Student Services

The information in this catalog is current as of July 2013. Please contact individual units for any additional information or changes.

Career Resource Center
Centers and Institutes
Counseling and Wellness Center
English Skills for International Students
Gator 1 Card
Graduate Student E-mail Listserv and Website
Graduate Newsletter
Graduate Minority Programs
Graduate School Editorial Office
Graduate Student Records
Graduate Student Council
Graduate Student Handbook
Housing
Ombuds
Professional Development
Research and Teaching Services
Speech and Hearing Center
Student Health Care Center
UF International Center
University Writing Studio
Workshops for Teaching Assistants

Career Resource Center

The Career Resource Center, known as the CRC, is a comprehensive career planning facility located on the 1st floor of the J. Wayne Reitz Union. The CRC is the only centralized unit on campus providing resources for all graduate students across all disciplines. Information specifically for graduate students is located at www.crc.ufl.edu/grad to help students explore career paths as well make connections to employers.

The CRC provides opportunities for students to **EXPLORE** career paths with resources from career planning appointments, where you can discuss interests one-on-one with a staff member to workshops for careers inside and outside of academia. You can also **PREPARE** for and **START** an internship or job search. Activities include online instruction in creating a curriculum vitae or resume to applying for jobs with employers recruiting UF students. Graduate students also learn to **ADAPT** for changing work activities by acquiring diverse skills and experiences and making short-term flexible goals.

Get started with the Career Resource Center, visit us online www.crc.ufl.edu, stop into our office for quick questions Monday through Friday or schedule a career planning appointment online. The CRC works with students in all disciplines and best of all, it's free.

Centers and Institutes

As a major research institution, UF has a number of research areas designated as Centers or Institutes. There are more than 150 Centers and more than 30 recognized institutes. Ten of these centers and institutes with campus-wide missions report to the Vice President for Research: http://www.research.ufl.edu/or/about/centers-and-institutes.html

For more information, contact the unit directly.

Counseling and Wellness Center

The Counseling and Wellness Center (CWC) offers services to currently enrolled graduate students for personal and educational concerns.

Professional counselors offer short-term individual, couples, and group counseling. There is no charge for the Center's confidential services. Topics of services for graduate students often include help with concerns related to academic success, time and stress management skills, anxiety and depression, personal and family relationships, adjustment to the culture, and other issues associated with transition.

Counseling and Wellness Center clinicians also provide a range of consultation and outreach programs to the campus community. Phone or in-person consultation is available for students, parents, faculty, and staff regarding any issues related to student development. The CWC clinicians serve as program resources for a wide variety of student organizations and academic departments. The Center has an extensive training program for selected graduate students. The clinical staff teaches undergraduate and graduate courses in the Departments of Psychology and Counselor Education and guest lecture on a variety of psychological and wellness topics.

All CWC activities are conducted with sensitivity to the diversity of the students on a large, multicultural campus.

For more information, phone (352) 392-1575, or visit http://www.counseling.ufl.edu.
The CWC is located at 3190 Radio Road (down the street from Lakeside and SW Rec Center).

English Skills for International Students

The University of Florida makes available English language programs to help international graduate students improve their proficiency in English. These programs are 1) the English Language Institute, 2) Academic Written English, and 3) Academic Spoken English.

Applicants whose command of English is not as good as expected may be requested by their departments to attend the English Language Institute (ELI), an intensive English program designed to provide rapid gain in English proficiency. An ELI student may require one, two, or occasionally three semesters of full-time English study before entering Graduate School. Information about ELI is available in 315 Norman Hall.

The Academic Written English (AWE) program is designed to help foreign graduate students improve their writing ability. Applicants whose verbal GRE scores are below 320, or students who have been admitted provisionally with a score lower than required on a TOEFL (550 paper, 80 internet), IELTS (6), or MELAB (77) may be required to take a writing test. Those demonstrating a lower proficiency than needed for successful performance in written tasks as determined by their academic unit may be required to take courses in written English. Information about the AWE program is available at the coordinator's office, 4131 Turlington Hall, telephone (352) 392-0639.

The Academic Spoken English (ASE) program consists, primarily, of the 03 credit supervised ITA teaching course – EAP 5836. This course is required of all international teaching assistants (whose first language is not English) during their first semester of teaching at UF, whose TOEFL-IBT Speaking score is between 23 – 27 or UF SPEAK score is 45 – 50. A 04 credit EAP 5835 course is also offered for students who need to make rapid progress in their oral proficiency in English or who desire to improve their performance on a UF SPEAK test. These two credit-bearing courses are eligible for a graduate tuition waiver. Non-credit ASEP classes intended to help with general oral communication in English skills (fluency, pragmatics, pronunciation) are offered each semester if there is sufficient student demand. Information about ASE can be found at http://ase.ufl.edu/.

Gator 1 Card

The Gator 1 Card is the official University of Florida picture ID card. A valid Gator 1 Card must be presented to transact business at University Financial Services, athletic event tickets, Gator Dining accounts, CIRCA computer labs, University Libraries, and all recreational facilities. The Gator 1 Card can be obtained and purchased for $15.00 at the Gator 1 Central Office located at the UF Bookstore and Welcome Center at the Museum Road entrance. An official picture ID (military ID, passport, or driver's license) is required. A student's spouse or domestic partner may also obtain a Gator 1 ID; verification of eligibility for a spouse or domestic partner is performed by Student Legal Services. For information and instructions visit their website at www.studentlegalservice.ufl.edu/gator1registration. After Student Legal Services approves the request, contact the Gator1 Central Office to obtain the ID Card. The cost of the card is $15.00; payment may be made with cash, check or a credit card. The Gator 1 Central Office may be contacted at 352-392-8343.

Graduate Student E-mail Listserv, GatorLink, and myUFL Portal

The Graduate School communicates directly with enrolled graduate students via e-mail using GatorLink e-mail addresses. **Students must establish their GatorLink account and must check it regularly.** GatorLink has a website at http://www.gatorlink.ufl.edu to create and modify an account. The Graduate School cannot maintain personal e-mail addresses.

The Gatorlink e-mail addresses of all currently enrolled graduate students are automatically added to the Graduate School's Graduate Student listserv. **A student cannot opt out of receiving these messages.** Messages contain time-sensitive information about important deadlines. If you choose to forward GatorLink messages to another e-mail address, be aware that some commercial e-mail clients may filter out these messages. Therefore, you must actively check your GatorLink account separately. An archive of messages is available at http://lists.ufl.edu/archives/gradstudent-l.html.

The myUFL Portal http://my.ufl.edu has a student page that contains a graduate student section. Information about grants and fellowships, workshops, and other items relevant to graduate education are posted at this site. Students should subscribe to this section and check it regularly.

Graduate Newsletter

EXCEL, the Graduate School newsletter, is published online each spring to highlight graduate education at UF. For more information or to contribute a topic, contact the Graduate School Associate Director, phone 392-6622.

Graduate Minority Programs

The Office of Graduate Minority Programs (OGMP) is defined by its student-centered support services. The OGMP administers various multicultural educational programs that support and foster an intellectually and culturally diverse student population.

The OGMP's staff accomplishes this by actively working with academic units to recruit and retain students who are underrepresented in their field of study (women in engineering, men in nursing, etc.), low-income, or first-generation students, as well as ethnic/cultural minorities (African Americans, Hispanics, Native Alaskans [Aleuts and Eskimos], Native Americans, and Native Pacific Islanders).

<u>Specialized Programs for Recruitment, Retention and Completion</u>
Recruitment activities occur through Graduate School programs, including the Fall and Spring two-day Campus Visitation Program (CVP), the Graduate School Information Day, and the HBCU-UF Master's to the PhD Pathway Project. Student funding opportunities are available through the Florida Board of Education (BOE) Summer Fellowship Program, Florida A&M University (FAMU) Feeder Program, McKnight Doctoral Fellowships, UF/SFC Faculty Development Project, National Consortium for

Graduate Degrees for Minorities in Engineering and Sciences, Inc. (GEM) Fellowships, McNair Graduate Assistantship Program, NSF Florida-Georgia Louis Stokes Alliance for Minority Participation Bridge to the Doctorate, and the NSF Atlantic Coast–Social, Behavioral and Economic Sciences Alliance. Retention and completion support programs include the Supplemental Tuition Retention Award, Delores Auzenne Dissertation Award, Graduate School Dissertation Award, and Graduate School Doctoral Research Travel Award. For more information, visit OGMP's website.

Professional Development Activities

The Office of Graduate Minority Programs (OGMP) also sponsors many professional development activities, open to the entire graduate student body, often in collaboration with other university units. These events can include monthly Professional Development Workshops, and an annual Grants and Fellowships Conference. Announcements of these events, and deadlines for all award programs, are made through the Graduate Student Listserv. For more information, visit the website at graduateschool.ufl.edu/student-life-and-support/diversity-programs

Graduate School Editorial Office

The Graduate School Editorial Office provides format requirements for theses and dissertations on the editorial page of the Graduate School website in order to help students prepare their manuscripts for submission to the Editorial Office. The Graduate School Editorial Office facilitates the thesis and dissertation process, by providing clear guidelines and checklists, and by outlining the procedures to follow when completing the thesis or dissertation. In order to complete degree requirements, all thesis and dissertation students must gain clearance status with the Editorial Office by each of the posted deadlines for the term in which they intend for the degree to be awarded.

The following procedures apply to the Graduate School's editorial services to students:

Upon submission to the Graduate School Editorial Office, a thesis or dissertation should be near-final and must be completely formatted. It will not be accepted as meeting first submission requirements in draft form.

Additionally, master's theses must be orally defended before making submission to the Graduate School Editorial Office. Accordingly, the Final Exam data must be posted to GIMS by the department, before the document can be submitted to the Editorial Office for review. Subsequently, a master's student who does not defend the thesis prior to the first submission deadline will not be eligible for a degree award in the current term; nor is the student a clear-prior candidate to the following term, since they were unable to meet the first submission requirement.

The thesis or dissertation must be of publishable quality and must be in a form suitable for publication, using the Graduate School's format requirements found here.

The student's department is responsible for quality and scholarship.

Graduate Council requires the Graduate School Editorial Office, as agents of the Dean of the Graduate School, to briefly review theses and dissertations for acceptable format, and to make recommendations as needed.

The Application Support Center, although not a part of the Graduate School Editorial Office, provides assistance to students seeking help with the guidelines of the Editorial Office free of charge. Their services are invaluable to students concerned about meeting the submission standards of the Editorial Office. Students should avail themselves of these services long before making first submission to the Editorial Office. Appointments are encouraged, particularly well in advance of deadlines, because seats are extremely limited.

The Graduate School Editorial Office maintains a list of formatters, editors, and binders that students may hire for a fee, if needed; however, the Application Support Center also offers many formatting and conversion services at reasonable rates as well.

- Checklist for master's theses:
  http://graduateschool.ufl.edu/files/checklist-thesis.pdf

- Checklist for doctoral dissertations:
  http://graduateschool.ufl.edu/files/checklist-dissertation.pdf

- Graduate School Editorial Office:
  http://graduateschool.ufl.edu/graduation/thesis-and-dissertation

- Format requirements:
  http://www.graduateschool.ufl.edu/files/etd-guide.pdf

- Format examples:
  http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/format-requirements/examples/

For more information, contact :

Graduate School Editorial Office
224-B, The Hub
Gainesville, FL
32611-5500

Phone: (352) 392-1282
E-mail: gradedit@aa.ufl.edu
Website: http://graduateschool.ufl.edu/graduation/thesis-and-dissertation

Graduate Student Records

Graduate Student Records staff work with academic units to support students at all phases of their graduate careers, from admission through degree certification and graduation. The office is responsible for keeping the official graduate student record and ensuring compliance with all Graduate Council and University policies.

Graduate Student Council

The Graduate Student Council was formed in 1989 to foster interaction among graduate students on campus and to provide an agency for coordinating graduate student activities and programs. The GSC seeks the improvement of graduate student education through active and permanent communication with the Graduate School, the University administration, and the University of Florida Board of Trustees. It also represents the interests of graduate students at the student government, administration, local, state, and national levels. GSC is a dues-paying member of the National Association of Graduate and Professional Students.

Graduate Student Handbook

The Graduate School provides additional information in the online Graduate Student Handbook: http://www.graduateschool.ufl.edu/student-life-and-support/student-handbook.

Housing

Graduate students and their families are housed in graduate and family housing villages. All applicants must apply to the University and have a UF ID number. Due to limited space, all students are not guaranteed on campus housing.

For information, go to the Housing website, http://www.housing.ufl.edu/gfh/choices/.

To be eligible for Graduate and Family housing, all residents must make normal progress toward a degree in consultation with academic departments and Graduate and Family Housing policies. Please inquire at villages@housing.ufl.edu for more information about general eligibility and/or eligibility as it relates to academic status.

Applying for Housing

Each student must make personal arrangements for housing, either by applying to the Department of Housing and Residence Education for assignment to University housing facilities or by obtaining accommodations off campus.

For application information and to submit an application:
http://www.housing.ufl.edu/gfh/apply/howto/

For off-campus housing information:
http://www.offcampus.ufl.edu/

Graduate and Family Housing

Village apartments are unfurnished. Residents in all villages must provide their own linens, dishes, rugs, curtains, or other similar items. Electricity is an additional expense and is billed with the rent. For questions about Graduate and Family Housing, please email villages@housing.ufl.edu, or call 352.392.2171 extension 10321.

The Continuum is UF affiliated off-campus Housing. To qualify for residency, Continuum residents must be matriculated, full-time or part-time (or equivalent) students enrolled in a graduate or professional school or a faculty or staff member at UF.

Additional information about all Graduate and Family Housing facilities is available at the following website:
http://www.housing.ufl.edu/gfh/choices/

Off Campus Life

The Office of Off Campus Life is part of the Division of Student Affairs and offers resources, services, education and support for students living off campus.

Services include a free Off Campus Housing Locator http://housing.offcampus.ufl.edu so students can search for apartments off campus based on price, number of bedrooms, location and several other criteria. Additional resources include the Off Campus Life website www.offcampus.ufl.edu, which features the Gator Guide to Off Campus Life. The Gator Guide includes tips for finding off campus housing, average rental costs, lease information, safety information, transportation information and much more. Off Campus Life also provides one-on-one meetings for students looking for off campus housing. All resources and services are free to students. We are happy to help you with your questions and hope to see you at an upcoming OCL event.

To schedule an appointment or for questions:

- visit the Off Campus Life website, www.offcampus.ufl.edu
- stop by the Off Campus Life office, which is located in 311 Peabody Hall
- call Off Campus Life at (352) 392-1207

Like Off Campus Life on Facebook:
http://www.facebook.com/UFOffCampusLife

Follow OCL on Twitter:
https://twitter.com/UFOffCampusLife.

Ombuds

The Office of the University Ombuds was established by the state legislature and reports through the Provost to the President. The Office helps students resolve problems and conflicts. It offers an informal avenue of redress for students' problems and grievances that arise in the course of interacting with the institution. By considering the problems in an unbiased way, the Ombuds works to achieve a fair resolution and works to protect the rights of all involved parties.

Resolving student academic issues: The Office of the Ombuds deals with student concerns of an academic nature. Students must first contact the instructor, the academic unit chair, and the college dean before seeking help from the Ombuds, although instances do exist where contact with the University Ombuds first is beneficial.

Resolving student non-academic issues: In many instances, non-academic issues can be easily and readily resolved for students merely by facilitating direct communication and effective listening. For other problems not related to academic issues, the Office of the Ombuds helps students contact the appropriate campus office for dealing with their problems.

For more information, visit http://www.ombuds.ufl.edu.

Research and Teaching Services

The University of Florida Graduate School offers research opportunities in a variety of fields. Our colleges and departments offer numerous majors and interdisciplinary research options. In addition, the University of Florida Libraries and the University Press of Florida offer extensive collections to guide your research. For information on these services and UF's state-of-the-art computer facilities, art galleries, performing arts centers, and museums, see the Research and Teaching Services Section of this catalog, where you can also find helpful information about UF's Office of Research.

University of Florida & UF Health Speech and Hearing Center

Faculty in the Department of Speech, Language, and Hearing Sciences see patients in the Speech and Hearing Center located at UF Health, as well as at UF Health Rehab at Magnolia Parke, UF Health Hearing Center at Hampton Oaks, and UF Health Hearing Center at Park Avenue. Our clinics serve the needs of the individual from initial evaluation through the rehabilitation process.

Members of our clinical staff are all Board Certified & Florida Licensed Audiologists and Speech-Language Pathologists. We are committed to maintaining the highest standard of excellence in all areas of service to the patient. Our clinics are premier centers for delivering speech, language, swallowing, hearing and balance services to individuals of all ages.

Speech & Hearing Center
2nd Floor, Dental Tower
1600 S.W. Archer Road
Gainesville, Florida 32610
Room: D2-055

Speech Pathology: (352) 273-5871
Audiology: (352) 273-5555

Fax: (352) 846-1565

Student Health Care Center, Infirmary Building, 280 Fletcher Drive

Building a Healthy Foundation for The Gator Nation. The Student Health Care Center (SHCC) is an accredited outpatient clinic offering a wide variety student-focused services, including: General Medical Care/Primary Care; Health Counseling; Immunizations (flu shots, vaccinations for travel, etc.); Lab and X-ray/EKG Services; Pharmacy and Mini Drug Store; Sexual Health Services; Allergy Injection Therapy; Massage Therapy (SHCC@CorryVillage); Nutrition Services; Physical Therapy (operated by Shands Rehab Services); Sports Medicine Clinic; and Women's Clinic.

Please CALL FIRST to be seen: (352) 392-1161. SHCC staff is comprised of licensed, board-certified physicians (MDs), physician assistants (PAs), advanced registered nurse practitioners (ARNPs), registered nurses (RNs), health support technologists (HSTs) and many others who pride themselves in helping each student achieve maximum physical and emotional health so that each may participate fully in the educational and personal growth opportunities afforded by the University.

The tuition-included health fee helps pay for basic evaluations, but does not cover all possible charges at the SHCC. Patients are financially responsible for items including, but not limited to: physicals; procedures; X-rays; lab tests; medications; medical equipment; massage; and physical therapy. Private health insurance plans are accepted for payment of covered services, and you can submit/verify your coverage online; visit the “Fees & Insurance” area of the SHCC website at http://shcc.ufl.edu/fees-and-insurance/ for more information about charges, billing and health insurance. NOTE: The health fee is not considered health insurance.

Students are encouraged to view an introductory video and review basic information about the SHCC by visiting the “New Students: General Information” area of the SHCC website at http://shcc.ufl.edu/new-students/.

UF International Center (UFIC)

Located on 1765 Stadium Rd. Suite 170, Hub, the University of Florida International Center (UFIC), through Exchange Visitor Services, International Student Services, Study Abroad Services, and Program Development, serves in a leadership and facilitation role to further the University’s international agenda, providing assistance and support to faculty, staff, administrators, and students as well as external stakeholders in their international activities. In addition to assisting these clients, the Center also functions to enhance the University’s ability to pursue and develop international activities and partnerships appropriate to its core mission, motivating and mobilizing the UF community to integrate and sustain high-impact global dimensions in learning, discovery, and engagement, and provides administrative support to assure leadership for this vision.

For more information:
Phone: (352) 392-5323
Fax: (352) 392-5575

E-mail: ufic@ufic.ufl.edu
Website ufic.ufl.edu

Exchange Visitor Services offers administrative, liaison, and support services for foreign national faculty, scholars, researchers and professionals. Additionally Exchange Visitor Services ensures that the university is in compliance with immigration laws and regulations affecting immigration statuses for sponsored foreign nationals and visiting scholars by providing technical and advisory information to the university community. Support services include assistance with immigration regulations compliance, pre-arrival procedures, and orientation to the campus and community.

International Student Services provides support services for international students through immigration document preparation, orientation, immigration services, and various workshops. These services include advising international students on academic, immigration, financial, cultural, and personal issues. All new international students are required to check-in with the International Center.

Study Abroad Services administers a wide range of programs that give students the opportunity to live and study abroad while fulfilling degree requirements. Students can choose among faculty-led summer programs, exchange programs, and independent programs for the summer, a semester, or an academic year as well as spring break, Thanksgiving break and other programs. Various scholarships and other financial aid can be applied to help finance the international academic experience. UF exchange programs enable students to pay UF tuition while studying abroad. Study Abroad program assistants advise applicants on all aspects of UF approved programs, provide pre-departure orientations, and process the foreign transcript on return of the student. Study Abroad program details are available in the UFIC library or on the UFIC website.

Program Development helps UF faculty and students develop programs in international applied research, technical cooperation, workshops, outreach, and other international activities. Working closely with other centers, academic units, and colleges, PD promotes programs and projects that capitalize on the strengths of UF's faculty and staff. UFIC administers the World Citizenship Program, an international internship program, which places students with nongovernmental organizations around the world.

University Writing Studio

The University Writing Studio (formerly the Writing Center) is part of the College of Liberal Arts and Sciences. Located in 302 Tigert Hall, the Studio's graduate student tutors offer one-on-one tutoring and writing help for both undergraduate and graduate students. The Studio often helps people with application essays and personal statements for graduate school applications. It also offers help on papers written for graduate school classes, and theses or dissertations. The Studio guarantees 30 minute sessions to look over a student's writing. Evening tutoring is also offered on the third floor of Library West. Students can make appointments--for either daytime sessions in Tigert or evening sessions in Library West--through our website, www.writing.ufl.edu. Phone (352) 846-1138.

Workshops for Teaching Assistants

The Graduate School and the Teaching Center offer an orientation and a series of workshops for teaching assistants to improve their instructional skills. The orientation and "getting started" workshop are mandatory for all graduate students starting teaching assignments. Some topics included in the workshop series are presentation skills, course and lecture planning, techniques for improving student attention and motivation, group dynamics, testing and grading, use of technology to enhance learning, and how to elicit and interpret feedback. TAs who complete a significant percentage of the workshops are awarded certificates. To register or for more information go to TA Development at https://www.teachingcenter.ufl.edu, call the Teaching Center, 392-2010, or visit the office on the ground level, Southwest Broward Hall. Teaching at the University of Florida: A Handbook for Teaching Assistants is available at https://www.teachingcenter.ufl.edu/ta_development.html.