

## Undergraduate Registration Agreement

Students with an interest in working with a faculty member through an internship, independent study, or directed research will need to complete the undergraduate registration agreement (URA). Students should contact the faculty member with whom they are interested in working to

discuss their objectives and desire to complete this type of study. Together, the student and faculty will complete the registration form.

The registration agreement requires approval of the department chair. Once approved, the student must hand deliver the form to

COSAS. At peak periods of registration, COSAS may have a long line. Be prepared to spend time on campus!

URAs must be completed in the department in which the faculty member works.



## Graduation

- ◆ Students should file an Intent to Graduate through their myUCF account at the beginning of their final semester. Deadlines for filing an Intent to Graduate are found at the top of the degree audit and in the Academic Calendar. It is imperative that students check their Knights email account as all information and communication regarding graduation will be sent to Knights email only.
- ◆ Dr. Armato and Ms. Burk are available to meet with students that request a graduation review. If students are unavailable to meet, reviews can be completed through email or via phone.
- ◆ COSAS is available for graduation reviews during walk-in hours, which are published each semester. Students may also refer to the checklist provided by COSAS to assist in tracking their progress to graduation.



Additional graduation information is located at [www.sciences.ucf.edu/cosas](http://www.sciences.ucf.edu/cosas). Graduation ceremony information can be located on the Registrar's website at <http://registrar.ucf.edu>.

## Social Sciences Exit Exam & Survey

Students must complete the Social Sciences Exit Exam & Survey in order to graduate with a B.S. in Social Sciences. **Failure to take the exam & survey will prevent graduation!** The department is required to collect information from the exam & survey to complete program assessments. Communication will be sent approximately one month before the end of the semester to students' Knights email accounts that have filed an Intent to Graduate. Please note the following:

- The exam is administered online through Qualtrics. The link to the survey will be sent via Knights email. The survey is on paper and will also be sent to the students' Knights email.
- You must complete the exam & survey during the semester of your graduation, not before.
- The exam is open for approximately two weeks for completion. **Failure to complete the exam during that time will prevent graduation.**
- The exam is meant to be a general assessment of how much information students have retained from all years of study. The survey is meant to provide information regarding the students' experience in the department and future career plans.
- The exam will not affect your grades and a minimum score is not required. Students must simply complete the exam.
- The department will report the completion to COSAS at the end of the semester.



Social Sciences policies and procedures are subject to change without notice. Questions should be directed to [michael.armato@ucf.edu](mailto:michael.armato@ucf.edu).



# SOCIAL SCIENCES, B.S.

## Department of Sociology Quick Reference Guide

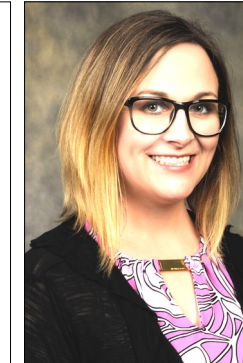
### Undergraduate Program Administrators



Dr. Michael Armato is the Director of Social Sciences at UCF. He advises students pursuing this major on the following items:

- Courses best suited for a student's career goals
- Transferring courses from another institution
- Potential course substitutions in the Social Sciences program
- Overrides for excessive hours for Social Sciences majors
- Policies and procedures at the department level

We suggest students contact Dr. Armato via email ([michael.armato@ucf.edu](mailto:michael.armato@ucf.edu)) to request an appointment or ask questions.



Bridgett Burk is the Senior Admissions Specialist for the department. One of her roles is liaison for the undergraduate Social Sciences program. She is responsible for the following items:

- Assisting students with registration
- Preparing course substitutions
- Serving as student advocate and liaison
- Advising on department policies and procedures

We suggest students contact Bridgett Burk ([socadmissions@ucf.edu](mailto:socadmissions@ucf.edu)) via email to request an appointment or ask questions.



The College of Sciences Academic Services Office (COSAS) is responsible for the following items:

- Assistance with university policies and procedures
- Advising in GEP, Gordon Rule, Foreign Language, and university credit hour requirements
- Transfer credits and international evaluation of courses outside of sociology
- Transient student forms
- Grade forgiveness
- Administrative record changes and petitions
- Processing degree certifications for graduation

We suggest students contact COSAS at 407-823-6131 or [cosas@ucf.edu](mailto:cosas@ucf.edu).

### Social Sciences Contact Information

#### Department Address:

University of Central Florida  
Department of Sociology  
4297 Andromeda Loop N.  
Howard Phillips Hall, 403  
Orlando, FL 32816-1360

Phone: 407-823-0758

Website: <https://sciences.ucf.edu/socialsciences/>

#### Department Contacts:

Dr. Libby Mustaine  
Professor & Chair  
[elizabeth.mustaine@ucf.edu](mailto:elizabeth.mustaine@ucf.edu)

Dr. Michael Armato  
Undergraduate Program Director of Social Sciences  
[michael.armato@ucf.edu](mailto:michael.armato@ucf.edu)

Bridgett Burk  
Senior Admissions Specialist  
[socadmissions@ucf.edu](mailto:socadmissions@ucf.edu)

#### COS Academic Services:

College of Sciences Building  
Room 250

Phone: 407-823-6131

Fax: 407-823-1997

Email: [cosas@ucf.edu](mailto:cosas@ucf.edu)

Website: <https://sciences.ucf.edu/cosas>

# Degree Requirements

- ◆ Complete 3 minors within the following: Anthropology, Communication, Political Science, Psychology, Sociology or Women’s & Gender Studies
- ◆ Introductory courses within the three disciplines chosen (e.g., ANT 2000-General Anthropology)
- ◆ One advanced methods course (SYA 4300C, COM 3311, POS 3703 or PSY 3213C)
- ◆ One statistics course (STA 2014C or STA 2023)

See catalog for complete degree requirements

## Social Sciences Advising

Advisors for the Social Sciences degree are located in the Department of Sociology. They can assist with degree audit questions for Social Sciences majors. Contact us if you have any questions or concerns about your degree audit or course requirements.

Email Dr. Armato or Bridgett Burk with subject titled “Social Sciences Student” for any questions to be answered. We strive to reply within 48 business hours. Be sure to use your secure [UCF Knights Email](#) for advising questions. Your knights email is the place to get updates on all important UCF information, so be sure to check it regularly.



### Minors

If you have questions about your minor(s), you will need to contact the program directly. Here are links to advisors within each program/department:

- Anthropology: 407-823-2227 or anthro@ucf.edu
- Communications: 407-823-2684 or nassc@ucf.edu
- Political Science: 407-823-2608 or politics@ucf.edu
- Psychology: 407-823-2219 or psychadvising@ucf.edu
- Sociology: 407-823-3744 or sociology@ucf.edu
- Women’s and Gender Studies: 407-823-6502 or wgst@ucf.edu

## myKnight Degree Audits

Once students have declared Social Sciences as their major, they will need to select the 3 minors. Students will declare these through the myUCF Student Center. Students must select and “add” each minor individually.

For step by step instructions on declaring a minor, visit the Registrar’s Office website at <http://registrar.ucf.edu/change-of-major>. Click the PDF on the right side of the screen, then choose Online Change of Major: Student Instructions.

Once the 3 selected minors have been successfully declared online, students can review their complete degree audit.

myKnight audits can be accessed through myUCF. For step by step instructions on running this process, visit our website and review the information under the Current Students>Degree Audit section.

<http://www.sciences.ucf.edu/socialsciences/current-students/degree-audit/>

Students are advised to review their degree audit every semester. It is important to review not only the Social Sciences portion, but also each of the selected minors.

If you ever find a discrepancy in your audit, or would like advising on your progress through the program, contact the appropriate advisor for the program or minor.



**With their keen insights into culture and social groups, social science majors are employed around the world helping people live better lives.**

## Course Overrides

If you have opted for a Sociology minor and have difficulty registering for a course due to any of the following reasons, our office can assist you with completing a Course Override Request.

- Class is full
- Prerequisites not met
- Time conflict
- Course level
- Excessive hours

Each department and program processes override requests differently; overrides for course outside the Sociology Department should request the override through the department associated with the course.

Please note: the request for a course override does not guarantee that it will be approved.

Please contact Dr. Armato or Bridgett Burk with any questions about Course Overrides.

### Social Sciences

## Available Minors

<ul style="list-style-type: none"> <li>Anthropology</li> <li>Communications</li> <li>Political Science</li> <li>Psychology</li> <li>Sociology</li> <li>Women's &amp; Gender Studies</li> </ul>	<p><b>Anthropology</b></p> <ul style="list-style-type: none"> <li>⇒ General Anthropology</li> <li>⇒ American Indian Studies</li> <li>⇒ Anthropological Archaeology</li> <li>⇒ Biological Anthropology</li> <li>⇒ Cultural Anthropology</li> <li>⇒ Medical Anthropology</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>⇒ Human Communication**</li> <li>⇒ Journalism Studies</li> <li>⇒ Magazine Journalism</li> <li>⇒ Mass Media</li> </ul> <p><b>Psychology</b></p> <ul style="list-style-type: none"> <li>⇒ General Psychology</li> </ul>	<p><b>Political Science</b></p> <ul style="list-style-type: none"> <li>⇒ General Political Science</li> <li>⇒ Diplomacy*</li> <li>⇒ Global Peace &amp; Security Studies*</li> <li>⇒ International &amp; Global Studies*</li> <li>⇒ Pre-Law</li> <li>⇒ Terrorism Studies*</li> </ul> <p><b>Sociology</b></p> <ul style="list-style-type: none"> <li>⇒ General Sociology</li> <li>⇒ Crime, Law &amp; Deviance</li> <li>⇒ Diversity &amp; Social Inequality</li> <li>⇒ Global Sociology</li> <li>⇒ Mass Culture &amp; Collective Behavior</li> <li>⇒ Medical Sociology</li> </ul>	<p><b>Women’s &amp; Gender Studies</b></p> <ul style="list-style-type: none"> <li>⇒ Women’s &amp; Gender Studies*</li> </ul>
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**Reminders**

- Students must complete 3 minors from those listed.
- Each minor must be from a different department. For example: If you select *Global Sociology*, you cannot also select *Medical Sociology*.
- You must declare all 3 selected minors through myUCF.
- \*Check with your Social Sciences advisor regarding restricted electives for this minor.
- \*\*Minor not available to online-only students.