

# After Admission

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## Welcome to Graduate School at the University of West Florida!

The [UWF Graduate School](#) oversees all graduate programs and graduate admissions and also provides resources to students throughout their time at UWF.

## New Graduate Student Online Orientation

The Graduate School, in collaboration with various other units of the University, hosts a New Graduate Student Online Orientation. The virtual 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 Advisory Board (GSAB), and other campus organizations. Local students will receive information on how to purchase textbooks, parking permits, and their Nautilus Card. Additional orientation programs may be offered or required by individual academic departments. Refer to the [Graduate School website](#) for more information.

## 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 Navigate app in [MyUWF](#). 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 Academic Engagement and Student Affairs](#) 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); Lewis Bear Jr. College of Business (LBJCOB); the School of Education (SOE); 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 advising 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 53, Room 206  
850-474-3340  
[cassh@uwf.edu](mailto:cassh@uwf.edu)

### Lewis Bear Jr. College of Business (LBJCOB) Advising Center

Pensacola Campus - Building 76A, Room 224  
(850) 972-9023  
[cobadvising@uwf.edu](mailto:cobadvising@uwf.edu)

### School of Education (SOE) Advising Center

Pensacola Campus - Building 86, Room 112  
(850) 857-6306  
[soeadvising@uwf.edu](mailto:soeadvising@uwf.edu) ([soeadvising@uwf.edu](mailto:soeadvising@uwf.edu))

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

Pensacola Campus - Building 4, Second Floor, Room 237  
(850) 474-2688  
[hmcse@uwf.edu](mailto:hmcse@uwf.edu)

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

Pensacola Campus - Building 41, Second Floor  
(850) 474-3269  
[ukcohadvising@uwf.edu](mailto:ukcohadvising@uwf.edu)

\*College does not have a formal advising center. Contact your department for more information.

## Apply for Financial Aid

Refer to information on [Financial Aid](#).

## Apply for Housing

Refer to information on [Housing](#).

## Apply for Military and Veterans Benefits

Refer to information on [Military and Veterans Benefits](#).

## 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 that all students complete the UWF Mandatory Immunization Health History Form and upload their shot records prior to matriculation or registration. This process is completed by accessing the Immunization Status app in [MyUWF](#).

It is requested that the UWF Mandatory Immunization Health History Form is completed prior to registration for timely processing. Late, incomplete, or inaccurate information may delay registration.

A single sign-on process will be available through their [MyUWF](#) account. Refer to the [UWF Student Health Services](#) website for more information.

## Immunization Exceptions/Waivers

Fully online students who will not be taking any courses on a UWF campus or location are not required to provide proof of immunization but should submit a waiver through the MyUWF [Immunization Status App](#). If the student enrolls in a face-to-face course or has to come on campus for any reason, the student will be required to submit the required immunization documentation through [MyUWF](#), Immunization Status app.

Refer to information on the Student Health Services website regarding [Immunization Exceptions and Waivers](#).

## Submission of Documentation

The immunization verification process is completed by accessing the [Immunization Status App](#) in the [MyUWF](#) student portal. Students will be directed to complete the UWF Medical History Form and upload their shot records in the app.

## MyUWF

New students may check their admission status through [MyUWF](#) at [my.uwf.edu](#). Once admitted, students may also [check their financial aid status](#) and [register for classes](#) through MyUWF.

## Register for Classes

Refer to information on [Registration Policies and Procedures](#). A [Registration Checklist](#) to assist with the registration is also housed on the [Office of the Registrar website](#).

## Obtain a Nautilus Card

All Pensacola campus students are required to purchase a [Nautilus Card](#).

## Obtain a Parking Permit

Parking a vehicle on campus requires a [parking permit](#) which can be purchased online through the "Parking Transaction Portal" in [MyUWF](#).

## Confirm Residency for Tuition Purposes

Refer to information on Residency for [Graduate](#) and [Undergraduate](#) students.

## Pay Tuition and Fees

Refer to information on Tuition and Fees for [Graduate](#) and [Undergraduate](#) students.

## Student Rights and Responsibilities

The University seeks to provide an environment that 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/>). Refer to the [Student Rights and Responsibilities](#) section of the [UWF Student Handbook](#) for more information.

## Student Code of Conduct

The University seeks to provide an environment that 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 \(UWF/REG 3.010\)](#).

## 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 [Appeals and Grievance Process](#) section of the [Student Handbook](#).

## Prohibition of Discrimination, Harassment, and Retaliation

The University is dedicated to providing an inclusive and welcoming environment for all who interact in our community. In continuing to build and maintain a diverse environment, UWF strives to attract students, faculty, and staff from a variety of cultures, backgrounds, and life experiences. The University is committed to ensuring that each member of the University community is permitted to work and study in an environment which is free from discrimination and harassment based on the following protected classes: age, color, disability, gender, gender identity, sex, sexual orientation, marital status, national origin, race, religion, and veteran status and which is free from prohibited retaliation, as described in the policy (below).

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.

Full University Policy: P-13.09-2/20 Prohibition of Discrimination, Harassment and Retaliation

## 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.