



UCF

NAVIGATING UCF

MICHELE MORRELL

Assistant Director, Parent & Family Programs
First Year Experience



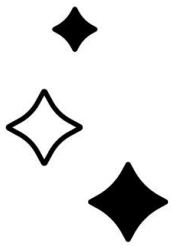
UCF

UNIVERSITY OF
CENTRAL FLORIDA



OUR AGENDA

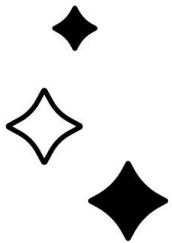
- **Who's Who**
- **UCF Systems**
- **Important Policies to Know**
- **Why This Is Important to You**



WHO'S WHO



- **University President**
- **Provost and Administration**
 - *Vice Presidents*
- **Colleges**
- **Academic Success Coaches**
- **Faculty**
- **Administrators/Staff**
 - *Dean of Students*
 - *Ombuds Office*
 - *Student Care Services*
 - *First Year Experience*



UCF SYSTEMS



UCF

UNIVERSITY OF
CENTRAL FLORIDA



myUCF Menu

- ▶ Academic Resources
- ▶ Staff Applications
- ▶ Student Self Service
- ▶ Employee Self Service
- ▶ Manager Self Service
- ▶ Faculty/Advisor Self Service
- ▶ My Content
- ▶ Reporting Tools
- Change my NID Password
- Knights Email
- Webcourses@UCF
- UCF Home Page
- UCF COM Home Page
- UCF Company Directory
- My Preferences

Mobile Version

myUCF has additional student self-service functionality available via mobile at m.my.ucf.edu.

- About Me (Names, Addresses, Phone Numbers, Email Addresses, Emergency Contacts, Ethnicity, FERPA Restrictions, UCF Alert, UCFID Info)
- Holds and To Do List
- Housing Status
- Class Search
- Enrollment (Enrollment Dates, Shopping Cart, Add, Drop, Swap)
- My Academics (My Advisors, My Class Schedule, My Weekly Schedule, View My Grades)
- My Finances (Student Direct Deposit, View Financial Aid, View My Account)

Please use the Give Feedback option within myUCF Mobile to send us your comments. If you have questions or need assistance, please contact the Service Desk at 407-823-5117 or servicedesk@ucf.edu.

Degree Audit



myKnightAudit

Interactive progress toward Undergraduate degree program completion



Graduate Plan of Study

Provides a current status report of Graduate program requirements towards graduation



Account



Dashboard



Courses



Groups



Calendar



Inbox



History



Commons



Help



Dashboard



Epidemiology
MCB4276-22Spring 0001
Spring 2022

2

Immunology
PCB3233-22Spring 0001
Spring 2022

Developmental Psych
DEP2004-22Spring 0W60
Spring 2022

2

QBM
BSC3403C_CMB-22Spring 00...
Spring 2022

2

Molec Bio II
PCB4524-22Spring 0V61
Spring 2022

6

- ▶ Academic Resources
- ▶ Staff Applications
- ▼ Student Self Service
 - ▶ Personal Information
 - ▶ Holds & To Dos
- ▼ Student Records
 - ▶ Course Catalog & Schedule
 - ▶ Bulletin Boards
 - ▶ Academic History
 - ▶ Enrollment
- ▶ Graduate Students
- ▶ International Students
- ▶ Undergraduate Admissions
- ▶ Student Accounts
- ▶ Financial Aid
- ▶ Scholarship Application
- ▶ Housing
- ▶ Dining Services
- ▶ User Settings
- ▶ Placement Test Self-Enrollment
- ▶ Student Center
- ▶ myKnightSTAR
- ▶ Employee Self Service
- ▶ Manager Self Service
- ▶ Faculty/Advisor Self Service
- ▶ My Content
- ▶ Reporting Tools
- ▶ Change my NID Password
- ▶ Knights Email
- ▶ Webcourses@UCF
- ▶ UCF Home Page
- ▶ UCF COM Home Page
- ▶ UCF Company Directory
- ▶ My Preferences

go to ...

Search Plan Enroll My Academics

myKnight Audit

*Academic Major/Minor Selection Biomedical Sciences BS

University of Central Florida | Undergraduate

This report last generated on 04/19/2022 3:33PM

All Academic Majors/Minors

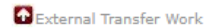
College	Plan Description	Cat Yr/Term
College of Medicine	Biomedical Sciences BS	Fall 2019

Filed ITG Spring 2022

collapse all

expand all

view report as pdf



Status: At Least One Declared Program Not Satisfied

****EXPAND FOR LEGEND AND DISCLAIMER**** (RG4796)

EN = UCF Enrolled Course
 IP = In Progress
 FC = Future Course
 Prefix/Number = Transfer Course
 TE = Test Credit (AP, IB, CLEP, etc.)
 OT = Other Credit (Military, etc.)
 I.E = International Credit

**** DISCLAIMER ****
 WARNING- This degree audit is a supplemental report under development to be used for planning and testing purposes only. This report does not yet contain all current exceptions or waivers.

This audit is not an official transcript. Some courses which have been accepted for use may not appear on this document. Final confirmation that you have met all degree requirements is subject to the approval of the University Registrar.

Application of grade forgiveness will not reflect on the degree audit until repeated course is completed. Please note that repeated courses may temporarily appear with duplicated credit. Please take this into consideration with course planning.

See your academic advisor if you have any questions about your progression or degree audit.

INCOMPLETE GRADE REQUIREMENT (RQ3214)

- ▶ Academic Resources
- ▶ Staff Applications
- ▼ Student Self Service
 - ▶ Personal Information
 - ▶ Holds & To Dos
 - ▶ Student Records
 - ▶ Graduate Students
 - ▶ International Students
 - ▶ Undergraduate Admissions
 - ▶ Student Accounts
 - ▶ Financial Aid
 - ▶ Scholarship Application
 - ▶ Housing
 - ▶ Dining Services
 - ▶ User Settings
 - ▶ Placement Test Self-Enrollment
 - ▶ Student Center
 - ▶ myKnightSTAR
- ▶ Employee Self Service
- ▶ Manager Self Service
- ▶ Faculty/Advisor Self Service
- ▶ My Content
- ▶ Reporting Tools
- ▶ Change my NID Password
- ▶ Knights Email
- ▶ Webcourses@UCF
- ▶ UCF Home Page
- ▶ UCF COM Home Page
- ▶ UCF Company Directory
- ▶ My Preferences

go to ...

Pegasus Path

Pegasus Path

Cumulative GPA 3.972 [Print](#)

UCF GPA 3.972

[UPDATE ALERTS](#)

HONORS

[Help](#) [Feedback](#) [Tutorials](#) [mySchedule Builder](#) [myKnight Audit](#) [Audit with Planned Courses](#)

▼ My Areas of Study				
Program	Plan	Catalog Year	Planner Available	Primary Major
College of Medicine	Biomedical Sciences BS (MAJ / BS)	Fall 2019	Yes	Yes

▼ Preferences

Fall 2022 12.00 units

To make the best possible suggestions, Pegasus Path needs to know which terms you plan to attend and how many units you plan to take each term. Default hours and terms are based on recommendations related to your declared programs. Please edit your Preferences if they are not correct. You may update Preferences at any time.

Please check prerequisites for each course in the CURRENT catalog for the term you plan to take it.

Consult the 'Audit with Planned Courses' link above to view your myKnight audit including your course selections made below. This will display how your future course plan will meet requirements within your degree.

[EDIT MY TERMS & UNITS](#)

[ARRANGE MY PLAN](#) [PEGASUS PATH REPORT](#) [WHAT-IF REPORT](#) [REFRESH SUGGESTIONS](#) [CLEAR LOCKS](#)

Below you will find course work based on the remaining requirements for your major(s) and minor(s). [What is a Lock?](#)
 Please note that not all plans may be available at this time.

Fall 2022

Planned Units 4.00 Target Units 12.00

Requirement	Notes	Critical Course	Units	Selection	Info	Select	Lock	Advisor Message	Remove
GEP 7 - MAC 2311C Calculus with Analytical Geometry			4	MAC 2311C		Select	<input type="checkbox"/>		

[Add Course](#)

[Go to Top](#)

Pegasus Path is a tool used to assist students and advisors in arranging courses for degree completion. The order of courses presented does not guarantee a degree will be awarded by the timeline presented. Students should refer to their myKnight Audit and

UCF POLICIES



UCF

UNIVERSITY OF
CENTRAL FLORIDA

UCF POLICIES

- **FERPA:** Family Education Rights & Privacy Act
- **HIPAA:** Health Insurance Portability & Accountability Act
- **Financial Aid Policy**
- **Other State Policies**

- ▶ Academic Resources
- ▶ Staff Applications
- ▶ Student Self Service 
 - ▶ Personal Information
 - ▶ Holds & To Dos
 - ▶ Student Records
 - ▶ Graduate Students
 - ▶ International Students
 - ▶ Undergraduate Admissions
 - ▶ Student Accounts
 - ▶ Financial Aid
 - ▶ Scholarship Application
 - ▶ Housing
 - ▶ Dining Services
 - ▶ User Settings
 - ▶ Placement Test Self-Enrollment
 - ▶ Student Center
 - ▶ myKnightSTAR
- ▶ Employee Self Service
- ▶ Manager Self Service
- ▶ Faculty/Advisor Self Service
- ▶ My Content
- ▶ Reporting Tools
- ▶ Change my NID Password
- ▶ Knights Email
- ▶ Webcourses@UCF
- ▶ UCF Home Page
- ▶ UCF COM Home Page
- ▶ UCF Company Directory
- ▶ My Preferences

Carson Lewis

go to ...  

Personal Information | **Security** | Participation

FERPA Restrictions | Record Release Authorization

FERPA Restrictions

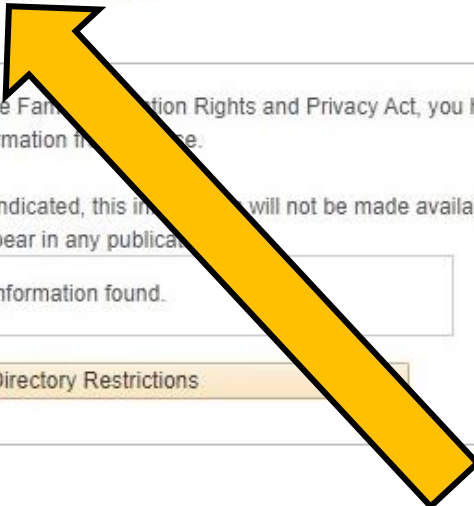
Under the regulations defined by the Family Education Rights and Privacy Act, you have chosen to restrict the following information from release.

Please note that unless otherwise indicated, this information will not be made available to any oral or written request nor will it appear in any publication.

No current FERPA restriction information found.

[Edit FERPA/Directory Restrictions](#)

 [Go to top](#)



- ▶ Academic Resources
- ▶ Staff Applications
- ▼ Student Self Service
 - ▶ Personal Information
 - ▶ Holds & To Dos
 - ▶ Student Records
 - ▶ Graduate Students
 - ▶ International Students
 - ▶ Undergraduate Admissions
 - ▶ Student Accounts
 - ▶ Financial Aid
 - ▶ Scholarship Application
 - ▶ Housing
 - ▶ Dining Services
 - ▶ User Settings
 - Placement Test Self-Enrollment
 - Student Center
 - myKnightSTAR
- ▶ Employee Self Service
- ▶ Manager Self Service
- ▶ Faculty/Advisor Self Service
- ▶ My Content
- ▶ Reporting Tools
- Change my NID Password
- Knights Email
- Webcourses@UCF
- UCF Home Page
- UCF COM Home Page
- UCF Company Directory
- My Preferences

Carson Lewis

go to ...

- Personal Information
- Security
- Participation
- FERPA Restrictions
- Record Release Authorization

Record Release Authorization

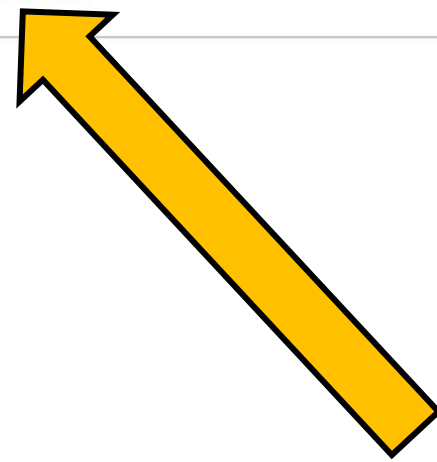
This **Online Record Release** process authorizes the release of personally identifiable information, education records, and financial records to the third parties you, the student, give permission to. You must complete all items on the next page. *By completing this you understand that this does not create a new User ID and Password to access your education records via myUCF.*

Please note: requests for copies of grades requires a **UCF Official Transcript**, which carries a processing charge. For details, contact the Registrar's Office (**407-823-3100**) or the web site at <http://registrar.ucf.edu/transcript-request>

No current FERPA restriction information found.

Create New Release Authorization

Go to top



- ▶ Academic Resources
- ▶ Staff Applications
- ▶ Student Self Service
 - ▶ Personal Information
 - ▶ Holds & To Dos
 - ▶ Student Records
 - ▶ Graduate Students
 - ▶ International Students
 - ▶ Undergraduate Admissions
 - ▶ Student Accounts
 - ▶ Financial Aid
 - ▶ Scholarship Application
 - ▶ Housing
 - ▶ Dining Services
 - ▶ User Settings
 - ▶ Placement Test Self-Enrollment
 - ▶ Student Center
 - ▶ myKnightSTAR
- ▶ Employee Self Service
- ▶ Manager Self Service
- ▶ Faculty/Advisor Self Service
- ▶ My Content
- ▶ Reporting Tools
- Change my NID Password
- Knights Email
- Webcourses@UCF
- UCF Home Page
- UCF COM Home Page
- UCF Company Directory
- My Preferences



Record Release Authorization

Choose the record(s) for which you authorize release, and designate one specific person, or one specific organization or agency to release the record(s) to. That one specific person can be yourself, if you are being advised remotely. Multiple persons and or multiple organizations/agencies will require multiple authorizations.

You must complete all areas including the name and address of the person (including yourself, if you are being advised remotely) or organization/agency to disclose to, the purpose of the disclosure, and if the disclosure may be made by phone, in person, or by email. If you choose to have your record(s) disclosed by phone or by email, you must provide a passcode that the person or organization/agency will need to provide prior to the disclosure or discussion of your record(s).

If there are records you wish to be released that are not on the list below, you will need to go to the Registrar's Office in Millican Hall, room 161 and request the paper version of the Records Release Authorization form. The release of disciplinary records information on Student Conduct Holds requires the completion of a disciplinary records waiver from the Office of Student Rights and Responsibilities.

You must click "**SAVE**" at the bottom of the page to finalize your authorization.

Authorization Status: ▲ New

Records I authorize for release:

- GPA (Requests for term grades requires transcript)
- Academic Petitions
- Financial Aid
- Student Accounts charges, payments, and refunds
- Academic Standing
- Current Term Course Schedule
- Residency Status (In-State Student/Out-of-State)
- Gender
- Knights Email Address
- Other Email Address
- Test Scores (AP, IB, CLEP, SAT, GRE)
- Advising Notes
- Holds (reasons and amounts)
- 1098-T Tax Information
- Readmission
- Graduation and degree progress
- Grades

I authorize the following Person, Organization or Agency to discuss the above records with UCF personnel:

Name:

Address:



Authorization to Release Protected Health Information

Date Range of Records Request: to -OR- Complete Record (All Records All Dates)

Type of Records: Progress Notes Labs Medication List Radiology report/images Billing Other (Please specify)

Method of Delivery: Portal E-Mail Fax (Medical Facilities only) Mail Pick-up

Purpose of Disclosure: Continuity of Care Other

Selecting *Consent to Discuss* allows UCF SHS to discuss your medical care, treatment, billing, services, etc. to whomever is designated on the form. The Security Question can be anything as simple as "What is the family dog's name?" Choose a question and answer that only you and the designated individual would know.

Consent to Discuss (security question) **Answer:**

Requested records will **NOT** include the following information unless initiated

HIV/AIDS Psychiatric Records Drug and/or Alcohol Abuse STD Sexual Assault Records

The confidentiality of these records is required under U.S. Public Law 104, 42 CFR Part 2, and Florida State Law. This material shall not be transmitted or re-disclosed to anyone without written consent or authorization as provided in these statutes. **Please note: Any records released will include a current medication list that may be related to the above information.**

Entity Releasing Information

Name:
Address:
Phone: Fax:
Email:

Entity Receiving Information

Name:
Address:
Phone: Fax:
Email:

- I understand if the requester or receiver is not a health plan or health care provider, the released information may no longer be protected by federal privacy laws and may be re-disclosed.
- I understand that I may ask and get a copy of this authorization after I sign it.
- UCF Student Health Services may not deny treatment, payment, enrollment or eligibility for benefits based on whether or not I sign this authorization.
- I understand that I may revoke this authorization at any time by notifying the providing organization in writing, but if I do, it won't have any effect on any actions UCF Student Health Services took before they received the revocation.
- I understand that this authorization will expire 1 year from date signed unless another date is specified for continuous exchange of information. Expiration Date:

Print Name: Date:
Patient Signature: Date of Birth: UCF ID#:
Signature of Parent or legal Guardian: Date:
Witness Name & Signature: Date:

Revocation of Authorization

If you would like to revoke your authorization at any time please email medrecords@ucf.edu requesting revocation of authorization. Request must be from your UCF email.

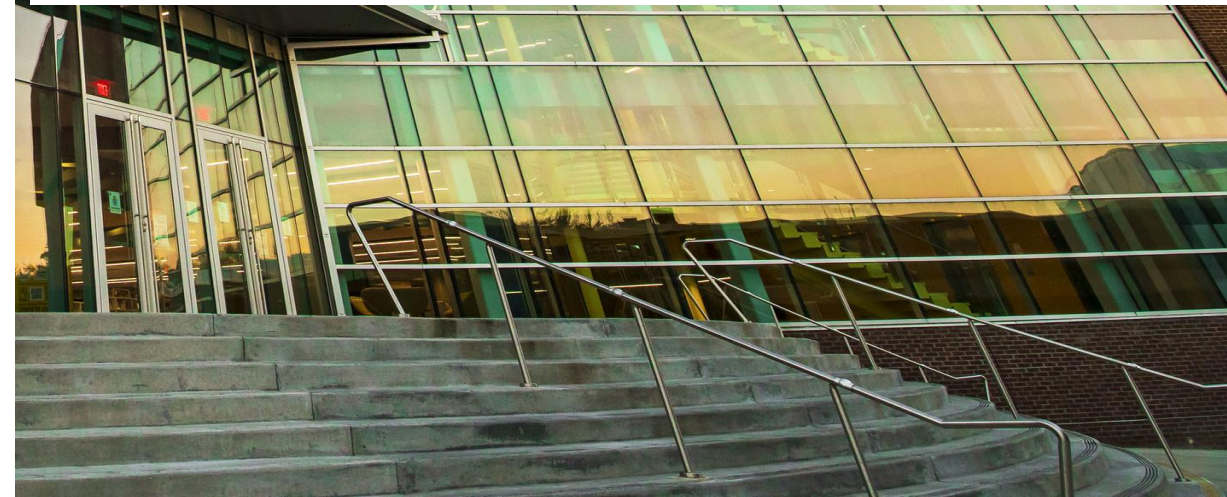
*****CONFIDENTIALITY NOTICE*****

The documents accompanying this telecopy transmission contain confidential information belonging to the sender that is legally privileged. This information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or action taken in reliance on the contents of these documents is strictly prohibited. If you received this telecopy in error, please notify the sender immediately to arrange for return of these documents.

<https://studenthealth.ucf.edu/forms/>

Health Privacy & Medical Records

- [Authorization to Release Protected Health Information](#) ★
- [Authorization to Release Dental Records](#)
- [Consent to Treat a Minor - See Immunization Form, Section D](#)
- [Notice of Privacy Practices](#)
- [HIPAA Privacy Request Form](#)
- [Advanced Directives - \(directs to third-party website\)](#)



ACADEMIC BASICS



UCF

UNIVERSITY OF
CENTRAL FLORIDA



ACADEMIC BASICS

- **Colleges**
- **Majors and Minors**
- **Curriculum**
- **Academic Success Coaches**
- **Registration**



mySchedule Builder

1 LOG IN

Log into myUCF
Click Student Center
Click "mySchedule Builder"

Samantha's Student Center

Academics

- [Search](#)
- [Plan](#)
- [Enroll](#)
- [My Academics](#)
- [mySchedule Builder](#)**

other academic... >>

[Enrollment Bulletin Board](#)

This Week's Schedule

Class	

2 LAUNCH "mySchedule Builder"

"Click Here" To Easily Plan Your Class Schedule

mySchedule Builder

i The mySchedule Builder helps you plan your class schedule. You disable the pop-up blocker of your internet browser to successful mySchedule Builder.

Instructions:

1. Click the **OPEN MYSCHEDULE BUILDER** button to open the mySchedule Builder in a pop-up window.
2. Return to this window after clicking 'Send Schedule to Shopping Cart'
3. Visit the **COURSE ENROLLMENT** page from your Student Center to continue.

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

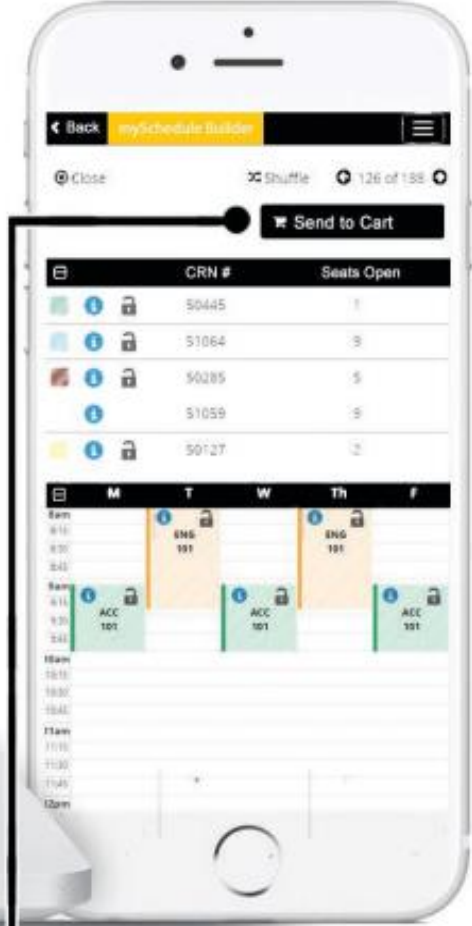
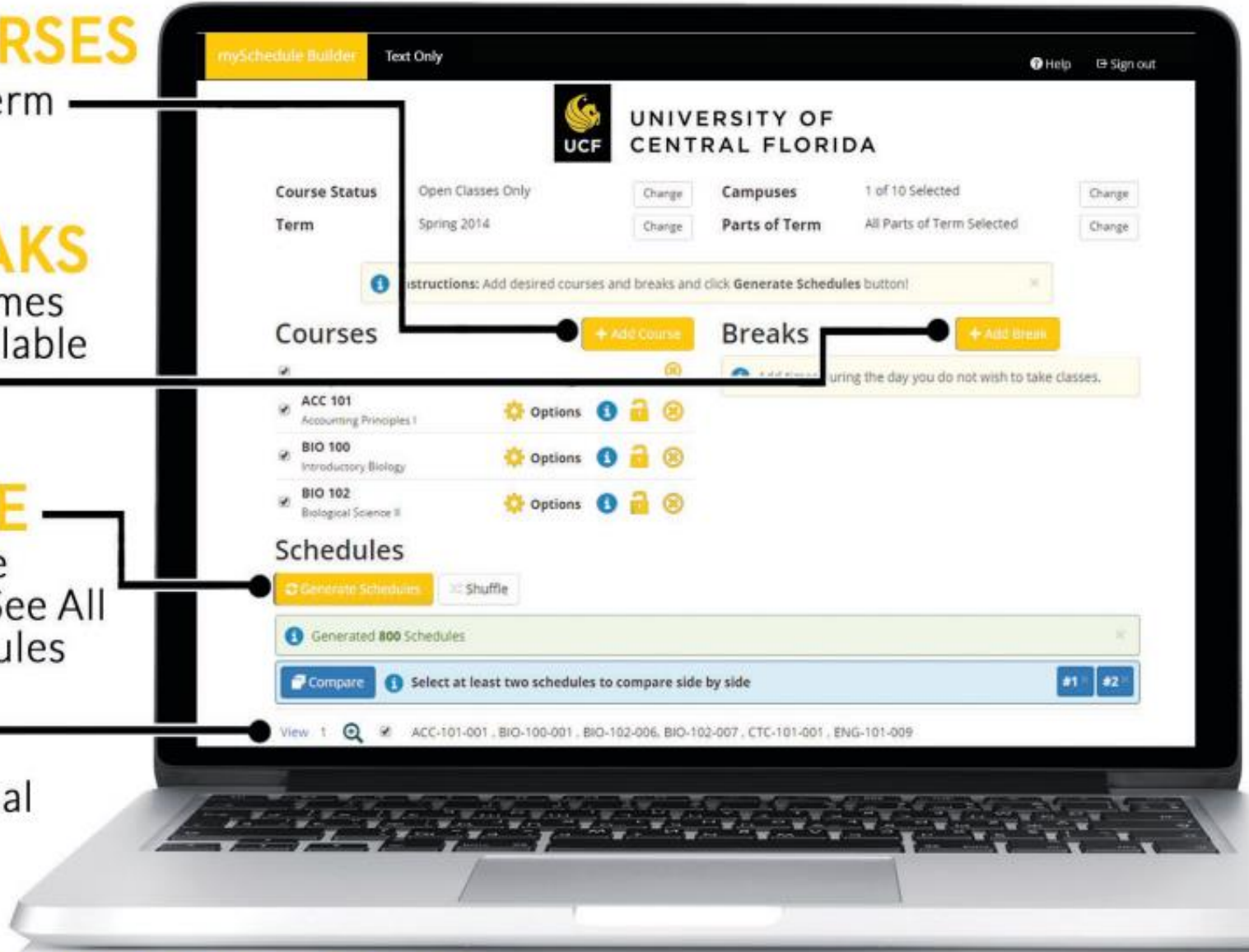
3 ADD COURSES To Take Next Term

4 ADD BREAKS To Block Off Times You Are Unavailable For Class

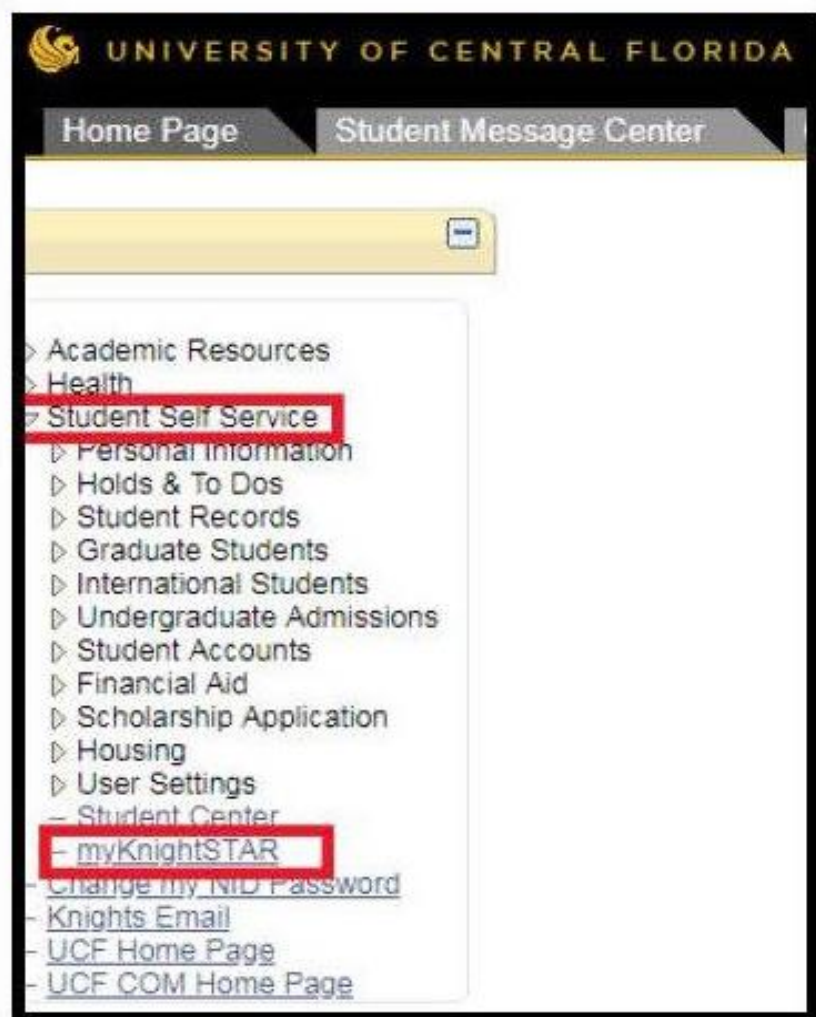
5 GENERATE Click "Generate Schedules" To See All Possible Schedules

6 VIEW To See Individual Schedules In Detail

7 SEND TO SHOPPING CART From the "View" Schedule Screen, Click the "Shopping Cart" Button to Begin Registration



Student Online Scheduling via myKnight STAR



1. Login to [myUCF](#)
2. Access your **Student Self Service** menu and then select **myKnight STAR**
3. You will now be brought to the Student Home page of myKnight STAR. You will see your current class schedule on your home page. Select the **Schedule Appointment** button on the right.



Select your advisor

Your appointment will be scheduled with your assigned advisor in CAHSA.

New Appointment

All Filters

[Start Over](#)

What type of appointment would you like to schedule?

Advising

Service

CAHSA - Undergraduate Advising

Pick a Date [?](#)

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

[Advising](#)

[CAHSA - Undergraduate Advising](#)



Elizabeth Tamaro

College of Arts and Humanities Student Advising

Trevor Colbourn Hall (TCH) 159

Thu, Nov 4th

8:30 - 9:00 AM

9:00 - 9:30 AM

9:30 - 10:00 AM

10:00 - 10:30 AM

10:30 - 11:00 AM

4:00 - 4:30 PM

Mon, Nov 15th

11:00 - 11:30 AM

2:30 - 3:00 PM

3:00 - 3:30 PM

3:30 - 4:00 PM

4:00 - 4:30 PM

Tue, Nov 16th

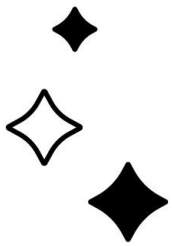
9:00 - 9:30 AM

9:30 - 10:00 AM



OUR AGENDA

- **Who's Who**
- **UCF Systems**
- **Important Policies to Know**
- **Why This Is Important to You**





ACTION ITEMS

- 1. Defining your student's support system**
- 2. Talk about how you will communicate information**
- 3. Talk through hypothetical detours and bumps in the road**
- 4. Keep calm and Go Knights!**





ucfparents@ucf.edu



Michele.Morrell@ucf.edu
Parent and Family Programs
(407) 823-5105



RESOURCES

- **Dean of Students:** <https://osrr.sdes.ucf.edu/contact/>
- **Ombuds:** <https://www.ombuds.ucf.edu/>
- **Student Care Services:** <https://scs.sdes.ucf.edu/>
- **First Year Experience:** <https://fye.sdes.ucf.edu/>
- **FERPA:** <https://registrar.ucf.edu/ferpa/>
- **HIPAA:** <https://studenthealth.ucf.edu/records/>

All Things Academics starts at 10:30am