This orientation is designed to empower you to find answers to your questions using ABE and UF Resources.

BEFORE WE BEGIN…

• If on campus, Log into Eduroam to connect to the internet
  • Username=UF email address
  • PW = Gatorlink PW

• Make sure you see ‘ABE Graduate Academic Resources Center’ tile in your Canvas e-learning site (if not contact Daphne Snyder) [https://elearning.ufl.edu/](https://elearning.ufl.edu/)

• Bookmark the ABE Blog website
  [https://uf-abegrad.blogspot.com/](https://uf-abegrad.blogspot.com/)
Welcome to the Agricultural and Biological Engineering Department

Graduate Program
GETTING STARTED

- Social Security card application (Int’l students on assistantship)
- Gator Grad Care application
- Proof of Immunization – UF Health Center
- Gator One Card – UF Bookstore

Every Semester:

- Check Holds
- MyUFL – Contact Info updated
- Registration Prep on Student Self Service
- Course Registration
FINANCIAL QUESTIONS....

ABE HR - Assistantship Info, Tuition Waivers, I-20 Renewal Letter, Letter of Appointment

Cashier’s Web Site: Calculation of Tuition and Fees

One.UF Student Self-Service information
• **Late Registration Fee** – You must register for a course during normal registration for any semester. You can change your schedule without penalty only during drop/add.

• **Late Payment Fee** – Check your own screens (MyUFL) to see what you owe in fees or other charges. Payment deadlines are posted many places. Grad students on UF Assistantships have a deferred due date. Check [https://www.fa.ufl.edu/directives/critical-dates/](https://www.fa.ufl.edu/directives/critical-dates/) each semester for the date.

• **Late Drop Fee** – You are fee liable for EVERY course that appears on your schedule after the drop/add deadline passes, even if you drop it later. There is no offsetting registration. So if you drop a 3 hour course and add a 3 hour course after the deadline, you are responsible for all 6 hours of tuition and fees.
BUILDING ACCESS & DESK SPACE

• Building Access and Keys – Scott Karwan

• In order to access Rogers Hall before or after normal hours, students must see Scott so that he can program their Gator 1 card into the card system outside the building. Students who are provided with desk space must obtain office and desk keys from Scott as well.

• Graduate Student Office Assignments.
  • You should have received your specific office/desk assignment from Jessica Abbate. DO NOT change desk/office seat without permission!
Students are automatically enrolled in the course.
Watch for announcements with important information.
Go here first for answers to your questions!

Forms, instructions, resources are included for registration and exams.
The ABE Graduate Canvas page was designed to answer common questions.

Here’s some practice in finding answers.

• Go to the ABE Graduate Academic Resources page in Canvas:
  https://elearning.ufl.edu/

Once there, click ‘view all pages’.
ABE GRADUATE ACADEMIC RESOURCES

• What are the rules for **Summer Registration** if you are on a UF assistantship?

• What **forms** do you need to complete to register for the Supervised Teaching course (ABE6940)?

• How do you **transfer courses** from a prior MS degree program?

• On which page will I find **UF resources** for managing stress and wellness?

• Find the information on parking and bus transportation in ‘**Life as a Graduate Student**’.

HINT...REMEMBER YOUR FAQ PAGE AND ‘VIEW ALL PAGES’ OPTIONS!
REGISTRATION REQUIREMENTS

For Graduate Assistants (i.e. on appointment)

- **Fall & Spring semesters:**
  - Assistants on .25-.74 FTE
  - 9 hours

- **Summer C (full 12-week Summer term):**
  - Assistants on .25-.74 FTE
  - 6 hours in either A & B, or A & C, or B & C, or C

*Cannot be in A only / Cannot be in B only*

Students not on an appointment and without a specific registration requirement by the academic unit, external funding agency, or government may register as a part-time student. **Minimum registration is 3 credits in fall or spring and 2 credits in summer.**
ABE TEACHING REQUIREMENT

Students are required to include Supervised Teaching in their Plans of Study.

**ABE 6940**

**Masters Students:** Required - 1 Hour  
**Maximum 3 Hours**

**PhD Students:** Required - 3 Hours  
**Maximum 5 Hours**

Students must submit the registration request form and contract of responsibilities and proof of FERPA training. The contract must be signed by the instructor of the course, once assigned.

*Forms are found on the ABE website.*
Graduate students must complete the UF on-line privacy training course prior to enrolling in ABE6940, Supervised Teaching.

http://privacy.health.ufl.edu/training/FERPA/

Provide a copy of your certificate to the ABE Academic Adviser along with your registration request form for ABE6940.

Forms are found on the ABE Website.

Plus complete one of the following:

- The core activities portion of http://teach.ufl.edu/teaching-assistants/
or
- EGS6056 - Learning and Teaching in Engineering (for EG students)
TRANSFER OF CREDITS

• How do I get courses or credits from a prior MS, ME or Combined BS/MS degree program to count in my current graduate program?

  • First….Make sure your final transcripts from your MS have been received by the UF admissions office. No TOC request can be submitted until this is posted by UF!
  • Complete the TOC request form on the ABE website and submit it to Daphne
  • NOTE…even MS credits from another UF program must be approved for transfer by the graduate school and may require a justification statement from your faculty advisor.

• NOTE: The UF Graduates School determines what credits/courses qualify for transfer to your new graduate program, not the department. The credit will show on your transcript as a single number of allowed credits, not as individual courses, with the exception of UF pre-approved BS/MS course credits.

• Credits from ANY program that is different than ABE require a justification statement from your faculty advisor. Only courses with a grade of B or higher can be transferred.

• It can take 2-3 semesters for credits from U.S. schools to transfer. It can take up to 8 months for credits from international institutions.
RESOURCES

- Stress Management
- Healthcare
- Food Pantry
- Counseling
- Academic Support
- Career Clothes Closet
- 3-D Printing

You Matter, We Care
https://umatter.ufl.edu/
LET'S TALK ABOUT SAFETY AND CONCERNS!

• If you witness something wrong happening on campus, around campus or at a school event, Step Up! You can either take DIRECT or INDIRECT steps to intervene.

• 911, Campus Police, UMatter We Care

**Protect Yourself**

• Download the “Tap Shield” safety application for your smart phone that can be used to make emergency calls and perform other functions that improve personal safety.

• Don’t want to walk home in the dark? You have options:
  • The Student Nighttime Auxiliary Patrol (SNAP) operates between 6:30pm - 3am. Students can call 352-392-SNAP or download the SNAP safety application to arrange on-campus transportation.
  • Later Gator Bus Route schedule UF East/West campus circulator (126) route at nights, from 5:30pm until 12:05am.

• Don’t walk alone at night!!

**Have concerns? TELL SOMEONE!**

Is something or someone making you uncomfortable?

Talk to Daphne, Shannon, Dr. Kiker or Dr. Migliaccio. NOW!

**All conversations are kept confidential.**

Problems with faculty, staff or other students within or outside of the ABE Department need to be discussed.
NOW YOU FIND THE ANSWERS!

Go to the ABE Website
https://abe.ufl.edu/
• Locate the links to the ABE Graduate Manuals.
• Find the links to the
  • ABE Departmental Blog
  • ABE Course listings
• Find the link to submit a request for **IT support**.
• Find the links to **travel forms** (travel authorization and expense reimbursement)
Important Forms

Graduation Checklist
A comprehensive list for students who are two semesters or less from graduation to ensure they meet all requirements.

- Graduate Graduation Checklist

UF Resources for Graduate Students
Visit the UF Graduate School website information and resources for domestic and international students, community life and student services at the University of Florida. Graduate students may be eligible to participate in the UF GatorGradCare Health Plan.

Advising Forms

- Departmental Graduate Forms
- Other Advising Forms

Course Registration:
- Special Topics
- Individual Study
- Supervised Teaching Request

Supervisory Committee
Plan of Study
Concurrent Degree Application
Credit Transfer request
Walk Early-Graduation
Graduation Checklist
College Forms (EG/AG)
Registrar Forms

https://abe.ufl.edu/graduate/graduate-resources-/
NOW YOU FIND THE ANSWERS!

Open the ABE Graduate Manual from the ABE website. Choose the one for your degree program

(EG - Engineering)
(AG – CALS)
• How many hours of math credit does a student in your (MS or PhD) graduate program need on their plan of study?

• Find the appendix of approved math/data analytics/quantitative courses.

• What are the minimum hours of major (dept prefix of ABE/AOM/PKG) coursework required for an:
  • MS non-thesis program
  • MS thesis program
  • PhD program

• When is a graduate Plan of Study form due to be turned in?

• How many committee members must be on a PhD committee?
  • How many from the ABE Department?

• What is an ‘external’ committee member?

HINT: USE ‘Ctrl F’ TO SEARCH FOR KEYWORDS!
MATH, DATA ANALYTICS AND QUANTITATIVE COURSE REQUIREMENTS

**Engineering:**
- Masters degree - 3 hour graduate level math course.
- PhD degree - 9 hours of graduate math and a 3 hour graduate level data analytics course.

**Applied Science through CALS:**
- Masters degree - 3 hours of graduate level math or data analytics & 6 hours quantitative
- PhD degree – 3 hours math and 9 hours of quantitative graduate courses

**Agricultural Operations Management through CALS:**
- Masters degree - 3 hours of graduate level math or data analytics
- PhD degree - 9 hours of quantitative graduate courses
MATH, STATISTICS AND QUANTITATIVE COURSES

- List of approved graduate math and quantitative courses in Appendices C and D of ABE Graduate Manuals. **ABE teaches courses that meet these requirements!**

- Other courses may also be used with approval in advance from the ABE Graduate Committee. A syllabus may be required for review.
DEGREE REQUIREMENTS

• M.S. or M.E. Degree – 30 hours total
  • Thesis – 24 hours of coursework (12 in ABE courses) plus 6 hours of ABE6971 Research. Must take research credits in final semester (3 in Fall /Spring, 2 in Summer)
  • Non-Thesis: 30 hours of coursework (15 in ABE courses)

• PhD Degree – 90 hours total
  • 48 hours of coursework (18 in ABE courses)
  • 42 minimum in research (ABE7979/ABE7980). Must take research credits in final semester as noted above.

Note – PhD students can apply to have coursework transferred from a prior MS program. Send an email to Daphne Snyder with the request. The graduate school evaluates all courses with a grade of B or higher and determines the number of credits allowed (up to 30). A justification statement from your faculty advisor may be required.
REQUIREMENTS

During your first semester:
- Transfer of credits from Masters degree
- IF... Final transcript has been received by UF Admissions
- Request transfer by sending email to Daphne Snyder

Supervisory Committee, Plan of Study & Research Proposal due:
- Masters-by the end of the 2nd semester of study
- PhD- by the end of the 3rd semester of study

Supervisory Committee must have:
- 2 faculty members from ABE Department
- Masters (thesis)– 3 members (1 external)
- Masters (non-thesis) – 3 members
- PhD – 5 members (1 external)
  - If engineering, must have 1 member from another engineering dept. Can serve as external member.

By the end of your second semester (MS) or 3rd semester (PhD):
- Completion of ABE 6931 Seminar course
EXTERNAL MEMBER & SPECIAL APPOINTMENTS

• All research (i.e. thesis or dissertation) committees are required to have an **external member** who is a member of the graduate faculty of another **University of Florida department**. Faculty members of other departments who are affiliate members of the ABE department cannot serve as the external member. Faculty members from other universities cannot serve as the external member required by the Graduate School.

• **Special appointments**: People without Graduate Faculty status may be made official members of a student’s supervisory committee through the special appointment process. Appropriate candidates for special appointments include:
  
  • Individuals from outside UF with specific expertise who contribute to a graduate student’s program of study
  
  • Non-tenure-track faculty or staff at UF who do not qualify for Graduate Faculty status
  
  • They may not serve as a supervisory committee chair, co-chair, external member, or minor representative.
NOW YOU FIND THE ANSWERS!

Go to https://One.UF.edu and log in to your Student Self-Service page
• Where do you find the holds on your record?
• Find where you register for classes.
• What is the last day to drop or withdraw for classes without a failing grade in Fall 2020?
HINT: ALWAYS START ON THE ‘HOME PAGE’
The ABE Grad Blog is where new courses, funding, employment, graduate program, and other opportunities are posted. In most cases this information is NOT sent to students via email.

Go to

https://uf-abegrad.blogspot.com/
List 4 types of blog postings (labels) you would find on the ABE Graduate Blog site

How would you easily search for funding opportunities?

Locate information about a new course being offered.
• ABE Graduate Student Blog – Bookmark this page!
uf-abegrad.blogspot.com/

News and Notes... Info for ABE Graduate Students

MONDAY, JULY 19, 2021

Suwannee River Water Management District - 2 Positions Available

The Suwannee River Water Management District currently has two open positions in our regulatory office. Full details can be found on the website:

Engineering Specialist or Engineer I: https://www.my-suwanneeserver.com/jobs.aspx?UniqueId=78&From=All&CommunityJobs= False&IoID=Engineering.Specialist-Or-Engineer-I-Reg-131

Environmental Scientist I or II: https://www.my-suwanneeserver.com/jobs.aspx?Uniqueid=78&From=All&CommunityJobs=False&IoID=Environmental Scientist-I-OR-II-132

Landing page with all of our open positions listed: https://www.my-suwanneeserver.com/jobs.aspx

Posted by UF-ABE at 8:21 AM
Labels: Employment

ABE Robotics Team wins ASABE Award!

Congratulations to the ABE Robotics Team which won the ‘Best Written Report Award’ for ASABE.

Events
Employment Opportunities
Career Fairs
Awards & Scholarships
Competitions & Conferences
IMPORTANT
REGISTRATION
NOTES
When looking for sections use the Schedule of Courses (not the registration link) to also see Departmentally Controlled sections when you search for a course.

If Daphne provides a class number for you to enter, DO NOT SEARCH FOR THE COURSE...JUST ENTER THE CLASS NUMBER PROVIDED!
RESEARCH SECTIONS

• ABE 6971 – Master’s Research
• ABE 7979 – Advanced Research (PhD)
• ABE 7980 – Doctoral Research (after passing candidacy exam)

Note: REC students must contact Daphne to register for research. Special sections apply to each REC.

IMPORTANT – Summer has 3 semesters

Graduate students must register for the correct hours/term (A,B,C) or may risk losing their assistantship or paying tuition out of pocket. You must contact Daphne to register for Summer A or B research sections.
ABE SEMINAR COURSE

ALL graduate students should register for the one credit departmental seminar course during the first (MS) or second (PhD) year of the graduate program.

ABE 6931

This course IS NOT offered in the Summer semester. Students who will move to an REC should register for this course while still attending campus courses.
BE CAREFUL…

Students on assistantships and fellowships may be restricted from counting course hours that require payment outside of the normal UF tuition and fee schedules. They are referred to as ‘off-book’ or ‘self-funded’ courses. These may include, but are not limited to:

- EDGE courses (Engineering distance education)
- Study Abroad courses
- International courses (even if offered through UF)

Be sure to ask the department offering the course if it is ‘off-book’ or international before you register for any coursework outside of the normal registration system. You may lose your tuition waiver as these will not meet the registration requirement for some funding sources.
All U.S. citizens and permanent residents are eligible to apply for Florida residency.

A student wishing to establish residency should pick up the Request for Change in Residency Status form from the Office of the University Registrar, 222 Criser Hall, to review the information and items that may be requested when the student files for Florida residency for tuition purposes. The deadline for applying for a change in residency status, including receipt of all documentation, is each term's fee payment deadline. Residency reclassification cannot be applied retroactively for previous terms.

The University Registrar’s office reviews applications for Florida resident status, together with supportive documentation.

http://www.admissions.ufl.edu/residency.html

IMPORTANT….Living in or attending school in Florida will not, in itself, establish legal residence.
OTHER RESOURCES

- Graduate School
- GIMS
- International Center
- ABE Department
Students on graduate assistantships have a deferred fee deadline. You can find it at [https://www.fa.ufl.edu/directives/critical-dates/](https://www.fa.ufl.edu/directives/critical-dates/)
RESOURCES

- Graduate Information Management System (GIMS)
- Sign on through MyUFL Portal (Quick Links)

Check for accuracy:

- College (EG, AG)
- Degree Program
  - PhD
  - Masters: (Thesis/Non-Thesis)
  - Minor
- Supervisory Committee Members
- Exam Dates
- Final Clearance
RESOURCES

• Graduate Information Management System (GIMS)
  • Sign on through MyUFL Portal (Quick Links)

Check for accuracy:

Privacy Note: No

Degree Segment #1

Status: Active-Not Registered
First Term: Summer B 2015
Degree Program #: 286
College: Agricultural and Life Sciences (AG) - (GRAGL)
Major: Agricultural and Biological Engineering (ABE) - (AGB_PHD)
Degree: Doctor of Philosophy (H)
Concentration: No concentration
Degree Attributes: Dissertation
First Minor:
Second Minor:
Editorial Package:
Thesis/Dissertation Title:
Last Verified: 1/10/2019 1:30 PM

• College (EG, AG)
• Degree Program
  • PhD
  • Masters: (Thesis/Non-Thesis)
  • Minor
• Supervisory Committee Members
• Exam Dates
• Final Clearance
RESOURCES

- UF International Center [http://www.ufic.ufl.edu/](http://www.ufic.ufl.edu/)

- Requirements and services specific to International Students
- I-20 Extensions
- Visa questions
- Registration holds (insurance, drop/add)
RESOURCES

- UF International Center  
  http://www.ufic.ufl.edu/iss/LACScholarship.html

Scholarships may be available for students from Latin America and the Caribbean.

Provides in-state tuition waiver
ABE WEBSITE RESOURCES
WWW.ABE.UFL.EDU

- Travel Authorization
- Personal Expense Reimbursement
- IT assistance request
- Videoconferencing
- Room Scheduling
- Departmental Calendar
TRAVEL APPROVAL AND REIMBURSEMENT

NOTE...RECEIPTS MUST BE SUBMITTED ELECTRONICALLY IMMEDIATELY AFTER A P-CARD OR TRAVEL EXPENSE.

For all reimbursements and travel, students need to:

• Have advisor provide the specific account/project number to be charged. (Provide your advisor with a list of expenses).
• Confirm via email that your advisor is paying for everything that you are asking to be reimbursed for (their account will be charged!)
• The email is your proof of agreement!

Faculty and Staff Resources

Departmental Links
• Searches
• Department Calendar
  ○ Submit an Event

Administrative Forms
• Room Scheduling
• P-Card Form (Online Submission Form for Expense Receipts)
• Expense Reimbursement Request (Online Submission Form for Personal Expenses)

Travel Forms
• Travel Forms Guide
• Travel Reimbursement Request
  ○ Sample of Travel Reimbursement Request
• Travel Authorization Form
  ○ Sample of Travel Authorization Form
• UF Foreign Travel Request
  (Planning to take UF-owned assets [e.g., laptops] out of the country? Fill out this online request.)
WEBSITE AND POSTERS

ABE Website  www.abe.ufl.edu

“People” link takes you to:
Graduate Students
https://abe.ufl.edu/people/graduate-students/

• Specialization
• Advisor
• Email /Phone/Office
• Website (optional)

• Poster/Website
Photos of current students
OFFICE ETIQUETTE

Shared spaces require courtesy!

Greet your office mates when they enter the office and do be collegial. Get to know them. You might make a new friend or two.

Keep your desk neat. Not one likes to work in a messy space.

Be respectful of others who are working in the office. Make your personal phone calls somewhere else!
FINALLY...REMEMBER THAT NEATNESS COUNTS!

• The ABE Department provides the use of offices, break rooms and laboratories.

• Students are expected to keep their own area neat and to clean up all shared areas that they utilize.

• If you spill food in a microwave, clean it up.
• Scrape food into the garbage can (not the sink) before washing dishes, bowls, etc.
• Dispose of outdated food in the refrigerator.
• Clean up the lab or classroom after you use it.
ON THAT NOTE...

ABE Vehicles

- Check the schedule before you check them out.
- Keep them clean. Use the shop vac in 151 to clean out dirt, soil, etc. if you go to the field.
- Fill the gas tank if below ¼ tank.
- Fill out the mileage chart inside the vehicle.
- Return the vehicle and the keys...ON TIME!
WHO CAN HELP?

Dr. Kati Migliaccio
Chair

Dr. Greg Kiker
Graduate Coordinator

Daphne Flournoy
Academic Adviser
- Advising
- Transfer of Credits
- Degree Audits

Shannon Noble
- Admin. Asst. to Department Chair
- GSO Adviser

Haley Tsai
- Assistantship info
- Tuition Waivers
- Travel Expenses

Jim Stainfield
- Lab Support
- Chemical orders

Deana Williams
- P-Card Expenses

Jessica Abbate
- Travel Expenses
- Personal Expenses
- Desk Assignments
ABE GRADUATE STUDENT ORGANIZATION

Professional Development
Mentoring
Social & Service Opportunities

Advisor: Shannon Noble