Student Services

The information in this catalog is current as of July 2018. 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 Connections Center

The Career Connections Center has award-winning services to help graduate students identify their interests that will guide them into professional opportunities beyond graduation.

The center prepares graduate students for their next steps by helping them:

• Assess interests, values, and skills to explore a career path

• Polish CVs and statements

• Make meaning of experiences including research and teaching

The Career Connections Center also hosts several career fairs, attracting recruiters from hundreds of organizations to network with students about full-time positions.

Located on the first level of the Reitz Union, the office welcomes walk-in students from 9 a.m. - 4 p.m. daily on weekdays. For more information, please visit, career.ufl.edu/graduate.

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 and initiatives to advance international outreach and increase graduate student success. The OGIO also builds cooperative resources with partner units and offices within and outside UF to enhance international outreach/recruitment efforts at UF.

Graduate Diversity Initiatives

The Office of Graduate Diversity Initiatives (OGDI), within the Division of Graduate Student Affairs of the Graduate School, is a dedicated resource for underrepresented graduate students. OGDI provides graduate students with programs and services to assist and support the pursuit of a successful graduate education. OGDI provides students with social, informational, referral, and financial support. OGDI maintains partnerships across campus to assist and promote graduate education. OGDI hosts a variety of programs and activities as a part of its recruitment support, and degree completion initiatives.

OGDI assists colleges and academic units in recruiting underrepresented graduate students. OGDI coordinates several funding opportunities for incoming doctoral students. These include Florida A&M University (FAMU) Feeder Program, McKnight Doctoral Fellowships, McNair Graduate Assistantship Program and the NSF Florida-Georgia Louis Stokes Alliance for Minority Participation Bridge to the Doctorate Program as well as diversity enhancement awards.

In collaboration with the UF Career Connections Center, OGDI conducts UF's annual Gator Graduate Programs Fair and Graduate Education Week. Additionally, OGDI represents the university at a variety of national and regional conferences, as well as visiting and seeking to establish relationships with institutions to attract prospective underrepresented students.

OGDI conducts the Florida Board of Education (BOE) Summer Fellowship Program to assist entering underrepresented doctoral students to become more quickly acclimated to the university setting. OGDI supports social activities to facilitate student socialization and networking, and professional development activities such as dissertation and other writing groups are offered through OGDI.

OGDI coordinates several funding opportunities to assist underrepresented Ph.D. students to successfully complete their programs. These opportunities include the Supplemental Retention Scholarship Award, the Delores Auzenne Dissertation Award, and Doctoral Support Assistance. For additional information about the Office of Graduate Diversity Initiatives or any of its programs and funding opportunities, please visit OGDI'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://graduateschool.ufl.edu/about-us/offices/division-of-graduate-student-affairs-dgsa/graduate-diversity-initiatives-ogdi/ or email Bradley Osburn at bradjo88@ufl.edu.

Graduate School Editorial Office

With staff located in Grinter Hall, the Graduate School Editorial Office provides editorial assistance to UF's graduate students completing the thesis or dissertation process. The Editorial Office provides information about format requirements on the editorial page of the Graduate School website in order to help students prepare their manuscripts for submission to the Graduate School. The Editorial Office also helps to o 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 provided to graduate 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 a 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 and within the Guide for Preparing Theses and Dissertations.

The student's department is responsible for academic merit, 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 the acceptable format, and to make recommendations as needed.

Located in the Hub, 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 Graduate School. 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/editorial/checklists/thesis
- Checklist for doctoral dissertations: http://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/

For more information, contact:

Graduate School Editorial Office
Grinter Hall, Room 121
Phone: (352) 392-1282
Email: gradedit@aa.ufl.edu
Website: http://www.graduateschool.ufl.edu/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 throughout their graduate careers including degree certification and graduation. The office is responsible for keeping official graduate student records 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 of student-focused services, including Primary Care (Illness & Injury Care); Allergy Shots & Immunizations (seasonal flu shots, vaccinations for travel, etc.); Gynecological Services; LGBTQ+ Care; Sports Medicine Clinic; Sexual Health services (STD/STI Testing, GYT Clinic) and Nutrition Services. Additionally, SHCC has in-house Pharmacy, Lab, X-ray & EKG services.

Students are encouraged to review basic information about scheduling an appointment with SHCC by visiting

http://shcc.ufl.edu/newstudents/. Call FIRST before coming for same-day appointment availability (main phone: 352-392-1161), or request an appointment more than 24 hours prior through your MyUFHealth portal at mychart.shands.org (for established patients). **PLEASE NOTE**: To avoid a no-show fee, call your primary care team or specialty clinic directly to cancel at least 24 hours before your scheduled appointment.

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.

About Health Compliance

Students must comply with the University's immunization and health insurance requirements. More information and submission instructions about both of these prerequisites can be found at http://healthcompliance.shcc.ufl.edu/.

Immunizations: Vaccine-preventable diseases do still exist and contracting these illnesses can have an adverse effect on a student's health, well-being and ability to reach optimal academic performance. Students shall be required to show documentation of specific vaccinations or proof of immunity for Measles/Mumps/Rubella (MMR), Hepatitis B, and Meningitis. Please note that international students and those entering most academic health professions may have additional requirements including tuberculosis screening. Find the immunization form and instructions online at http://healthcompliance.shcc.ufl.edu/immunizations/

Insurance: The University follows 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 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 a waiver with their policy information 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. Once verified, the waiver is good for one year. All this can be done online at http://healthcompliance.shcc.ufl.edu/insurance/waiver/

Still have questions? You can contact the health compliance office for further assistance: healthcompliance@shcc.ufl.edu or (352) 294-2925.

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.