Academic advising is the process in which advisor and advisee enter a dynamic relationship respectful of the student's concerns. Ideally, the advisor serves as teacher and guide in an interactive partnership aimed at enhancing the student's self-awareness and fulfillment.

– Terry O’Banion
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Dear Parents and Family Members,

It is with great pleasure that I welcome you to the University of Florida Herbert Wertheim College of Engineering. The Engineering Advising Center is privileged to provide opportunities and services that promote development of the whole student academically, socially, emotionally, and professionally.

Our First Year Advising Team has put together this Family Guide to Student Excellence to further engage and enlighten you about your student’s experience, available resources, and ways you may support them during their first year in the Herbert Wertheim College of Engineering.

We are dedicated to excellence and continual improvement of this guide. Please let me know (curtis.taylor@ufl.edu) if you have any suggestions. Again, welcome, and I wish you and your family an enjoyable year and college experience.

Yours truly,

Curtis Taylor, Ph.D.
Associate Dean for Student Affairs
Associate Professor of Mechanical and Aerospace Engineering
Herbert Wertheim College of Engineering, University of Florida

THE CENTER FOR STUDENT EXCELLENCE

The Center for Student Excellence provides support and resources to the engineering departments and to all HWOE students.

Contact Information
204 Weil Hall
352-392-0944
advising@eng.ufl.edu
Monday - Friday
8:00am - 5:00pm
First Year engineering students are advised in the Center for Student Excellence in 204 Weil Hall. Students are assigned an advisor in their first semester, and will work with that advisor throughout their first academic year. Students who are on track at the end of their first year, will be transitioned to departmental advising.

All Herbert Wertheim College of Engineering students are required to meet with their Academic Advisors at least once each semester. Most students see their advisors more frequently, as they are the best resource for assisting students in understanding college policies and expectations. In the Center for Student Excellence, all of our advisors are also College Life Coaches who can provide support and resources for effective professional development. Advisors are available in every department, as well as in Undergraduate Student Affairs in 204 Weil Hall.

The Center for Student Excellence provides additional services for all COE students. College level advisors manage college petitions, and can provide Interviewing Officer statements for university level petitions.

Students can adjust their schedules through the regular registration system during advance registration periods and during the drop/add period at the start of each semester. Drop/add dates are posted on [https://catalog.ufl.edu/UGRD/dates-deadlines/](https://catalog.ufl.edu/UGRD/dates-deadlines/). It is the student’s responsibility to be aware of deadlines. The drop/add period in the summer term is shorter than in the fall and spring terms.

**ADD A CLASS AFTER THE DROP/ADD DEADLINE**
In some circumstances, a class can be added to a student’s schedule after the official drop/add deadline. This can only be done by meeting with your academic advisor. Do NOT use the online system to request to add a class.
Advanced Placement Credit

There are several credit-by-examination programs that earn credit toward a UF degree.

AWARD OF INCOMING CREDITS
• Credit will be awarded only once for the same course, whether from credit by examination, dual enrollment, transfer credit or UF course credit.
• UF course credit takes precedence over all other forms of credit for the same course.
• Credit awarded for acceptable dual enrollment or transfer courses takes precedence over credit by examination.
• If duplicate credit exists among AICE, AP, CLEP or IB, the exam yielding the most credit will be awarded.

Guidelines for Credit Awarded by AICE, AP, CLEP, DLPT, DSST, IB or UEXCEL Examinations
• A maximum of 45 semester hours may be granted by combining all types of test credit.
• Students beginning in the fall or spring term must have taken the exams (AICE, AP, IB, CLEP) and have their scores reported before the end of the first term of enrollment at UF.
• Students who begin in the summer A term must have taken the exam(s) and had the scores reported before the end of their first Summer B/C term.
• Students who begin in the Summer B term must have taken the exam(s) and had their scores reported to the university before the end of their first fall term.
• If a student submits appropriate scores, UF will grant credit and post the UF course equivalencies to a student’s transcript for the UF course(s) that most closely match the content of the exam as determined by the state of Florida. The transcript will reflect the course(s) with grades of P (for Pass). “P” grades will not be calculated into a student’s GPA.
• Equivalent courses earned by examination generally fulfill the same requirements that the UF course fulfills.

Visit the University of Florida website, https://admissions.ufl.edu/apply/transfer/course-credit for a full list of all accepted credit types.
Changing Majors

CHANGING TO AN ENGINEERING MAJOR
Students who want to pursue a major offered through the Herbert Wertheim College of Engineering should meet with an Academic Advisor to determine eligibility for their intended program of study. Students are required to be “on-track” for the prospective major. Biomedical Engineering requires a separate application.

First Year students should see an Academic Advisor in the Center for Student Excellence in 204 Weil Hall to discuss eligibility. Students who are in their second year or beyond should meet with an Academic Advisor in the major department.

GUIDELINES FOR ENGINEERING MAJORS
• Students are required to successfully complete all critical tracking courses by the end of their fifth semester.
• Students are expected to graduate in eight Fall/Spring semesters
• Exceptions to the eight semester timeline to graduate can be made for study abroad and internships taken during the regular academic year.

CHANGING TO A MAJOR OUTSIDE OF ENGINEERING
Students currently classified as engineering majors who plan to change to a major outside of engineering should meet with an Academic Advisor in their intended program. Students who are in good academic standing but who do not meet the requirements for their new major may be allowed one semester of courtesy registration to get on-track for their new major. In this situation, the student must meet with his/her engineering Academic Advisor for approval. In certain cases, a college petition may be required.
Choosing A Major

Engineering students should be prepared to declare a major by the end of their third semester at the university. It is not unusual for students to change majors in their first year, whether they choose to pursue a different engineering discipline or change to an entirely different field of study. It can take time to discover your interests, passions and aptitudes. Academic advisors and college life coaches work with each student to help them identify their goals.

RESOURCES FOR EXPLORING ENGINEERING MAJORS

EGS1006 Introduction to Engineering: This 1-credit seminar style class is offered in summer B, fall and spring. It takes students through each of the engineering majors offered at UF and provides information on the kinds of research and industry opportunities available to graduates.

Review the course plans: Understanding the curriculum can go a long way to helping students choose a major. Visit the departmental web sites, https://www.eng.ufl.edu/academics/degree-programs/, for an overview of what each engineering discipline does. Keep in mind that engineering is interdisciplinary, so there is always overlap among programs.

Competition teams and student organizations: Getting involved in engineering related organizations can provide hands-one experience and industry contacts. Students can attend the New Student Welcome in the fall to see all of our student organizations and their activities. More information, including meeting times, is listed on the Benton Engineering Council site.

Research: Conducting research under the supervision of a university faculty member provides insights into cutting edge applications of classroom concepts. Research opportunities are available to students at all levels, including freshmen. The Center for Undergraduate Research offers assistance in finding research projects. Students can also conduct their own research projects through the University Scholars Program.

Career Connections Center: The Career Connections Center offers multiple resources for exploring a wide range of majors, including a career interest inventory called CHOMP.

Peer Advisors: Engineering Peer Advisors are happy to talk with you about their experiences in engineering majors, their goals, and how they determined the best fit major for them.
COMBINED BACHELOR’S/MASTER’S DEGREE PROGRAMS
Undergraduate students who wish to enroll in graduate-level courses for a master’s degree have an opportunity to do so through UF’s combined-degree program. Students, with approval, can apply 12 credit hours of graduate course work toward the completion of their undergraduate degree. The combined-degree program reduces the cost of both degrees and may enhance the student’s marketability for career advancement.

Students who meet the combined-degree application requirements can enroll in 12 credits of graduate courses during their junior and senior years. These credits will satisfy the undergraduate degree requirements and, if the student is admitted to graduate school at UF, the 12 credits also will satisfy graduate degree requirements. The program’s minimum admission requirement is a 3.2 GPA (may be higher for some programs). Admission to the corresponding graduate program requires an 1100 GRE score (may be higher for some programs). For more information, see page p. 1-30 and the Student Self Service website.

This program provides two special opportunities:

- The Master of Agribusiness (MAB) degree is for students who desire careers in marketing and management in agriculture, food processing/distribution, forest products and related industry where there has been strong demand for MAB graduates. Offered by the Department of Food and Resource Economics (FRE), the MAB can be completed in three semesters (fall, spring and summer). A bachelor’s degree in economics or business is not required. For more information: www.fred.ifas.ufl.edu/.
- The Master of Science in Business Administration, Concentration in Management (MSM) is for non-business majors who wish to pursue an advanced degree in a professional field. Students have the opportunity, for example, to combine expertise in liberal arts and other academic disciplines with functional business applications to create a dynamic skill set that is in demand with employers. For additional information: www.cba.ufl.edu/.

Other combined-degree programs are available in the colleges and departments:

Aerospace Engineering – BSAE/ME or MS
Admission Criteria: 1100 GRE; 3.3 GPA
Contact: Dr. Chen-Chi Hsu (352) 392-7738, cch@aero.ufl.edu
Overlapping Credits: 6

Agricultural and Biological Engineering – BS/ME
Admission Criteria: 4EG; 3.30 GPA; completed pre-engineering courses and 20 hours of the Engineering Agricultural and Biological Engineering core
Contact: Robin Snyder (352) 392-1864 ext. 116, rsnyder@ufl.edu

Chemical Engineering – BS/MS
Admission Criteria: 1100 GRE; 3.3 upper division GPA, 3.2 GPA in chemical engineering courses; 6 ECH-prefixed core courses
Contact: Dr. Spyros Svoronos (352) 392-0881, svoronos@ufl.edu
Overlapping Credits: 12
Combined Degree Cont.

Civil Engineering
Admission Criteria: 1100 GRE; 3.3 upper-division GPA
Contact: Robert J. Thieke (352) 392-9537, rthie@ce.ufl.edu
Overlapping Credits: 6

Computer Engineering – BSCEN/ME or MS (thesis or non-thesis)
Admission Criteria: Junior status; 1100 GRE; 3.3 GPA; complete 3 of the following courses: CIS 3020, COT 3100, CDA 3101, COP 3530
Contact: CISE department (352) 392-1090
Overlapping Credits: 12

Biomedical Engineering (Materials Science and Engineering) – BSMSE/MS or ME
Admission Criteria: 1200 GRE, minimum GRE 500 Verbal; 3.3 GPA
Contact: advising@bme.ufl.edu
Overlapping Credits: 12

Digital Arts and Sciences – BS/MS
Admission Criteria: Junior status; 1100 GRE; 3.3 GPA; 3 of 4 core courses with 3.3 GPA on those courses (CIS 3020, COT 3100, CDA 3101, COP 3530); portfolio
Contact: CISE department (352) 392-1090
Overlapping Credits: 12

Electrical and Computer Engineering – BSEE/ME or MS
Admission Criteria: 1200 GRE; 3.3 upper-division GPA
Contact: Jose Lema (352) 392-9758, office@graduate.ece.ufl.edu
Overlapping Credits: 6-12

Environmental Engineering – BS/ME
Admission Criteria: 1100 GRE; 3.30 GPA
Contact: Graduate Coordinator (352) 392-8450, academicoffice@ees.ufl.edu Overlapping Credits: 12

Industrial and Systems Engineering – BSISE/MSM or MBA
Admission Criteria: 1100 GRE; 3.0 upper-division GPA
Contact: Cynthia Blunt (352) 392-1464, ext. 2026 blunt@ise.ufl.edu
Overlapping Credits: 10

Materials Science and Engineering – BSMSE/MS or ME
Admission Criteria: GRE scores that are acceptable to the program are used in the context of a holistic credential review process; 3.5 GPA
Contact: Martha MacDonald (352) 846-3312, advising@mse.ufl.edu
Overlapping Credits: 12
Combined Degree Cont.

Mechanical Engineering – BSME/ME or MS
Admission Criteria: 1100 GRE; 3.3 GPA
Contact: Dr. Chen-Chi Hsu (352) 392-7738, cch@aero.ufl.edu
Overlapping Credits: 6

Nuclear and Radiological Engineering – BSNE/MS or ME
Admission Criteria: 1200 GRE; 3.6 GPA
Contact: Martha MacDonald (352) 846-3312, advising@mse.ufl.edu
Overlapping Credits: 12

Nuclear Engineering Science – BSNES/MS or ME
Admission Criteria: 1200 GRE; 3.6 GPA
Contact: Martha MacDonald (352) 846-3312, advising@mse.ufl.edu
Overlapping Credits: 12

Communication:
How Students Should Contact Us

While advising services are being provided remotely, email is the best way to contact academic advising.

Newly admitted and prospective students and families can email us at: advising@eng.ufl.edu

Current students should mail their assigned Academic Advisors.

We do our best to respond to email messages within 48 hours, not including weekends and holidays. During peak periods, the response time may be longer.
Communication: How We Contact Students

Gatorlink email is a primary means of communication with students. Encourage your student to check his or her Gatorlink account regularly. We cannot communicate via outside email accounts.

All First Year students are also added to the First Year Engineering Advising course, which they will find on their Canvas link. This uses the same format as other UF classes. Announcements, critical dates, forms for academic planning, and other information are posted on Canvas. This is a mandatory course for all first year engineering students. There is no tuition cost associated with this course.

If a student does not see “First Year Engineering Advising” on the list of Canvas courses, then he/she should contact us.

FALL SEMESTER email notifications

- Week 1 — Advisor assignment notification and Canvas information
- Week 3 — Developing a 5 semester plan and scheduling an advising meeting
- Week 6 — Quick check, registration info
- Week 9 — Registration preparation follow-up, drop/withdraw deadlines, mid-term evaluation
- Week 11 — Preparing for finals

Other messages and announcements will be sent during the term and posted to the First Year Engineering Advising course.

Critical Dates & Deadlines

Critical dates and deadlines are published by the university for each academic term.

Pay close attention to:

- Drop/add (A period for adjusting schedules. After the deadline, students are fee liable for all courses on their schedules. Note that the summer drop/add period is two days, so pay close attention to making schedule changes during the summer terms.)
- Fee payment
- Drop/withdraw
- Drop/withdraw by college petition

Please contact us at advising@eng.ufl.edu with questions.
The degree audit (also referred to as Universal Tracking-UT) is an online electronic system that monitors the progress of all undergraduate majors toward graduation. The degree audit helps students find the best academic path to complete their degree, provides academic advice for choosing the most appropriate major as soon as possible, and provides feedback each semester on academic progress. Students with questions concerning the degree audit should speak with their academic advisor.

Students may view their degree audit by visiting Student Self Service and clicking on Degree Audits under My Online Services (left hand menu).

HOW TO READ THE DEGREE AUDIT
The degree audit has several sections. The first section consists of the Critical Tracking (pre-professional) courses and a plan of study. The second section, which is the most important, monitors the courses you’ve taken towards the degree and the grades you’ve received. The third section consists of requirements that capture certain information, i.e. if the summer requirement was satisfied.

Within these sections, there are requirements. A dashed horizontal line separates the requirements. Courses do not necessarily appear in chronological order, but appear grouped according to categories, i.e. pre-professional. Requirements can contain several sub-requirements.

To read the degree audit, it is important to understand the indicators used and to denote the status of a particular requirement. Indicators are listed below and denoted within quotation marks.

REQUIREMENT INDICATORS

• Requirement indicators appear in the top left corner of the requirement.
• “ X ” indicates that you have not satisfied all the elements of a requirement
• “ ” indicates that you have satisfied all the elements of a requirement
• “IP” means In Progress and indicates that you are completing the elements of the requirement this term

Sub-requirement Indicators

• Sub-requirement indicators appear to the left of the sub-requirement.
• “ +” indicates that you have satisfied that particular sub-requirement (or category)
• “ ” indicates that you have not satisfied that particular sub-requirement (or category)
• “RG” in located in the grade field and indicates that you are currently registered for the course
• “P” is located in the grade field and indicates that you were awarded AP, IP, or CLEP credit for the course
• “<<<” is shown in the Critical Tracking sub-requirements at the beginning of the degree audit. This indicates which courses must be taken in the semester in which they are shown in order to remain on track for your major.
“###” is shown in the Critical Tracking sub-requirements at the beginning of the degree audit. This indicates which courses may be taken in any semester as long as the designated number of tracking courses are taken each term.

“EARNED: 30.00 HOURS 5 SUB-REQS 3.450 GPA” indicated the total number of hours used to satisfy the requirement, the requirement consists of five sub-requirements, and the grade point average of the courses in the requirement.

“NEEDS: 1 SUB-REQ” indicates how many sub-requirements in the requirement still need to be completed.

It is possible for engineering students to pursue two undergraduate degrees. There are several considerations that might influence a student’s decision to pursue more than one degree. Those include:

- How will this benefit the student?
- Can the majors be completed in a reasonable amount of time?
- What are the added costs of a double major or dual degree?
- How many hours is the student bringing in?

The Herbert Wertheim College of Engineering offers a Dual Degree in Mechanical and Aerospace Engineering. Both majors are administered by the Department of Mechanical and Aerospace Engineering, and the programs are very similar for the first three years. Students who wish to pursue this Dual Degree should speak with their Academic Advisor in MAE.

For Majors outside the Herbert Wertheim College of Engineering or other Majors within the college (not listed above), students are advised to carefully consider their academic and professional objectives. Each individual department must approve the dual degree.

Your academic advisor will be happy to discuss these options with you once you have completed Preview and all of your incoming credits have been posted to your UF transcript. In the meantime, review the model semester plans for the relevant majors in the university catalog.
“Drop” refers to removing an individual class from your current schedule, while keeping other classes. “Withdraw” means to remove all classes from your current schedule. A “W” will be posted on your transcript for dropped or withdrawn classes. A “W” grade does not affect your grade point average.

**DROP POLICY**

Students are allowed two drops in the first 60 hours of enrollment at UF, and two additional drops after 60 hours. All drops must be approved by your Academic Advisor.

To request a drop, sign on to ONE.UF and navigate to your registration page. Select the course(s) you wish to drop and submit. Once you have done this, you must notify your Academic Advisor that you have submitted a drop request.

Credits from AP, IB or Dual Enrollment do not count toward your first 60 hour drop unless you have been admitted as a transfer student. This has special implications for HS/AA students. See your Academic Advisor for clarification.

You should always discuss the implications of dropping a course with your advisor. You will still be fee liable for dropped courses, and it is YOUR responsibility to know the requirements of any scholarships you have, including Bright Futures. Most course drops require repayment to Bright Futures and may require repayment to other programs. Please check with Financial Aid if you have concerns.

**EXTRA DROPS**

Students may be eligible for additional drops under certain circumstances. If documentable extenuating circumstances have impeded your academic progress, the College can approve an extra drop if you have departmental support for your request; Do not take a failing grade simply because you have used your drops. If you have a legitimate reason for an extra drop, your Academic Advisor can assist you in submitting a college petition to request an exception to the drop policy.

**DROPPING A COURSE AFTER THE DROP DEADLINE**

Under some circumstances that are beyond a student’s control, it may be possible to drop a a course after the deadline in fall and spring semesters only. These drops can only be approved with the support of your department. Please meet with your advisor to discuss extenuating circumstances.

**FULL SEMESTER WITHDRAWAL**

Any UF student can choose to withdraw from all classes in a current semester at any time before the drop deadline. College policy allows up to two full semester withdrawals before the drop deadline. Students who need more than two full semester withdrawals must meet with their Academic Advisor to create a semester by semester plan toward graduation.
Engineering Peer Advisors

Our team of dedicated professional advisors is supported by 20+ certified Engineering Peer Advisors, who staff our office Monday through Friday. They are available to provide information, support and resources to all engineering students. They also host information sessions for prospective Gator Engineers.

Students who have completed their first year of engineering course work can apply to become Engineering Peer Advisors where they will gain leadership, communication, and service skills.

Graduating With Honors

The requirement for “magna cum laude” or “summa cum laude” involves a thesis, research project or some other approved body of creative work, which is submitted for evaluation according to the rules of the Honors Office, the College, and the student’s major department. The appropriate departmental faculty committee decides whether a project warrants a magna cum laude or summa cum laude designation. The requirement for “cum laude” is based on only grade point average.

The Honors Program Office has the responsibility for maintaining a database for all thesis, research project reports, or creative works that are submitted for magna cum laude or summa cum laude designations. Although students are responsible for knowing the requirements for the various honors designations, departments should undertake to remind eligible students. For those students seeking magna cum laude or summa cum laude honors, the department is asked to inform students of their responsibility to submit abstracts, necessary forms, and copies of their thesis to the student’s major department student records office. The departmental staff will then submit forms to the College Dean’s office on or before the deadline.

POSTBACCALAUREATE students are not eligible to receive any type of honors recognition; however, exceptions to this policy are allowed. To request an exception to this policy, the student should contact their department requesting an exception in writing. The department will, if they support the student’s request to graduate with an honors designation, submit a letter of exception addressed to Dr. Kevin Knudson to Engineering Student Affairs (Adrienne L. Cook, 204A Weil Hall). The letter should be signed by the department chair or authorized designee and should have a signature line for the Associate Dean of Engineering Student Affairs. This letter should be submitted no later than the same day departments submit the preliminary degree certification online. (For this date please refer to the Critical Dates calendar at http://www.registrar.ufl.edu/catalog/adhub.html.) The Engineering Student Affairs office will submit the letter of exception to the Honors Office. Deadline information can be obtained from the department office.
Minors

Students who wish to pursue a minor must complete an application, which is available in the Office of the University Registrar or in the Engineering Student Services Center.

Minors available:
• Biomechanics
• Computer & Information Science & Engineering
• Electrical Engineering
• Environmental Studies
• Materials

Petitions

COLLEGE LEVEL PETITIONS
Students may submit a petition to the college for any of the reasons listed below. The College Petition form can be completed and submitted online. Instructions are included on the form. Petitions are reviewed weekly, and students will be notified by email of decisions. Incomplete petitions will not be reviewed. Complete petitions that are submitted by 5:00PM on Monday will be reviewed on Thursday. Petitions requesting an additional drop, dropping a class after the deadline and/or withdrawing from all classes after the deadline must be submitted by noon on the last day of classes of the current semester.

• Requesting an additional drop
• Dropping a class after the deadline*
• Withdrawing from all classes after the deadline
• Increasing maximum allowed credits
• Dual enrolling at another institution
• Waiving the 30 hour residency requirement
• Course equivalencies

*Petitions to drop a class after the deadline will be considered ONLY if the student has not taken the final exam.

INNOVATION ACADEMY: Fall Course Petitions
Innovation Academy students who wish to take on-campus Engineering courses in the fall should not use the College Petition form above. Instead, please use this form. Consult your assigned academic advisor if you have questions.

MEDICAL PETITIONS
Petitions based on documented medical issues are heard by the Medical Petitions Committee housed in the Dean of Students Office (DSO) in Criser Hall. Your engineering advisor can provide guidance on how to submit these petitions, or you can work directly with DSO.
SUMMER REQUIREMENT WAIVER PETITIONS
The summer hours requirement may be waived for students who complete an internship, research or study abroad program in the summer term. The requirement may also be waived for military service, documented financial hardship, or other extenuating circumstances. This is a short-form petition. It does require documentation and your major department’s support.

Do not submit the petition until you have completed your internship, research or study abroad.

OTHER STUDENT PETITIONS
Petitions that do not fall under the purview of college or medical petitions are heard by the University Student Petitions Committee. The committee meets every Tuesday, and reviews complete petitions that are submitted by the previous Friday. Please talk with your Academic Advisor if you have an extenuating circumstance that might warrant a petition.

These petitions require an Interviewing Officer Statement from your academic advisor. Completed petition packets should be submitted to the advisor to forward to the committee.
PRE-HEALTH
The Pre-Health Advising Office offers resources and information to students from all UF majors who intend to pursue a graduate program in the health professions, such as medical, dental, veterinary, pharmacy, physician assistant, optometry, physical therapy, and/or occupational therapy school. Pre-health students may choose almost any major they are interested in pursuing. Pre-health students should review the detailed information on the pre-health advising website to explore and keep track of necessary steps to take throughout their time at UF in order to become competitive applicants for the professional programs to which they plan to apply.

All pre-health students are encouraged to enroll in Pre-Health Essentials, a free, non-graded Canvas course offered by the Pre-Health Advising Office. Pre-Health Essentials offers workshops and resources for pre-health students to explore and prepare for a healthcare profession.

PRE-LAW
UF's pre-law advisors offer students assistance as they explore their interest in law and provide guidance during the law school application process. Students are encouraged to utilize UF's pre-law resources:

- Pre-law Website: Review pre-law tips, timelines and resources at www.advising.ufl.edu/prelaw.
- Pre-law Listserv: Join the listserv to receive pre-law announcements and stay connected with UF's abundant pre-law activities. Instructions are available at: www.advising.ufl.edu/pre-law/pre-law-listserv/.
- Pre-law Advising: Pre-law advisors are located in the College of Liberal Arts and Sciences Academic Advising Center in Farrior Hall. Students may call to make an appointment (352.392.1521) or come in as a walk-in. In addition, students may reach the pre-law advisors at prelaw@advising.ufl.edu.
FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974 (FERPA)

How UF Ensures Confidentiality
The university ensures the confidentiality of student records in accordance with the provisions of various federal, state, and university regulations, including the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, also known as the Buckley Amendment. The statutes and regulations also provide certain rights to students concerning their education records.

All student records including but not limited to academic records, counseling records, and disciplinary records are confidential and cannot be released without the student’s consent except directory information that may be released without the consent of the student.

The Office of the University Registrar routinely releases directory information to the public. Currently enrolled students must contact the Office of the University Registrar in 222 Criser Hall if they wish to restrict release of directory information. Directory information may also be released by other university departments and/or employees.

Students who do not want their addresses or phone numbers published on the Web should update their directory profile. Please note that this is not the same as restricting release of directory information (Privacy Hold).

A student who wishes to restrict release of their directory information must contact the office of the University Registrar to do so.

Student educational records may be released without consent to school officials who have a legitimate educational interest in accessing the records.

The university also may disclose information from a student’s record without the student’s consent to individuals or entities permitted such access under applicable federal and state law.

A student has the right to review their own educational records for information and to determine accuracy. A photo I.D., other equivalent documentation or personal recognition by the custodian of record will be required before access is granted. Parents of dependent students, as defined by the Internal Revenue Service, have these same rights upon presentation of proof of their dependent status.

Students that believe their educational record contains information that is inaccurate, misleading or in violation of their rights may ask the institution to amend the record. The UF Student Guide outlines the procedures for challenging the content of a student record, as well as the policies governing access to and maintenance of student records.

FERPA requires institutions to provide students with annual notification of their rights under the statute. UF provides this annual notification in the undergraduate and graduate
catalogs. Students who suspect that a FERPA violation has occurred should contact the Vice President for Student Affairs (155 Tigert Hall; 352-392-1265), or the University Privacy Office (3007 SW Williston Road, Gainesville, FL 32608; 352-294-8720) or they can contact the Family Policy Compliance Office within the U.S. Department of Education.

What is an Educational Record?
An education record is any record directly related to a student that is maintained by an educational agency or institution, or by a party acting for the agency or institution.

Examples of an education records include, but are not limited to:

- Biographical information including date and place of birth, gender, nationality, information about race and ethnicity, and identification photographs
- Grades, test scores, evaluations, courses taken, academic specialization and activities, and official communications regarding your status
- Coursework including papers and exams, class schedules, as well as written email or recorded communications that are part of the academic process
- Disciplinary records
- Financial aid and financial aid records
- Internship program records

Education records do not include:

- Sole possession records that are used only as memory aids and not shared with others
- Law enforcement unit records
- Employment records, unless the employment is dependent on the employee’s status as a student (such as evaluations of graduate assistants)
- Medical records
- Records that only contain information about an individual after he or she is no longer a student at that agency or institution.

Satisfactory/Unsatisfactory Option

S-U Grade option
All courses taken at the university to satisfy engineering degree requirements, general education and writing requirements must be taken for a letter grade, unless the course if offered on on a satisfactory-unsatisfactory (S-U) basis. Nontechnical electives may be taken S-U with departmental approval.
**Study Abroad**

The University of Florida encourages students to participate in the study abroad experience and considers it a valuable part of your college career. The Office of Student Financial Aid and Scholarships (SFA) and the UF International Center Study Abroad Services work together to coordinate the financial aspect of student participation in overseas programs.

Through the Study Abroad | International Center at the University of Florida, Study Abroad Services offers a full range of opportunities and programs from which to choose. They help students through every part of the process, from advising to application, to assisting students while abroad, and helping them when they return.

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**Study Skills**

Many freshmen excelled in high school with relative ease. As a result, they may expect that the study habits that they used in high school will allow them to succeed in college. In fact, they may need to make significant adjustments to studying in order to succeed in university level courses.

Engineering students should expect to spend 10-12 hours per week outside the classroom on each math, science, and engineering course. Students are encouraged to treat their academic programs like a full time job. With planning, there is plenty of time for studying, involvement, and fun. Study skills workshops are offered each semester to assist students in developing an effective study plan.

Time management is a key factor in mastering concepts and recognizing how to apply them both in exams and in projects. It is important to study in a way that allows the student to fully grasp underlying concepts, rather than cramming before exams. Last minute studying does not promote retention of learning which can cause problems later in courses where success depends upon mastery of material in foundation classes. Grades matter, but mastery matters more.
**Summer Requirements**

The State of Florida requires that undergraduate students complete 9 hours of summer credit at a Florida state university. Summer hours at a state or community college do not count toward this requirement. Please review the official university policy in the catalog.

Engineering students who complete a full-time engineering summer internship, summer research, or 6 credit hours of summer study abroad can petition to waive some or all of the 9 credit hour requirement once they have completed at least 76 credit hours. Documentation is required.

The summer requirement can also be waived for military obligations, financial hardship, or other extenuating circumstances.

Students should see their academic advisors for a supporting statement prior to submitting the petition.

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**Tracking Requirements**

Critical tracking (CT) courses provide the foundation for success in upper division engineering courses. CT courses include calculus, physics and chemistry for all engineering majors. Some majors have additional CT courses. CT courses are identified in boldface type in the University of Florida catalog.

To remain in good standing in the Herbert Wertheim College of Engineering, students must maintain a minimum GPA of 2.5 in CT courses. Some majors have higher critical tracking GPA requirements. Students are also expected to complete the CT course work within 5 semesters (not counting summer terms for regular students or not counting fall terms for Innovation Academy students).

Students are allowed two attempts at CT courses. If a course is repeated, the college will use the higher grade in calculating the CT GPA. Any student who needs to repeat multiple CT courses must work closely with an academic advisor to develop a plan for moving forward, whether in engineering or in another program of study. Students who must repeat critical tracking courses will be placed on probation. Students who need to repeat more than two critical tracking courses may not be allowed to continue in an engineering major.
Transient Students

When you take classes at another school you are considered to be a transient student who will stay for one term and then transfer your course credit back to your home institution. You may only be a transient student for one term before returning to continue course work at UF. Please discuss all plans for transient work with your academic advisor in advance of registration.

WHO SHOULD CONSIDER TAKING TRANSIENT COURSES?
Engineering students can use this opportunity to get “on track,” or take courses that will advance their academic program. You should only take transient courses when you have a well-defined academic plan. There can be challenges associated with splitting math and science sequences across institutions. Discuss this with your academic advisor so that you can be sure to make the best decision about taking courses elsewhere.

Engineering students are cautioned not to “get all their Gen-Eds” out of the way as transient students. General education courses provide balance and diversity. Most engineering programs allow them to be completed throughout the curriculum.

HOW DO I GET APPROVAL TO TAKE TRANSIENT COURSES?
• Meet with your academic advisor to discuss transient courses. All transient course work should be approved before you enroll in courses at another institutions.
• If you are taking courses at a private or out of state school, follow the guidelines for course equivalency approval.
• If you are taking courses another Florida public college or university:
  1. Complete a transient student form at http://www.floridashines.org
  2. Make sure you enter your major correctly. ALL FIRST YEAR ENGINEERING STUDENTS SHOULD ENTER “EXPLORATORY ENGINEERING” AS THEIR MAJOR. Your form may not be processed if you do not follow these instructions.
  3. Your advisor will act on your form once you have discussed your plan. It is to your benefit to complete the Transient Student form prior to meeting with your advisor, so that it can be approved during your regular advising meeting.

HOW DO MY TRANSIENT CREDITS GET POSTED TO MY UNIVERSITY OF FLORIDA TRANSCRIPT?
• You must request that your transient institution send transcripts to the University of Florida.
• It is required that all transient course work be reported to the University of Florida.

HOW WILL TRANSIENT COURSE WORK AFFECT MY GRADE POINT AVERAGE (GPA)?
• Transient course work will not be reflected in your University of Florida GPA.
• Grades for critical tracking courses taken at another institution will be calculated into your Herbert Wertheim College of Engineering critical tracking GPA.
• Bright Futures may accept transient work toward your Bright Futures GPA. Please check with Student Financial Aid for additional information on Bright Futures and transient course work.
ACADEMIC TUTORING CENTER
Computer & Information Science & Engineering (CISE) has developed an Academic Tutoring Center (ATC), which is centered on peer tutoring in the department’s major courses and all programming languages taught by the department.

UF OFFICE OF ACADEMIC SUCCESS
Offers tutoring to individuals, one-on-one and in small groups.

THE TEE
The Tutoring for Engineering Excellence Program is dedicated to providing supplementary educational aid for people interested in becoming future engineers. The program accomplishes this by providing unrestricted access to video lectures and downloadable study guides covering critical topics in general engineering courses. A list of study guides and a link to the TEE YouTube Channel are provided in the important links section below. It is our hope that the TEE program will not only provide participants with the problem solving techniques used in engineering courses, but will also provide an understanding of the context in which these techniques are used to emulate how engineers solve real world problems.

TEACHING CENTER
The mission of the Teaching Center at the University of Florida is to empower students to become successful lifelong learners. Through a variety of services and instructional approaches, the CLAS Teaching Center seeks to help students enrolled in College of Liberal of the Arts and Sciences courses master effective ways of learning for different disciplines.

Located inside Broward residence hall.