Graduate Student Orientation

Welcome to graduate school! The College of Graduate Studies is here to help make your transition to graduate education as smooth as possible. Please use this flyer to become familiar with the many services and organizations across the university.

We are thrilled and hope you are excited about pursuing your graduate degree at University of Central Florida. UCF is now ranked in the top 5 percent of master’s programs in the United States based on numbers of master’s graduates. We are currently graduating over 2,500 master’s students and over 300 doctoral students each year.

We truly hope your experiences at UCF will be wonderful. There is much to be learned and there are many opportunities for your personal and professional growth. We urge you to make the most of your time here by establishing long-term connections with your classmates and professors, as the relationships you build now will be invaluable in the future and as you become one of our distinguished alumni.

As a UCF graduate student, your life should be about more than just academics. Take time to attend a football game or other sporting event, explore the variety of student services available to you, or consider joining one of the over 600 campus clubs and organizations, such as the Graduate Student Association.

We hope you will take the opportunities awaiting you to reach your full potential as a UCF graduate student.

Best wishes in your graduate program,

UCF College of Graduate Studies
University Resources

Academic Calendar
www.registrar.sdes.ucf.edu/calendar

Athletics
407-823-3213
www.ucfknights.com

Bookstore
407-823-2665
http://ucf.bncollege.com

Career Services
407-823-2361
http://career.ucf.edu

Cashier’s Office
407-823-2614
www.fa.ucf.edu

Center for Multilingual Multicultural Studies (CMMS)
407-823-5515
www.cmms.ucf.edu

Computer Services and Telecommunications
407-823-5117
www.cst.ucf.edu

Continuing Education
407-882-0260
www.ce.ucf.edu

Counseling Center
407-823-2811
http://caps.sdes.ucf.edu

Creative School for Children
407-823-2726
http://csc.sdes.ucf.edu

Dining Services
407-823-2651
http://ucf.campusdish.com

Experiential Learning
407-823-2667
www.explearning.ucf.edu

Faculty Center for Teaching and Learning
407-823-3544
www.fctl.ucf.edu

Graduate Student Association
407-823-6215
www.gsa.ucf.edu

Graduate Student Center
407-823-4689
www.graduate.ucf.edu/gradcenter

Health Services
407-823-2701
www.hs.sdes.ucf.edu

Integrity and Ethical Development
407-823-3477
www.ied.sdes.ucf.edu

UCF Global
407-823-2337
global.ucf.edu

Knights Email
407-823-5117
https://extranet.cst.ucf.edu/kmailselfsvc

Library
407-823-2580
http://library.ucf.edu

NID Lookup
https://my.ucf.edu/nid.html

Office of International Studies
407-882-2300
www.international.ucf.edu

Parking and Transportation
407-823-5812
www.parking.ucf.edu

Pathways to Success
gradworkshops@ucf.edu
www.students.graduate.ucf.edu/pathways

Preparing Tomorrow’s Faculty Program
407-823-3544
www.fctl.ucf.edu

Recreation and Wellness Center
407-823-2408
http://rwc.sdes.ucf.edu

Student Account Services
407-823-2433
www.studentaccounts.ucf.edu

Student Conduct
407-823-4638
www.osc.sdes.ucf.edu

Student Accessibility Services
407-823-2517
www.sds.sdes.ucf.edu

Student Escort and Patrol Service (SEPS)
407-823-2424
http://police.ucf.edu/Escort.html

Student Financial Assistance
407-823-2827
http://finaid.ucf.edu

Student Government Association
407-823-3291
http://ucfsga.com

Student Involvement
407-823-6471
http://osi.ucf.edu

Student Legal Services
407-823-2538
sls.sdes.ucf.edu

Students Rights and Responsibilities
407-823-4638
http://osrr.sdes.ucf.edu

UCF Connect
407-823-4547
www.regionalcampuses.ucf.edu

Registrar’s Office
407-823-3100
www.registrar.ucf.edu

Research and Commercialization
407-823-3778
www.research.ucf.edu

Sustainability Initiatives
sustainable.ucf.edu

Student Account Services
407-823-2433
www.studentaccounts.ucf.edu

Student Escort and Patrol Service (SEPS)
407-823-2424
http://police.ucf.edu/Escort.html

Student Financial Assistance
407-823-2827
http://finaid.ucf.edu

Student Government Association
407-823-3291
http://ucfsga.com

Student Involvement
407-823-6471
http://osi.ucf.edu

Student Legal Services
407-823-2538
sls.sdes.ucf.edu

Students Rights and Responsibilities
407-823-4638
http://osrr.sdes.ucf.edu
Colleges Contact Information

Burnett School of Biomedical Sciences  
http://med.ucf.edu/biomed  
bsbsgradinfo@ucf.edu  
407-823-1312  
BMS 136

College of Health and Public Affairs  
www.cohpa.ucf.edu  
cohpagraduate@ucf.edu  
407-823-4025  
HPA1- Suite 355

College of Arts and Humanities  
www.cah.ucf.edu  
407-823-2251  
CAH Building 190

College of Medicine  
www.med.ucf.edu  
mdadmissions@ucf.edu  
407-266-1000  
6850 Lake Nona Boulevard  
Orlando, FL 32827

College of Business Administration  
http://business.ucf.edu  
cbagrad@bus.ucf.edu  
407-235-3917  
BA 1 Room 230

College of Optics and Photonics  
www.creol.ucf.edu  
gradprog@creol.ucf.edu  
407-823-6800  
CREOL 1

College of Education and Human Performance  
www.education.ucf.edu  
edgrad@ucf.edu  
407-823-5369  
Education Suite 115

College of Sciences  
www.cos.ucf.edu/graduate  
cosgrad@ucf.edu  
407-823-6131  
CS 250

College of Engineering and Computer Science  
www.cecs.ucf.edu  
gradengr@ucf.edu  
407-823-2455  
ENG 1 Room 107

College of Graduate Studies  
www.graduate.ucf.edu  
graduate@ucf.edu  
407-823-2766  
MH 230

College of Nursing  
www.nursing.ucf.edu  
gradnurse@ucf.edu  
407-823-2744  
University Tower, Ste 300

College of Optics and Photonics  
www.creol.ucf.edu  
gradprog@creol.ucf.edu  
407-823-6800  
CREOL 1

Rosen College of Hospitality Management  
www.hospitality.ucf.edu  
rchminfo@ucf.edu  
407-903-8000  
9907 Universal Blvd.  
Orlando, FL 32819

Students Rights to Privacy (FERPA)  
407-823-3100  
registrar.ucf.edu/Ferpa

Student Union  
407-823-3677  
http://studentunion.ucf.edu

UCF Alumni Association  
407-823-2586  
www.ucfalumni.com

UCF Card Services  
407-823-2100  
www.ucfcard.ucf.edu

University Ombuds Office  
407-823-6440  
http://ombuds.ucf.edu

University Police Department  
407-823-2197  
http://police.ucf.edu

University Writing Center  
407-823-2197  
www.uwc.ucf.edu

Venture Accelerator  
407-882-0663  
www.venturelab.ucf.edu

Veteran Services  
407-823-2707  
http://varc.sdes.ucf.edu

Victim Services  
407-823-1200  
http://victimservices.ucf.edu

GET SOCIAL!  
Facebook  www.facebook.com/UCFGradStudies  
Twitter  www.twitter.com/UCFGradStudies  
LinkedIn  www.linkedin.com/in/ucfcollegeofgraduatestudies
To Do List

- Contact your advisor or program coordinator. Your college will let you know who has been assigned as your advisor. Find out what classes are required.

- Registration is done through myUCF at http://my.ucf.edu. You will need to know your NID and a password. You can look up both of these at the myUCF website.

- View your registration appointment on myUCF. Login and choose “Student Self-Service” and look in the “Student Center.” Your enrollment appointment is displayed in the blue box on the right side of the page.

- To begin planning your class schedule, from the “Student Center”, choose “Search” under the “Academics” window. Use the Class Search/Browse Catalog area to search for classes. Make some backup selections in case a class is closed by the time you register. You may also need to contact your program in the event that your program requires a permission number in order to register for certain courses.

- If you are expecting financial aid, make sure to take care of any requests from the Office of Student Financial Assistance. Check their website at http://finaid.ucf.edu for an explanation of important topics, such as program eligibility and enrollment requirements, estimated aid and disbursement. For more information on additional funding resources for graduate students, please visit https://funding.graduate.ucf.edu. You can check your specific financial aid information in myUCF. Login and choose “Student Self-Service” and in the “Student Center” look under “Financial Aid.” If you have questions about your financial aid, contact Student Financial Assistance.

- If you will have a credit balance on your student account due to a fellowship or loan, consider providing your bank information to set up direct deposit. You can do this in myUCF under “Finances” in the Student Center by choosing “Student Direct Deposit”. Otherwise, a refund check would be mailed to your current mailing address in myUCF.

- Obtain your Fee Invoice through myUCF. Login and choose “Student Self-Service” and look at “My Account” under “Finances” in the Student Center. Read your fee invoice carefully. If you are expecting financial aid, check the Estimated Aid. If you are expecting other payments (for example, graduate tuition remission), check them as well. If you have questions about your Fee Invoice, contact Student Accounts.

- Pay your fees. If you have no Estimated Aid, then pay the “Due Charges” on the bottom right of the Fee Invoice. This amount due is calculated based on your current enrollment and all credits to your account. If the amount due is zero, you don't have to pay anything. If you have Estimated Aid, subtract that amount from the "Due Charges" listed on your fee invoice for help in determining how much to pay. You may pay your fees at the kiosk in Millican Hall on the second floor or pay online through myUCF. Pay by the due date to avoid a late fee.

- Check the personal information section of myUCF to be certain your contact information is up-to-date.

- Stop by the UCF Card Office in the John T. Washington Center and get your UCF ID Card. You will need your driver's license and either your UCFID or a copy of your class schedule (print if from myUCF).

- Once you have your class schedule, you can purchase the textbooks for your classes. You can visit the UCF Bookstore in person, or online at http://ucf.bncollege.com. You can also find your books conveniently through myUCF. Login and choose “Student Self Service”. In the “Academics” window, select “Class Schedule” in the drop down box, and click the Go arrows. Select the desired term, and select “Continue”. The link “Click here to order your textbooks now” will bring you to your customized textbook list. You can reserve books to pick up in person or have them shipped to your doorstep.

- If you plan to have a vehicle on campus, you will need to purchase a parking permit. The Parking Services website is at http://parking.ucf.edu. You must order online before picking up your permit at Parking Services, which is located in parking garage B, across from the Recreation and Wellness Center.

- Shortly before classes begin, be sure to check your registration on myUCF. Sometimes classrooms change and it’s a good idea to check this before reporting to class the first time.

- It's also a good idea to check your student account on myUCF periodically. Login and choose “Student Self-Service” and look at “View My Account” in the “Finances” section of the Student Center. Check to see that your current Account Balance is zero.

- Check the Academic Calendar for important dates and deadlines. It is available at www.registrar.ucf.edu.
Role of the College of Graduate Studies

The College of Graduate Studies is an advocate for graduate education at the University of Central Florida. The College collaborates with faculty to develop policies and best practices that further the high academic standards and excellence of our graduate programs.

We provide leadership, information and services to help support graduate programs and their students, and work with other UCF offices to provide the best experience possible for our graduate students.

We are honored that you have chosen UCF for your graduate study and encourage you to make the most of your time here. Please take advantage of the many services available to you.

What can we do to help you?

The College of Graduate Studies has several offices with many services and responsibilities:

- Application and admission of all graduate students and residency classification and reclassification.
- Students’ academic records from the first term through graduation certification and commencement.
- Thesis and dissertation formatting and final submission.
- Funding packages for assistantship and fellowship students.
- Ensuring all graduate student teachers are prepared for their duties and receive assessments.
- Presentation Fellowships to help students present their research at conferences.
- Resources to help graduate students succeed, including the Pathways to Success workshops program, Graduate Student Center, Graduate Orientation, Graduate Research Forum, among others.

Office Hours
Monday – Friday 9:00 a.m. to 5:00 p.m.

Contact Information
Campus Address: Millican Hall, Suite 230
Phone: 407-823-2766
Mailing Address: P.O. Box 160112, Orlando, FL 32816-0112
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<th>Graduate Services</th>
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<th>Email for Service</th>
<th>Graduate Office</th>
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<tr>
<td>Interdisciplinary Studies MA and MS Programs</td>
<td><a href="http://www.graduate.ucf.edu">www.graduate.ucf.edu</a></td>
<td><a href="mailto:gradIDS@ucf.edu">gradIDS@ucf.edu</a></td>
<td>Interdisciplinary Programs</td>
</tr>
<tr>
<td>Graduate Students Website</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a></td>
<td><a href="mailto:grad_web@ucf.edu">grad_web@ucf.edu</a></td>
<td>Communications</td>
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<tr>
<td>Graduate Orientation Online</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> &gt; Student Life</td>
<td><a href="mailto:grad_web@ucf.edu">grad_web@ucf.edu</a></td>
<td>Student Services and Graduation</td>
</tr>
<tr>
<td>Graduate Catalog</td>
<td><a href="http://www.graduatecatalog.ucf.edu">www.graduatecatalog.ucf.edu</a></td>
<td><a href="mailto:grad_web@ucf.edu">grad_web@ucf.edu</a></td>
<td>Communications</td>
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<tr>
<td>Graduate Program Handbooks</td>
<td><a href="http://www.handbooks.graduate.ucf.edu">www.handbooks.graduate.ucf.edu</a></td>
<td><a href="mailto:grad_web@ucf.edu">grad_web@ucf.edu</a></td>
<td>Communications</td>
</tr>
<tr>
<td>Graduate Research Forum</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> &gt; Student Life</td>
<td><a href="mailto:researchweek@ucf.edu">researchweek@ucf.edu</a></td>
<td>Communications</td>
</tr>
<tr>
<td>Graduate Student Center in Colbourn Hall 146</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> &gt; Student Life</td>
<td><a href="mailto:gradcenter@ucf.edu">gradcenter@ucf.edu</a></td>
<td>Communications</td>
</tr>
<tr>
<td>Pathways to Success</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a></td>
<td><a href="mailto:gradworkshops@ucf.edu">gradworkshops@ucf.edu</a></td>
<td>Communications</td>
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<tr>
<td>Admission</td>
<td><a href="http://www.admissions.graduate.ucf.edu">www.admissions.graduate.ucf.edu</a></td>
<td><a href="mailto:gradadmissions@ucf.edu">gradadmissions@ucf.edu</a></td>
<td>Graduate Admissions</td>
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<tr>
<td>Initial Residency Classification</td>
<td><a href="http://www.admissions.graduate.ucf.edu">www.admissions.graduate.ucf.edu</a></td>
<td><a href="mailto:gradresidency@ucf.edu">gradresidency@ucf.edu</a></td>
<td>Graduate Admissions</td>
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<tr>
<td>Residency Reclassification</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> &gt; Forms and Files</td>
<td><a href="mailto:gradreclass@ucf.edu">gradreclass@ucf.edu</a></td>
<td>Student Services and Graduation</td>
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<tr>
<td>myUCF Student Center</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> &gt; Forms and Files</td>
<td><a href="mailto:graddegr@ucf.edu">graddegr@ucf.edu</a></td>
<td>Student Services and Graduation</td>
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<tr>
<td>Graduate Plan of Study (GPS)</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a></td>
<td><a href="mailto:graddegr@ucf.edu">graddegr@ucf.edu</a></td>
<td>Student Services and Graduation</td>
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<tr>
<td>Academic Services: record changes, appeal inquiries, registration</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> &gt; Policies and Procedures</td>
<td><a href="mailto:gradservices@ucf.edu">gradservices@ucf.edu</a></td>
<td>Student Services and Graduation</td>
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<td>issues, grade changes, special leave of absence, traveling scholar,</td>
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<td>nine-hour hold release</td>
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<td>Doctoral and Thesis Advisory Committee Forms</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> &gt; Policies and Procedures</td>
<td><a href="mailto:gradcommittee@ucf.edu">gradcommittee@ucf.edu</a></td>
<td>Student Services and Graduation</td>
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<tr>
<td>Thesis or Dissertation Format Review</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a></td>
<td><a href="mailto:editor@ucf.edu">editor@ucf.edu</a></td>
<td>Communications</td>
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<tr>
<td>Thesis or Dissertation Help in Formatting Word Files</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a></td>
<td><a href="mailto:etdassistant@ucf.edu">etdassistant@ucf.edu</a></td>
<td>Communications</td>
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<tr>
<td>Presentation Fellowships</td>
<td><a href="http://www.funding.graduate.ucf.edu">www.funding.graduate.ucf.edu</a></td>
<td><a href="mailto:gradpresentation@ucf.edu">gradpresentation@ucf.edu</a></td>
<td>Graduate Financial Assistance</td>
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<td>Assistantships, Tuition Remission, Health Insurance, GTA Training</td>
<td><a href="http://www.funding.graduate.ucf.edu">www.funding.graduate.ucf.edu</a></td>
<td><a href="mailto:gradassistantship@ucf.edu">gradassistantship@ucf.edu</a></td>
<td>Graduate Financial Assistance</td>
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<td>and SPEAK Test, Parental Leave for Assistantship Students</td>
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<td>Fellowships</td>
<td><a href="http://www.funding.graduate.ucf.edu">www.funding.graduate.ucf.edu</a></td>
<td><a href="mailto:gradfellowship@ucf.edu">gradfellowship@ucf.edu</a></td>
<td>Graduate Financial Assistance</td>
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<tr>
<td>Academic Appeals, Petitions, and Conditional Retention Plans</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a> &gt; Policies and Procedures</td>
<td><a href="mailto:gradrcrd@ucf.edu">gradrcrd@ucf.edu</a></td>
<td>Student Services and Graduation</td>
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<td>Graduation Requirements and Commencement</td>
<td><a href="http://www.students.graduate.ucf.edu">www.students.graduate.ucf.edu</a></td>
<td><a href="mailto:graddegr@ucf.edu">graddegr@ucf.edu</a></td>
<td>Student Services and Graduation</td>
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Coordinated by the College of Graduate Studies, the Pathways to Success program offers the following free development opportunities for graduate students.

**REGISTER TODAY**

For a list of current workshops and to register, go to your myUCF Student Center under the Graduate Students section then select Pathways to Success.

**Research Workshops**

These workshops help prepare graduate students to become successful researchers and writers. In conjunction with the UCF Libraries, students can learn about citation management tools, how to conduct online databases research, proper thesis and dissertation formatting, and more.

**Academic Integrity Workshops**

A series of workshops encouraging academic integrity and responsible conduct of research are available to all graduate students. These workshops include the required face-to-face training for incoming doctoral students and the online CITI Responsible Conduct of Research Training Module.

**Graduate Grantsmanship Webcourse**

The Graduate Grantsmanship Webcourse is intended for those seeking possible future careers in academia, research, and other fields demanding knowledge of research grants. This Webcourse will equip graduate students with the knowledge and skills needed to successfully obtain external research funding through five modules.

**Graduate Teaching Workshops**

The Faculty Center for Teaching and Learning offers several programs for professional development of graduate students who will be GTAs or who wish to prepare themselves for future teaching at the college level. These programs include the Oral Communication in Academia workshop series and the Preparing Tomorrow’s Faculty Program.

**Professional Development Workshops**

Partnering with Career Services, we offer workshops to prepare you for life after graduation. These workshops include career support, resume assistance and the annual Graduate Career Development Symposium in the spring.

**Personal Development Workshops**

Through the collaboration of several offices on campus and in the community, we have organized workshops focused on graduate student needs. These include personal finance management, ways to battle common stressors facing graduate students, and time management.
Pathways to Success Workshops

Below is a selection of the Pathways to Success Workshops.

All workshops are free for all UCF graduate students. Register in your myUCF Student Center under the Graduate Students section then Pathways to Success.

For additional information see [www.students.graduate.ucf.edu/pathways](http://www.students.graduate.ucf.edu/pathways) or email gradworkshops@ucf.edu.

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<td>Authorship, Credit and Collaborative Scholarship and Research: Ethical Pitfalls to Avoid</td>
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<td>Data Management: Perils of Fabrication, Falsification, and Confidentiality</td>
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• Providing and Receiving Effective Feedback on Academic Writing
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• Using “Writing to Learn” Assignments to Increase Student Learning and Communication Abilities
• Learning from Expert Writers

Professional Development Workshops

From Resume to CV

Create a Professional Portfolio

Lacking Experience or Changing Careers? Combination Resumes that Work!

How It Works for You: Networking Techniques

Smart Answers to Tough Questions: Advanced Interviewing

Personal Development Workshops

Time Management: Strategies for Personal and Academic Success as a Graduate Student

Strategies for Graduate Students to Manage Stress

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**myUCF for Graduate Students**

https://my.ucf.edu

Visit [my.ucf.edu](https://my.ucf.edu) and click the Sign On button to get to the Sign On page.

The **NID** is a UCF-issued credential that allows access to UCF resources (e.g., UCF wireless networks, UCF Exchange, Webcourses@UCF). The **NID** is used by current students, employees and UCF affiliated individuals.

If you do not know or can't recall your NID, use the What is my NID? link which is found on the myUCF portal ([https://my.ucf.edu/nid.html](https://my.ucf.edu/nid.html)).

**NID Password**

If you do not know or cannot recall your NID password, please use the NID Password Self-Service Reset tool at [http://mynid.ucf.edu](http://mynid.ucf.edu)

- There is no default NID password. You set it for the first time with a password reset.

- Always use a strong password (8 or more characters, mix of letters, numbers, special characters).

- Your NID password expires 60 days after the last reset and can't be used to access UCF services until it is reset.
Your Student Center

Use your Student Center to:

- View your account and fee invoice, and update your bank information for direct deposit of financial aid
- Pay your fees online
- Make changes to your contact information
- Apply for a Graduate Presentation Fellowship
- Check on your academic petitions, status changes, and record requests (grade changes, etc.)
- Highlight your achievements by adding your Graduate honors and awards under your personal information tab
- Review your Graduate Plan of Study (GPS)
- Review the status of your thesis or dissertation
- For qualifying graduate assistantship and university fellows, accept or decline health insurance, review your graduate fellowships, GTA requirements completed, and GTA performance assessment forms from your faculty supervisor.
- Register for Pathways to Success Graduate Workshops

myUCF Menu

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If you have a graduate assistantship or UCF employment, Employee Self Service will be helpful to you. In Payroll and Compensation, you can view your paycheck and compensation history, W-2 and W-4 forms, and set up direct deposit for your paycheck. This is different from direct deposit from the myUCF Student Accounts direct deposit, which is for financial aid disbursements.
B  Viewing Your Graduate Plan of Study (GPS)

A GPS is a map of courses you must successfully complete to graduate. You should check your GPS each semester to ensure that all courses taken are being counted toward graduation requirements.

Where is my Graduate Plan of Study? - In your Student Center » Academics area » choose Graduate Plan of Study (GPS) and click the arrow > Then click on View my advisement Report in My Academics.

On the page, you can run the GPS for your active programs (which will be displayed on the screen) or another program from the Create What-If Scenario link to view a "what if" GPS.

To view the GPS, click on the submit button. The Interactive GPS page will open up.

C  Graduate Students Section

The Graduate Students section shows links to important graduate information. Students may view application status, record change request status, funding information, thesis and dissertation status, apply for Graduate Presentation Fellowships, and register for Pathways to Success Graduate Workshops.

Record Change Request Status

Shows the status of petitions, status changes and administrative record requests.
Graduate Students Section - Continued

Graduate Funding

Shows information about your fellowships, health insurance, GTA requirements, and GTA performance assessments.

Applying for a Graduate Presentation Fellowship

The Graduate Presentation Fellowship is a great opportunity for enrolled doctoral, master’s, and specialist students to receive funding to deliver a research paper or comparable creative activity at a professional conference. Students must be the primary author and presenter.

For more information visit https://funding.graduate.ucf.edu

Thesis and Dissertation Status

Shows your thesis or dissertation committee, the status of format review and final submission, and release (dissemination) information for your electronic thesis or dissertation

Pathways to Success

To register for professional development and academic integrity workshops, please click the the Pathways to Success link.

For more detailed registration information, please see www.students.graduate.ucf.edu/pathways
Fellowships
Fellowships and scholarships are great ways to fund your graduate education. Be proactive when searching for funding and pay close attention to application deadlines. Awards may be available in your academic college or department, or from agencies or organizations outside UCF. Several funding resources are listed at https://funding.graduate.ucf.edu > Other Funding Resources. You might also consider applying for national fellowships such as the National Science Foundation (NSF) Graduate Research Fellowship or the Fulbright U.S. Student Program. Information on these and other external funding opportunities is available at https://funding.graduate.ucf.edu > External Funding.

Presentation Funding
The College of Graduate Studies Presentation Fellowship is a great opportunity for students who plan to present a research paper or comparable creative activity at a professional conference. This fellowship provides funding for enrolled master’s, specialist, and doctoral students to share their research at a professional meeting. Application information is available at https://funding.graduate.ucf.edu > Presentation Fellowship.

Assistantships
Graduate assistantships provide students with academic and professional development experience. Graduate assistants receive a stipend for the duties that they perform, and UCF provides tuition remission and health insurance coverage for all qualifying assistantship appointments. Most assistantships are offered by a student’s graduate program or department. More information is available at https://funding.graduate.ucf.edu > UCF Funding > Assistantships.

Graduate Teaching
Students hired on graduate teaching assistantships (graduate teaching associate, assistant, or grader) must complete the required university GTA Training. Registration information is available at www.funding.graduate.ucf.edu > Graduate Teaching.

Tuition Remission
Tuition remission refers to ways that the university pays tuition costs for students with qualifying graduate assistantships or university fellowships. At UCF, tuition remission covers tuition charges only, not local university fees (student activity fee, athletic fee, transportation fee, health fee, technology fee, etc.).

Nonresident University Fellows and Graduate Assistants
Nonresident university fellows and graduate assistants with appointments totaling 20 hours per week will not be charged the Non-Resident Fee or the Non-Resident Financial Aid Fee on their fee invoices. Instead, a “differential out-of-state fee” of $0.00 is assessed during the term(s) of the qualifying fellowship or assistantship. More information on tuition remission is available at https://funding.graduate.ucf.edu > UCF Funding > Tuition Remission.

Health Insurance
The College of Graduate Studies pays the premiums for health insurance coverage with UnitedHealthcare for all university fellows and graduate assistants with appointments totaling 20 hours per week. Information is available at https://funding.graduate.ucf.edu > UCF Funding > Health Insurance.

For questions about graduate assistantships or fellowships, email: gradassistantship@ucf.edu or gradfellowship@ucf.edu.
Financial Support Requirements

Graduate students must meet all of the following requirements each term that they receive fellowships, assistantships, or tuition remission from UCF:

- Students must be accepted as a graduate student in a degree program and enrolled full-time. Nondegree-seeking students and students who are only admitted to a graduate certificate program are ineligible for UCF financial support.
- Students must maintain good academic standing.
- In order to receive tuition remission, students must be either graduate assistants, University Fellows, or be admitted as part of a formal, written University-approved agreement. Full tuition support requires a qualifying university fellowship or a 0.5 FTE appointment (20 hours per week). Half tuition support requires a 0.25 FTE appointment (10 hours per week).
- Tuition remission will be provided only for courses that are part of the student’s program of study and necessary for progress toward the student’s graduate degree.
- Graduate fellowships have additional requirements, which are included in the fellowship offer to the student.

For more details, please see www.graduatecatalog.ucf.edu/Content/FinancialInfo.aspx.

Pathways to Success

Take advantage of the free development opportunities that UCF offers for graduate students to help prepare yourself for your future. Coordinated by the College of Graduate Studies, the Pathways to Success program includes workshops in Graduate Teaching, Research, Graduate Grantsmanship, Academic Integrity, Professional Development, and Personal Development. For the workshops schedule and registration, see www.students.graduate.ucf.edu/pathways.

What is a Fellowship?

A fellowship is an acknowledgement of past academic achievements and in anticipation of future successes. They almost always require no additional work and can be awarded by UCF, department, or external funding agencies. Fellowships often include a stipend and tuition.

What is an Assistantship?

Graduate assistantships are opportunities for students to engage in the research, teaching, and administrative missions of the university. Students appointed on qualifying, 20 hours per week graduate assistantship positions receive a stipend (biweekly paycheck), tuition remission and health insurance coverage.

Funding Lingo

- **Assistantship Stipend** – the total amount to be paid for duties performed on a graduate assistantship. The stipend is paid via a biweekly payment through UCF Human Resources.
- **Graduate Degree Program** – a course of study leading to a master’s, specialist, or doctoral degree.
- **Nondegree Students** – students who have completed at least a baccalaureate degree from a regionally accredited university in the United States and are admitted as nondegree rather than to a graduate degree program; also referred to as postbaccalaureate students.
- **Graduate Certificate** – Graduate Certificate programs are different from graduate degree programs and have different rules and requirements. Graduate Certificate programs are meant to provide a focused curriculum that would supplement an existing graduate degree program and provide current state-of-the-art content in that topical area.
- **Full-time Enrollment** – A full-time degree-seeking graduate student must take at least 9 credit hours in the fall and spring semesters. A half-time load is defined as enrolled in at least 4.5 credit hours in fall and spring terms. During the summer term, full-time is 6 credit hours and half-time is 3 credit hours.
- **External vs. Internal Funding** – External funding comes from a funding agency outside of UCF while internal funding comes from UCF, whether it be from the university, college or department.
Academic Honesty

As a graduate student you are expected to display the highest standards of academic and personal integrity. The university does not tolerate academic dishonesty in any form. This handout is designed to provide information about the most common situations where academic integrity is especially problematic, and to provide strategies that can be used to prevent integrity problems. Cases of academic impropriety of any type will be dealt with in accordance with the Rules of Conduct and the Disciplinary Process for the University of Central Florida, as described in the latest edition of the Golden Rule (www.goldenrule.sdes.ucf.edu). You are expected to be familiar with the Golden Rule.

Appropriate Behavior with Examinations

While graduate students are encouraged to work together when studying before an examination, you are not to collaborate with others on an examination unless authorized to do so by the course instructor.

Inappropriate behaviors are:

• Working together on exams at any time, including those that are completed online or unproctored.
• Using information obtained from external sources during an examination (this includes all information such as from cell phones, books, other students, or any other source).
• Sharing information with others about an examination that will be taken later by either of you.
• Obtaining known test materials prior to an examination.

Any unauthorized prior knowledge of test material is considered cheating. Studying together and working together are fine, up to the time of the start of the examination. Use of study materials obtained elsewhere is fine, as long as it is not designed specifically as part of the examination you are about to take.

Creating new scholarly work is at the heart of the graduate student experience. It is essential that proper procedures be followed at all times when creating and conducting research.

Helpful References

The Golden Rule
www.goldenrule.sdes.ucf.edu
Avoiding Plagiarism

All work submitted by you for evaluation must be your individual work that is original for that specific assignment. Your participation in the group work must be your own. Even if you participate in a group on an assignment the work of the group must be the group’s own and not borrowed from others. Inappropriate behaviors include:

- Using papers or projects that were prepared for other classes as a graded assignment in a current course (this is called self-plagiarism).
- Using information obtained from others from any source without attribution (citing).

Please pay attention to copyright and other considerations. Obtain permission for use of copyrighted materials and use these materials according to the permission you receive (most permissions will be granted only for your own personal use, which does not permit you to sell or send to others). All content used in a thesis or dissertation that is substantial (including pictures, graphs, or other materials) must be used only with permission from the author. It is best to plan ahead and get this permission far enough in advance to meet university deadlines for submission of your work.

Some sources to help with referencing the work of others:

- Information Literacy Modules
  http://infolit.ucf.edu/students/modules/

- University Writing Center, Avoiding Plagiarism

- University Writing Center, Resources
  http://uwc.cah.ucf.edu/find-resources/

- UCF Libraries, Research Guide, Citations and Writing
  http://guides.ucf.edu/citations

plag·ia·rism (n.) [pley-juh-riz-uhm]

Whereby another’s work is used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student’s own.

In order to avoid plagiarism, all content, including ideas, processes, results and words obtained from others should be referenced, using authoritative sources acceptable to the academic community of your discipline. If particular content is longer than 3 sentences, you should indent it and reference it. If content is less than 3 sentences, then putting quotes around it is fine.

Keep organized notes of the materials gathered for your research such that when it comes time for attribution, you will be able to reference these materials correctly. Keep records of your research activities and results. Keep the raw data for five years or more after publication.

Consider using citation management tools, such as RefWorks and EndNote, to organize your research. Both are available and free from the UCF Library.

Helpful References

Faculty Center for Teaching and Learning
www.fctl.ucf.edu/TeachingAndLearningResources/
ClassroomManagement/AcademicIntegrity/

UCF Libraries
http://library.ucf.edu

Golden Rule
UCF-5.008 Rules of Conduct
http://osc.sdes.ucf.edu/process/roc

Academic Misconduct Process
UCF-5.015 Student Academic Behavior Standards
Appropriate Behavior

Graduate students work closely with faculty members on research and also frequently provide instruction to undergraduate students. There are opportunities to develop relationships that produce conflicts of interest. Some of the common situations where conflicts of interest can occur are:

- Engaging in an intimate relationship (consensual or otherwise) with a faculty member who is supervising you, teaching you, or likely to have academic responsibility over you at some time during your UCF tenure.

- Engaging in personal external activities for your employer or faculty adviser, if such involvement is coerced or presented as a quid pro quo (i.e., a favor for a favor) or would conflict with your time commitments to the university.

- Engaging in an intimate relationship (consensual or otherwise) with a student that you may be instructing or teaching or evaluating.

Graduate study is often highly interactive, and you are expected to behave professionally and respect the people you interact with in the course of fulfilling your educational requirements, including UCF faculty, staff, and students.

When engaging people external to the UCF community in the course of your graduate work, you become an ambassador for the university and are expected to behave with the highest standards of professionalism.

- Harassing others by any means for any reason is unacceptable.

- Engaging in false criticisms or making accusations that you know are false is unacceptable.

Should undue pressure be brought upon you to engage in such behavior by one who has supervisory responsibility over you, please report the situation to your program director, department chair, college associate dean, or the Equal Opportunity/Affirmative Action office on campus.

Helpful References

UCF Graduate Catalog, General University Policies, http://www.graduatecatalog.ucf.edu/content/Policies.aspx?id=5702

UCF Equal Opportunity and Affirmative Action www.eeo.ucf.edu
Avoiding Research Misconduct

In order to avoid research misconduct, keep accurate records of your research activities. Do not use data in publications that you have not obtained firsthand without personally verifying that the data have been obtained properly. It is important to ensure that you can replicate your research before you publish your results. Talk to your faculty adviser about how long to keep raw data after publication. Also, ask your adviser to see the federal requirements for conduct of research applicable to your research. Do not submit the same manuscript to different journals at the same time. Find out ahead of time if there are restrictions that pertain to the publication of your research results due to external sources of funding—ask your adviser about this when the project is first proposed.

Make sure to obtain training and formal authorization prior to engaging in research that involves animals or human subjects. Maintaining the confidentiality of human subjects during research involving them is essential to proper research conduct. Keep all Institutional Research Board documentation of approval for your research for five years.

Helpful References

*Research Integrity and Administrative Investigations, National Science Foundation*
https://www.nsf.gov/oig/regulations/
(Research Misconduct, 45 CFR 689)

*Office of Research Integrity, U.S. Department of Health and Human Services*
http://ori.dhhs.gov/education/products/rcr_misconduct.shtml

Inappropriate behaviors include:

- Taking credit for the work of others or using published or unpublished work without attribution.
- Falsifying data by changing the data in order to get “better” results. Similarly, changing processes, equipment, or results to misrepresent your research is inappropriate.
- Fabricating or making up your data or results for any reason (some common reasons used to justify this unacceptable behavior include: to obtain a “better” story about your research, to meet a deadline, or to publish it in a certain journal).
- Misreporting hours you have worked on research or clinical projects or internships, or misreporting what research funds have been spent on.
- Allowing your name to be used on a publication when you have not contributed to the paper. Similarly, allowing another person to be an author on a paper that you have prepared, if they have not contributed to the content of the paper.
- Submitting a paper for publication without the consent of all of the authors.

Report research misconduct to the Office of Research & Commercialization.
Phone: 407-823-3778
Looking for a great way to connect with other graduate students around campus? Participate in a Graduate Student Organization, and discover countless resources, graduate peers with similar interests, and valuable opportunities for collaboration.

Please see this list of the Graduate Registered Student Organizations (RSO) at UCF, and find the one that best fits your interests. RSOs are created and maintained by UCF students so you can even start your own.

For more information on student organizations and how you can start your own RSO, please visit: [http://osi.ucf.edu/student-orgs](http://osi.ucf.edu/student-orgs)

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| Alpha Pi Mu Industrial Engineering Honors Society |  |
| Beta Alpha Psi Honorary Accounting Fraternity (BAP) |  |
| Chi Epsilon Civil Engineering Honor Society |  |
| Delta Epsilon Iota Academic Honor Society (DEI) |  |
| Golden Key International Honor Society |  |
| John T. Washington Honor Society (JTWHS) |  |
| Kappa Delta Pi International Honor Society in Education (KDP) |  |
| National Society of Collegiate Scholars (NSCS) |  |
| Omicron Delta Kappa National Leadership Honor Society |  |
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