Student Services

The information in this catalog is current as of July 2016. Please contact individual units for any additional information or changes.

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Gator 1 Card, Office of the University Ombuds, and Workshops for Teaching Assistants information can be found by visiting the Resources section of this catalog.

Career Resource Center

The Career Resource Center (CRC) is a comprehensive career planning facility located on Level 1 of the J. Wayne Reitz Union. The CRC is a centralized unit on campus providing free resources for all graduate students across all disciplines and is designed to help graduate students learn about career options, make connections to employers, and prepare for next steps in their professional career.

Graduate Students can schedule career planning appointments to create individualized and tailored career action plans. In these appointments, students can explore career academic or nonacademic career paths, prepare for a job search, practice interviewing skills, and more. The CRC also holds a variety of workshops each semester related to job searching, networking, resume/CV writing, and negotiating for graduate students. Additional support is provided for international graduate students navigating the US job search through workshops and career planning appointments. Graduate students can also take advantage of networking opportunities with employers and alumni from all disciplines.

To get started, graduate students should activate their Gator CareerLink account at www.crc.ufl.edu to access the event calendar, schedule a career planning appointment, job, and internship postings, and the employer directory. Information specifically for graduate students is located at https://www.crc.ufl.edu/students/discover-your-career-community/graduate/. The Career Resource Center is here to help graduate students create connections in the professional world- be sure to visit early and often.

Counseling and Wellness Center

The Counseling and Wellness Center (CWC) offers services to currently enrolled graduate students for personal and educational concerns. Graduate students who are not currently registered may be eligible to pay an off semester fee for services (please inquire for details).

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).

Graduate International Outreach

The Office of Graduate International Outreach (OGIO) in the UF Graduate School serves as a catalyst for collaboration with regard to international outreach, recruitment, and student success within the university community. The office is a resource for information on international outreach opportunities, and leverages existing structures in the interest of international outreach and student success. The OGIO creates and supports existing successful initiatives with regard to international outreach/recruitment efforts across campus; and supports international student advancement and success.

Graduate Minority Programs

The Office of Graduate Minority Programs (OGMP) is defined by its student-centered support services. 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, low-income, first-generation students, as well as ethnic/cultural minorities (African Americans, Hispanics, Native Alaskans [Aleuts and Eskimos], Native Americans, and Native Pacific Islanders).

Specialized Programs for Recruitment, Retention and Completion

Recruitment activities occur through Graduate School programs, the Graduate School Information Day, and the HBCU-UF Master's to the Ph.D. Pathway Project. Student funding opportunities, which aid in retention, 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, McNair Graduate Assistantship Program and the NSF Florida-Georgia Louis Stokes Alliance for Minority Participation Bridge to the Doctorate, and the. Completion support programs include the Supplemental Retention Scholarship Award, and the Delores Auzenne Dissertation Award. For more information, visit OGMP's website.

Graduate Professional Development

The Office of Graduate Professional Development (OGPD) in the Division of Graduate Student Affairs provides resources and opportunities for graduate students to gain information, insights and skills they can use in academia and the job market. Currently, OGPD initiatives include

- Professional Development Workshop series (Fall/Spring). These workshops are now offered as webinars to our online graduate students and cover topics such as effective time management, research strategies, preparing for examinations and final defenses, and publishing manuscripts. Video recordings of the previous workshops and webinars can be found in the Graduate Information Management System (GIMS).

- OGPD also works closely with the Organization for Graduate Student Advancement and Professional Development (OGAP), a graduate student organization that focuses on providing more opportunities for graduate students with respect to teaching, mentoring, and ethics. OGAP signature events include

    - Graduate Student Research Day (GSRD) in the spring
    - Three Minute Thesis© in the fall

- Grants and Fellowship Conference (Spring) that provides information for both graduate and undergraduate students on funding options through grants and fellowships. This includes information regarding specific fellowships like the "National Science Foundation's Graduate Research Fellowship Program," "National Institute of Health Fellowships," "Fellowships and Grants for the Arts and Humanities," as well as more general information on "How to Find Funding Using Key Words and Proper Databases" and "How to Write a Proposal."

Announcements of these events, and deadlines for all award programs, are made through the graduate student listserv.
For more information, visit the website at http://www.graduateschool.ufl.edu/about-us/offices/division-of-graduate-student-affairs-dgsa/graduate-minority-programs-ogmp/ or email Bradley Osburn at bradjo88@ufl.edu.

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 final 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: graduateschool.ufl.edu/editorial/checklists/thesis
- Checklist for doctoral dissertations: graduateschool.ufl.edu/editorial/checklists/dissertation
- Graduate School Editorial Office: http://graduateschool.ufl.edu/graduation/thesis-and-dissertation
- Format requirements: http://www.graduateschool.ufl.edu/about-us/offices/editorial/format-requirements/
- Format examples: http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/format-requirements/examples/
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For more information, contact:

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

Phone: (352) 392-1282
Email: gradedit@aa.ufl.edu
Website: http://www.graduateschool.ufl.edu/about-us/offices/editorial/

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 Records Office

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.

Student Health Care Center

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 (seasonal flu shots, vaccinations for travel, etc.); Lab and X-ray/EKG Services; Pharmacy and Mini Drug Store; Sexual Health Services; Allergy Injection Clinic; Nutrition Services; Physical Therapy (operated by UF Health Rehab Services); Sports Medicine Clinic; and Women's Clinic.

Students are encouraged to view an introductory video and review basic information about the SHCC by

visiting http://shcc.ufl.edu/new-students. Call before coming for same-day appointment availability (main phone: 352-392-1161), or schedule visits more than 24 hours out via phone or online at https://my.shcc.ufl.edu. PLEASE NOTE: Call your team or specialty clinic directly to cancel or cancel online at least 24 hours out to avoid a no-show fee.

The health fee, paid as part of tuition, 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; and physical therapy. Private health insurance plans are accepted for payment of covered services, so be sure to bring all health insurance information to your first appointment. For more information about charges, billing and health insurance, please visit http://shcc.ufl.edu/fees-and-insurance.

The SHCC is proceeding with the Mandatory Health Insurance requirement as an Opt Out system where students who don't opt out by providing documentation of adequate health insurance will be automatically enrolled in the school-sponsored plan. They may either purchase outside health insurance that meets the requirements for comparable coverage or they can be auto-enrolled in the school-sponsored plan. Students will be auto-enrolled in the school sponsored Student Health Insurance Plan.

If a student currently has insurance, they will be required to review their insurance coverage and check that it meets the requirements set forth as comparable coverage. They will then need to submit their policy information online for verification by the end of drop/add but ideally much earlier. The charge for the school-sponsored Student Health Insurance Plan will be removed once submission is completed and verified. Health insurance information can be submitted at http://studentinsurance.shcc.ufl.edu. Once verified, the waiver is good for one year. Waivers must be submitted PRIOR to the deadline in order for charges to be removed.

More information including insurance coverage guidelines, frequently asked questions, how to submit one's insurance information and more, can be found at http://studentinsurance.shcc.ufl.edu.

Speech and Hearing Center

Faculty in the Department of Speech, Language, and Hearing Sciences see inpatients at UF Health Shands Hospital in Gainesville and outpatients in the Speech and Hearing Center located at UF Health at Shands Hospital in Gainesville, 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

University Writing Studio

The Writing Studio is part of the University Writing Program, located in 302 Tigert Hall. The Studio's graduate student tutors provide one-on-one writing help for both undergraduate and graduate students. In 30-minute sessions, the Studio advises students on papers written for graduate school classes and theses or dissertations. The Studio also provides help with application essays and personal statements for graduate school applications. Students can make appointments–for daytime sessions in Tigert or evening sessions in Library West—at www.writing.ufl.edu. Phone: (352) 846-1138.