ACADEMIC ADVISING

Mission

At the University of Florida, academic advisors empower students to make informed decisions about their educational and career paths. Through a collaborative approach, advisors help students navigate degree requirements, define their success, and take an active role in reaching their academic goals. Our mission is to provide a supportive environment and an individualized approach that enhances each student's holistic learning outcomes..

Vision Statement

At the University of Florida, academic advisors are committed to creating a personalized advising experience where every student feels supported, valued, and equipped to reach their fullest potential.

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 (https://www.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:

- 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 AA 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
• Drop a class after drop/add	• The student's college
• Drop a class after the deadline	• The student's college to determine the eligibility and the next step
• Withdrawal from all current term courses	• ONE.UF
	• Registrar's Office

Requirements and Regulations

Area of Interest	Where to Go for Academic Assistance
• State of Florida Summer Term Enrollment Requirement	• 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
• Excess Hours Surcharge	• The student's college
• Flexible learning classes	• The student's college
• General education requirements	• The student's college
• Transient status	• The student's college

Help with Grades

Area of Interest	Where to Go for Academic Assistance
• Tutoring or help with specific courses	• Academic Support Programs
• Study skills and learning strategies to improve grades	• 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. 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 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 (https://catalog.ufl.edu/UGRD/academic-regulations/academic-progress-policies/)
- Dismissal (https://catalog.ufl.edu/UGRD/academic-regulations/academic-progress-policies/)
- Changing Majors (https://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.
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/)

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.

CARE Programs

Alan and Cathy Hitchcock Field & Fork Food Pantry

The Alan and Cathy Hitchcock Field & Fork Pantry assists members of the UF community experiencing food insecurity. The Pantry is committed to protecting its guests' privacy and providing food to those in need within the campus community.

564 Newell Drive (across from the Hub on North Lawn)
352.294.3601
Map (https://campusmap.ufl.edu/#/index/0476) More Info (https://pantry.fieldandfork.ufl.edu/)

Case Managers

Case Managers within CARE provide non-clinical, personalized outreach and offer one-on-one meetings, providing students a space to address academics and overall wellness needs. Students who need assistance through a variety of challenges can indicate their need for support by completing a Self-Care Referral (https://cm.maxient.com/reportingform.php?UnivofFlorida&layout_id=30) form. Faculty, staff, peers, and community members can refer a student of concern to case management by completing a CARE Concern (https://cm.maxient.com/reportingform.php?UnivofFlorida&layout_id=10). CARE Case Managers also help students understand the medical petition process.

202 Peabody Hall
352.392.12610
Map (http://campusmap.ufl.edu/?loc=0004) More Info (https://care.dso.ufl.edu/)

Collegiate Veterans Success Center | Fourth Floor Yon Hall

The Collegiate Veterans Success Center serves more than 1,500 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 US Department of Veterans Affairs' VetSuccess on Campus Counselor (VSOC). The VSOC Program serves as the on-campus face for the US Department of Veterans Affairs. UF has been honored for its support services for student Veterans, active-duty service members, and military families.

418 Yon Hall
352.294.7233
Map (https://campusmap.ufl.edu/#/index/0158) More Info (https://veterans.dso.ufl.edu/)

Medical Petitions

If a student who has not completed their academic program, experiences an unexpected medical event that interrupts their ability to complete and or pass some or all of their classes in a given term, the medical petition process may be considered. Specific medical documentation is required and should be submitted via the Medical Petition Portal (https://care.dso.ufl.edu/medical-petition-portal/).

202 Peabody Hall
352.392.12610
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, champions a universally accessible campus community that supports the holistic advancement of students with disabilities.

The DRC serves more than 7,000 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 the DRC website. DRC staff are available to consult with faculty and staff on how to best support the access needs of gators with disabilities. Students and their families can schedule an inquiry appointment to learn more about the DRC.
Map (http://campusmap.ufl.edu/?loc=0020) More Info (https://disability.ufl.edu/) Appointments (https://disability.ufl.edu/about/drc-appointments/)

Graduate Student Support & Engagement, Office of | 123 Grinter Hall

The Office of Graduate Student Support & Engagement (OGSSE) is a unit of the Graduate School committed to promoting and sustaining a community that provides comprehensive graduate student support and engagement services to promote academic success, personal development, and social well-being. OGSSE aims to create and nurture a welcoming environment that encourages diversity of thought and empowers students to participate in programs that engage all graduate students.

OGSSE strives to provide currently enrolled graduate students with programs and services to assist and support the pursuit of successful graduate education. OGSSE maintains partnerships with administrative offices, academic units, research centers, student services, and organizations across campus to promote excellence in the graduate experience.

Office of Graduate Student Support & Engagement

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 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 | 3rd Floor CSE 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 students from limited income backgrounds who aspire to earn a PhD. There are over 200 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, gain access to resources to prepare for the GRE, attend graduate school success seminars, and participate in team building, cultural, and scholarly activities.

McNair Scholars also receive individual coaching, academic support, opportunities to travel to professional conferences and prospective graduate programs, and many other benefits.
Map (http://campusmap.ufl.edu/?loc=0018) More Info (http://mcnair.aa.ufl.edu/) Application (http://mcnair.aa.ufl.edu/application.aspx)

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 houses most of the collections in humanities and social sciences as well as the circulating collection of the Isser and Rae Price Library of Judaica. The largest branch library on the UF campus, Library West has seating for approximately 1,300 patrons, 1.7 million volumes of in-house books and materials, over 200 public computers, two KIC Bookeye high-speed scanners, in addition to a wide variety of circulating A/V technology and equipment items. This library offers four floors with spaces for individual and group study, eighteen group study rooms, an accessibility studio, a video recording studio, twelve online proctored testing booths, a limited-access floor for graduate students, a quiet study floor, a mindfulness studio, two gender-inclusive bathrooms, and a lactation room. The Scott Nygren Digital Scholars Studio supports instruction and project collaboration for researchers in digital humanities. Library West is also proud to be an official donation drop-off location for Hitchcock Field & Fork, the campus food pantry.

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.

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 2256	Writing in the Disciplines	3
Variable topics for ENC 2256 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
ENC 4905	Directed Independent Study in Rhetoric and Writing	1-3
ENC 4930	Special Topics in Rhetoric and Writing	1-3
IDS 1468	Why Tell Stories?	3

IDS 1623	The Anatomy of a Story	3
IDS 1624	Time, Culture, and Identity	3

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

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