



Graduate Student Resource —Guide—



UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

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ACRONYMS

AKS – All Knight Study

ASF – Activity and Service Fee

CAB – Campus Activities Board

CAPS – Counseling and Psychological Services

CRT – Conference Registration and Travel

ETD – Electronic Thesis and Dissertation

GA – Graduate Assistantships

GO – Graduate Outreach

GPS – Graduate Plan of Study

GRA – Graduate Research Assistants

GSA – Graduate Student Association

GSC – Graduate Student Center

GTA – Graduate Teaching Assistants or Associates

IAGS – International Affairs and Global Strategies

KoRT – Knights of the Round Table

MSC – Multicultural Student Center

NID – Network ID

ORC – Office of Research and Commercialization

OSI – Office of Student Involvement

ROS – Regional Outreach Services

RWC – Recreation and Wellness Center

SDES – Student Development and Enrollment Services

SEPS – Safe Escort Patrol Service

SGA – Student Government Association

SSN – Social Security Number

SU – Student Union

VPN – Virtual Private Network

VUCF – Volunteer UCF

WHPS – Wellness and Health Promotion Services

YOUR CAMPUS IDENTITY

University Identification Card (Student ID)

On campus, you will be issued a student ID necessary for many purposes such as accessing online documents, Recreation and Wellness Center, Athletic events, etc. Check this out at: <https://ucfcard.ucf.edu/about-the-card>

myUCF is an online personalized portal that is accessed with your NID and NID password. It allows you to view your UCF account as well as update some personal information. It provides a central point to perform important administrative tasks as a student, faculty/advisor or staff.

Common tasks include:

- Allowing applicants to check the status of their application and accept admission to UCF.
- Students are able to access the Student Center for academic and financial transactions including registering for classes, getting degree audits, printing fee invoices and seeing grades.
- Alumni are able to order their transcripts.

UCF ID (formerly known as **PID**) is a 7-digit number that is a unique identifier and is used by staff and faculty for different purposes. Your advisor would use the UCF ID to pull your degree audit, approve a limited registration course, and assist with your academic schedule. Your UCF ID (random numbers only) is your primary identification number at UCF. This number is associated with your student or staff record that contains your personal information as well as grades, registration, advising, schedule, employment, payroll and other data. As of June 1st 2014, your UCF ID is printed on the front of newly assigned UCF student / staff ID cards.

NID (Network ID) is formed from combining the first two letters of your first name with unique random numbers and is assigned when you are first entered into the UCF system. Your NID is yours for life and will never be assigned to another individual. Older NIDs had first initial and 7 digits of the last name.

- Your NID is used for logging on and gaining access to many University systems such as:
 - The my.ucf.edu portal
 - The UCF_WPA2 wireless network
 - The UCF Virtual Private Network (VPN)
 - Public computer labs managed by CS&T including Technology Commons and Classroom Building 1
- Applications that utilize single sign on capabilities

Your NID serves no other purpose than to authenticate you into UCF systems. However, it is VERY important that your NID not be shared and that the password be kept secure as anyone that gains access using your NID will have access to your data within the UCF system.

Knights Email is the student email system at the University of Central Florida. It is a web-based system that provides UCF students, faculty, and alumni with a set of free hosted communication and collaboration services. When you sign up for Knights Email, it will serve as your University of Central Florida email account. Although Microsoft hosts the email, the University of Central Florida maintains control. The email system is powered by Office 365 and co-branded with the University of Central Florida. Knights Email provides a consistent, reliable system for official university student email communications. All university business processes that collect student email addresses are required to treat students' Knights Email addresses as the official campus address.

RESOURCES

College of Graduate Studies

www.graduate.ucf.edu

Millican Hall 230

Responsible for providing leadership and vision for graduate education at the University of Central Florida. Working in conjunction with the Faculty Senate Committees and the college and graduate program directors, the Graduate College is responsible for developing university-wide graduate plans and policies, coordinating graduate activities, distributing tuition support and fellowships to the colleges, facilitating the adoption of new graduate programs, coordinating the recruitment of graduate applicants, admitting graduate students to the university, ensuring that academic standards are maintained, and certifying successful completion of graduation requirements and awarding graduate degrees.

Graduate Research Forum

www.students.graduate.ucf.edu/research_forum

The Graduate Research Forum occurs in the spring of each academic year. The forum is hosted by the College of Graduate Studies and Graduate Student Association. The forum is part of UCF [Research Week](#). This is an opportunity for students to showcase their work and receive feedback from faculty judges. For more information about Graduate Research Forum, please visit www.students.graduate.ucf.edu/research_forum/

Graduate Outreach (GO)

<https://ucf.collegiatelink.net/organization/go>

Student Union, Room 208

GO is a support service out of Office of Student Involvement (OSI) that provides quality programming geared towards the graduate student body. GO hosts social events and creates an awareness of the valuable resources available for all UCF graduate students. For more information, join GO on KnightConnect or follow GO on Facebook: graduateoutreachucf

Graduate Student Association (GSA)

www.gsa.ucf.edu

GSA at UCF is the primary university level organization for and run by graduate students. GSA develops a diverse array of programs, professional development, advocacy, social, and volunteer opportunities every semester specifically for graduate students of all fields and programs across the university. With strong efforts being made to bring about increased involvement in institutional governance and internal mechanisms to identify needs and issues critical to the development of graduate education, there's something for every graduate student available through GSA. Elections for GSA officers takes place every spring semester, so be sure to vote.

Graduate Student Center (GSC)

www.students.graduate.ucf.edu/Graduate_Student_Center

Colbourn Hall Suite 146

GSC provides space for graduate students to gather for professional development, workshops, rehearsal of presentations, final defenses of their thesis or dissertation research, guest lectures and colloquia series, study, and collaborate. The Graduate Student Center is just minutes from the Student Union, Bookstore, Library, and Millican Hall services, and down the hall from the University Writing Center. The Graduate Student Center contains four main areas: multipurpose study and collaboration area, presentation room, conference room, and study and data analysis rooms. Most of the Pathways to Success workshops are held in the GSC, as are many other graduate community activities.

Career Services

<http://career.ucf.edu/about>

Career Services and Experiential Learning 101

Career Services contributes to the university's goal of offering high quality undergraduate and graduate education and student development by providing centralized, comprehensive and coordinated career development, experiential learning and employer relations programs. Career Services offers resume critiques, mock interviews, workshops, and many other resources in career decisions. Career Services offers Pathways to Success workshops for graduate students every semester.

Counseling and Psychological Services (CAPS)

<http://caps.sdes.ucf.edu>

Counseling Center 101

CAPS is the only free-of-charge campus agency designated to provide comprehensive psychological services to university-enrolled students. CAPS seeks to strengthen student learning by minimizing interruption of the learning caused by mental health concerns and assisting with the skills needed to successfully matriculate through the university. In addition, CAPS offers crisis intervention, and counseling, presentation services, professional consultation, and graduate training.

Housing and Residence Life

www.housing.ucf.edu

Phone 407.823.4663

Housing Administration

Housing and Residence Life offers on-campus housing options for all students. On-campus housing provides an opportunity to be involved in campus activities and building professional and personal networking with other graduate students. Options of on-campus housing range from traditional shared suites to 2 bedroom 2 bathroom apartments. There are currently no family housing options for graduate students and no guarantee that graduate students will be assigned to live with other graduate students.

International Affairs and Global Strategies (IAGS)

www.international.ucf.edu

Global UCF Building

IAGS offers services for students, faculty, employees, and scholars. Potential international students will find an array of services beneficial to their new experience at the University of Central Florida. These services includes but not limited to The English Language Institute, scholarships and grants, student resources and services, immigration services, campus and community programs. There are resources available for students who would like to study abroad as well as for faculty and scholars who may wish to work abroad available through the office of International Affairs and Global Strategies.

Office of Research and Commercialization (ORC)

www.research.ucf.edu

University Tower, Research Parkway

ORC offers a variety of teams and tools to assure research conducted at UCF adheres with regulatory guidelines and meets the highest standards of responsible conduct. The office also offers assistance and guidance for commercialization of products through the following programs: Technology Transfer, Venture Accelerator (mentoring in business plans, market analysis, etc.), an UCF Business Incubation Program which offers mentoring in all aspects of business development, GrowFL (technical assistance and business resources), and the Center for Innovation and Entrepreneurship.

Office of Student Rights and Responsibilities (OSRR)

<http://osrr.sdes.ucf.edu/about>

Ferrell Commons 7G 227

OSRR consists of Student Conduct, Integrity and Ethical Development, and Student Care Services. The office aims to promote integrity, civility, accountability, and student well-being through many different resources. Information on student rights and responsibilities can be found on their [website](#).

Pathways to Success

www.students.graduate.ucf.edu/Pathways

<http://www.students.graduate.ucf.edu/PathwaysDescriptions>

Pathways to Success is a series of important workshops for graduate students coordinated by the College of Graduate Studies. Pathways to Success offers workshops in the following areas: Research, Graduate Grantsmanship, Academic Integrity, Thesis and Dissertation preparation and requirements, Graduate Teaching, Professional Development, and Personal Development. Students are required to register for these workshops online through their myUCF Student Center under Graduate Students then Pathways to Success.

Recreation and Wellness Center (RWC)

<http://rwc.sdes.ucf.edu/about>

RWC comprises many programs, such as Intramural Sports, Sport Clubs, Outdoor Adventure, Fitness, and Aquatics. RWC offers programs to boost students' understanding of their health, provides discounted blood and STD testing, staffs certified personal trainers, and teaches methods to maintain good health. The recreation center includes a custom climbing wall with more than 20 different routes as well as tennis courts, sand volleyball courts, a disc golf course, numerous intramural sports fields, a leisure pool, and an outdoor lap pool.

Student Legal Services

<http://sls.sdes.ucf.edu>

Student Union, 3rd floor, room 304

Student Legal Services provides enrolled students at UCF with legal counseling and court representation in various areas of the law. The staff attorneys interview each client individually to advise in the areas of law that concern the student. Cases which are not covered by the program guidelines are referred to appropriate agencies or private attorneys through a lawyer referral service.

Student Health Services

www.shs.sdes.ucf.edu

Health Center 101

Student Health Services provides a variety of primary and specialty care services to help keep students at their optimum health. The Main Health Center is located on the Main Campus, and satellite clinics are located at Knights Plaza by the CFE Arena, at the Rosen campus and Health Sciences campus.

Social Justice and Advocacy (SJA)

www.sja.sdes.ucf.edu

Student Union 207

SJA seeks to create an inclusive and equitable campus environment where diversity is valued. The office focuses on engaging the campus community through programming and services that provide opportunities to create awareness, education, skill building and training. For more information, email sja@ucf.edu or call (407) 823-0401.

UCF Libraries

<http://library.ucf.edu/services/services-for-grad-students>

John C. Hitt Library

The UCF Libraries provides many services exclusively for graduate students from research consultations to [graduate study rooms](#). See the [Graduate Research Guide](#) for additional details.

University Writing Center

www.uwc.cah.ucf.edu

Colbourn Hall 105

The writing center is a campus resource that offers free individual and small-group consultations to UCF community members, for any writing in any situation. Graduate students can make appointments for in-person consultations or online help. The purpose of the University Writing Center is to teach writers strategies to understand and to navigate complex situations for writing, both in and outside the University.

Victim Services

www.victimservices.ucf.edu

John T. Washington Center, Suite 108

Victim Services provides free, comprehensive victim advocacy services to students, faculty, staff, and visitors to campus who have been impacted by crime, violence, or abuse. Victim Services also offers support, crisis intervention, options, information, referrals, practical assistance, and educational programs.

Wellness and Health Promotion Services (WHPS)

<http://whps.sdes.ucf.edu>

Recreation and Wellness Center, 1st floor (across from the leisure pool)

WHPS offers a wide variety of services and programming aimed at empowering students to lead healthy lifestyles. WHPS promotes healthy habits associated with higher academic performance by providing outreach, services, and educational workshops on safer sex, nutrition, stress management, alcohol and other drugs, sleep, healthy relationships and body image. To support student wellness and safety, WHPS provides training in sexual violence prevention, HIV Testing and Risk Reduction Counseling, and biofeedback assisted relaxation training to help students manage stress. For more information, email wellness@ucf.edu, or call (407) 823-5841.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Student Government Association (SGA)

<http://ucfsga.com/about-sga>

Student Union, room 214

SGA is a representative body modeled after the United States government. Through its Executive, Legislative, and Judicial branches, the Student Government Association aims to represent student issues and concerns at all levels of university decision making. Through a 17-19 million dollar budget acquired from student fees, SGA maintains hundreds of student jobs, oversees two facilities (the Student Union and Rec & Wellness Center), and is constantly creating new services and initiatives aiming to make campus life better for all UCF Knights.

Activity & Service Fee (ASF) Business Office

www.asf.sdes.ucf.edu

Student Union, 215

ASF services the accounting, personnel, and/or purchasing needs of Activity & Service Fee funded agencies such as Campus Activities Board (CAB), Homecoming, Late Knights, Multicultural Student Center (MSC), Office of Student Involvement (OSI), Recreation and Wellness Center (RWC), Registered Student Organizations (RSOs), SGA, Student Legal Services, Student Union and Volunteer UCF (VUCF). This office is also a support office for UCF students that are allocated ASF funds by the Student Government Association (SGA).

All Knight Study (AKS)

<http://ucfsga.com/services/all-knight-study>

Ferrell Commons is open 5 days a week

Knights Plaza is open 7 days a week

AKS provides a quiet environment where students have the opportunity and space to study efficiently. These spaces provide students with free printing and scantrons, Wi-Fi connection, desktop computers, large group study lounge and small group study rooms. Both locations are open 24 hours; Ferrell Commons and Knights Plaza. All Knight Study is operated by the Student Union and is funded by SGA.

Free Scantron and Blue Book Initiative

<http://ucfsga.com/services/free-scantrons-and-blue-books>

Student Union, room 214

Scantrons and blue books can be picked up at the SGA office during regular office hours (8am-5pm Mon-Fri), or at the Student Union's information desk after 5pm (Mon-Fri). Just bring your UCF Student ID!

Knights of the Turntables

<http://osi.ucf.edu/blog/sidebar/knightsoftheturntables>

Student Union, Room 208

Low cost DJ service out of the Office of Student Involvement that is available for Student-run agencies, RSOs, UCF Departments and Offices. Email questions to: turntables@ucf.edu. To make a DJ request and to get more information, log into Knight Connect with your NID and NID password at ucf.collegiatelink.net/

SGA Computer Labs

<http://www.asf.sdes.ucf.edu/computer-labs>

Student Union, 2nd floor lab offers computer access, printing (including wireless and poster), scanners, and fax machines. Pick up your wireless prints at the wireless printing station located outside the SGA Express Lab.

Student Union, 1st floor express print lab offers PC and printer access for a maximum of 10 minutes and 100 free black and white printed sides per week. Color printing for 8.5" x 11" is \$0.25/side and poster printing is \$2.00/sq. ft. For more information, email sga_lab@ucf.edu.

SGA Ticket Center

<http://www.asf.sdes.ucf.edu/ticket-center>

Student Union, 107

Ticket Center offers specially priced tickets to various local theme parks, attractions, movie theaters, and transportation providers. Tickets are for sale to all UCF students, faculty, and staff at the special UCF price with a valid UCF ID card. For more information, email asf@ucf.edu.

SGA Conference Registration & Travel (CRT) Individual Allocation

<http://ucfsga.com/resources/forms>

Student Union, 214

CRT allocation provides students with the opportunity to receive up to \$250 once per fiscal year (July 1-June 30) for conference and travel funding from the CRT committee. For more information on the steps for this funding process, email sga_crt@mail.ucf.edu, or call 407-823-2191.

Who's Who Scholarship

<http://osi.ucf.edu/blog/news/whos-who-2016-scholarship-now-available>

Who's Who is a prestigious honor given to Undergraduate and Graduate students who show exceptional leadership, service and scholastic achievement. Students are recognized throughout the campus, as well as on a national level. Recipients of this award are eligible for scholarships through the national Who's Who organization and the Student Government Association of the University of Central Florida. To be eligible, students must meet credit hour and GPA requirements and show active participation in campus and/or community involvement. This scholarship is awarded in the spring semester. For more information, visit: osi.ucf.edu/blog/news/whos-who-scholarship-applications-are-now-open/

CAMPUS INVOLVEMENT

Multicultural Student Center (MSC)

<http://www.sja.sdes.ucf.edu/msc>

Student Union, 207

MSC mission:

- to create a more inclusive and equitable campus environment
- to promote awareness, strengthen cultural competency and social responsibility
- to encourage the educational exploration and challenge of societal norms
- to extend multiculturalism beyond areas of race, ethnicity, and culture and to include sexuality, gender identity, ability, spirituality, and social advocacy
- to support a more culturally competent UCF student body.

Office of Student Involvement (OSI)

<http://osi.ucf.edu>

Student Union, Room 208

OSI offers quality programs, services and leadership opportunities through various student-led agencies and program areas that support UCF students. These areas include:

- **CAB** (Campus Activities Board)
<http://osi.ucf.edu/cab>
CAB comprises of eight different committees, responsible for the planning and execution of various events on the UCF campus. Committees include: Cinema, Comedy, Concerts, Fine Arts, Marketing, Mr./Miss UCF, Speakers, and Special Events.
- **GO** <https://ucf.collegiatelink.net/organization/go>
- **Homecoming**
<http://osi.ucf.edu/homecoming>
Homecoming plans a week's worth of fall programming that has become a strong tradition at UCF.
- **Knight Thon**
<http://osi.ucf.edu/knight-thon>
Knight Thon is University of Central Florida's Dance Marathon and largest student-run philanthropy.
- **KoRT** (Knights of the RoundTable)
<http://osi.ucf.edu/kort>
Oversees all Registered Student Organizations (RSOs).
- **KoT** (Knights of the Turntables)
<http://osi.ucf.edu/blog/sidebar/knightsoftheturntables>
DJ Services.

- **Late Knights**

<http://osi.ucf.edu/late-knights>

Late Knights is a monthly event that features free food, prizes, and entertainment. The goal of Late Knights is to provide UCF students (and their family/friends) with a place to enjoy themselves on the weekend that is fun, safe, on campus, and free of drugs and alcohol. The events are held on campus from 10pm to 1am.

- **ROS (Regional Outreach Services)**

<http://osi.ucf.edu/ros>

Regional Campuses: Altamonte Springs, Cocoa, Daytona Beach, Leesburg, Ocala, Palm Bay, Sanford/Lake Mary, South Lake, Valencia East, Valencia Osceola, Valencia West
Provide programs and services to our UCF regional students in order to enhance their collegiate experience.

- **VUCF (Volunteer UCF)**

<http://osi.ucf.edu/vucf/about>

VUCF is a student-run agency that helps students to become connected to the Central Florida community through volunteer opportunities. VUCF is dedicated to promoting civic engagement and education on various social issues to the UCF student body.

KnightConnect is a web-based, user driven platform to promote student involvement, engagement, and organization management. KnightConnect provides individual students an intentional pathway to connect to the campus community through involvement opportunities and organizations via a centralized web portal.

<https://ucf.collegiatelink.net>

KnightQuest is a one-on-one involvement consultation service designed to match you to involvement opportunities specific to you that exist on campus. During these consultations you will create an individualized involvement action plan. <http://osi.ucf.edu/kort/knightquest>

Rosen Life at Rosen College of Hospitality Management

<http://osi.ucf.edu/rosenlife>

Email: rosenlife@ucf.edu

Phone: (407) 903-8238.

Student Lounge, Room 202B

Strives:

- to provide Rosen students with the same opportunities and resources available on the UCF Orlando campus
- free printing lab
- to inform about registered student organizations, all UCF events and more.

INTERNATIONAL GRADUATE STUDENTS

Admitted...Now What?

Once you are admitted to a graduate program at UCF, start the visa application process as soon as possible.

- Immigration documents needed for I-20 (or DS-2019) required by U.S. embassies for the issuance of your F-1 (or J-1) student visa.
 - myUCF at my.ucf.edu or
 - UCF International Affairs and Global Strategies (IAGS) at www.international.ucf.edu

Once you have received your I-20 (or DS-2019) from IAGS:

- Make an appointment with the US Embassy
- Pay the required I-901 SEVIS Fee (www.fmjfee.com) –this will activate your I-20 (or DS-2019) record in the SEVIS system -the receipt for payment of the fee will be required at the visa interview.

More information regarding the visa application, U.S. embassy locations, pre-arrival and dates of orientation can be found here: www.international.ucf.edu/international-students-scholars-and-professionals/pre-arrival-and-orientation/

Attend Mandatory IAGS Immigration Orientation

Prior to enrolling in classes, all International F-1 (or J-1) students are required to attend the Immigration Orientation held by IAGS.

Bank Account

Once you arrive at UCF, it is recommended to open a bank account at a local bank/credit union. Documentation such as student identification, as well as your passport, I-20 and visa may be required to open an account

- On campus:
 - Fairwinds: www.fairwinds.org/locations/
 - CFE Credit Union: mycfe.com/ucf/
John T. Washington Center
- Off campus:
 - Wells Fargo Bank: www.wellsfargo.com/locator/bank/4200_ALAFAYA_TRAIL_OVIEDO_FL_32765
 - Bank of America: www.locators.bankofamerica.com/fl/orlando/atm-orlando-105645.html
 - Fifth Third Bank of Orlando: www.city-data.com/locations/FifthThirdBank/Orlando-Florida-2.html

Campus Life

The following link provides information for everything happening on campus including SGA events, Intramurals, campus tours, etc. www.ucf.edu/campus-life

Cultural Programming

Office of International Affairs and Global Strategies (IAGS) ensures that every international student has a positive, memorable UCF experience. Services include:

- Welcome Week activities
- Celebration of International Education Week (including Thanksgiving Dinner and International Fair)
- annual participation in the Florida International Leadership Conference
- workshops like Resume Building & Interviewing Techniques
- Independence Day Picnic & Winter Holiday Party
- Viewing of international sporting events on projection TV
- Off campus excursions to Orlando area attractions
- Culture nights (food, music, & traditions of specific cultures)
- International Student Association

Most of those events, if not all are featured on the Facebook page of International students at UCF: www.facebook.com/ISAUCF

Driver's License

To obtain a Florida Driver's License, students must pass a vision, written and practical driving test. Students need to submit the following information to the local Highway Safety and Motor Vehicles Office, who is responsible for issuing drivers licenses: proof of legal status, proof of residency, Social Security Number (if issued). The closest location to UCF campus is [10051 University Blvd., Orlando, FL 32817](http://10051.University Blvd., Orlando, FL 32817).

More information can be found here: www.flhsmv.gov/resources/handbooks-manuals.

Employment and Taxation

If you are interested in working at UCF as an International employee, the link below gives you details you need to know such as requirements based on your visa type and how to proceed. Remember that the process of hiring an international employee differs from the process of hiring a U.S. citizen or permanent resident. An international employee refers to any individual who is not a U.S. citizen or permanent resident. The individual must complete payroll sign-in at the IAGS in order to receive paychecks and benefits (if applicable). You must first have a visa that permits you to work. www.international.ucf.edu.

All workers in the United States must file taxes. If you have been working as a student, you are required to file taxes once a year. This process can be different for each international student. There are workshops to help with the process (see international web link above). The process of filing will require you to submit many different forms. In most cases, the incoming international student is categorized as a Non-resident Alien. Form 1040NR-EZ is the most common form for international students, but other forms may apply to you depending on the source of your income and how long you have been in the United States. As a student you do not have to file state income taxes according to Florida laws. Taxes are usually deducted from every paycheck, and you should make financial plans accordingly. Tax day (the last day to file taxes) is April 15 each year.

You may receive an H-1B to temporarily work with your university.

Financial Aid and Scholarships

The federal government does not have any specific financial aid program for international students. The Office of Student Financial Assistance periodically offers scholarships to non-US citizens. Please refer to the Scholarship Listing website, www.finaid.ucf.edu/scholarships/list.html. To search additional scholarships, please visit www.internationalscholarships.com.

Graduate Assistantships (GA)

UCF has more than 1,300 graduate students who have assistantships (GRA, GTA or GA). These appointments provide students with academic or professional development experience while at UCF that will help prepare them for their future work in research, teaching, or other activities. Graduate assistants receive a stipend for the duties that they perform, tuition remission (in some cases), and health insurance coverage for all qualifying assistantship appointments. Most assistantships are offered by a student's graduate program or department.

Graduate Teaching Assistant (GTA) and SPEAK Test

Students who are non-native speakers of English and do not have a degree from a U.S. institution must pass the SPEAK test before they will be permitted to teach as Graduate Teaching Associates or Graduate Teaching Assistants. To learn more about the SPEAK test and testing schedule, please click here: www.students.graduate.ucf.edu/SPEAK_test

Immunization and Health Insurance Requirements

Each new student accepted for admission must submit, prior to registration, a completed Immunization form provided by UCF Student Health Services. To download the Form and to understand more about the immunization requirements, please visit www.shs.sdes.ucf.edu/immunizations. All international students with F and J status must also submit proof of health insurance that meets Florida Board of Governors requirements prior to registering for classes. For more information on required health insurance, please visit www.shs.sdes.ucf.edu/intl

International Affairs and Global Strategies (IAGS)

Please visit the IAGS website at www.international.ucf.edu for information, announcements, answers, and access to important forms. If you are unable to find your answer online, please feel free to contact IAGS office by telephone, email, or in person. IAGS is open Monday through Friday from 8 am to 5 pm. While fellow students and faculty members are useful sources of information, please direct your immigration questions to International Affairs and Global Strategies. Immigration policy is constantly changing, and each student's immigration record is unique to that particular student. IAGS wants to make sure that you are receiving accurate and timely information.

International Student Organizations (ISO)

There are many registered student organizations on campus such as African Students Organizations, Asian Student Association, and Caribbean Students' Association. You can find more at: [Knight Connect](#)

Maintaining Visa Status (F-1 and J-1 Students)

Students are responsible for learning and complying with the terms and conditions of their F-1 or J-1 immigration status. During the fall and spring terms, F-1 and J-1 students are required to enroll full time. Summer terms are considered to be optional and thus enrollment is not required unless it is the student's first or last semester. Full-time is being defined as enrolling in 9 credit hours for graduate students. Students who have completed all required coursework and are on thesis or dissertation (must have passed candidacy) hours may enroll for a minimum of 3 credit hours of thesis or dissertation each semester. Students beginning a program during the summer semester will need to enroll full time –6 credit hours is considered full-time for summer. But during summer, the requirements are 6 credits or two courses. Please learn more about how to maintain F-1 or J-1 immigration status, reporting requirements, program extensions, and other important information by visiting www.international.ucf.edu/international-students-scholars-and-professionals/international-students-and-scholars/f-1-students.

Maintaining Visa Status (J-1 Scholars)

The link below provides important regulations and information on maintaining J-1 visa status for J-1 Professors, Specialists, Research Scholars and Short-term Scholars:
www.international.ucf.edu/scholarsandprofessionals/j1exchange.

Orlando Life

Orlando is big city with many attractions. To balance academic life with the rest of your life, you can visit the site below to find some place to relax or take your family and friends who visit you: www.visitorlando.com.

Social Security Card (SSN)

The United States government requires all persons engaged in paid employment to have a federally issued Social Security number. This number is mandatory for employment purposes only. When you have secured employment on-campus, you must obtain an employment letter from your department or company, and bring it to IAGS for stamped approval from an Immigration advisor. If the employment is off- campus, please verify with an Immigration Adviser at IAGS to determine if you are eligible for off-campus employment. You will then take this letter, along with all of your immigration documents, to the Social Security Administration office in Orlando.

Tuition and Fees

The following link provides information on tuition and fees www.tuitionfees.ikm.ucf.edu. You are expected to pay your tuition and fees by the payment deadline. Please visit UCF Student Account Services on payment methods www.studentaccounts.ucf.edu. If you have been awarded a graduate teaching/research assistantship, your tuition is generally covered –however you may still be responsible to pay required university fees (e.g. technology fees, international student fees, and activity and service fees), please review your assistantship award for details on your coverage.

FAMILY SERVICES

Expectant Mothers Parking Program: Faculty, staff and student permit holders in their third trimester of pregnancy may elect to reserve an expectant mother space in their permitted lot. For convenience a spot may be selected by the expectant mother to provide a location with closer proximity to her primary destination, within the parameters of her previously assigned lot. Should the permit holder need to make these arrangements prior to the third trimester due to a high risk or otherwise problematic condition, please contact [Parking and Transportation Services](#) or [Center for Success of Women Faculty](#).

[Expectant Mothers Parking Program Sign Up FormFINALApril2015](#)

Lactation Privacy Rooms

The University of Central Florida recognizes the needs of new mothers by developing lactation privacy rooms on campus. These secure locations provide UCF mothers, whether students, staff or faculty, the ability to ease back into work or school without having to sacrifice the healthy practice of expressing their milk.

- UCF College of Nursing (University Tower) – Room 461
(check in at room 300 for key)
- UCF College of Medicine (Lake Nona) – Room 419
(check in at 1st floor welcome desk for key)
- UCF Main Campus (Engineering I Building) – Room 220
(check in at room 107 for key)
- UCF Main Campus (Physical Science Building) – Room 430
(check in at room 430 for key)
- UCF Main Campus (Recreation and Wellness Center) – Suite 111
(entrance across from leisure pool, check in at suite 111 for key)

Parental Leave for Graduate Assistants is designed to assist graduate assistants on existing assistantship agreements during pregnancy or immediately after the birth or adoption of their infant child. The mother may choose to use up to six weeks of leave for pregnancy and/or maternity needs. The spouse or partner may choose to use up to six weeks of leave to assist in the care of the newborn child and the child's mother during the postpartum period. Graduate assistants who have assumed parenthood through the adoption of an infant may also use this leave. This includes graduate assistants in a domestic partnership. For this leave policy, a domestic partner is defined as a same sex individual who shares a committed, mutually-dependent relationship. www.students.graduate.ucf.edu/policy/details.aspx?id=2173

UCF Creative School for Children

UCF's Creative School for Children new evening program offers engaging and fun activities for preschool children and dedicated homework/study time for school-agers. Call 407-823-2726 today to enroll your child. For more information visit www.csc.ucf.edu

DIRECTORY OF FOOD SERVICES

ON CAMPUS DINING OPTIONS

Hours of operation for on campus dining options can vary from semester to semester and during semester breaks. Please check <https://ucf.campusdish.com> for current hours of the following establishments.

NAME/LOCATION

HOURS OF OPERATION

'63 South

4121 Pyxis Lane Orlando, FL 32816
(407) 823-2631

Monday-Thursday: 7:30 am - Midnight
Friday: 7:30 am - 10:00 pm
Saturday: 10:30 am - 10:00 pm
Sunday: 10:30 am - Midnight

Café Bustelo

12710 Pegasus Drive
ORLANDO, FL 32816
(407) 823-1301

Monday-Thursday: 8:00 am - 5:00 pm
Friday: 8:00 am - 2:00 pm
Saturday & Sunday: Closed

Chik-fil-A

115 Aquarius Agora Drive
Orlando, FL 32816
(407) 823-2238

Monday-Thursday: 7:30 am - 8:00 pm
Friday: 7:30 am - 5:00 pm
Saturday: 10:30 am - 2:00 pm
Sunday: Closed

Einstein's Bros. Bagels

12744 Pegasus Drive
Orlando, FL 32816
Phone: (407) 823-1301
(Business Administration Building)

Monday-Thursday: 7:00 am - 6:30 pm
Friday: 7:00 am - 4:00 pm
Saturday & Sunday: Closed

Einstein's Bros. Bagels

12494 University Blvd.
Orlando, FL 32816
(407) 823-1944
(Education Building)

Monday-Thursday: 7:00 am - 6:30 pm
Friday: 7:00 am - 2:00 pm
Saturday & Sunday: Closed

Java City

12701 Pegasus Drive
Orlando, FL 32816
(407) 823-4975

Monday-Thursday: 7:30 am - 11:00 pm
Friday: 7:30 am - 5:00 pm
Saturday: 10:00 am - 5:00 pm
Sunday: 1:00 pm - 11:00 pm

Knightro's

12791 East Plaza Drive
Orlando, FL 32816
(407) 882-0455

Monday-Thursday: 7:00 am - 10:00 pm

Friday: 7:00 am - 9:00 pm

Saturday: 9:00 am - 9:00 pm

Sunday: 9:00 am - 10:00 pm

Knightstop & Sushi

12715 Pegasus Dr Student Union
Orlando, FL 32816
Phone: (407) 823-0626

Monday-Thursday: 8:00 am - 11:00 pm

Friday: 8:00 am - 7:00 pm

Saturday: 11:00 am - 5:00 pm

Sunday: 11:00 am - 9:00 pm

Nathan's Famous

12715 Pegasus Drive
Orlando, FL 32816
(407) 882-0024

Monday-Thursday: 10:30 am - 6:00 pm

Friday: 10:30 am - 4:00 pm

Saturday & Sunday: Closed

Nom Bowls

4399 Andromeda Loop
Orlando, FL 32816
(407) 823-1682

Monday-Friday: 10:30 am - 4:00 pm

Saturday & Sunday: Closed

P.O.D. Market

110 Libra Drive
Orlando, FL 32816
(407) 823-1023

Monday-Thursday: 9:00 am - 1:00 am

Friday: 9:00 am - 10:00 pm

Saturday & Sunday: 11:00 am - 10:00 pm

Starbucks

(College of Health and Public Affairs)
12805 Pegasus Drive,
Orlando, FL 32816
(407) 823-4100

Monday-Thursday: 7:00 am - 11:00 pm

Friday: 7:00 am - 9:00 pm

Saturday & Sunday: 11:00 am - 7:00 pm

Starbucks

(John T. Washington Center)
4000 Central Florida Blvd.
Orlando, FL 32816
(407) 823-4100

Monday-Friday: 7:00 am - 11:00 pm

Saturday: 9:00 am - 7:00 pm

Sunday: 11:00 am - 11:00 pm

For more information about each of the locations above, please visit

<https://ucf.campusdish.com/Locations.aspx>.

For a list of dining options in the Student Union at the University of Central Florida, please visit <http://studentunion.ucf.edu/spaces/food>.

OFF CAMPUS DINING OPTIONS

Many of the following establishments offer vegetarian options. Call establishments for hours.

4-Rivers Smokehouse

(Barbecue)
11764 University Blvd.
Orlando, FL 32817
(407) 474-8377

Bubbalou's Bodacious

(Barbecue)
12100 Challenger Pkwy.
Orlando, FL 32826
(407) 423-1212

The Pita Pit

(Pita Sandwiches and Salads)
12140 Collegiate Way
Orlando, FL 32817
(407) 380-2333

Hummus House

(Mediterranean and American sandwiches)
11565 University Blvd.
Orlando, FL 32817
(407) 282-7482

First Watch UCF

(Breakfast and Lunch)
3402 Technological Ave.
Orlando, FL 32817
(407) 823-8146

Jimmy Hula's

(Tacos and Burgers)
11556 University Blvd.
Orlando, FL 32817
(407) 737-9994

Lazy Moon Pizza

(Pizzeria)
11551 University Blvd.
Orlando, FL 38817
(407) 658-2396

Burger 21

(Burgers and Shakes)
11551 University Blvd.
Orlando, FL 32817
(407) 985-3541

SUS Hi Eatstation

(Sushi)
4498 Alafaya Trail.
Orlando, FL 32826
(407) 826-1682

Kyoto Sushi and Grill

(Off Campus Location)
12141 Collegiate Way
Orlando, FL 32817
(407) 882-0625

There are many additional dining options nearby. For a list of other dining options near UCF, please visit www.zomato.com/orlando/ucf-area-restaurants.

TRANSPORTATION

UCF Main Parking and Transportation Website: www.parking.ucf.edu

- Maps
- Permits
- Regulations
- Shuttles

Bike Share Program

www.sgabikeshare.com

Free 24 hour bike rental offered by Student Union and Recreation and Wellness Center.

Parking: Permit options and prices

www.parking.ucf.edu/permits/permit-fees

Hang tag vs sticker: a hang tag allows you to use your parking permit on different vehicles without registering additional vehicles. A sticker stays affixed to the same vehicle for the duration of the permit. Hang tags are more expensive than stickers.

There is no specific graduate student reserved parking; graduate students pay the student rate.

You can register online for your permit here:

<https://secure.parking.ucf.edu/PermitOrder/default.aspx>.

Permits from the previous year are valid through the first week of the fall semester. This provides an opportunity to wait for parking service lines to shorten before picking up your permit at Garage B.

UCF Transportation

sgatransportation@ucf.edu

The Student Government Association Facility and Transportation Coordinator is a great person to contact with any questions not addressed herein.

FREE TRANSPORTATION OPTIONS (WITH STUDENT ID):

On Campus Shuttles

www.parking.ucf.edu/shuttles/on-campus-shuttles

In order to give UCF students, faculty, and staff an alternative and efficient mode of transportation, Parking & Transportation Services provides a shuttle system called the Black & Gold Line.

Important information about the Black and Gold line:

- Four ADA compliant buses
- Operate 12 hours each class day (7am to 7pm) during the fall and spring semesters.
- Operate 9 hours (7am to 4pm) during summer on class days except on Fridays
- Fall and Spring terms, all four buses are in operation; Only two during the Summer
- Black Route runs clockwise; Gold Route runs counter clockwise
- There are 8 designated stops on each route, sequentially numbered 1 thru 8 (Black route has 9 stops).

Gameday Shuttles

www.ucfknight.com/brighthouse/student-shuttles.html

UCF will operate student shuttle buses for all normally serviced apartment complexes (except North View, Tivoli and Northgate due to their close proximity to the stadium) on each home football game day. The shuttles will run from five hours prior to the start of the game until two hours after the game ends. Note: The shuttles are designed to only handle people with light carry-on items; there is no space for large items, including coolers, tents/umbrellas, lawn chairs, tables and similar types of equipment.

Grocery Shuttle

www.ucfsga.com/services/grocery-shuttle

Shuttle service to Publix Super Market located at the University Palms Shopping Center. The Grocery Shuttle operates on **Tuesdays**. Shuttles run every 45 minutes from 10 a.m. to 7 p.m. and will service the on-campus stops at Marketplace, Academic Village (Nike), Towers (front of CFE Arena), and Lake Claire. Final departure from Publix will be 7 p.m.

Knight Lynx

www.ucfsga.com/services/knightlynx

KnightLYNX is a safe and reliable public transportation option on and near the UCF campus, launched in the spring 2011 semester. The bus operates from **8:00 PM to 3:00 AM** on Friday and Saturday nights and travels throughout the UCF community. This bus service is **free** for all UCF students with a valid UCF ID Card. There are three bus lines around UCF and to/from downtown Orlando.

Main Campus to Health Science Campus

www.parking.ucf.edu/shuttles/health-sciences-schedule

UCF Shuttles travel from UCF's main campus to the Health Sciences campus 6 days a week. The shuttle bus departs and returns on the main campus in front of Physical Sciences Building. Drop off and pick up at Lake Nona Health Science Campus is at Laureate Blvd. Bus occasionally stops at the Biomolecular Research Annex. See website for current schedule.

Main Campus to Rosen Campus

www.parking.ucf.edu/shuttles/rosen-college-shuttle-schedule

The shuttle bus departs and returns on the main campus at the roundabout of Pegasus Circle and Aquarius Agora Drive near the Student Union and Classroom Building I. Drop off at Rosen College of Hospitality is at the front of the main entrance, and return trips to UCF commence from the Rosen College of Hospitality main parking lot. Rosen shuttle service will operate Monday through Friday except holidays and it is free. See website for current schedule.

Safe Escort Patrol Service (SEPS)

www.parking.ucf.edu/safe-escort

The Safe Escort Patrol Service collaborates with UCF Police Department

- Provides Safe escort on campus 24 hours a day at 823-2424 or 823-5555
- Trains students as Crime Watchers

UCF Park and Ride

www.parking.ucf.edu/shuttles

Park near Bright House Networks Stadium near lot E4. Shuttle picks up and drops off every 15 minutes. Click on the Park and Ride Link on the website for current information.

Off Campus Shuttles

www.parking.ucf.edu/shuttles/off-campus-shuttles

There are 14 free regular, fixed shuttle routes between the UCF campus and the following 20 off-campus apartment complexes and Central Florida Research Park. You can use the mobile website to look at arrival and departure times for each stop. Mobile website: m.ucf.edu/shuttles/routes

Knight Flight

www.ucfsga.com/services/knight-flight

Knight Flight is a free holiday airport shuttle that travels from the UCF Main Campus to the Orlando International Airport (MCO). Knight Flight will operate prior to Thanksgiving break and Winter Break, along with days to get students back to UCF from the airport. It may be expanded to Spring Break. To see schedules and register, use the [website](#).

OTHER TRANSPORTATION OPTIONS (NOT FREE):

Orlando Bus Service Lynx

www.golynx.com/core/fileparse.php/97363/urlt/0057065-LNX_Lft_UCFArea_WEB.pdf

13 and 104 Public transportation bus lines service UCF Orlando Lynx. One ride costs \$2 and an all-day pass is \$4.50. Discount through UCF ticket center for 30 day and 7 day bus passes here:

www.asf.sdes.ucf.edu/ticket-center/current-prices

Orlando SunRail

www.sunrail.com/default.aspx

SunRail provides rail transportation from Debary, FL south to near the Orlando International Airport and runs parallel to Interstate 4. Convenient stops located in Winter Park, Downtown (Church Street), and 10 other locations. See website for map, schedule and rates.

Orlando Tollways

There are six toll roads in Central Florida and over 20 total in Florida. If you plan to drive on these roads with your own vehicle, there are two ways to pay: cash/change or with a pre-paid E-pass or Sunpass sticker/transponder.

E-pass and Sunpass stickers/transponders are interchangeable and can be used on any toll road in Florida for discounts at each toll. You don't have to stop your vehicle at the toll booth with one

of these units. You can buy a transponder or sticker at Publix, CVS, and other stores. You can create an online account to pre-load your transponder/sticker with money. The transponders can be moved between vehicles but cost more to purchase initially.

E-pass

www.cfxway.com/Default.aspx

The central Florida toll agency.

Sunpass

www.sunpass.com/index

Sunpass is a statewide agency, can be use out-of-state in Georgia and North Carolina. Better option if you plan to use one of these services for statewide travel.

Safe Ride

www.asf.sdes.ucf.edu/ticket-center/current-prices

Free cab voucher up to \$35 cab ride once every 60 days.

Uber

www.uber.com/cities/orlando

Uber serves the greater Orlando area including around campus if you need a cheaper option for a taxi. There is a mobile app you can download to find drivers.

ZimRide (Carpooling)

www.parking.ucf.edu/zimride-carpooling-at-ucf

UCF's Zimride community is a simple way to find friends and colleagues who are going the same way you are. Zimride is a private community that makes it easy to share the seats in your car or catch a ride. Have a car? Split the costs by driving fellow UCF community members. Don't have a car? Find a ride where you need to go. Membership is free. All UCF staff, faculty, and students with a UCF email are eligible to sign-up for our private Zimride Rideshare Community here: www.zimride.ucf.edu.

Zipcar (Car rental)

www.parking.ucf.edu/zipcar-at-ucf

Zipcar is a membership-based car sharing company providing automobile reservations to its members billable by the hour, or day. It is an alternative to traditional car rental and car ownership. University of Central Florida members pay a \$35 annual fee. Gas, insurance, reserved parking spots, up to 180 miles of driving per day and roadside assistance are included in the hourly and daily Zipcar rates. Cars can be reserved for as little as an hour or for as long as four days. See website for cars and locations.