

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

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

	<ul style="list-style-type: none"> • Colleges offering majors of interest
	<ul style="list-style-type: none"> • Career Connections Center
<ul style="list-style-type: none"> • Pursuing a double major or dual degree 	<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Information about a minor 	<ul style="list-style-type: none"> • The college/department that offers that minor

Drops/Adds and Withdrawals

Area of Interest	Where to Go for Academic Assistance
<ul style="list-style-type: none"> • Add a class after drop/add 	<ul style="list-style-type: none"> • The department that offers the class for the approval to add, then • The student's college to determine the next step
<ul style="list-style-type: none"> • Drop a class after drop/add 	<ul style="list-style-type: none"> • The student's college
<ul style="list-style-type: none"> • Drop a class after the deadline 	<ul style="list-style-type: none"> • The student's college to determine the eligibility and the next step
<ul style="list-style-type: none"> • Withdrawal from all current term courses 	<ul style="list-style-type: none"> • ONE.UF • Registrar's Office

Requirements and Regulations

Area of Interest	Where to Go for Academic Assistance
<ul style="list-style-type: none"> • State of Florida Summer Term Enrollment Requirement 	<ul style="list-style-type: none"> • The student's college to understand the requirement and if they have met the requirement • The Registrar's Office if the student wishes to petition the requirement
<ul style="list-style-type: none"> • Excess Hours Surcharge 	<ul style="list-style-type: none"> • The student's college
<ul style="list-style-type: none"> • Flexible learning classes 	<ul style="list-style-type: none"> • The student's college
<ul style="list-style-type: none"> • General education requirements 	<ul style="list-style-type: none"> • The student's college
<ul style="list-style-type: none"> • Transient status 	<ul style="list-style-type: none"> • The student's college

Help with Grades

Area of Interest	Where to Go for Academic Assistance
<ul style="list-style-type: none"> • Tutoring or help with specific courses 	<ul style="list-style-type: none"> • Academic Support Programs
<ul style="list-style-type: none"> • Study skills and learning strategies to improve grades 	<ul style="list-style-type: none"> • Academic Support Programs

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. 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 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 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.

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 our campus partners, 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 students' empowerment and growth as scholars. We help 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 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 (<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/>)

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 1st out of 63 colleges and universities in Florida for Veteran friendliness (by College Factual);
- UF is ranked 4th out of 1,751 colleges and universities for Veteran friendliness (by College Factual);
- UF is ranked in the Top Ten of 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).

Map (<http://campusmap.ufl.edu/?loc=0158>) More Info (<https://www.dso.ufl.edu/veteran/>)

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/>)

Disability Resource Center | Reid Hall and Cypress Hall

The Disability Resource Center (DRC) in the Division of Student Life, celebrates disability identity as a valued aspect of diversity. We champion a universally accessible campus community that supports the holistic advancement of students with disabilities.

The DRC serves more than 5,400 registered students to provide access within the academic and housing environments. This may be achieved through academic accommodations as well as collaborating with faculty and staff across the University to proactively address barriers. Students are able to register online by visiting our website (<https://disability.ufl.edu/>). DRC staff are available to consult with faculty and staff on how to best support the access needs of students with disabilities. Students and their families can schedule an inquiry appointment to learn more about the DRC. They can do this by visiting our online appointment scheduling page: <https://disability.ufl.edu/about/drc-appointments/>. Please feel free to call the DRC at 352.392.8565 for any questions.

Map (<http://campusmap.ufl.edu/?loc=0020>) More Info (<https://disability.ufl.edu/>)

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 accomplishes its mission through several programs held throughout the academic year.

Undergraduates Interested in Graduate School

OGDI aims to improve 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 (<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>) More Info (<http://graduateschool.ufl.edu/about-us/offices/dgsa/ogdi/>) 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 integrative global opportunities for faculty and staff to facilitate global learning courses and experiences. The Office for Global Research supports faculty development of international research and training 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 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, 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/>)

CLAS Academic Resources

Formerly Teaching Center

Academic Resources 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.
- 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 FLPE (<https://academicresources.clas.ufl.edu/testing/flpe/>) to prove proficiency in a foreign language, and thus satisfy a foreign language requirement.

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 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 (<https://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 (Humanities and Social Sciences) offers 18 group study rooms, a graduate student 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. Ten ProctorU testing carrels are available by reservation. Library West also has a Tutoring Center, Accessibility Studio, and FitDesk study bikes.

Other campus libraries include the Health Science Center Library, Education Library, Architecture & Fine Arts Library, Smathers Library (special and area studies) 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 Department of Multicultural and Diversity Affairs within the Division of Student Affairs. For more information, email ummp@ufsa.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 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

Code	Title	Credits
ENC 1101	Expository and Argumentative Writing	3
ENC 1102	Argument and Persuasion	3
ENC 2305	Analytical Writing and Thinking	3
ENC 3246	Professional Communication for Engineers	3
ENC 3252	Writing for Strategic Communication	3
ENC 3254	Professional Writing in the Discipline	3
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		
ENC 3453	Writing in the Health Professions	3
ENC 3459	Writing in the Medical Sciences	3
ENC 3464	Writing in the Social Sciences	3
ENC 3465	Writing in the Law	3
ENC 3466	Writing in the Communication Sciences	3
ENC 3483	Writing in the Physical Sciences	3
ENC 4493	Peer Tutoring in Rhetoric and Writing	2

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

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