

## Advising Syllabus

Welcome to the beginning of your undergraduate studies at the College of Public Health and Health Professions (PHHP)! Please keep a copy of this syllabus throughout your journey.

### Our team

<ul style="list-style-type: none"> <li>• Advisors are professional staff to help maximize your education at UF and align them with your goals.             <ul style="list-style-type: none"> <li>a. Advisors: Robert Doyle, Andrea Smith, Emily Oliva, Jenna Walsh.</li> <li>b. Operations Coordinator: Olivia Ardizzone</li> </ul> </li> <li>• Hours of operation: Monday-Friday, 8am to 5pm.             <ul style="list-style-type: none"> <li>a. Closed for federal holidays, UF's homecoming, and the last week of December.</li> <li>b. Open during the summer semester, winter break, and spring break.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Schedule an appointment <a href="#">here</a>.             <ul style="list-style-type: none"> <li>a. You can <b>schedule an appointment from 24 hours to 14 days in advance</b>.</li> </ul> </li> <li>• We switch to virtual drop-ins during peak points. Appointments are not available during these times:             <ul style="list-style-type: none"> <li>a. Drop/Add: First week of fall and spring terms</li> <li>b. First 2-3 weeks of Advance Registration: late October/early November and late March/early April</li> </ul> </li> <li>• Email our <a href="#">shared inbox</a> for general inquiries and forms.</li> </ul>
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### Professionalism

- We encourage you to start practicing professionalism in your day-to-day academic life.
  - Appointments: Create a quiet space, check in on time, add a Zoom background, test your audio and video.
  - Emails: Add a greeting and closing, include your UFID, summarize all concerns in one email, allow 2 business days before sending a reminder.
    - Reflect on your tone and word choice. Please pause before you send an email.
    - Review your UF email daily for opportunities and timely reminders

### What To Know

#### Critical tracking: how to stay eligible for your major

- At PHHP, we require all students to meet critical tracking semester 4 requirements by the end of their sophomore spring so they can move on to semester 5 requirements in their junior fall.
  - Critical tracking requirements are on your degree audit and in the UF catalog. They consist of rules of what courses you need to plan for each semester and what GPA you need to be on track.
  - Critical tracking requirements include specific critical tracking courses, a specific critical tracking GPA, and a specific cumulative/overall GPA required for your major.
- Summers are considered “catch-up” semesters and are not part of the consecutive term count.
  - Semester 1 is first-year fall. Semester 2 is first-year spring. Semester 3 is second-year fall. Semester 4 is second-year spring. Critical tracking is based on a traditional 4-year graduation.
  - There is a reason for the order. **You can be ahead, but you still need to meet requirements by the time they are required.**
    - Example for Health Science and Public Health majors: Even if you have Biology credit as a Semester 1 student, that does not mean you can wait to get Psychology done until Semester 3. You will be off-track without Psychology by the end of your freshman fall.
- Please note: Semester 4's critical tracking GPA requirement **only** counts critical tracking semester 1-4 courses. It is best practice to not move on to semester 5-on courses until you are sure that you meet semester 1-4 requirements.
  - If you have questions about critical tracking course attempts or policies, please meet with a PHHP advisor.
- **UF does not offer grade forgiveness.**
  - This is imperative regarding critical tracking course GPA. All attempts are calculated.
    - GPA calculator [here](#) so you can see all possible scenarios of a critical tracking course GPA.

- If you are not meeting critical tracking requirements for your major, you can use the UF Catalog to explore majors that are a better fit. PPHP advisors can provide information on majors with similar topics as PPHP undergraduate offerings as you explore options. UF catalog [here](#).

### Identity verification and secure communication

- Always use your GatorMail (ufl.edu email) to communicate with UF faculty and staff.
  - Place your UFID within the body of your email. Do not place your UFID in the subject line.
- You must check in for your advising appointments (in-person or virtual).
  - Instructions on how to check in are within your email confirmation. **For advisors' safety, students must check in before advisors admit students into their Zoom room or their office.**

### Your plan of study (aka 4-year plan)

- **Once you create a plan of study with an advisor, we expect you to reference it throughout your entire time at UF.** If you change your post-undergraduate goals, then we can update your plan along the way.
  - All PPHP students' plans of studies are available to advisors, and we can see if you have already created one with a previous advisor.

### Degree Audit on One.UF

- These audits are used to track your degree progress. **It is important you get comfortable reading your audit and ask us any questions about it.** The degree audit is your contract with your chosen major.
  - Common question, for example: For the Health Science major (preprofessional specialization), do I need 23 elective credits?
    - No. The audit says, "up to 23." We add your professional school prerequisites to that part if it does not already have a line on your audit.
- Pay attention to state-core requirements. These must be fulfilled from the specific list on your audit.
  - For state-core humanities, for example, you must take one of the courses from the list of five: ARH2000, LIT2000, MUL2010, PHI2010, THE2000 (HUM1020 is not offered at UF).
- **You can check if your transfer credit and/or exam credit is posted through your degree audit or One.UF's menu** under Transcripts -> Transfer Credit Report. If it is not posted, please call UF's Office of Admissions.

### Deadlines and drops

- Academic dates and deadlines can be found [here](#).
- Bursar dates and deadlines are [here](#) (when tuition is due). **The bursar will drop you from your courses if you do not make a payment by the deadline listed.**
- Most common dates to pay attention to are drop/add dates, the drop deadline (W grade for one or more classes), and when final grades are available.
- Drop policies [here](#). You can drop, add, and swap as much as you want during the drop/add period with no penalty. After drop/add ends, there are certain rules of what you can drop. **You will be financially responsible for drops after the drop/add period.**
  - For drops after the drop/add period, you are allotted two (2) drops to use within your first 60 UF hours and two (2) separate/nontransferable drops during your last 60 UF hours.

### Schedule of Courses (SOC) on One.UF

- The Spring SOC publishes in late September. The Summer and Fall SOC publishes in late February each year.
  - **The SOC helps you to effectively plan for what is offered at UF and its modality (online, hybrid, in-person). This is especially helpful for summer semesters.**

### Registration

- First 3 weeks of Advance Registration: late October/early November for Spring registration **and** late March/early April for Summer and Fall registration
  - **Based on a UF Registrar algorithm, you are assigned a registration start time.** Please note this is a start time, not the *only* time you can register. After your start time, you have until the end of drop/add of the semester you are registering for to adjust your schedule. More on that [here](#).

- It is common for students to be on waitlists during advance registration or not have the courses they were planning *at first*. Please thoroughly **read waitlist policies [here](#)**.
  - Make it a weekly habit to check One.UF for any changes in seats for courses without a waitlist. Once you get closer to drop/add, make it a daily habit to check One.UF.
- When your registration window opens, **your priority should be to register for the critical tracking courses you will need that semester**. Please consult your degree audit, the undergraduate catalog, and/or an academic advisor if you are unsure of what courses you will need to take. Critical tracking classes can fill up early, so it is imperative that you register for these courses as soon as your registration window opens.

Other frequently asked questions are [here](#).

## Campus Resources

We want you to succeed as the next generation of health leaders, which means you being well enough to get there.

<p><b>UF Campus Resources Guide:</b> Comprehensive guide of resources available to UF students with different categories of student support. Explore the list and categories <a href="#">here</a>.</p>	<p><b>UF PPHP UpTurn:</b> Meet with a trained program advisor to maximize your wellness as a student. This service is exclusive to PPHP students at no cost. Schedule an appointment <a href="#">here</a>.</p>
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### Experiences (Volunteering/ Shadowing)

1. HCA Florida, North Florida Hospital [here](#).
2. UF Health, Shands Hospital [here](#).
3. Veteran's Affairs (VA) Hospital [here](#).
4. Florida Department of Health [here](#).
5. Campus Experiential Learning (C3 dashboard page) [here](#).