Welcome!

- Introductions
- Welcome from our Graduate Coordinator - Dr. Eduardo Vallejos
- Welcome from our Chair – Dr. Christopher Gunter
- Computer Information - Dennis Brown
- The Horticultural Sciences Students Club
- The Gator Citrus Club
- The UF Plant Science Council
- 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
UF ID Card

- Important!
  - Sporting events
  - Gym
  - Bus services

Gator 1 Card - Business Services Business Services (ufl.edu)
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
  - Link to real-time bus locator: [https://riderts.app/map](https://riderts.app/map)
  - An app for your smart phone is also available: [https://taps.ufl.edu/alternative-transportation/rts/](https://taps.ufl.edu/alternative-transportation/rts/)
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/](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/](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/](https://registrar.ufl.edu/soc/)
OUR OFFICE

provides responsive, considerate and knowledgeable service, ensures adherence to academic policy, creates, safeguards and preserves academic records, collects and analyzes critical data and promotes collaborative, informed enrollment management decisions and creative technology-based solutions.
### Schedule of Courses

Get started!

- To view courses within a particular field of study, select from the filter menu and press “Search”.
- Courses can be filtered based upon any of the available criteria.
Registration

- How it works
  - Course Numbers
  - Section Numbers

- What I do
  - Departmentally controlled courses
  - i.e. research hours, special topics, independent study
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 6931 - Horticultural Science Seminar
  - HOS 4304/6932 - Horticultural Physiology
  - STA 6093/ALS6093-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 for Ph.D. students and at least 6 credits for Masters students 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**

Your name and Degree

Student name

Degree Program

<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>
</table>

**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>
</table>

HOS prefixed courses or those listed in the catalog under Horticulture
All other course work

Minor Courses: (if applicable)

Foundation and Supporting List all non- HOS courses

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:_______________________
Forms-Supervisory Committee cont.

- 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:

Email me or stop by my office and I will send the forms to you or print the form out 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.
- Additional information on IDP: https://gradadvance.graduateschool.ufl.edu/planning-resources/idp/
Forms-Individual Development Plan

- Link to IDP form for first year: https://gradadvance.graduateschool.ufl.edu/media/gradadvancegraduateschoolufledu/pdf-files/Year-1-IDP-Template.docx
- Link to the IDP form for years 2-4: https://gradadvance.graduateschool.ufl.edu/media/gradadvancegraduateschoolufledu/pdf-files/Years-2-4--IDP-Template.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!
Deadlines- UF

Where do I find them? Bookmark these links.

- [https://catalog.ufl.edu/UGRD/dates-deadlines/2021-2022/#spring22text](https://catalog.ufl.edu/UGRD/dates-deadlines/2021-2022/#spring22text)
- [https://gradcatalog.ufl.edu/graduate/calendar/](https://gradcatalog.ufl.edu/graduate/calendar/)

These are **YOUR** responsibilities

Current Deadlines for the Spring 2022 Semester:

Fees for those on assistantship or fellowship are due March 18, 2022 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.
- The spring deferment for students on an assistantship or fellowship is March 18, 2022. See this link for where this is posted: 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?