student groups can reserve the multipurpose conference room for webinars or other interactive events. The first floor is also home to the Marston Makerspace, where students may utilize 3D printers, laser cutters, soldering irons, sewing machines and more for a hands-on learning environment.

Library West (Humanities and Social Sciences) offers eighteen group study rooms, a graduate student floor and carrels, an Accessibility Studio and a One Button Video Recording Studio is a “do it yourself” studio available for student use. Library West hosts 150 computer workstations as well as iMacs. Library West also has a robust Audio-Visual and tech gear lending program with hundreds of cameras (Go Pros, video, 360-degree, and DSLR) and related accessories, in addition to recording and podcasting kits, iPads, Anker portable chargers, DVD/CD-ROM players, Meeting Owl 360 cameras, and LP record players.

Other campus libraries include the Health Science Center Library, Education Library, Architecture & Fine Arts Library, Smathers Library (housing the Special and Area Studies Collections Department), and the Legal Information Center. More Info (https://uflib.ufl.edu)

University Multicultural Mentor Program
The University Multicultural Mentor Program is an opportunity open to incoming 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 program lasts the full duration of the student’s first year at UF and is administered by the Center for Inclusion and Multicultural Engagement within the Division of Student Life. More Info (https://multicultural.ufl.edu/programs/ummp/) Email (ummp@ufsa.ufl.edu)

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 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.

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<tr>
<th>Code</th>
<th>Title</th>
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<tr>
<td>ENC 1101</td>
<td>Expository and Argumentative Writing</td>
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<tr>
<td>ENC 3246</td>
<td>Professional Communication for Engineers</td>
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<tr>
<td>ENC 3252</td>
<td>Writing for Strategic Communication</td>
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</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>
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<tr>
<td>ENC 3464</td>
<td>Writing in the Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ENC 3465</td>
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<td>3</td>
</tr>
<tr>
<td>ENC 3466</td>
<td>Writing in the Communication Sciences</td>
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Variable topics for ENC 3254 include: Nature Writing; Travel Writing; Writing in Construction Management; Writing in the Environmental Sciences; Writing for Graphic Design; Writing in the Humanities; Writing for Non-Profits; Writing in Sustainability; Writing in Women’s Studies
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