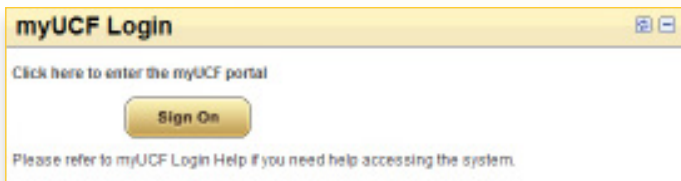# myUCF for Graduate Students

https://my.ucf.edu

1

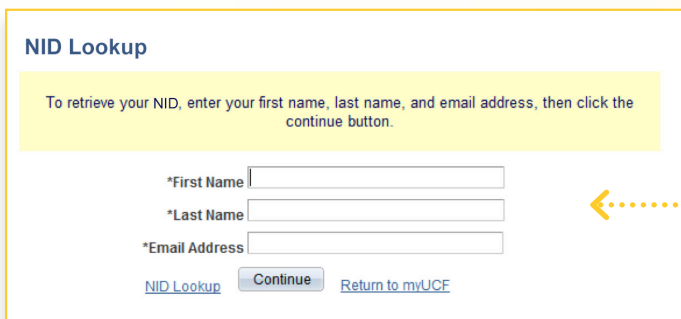Visit **my.ucf.edu** and click the *Sign On* button to get to the Sign On page.

2

The **NID** is a UCF-issued credential that allows access to UCF resources (e.g., UCF wireless networks, UCF Exchange, Webcourses@UCF). The **NID** is used by current students, employees and UCF affiliated individuals.

If you do not know or can't recall your NID, use the What is my NID? link which is found on the myUCF portal (http://my.ucf.edu/nid.html).

NID Password

If you do not know or cannot recall your NID password, please use the NID Password Self-Service Reset tool at http://mynid.ucf.edu

- There is no default NID password. You set it for the first time with a password reset.
- Always use a strong password (8 or more characters, mix of letters, numbers, special characters).
- Your NID password expires 60 days after the last reset and can't be used to access UCF services until it is reset.
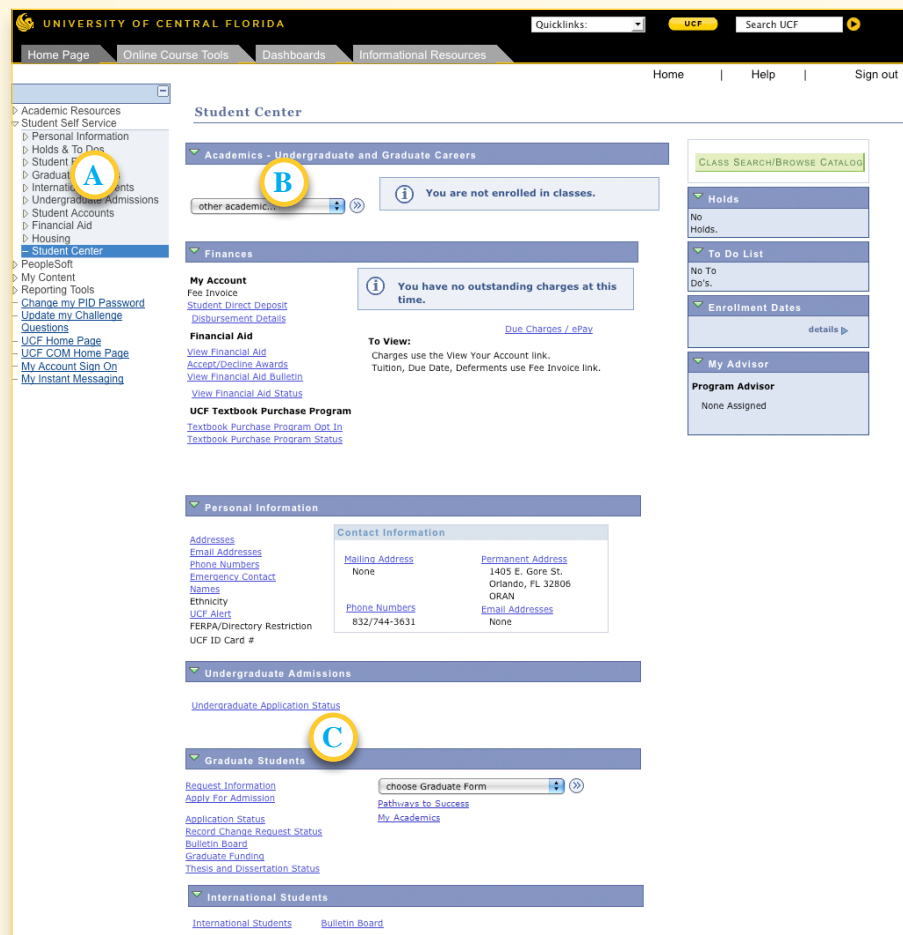
(A) myUCF Menu

Student Self Service
- Personal Information
- Holds & To Dos
- Student Records
- Graduate Students
  - Student Center
  - Application Status
  - Graduate Bulletin
  - Graduate Catalog
  - Graduate Student Association
  - Graduate Studies Website
  - Request Graduate Information
  - Research Week

To view your Student Center navigate through the myUCF Menu (1): **Student Self Service » Graduate Students » Student Center**.

Employee Self Service

Employee Self Service
- Personal Information
- Payroll and Compensation
  - View Paycheck
  - W-2/W-2c Consent
  - View W-2/W-2c Forms
  - Voluntary Deductions
  - Direct Deposit
  - Compensation History
  - W-4 Tax Information
  - W2 Reissue Request
- Benefits

If you have a graduate assistantship or UCF employment, Employee Self Service will be helpful to you. In Payroll and Compensation you can view your paycheck and compensation history, W-2 and W-4 forms information, and set up direct deposit for your paycheck (this is a different direct deposit from the myUCF Student Accounts direct deposit, which is for financial aid disbursements).
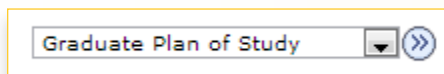

Your Student Center

Use your Student Center to:

- View your account and fee invoice, and update your bank information for direct deposit of financial aid
- Pay your fees online
- Make changes to your contact information
- Apply for a Graduate Presentation Fellowship
- Check on your academic petitions, status changes, and record requests (grade changes, etc.)
- Highlight your achievements by adding your Graduate honors and awards under your personal information tab

- Review your Graduate Plan of Study (GPS)
- Review the status of your thesis or dissertation
- For qualifying graduate assistantship and university fellows, accept or decline health insurance, review your graduate fellowships, GTA requirements completed, and GTA performance assessment forms from your faculty supervisor.
- Register for Pathways to Success Graduate Workshops

B Viewing Your Graduate Plan of Study (GPS)

A GPS is a map of courses you must successfully complete to graduate. You should check your GPS each semester to ensure that all courses taken are being counted toward graduation requirements.

Click "submit" to run the GPS report. Please note that each program will display separately and include the program status.

	Description	Requirement Term	Program Status	Submit
1	Modeling & Simulation-ENGR PhD	Spring 2010	Active in Program	Submit
2	Electrical Engineering MSEE	Spring 2013	Active in Program	Submit

Create What-If Scenario

This report allows you to run a report for your current program(s) or different degree programs/tracks and change catalog year/grades.

Graduate Plan of Study

Where is my Graduate Plan of Study? - In your **Student Center » Academics area » choose Graduate Plan of Study (GPS)** and click the arrow > Then click on View my advisement Report in My Academics.

On the page, you can run the GPS for your active programs (which will be displayed on the screen) or another program from the Create What-If Scenario link to view a "what if" GPS.

To view the GPS, click on the submit button. The Interactive GPS page will open up.

C Graduate Students Section

Graduate Students

Request Information
Apply For Admission

Application Status
Record Change Request Status
Bulletin Board
Graduate Funding
Thesis and Dissertation Status

choose Graduate Form

Health Insurance
Presentation Fellowship App
Presentation Fellowship Report
TD Release Option
choose Graduate Form

Record Change Request Status

If you have questions about the status of your request, please contact the College of Graduate Studies Office of Student Services at 407/823-2766.

- Email gradrcrd@ucf.edu for the status of administrative record change requests, special leave of absence, traveling scholar, grade changes, and petitions.

Please allow 5 business days after the date of decision for final processing.

Petitions

Evaluation Code	Description	Evaluation Date	Evaluation Status

You have no petitions at this time.

Status Changes

Evaluation Code	Description	Evaluation Date	Evaluation Status
GADOCSTATF	Grad Appeal Doc Can Status For	05/13/2010	Approved

Administrative Record Requests

Evaluation Code	Description	Evaluation Date	Evaluation Status
GGRDCHNG	Grade Change Request	06/12/2009	In Progress
GGRDCHNG	Grade Change Request	06/12/2009	Approved

The Graduate Students section shows links to important graduate information. Students may view application status, record change request status, funding information, thesis and dissertation status, apply for Graduate Presentation Fellowships, and register for Pathways to Success Graduate Workshops.

Record Change Request Status

Shows the status of petitions, status changes and administrative record requests.

C Graduate Students Section - continued

Graduate Funding

Shows information about your fellowships, health insurance, GTA requirements, and GTA performance assessments.

Applying for a Graduate Presentation Fellowship

The Graduate Presentation Fellowship is a great opportunity for enrolled doctoral, master's, and specialist students to receive funding to deliver a research paper or comparable creative activity at a professional conference. Students must be the primary author and presenter.

For more information visit **https://funding.graduate.ucf.edu**

Health Insurance Coverage

Term	Health Ins	Stipend Type	Description
Fall 2011	Accept	Assistantship	
Spring 2012	Decline	Assistantship	
Summer 2012	Decline	Assistantship	

GTA Requirements

GTA Training	Status	Description
FCTL Cert Program for GTA's	Attended	GTA Certificate Program SU10
Grad GTA Training	Attended	GTA Grader FA12
Grad GTA Training	Attended	GTA Assistant FA12
Grad GTA Training	Attended	GTA Associate FA12

GTA Performance Assessments

GTA Term	GTA Assignment	Rating	Faculty Supervisor
Fall 2012	Graduate Teaching Assistant	HIGH	

Thesis and Dissertation Status

If you have questions about the information provided here, please contact the College of Graduate Studies Thesis and Dissertation Office (editor@ucf.edu or 407-823-2739). Committee changes should be reported to your graduate program office.

Student Name   EmplID

Physics PhD

Committee

Role	Name
Chair	John Smith
External Committee Member	Jane Doe
Committee Member	Jack Black
Committee Member	Jessica McCormick

Thesis and Dissertation Status

Shows your thesis or dissertation committee, the status of format review and final submission, and release (dissemination) information for your electronic thesis or dissertation

Graduate Students

Request Information
Apply For Admission

Application Status
Record Change Request Status
Bulletin Board
Graduate Funding
Thesis and Dissertation Status

choose Graduate Form

Pathways to Success
My Academics

Pathways to Success

To register for professional development and academic integrity workshops, please click the the Pathways to Success link.

For more detailed registration information, please see **www.students.graduate.ucf.edu/pathways**