



UF GRADUATE SCHOOL

Graduate Student Records Workshop: Deadlines and Registration

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Workshop Objectives

Create a focused training session to address specific topics in a concise time frame.

▶ Academic Deadlines

▶ All things Registration

(related to Graduate School & Records)

*NOTE: PPT will be posted to the Graduate School website.

Academic Deadlines

- ▶ Adhering to university wide academic deadlines is important to ensure that academic units are internally reconciling and reviewing all students that are considered eligible to graduate.
- ▶ Remember that university-wide academic deadlines are separate from individual departmental deadlines.
- ▶ The Graduate Academic Calendar is compiled by multiple campus units and follows dates established and posted by the Registrar's office.

Calendar Links:

- ▶ <https://catalog.ufl.edu/graduate/calendar/>
- ▶ <http://graduateschool.ufl.edu/graduate-school-calendar/>
- ▶ <http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/>

Please note: always refer to calendar links for the most up to date information, as changes may occur, particularly in recent terms due to COVID-19.

Academic Deadlines, cont.

- ▶ Midpoint of Term - Midpoint for the Spring 2021 semester is **February 24, 2021**
 - ▶ Deadline to finalize all data (except Final Exams) in SIS for all degree applicants
 - ▶ Late degree application deadline for units/colleges to submit a degree application for this term
 - ▶ All Transfer of Credit requests for degree candidates submitted past the midpoint of term will need to be submitted via petition to GraduateSchoolPetitions@aa.ufl.edu, as GIMS will not generate Transfer of Credit requests for degree candidates past this point in the term
- ▶ Changes to a Student's Program/Plan in SIS and GIMS:
 - ▶ Please ensure all changes to a degree candidate's degree program/plan are made in SIS by midpoint.
 - ▶ Please remember: all changes to a student's program plan will be made first in SIS and will then be reflected in GIMS. Please check both SIS and GIMS before the midpoint of term to ensure the student's program/plan is correct and identical in both SIS and GIMS.
 - ▶ For more information on how to update a student's program plan in SIS and/or GIMS, please refer to the UF Toolkits listed on the next slide.

UF Toolkits

- ▶ Main Toolkit: <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/>
- ▶ Student Program/Plan: <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/student-program-plan/>
- ▶ Graduate School/GIMS: <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/graduate-school/>

Registration - related to Graduate School

How to register?

Depends on the culture of your graduate program.

What courses are appropriate?

Graduate level (5000 or higher).

Minimum credit requirement?

Many considerations including funding source (assistantships 9/9/6 and fellowships 12/12/8), final or exam term and status (full or part time) See Graduate Catalog for details.

Can I make changes?

Changes through the Drop/Add period - do not have a financial penalty.

When is registration finalized?

After Drop/Add*

Registration

- related to Graduate School, cont.

- ▶ Changes to registration:
 - ▶ Current term registration changes must go through the Registrar's Office
 - ▶ This applies after Drop/Add
 - ▶ Units can request this type of change up until the end of the current term
 - ▶ Prior term registration changes must go through Graduate Records with a Change-of-Grade form to the Registrar's Office.
 - ▶ Standard Graduate School Petition form
 - ▶ Submit to graduateschoolpetitions@aa.ufl.edu
 - ▶ Medical drops or withdrawals are processed by the Dean of Students Office
 - ▶ *Always* be aware of financial implications when adjusting scheduling

Full-time Exception information (assistantships, fellowships) can be found on the [Graduate Catalog](#)

Ombudsman, Ron Anderson - randerson@ufl.edu, is available to students, staff, and faculty for assistance in resolving any conflicts

Registration

- related to Graduate School, cont.

- ▶ Required Registration
 - ▶ Students must be enrolled in appropriate final term registration depending on the type of degree program. Appropriate registration is broken down below and must consist of at least 3 credits during the Fall/Spring or 2 credits during the Summer
 - ▶ Non-thesis: Any course(s) that will count toward the primary degree
 - ▶ Project: 6973 / 6979
 - ▶ Thesis: 6971
 - ▶ Dissertation: 7980
 - ▶ Please note that 7979 does not suffice as final term registration and must be changed.
 - ▶ Students must register for sufficient and appropriate graduate credits during the term any examination is taken
 - ▶ Qualifying exam
 - ▶ Final exam
 - ▶ Students on a fellowship or assistantship must be registered appropriately for their appointments

Registration - related to Graduate School

- ▶ What 'counts' toward a graduate degree?
(and drawing the line after a prior degree)
- ▶ All* coursework on the graduate career will accrue towards the first eligible graduate degree.
 - ▶ Once a graduate degree is formally awarded, there is a line drawn and everything awarded to that earned degree is "locked."
 - ▶ Exception: master's degree award and continuing in the same major PhD
- ▶ Desired graduate coursework NOT on the graduate career (or locked in an awarded grad degree award) requires a transfer of credit and/or petition to be eligible.
- ▶ Graduate degrees have specific (and different) time limitations that may impact the eligibility of graduate credit to count. Confirm in Graduate Catalog degree requirements sections.

Registration - related to Graduate School

- ▶ Registration in repeatable/non-repeatable courses
 - ▶ Courses with an approved “repeat for credit” in the course approval of university curriculum can be taken for credit multiple times.
 - ▶ If a course does not have this “repeat for credit” allowance, only the BEST passing attempt will count towards the overall CREDIT (and relevant major credit); ALL attempts (passing and failing) will accrue towards relevant GPA totals.

Course ID 011664

Find | View All

First



1 of 1



Last

Effective Date 01/01/2011

Status Active

Course Offering

1 of 1

Description Special Topics

EDG

6931

Long Course Title Special Topics

Long Description Special Topics

Course Units/Hours/Count

Minimum Units 1.00

Last Course of Mult Term Seq

Maximum Units 4.00

Enrollment Unit Load Calc Type Actual Units

Academic Progress Units 1.00

Course Count 1.00

Financial Aid Progress Units 1.00

Course Contact Hours 0.00

Course Grading

Grading Basis Letter Grade

Grade Roster Print Component

Graded Component Ind Study

Repeat for Credit Rules

Repeat for Credit

Total Units Allowed 12.00

Allow Multiple Enroll in Term

Total Completions Allowed 99

Registration - related to Graduate School

- ▶ Registration in undergrad courses while active in a graduate degree
 - ▶ A 3000-4999 course **may** count towards a graduate degree if its offering unit does not also contribute major-eligible coursework towards the graduate major (*1000-2999 never eligible*).
 - ▶ No more than 6 credits of UG coursework taken as a graduate student will count towards graduate degree overall requirements (*UG coursework will never count towards graduate degree major requirements*).
 - ▶ Undergraduate courses are not advisable for the final term, but it *may* be possible for a 3000-4999 level course to fulfill final term registration.
 - ▶ We encourage you to FIRST confirm the eligibility of a course and reach out if you have questions; especially if you are planning the student's final term!

Registration - related to Graduate School

▶ SIS Course Catalog link - Student Information System → Curriculum Management → Course Catalog → Course Catalog

▶ Grad Catalog link - <https://catalog.ufl.edu/graduate/> : Graduate School website → Academic Menu → Graduate Catalog

Registration - related to Graduate School

▶ Multiple active career impacts on registration

- ▶ If active in professional and graduate degree (combination joint), the professional (LAW, DVM, MD, PharmD, etc.) degree is currently considered primary for other university purposes.
 - ▶ Term activation and term enrollment will be on the professional career
 - ▶ Joint students may require coordinated assistance by the graduate and professional departments, as well as the GSR and OUR offices, to ensure their transcripts are accurate
- ▶ If active in graduate degree and graduate certificate, the graduate degree should be considered primary for enrollment purposes.
 - ▶ Check enrollment term activation, sometimes activation is put on the certificate (UG) career and requires OUR intervention to correct
 - ▶ If admitted to graduate certificate prior to graduate degree, coursework will not automatically roll to the graduate degree; desired coursework requires a TC and must meet standard eligibility (grad level, letter graded, graded B or better) and no more than 15* possible credits
- ▶ Other combination options for multiple active graduate careers will be discussed in a future workshop including but not limited to nontraditional and concurrent experiences.

Reminders

- ▶ Be certain to use the newest petition form found on the Graduate School website. Do not use old paper versions as forms are continually updated online.
- ▶ Please submit 1 petition per email, per student, per issue. If a student has more than one issue being presented, there must be separate petitions and emails for each.
- ▶ If you are aware of a student that has applied to graduate but will NOT be eligible to graduate (not including final term grades), the academic unit or college must remove the student from the degree list prior to final certification.
- ▶ Degree certifications (pre and final) must be completed by the academic units timely. Please be certain that the appropriate personnel are available on that date and be mindful of vacations during the end of the term time frame.
- ▶ Always check the Graduate Catalog AND the Graduate School website for questions!

Administration - 392-6622 - gradschool@aa.ufl.edu

Student Records - 392-4643 - gradrecords@aa.ufl.edu

Graduate Student Petitions – graduateschoolpetitions@aa.ufl.edu

Editorial - 392-1282 - gradedit@aa.ufl.edu

Division of Graduate Student Affairs (DGSA) 392-6444 - ogdi@aa.ufl.edu

Graduate Diversity Initiatives (OGDI) - 392-6444 - ogdi@aa.ufl.edu

Graduate Professional Development (OGPD)

Graduate International Outreach (OGIO)

Data Management - 392-6623 - graddata@ufl.edu

Future Workshops:

What do you want to talk about?

When do you want to talk?

What concerns you the most?

How can we help?

thank
thank
you!

