



GRADUATE ASSISTANT GUIDE

**College of Graduate Studies
Office of Graduate Student Funding**

Millican Hall 230

E-mail: gradassistantship@ucf.edu

Website: funding.graduate.ucf.edu

Mailing Address: P.O. Box 160112, Orlando, FL, 32816-0112

Phone: (407) 823-2766

TABLE OF CONTENTS

INTRODUCTION	4
INFORMATION FOR ALL GRADUATE ASSISTANTS	5
Financial Support Requirements	5
Conditions of Graduate Assistantships	5
Academic Enrollment	5
Categories of Graduate Assistants	6
Health Insurance Benefits	7
Student Health Services	7
Stipend Payment	8
Parental Leave for Graduate Assistants	8
Office of Student Financial Assistance	8
Personal Workspace Facilities	9
Performance Assessments	9
Graduate Awards	9
Academic Honesty	10
Sexual Harassment	10
Official Handling of Complaints	11
Ombuds Office	11
Vacation, Sick Leave, Unemployment Compensation	12
Parking Services	12
Where to Eat	12
INFORMATION FOR GRADUATE TEACHING ASSISTANTS	13
Training Programs for GTAs	13
Environmental Health and Safety	14
Student Perception of Instruction	14
Faculty Center for Teaching and Learning	15
SERVICES ON CAMPUS	16
Career Services	16
Counseling Services	16
Creative School for Children	16
Graduate Student Center	17
UCF Global	17

Public Safety and the UCF Police..... 17
Recreation and Wellness Center 18
Student Accessibility Services 18
Student Union 18
University Writing Center..... 19
Veteran’s Academic Resource Center 19
Veteran Services 19

INTRODUCTION

Congratulations on receiving a graduate assistantship! This award is given to a student in order to enable him or her to obtain academic teaching and research experience while making progress toward a graduate degree. You should become familiar with the academic regulations of the College of Graduate Studies published in the Graduate Catalog and with the special requirements of your program.

This handbook provides a compilation of services that are available to you as a graduate student and a graduate assistant. This guide supplements the Graduate College and your orientation materials by providing an introduction to life as a graduate assistant at the University of Central Florida and by offering a full list of resources you might need while attending classes at UCF and working as a graduate assistant.

Working as a graduate assistant can seem overwhelming at times, but rest assured that there are a number of support services available to help you succeed in your work and your graduate studies. So again, we welcome you to the University of Central Florida and wish you the best in your graduate studies and your work as a graduate assistant.

Special note to university fellowship students who also hold graduate assistantships: In addition to this assistantship guide, please refer to your fellowship offer for details of your fellowship requirements and funding. If you have questions, contact gradfellowship@ucf.edu in the College of Graduate Studies.

Questions about your graduate assistantship?

Contact your graduate program regarding your assistantship assignments, faculty supervisor, hiring agreement details, level of tuition support, and paychecks. Contact your faculty supervisor and/or graduate program director about your work schedule and leave requests.

Contact the College of Graduate Studies at gradassistantship@ucf.edu if you have questions about enrollment in student health insurance, health insurance holds that prevent you from registering for classes, GTA training requirements, and posting of tuition support to your term bill. You may also consult the College of Graduate Studies if you need guidance to resolve other assistantship-related problems.

INFORMATION FOR ALL GRADUATE ASSISTANTS

Financial Support Requirements

Graduate students must meet all of the following requirements each term that they receive an assistantship:

- Students must be accepted as a graduate student in a degree program and enrolled full-time. See [Full-time Enrollment Requirements](#).
- Student must maintain good academic standing. See [Academic Progress and Performance](#).

Conditions of Graduate Assistantships

Graduate students are not allowed to be appointed on a graduate assistantship for more than 20 hours per week in fall and spring. In summer, they may be appointed up to 40 hours per week. An assistantship agreement is contingent upon full-time enrollment as specified in the Graduate Catalog.

An assistantship may be curtailed, diminished, or terminated at any time, by reason of any one of the following:

- failure of the graduate assistant, in the academic judgment of the College or University, to maintain satisfactory student status or to make appropriate progress toward the degree;
- incompetence, which is documented, or misconduct of the employee;
- completion of degree requirements;
- lack of funds as a result of adverse financial conditions;
- no further need, in the opinion of the University, Department or other unit, for the functions being performed; or
- for international students, if visa status is not maintained.

Academic Enrollment

Graduate students must meet certain eligibility requirements each term that they receive benefits. One of these requirements is full-time enrollment. A full-time degree-seeking graduate student must take at least 9 credit hours in the fall and spring semesters. A half-time load is defined as enrolled in at least 4.5 credit hours in fall and spring terms. During the summer term, full-time is 6 credit hours and half-time is 3 credit hours.

Graduate students are part-time if they do not enroll as above except for two special cases:

- For master's students pursuing a thesis option and enrolled only in thesis course work (XXX 6971), full-time enrollment is defined as 3 hours per semester [including summers, of thesis course work (XXX 6971)], after completion of all course work and until successful completion and defense of thesis.

- For doctoral students who have passed the candidacy exam and are registered for doctoral dissertation (XXX 7980) hours only, full-time is 3 hours per semester, including summers, until successful completion and defense of dissertation.

Categories of Graduate Assistants

There are six different types of assistantships and it is important to know which position and job code you have. Listed below are the different types of assistantships with the corresponding duties and benefits:

Type	Job Code	Description	Tuition Remission	Health Insurance
Graduate Teaching Associate (GTA)	9183	Instructor of record for undergraduate courses in the specific discipline in which the student has graduate-level expertise and 18 hours of graduate course work (cannot be instructor of record for graduate courses).	Tuition waiver or payment	Eligible if student's assistantships total at least 20 hours per week
Graduate Teaching Assistant (GTA)	9184	Teaching-related duties under the supervision of a faculty member. The student may assist a faculty member in any aspect of course instruction but cannot serve as the primary instructor of record.	Tuition waiver or payment	Eligible if student's assistantships total at least 20 hours per week
Graduate Teaching Grader (GTA)	9187	Grading papers or assisting a faculty member in the noninstructional aspects of course teaching. The student may have no direct instructional contact with students.	Tuition waiver or payment	Eligible if student's assistantships total at least 20 hours per week
Graduate Research Associate (GRA)	9181	Research or research-related duties	Tuition payment	Eligible if student's assistantships total at least 20 hours per week
Graduate Research Assistant (GRA)	9182	Research or research-related duties	Tuition payment	Eligible if student's assistantships total at least 20 hours per week
Graduate Assistant (GA)	9186	General educational administration duties	Tuition payment	Eligible if student's assistantships total at least 20 hours per week

Health Insurance Benefits

The College of Graduate Studies pays for health insurance coverage for qualifying assistantship students with appointments totaling 20 hours per week (even if two different appointments of 10 hours per week, as long as the total is 20 hours per week).

Those with a qualifying assistantship in spring semester will also receive health insurance coverage in summer semester; you do not have to receive a summer assistantship or be enrolled in summer semester. Students are required to accept or decline the coverage by submitting the Health Insurance Form in their myUCF Student Center.

The College of Graduate Studies will contact students who qualify to receive this paid health insurance with instructions on how to complete the Health Insurance Form. These communications will go to your Knights E-mail account.

Health Insurance Coverage Periods

Fall Assistantship - August 15-December 31
Spring Assistantship - January 1-August 14
Summer Assistantship - May 1-August 14

For more information about the plan, see the following link from UCF Student Health Plan, underwritten by UnitedHealthcare Insurance Company and serviced by Gallagher Student Health & Special Risk site: https://funding.graduate.ucf.edu/health_insurance/.

International Students with Health Insurance Holds

For international students on F-1 visa, the College of Graduate Studies will notify the UCF Health Center of your health insurance and request adjustment of the health insurance hold on your university record so you can register for classes. The health insurance hold is adjusted after international students accept the health insurance in their myUCF Student Center. International students who decline the Graduate Studies-paid health insurance must go to the Gallagher Student Health website and complete the online Waiver form.

Student Health Services

The mission of [UCF Student Health Services](#) is to provide excellent healthcare that delivers value and promotes lifelong well-being to the UCF community. The staff includes two sports medicine physicians, three psychiatrists, two gynecologists, five primary care physicians, four physician assistants, six advanced registered nurse practitioners, a dietician, pharmacy staff, nursing staff, laboratory staff, and radiography staff. Health Services provides low-cost health services to the UCF community and is funded, in part, by the student health fee.

Health Services is located at 4098 Libra Drive adjacent to the Libra residence halls. The UCF Pharmacy is located on the first floor of the Health Services Building. There is also a Health Services located at Knights Plaza, inside the Knight Aide Pharmacy and Convenience Store located across from the CFE Arena.

Stipend Payment

You will receive your stipend as a biweekly paycheck through UCF Human Resources. The amount of your stipend will be stated in your assistantship agreement. The assistantship agreement is an agreement between you and your hiring department to perform duties for a specified time period. When your agreement is ready for your review and signature, you will receive an e-mail message sent to your Knights account with instructions on how to sign (accept) the agreement online. You must accept your assistantship agreement prior to starting your assignment.

Before accepting your assistantship agreement, you should carefully review the following sections:

- Assistantship Start and End Dates
- Standard Hours
- Assistantship Category
- GTA Assignment (only if you have received a teaching assistantship)
- Faculty Supervisor
- Total Stipend
- Resident Tuition Remission
- Optional Fees
- Conditions of Assistantship

Note: If you are awarded an assistantship for the Summer semester, pay careful attention to the duration of your appointment. You will only get paid during the time period of your hire.

Parental Leave for Graduate Assistants

The Parental Leave program is designed to assist graduate assistants on existing assistantship agreements during pregnancy or immediately after the birth or adoption of their infant child. The mother may choose to use up to six weeks of leave for pregnancy and/or maternity needs. The spouse or partner may choose to use up to six weeks of leave to assist in the care of the newborn child and the child's mother during the postpartum period. Graduate assistants who have assumed parenthood through the adoption of an infant may also use this leave. This includes graduate assistants in a domestic partnership. For this leave policy, a domestic partner is defined as a same sex individual who shares a committed, mutually-dependent relationship.

For more information about this policy, see the current [Graduate Catalog](#) or the [Policy Guide](#) for graduate students.

Office of Student Financial Assistance

The [Office of Student Financial Assistance](#) provides UCF students and the University Community comprehensive quality service by offering options for financial assistance and

efficient delivery of aid. Financial aid counseling is available by appointment. Due to confidentiality, counseling by phone and e-mail is limited. The office is located in Millican Hall, room 120. For appointments, call 407-823-2827 or e-mail finaid@ucf.edu.

Personal Workspace Facilities

Graduate Assistants usually have office or laboratory space. In some departments, limited workspace requires the sharing of desks, filing cabinets, telephones, or computers, but Graduate Assistants become adept at working out compatible office use schedules. Ordinarily, you will have your own mailbox in your department office.

Performance Assessments

Your faculty supervisor (the person mentoring you in the class that you are teaching or assisting with) is required to assess you each semester if you are a GTA using the online [GTA Performance Assessment Form](#). The completed online assessment form will be shared with you and you will be given an opportunity to respond. The purpose of the evaluation is to assess your professional development as a GTA while under faculty supervision and provide guidance on how you can improve your teaching.

Students assigned to GTA positions will receive instructions about reviewing and approving the GTA Assessment form in myUCF to their Knights email.

Graduate Awards

UCF gives four university-level awards for graduate research and teaching. Nominations must be submitted **electronically** to your College's Associate Dean for Graduate Studies for consideration for the college award. The college associate dean will charge a committee to evaluate the documentation submitted by the nominees and select the person to receive the college award. The selected award winner for each college will then be forwarded to the Vice Provost and Dean of the College of Graduate Studies for consideration for the university award. Forwarded files must contain a letter of support from the college Dean/school Director, or his/her designee.

Outstanding Dissertation: The Award for the Outstanding Dissertation recognizes doctoral students for excellence in the dissertation. The focus of this award is on the quality and contribution of the student's dissertation. Excellence of the dissertation may be demonstrated by evidences such as, but not limited to: publications in refereed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field.

Outstanding Master's Thesis: The Award for the Outstanding Master's Thesis recognizes graduate students for excellence in the master's thesis. The focus of this award is on the quality and contribution of the student's thesis research. Excellence of the master's thesis may be demonstrated by evidences such as, but not limited to: publications in refereed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field.

Award for Excellence by a Graduate Teaching Assistant: The Award for Graduate Teaching Assistant recognizes excellence by graduate teaching assistants (GTAs) who are not instructors of record, but who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. Excellence in serving as a GTA may be demonstrated by evidences such as, but not limited to: lead teacher evaluations, student letters attesting to teaching excellence (limited to no more than five pages), a typical lab syllabus, a sample project/assignment for which the GTA was responsible for grading.

Award for Excellence in Graduate Student Teaching: The Award for Graduate Student Teaching recognizes excellence in teaching by graduate teaching assistants who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities. Excellence in teaching may be demonstrated by evidences such as, but not limited to: awards or honors received in recognition of teaching excellence, outstanding evaluations of teaching, presentations or publications related to teaching, comments and/or evaluations from students or faculty regarding the outstanding nature of the student's teaching.

For eligibility and application requirements, see http://www.graduate.ucf.edu/Student_Awards/

Academic Honesty

As a graduate student, you are expected to display the highest standards of academic and personal integrity. The university does not tolerate academic dishonesty in any form. Cases of academic impropriety of any type will be dealt with in accordance with the Rules of Conduct and the Disciplinary Process for the University of Central Florida, as described in the latest edition of the Golden Rule (www.goldenrule.sdes.ucf.edu). You are expected to be familiar with the Golden Rule.

Sexual Harassment

From your own experience as a student, you may already be sensitized to the need to avoid any appearance of sexual harassment of your students. Sexual harassment is strictly prohibited at UCF. The University of Central Florida values diversity in the campus community. Accordingly, discrimination on the basis of race, sex, national origin, religion, age, disability, marital status, parental status, veteran's status, sexual orientation, or genetic information is prohibited.

Sexual harassment, a form of sex discrimination, is defined as unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or enrollment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual; or

- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or enrollment, or creating an intimidating, hostile, or offensive working or academic environment.

Occurrences will be dealt with in accordance with the guidelines above and university rules. Employees, students, or applicants for employment or admission may obtain further information on this policy, including grievance procedures, from the Equity Coordinator. The Director of the Office of Institutional Equity (OIE) is the campus Equity Coordinator responsible for concerns in all areas of discrimination. The office is located on the main campus, in the Wayne Densch I Building (#38), Orlando, FL 32816-0030. The phone number is 407-823-1336. Policies and guidelines are available online at <http://eeo.ucf.edu/>.

Official Handling of Complaints

Both as a student and as a Graduate Assistant, you will need to familiarize yourself with two documents pertaining to conduct. The *Golden Rule* is the university's policy regarding nonacademic discipline of students and limited academic grievance procedures for graduate (grade appeals in individual courses, not including thesis and dissertation courses) and undergraduate students. Information concerning *The Golden Rule* can be found at www.goldenrule.sdes.ucf.edu/. Section 11, "Student Academic Behavior," addresses appeals of graduate program actions or decisions.

As a GTA you could be the subject of an academic grievance filed by a student. The University-wide academic grievance procedures are found in the [Golden Rule student handbook](#). If a student has a grievance, you should confer immediately with your department head, because there is already in place a system for handling such situations.

Ombuds Office

The University Ombuds Office provides all members of the university community (students, staff, faculty, and others) an informal, independent, confidential, neutral office that offers assistance and impartial advice regarding concerns related to the University. The University Ombuds Officer will listen to concerns and will facilitate resolution of problems. All proceedings in individual cases will be held confidential by the Ombuds Officer, unless authorized by the complainant or otherwise required by applicable law, including without limitation, Chapter 119, Florida Statutes. The Ombuds Office is located in Millican Hall, Suite 243, Room 247. The office phone number is 407-823-6440.

The Ombuds can:

- Listen to your complaint
- Clarify university policy
- Answer questions concerning appropriate channels
- Assist with problems that have not been resolved by other offices
- Informally look into your complaint
- Make referrals to individuals who can address your concern
- Help define options that are available to you

- Recommend changes to university policy, rules, or procedures that are outdated, unclear, or ineffective
- Open avenues of communication; facilitate conversations
- Offer a SAFE place to discuss your concerns

Vacation, Sick Leave, Unemployment Compensation

As a part-time employee, you are not eligible to accumulate vacation time or qualify for sick leave. However, in case of illness, normally you can expect someone in your department to fill in for you, as you would do for others in the same circumstance. Notify department support personnel so that, for instance, a class can be canceled. You will observe the same school holidays as regular faculty members. Since unemployment compensation does not apply to full-time students, Graduate Assistants are not eligible for such compensation.

Parking Services

All students, faculty and staff who wish to park on campus must register their vehicle and obtain a parking permit from [Parking Services](#). As a Graduate Assistant, you must purchase a Student “D” parking pass, which allows parking in all D (green) parking lots and unreserved parking garages. There are two types of permits: decal stickers and hang-tag stickers. The hang-tag stickers generally cost a little more but may be transferred between vehicles. The tags are NOT TRANSFERABLE between owners. Parking Services is located in Garage B and can be contacted at 407-823-5812 or by e-mail at decals@ucf.edu

Where to Eat

There are a number of places to eat on campus as well as a variety of options nearby on University Boulevard and Alafaya Boulevard. On campus, there are two main, all-you-care-to-eat dining cafeterias that accept meal plans or cash. The Marketplace, located in Ferrell Commons, is a dining hall that offers a changing menu centered around 8 stations. Knightro’s is located on the North end of campus by the CFE Arena and features 9 stations: Chef’s Plate, Deli, Produce Market, Pizza, Vegetarian, Smoothie, Dessert, Soup and Grill.

Other main food options are housed in the John T. Washington Center, the John C. Hitt Library, and the Student Union. The Washington Center has a Chick-fil-A as well as different food options in the Starbucks located in the Barnes & Noble bookstore. There is a Java City located in the John C. Hitt Library that offers ready-made sandwiches, snacks, coffee, and smoothies. The Student Union houses a food court that includes Huey Magoo’s Express, Nathan’s Famous, Asian Chao, Greens Salad Bar, and a Domino’s Pizza. There is also a Joffrey’s Coffee, Subway, Qdoba, Smoothie King, Mrs. Field’s Bakery, and Knightstop, which has a variety of sushi and snack offerings. The Student Union also houses Wackadoo’s, one of the two campus eateries that serve beer. The other is Burger U, located on the North end of campus next to the Barnes & Noble by the CFE Arena.

There are three Starbucks Coffee locations on campus, one in the Barnes & Noble bookstore in the John T. Washington Center, one in the Health and Public Affairs Building (HPA1), and one in the Barnes & Noble bookstore located adjacent to the CFE Arena. There are two Einstein’s

Bagels locations as well: one is housed in the Education Building and the other is located in the Business Administration building.

In Knights Plaza, located by the CFE Arena, you will find a Dunkin Donuts, Domino's Pizza, Subway, Jimmy John's, Kyoto Sushi and Grill, and a Starbucks Coffee located in the Barnes & Noble bookstore.

INFORMATION FOR GRADUATE TEACHING ASSISTANTS

The Graduate Teaching Assistant at the University of Central Florida occupies a unique position and serves an invaluable function for the University. As a GTA, you will gain professional experience in teaching while earning financial support for your studies. The University also benefits, for you become an essential member of the corps of qualified individuals who assist in instruction.

You can be a positive academic influence on undergraduates who are unsure of their majors; they may get their first exposure to a field of study through a class or a laboratory section you teach. Your knowledge and enthusiasm may inspire interest and even help a student to choose a major. Although it is not your responsibility to do formal academic counseling, you should know where and to whom a student could go for such information, particularly in your own department.

While these exciting possibilities lie in front of you, it is equally important for you to maintain a balance between your roles as student and teacher. Your goal must be to discover a workable system for performing equally well in both important roles. The University Counseling Center offers several seminars each semester on coping with graduate school and balancing the stress of wearing many hats. There are also several other programs and services available on campus to assist you in teaching as well as balancing the demands of graduate school.

Training Programs for GTAs

To support the university's teaching mission and help you prepare for your teaching experiences, the university requires graduate students who will serve as graduate teaching associates, assistants, and graders to complete training prior to assuming their GTA responsibilities. These training modules cover University rules and regulations, classroom management strategies, and basic procedures for syllabus construction, grading, and managing your course. In addition, graduate students with English as a second language who will serve as graduate teaching associates or assistants (job codes 9183 or 9184) must achieve a passing score on the SPEAK Test prior to assuming their GTA responsibilities. More information can be found at: https://funding.graduate.ucf.edu/GTA_Training_Requirements/.

GTA Training requirements apply to all students who will be appointed as GTAs (job codes 9183 Associate, 9184 Assistant, 9187 Grader). SPEAK Test requirements apply to all international students admitted to the university Fall 2004 or later who will be appointed as associates or assistants (9183 or 9184).

Depending on your GTA assignment, you may need to complete additional training beyond graduate teaching.

In addition, the Pathways to Success Program for graduate students includes Graduate Teaching Workshops to help you continue to develop your teaching knowledge and skills. For more information, see [Pathways to Success](#).

Environmental Health and Safety

The [Environmental Health and Safety Department](#) offers Research Safety Online Courses for individuals working in a laboratory for the first time, working in a laboratory with biological materials, and/or working in a laboratory with radioactive materials. Consult with your department to see which training courses you need to take. The EHS office offers the following training courses:

- Biological Safety Orientation
- Biological Safety Refresher (required annually for those working in a laboratory with biological materials)
- Laboratory Safety Orientation
- Laboratory Safety Refresher (required annually for those working in a laboratory)
- Radiation Safety Orientation
- Bloodborne Pathogens for Healthcare and Laboratories

For more information, see <http://ehs.ucf.edu/training/canvas.html> or contact EHS at 407-823-1470.

Student Perception of Instruction

Students will be given the opportunity to complete an online Student Perception of Instruction (SPI) form for each of their classes near the end of each semester. The students are notified of the need to complete the form(s) when they access the myUCF portal. Student responses are anonymous and are not provided to the colleges and faculty members until after the semester is over. If you receive funding as a Graduate Teaching Associate (job code 9183), you will be the instructor of record for a class in your department and will receive the results of your student evaluations after the semester is over. The Faculty Center for Teaching and Learning has an excellent resource page for the [Student Perception of Instruction](#). This page has instructions for filling out the forms as well as an overview of what types of questions are asked.

How do you interpret the results from these evaluations? The Student Perception of Instruction allows students to evaluate your teaching across a number of different dimensions. These results are useful for modifying the class in the future and for indicating what areas you excel in as an instructor and what areas might need improvement. The SPI also allows you to consider your results in the context of teaching evaluation results for your department and your college. For items that you receive high marks (a 4 or 5), take note of what is working and keep doing it. For items receiving low marks (a 1 or 2), take note of problems in these areas. What specifically could you change for the next time you teach this class? Did the students find you to be disorganized, confusing, not interested in the topic? The open response sections are often a good

place to look to understand the ratings in the closed response section. You may also want to consult with your assigned faculty advisor to discuss the results of your SPI. Be sure to ask yourself how your responses compare to the rest of your department and the rest of your college so you can gain a better sense of how you stand in the context of your discipline area.

Faculty Center for Teaching and Learning

The [Faculty Center for Teaching and Learning](#), located in Classroom Building 1, Room 207, is an invaluable resource for faculty and graduate teaching assistants/associates. On their website, you can find information on classroom management, course design, selected pedagogies, as well as semester essentials and basic information for new instructors. Staff members at the Faculty Center administer the Graduate Teaching Associate training workshop and are available to provide assistance on a number of teaching-related matters.

Each semester, the Faculty Center also offers the Preparing Tomorrow's Faculty program for current and aspiring Graduate Teaching Assistants. Students complete a series of online modules, assemble a first draft of their teaching portfolio, and engage in a learning community facilitated by Faculty Center staff. Texts are provided, and the program is free to participants.

Topics include:

- Course design
- Modes of delivering instruction
- Learning theories and models
- Teaching methods
- Assessment and feedback
- Professional survival skills, ethics, legal issues
- Classroom management

Priority admission to the course will be granted according to these criteria:

1. Graduate Teaching Associates (instructors of record)
2. Graduate Teaching Assistants
3. GTA-Graders
4. Others

More information can be found on the Faculty Center website (www.fctl.ucf.edu) or by e-mailing fctl@ucf.edu.

SERVICES ON CAMPUS

Career Services

UCF Career Services contributes to the university's goal of offering high quality undergraduate and graduate education and student development by providing centralized, comprehensive and coordinated career development, experiential learning and employer relations programs. These integrated programs help students effectively plan careers; integrate their academic studies to work and to the community; develop personal, academic and work competencies, make effective career and related academic decisions; acquire career-related experience; gain professional employment; and plan for graduate or professional school. These programs and services are available through walk-in assistance, scheduled appointments, workshops, and major events. Career Services is located on Memory Mall.

Counseling Services

The University of Central Florida Counseling Center is the only free of charge campus agency designated to provide comprehensive psychological services to university enrolled students. The center seeks to strengthen student learning by minimizing interruption of the learning caused by mental health concerns, assisting with the academic skills needed to successfully matriculate through the university. In addition, the center offers crisis intervention, career assessment and counseling, presentation services, professional consultation, and graduate training. The staff is comprised of licensed (or licensed eligible) psychologists and mental health counselors, and graduate interns who provide both a confidential atmosphere and a safe environment in which students may explore and resolve issues of concern. The center offers services in an atmosphere that is welcoming and comfortable for all students regardless of race, gender, ethnic background, age, sexual orientation, citizenship, or physical status. The center maintains and assures confidentiality as provided by law. The center is open Monday through Friday and operates on an appointment basis. For additional information, visit the website at <http://caps.sdes.ucf.edu/>.

Creative School for Children

The Creative School for Children (Educational Research Center for Child Development) provides an educational program, including kindergarten-first grade, for children two through five years old. The daily program is planned and conducted by degreed teachers offering a wide variety of experiences in art, music, language, motor skills, science, math, social studies, perceptual development, socialization, and self-discovery. Planned and spontaneous field trips and special family programs are a part of the yearly schedule. Experiences in observation and training in academic areas are also made available to university students. Opportunities for educational research are available to university faculty and graduate students. The school enrolls children of university students, faculty, and staff.

The school also offers an evening program, which provides engaging and fun activities for preschool children and dedicated homework/study time for school-agers. Dinner is provided. This program operates Monday-Thursday 5:35 p.m.-9:15 p.m. To inquire about enrollment, call 407-823-2726.

Graduate Student Center

The [Graduate Student Center](#) (e-mail gradcenter@ucf.edu) provides a space for graduate students to gather for professional development, workshops, rehearsal of presentations, final defenses of their thesis or dissertation research, guest lectures and colloquia series, study, and collaborate. Located in Suite 146 Colbourn Hall, the Graduate Student Center is just minutes from the Student Union, Bookstore, Library, and Millican Hall services, and down the hall from the University Writing Center.

The Graduate Student Center contains four main areas: multipurpose study and collaboration area, presentation room, conference room, and study and data analysis rooms. The study and data analysis rooms feature 12 computer workstations with specialized software for statistical analyses, creating publication-quality figures, and other software to help support graduate students conducting and presenting their research. All PC computers have Microsoft Office 2010, Origin 8.6, Adobe Master Collection, SPSS, Amos, LaTeX, and ArcGIS. Camtasia, ChemBio Office, GAUSS, Interactive Data Language, Mat Lab, Nvivo, SAS, STATA and UCINET6 varies by computer. Selected computers have MAGic and JAWS. Computers are available on a first-come, first-served basis. Graduate students may use these study stations on a walk-in basis or reserve a specific computer workstation for up to two hours (renewable if no one else is waiting).

UCF Global

[UCF Global](#) serves as a source of information, advocacy, and support to prospective, new, and current international students and scholars at the University of Central Florida. UCF Global provides students and scholars with immigration advising and assistance in adjusting to new academic and cultural environments. Their office is located in the UCF Global Building (GB 139).

Public Safety and the UCF Police

The UCF Police Department is a full-service law enforcement agency that prides itself on providing professional services to the university community through prevention, education and enforcement. The University Police officers provide police services 24 hours a day, seven days a week to the university community. The Communications Center (407-823-5555) provides a mechanism for persons to receive assistance in the event of an immediate threat, danger, injury, fire, or criminal occurrence by calling 9-1-1. University Police are part of the county-wide “Enhanced 9-1-1” system and automatically receive calls related to campus. The system ensures that the correct emergency responder—police, medical or fire—is directed to the right place in the shortest amount of time. Since telephone numbers appear on the police computer screen, callers who are either too young or too incapacitated to give their number or location can still receive emergency assistance. Communications Operators are on duty 24 hours a day. Blue light emergency phones are located at various locations on campus to allow persons in need of assistance to contact the Police Department. All Blue Light Emergency phones dial into the Communications Center to ensure a swift response if needed.

The Victim Services Unit, located at University Towers, Suite. 450, 12201 Research Parkway, Orlando 32826 (office 407-823-2425; 24/7 HOTLINE 407-823-1200) provides services for persons impacted by crime, violence or abuse on or off the UCF campus. Services include 1) advocacy, support, and practical assistance; 2) options, information, and referrals; and 3) prevention awareness educational programming. Additional information can be viewed at <http://shield.ucf.edu> or www.victimservices.ucf.edu.

The UCF Police also operate the Safe Escort Patrol Services program which is available from 7 p.m.-1 a.m., 7 days a week. If you are staying late into the evening on campus and do not feel comfortable walking back to your car, call this service (407-823-2424) and someone will be dispatched to escort you. If it is after 1 a.m. or on the weekend, call 407-823-5555 and an officer will be dispatched, if available.

Recreation and Wellness Center

The [UCF Recreation and Wellness Center \(RWC\)](#) comprises many programs, such as Intramural Sports, Sport Clubs, Outdoor Adventure, Fitness, and Aquatics. The RWC is open to all students with a valid UCF ID; paid memberships are available for non-students. The RWC offers a vast array of state-of-the-art facilities, includes a custom climbing wall, tennis courts, sand volleyball courts, a disc golf course, numerous intramural sports fields, a leisure pool, and an outdoor lap pool. The UCF Campus Wellness Center, also housed with RWC, sponsors a wide variety of health-related classes, lessons, and programs throughout the year. The RWC Fitness Program is comprised of six areas: Adaptive and Inclusive Recreation and Assisted Workout, Fitness Assessment, Fitness Orientations, Group Exercise, Personal Training, and Fitness Programs. Playing fields and tennis courts adjacent to the center are available to students when not in use for scheduled events. The RWC staff also operates the Lake Claire recreation area, which is located just north of Greek Row. Lake Claire offers picnic facilities, watercraft, and a nature trail.

Student Accessibility Services

[UCF Student Accessibility Services](#) is located in Ferrell Commons, Room 185 and provides information and individualized services consistent with the student's documented disability. Such services may include, but are not limited to, orientation to campus facilities and services, assistance with classroom accommodations, assistance with course registration, disabled parking decals, counseling, and referral to campus and community services for students with disabilities. The office can be contacted at 407-823-2371.

Student Union

Known as the "Heart of Campus," the Student Union sits at the center of the University of Central Florida's Orlando Campus. The Union provides space for students and members of the UCF community to study, socialize, eat, host events, attend meetings, and engage in campus life. This facility provides a home to many vibrant university departments, access to key student services, and collaborative spaces for students to connect on campus. In addition, the Union offers over 26,000 square feet of meeting and event space, with the ability to host various campus events, seminars, conferences, banquets, and various other functions.

University Writing Center

The [University Writing Center \(UWC\)](#) offers support for undergraduate and graduate students seeking assistance with writing. Peer consultants in the UWC take a semester-long course to learn to tutor writing, then participate in weekly ongoing training and professional development in order to assist students with writing from a variety of disciplines and genres, including term papers, conference proposals, annotated bibliographies, literature reviews, grant proposals, resumes, and application essays. Consultants provide feedback and assistance at every stage of the writing process, including gathering and interpreting sources, drafting, revising, integrating and citing sources, and learning to proofread and edit. To work with a writing consultant, students can make an appointment either by clicking the TutorTrac logo on the UWC website or calling 407-823-2197. The Writing Center is located in Colburn Hall, Room 105.

Veteran's Academic Resource Center

The [Veterans Academic Resource Center \(VARC\)](#) recognizes and supports student veterans as they the transition from military to student life. The VARC, a unit of the Registrar's Office, is a collaboration among the offices of Career Services, the Counseling Center, Student Academic Resource Center, Student Disabilities Services, and Transfer and Transition Services, and provides the home for Veteran Services. VARC has been designated as a Center for Excellence for Veteran Student Success and is partially funded by a grant from the U.S. Department of Education Fund for the Improvement of Postsecondary Education (FIPSE).

Located at UCF Knights Plaza/Arena, across from Barnes & Noble@UCF, VARC is open 9:00 a.m. to 5:00 p.m. Mondays, Thursdays, and Fridays; 8:30 a.m. to 5:00 p.m. Tuesdays and Wednesdays, and provides study, tutor and lounge areas for student veterans and programs and events designed specifically for student veteran needs.

Veteran Services

[Veteran Services](#), located in the VARC (UCF Knights Plaza/Arena, across from Barnes & Noble@UCF) serves all veteran students and eligible dependents who are using VA educational benefits to further their education. The office provides information concerning entitlements, filing claims to the Department of Veterans Affairs (DVA), certifying enrollment at the University, and deferring tuition and fee payments. The office also provides related counseling for personal and academic concerns and referral to various community agencies. Veterans and eligible dependents must be certified through Veteran Services each term to receive VA educational benefits. The office monitors the academic progress of all those receiving VA educational benefits. All veterans and eligible dependents are urged to consult Veteran Services early in the UCF admissions process.

Students eligible for VA educational benefits must certify each term with Veteran Services after they enroll for classes. To maintain eligibility for VA education benefits, students must adhere to the policies and procedures VA educational benefits. A copy of the Student Veteran Handbook can be obtained on the GI Bill website.

Students eligible for VA educational benefits may also be eligible for a VA deferral of tuition and fees. The VA Deferment due date is contained in the Academic Calendar. Students are eligible for the deferment if certified during the first week of classes or earlier.

To continue to be able to receive VA educational benefits, students must maintain satisfactory academic progress and conduct. Accordingly benefits will be terminated for individuals who are disqualified, excluded, suspended, or expelled from the University. If reinstated by the University following disqualification, exclusion, suspension, or expulsion, the veteran or eligible dependent must contact Veterans Services to have their VA educational benefits reactivated.