

Advising

1. *How do I schedule an appointment?*
 - a. **Call 407-823-2141**
2. *Can I schedule a phone appointment for advising?*
 - a. **Yes**, please call the above number and ask for a phone appointment.
3. *Can a peer advisor help me?*
 - a. **Yes**. Our peer advisors are trained in all advising except specialized forms and final semester graduation checks. Please call our office at 407-823-2141 to learn the peer advising schedule.
4. *I would like advising on my pre-professional application, can this office help?*
 - a. No, please contact **Office of Pre-Health/Pre-Law Advising** (407-823-3033, TCH 205). They specialized in this type of advising.
5. *What kind of jobs can I get after graduation with my biology degree?*
 - a. **Career Services** (407-823-2361) will gladly help you make a plan for your future and edit your resume.
6. *I need Satisfactory Academic Progress form filled out, what should I do?*
 - a. Please call and make an **appointment**. This form is not able to be filled out during the duration of a walk-in.
7. *I need a Sciences Academic Plan form filled out, what should I do?*
 - a. You can either call and make an appointment or come in during walk-ins. This is a shorter form that can easily be completed during a walk-in.
8. *Prospective Students: I am a high school student interested in the Biology major or within a different major or university considering switching my major to biology, who can I talk to about this?*
 - a. We are the department you should talk to! You can call 407-823-2141 for our walk-in hours and appointment availability.
9. *Prospective Students: I am within the biology major and wish to talk to someone about switching my major to something OTHER than biology.*
 - a. Contact the department of the major you are interested in, we are only able to advise on the requirements of our own department.
10. *I am considering withdrawing from a course, what effect will this have on me?*
 - a. A “W” will appear on your transcript for the attempt of the course in this semester, but your GPA will not be affected. There is no refund of tuition when a

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student opts to withdraw from a course. A withdrawal is completed on myUCF through the Student Self Service Center.

- b. If you are receiving financial aid, you should review the Office of Student Financial Assistance website at <https://finaid.ucf.edu/general-info/withdrawals/> to see how your aid will be affected. If you have any questions on your aid, please contact Financial Aid at (407) 823-2827 or finaid@ucf.edu.

11. *I received an email notifying me that I will be dropped from a course that I enrolled in, why did this happen?*

- a. It is most likely because you met the prerequisites for the course when you originally enrolled but no longer meet those requirements, you will have to find a new course or provide proof of the prerequisites being met.

Overrides

1. *What types of Overrides are there?*

- a. **Class Limit:** Opening up extra seats in a course that is closed. Requires professor consent and Jenna/Undergraduate Advisor approval required.
 - i. **NOTE:** This type of override is unavailable in many situations, most class limits are determined by the fire code for that classroom which cannot be exceeded.
- b. **Prerequisites:** Student has taken the prerequisites for a course but the myUCF registration system isn't recognizing them.
 - i. You must bring with you a printed degree audit or other unofficial transcripts showing that you meet all of the requirements of the course.
 - ii. Examples:
 1. The prerequisites were taken at a different institution
 2. The prerequisite can be taken simultaneously with the course itself (Co-requisite), an example of this is Genetics and Chemistry 2 for students not in their first semester.
 3. Any other situation where you receive a "prerequisite error" on myUCF
- c. **Consent:** Student provides a physical copy of written consent (usually printed email) from the professor saying they give permission for the student to take the course despite not meeting the requirements.
 - i. **NOTE:** The professor must be made aware of the fact that the student does not meet the requirements and give specific permission for the circumstance.
- d. **Time Conflict:** The course that the student would like to enroll in overlaps with a portion of another course.
 - i. The student must provide a physical copy of written consent from BOTH professors acknowledging the overlap and giving permission for the student to miss a part of the class.
 - ii. **NOTE:** The Department of Biology can only give this override if the second course that you are not yet enrolled in is a biology course. If the course that you still need to register for is in a different department please contact that department.
- e. **Course Level:** allows an undergraduate student into graduate level courses. Jenna/undergraduate advisor signature required.

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Non-Degree Seeking Students

1. *When can I register for my courses?*
 - a. You may register for courses by coming **IN PERSON** on the **Friday before classes begin** for a physical override into the course
 - i. This is a university-wide policy to allow for students pursuing a degree to have the opportunity to get the courses they need for graduation.
2. *What do I need to bring with me?*
 - a. Please bring unofficial transcripts showing that you meet all the pre-requisites for the course (ex. Degree audit), this must be printed out so we may keep a copy of it for our records.
3. ***Note:** All approved override forms must be taken by the student to College of Sciences Advising Services (COSAS) in CSB room 250 for enrollment in the course.*