BEFORE WE BEGIN...

• Log into Eduroam to connect to the internet
  • Username=UF email address
  • PW = Gatorlink PW

• Have the yellow notepad and a pen available

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

• Be sure you have registered on the ABE Blog website and clicked on the ‘confirm’ email you receive
  [https://uf-abegrad.blogspot.com/](https://uf-abegrad.blogspot.com/)
Welcome to the Agricultural and Biological Engineering Department
Graduate Program
WELCOME AND INFORMATION FROM:

• Dr. Kati Miglicaccio
  Department Chair

• Graduate Student Union

• Dr. Greg Kiker
  Graduate Coordinator

• Jim Stainfield
  Facilities, ABE Lab Safety, Vehicles
GETTING STARTED

• Social Security card application
• 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....

June Kraus - 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
FEES TO AVOID!

• **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.

• **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 – Jim Stainfield

• In order to access Rogers Hall before or after normal hours, students must see Jim 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 Jim as well.

• Office Assignments:
  • Students will be assigned desks in graduate student offices, with priority going to full-time PhD students on graduate assistantships.
  • There is no guarantee of a desk assignment for all students as office space is limited.
Students are automatically enrolled in the course.
Watch for announcements with important information.
NOW YOU FIND THE ANSWERS!

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

Once there, click ‘view all pages’.
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

• 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
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 contract of responsibilities and proof of FERPA training, along with the course registration form. The contract must be signed by the instructor of the course.

*Forms are found on the ABE website.*
FERPA PRIVACY TRAINING:

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

• 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/](http://privacy.health.ufl.edu/training/FERPA/)

• Provide a copy of your certificate to the ABE Academic Adviser along with your enrollment form for ABE6940.
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.
  • Send an email request to Robin
  • 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.

• It can take several semesters before your credit transfer is completed!
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 Robin, 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 for information and resources for domestic and international students, community life and student services. 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
- Supervisory Committee
- Plan of Study
- Concurrent Degree Application
- 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
(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.
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
  • 54 hours of coursework (18 in ABE courses)
  • 36 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 Robin 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).
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 Robin 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:
• Completion of ABE 6931 Seminar course
EXTERNAL MEMBER & SPECIAL APPOINTMENTS

• All 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 2019?
HINT: ALWAYS START ON THE ‘HOME PAGE’
NOW YOU FIND THE ANSWERS!

Go to https://uf-abeograd.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?
• In which month was the Farmer to Farmer opportunity posted?
• ABE Graduate Student Blog
uf-abegrad.blogspot.com/

News and Notes... Info for ABE Graduate Students

TUESDAY, AUGUST 12, 2014

U.S. Borlaug Fellows Graduate Research Grant Application

CALL FOR APPLICATIONS
U.S. Borlaug Fellows Graduate Research Grant Application Deadline: Monday, November 10, 2014

The U.S. Borlaug Fellows in Global Food Security graduate research grant supports exceptional graduate students who are interested in developing a component of their graduate research in a developing country setting and in collaboration with a mentor from an International Agricultural Research Center (IARC) or a qualifying National Agricultural Research System (NARS) unit. U.S. citizenship is required, and applicants must be enrolled in an accredited U.S. graduate program at the time of application.

A program summary is attached, and application materials are available at the program website: http://www.purdue.edu/borlaugfellows.

Questions may be sent to borlaugfellows@purdue.edu or borlaugfellows@purdue.edu.

Posted by UF-ABE at 2:42 PM

Meridian Bioplastics Biochemical Bioprocess Engineer position

CRC ID# 7073139
Meridian Bioplastics Inc. is a world class Biotechnology Company focused on bringing biodegradable polymers into wide scale use through innovative and patented technology. Our Research and Development Division is currently seeking a Biochemical Process Engineer. This position is located in Bainbridge, Georgia.

Knowledge and Skill Requirements:
- Execute process simulation to develop, analyze and optimize fermentation processes.
- Contribute to the development and optimization of scalable and reproducible processes with improved product yield and reduced

Be sure to follow by email!

• Events
• Employment Opportunities
• Career Fairs
• Awards & Scholarships
• Competitions & Conferences
IMPORTANT REGISTRATION NOTES
SCHEDULE OF COURSES

When looking for sections use the Schedule of Courses to also see Departmentally Controlled sections when you search for a course.

If Robin provides a section number for you to enter, DO NOT SEARCH FOR THE SECTION...JUST ENTER THE 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 Robin 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 Robin to register for Summer A or B research sections.
ABE GRANT WRITING COURSE

New graduate students may register for the 2 credit departmental grant writing course during the first semester of the graduate program if you meet the technical writing requirements.

You should discuss this course with your advisor before the end of drop/add. See Dr. Eric McLamore if you have questions about the course content or have problems registering for the course.

ABE 5936
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 must 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.

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

- Graduate School
- GIMS
- International Center
- ABE Department
RESOURCES

• UF Grad School website
  http://www.graduateschool.ufl.edu/

- Dates & Deadlines
- Academic Calendar
- GIMS
- Grad Catalog
- Editorial
- Tuition & Fees
- Health Insurance
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

- 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
TRAVEL APPROVAL AND REIMBURSEMENT

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

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.)

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!**
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
  Took Picture Today?
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

Robin Snyder
Academic Adviser
- Advising
- Transfer of Credits
- Degree Audits

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

June Kraus
- Assistantship info
- Tuition Waivers
- Travel Expenses

Jim Stainfield
- Lab Support
- Chemical orders

Deana Williams
- P-Card Expenses

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

Professional Development
Mentoring
Social & Service Opportunities

Advisor: Shannon Noble