Welcome!

- Introductions
- Welcome from our Interim Chair – Dr. Jackie Burns
- Welcome from our Graduate Coordinator- Dr. Eduardo Vallejos
- Computer Information- Dennis Brown
- Important information- Curtis Smyder
Important Info., Registration and Forms

Curtis Smyder
Academic Advisor II
Introduction

- Welcome!
- UF ID Card
- Parking
- Student Information
- Gatorlink
- Registration/Courses
- Forms
- General Information
- Health Insurance
- Assistantships/Waivers
- Questions and Answers
Important!

- Sporting events
- Gym
- Bus services

http://www.gator1.ufl.edu/

Gator Central makes campus life easier. We unify many campus services through the Gator 1 Card, UF’s official identification card. Students can link their Gator 1 Card to a number of vital campus accounts, and can then use it to access meal plans, purchase snacks on campus, buy books at the UF Bookstore or pick up a Pepsi at a vending machine. Students can even access their Wells Fargo bank accounts by using Gator 1 as an ATM card.

For students, staff and faculty, login here to add value to your card or buy a meal plan. For parents and spouses, click here to add value to your family member’s card or to buy them a meal plan.

At Gator 1 Central we provide students all the things they need to be successful in a way that puts their interests first, and our top priority is helping students have the best experience at UF. Gator 1 Cards are available at the Gator 1 Central office, located in the UF Bookstore and Welcome Center on Museum Road. For more information on how to open accounts or add money, you can view the FAQ or login above.
Parking

- You will need a Commuter Decal
- Parking on campus
  - [http://www.parking.ufl.edu/](http://www.parking.ufl.edu/)
  - Parking Map: [https://taps.ufl.edu/parking-info/parking-map/](https://taps.ufl.edu/parking-info/parking-map/)
- Bus services
Gatorlink

- An GatorLink email account is required and important to receive UF and department messages
- Make sure to send me your GatorLink email address
Student Information

- On-stop source for student information: UF Student Self Service:  https://one.uf.edu/
- UF Student Self Services contains deadlines, course schedules, financial aid, etc.
- You can search for classes via https://one.uf.edu/
- There is a link to the Schedule of Courses at the Registrar’s website as well: https://registrar.ufl.edu/soc/
Registration

- How it works
  - Course Numbers
  - Section Numbers

- What I do
  - Departmentally controlled courses
  - i.e. research hours, special topics, independent study
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOS6910</td>
<td>Supervised Research</td>
<td>Note section # is Dept. Controlled</td>
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<tr>
<td>HOS6932</td>
<td>Special Topics: Horticultural Physiology</td>
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<tr>
<td></td>
<td>Study of contemporary research in horticultural science.</td>
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<tr>
<td></td>
<td>Class Number: 14048</td>
<td>Class number</td>
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<tr>
<td></td>
<td>Department: Horticultural Sciences</td>
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<tr>
<td></td>
<td>Instructor: STAFF</td>
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<tr>
<td></td>
<td>Gen Ed: No</td>
<td></td>
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<tr>
<td></td>
<td>Writing: Not Eligible</td>
<td></td>
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<tr>
<td></td>
<td>EEP: No</td>
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</tr>
<tr>
<td></td>
<td>Credits: VAR</td>
<td></td>
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<tr>
<td></td>
<td>Final Exam:</td>
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<tr>
<td></td>
<td>Add'l Course Fees: No</td>
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<table>
<thead>
<tr>
<th>Semester</th>
<th>Fall 2020</th>
<th></th>
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<tbody>
<tr>
<td>Program Level</td>
<td>-</td>
<td></td>
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<tr>
<td>Campus / Web / Special Program</td>
<td>-</td>
<td></td>
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<tr>
<td>Department</td>
<td>Horticultural Sciences</td>
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</table>
Registration, cont’d

- Credit requirements
  - Assistantship:
    - 9 credits Fall and Spring
    - 6 credits Summer

- Course selection
  - Advisor
  - Committee
  - Graduate Coordinator
Required Courses

- 12 credit hours of formal course work required in your major
  - HOS and courses listed in the graduate catalog under Horticulture
- Required Courses
  - HOS 6934 - Professional Seminar Preparation
  - HOS 6932 – Proposal Preparation
  - HOS 4304/6932 - Horticultural Physiology
  - ALS 6093-Introduction to Applied Statistics
Forms

- Supervisory Committee
- Program of Study
- Admission to Candidacy (PhD)
- Final Exam Form
- IDP Individual Development Plan
Forms-Supervisory Committee

- What is it?
  - Committee is formed to serve as a guide for your research and program of study

- What if I change my mind?
  - Changes can be made to your committee up until the semester in which you graduate
Forms-Supervisory Committee cont.

- Ph.D: Minimum 4 members total, 2 members must be within the HOS Graduate Faculty and 1 member must be outside the HOS Graduate Faculty, one member must be from the minor department, if there is a minor declared.

- Masters: Minimum 2 members total, 1 member must be within the HOS Graduate Faculty and one member must be from the minor department, if there is a minor declared.

- Minors require 12-24 credits of courses at the 5000 level or higher.
How do I form my committee

- Meet with your advisor first, before contacting potential committee members
- Identify professors with your same research interests
- Get to know the faculty members

Procedures

- Send me an email with the names of the members of the committee
Program of Study Form

- **What is it?**
  - Course work for the length of your study

- **How is it done?**
  - Email me and I’ll send you the form. Set committee meeting to discuss your courses
  - After your program of study has been decided and the form filled out, turn the form to me with all signatures

- **What if I change my mind?**
  - Changes are easily made with a letter from your advisor
# Horticultural Sciences Department
## Program of Study

| Degree Program       |  
|----------------------|---|
| M.S. Thesis          |  
| M.S. Non-thesis      |  
| PhD.                 |  

Your name and Degree

### Course Prefix and Number

### Course Title

<table>
<thead>
<tr>
<th>Credits</th>
<th>Grade</th>
<th>Semester Completed</th>
<th>Institution</th>
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#### Major Courses: List all HOS courses

<table>
<thead>
<tr>
<th>Course Prefix and Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Semester Completed</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOS prefixed courses or those listed in the catalog under Horticulture</td>
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</tbody>
</table>
All other course work

If you are working on a minor, those courses go here.

<table>
<thead>
<tr>
<th>Minor Courses: (if applicable)</th>
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<tr>
<th>Foundation and Supporting List all non-HOS courses</th>
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The above program has been approved.

Committee Chair:  
Date:

Co-Chair:  
Date:

Please sign in the space provided and print your name below it:

Committee Members:  

Graduate Coordinator:

Graduate Student:
The program of study must be completed by your second semester!

*Failure to meet this deadline will result on a hold on your record*
Final Exam Forms
- Needed for final exam/defense

Procedures:
- Stop by my office and I will print it our for you
Forms-Individual Development Plan

- All Ph.D. Students are required to create an Individual Development Plan.
- The document will be updated by the student each year.
- The IDP is intended to be a working document, to guide new and continuing Ph.D. students in identifying, pursuing, and meeting their professional and personal goals.
Forms-Individual Development Plan

- Link to IDP form for first year: http://graduateschool.ufl.edu/media/graduate-school/images/IDP-Year-1-Template---Final.docx
- Link to the IDP form for years 2-4: http://graduateschool.ufl.edu/media/graduate-school/images/IDP-Year-2-4-Template---Final.docx
Adademic Milestones

- **Academic Milestones** – Please review the Horticultural Sciences Department Procedures and Regulations and keep track of the Academic Milestones for the degree you are pursuing.

- [https://hos.ifas.ufl.edu/media/hosifasufledu/documents/pdf/HOS-Graduate-Procedures-and-Regulations.pdf](https://hos.ifas.ufl.edu/media/hosifasufledu/documents/pdf/HOS-Graduate-Procedures-and-Regulations.pdf)

- Failure to meet these deadlines will result in a registration hold being placed on your record!
Where do I find them? Bookmark these links.
- [https://catalog.ufl.edu/UGRD/dates-deadlines/2020-2021/#fall20text](https://catalog.ufl.edu/UGRD/dates-deadlines/2020-2021/#fall20text)
- [http://gradcatalog.ufl.edu/content.php?catoid=12&navoid=2755](http://gradcatalog.ufl.edu/content.php?catoid=12&navoid=2755)
- These are **YOUR** responsibilities

Current Deadlines for the Fall 2020 Semester:

Fees for those on assistantship or fellowship are due November 20, 2020 by 3:30pm.
General Information

- Desk Assignments
  - Please contact me if you need a desk assigned and I’ll assign you one as soon as possible.
  - Please review desk policy
  - Keys for graduate student offices and labs can be obtained from the Chair’s office.
- Checks are automatically deposited into your bank account via direct deposit.
Tuition Waivers

- Are currently being entered. Those students on assistantship or fellowship have an automatic fee deferment until November 20, 2020.

- See this link for the fee deferment dates:
  http://www.fa.ufl.edu/bursar/critical-dates/
Tuition Waivers

- If you want to pay early contact University Financial Services or visit this [http://www.fa.ufl.edu/bursar/current-students/payments/](http://www.fa.ufl.edu/bursar/current-students/payments/)

- If you have any questions about your waiver, please come see me.
Questions/Assistance

- Advisor
- Curtis Smyder, Academic Support Services Coordinator
- Dr. Vallejos, Graduate Coordinator
Any Questions?