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

- 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 <u>must</u> 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 (Corequisite), 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.

- i. **NOTE**: Student must provide written consent from the professor of the course allowing them to take it (an email will suffice). Please bring a printed copy.
- f. **Excessive Hour**: Allows students to take more than the maximum credit hours allowed for a semester. Undergraduate advisor signature required.
 - i. Fall and Spring: 17 credits, Summer: 14 credits
 - ii. **NOTE**: Student must have a GPA of 3.0 for *both* the major GPA and UCF GPA.
 - iii. **NOTE**: Student must be within the biology major to request this from the department of biology. All other majors should contact their own department.
- 2. Can I get an override into Microbiology (MCB3020), Human Anatomy (ZOO3733C), Human Physiology (PCB3073), Organic Chemistry (CHM2210), or Biochemistry (BCH4053)?
 - a. No, we can only authorize overrides for the courses within our department.
 - b. Microbiology, Human Anatomy and Human Physiology are all a part of the **Biomedical Sciences department** (407-823-5932)
 - c. Organic chemistry and Biochemistry are a part of the **Chemistry department** (407-823-2246)
- 3. I am waitlisted for a course, can I be overridden into the course?
 - a. **No.** Receiving an override for a waitlisted course would only place you on the waitlist for that course. Under no circumstance are we able to move any student's position on the waitlist. If you are a Biology major and need alternative schedule suggestions, please call (407) 823-2141 to schedule an appointment to meet with an advisor.
- 4. In what situations can an **online** override be utilized?
 - a. This system **DOES** work for students whose major requires the course and had a prerequisite error where they **did** take the pre-requisites (ex. Taking the prerequisites at another institution, the system is not acknowledging the pre-req for some reason)
 - b. This system **DOES NOT** work for:
 - i. Students whose major doesn't require the course
 - ii. Non-degree seeking students
 - iii. Any type of override other than prerequisite
- 5. Where can I find the online override?
 - a. Before submitting the override online please read the above situations in which an online override will be successful.
 - b. Go to this link: https://sciences.ucf.edu/cosas/current-students/registration-overrides/
 - i. This page has detailed instructions on how to successfully submit this form, if you have any questions please reference this page
 - c. Scroll all the way to the bottom of the page, the VERY LAST two words should be a blue hyperlink saying "Registration Form", click this link and follow the instructions
 - d. **NOTE**: The online override typically takes 1-4 business days to process, depending on how busy COSAS is.
 - e. Do not call the department of biology asking for an update on the progress of your override. These forms are processed by the College of Sciences Advising Services (COSAS) you may reach out to them via email or phone if you wish.
 - i. Tel: 407-823-6131
 - ii. Email: cosas@ucf.edu

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.