OUR STORY

The Innovation Academy (IA) at UF is a groundbreaking living/learning community that pulls unique students from more than 25+ majors into a spring-summer cohort filled with energy, collisions that become ideas, and one common minor: Innovation.

The Innovation Academy allows students to attend classes during the spring and summer semesters, and in turn pursue other exciting adventures, such as study abroad programs and internship opportunities, in the fall semester.

FROM THE DIRECTOR:

Welcome!

I congratulate you on your decision to attend UF as a member of the Innovation Academy (IA). You have chosen a leading edge program that is poised to provide you with the skills of the 21st century worldwide economy. We are proud of the foundation and the culture of innovation we are delivering to you and all future IA students.

Our curriculum provides a clear path towards gaining a competitive advantage in today’s global marketplace; complete with four years of specifically designed courses in creativity, entrepreneurship, ethics, and leadership. You will earn the Innovation minor along with your degree, and this combination is bound to provide a powerfully launched career.

At the center of our program is our team of skilled faculty, that come from varied backgrounds and expertise from across the university to give you an unparalleled learning experience. You will find that their mentorship and teaching will go well beyond the classroom, and open new avenues for personal and professional growth.

In addition to the Innovation minor, IA offers a wide selection of co-curricular opportunities for you to engage with and enhance your undergraduate experience. I invite you to take advantage of our various programs, workshops, speakers’ series, student organizations, etc. All of these co-curricular opportunities have your growth, development and success in mind.

As you begin on your journey becoming a successful IA student, please use this handbook as your reference for important information, learning about the many engagement opportunities IA offers and reviewing your responsibilities as a student. Additionally, you will find many other university resources and academic information that will assist you in planning your time here at IA.

I wish you the best of luck with your endeavors at UF’s Innovation Academy and I look forward to celebrating your successes at a future IA graduation celebration ceremony.

Sincerely,

Jeff Citty, Ed.D.
Director, Innovation Academy
MISSION
The Innovation Academy enrolls and supports academically talented students focused on developing knowledge to grow new ideas, unique opportunities, and cutting-edge services and products through curricular and co-curricular experiences.

VISION
Graduate optimistic innovators that desire to utilize design thinking to solve global challenges through experimental and creative problem solving.

CORE VALUES
1. Human-Centered Design
   Through understanding the experience, behavior and motivations of others, we can identify the innovations they need and imagine unique new opportunities to serve them.

2. Applied Active Teaching & Learning
   Through practical active and hands-on teaching experiences, we provide sticky learning experiences for our students that they can use to solve real-world problems.

3. Multi-Discipline Collaboration
   We design powerful models by accessing existing capabilities across disciplines and combining them in new and different ways.

4. Co-Creation
   We desire to engage people in the co-creation of new models, systems, and solutions. We don’t design for users, we design with them.

5. Experimentation
   Through a portfolio of rapid prototyping and experiments that test multiple solutions, we accelerate innovation.

6. Embrace Failure
   Through failure we learn lessons on how to improve, strike opportunity, and pivot toward a positive direction.

7. Creative Culture
   We provide an environment that cultivates novel and appropriate approaches to problem solving and nurtures unorthodox thinking and its application.

8. Story Telling
   We use stories to pull people into transformation, asking them to co-create the narrative as it unfolds.
UF Student Responsibilities

In order to graduate, students are responsible for knowing and fulfilling all university, college, and major requirements.

All students must:
+ Attend Preview before 1st term
+ Maintain & read official UF email account/correspondences
+ Meet with an advisor upon entrance to a major
+ Meet with an advisor regularly to discuss options if undecided about major
+ Review Degree Audit each semester to understand remaining degree requirements
+ Seek advising before reaching academic difficulty (e.g., GPA below 2.0, or doing poorly in a CT course)
+ Maintain personal records of academic records (e.g., transcripts, advisement notes, emails)
+ Come prepared to advising sessions with questions
+ Seek appropriate and professional resources

Reminder: Meet with an academic advisor if at any point you have questions or concerns about your education & college experience

IA Student Mindset

Innovation Academy students are invited to IA because they have a mindset that makes them stand out from other UF students.

PROFILE OF THE IA STUDENT
IA students do not take the typical path. As champions of innovation, IA students:
+ Are leaders- They have confidence, optimism, and curiosity to do things in a unique way
+ Are open to new experiences, ideas, different ways of thinking, asking questions, discovering possibilities through hands-on experience
+ Are collaborative & willing to co-create in interdisciplinary teams
+ Are self-motivated to think deeply and critically about academic and real-world decisions (high need for cognition)
+ Are internally motivated to make a difference for the Greater Good (#GatorGood)
+ Are empathetic & appreciative of the humanistic value in society
+ Embrace diversity & gratitude
  + Understanding everyone brings a unique strength to the table
  + Offer a thank you letter or email for mentorship, help with a project after an interview, or other assistance/time when needed

PROFESSIONAL CLASSROOM CONDUCT
IA students are leaders at UF. As leaders, students are expected to set the standard for respectful classroom conduct toward their faculty and peers. Each instructor at UF will have different classroom conduct guidelines. Students should familiarize themselves with the specific guidelines for each of their courses. Here are some general good rules to model classroom leadership.

Students should:
+ Come to class regularly, on time, and prepared
+ Eat and hydrate appropriately before class so that they have energy to be actively engaged in coursework, as there is no drinking or eating permitted in UF classrooms
+ Dress in business casual or business attire for presentations. Students should approach presentations with the same mindset as they would when interviewing for a job - make their best impression.
+ Wear appropriate casual dress attire for lectures and daily class time (i.e. not pajamas or inappropriately revealing clothing).
+ Be aware of body language during class. Students want to send the message that they are alert, interested, and actively engaged.
+ Respect the classroom common materials by not standing or sitting inappropriately on furniture and working together to keep the classroom space clean before and after class
+ Be a self-motivated and active class participant as opposed to a responsive participant
The Academic Advising Basics

ADVISING MISSION
The mission of Innovation Academy Academic Advising is to further the teaching mission of the university by providing easily accessible, knowledgeable and accurate advising to all of our IA students. IA Academic Advisors help students successfully transition to the university and make progress toward meeting their educational and career goals.

When to see an IA Academic Advisor:
Innovation Academy Academic Advisors are here to discuss the Innovation Minor curriculum and structure, the IA program, General Education requirements, career and personal goals, and major and minor selection.

The Immigration Academy office holds walk-in advising hours Monday through Friday, except for University holidays; no appointment necessary during these scheduled walk-in hours. You can always find updated advising hours on our website: innovationacademy.ufl.edu/academics/advising/.

When to see your College's academic advisors for your major (your major advisor):
- Questions about critical tracking requirements
- Degree specific requirements
- Flexibility with program plans
- Changing majors
- Adding a minor
- Graduation

Academic Advising is a very important aspect of your educational journey here at the University of Florida. It is proven that students who meet with their advisors have higher GPAs and retention rates. We recommend meeting with your advisors at least once a semester, to make semester plans and make sure you are not missing any degree requirements: catalog.ufl.edu/UGRD/academic-advising/

CHANGING MAJORS
It is common for students to change their minds about majors and career paths as they gain educational and practical experience. To help ensure that you make the best choices regarding your major and degree, UF provides guidance, information, and technical assistance. As an Innovation Academy student, you should proactively determine a major to obtain the degree that fits you best. IA advisors will encourage you to choose a major that relates to your personal interests and abilities.

UF’s Career Connections Center has a great tool called CHOMP (Career Help for Major Planning) which helps students select a major based on different personality and skills aptitude quizzes.

For more information visit: career.ufl.edu/students/chomp/ Additional Career Resources: learnhowtobecome.org/ US Occupational Handbook

IA APPROVED MAJORS
IA students are able to change majors within the list of IA-approved majors at any time with the approval of the college of your proposed new major. As new majors become available through IA, any IA students are able to change majors within the list of IA-approved majors at any time with the approval of the college of your proposed new major. As new majors become available through IA, any IA students are able to change majors within the list of IA-approved majors at any time with the approval of the college offering the major.

For a list of majors in IA visit: innovationacademy.ufl.edu/academics/majors/

To pursue a second major, you must be on track for your current major and your Innovation Minor. In the beginning of the sophomore year, you can meet with your major advisor to discuss implications of pursuing a double major. In rare circumstances, IA students have been approved to add a second major outside of IA major offerings. They will still attend UF on the Spring/Summer calendar, complete the Innovation Minor, and they must provide a semester-by-semester plan that outlines how they plan to complete the additional courses, while remaining on track. In all cases of adding a second major, the College offering the major must approve the request. Pursuing a second major outside of IA may require petitioning to take Fall course if needed. See Petition section on page 15 for information on Fall petitions.

COMBINED BACHELOR / MASTER DEGREE PROGRAMS:
Innovation Academy students are allowed to pursue Combined Degree programs. Students must meet the specific program’s requirements and apply by the applicable deadline. If you are accepted to a combined degree program and then need to adjust your course calendar, collaborate with your college advisors and IA Advisors to create an appropriate schedule. In most cases students can utilize up to 12 credits of graduate course work towards their Bachelor degree.

To find out more about combined degree programs please visit the following website: catalog.ufl.edu/UGRD/academic-advising/combined-degrees/

MINORS:

INNOVATION MINOR
The Innovation minor is a requirement of the Innovation Academy and acceptance of admission to the University of Florida. You must successfully complete all of your six Innovation minor courses before you graduate. If you need help navigating the Innovation minor for heavy course loads or study abroad, please see your IA advisor. To view the suggested academic plan for the Innovation minor see page 16.

ADDITIONAL MINORS: IA students can pursue additional minors. In some cases we have been able to work with a college to add a new minor, but you will need to see an IA advisor to discuss the details.

The IA website contains a list of eligible additional minors: innovationacademy.ufl.edu/academics/additional-minors/

PRE-PROFESSIONAL PROGRAMS:
Pre-health and Pre-law tracks at UF are not designated to a specific degree program. There are many majors that can meet your goals and interests, as well as the prerequisites for your desired career path.

For more information visit: innovationacademy.ufl.edu/academics/pre-health-opportunities/

PRE-HEALTH STUDENTS
You will need to research which area of interest you would like to pursue as many professional schools have different prerequisites.

For more information visit: advising.ufl.edu/pre-health/apply/explore/ View the pre-requisite chart: advising.ufl.edu/docs/PreHealthRequirements.pdf

PRE-LAW STUDENTS
There are specific Pre-law advisors who are housed in the College of Liberal Arts and Sciences in Farrior Hall. Pre-law students can major in their area of interest while also developing skills in problem solving, critical reading, writing skills, oral communication and listening abilities, research, organization and priority analysis.

For more information visit: advising.ufl.edu/pre-law/
The Academic Advising Basics (cont.)

TRANSFER STUDENTS:
Transfer students are encouraged to build a strong relationship with their IA and major academic advisors. As a transfer student, you will meet the same requirements for the Innovation Minor curriculum and major coursework as a traditional IA student. You want to be certain that you are in good academic standing and on track with your major requirements, so regular meetings with academic advisors are advised, at least once per semester. Please use IA Program Plans (available on the IA website) to determine which courses count toward your major and minor requirements. Please meet with IA and major academic advisors at any point.

The UF Innovation Academy hosts programs and workshops on how to read your degree audit, register for courses and much more during the academic year.

For more information, please visit innovationacademy.ufl.edu/admissions/transfer/

Sample transfer minor plan: innovationacademy.ufl.edu/media/innovationacademyufledu/pdfs/admissions/TransferStudents_AJ.pdf

Registration

As Innovation Academy students you all receive priority registration, which is an advantage on a large campus. IA advisors will remind students of when the schedule of courses will be released and when registration occurs. If students miss priority registration, advisors are not responsible for making sure students get a seat in a particular course, rather students must seek department approval and guidance.

Students register for courses via ONE.UF. On ONE.UF you can complete the Registration Prep, which can be found under the ‘My Online Services’ column.

How to register on ONE.UF | WorkSpace

+ Access the Schedule of Courses to plan the courses you want to register for, including several options. You can access the schedule of courses on the right-hand sidebar menu on ONE UF.
+ Using your GatorLink user name and password, log on to ONE UF. For assistance, please contact the help desk at (352)-392-HELP.
+ Go to Registration Holds to view the holds on your record that could prevent you from registering and clear these holds as instructed.
+ Utilize the registration functions on ONE UF to register for a schedule. Search by department or by specific course number.
+ If a course is full, you must wait until Drop/Add period and continue to look for available seats through ONE UF. Make sure to discuss any registration challenges with your major advisor if you are unable to find a seat in a required tracking course. Please provide them with the class number of that course you are wanting to register.

Schedule of Courses

The UF Schedule of Courses contains the list of courses offered by term, General Education course listings by category, textbook requirements, class periods, final exam schedules, and registration dates. Using the Schedule of Courses, you can also determine whether a course will count toward a specific General Ed requirement and/or satisfy a portion of your Gordon Rule writing requirement.

For more information visit: registrar.ufl.edu/soc/

Holds

Holds (service indicators) vary greatly and students should read them carefully for instructions on resolving them. Please check for and resolve any and all holds every semester. To view and resolve holds, log in to ONE UF. View Action Items on the left hand side, then click Holds – read & follow directions provided.

Satisfactory/ Unsatisfactory (S/U) Option:

Please see your major advisor for approval and restrictions on certain courses you can opt to take as S/U, as it varies by college. S/U is not an option for any Innovation minor coursework.

The Degree Audit

The degree audit is an online electronic system that monitors the progress of all undergraduate majors toward graduation.

This tool helps students find the best academic path to complete their degree, provides academic advice for choosing the most appropriate major, and provides feedback each semester on academic progress. If you have any questions concerning the degree audit, please speak with your IA or major academic advisor. The IA Advising team also holds degree audit workshops each semester to explain how to understand the degree audit. You can view your degree audit by visiting one.ufl.edu/dashboard/.

This page will be updated when new information is available.

The Degree Audit

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This page will be updated when new information is available.
Dropping a Class

UF DROP POLICY

DROPPING A COURSE AFTER THE DROP DEADLINE

Under some extenuating circumstances, it may be possible to drop a course after the deadline in spring and summer semesters only. These drops can only be approved with the support of your college. Please meet with your advisor to discuss extenuating circumstances.

FULL SEMESTER WITHDRAWAL

Any UF student can choose to withdraw from any semester at any time before the drop deadline. UF students should read and understand the university’s withdrawal procedures before deciding to withdraw from UF. Withdrawal formally drops all courses in a term. Students who withdraw after drop/add and before the deadline for withdrawal will receive a grade of W (Withdrawal) for all courses. Any student who withdraws after the deadline will receive WF (Withdrawal – Fail) grades in all courses and will be subject to dismissal.

Students who leave UF without withdrawing normally receive failing grades. Students on academic probation who withdraw from UF before the deadline will continue on probation until their grade point deficit is reduced to zero. Students on Admissions Committee probation must meet the terms of their probation.

MEDICAL WITHDRAWAL

The UF Dean of Students Office has been authorized to handle requests for medical withdrawals. A student who is withdrawing from the semester may request a medical withdrawal. The student will be required to provide appropriate documentation in order for a medical withdrawal to occur and should contact the Dean of Students Office for details. There are staff in the Dean of Students Office available to speak with students about their options. Please email the U Matter, We Care Team at umatter@ufl.edu for assistance or to set up an appointment.

Pursuant to the Rules of the Department of Education 6C1-3.071, tuition and registration fees will be refunded in full in the circumstances noted: (a) Death of the student or member of his/her immediate family (parents, spouse, child, sibling), (b) Illness of the student if such severity or duration, as confirmed in writing by a physician, that completion of the semester is precluded.

For more information visit: care.deo.ufl.edu/medical-withdrawal-process/

WITHDRAWAL DUE TO MILITARY SERVICE

Per Florida Statute 1002.22 and University of Florida regulations.

EXTRA DROPS

Students may be eligible for additional drops under certain circumstances. If documentable extenuating circumstances have impeded your academic progress, your college can approve an extra drop if you have departmental support for your request. Do not take a failing grade simply because you have used your drops. If you have a legitimate reason for an extra drop, please speak with your major advisor immediately, as processes vary by college.

HOW TO DROP

catalog.ufl.edu/UGRD/academic-regulations/dropping-courses-withdrawals/

Students on academic probation who withdraw from UF before the deadline will continue on probation until their grade point deficit is reduced to zero. Students on Admissions Committee probation must meet the terms of their probation.

WHAT IS FERPA?
The Family Educational Rights and Privacy Act of 1974, as amended, also known as the Buckley Amendment, is a federal law that protects the privacy of a student’s educational record. FERPA applies to all educational institutions receiving funds from the United States Department of Education, from kindergarten through university level.

At the University of Florida, the privacy of education records is also protected by Florida Statute Section 1002.22 and University of Florida regulations.

The U.S. Department of Education summarizes the rights afforded to students by FERPA as follows:

+ The right to inspect and review their educational records within a reasonable period of time and no more than 45 days after the institution has received the request
+ The right to request to amend inaccuracies in their educational records
+ The right to limit disclosure of some personally identifiable information
+ The right to file a complaint with the Family Policy Compliance Office if they feel their FERPA rights have been violated.

FERPA requires institutions to provide students with annual notification of these rights. UF’s annual notification appears in the undergraduate and graduate catalogs. Students who suspect that a FERPA violation has occurred, should contact the Vice President for Student Affairs (IS5 Tiger Hall: 352-392-1265) or the University Privacy Office (64 Tigert Hall: 352-273-1111) or they can contact the Family Policy Compliance Office within the U.S. Department of Education.

NATIONAL GUARD TROOPS ORDERED INTO ACTIVE SERVICE

Per Florida Statute 250.482, if a member of the Florida National Guard is ordered into active service, no private or public employer, and no employing or appointing authority of this state, its counties, municipalities, political subdivisions, community colleges, or universities, shall discharge, reprimand, or in any other way penalize such member because of his or her absence by reason of state active duty.
WHAT IS AN EDUCATION RECORD?
An education record is any record directly related to a student that is maintained by an educational agency or
institutions, or by a party acting for the agency or institution.

Examples of an education records include, but are not limited to:
+ Biographical information including date and place of birth, gender, nationality, information about race and
  ethnicity, and identification photographs
+ Grades, test scores, evaluations, courses taken, academic specialization and activities, and official
  communications regarding your status
+ Coursework including papers and exams, class schedules, as well as written email or recorded
  communications that are part of the academic process
+ Disciplinary records
+ Financial aid and financial aid records
+ Internship program records

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

WHAT IS DIRECTORY INFORMATION?
While FERPA and state law protect the privacy of educational records, directory information is not treated as
confidential and may be disclosed by the university without student consent unless the student requests a
privacy hold.

At UF, the following has been designated as directory information: student name, class and college, local
and permanent addresses, telephone number(s), email address, enrollment status, most recent previous
educational institution attended, dates of attendance at UF, major, degrees earned, nature and place of
employment at UF, honors and awards received, publication titles, participation in officially recognized or
registered activities and sports, and weight and height of members of athletic teams.

WHAT IS NON-DIRECTORY INFORMATION?
Non-directory information refers to information that generally cannot be released without the student’s
consent. This includes: birth date, religion, citizenship, disciplinary status, ethnicity, gender, GPA (grade point
average), marital status, UFID, social security number, grades/exam scores, standardized test scores, and
actual number of hours enrolled.

PETITION POLICY
A petition is a request for an exception to a current undergraduate policy due to an unusual situation beyond
the control of the student, staff or faculty.

A student seeking a waiver of a regulation through petition must remember that no petition committee can
direct an instructor to change a grade, nor can the university student petition committee require any college
or school to grant a degree by waiving any regulation.

To petition a college policy a student would have to seek out the college petition policy and procedure and
follow it for consideration. This process is usually started by holding a meeting with a college advisor to
discuss your petition before submitting it to ensure all materials are complete and you are following the
petition procedure correctly. Deadlines are assigned by individual colleges.

Examples of college petitions could include:
+ Additional course withdrawals
+ Continuation in Major
+ Graduation Extension
+ Taking in-person classes in the fall

To petition the university a student would seek out the university petition policy and procedure and follow it
for consideration. Again, this process is usually started by holding a meeting with an advisor to discuss your
petition before submitting it to ensure all materials are complete and you are following the petition procedure
correctly.

University Petition Policy: registrar.ufl.edu/services/petitionpolicy.html
University Petitions Instructions: registrar.ufl.edu/services/petitioninstructs.html
University Petition Forms: registrar.ufl.edu/pdf/petitionuniv.pdf

Examples of university petitions could include:
+ Retroactive Course Adds / Drops
+ Retroactive Withdrawals (Non-medical) from all courses in a term
+ Refund of fees
+ Petitioning out of a specialized program

MEDICALLY RELATED DROPS AND WITHDRAWALS
The Dean of Students Office is responsible for receiving all paperwork and questions related to the process for
all medically related course drops and withdrawals. For more detailed information on the medical withdrawal,
process please refer to the Dean of Students’ website, contact the Dean of Students Office at 352-392-1261, or
visit 202 Peabody Hall.

The Innovation Academy advisors are available by appointment only to discuss petitions. You can make an
appointment by emailing them directly. Contact information for advisors can be found at the following web
pages: innovationacademy.ufl.edu/academics/advising/
Innovation Minor

The Innovation minor provides undergraduates in the Innovation Academy an overview of the major functional elements of innovation - creativity, entrepreneurship, leadership, and ethics - and an opportunity to apply them in a multidisciplinary project. The UF Innovation minor is exclusive to IA students. The Innovation minor courses are designed to provide a core knowledge base and a skill set to prepare IA students for the 21st century economy.

ABOUT THIS MINOR:
+ College: Liberal Arts and Sciences
+ Credits: 15-16, completed with minimum grades of C and no S-U

REQUIREMENTS
+ Open only to Innovation Academy students.
+ All courses for the minor must be completed at UF.
+ Courses must be completed with a C or higher
+ Must earn an overall 2.0 GPA in the minor and a cumulative 2.0 UF GPA. All attempts at courses for the minor will be averaged into the GPA for the minor.
+ Flexible learning courses will not apply toward the minor.

With advance approval from the Innovation Academy office, additional 2000-level and above courses may be substituted for required courses. You will need to provide an IA advisor with a copy of the syllabus of the course you wish to have reviewed for substitution.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>CREDIT</th>
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<tbody>
<tr>
<td>2</td>
<td>IDS1353 - Creativity in Context</td>
</tr>
<tr>
<td>2</td>
<td>IDS1359 - Creativity in Action</td>
</tr>
<tr>
<td>3 OR 4</td>
<td>EGN4641 - Engineering Entrepreneurship or ENT3003 - Principles of Entrepreneurship</td>
</tr>
<tr>
<td>3</td>
<td>AEC3410 - Fostering Innovation through Leadership or EGS4038 - Engineering Leadership or GEB 3017 - Leading Organizations</td>
</tr>
<tr>
<td>3</td>
<td>PHI3641 - Conduct, Change &amp; Consequences: Making Ethical Decisions (GE-H,WR)</td>
</tr>
<tr>
<td>2</td>
<td>ENT4015 - The Venture Accelerator or IDS4950 - IA Senior Project</td>
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</tbody>
</table>

TOTAL CREDITS: 15 - 16

SUGGESTED ACADEMIC PLAN FOR INNOVATION MINOR

**1st SPRING**
- **IDS 1599**

**1st SUMMER**
- **IDS 1599**

**2nd SPRING**
- **ENT 3003**

**2nd SUMMER**
- **AEC 3410**

**3rd SPRING**
- **PHI 3641**

**3rd SUMMER**
- **IDS 4950 or ENT 4015**

*Note: not every IA minor course is offered every Spring and every Summer. Some courses are only offered in the summer. Please consult with an IA advisor if you think you may need to create a different academic plan.

Graduation

STEPS TO GRADUATE
+ Meet the degree requirements.
+ Apply to graduate via the online application on the registrar’s website.
+ Have finances in order; satisfy all financial obligations (fines, tickets, fees, etc.) with the University Bursar in 113 Criser Hall fa.ufl.edu/bursar/
  Note: Certain loans require students to complete an exit interview. Contact the Bursar with any questions about your loan repayment or exit interviews.
+ Complete the required graduation survey.
+ Order your regalia (Robes, Graduation Cap, and any cords you have earned) from the bookstore, and complete a name scanning card (so the commencement speakers know how to correctly pronounce your name). bkstr.com/floridastore/home
+ Attend IA Summit and receive your Innovation Academy Medallion. innovationacademy.ufl.edu/student-life/summit/
+ Attend commencement!

To graduate with Honors, undergraduate students must meet the requirements listed here: catalog.ufl.edu/UGRD/academic-advising/academic-honors/#graduatingwithhonorstext

The requirements differ for every college so please refer to the website.
ACADEMIC MISSION
The academic mission of the Innovation Academy is to be a leading model for interdisciplinary innovation education that cultivates active learning, human-centered research, applied creative problem-solving, and whole-person discovery. Studied by the comprehensive experiences of collaborating faculty designers, entrepreneurs, Innovation Academy students are prepared with skills essential for 21st century success, propelling them to serve as leaders and change makers throughout Florida and the world.

TEXTBOOKS
Students should be prepared with their books on hand at the start of the course. Course textbook requirements are listed on the UF Bookstore website by term, course prefix and course number. Students will be expected to read for their IA courses in the first week of classes.

EMAIL
IA students are expected to check emails at least every 24 hours. Students are expected to use their ufl.edu email address and the Conversation feature (email in Canvas) for course correspondence. Individual instructors will indicate their preference for which email feature you should use for their course. Visit the Email Help Desk Wiki for more information about ufl.edu email: helpdesk.ufl.edu/

NOTE: Some smart inboxes automatically send mail to SPAM after several unopened emails are delivered. It is recommended to check your SPAM box for important emails at least weekly.

EMAIL ETIQUETTE
IA students recognize that every contact, regardless of how brief, is a networking opportunity that could lead to a future job, internship, or important experience. This includes emails to UF faculty and staff. Here are some recommended guidelines for appropriate email etiquette:

+ Use your ufl email address: It is professional as opposed to a personal email.
+ Use a meaningful subject header for your email—one that is appropriate to the topic.
+ Be professional and businesslike in your correspondence. Address the recipient as Dr., Mr., Ms. or Mrs., and always verify the correct spelling of the recipient’s name.
+ Use a universally accessible font like Times New Roman, 12-point.
+ Be brief in your communications: don’t overload your email with lots of questions.
+ Avoid using abbreviations and shorthand jargon like LOL (laughing out loud).
+ Be sure to proofread and spell-check your email before sending it.
+ Student ID numbers should not be in the title or body of an email unless requested by a UF official for business or records correspondence.

E-LEARNING/ CANVAS
You will have access to your IA course and course syllabus through the course management program, e-Learning, http://elearning.ufl.edu/, beginning on the first day of that semester. To learn how to navigate e-Learning and locate e-Learning support visit the e-Learning Help Desk Wiki. For more in-depth help in navigating e-Learning you can visit the Canvas Student Guide.

It is important that students check e-Learning once every 24 hours during the semester to check course Announcements and Conversations (Canvas email). Instructors will correspond with students about important course updates and deadlines through these features. It is the student’s responsibility as a participant in the course to check for this information. Students will be held accountable accordingly.

Canvas has notification features that can be set to send alerts to the student’s ufl.edu email when announcements, conversations, and other important information is added to e-Learning. It is highly recommended to set alerts from Canvas to notify for instructor correspondences.

TECHNICAL SUPPORT FOR E-LEARNING OR EMAIL
If a student encounters any technical difficulties with e-Learning, they should call or email the UF Computing Help Desk immediately. Students will receive a ticket number from the Help Desk. If the technical difficulty causes the student to miss a due date, the student is responsible for reporting the problem to e-Learning and providing the instructor evidence of this correspondence. It is a good idea to copy your instructor on all UF Computing Help Desk correspondences regardless of whether they will impact your grade or not.

UF Computing Help Desk: 352-392-4357 or helpdesk@ufl.edu

Types of concerns that should be directed to the UF Computing Help Desk:

+ I can't log into e-Learning
+ I have clicked on the 'submit' button for my assignment and nothing is happening.
+ I can't upload an assignment
+ e-Learning has given me an error message and I can't submit my assignment.
+ I can no longer see my course on CANVAS.

COURSE ASSIGNMENTS
It is best-practice for all college courses at UF, including IA courses, that assignments follow basic paper formatting. This includes a minimum of the student’s name, date, and title on the first page of the assignment. Page numbers are also recommended. Additionally, all assignments should be formatted according to the preferred writing format of the course instructor (e.g., APA, MLA, CSE, etc.). The UF libraries and the Purdue Online Writing Lab (OWL) are both excellent resources for academic writing.

Students should keep a copy of all assignments for their records. Students are responsible for confirming the instructor’s receipt of all course assignments.

COURSE EFFORT
A rule of thumb exists, which is 2/1 (2 hours for every 1 hour of class). This is an expectation students should have for study outside of class so they can budget their time during the week. A 2-hour course then should require a minimum of 4 hours of outside work.

ATTENDANCE
Course attendance will be managed individually by the instructor; however, the following is general UF policy:

+ Students are responsible for satisfying all academic objectives as defined by the instructor.
+ Absences count from the first class meeting.
+ In general, acceptable reasons for absence from or failure to participate in class include illness, serious family emergencies, special curricular requirements (e.g., judging trips, field trips, and professional conferences), military obligation, severe weather conditions, religious holidays and participation in official university activities such as music performances, athletic competition or debate. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. Other reasons may also be approved. If you are absent from class for a significant reason, contact the Dean of Students Office promptly. They will communicate with your instructor about the reasons for your absence.
+ Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence.

If you do not participate in at least one of the first two class meetings of a course in which you are registered, and you have not contacted the department to indicate your intent, you can be dropped from the course. You must not assume, however, that you will be dropped. The department will notify you if you have been dropped from a course. You can request reinstatement on a space-available basis, if you present documented evidence.

The university recognizes the right of the individual professor to make attendance mandatory. After due warning, professors can prohibit further attendance and subsequently assign a failing grade for excessive absences. For more information visit the UF Undergraduate Catalog Attendance Policies.
Faculty

IA instructors are part of a unique interdisciplinary, living-learning community that is collaborative and supportive. IA faculty are recruited from UF’s campus, and the broader innovation community. This affords IA students a truly unique experience to connect with faculty in many different parts of UF’s network. IA instructors are committed to helping their students succeed and students should feel comfortable approaching them for course help and innovation mentorship. Instructors appreciate proactive and communicative students who model leadership, motivation, and take initiative in their academic pursuits.

EXPECTATIONS FOR INTERDISCIPLINARY FACULTY IN COMMON SYLLABUS COURSES

Several of the IA courses (e.g. IDS 1353; IDS 1359; IDS 4950) are common syllabus courses, meaning that there is a common outline and student learning objectives among sections, but faculty will bring their own unique perspectives and preferences to the course experience. This means that the student’s peers in other sections might be learning similar things, but in ways that look different from section to section. Students should expect and embrace the differences among sections. Instructors will tailor the experiences and activities to the specific needs and interests of their students, filtered through the lens of the instructor’s own academic area of expertise. Students should always pay attention to their assigned instructor’s instructions and preferences.

FACULTY EVALUATIONS

UF strongly encourages students to participate in Faculty Evaluations at the conclusion of each semester term. An email will be sent to your ufl.edu email with instructions about how to complete the evaluation, and the deadline for submitting evaluations. Instructors value the feedback and work to integrate constructive improvements into their future semesters of teaching. Students who participate in the faculty evaluations are participating in servant leadership to their fellow IA and UF peers. The evaluations are anonymous and instructors do not have access to the evaluation results until after grades are submitted.

Academic Records

GRADES

Students are responsible for tracking their grades alongside their instructor. This practice is a proactive way for students to have confidence in their grade outcome at the end of the semester. If they notice a discrepancy in a grade, they should contact the instructor as soon as possible to discuss the discrepancy. Grades are posted according to the UF Academic Calendar. Students can check grades by visiting one.uf.edu and clicking ‘View your final grades’ on the dashboard.

TRANSCRIPTS

You can access an unofficial copy of your transcript at one.uf.edu/dashboard/. For information on ordering an official copy of your transcript, please visit: registrar.ufl.edu/services/transcripts.html

Library Records

The UF Libraries are a robust and comprehensive resource for IA students. Resources and services include:

+ Access to electronic library resources, including full text of articles and books.
+ Access to electronic indexes, reference tools, and databases.
+ Access to electronic course reserve materials.
+ Delivery of copies of articles and books not available at UF through interlibrary loans.
+ Library service assistance with research and coursework.
+ Information and reference assistance in-person, via email, online chat, or telephone.
+ Access to online library tutorials and much more!

IA News

Important announcements throughout the semester can be found on the front page of the IA website. IA students are also encouraged to follow the IA Facebook, Instagram, and Twitter accounts for real-time updates, innovation opportunities, and innovation-related news. Students should also subscribe to the IA Newsletter, INSIDE IA. This newsletter keeps students up to date by offering Innovations Academy news, and opportunities within IA and the Gainesville Community.
INTERNSHIPS

Internships are great ways to develop the professional skills you can use to land full-time employment in the future. Internships are career-related work experiences that usually last one semester but may last longer; they may be paid or unpaid. Students may choose to receive academic credit and will need to work with their major advisors to set up the credit.

IA LOCAL INTERNSHIPS

The Innovation Academy is proud to offer unique internship opportunities for students if they express interest during the fall after their freshman year. The Local Internship Experience is designed to give IA students opportunities to work on projects part-time with ventures in the Greater Gainesville community. Interdisciplinary student teams undertake projects designed by local for-profit companies and non-profit organizations.

Students enroll in IDS4941 (4 Credits) and earn a final grade based on their semester report and evaluation surveys completed by the venture partner. The final report will include a detailed explanation of group activities and projects, expected outcomes of internship team activity; and practical experience and strategies learned.

Student teams will present their projects to a panel of distinguished guests (local community leaders and faculty) at the IA Internship Showcase held at the beginning of the following spring semester. These guests will judge the projects and select winners. More information is available on the IA website at: innovationacademy.ufl.edu/student-life/internships.

TRADITIONAL STUDENT INTERNSHIPS

This option allows students and employers the opportunity to independently develop a mutually beneficial internship experience for the fall semester. The most flexible option, an independent student internship, allows students to seek out their own opportunities, whether they may be in Greater Gainesville or beyond.

Students have taken advantage of internships across the state, country and abroad. The IA staff are here to support students along the way, however, this option does require more work on the part of the student in locating and setting up the internship. IA does not manage these internships. Traditional internships can either earn course credit or can be no-credit, depending on the individual circumstances. Some internships will advertise college credits, while others may not be able to accommodate the requirements for individual major internships. Speak to your major advisor for guidance on opportunities for internship credit or visit career.ufl.edu. Students can also elect to pursue non-credit internships of all types to gain professional experience.

IA EDGE

Opportunities await for Innovation Academy Students to get a competitive "Edge" in the internship and professional advancement market. IA Edge is a listing of current and upcoming opportunities offered by companies exclusively for IA students. Most opportunities are available between August and December during the IA break semester. Employers oversee the application and selection process. Students must have completed at least two college semesters and have a GPA of 2.5 or above to be considered eligible for the opportunity.

CAREER CONNECTIONS CENTER

The award winning University of Florida Career Connections Center offers several opportunities for students to work with the team at the CCC for opportunities. Resume assistance and interview prep are available.

For more information visit: career.ufl.edu/

COOPERATIVE OPPORTUNITIES (CO-OPS)

Co-ops are structured and supervised academic work programs lasting for multiple semesters that can be secured independently or via the UF Career Connections Center. Students usually earn one-credit hour for each term worked. Engineering students are advised to work directly with the College of Engineering; other majors work through the Career Connections Center. Students who have completed 30 semester hours prior to their first work assignment are eligible to participate in Cooperative Education. These opportunities are always paid.

DIRECT CONTACT

Don’t wait around! If you do not see an internship experience, go directly to the source and inquire further. Visiting the employer website can provide you with details on an internship program or provide you with the information you need to inquire further.

GATOR CAREERLINK (GCL)

The UF Career Connections Center receives hundreds of opportunities every week from employers looking for UF students. All of the opportunities received are listed in GCL. To access these opportunities, log in, click on ‘Student login > Jobs’ > GatorCareerLink Job Database’ and start searching for internships, externships and co-op positions.

Get started by using GCL: career.ufl.edu

GATOR PROFESSIONAL SERIES

Gator Professional Series (GPS) is a sequence of personal and professional development workshops that review skills and topics needed for you to become career ready. Completing both GPS tracks will help you:

+ Develop strategies for your job/internship search
+ Craft your professional brand
+ Discover the skills employers seek in a candidate
+ Translate your UF experience and impact

Now you can complete Gator Professional Series online and learn the skills necessary to thrive in your job/ internship search and in the workplace. You can receive a certificate of completion by completing the two Core modules and the modules within the Discovering Professional You or Navigating Your Search track. Email CCCExpa@ufl.edu for questions, or visit career.ufl.edu/students/build-your-skills/gator-professional-series/ to get started.

INFORMATIONAL INTERVIEW

If you’re looking to find out information, you might want to ask those working in the area you’re interested in for an informational interview. This is basically a reverse-interview, where you can ask the professional any questions you may have about their field and career.

TRANSIENT COURSES (COURSES AT ANOTHER INSTITUTION)

Innovation Academy students are expected to complete their courses through UF spring and summer as full-time students. During the fall semester, students are allowed to take courses at another institution, called “transient courses.” Students should contact their major advisor in advance of enrolling for a course at another institution to make sure the credits will properly transfer and count towards their degree at UF. If students do not obtain pre-approval, the credits may not transfer toward their UF degree, and/or may not be the equivalent of the UF course.

The form to request online completion of transient courses is available at floridashines.org. Transient student forms completed on the Florida Shines site are automatically referred to your advisor and to the Office of the University Registrar within three to five business days. If you need assistance, please go to 222 Criser Hall or call 352-392-1974.
At the conclusion of the morning, participants will be able to reconnect with their family members and from their major and college. A reception is held for guests of the students with staff and IA Ambassadors. This time allows them to connect with their cohort, start networking, and also learn the expectations of the IA experience, as well as interaction with current students, faculty, and advisors.

Launch into IA is our convocation for newest Innovation Academy students. The event kicks off the academic year by bringing all of the incoming IA students together to welcome them to the university. Launch into IA is the first time the entire IA cohort will convene, and the event celebrates their entry into the University of Florida. This event takes place at the beginning of January before the first day of classes. Attendance at this event is required for all incoming first-year IA students. The Innovation Academy also encourages family members of new students to attend Launch into IA.

The event is comprised of welcome messages from the University of Florida President, Provost, IA Director and other campus stakeholders. A featured speaker also delivers a key note address to the incoming class – offering motivation, support, and a challenge to make the most of their college experience. Students are encouraged to strategically invest their efforts in worthwhile and career readiness programs and initiatives. Launch into IA is typically two hours long and held in the morning.

After the welcome session, students proceed to college breakout sessions with representatives from their college. This time allows them to connect with their cohort, start networking, and also learn the expectations from their major and college. A reception is held for guests of the students with staff and IA Ambassadors. Various campus clubs and organizations table at the event for further resource sharing.

At the conclusion of the morning, participants will be able to reconnect with their family members and celebrate being a college student!

Catalyst
Catalyst is the culminating event for the Creativity-in-Action practicum course. Innovation Academy students present and display a prototype of a product, service, or model developed in a team environment and inspired by the design thinking process. Catalyst is an opportunity for first-year IA students to demonstrate their creativity, passion, and dedication to innovation. Guests include UF administrators, college faculty and staff, IA speakers, local business leaders, innovators, patent attorneys, and venture capitalists.

The event takes place in Summer A and Summer B on the Friday of week five of each semester.

Summit
Summit is IA’s culminating event for its graduates. All IA graduates who have completed the IA minor are invited to Summit with their families. This event is where they receive the prestigious Innovation Academy Medallion in recognition of their achievement.

Graduates will take the Innovators Oath and be awarded the medallion that they can then wear during their own college and University graduation ceremony, as an outward display of their hard work and dedication to innovation.

Families and friends are invited to join in this celebration of a major milestone in the lives of our graduates. Business attire is required of all graduates. Students do not wear their regalia (cap and gown) to this event.

Speaker Series
Over the course of the Spring and Summer semesters, the Innovation Academy invites various professionals from the innovation community to speak to IA students as guest lecturers. These presentations are fantastic opportunities to network and learn more about what it takes to be successful in a very competitive economy. IA students, campus faculty, and members of the UF community are encouraged to attend. The program will offer two events in the Spring and two in the Summer. Students in the Creativity-in-Context and Creativity-in-Action courses are required to attend, and usually complete a reflection paper per syllabus requirements.

Attendance is tracked and shared with instructors.

Complete the Innovation Experience Portfolio
The IA Experience Portfolio (ePortfolio) is a program exclusive to IA students. The ePortfolio is a list of curricular, co-curricular, and community signature experiences that IA encourages students to complete before graduation, in order to better prepare for life after university. The ePortfolio tasks are linked to the five core learning areas in the innovation minor: creativity, leadership, entrepreneurship, ethics, and to the IA Way. The ePortfolio aims to cultivate a well-rounded repertoire of twenty-first century skills important for the workplace. The ePortfolio is also a tool students can use during interviews for internships and job interviews that documents, articulates, and highlights the unique experiences they had in IA. Students are encouraged to track their completion of experiences alongside their minor courses. Students who complete a designated number of the ePortfolio tasks will be awarded one of three IA lapel pins in recognition of their efforts, and based on the highest number of tasks accomplished.

Pre-Health Majors Advising
The purpose of this program is to provide students in, or intending to be in, the Pre-Health track to meet with a pre-health advisor to understand the requirements of the track. Students will visit with an advisor and determine an eight semester plan based on the Innovation Academy Spring/Summer schedule. They will also establish contact with an advisor to continue to build relationships over the course of their UF Career.

Students can make more conscious decisions, stay focused on the critical tracking courses, and plan for their professional college entrance exams accordingly. The program will be offered as a one-night event for one hour in the Spring semester.

Faculty Engagement
Throughout the semesters there are opportunities for students to connect and network with faculty outside of the classroom. These experiences allow students to learn more about the faculty’s industry experience and encourage faculty-to-student mentorship.

Ask Me Anything - CEO Panel
In Spring Semesters, Housing will work with the IA Team to identify and invite CEOs in the Gainesville start up community to serve as panelists for a Q&A session event. The event is designed to invite students to have mentorship and professional shadowing experiences. Participants will hear from all panelists about what they do. a brief synopsis of their professional journey, advice on maximizing their college experience, and tips for success. This event is organized by the UF Department of Housing Living Learning Communities Team. All IA first year students are invited. Freshmen are highly encouraged to attend.
Student Organizations

IA AMBASSADORS
The award winning IA Ambassador Student Organization (IAASO) is the official student ambassador group for the Innovation Academy. Ambassadors support the department in programs such as Launch IA, Catalyst, IA Summit, as well as acting as a liaison between Innovation Academy and IA students, families, and guests. They serve through outreach, inclusive programming, and hands on participation in the Innovation curriculum. The Ambassador program focuses on enriching the opportunities and experiences of all students through leadership development, team building, and real world experiences. Ambassadors will enhance their leadership abilities, teamwork, and communication skills, in addition to networking with professionals, potential employers, and UF faculty and staff.

IA SERVE
IA Serve was established for the purpose of developing leadership skills and encouraging IA students to participate in community service projects, such as serving at local food banks and shelters, revamping rooms in homeless shelters, and creating workshops for UF students and the community. The main purpose of IA Serve is to explore and promote leadership through service and to help Innovation Academy students get more acquainted with one another, with the Center for Leadership and Service, and with many Gainesville community partners.

LEAD BY IA
Innovation Academy Leadership Enhancement and Development, or LEAD by IA, aims to promote ethics and leadership while welcoming all students, with a specific focus on first year IA students. First year IA students will find many activities tailored for them, such as a mentorship program and socials. LEAD by IA prides itself in offering students a platform to become leaders on campus and in the community. They have established an internal culture that demands togetherness and breeds success through leadership. Everything LEAD by IA does is based on its three pillars: Connect, Inform, Grow. They strive to foster the Innovation Academy community while providing on-campus and community-wide networking opportunities. LEAD by IA encourages the utilization of resources offered, promotes personal and professional development, and inspires growth within the Gainesville community. LEAD by IA sets the stage for students to become front runners in their communities.

ILP – INNOVATION LEADERSHIP PROGRAM
The Innovation Leadership Program is a leadership development program designed for first year IA students to foster leadership, professionalism, and a sense of identity in order to create outstanding future campus leaders. This program also covers networking, communication and mentorship.

ENTREPRENEURSHIP CLUB
The Entrepreneurship Club (eClub) aims to serve both graduate and undergraduate students at UF who seek to engage in the topics of entrepreneurship, creativity, and innovation in educative and social capacities. eClub fosters a strong network of like-minded individuals in order to provide value to others, the Gainesville Community and the world. They aim to achieve this by organizing a diverse speaker series, creative workshops, monthly socials and networking events. eClub also hosts and participates in numerous startup events like Startup Weekend, 3 Day Startup, and venture pitch competitions. They also have access to mentoring and coaching opportunities from successful entrepreneurs and various investors. eClub promotes and encourages immersion in the Gainesville innovation ecosystem and bustling startup community.

IA STUDENTS ALSO REPRESENT THE PROGRAM IN
+ Student Government
+ Campus Diplomat’s
+ Fraternity/Sorority Affairs
+ UF Athletics
+ UF Intramurals/ Rec Sports
+ UF Cicerones
+ IA Pre-Health
Study Abroad Opportunities

Innovation Academy encourages students to take advantage of the wonderful study abroad opportunities that are available to UF students. Studying abroad is becoming easier than ever, and allows students to enrich their learning experiences in an increasingly global economy. The fall semester off is ideal for study abroad in the Innovation Academy.

Through an excellent collaboration with our campus partners, IA students have successfully visited many countries including the UK, China, Italy, Spain, and France.

PRE-ENROLLMENT

Maynooth Ireland: In Ireland - a country where innovation, inventiveness, and opportunity abound - the UF International Center has developed a six-week, UF faculty-led innovation study abroad program that immerses students in Innovation and Irish culture. Students who participate will earn six UF credits, visit businesses such as Google, Facebook, and Boston Scientific, as well as take part in some exciting excursions and gain an expanded international cultural experience.

UF INTERNATIONAL CENTER

UF Study Abroad Services helps students find the perfect fit for their major, interests, and career goals. Utilize the website to search for programs, find out about information sessions, and make an appointment with a study abroad advisor. You can visit the Study Abroad Office within the UF International Center in the Hub.

For more information visit: internationalcenter.ufl.edu/study-abroad

STUDY ABROAD PROGRAM WITH SCHOOL OF BUSINESS

The purpose of this program is to provide Innovation Academy students an opportunity to learn more about study abroad options through the Heavener School of Business (Heavener). Students are not required to be in a Heavener major to participate, although we address the value of incorporating some business classes or considering a minor as part of their academic program. Students will learn the difference between the Heavener programs and those run through the UF Study Abroad Services. Ideal programs will be those that support the Innovation Academy schedule and are offered in Fall. Participants will gain awareness of the services and resources across campus. Students can also plan for academic, personal, and budgetary needs with the information gained.

The Heavener Study Abroad office presents in a panel style Q&A session. 1-2 Students are also invited to speak on the panel with the Heavener representative. The school usually identifies panelists who are preferably in the Innovation Academy, and have successfully completed this study abroad experience. The program is offered as a one-night event for one hour in the Spring semester.

Campus Experience

ON CAMPUS HOUSING:

Want to live on campus? Innovation Academy students can stay in the IA Living Learning Community in Beaty Towers. Though on campus living is not a requirement at the University of Florida, we highly encourage this for healthy college transition, ability to make friends and ease in campus orientation. Housing is available on a first come first served basis. IA students must apply for housing per deadlines provided with their admission materials and must work with financial services to make all payments in a timely manner.

A small number of rooms are reserved in Beaty Towers in the Fall for Innovation Academy students who may be interested in moving to campus in their Pre-Enrollment Fall semester.

For further information on housing amenities, services, and staff, visit housing.ufl.edu/

OFF CAMPUS LIVING:

If you prefer an off campus living arrangement, you can work with the team at the Office for Off Campus Living for guidance, tips, and resources. They also have a team of students who you can consult with before signing a lease.

For more information visit: housing.offcampus.ufl.edu/

BECOME A UF TRADITION KEEPER:

Every incoming freshman receives the “F Book” during their Preview orientation in Gainesville. The F Book is a living piece of history of the University of Florida, chronicling the rich traditions of The Gator Nation® throughout the decades. Use the F Book to complete UF traditions during your time as a student. Before you graduate, you can log in traditions to receive your official Tradition Keeper insignia to wear at commencement. After completing any 10 traditions, you will become an “Orange Tradition Keeper” and receive an orange UF TK lapel pin. After completing any 20 traditions, you will become a “Blue Tradition Keeper” and receive a blue UF TK lapel pin. After completing any 30 traditions, you will become a “Silver Tradition Keeper” and receive a silver UF TK lapel pin. Once you have completed a total of 40 traditions, you will become a “Golden University of Florida Tradition Keeper” and receive a gold UF TK medallion for graduation.

For more information visit: connect.ufalumni.ufl.edu/membership/join-the-ufaa

EMPLOYMENT

Looking for a job while in Gainesville? Visit jobs.ufl.edu/ for a listing of all jobs offered on campus. Student jobs go fast, and require a variety of skill levels. So keep looking and apply quickly. Visit the Career Connections Center to brush up on your interviewing skills. Check out the website to learn the list of documents you will need to provide at the time of employment and employment eligibility requirements.
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CAREER CONNECTIONS CENTER
career.ufl.edu

HOSING + RESIDENCE EDUCATION
housing.ufl.edu

DEPARTMENT OF RECREATION SPORTS
recsports.ufl.edu

STUDENT INFIRMARY
shcc.ufl.edu

DISABILITY RESOURCE CENTER
drc.dso.ufl.edu

REGISTRAR’S OFFICE
registrar.ufl.edu

BROWARD TEACHING CENTER
teachingcenter.ufl.edu

COUNSELING + WELLNESS CENTER
counseling.ufl.edu

U MATTER, WE CARE
umatter.ufl.edu

CAREER CONNECTIONS CENTER
career.ufl.edu

Campus Connections and Partners
Appendix

Registration Prep

1. Go to the web address one.ufl.edu
2. Click LOG IN
3. Click Log in with GatorLink
4. Enter GatorLink Username and Password
5. Click the LOG IN button

PROCESS

1. Click Prevent Adding Classes
2. Click Registration Hold (Registrar)
3. Click the Complete Acknowledgement for Fall
4. Click the GO TO REG. PREP button.

5. Scroll down and click the Continue button.

6. Click the REVIEW MY DEGREE AUDIT link.

7. Review Degree Audit (it will open in a new window or tab)
8. Close the browser.
9. Click the Continue button.
10. Read and acknowledge all statements then click the checkbox next to I ACCEPT.

11. Once all statements have been read and the I ACCEPT check boxes have been checked, the CONTINUE button will appear.

12. Click the CONTINUE button.

13. At this point, Registration Prep is complete and you will see your assigned registration appointment time.