After Admission

Apply for Financial Aid
Refer to information on Financial Aid (http://uwf.edu/offices/financial-aid).

Apply for Housing
Refer to information on Housing (http://uwf.edu/housing).

Apply for Military and Veterans Benefits
Refer to information on Military and Veterans Benefits (http://uwf.edu/offices/military-veteran-resource-center).

Mandatory Immunization Health History Form
The University of West Florida (UWF), in compliance with Florida Statute (1006.69) and Florida Board of Governors Regulations (6.001 & 6.007), requires the completed UWF Mandatory Immunization Health History Form to be submitted to UWF Student Health Services as a prerequisite to matriculation or registration.

It is requested that the UWF Mandatory Immunization Health History Form be submitted to Student Health Services at least three (3) weeks prior to registration for timely processing. Late, incomplete, or inaccurate information may delay registration.

Follow these links for more information: Mandatory Immunization Health History Form (http://uwf.edu/offices/student-health-services/immunizations/uwf-online-immunization-form), and UWF Student Health Services (http://uwf.edu/offices/student-health-services).

Immunization Requirements
Refer to information on UWF Immunization Policy (http://uwf.edu/offices/student-health-services/immunizations/uwf-immunization-policy).

Immunization Exceptions/Waivers
Refer to information on UWF Immunization Exceptions and Waivers (http://uwf.edu/offices/student-health-services/immunizations/immunization-exceptions-and-waivers).

Submission of Documentation
Return the completed Mandatory Immunization Health History Form (http://uwf.edu/offices/student-health-services/immunizations/uwf-online-immunization-form) to Student Health Services (http://uwf.edu/offices/student-health-services) (SHS) via:

- **Drop Off**: Drop the form in the Immunization box at the front entrance of the Student Wellness Center (Building 960)
- **Email**: immunizations@uwf.edu
- **Fax**: (850) 857-6100 or
- **Mail**: University of West Florida, 11000 University Pkwy, Building 960 - Suite 106, Pensacola, Florida, 32514

MyUWF
New students may check their admission status through MyUWF (http://uwf.edu/offices/help-desk/myuwf-and-argonet/myuwf) at my.uwf.edu. Once admitted, students may also check their financial aid status (https://confluence.uwf.edu/display/public/Viewing+Financial+Aid+Status) and register for classes (http://uwf.edu/go/registration) through MyUWF.

Register for Classes
Refer to information on Registration Policies and Procedures (http://catalog.uwf.edu/graduate/academicpolicies/registration). A Registration Guide (https://confluence.uwf.edu/display/public/Student+Registration+Checklist) to assist with the registration is also housed on the Office of the Registrar website.

Obtain Nautilus Card
All Pensacola campus students are required to purchase a Nautilus Card (http://uwf.edu/offices/business- auxiliary-services/nautilus-card/nautilus-card-overview). Refer to information on Tuition and Fees (http://catalog.uwf.edu/graduate/tuitionandfees).

Obtain Parking Permit
Parking a vehicle on campus requires a parking permit (http://uwf.edu/offices/business- auxiliary-services/parking-and-transportation/parking-permits) which may be purchased online through MyUWF at my.uwf.edu and search for ‘parking’.

Confirm Residency for Tuition Purposes
Refer to information on Residency (http://catalog.uwf.edu/graduate/residencyfor tuitionpurposes).

Pay Tuition and Fees
Refer to information on Tuition and Fees (http://catalog.uwf.edu/graduate/tuitionandfees).

Student Rights and Responsibilities
The University seeks to provide an environment which encourages the thoughtful development of intellectual, social, and moral standards. Students conduct is expected to be lawful and not violate federal, state, local laws, County or municipal ordinances. In addition, Students are expected to abide by all Board of Governors or University regulations, or policies (https://uwf.edu/go/legal-and-consumer-info/). The Student Handbook is available online; refer to the Student Handbook (https://uwf.edu/offices/enrollment-and-student-affairs-division/plans-policies-and-publications).

Student Code of Conduct
The University seeks to provide an environment which encourages the thoughtful development of intellectual, social, and moral standards. Student conduct is expected to be lawful, and students are expected to abide by all University regulations and the Student Code of Conduct (http://uwf.edu/offices/dean-of-students/office-of-student-rights-and-responsibilities/student-code-of-conduct), as published in the Student Handbook and Planner.

Grievance
All students may bring grievances to the attention of University personnel, and they will receive prompt and fair disposition of grievances as outlined in the Student Handbook and Planner. Also refer to Appeals and Grievances (http://uwf.edu/offices/dean-of-students/dean-of-students/other-processes).

Prohibition of Harassment
Harassment is prohibited, whether on the basis of race, color, sexual orientation, religion, gender, national origin, age, physical disability, marital status, or veteran status. Harassment is defined as conduct
which unreasonably interferes with a student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Sexual harassment is defined as unwelcome or unsolicited sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Guidance, support, and assistance concerning discrimination are available from the Office of Human Resources. Any student believing they have been harassed may bring complaints to the Office of Human Resources.

**Use of Instructional Space and Resources**

University facilities and equipment are intended primarily for the use of the faculty and students currently enrolled in courses of instruction. Students who have completed registration, including the payment of fees for the current semester, and whose names appear on the final class rolls, are authorized to attend classes and to use University instructional areas, facilities, equipment, and designated services. Students, including those continuing work on theses and dissertations, who are not enrolled for the current semester, are not authorized to use instructional space and resources. Students may not attend classes, including use of instructional space, facilities, designated library services, and equipment, for which they have not paid fees or from which they have withdrawn.

**New Student Orientation**

The Graduate School, in collaboration with various other units of the University, hosts a New Graduate Student Orientation. The orientation provides newly admitted graduate students with an overview of University services and extracurricular opportunities and an understanding of what to expect academically and financially as UWF graduate students. Graduate students attending the orientation have the opportunity to hear from representatives of academic departments, the Graduate Student Association, and other campus organizations. Additionally, students will receive information on how to purchase textbooks, parking permits, and their Nautilus Card. Supplementary orientation programs may be offered by individual academic departments.

Individual departments may also hold separate orientations specific to their discipline.

**Academic Advising**

The University of West Florida is committed to quality academic advising to assist all students in attaining their educational goals. Graduate students are assigned an academic advisor or a faculty advisor within their program department to assist in planning academic programs, provide guidance in personal, academic, and professional development, and foster interaction among students and faculty. All students are encouraged to seek academic advising on a regular basis.

Degree-seeking students are responsible for arranging appointments with their assigned academic advisors prior to registration. Degree-seeking students who are enrolling for their initial semester at UWF must meet with their advisor prior to registration to discuss degree plans and have the advising hold deleted. Appointments can be made through the academic departments, or for Emerald Coast students, through the staff of the Emerald Coast Instructional site. Degree-seeking students have priority for registration and enrollment.

**University Responsibilities**

The faculty, administration, and staff share a responsibility to provide accurate information and effective advice. The Division of Enrollment and Student Affairs (https://uwf.edu/offices/enrollment-and-student-affairs-division) is responsible for providing students, faculty, and other advising staff with accurate information in the Catalog and other publications.

The academic and faculty advisors in the College of Arts, Social Sciences and Humanities (CASSH); College of Business (COB); College of Education and Professional Studies (CEPS); Hal Marcus College of Science and Engineering (HMCSE); and Usha Kundu, MD College of Health (UKCOH) are responsible for acting as a resource to provide students with timely and accurate information on University-wide requirements, policies, procedures, and referrals to appropriate services.

**College and Department Responsibilities**

The dean of each college and chairperson of each department ultimately are responsible for ensuring that academic advice is available and accessible to all students within the college or department.

**Student Responsibilities**

Students ultimately are responsible for knowing and fulfilling all University, college, and major requirements for graduation. Students should use their degree audit, Catalog, and other resources for information.

**Academic Advising Directory**

**College of Arts, Social Sciences, & Humanities (CASSH) Advising**

Pensacola Campus - Building 11, Room 205
(850) 474-3340
cash@uwf.edu

**College of Business (COB) Advising Center**

Pensacola Campus - Building 76A, Room 224
(850) 474-3342
cobadvising@uwf.edu

**College of Education & Professional Studies (CEPS) Advising Center**

Pensacola Campus - Building 85, Room 103
(850) 474-2769
cepsdean@uwf.edu

**Hal Marcus College of Science & Engineering (HMCSE) Advising**

Pensacola Campus - Building 4, Room 423
(850) 474-2688
hmcse@uwf.edu

**Usha Kundu, MD College of Health (UKCOH) Advising Center**

(https://uwf.edu/coh/support-resources/ukcoh-advising-center)
(850) 474-2563
coh@uwf.edu

*These colleges do not have formal advising centers. Contact your department for more information.