Welcome to the Agricultural and Biological Engineering Department Graduate Program
GETTING STARTED

- Social Security card application
- GatorGrad Care application
- Proof of Immunization – UF Health Center
- GatorOne Card – UF Bookstore

Every Semester:

- Check Holds
- MyUFL – Emergency 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

My UFL/ My Campus Finances/ Student Center: Fees due, Deferral Date
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 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 – Daniel Preston
  prestond@ufl.edu – Room/ext. 168

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

• Office Assignments:
  • PhD 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 PhD students as office space is limited.
  • When space is available, Masters students will be assigned personal desk spaces in Rogers Hall.
Changes to degree programs are under consideration for 2018.

The following slides reflect requirements and procedures for students entering prior to fall 2018.

This presentation will be updated upon approval of the changes.
REQUIREMENTS

During your first semester:

• Transfer of credits from Masters degree
• Final transcript must be received by UF Admissions
• Request transfer by sending email to Robin Snyder

By the beginning of your second semester:

• Selection of Supervisory Committee

By the end of your second semester:

• Completion of ABE 6931 Seminar course
  • 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.
• Plan of study submitted
  • Approved by graduate committee
  • Changes must be resubmitted
• Proposal – Summary of research project
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 (12 in ABE courses)
  • 36 minimum in research (ABE7979/ABE7980). Must take research credits in final semester as noted above.

Note – PhD students can apply for a non-thesis degree after completing 30 hours of coursework, including 15 hours of ABE courses. Students seeking a P.E. License may be given credit for experience for each degree, based on requirements of the state issuing the license.
ABE DEPARTMENT COURSES

All Masters and PhD students must take 12 hours of ABE departmental courses.

Note: Non-Thesis MS/ME requires 15 hours of ABE courses.

Includes ABE, AOM, PKG courses at 5000 level or above.
IMPORTANT!

You must submit the following with your Plan of Study:

For ABE/AOM/PKG 6905 Courses – A description of the project for the individual study.

For ABE 6933/AOM 6932 – A course syllabus from the instructor (if the course is untitled).

Your study plan will not be accepted for review without that information if one (or more) of those courses is included in your plan.

For ABE 6940 – A contract with the responsibilities/hours assigned for the supervised teaching assignment must be submitted at the time of registration, along with proof of FERPA training.
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.
MATH, STATISTICS AND QUANTITATIVE COURSE REQUIREMENTS

COE:
- Masters degree - 3 hour graduate level math course.
- PhD degree - 9 hours of graduate math and a 3 hour graduate level applied statistics course.

Applied Science through CALS:
- Masters degree - 3 hours of graduate level statistics & 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 statistics
- PhD degree - 9 hours of quantitative graduate courses
ABE SEMINAR COURSE

ALL graduate students must register for the one credit departmental seminar course during the first or second semester of the graduate program.

ABE 6931

This course IS NOT offered in the Summer semester.
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 contract of responsibilities 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

Graduate students must complete an 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 enrollment form for ABE6940.
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
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.
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
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’ courses. These may include, but are not limited to:

- EDGE courses (Engineering distance education)
- Study Abroad courses

Be sure to ask the department offering the course if it is ‘off-book’ 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.
IMPORTANT....

• AEB IS NOT ABE!

It is easy to mix these prefixes up. Please be careful when registering.

You must be in ABE research 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!
RESIDENCY RECLASSIFICATION

- All U.S. citizens and permanent residents are eligible to apply for Florida residency.
- The University Registrar’s office reviews applications for Florida resident status, together with supportive documentation.
- 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 for retroactively for previous terms.

[http://www.admissions.ufl.edu/residency.html](http://www.admissions.ufl.edu/residency.html)
GETTING INVOLVED IN THE ABE Graduate Student Organization!

The ABE Graduate Student Organization hosts monthly luncheons and many events throughout the year. We encourage you to get involved in one or more of our committees and events. It’s a great way to build your professional network, bond with your fellow students and maybe even win some prize money!

- Graduate Professional Development Committees
  - Information Roundtables
  - Poster Symposium
  - 3MT+v Contest (3-minute Thesis and/or 2-minute video contest)
- Mentoring Committee
- Service Committee
- Social Committee
• ABE Website www.abe.ufl.edu
• Graduate page
  • Link to Graduate Student Manuals

  Plan of Study Form
  Supervisory Committee Form
  Link to UF Graduate School
RESOURCES

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

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

RESO URC ES

- Dates & Deadlines
- Academic Calendar
- GIMS
- Grad Catalog
- Editorial
- Tuition & Fees
- Health Insurance
• 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
RESO URC ES

- Student Self-Service
  - [http://one.uf.edu/](http://one.uf.edu/)

- Schedule of Courses
- Course registration
- Degree Audit
- Financial Services
- Holds
- Transcript
RESOURCES

- Student Audit
- Sign on through One.UF-Student Self-Service

Check for accuracy:

- Degree Program
- PhD
- Masters:
  (Thesis/Non-Thesis)
- Red X = Unmet
- Black √ = Met
- Changes manually entered
- Master’s courses entered after Plan of Study approved
- Tell Robin if any info is not accurate
• 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)
Scholarships may be available for students from Latin America and the Caribbean.

Provides in-state tuition waiver
• ABE Graduate Student Manuals
  http://www.abe.ufl.edu/academics/graduate/graduate-manuals/index.shtml

  Graduate Student Resources
  Required Materials
  Graduate students are required to submit a Supervisory Committee form, Plan of Study, and Research Proposal Summary by the end of their second semester.
  • Plan of Study Form - Ph.D.
  • Plan of Study Form - Masters's
  • Supervisory Committee Form

  Graduate Student Manuals
  Students in the ABE graduate studies program at the University of Florida may pursue degrees through either the the Herbert Wertheim College of Engineering or the College of Agricultural and Life Sciences. Please select the appropriate Graduate Student Manual to review requirements for your program.
  • Herbert Wertheim College of Engineering - Graduate Manual
  • College of Agricultural and Life Sciences - Graduate Manual

  Archived Graduate Manuals for ENG
  Archived Graduate Manuals for CALS

• CALS & Engineering
• Supervisory Committee
• Degree Requirements
• Policies
• Articulation requirements
RESO URC ES

• ABE Graduate Student Blog - Updated Weekly
  uf-abegrad.blogspot.com/

Be sure to follow by email!

- Events
- Employment Opportunities
- Career Fairs
- Awards & Scholarships
- Competitions & Conferences
ABE Academic Resources Center - Canvas Course

http://elearning.ufl.edu/

- Overview
- FAQ’s
- Modules
- Registration
- Requirements
- Exam Resources

Students are automatically enrolled in the course.
Watch for announcements with important information.
TRAVEL AND EXPENSE REIMBURSEMENT PROCEDURE

• When traveling out of Gainesville, **IN A STATE VEHICLE**, graduate students must:
  • Submit a travel authorization 4-7 days prior to the trip (on-line form)
  • Fill out the log sheet in the main office. This is **MANDATORY**!
• When traveling on an approved trip (domestic or international):
  • Fill out the forms on the ABE website to (1) authorize your trip expenses and (2) have them reimbursed, if appropriate.
  • You must, must, must submit receipts for your travel expenses immediately.
• Other out of pocket purchases...
  • Again, upload the receipts for your expenses using the on-line expense reimbursement form.
  • **Note: No receipts = No reimbursement!!**
• **UF Purchasing Cards (Pcard)**:
  • If you buy something with a Pcard you must submit an on-line form and photo or scan of your receipts immediately! Access this through the ABE website.
• **Links to all forms and procedure guides are found at** [https://abe.ufl.edu/about-us/faculty-and-staff-resources/](https://abe.ufl.edu/about-us/faculty-and-staff-resources/)
• **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
Take Picture Today!
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 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
• 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
• Advising
• Degree Requirements

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

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

Daniel Preston
• Computer Issues
• Student office keys
• Building/lab access

June Kraus
• Assistantship info
• Tuition Waivers
• Travel Expenses

Jim Stainfield
• Lab Support
• Chemical orders

Deana Williams
• P-Card Expenses

Rebecca Hagberg
• Travel Expenses
• Personal Expenses