



For Graduate Degree Seeking Students

Please visit registrar.ucf.edu/ for important registration dates, frequently asked questions and contact information. To find out your registration appointment date and time, log on to my.ucf.edu, click “ Student Self Service” and go to “Enrollment Appointment.”

How to Register Online

myUCF (my.ucf.edu) is your source for easy online registration as well as the latest UCF news and current events. You can personalize your **myUCF** pages for access to your favorite web information each time you log in!



Your Responsibilities - Please Read Carefully

- It is the student’s responsibility to pay for their term tuition and fees by the published deadline. If students fail to pay their tuition and fees by the deadline, they will be charged a \$100 Late Payment Fee, their records will be put on hold, their account will be referred to a collection agency, and they may incur other financial consequences.
- It is the student’s responsibility to drop or withdraw from courses. Students must not assume that their classes will be canceled if they do not pay for the courses or do not attend class meetings.
- Withdrawing from classes may have financial aid, NCAA eligibility, or international visa consequences. Students should seek appropriate advisement prior to withdrawing from class.
- **Your admission is valid only in the term for which you were admitted. If you decide not to enroll in your first term you must apply for reactivation.**

Late Registration and Add/Drop

Students who register for the first time during Late Registration and Add/Drop will be assessed a Late Registration Fee of \$100. A Late Payment Fee of \$100 will also be assessed on accounts not paid or deferred by the payment deadline. All registration activity must be completed by 5:00 p.m. on the last day of Late Registration and Add/Drop.

GRADUATE COMMUNICATION METHODS

UCF College of Graduate Studies communicates with graduate and post-baccalaureate students by e-mail. To avoid missing important communications, it is the student’s responsibility to ensure that the university has an up-to-date “preferred” e-mail address—as well as both a permanent and mailing (local) address. Students can update their contact information through **myUCF**.

IMPORTANT INFO

- Visit the official UCF Academic Calendar at calendar.ucf.edu for more information regarding Late Registration, Add/Drop and Payment Deadlines.
- **Avoid the Late Fee**
Students unable to enroll in any open section during regular Registration and Add/Drop may register for the UCF temporary course **UCF 1500** before the end of regular Registration and Add/Drop. This will avoid the \$100 Late Registration Fee. Students should drop this temporary course before the end of Late Registration and Add/Drop.

QUICK CHECKLIST

- Have a completed Immunization Form on file
- Know your UCFID
- Know your appointment day and time
- Consult department offering course for info on restricted courses
- Find the classes you need online at **myUCF**
- Register online using **myUCF**
- Obtain a copy of your Fee Invoice and verify your residency classification
- Pay by the payment deadline

Registration Guidelines - For Graduate Degree Seeking Students

Additional Information

Immunization Form

You will not be able to register without a completed Immunization Form. A completed Immunization Form must be submitted by ALL students enrolled in course work for which attendance on the main campus, branch campus, or other designated center is required. For any questions regarding the Immunization form and other important health information, please contact the UCF Health Services at (407)823-3707 or visit www.hs.sdes.ucf.edu.

Auditing

To audit a class, students should obtain an Audit Registration Form from the Registrar's Office (407)823-3100 to submit to the department where the course is being offered. You can also download the form from their website (registrar.ucf.edu).

International Students

Your health insurance must be in force (paid for and proof provided to the International Services Center) by the middle of the semester or you will be Administratively dropped from all of your courses. If you do not have this information, please contact the International Services Center at (407)823-2337 or visit the website at www.intl.ucf.edu.

Assistantships

Graduate students with assistantships must see their program director to ensure their employment contract form is filled out. If the department has not recorded tuition waivers by the payment deadline, the student must pay all tuition and fees. If the department has waived partial tuition, the student must pay the remainder by the payment deadline.

What To Do After Registration

You will need to get an ID card, purchase a parking decal, and buy your textbooks.

Student ID Cards

In order to pick up your All Campus Card, take your fee invoice and a photoID to the All Campus Card Office (located across from the UCF Bookstore). You can call them at (407)823-2100 or visit www.ucfcard.ucf.edu to find out the hours of operation.

Parking Decals

You can order and pay for your parking decal online. Go to the UCF Parking Services website at www.parking.ucf.edu to get the latest information about parking at UCF.

If you want to purchase your parking decal in person, please make sure you register your vehicle online first at the UCF Parking Services website. You may then go to the UCF Parking Services Main Office (located in the South Parking Garage) to pick up and pay for your decal. Contact UCF Parking Services at (407)823-5812 or visit their website to find out the hours of operation.

UCF Bookstore

Reserve or order your textbooks online at ucf.bncollege.com. The hours of operation vary per semester, so please visit the UCF Bookstore website or call them at (407)823-2665 to find out the hours of operation.

REGISTRATION HELP LINES

UCF at Orlando
(407) 823-3533

UCF College of Graduate Studies
(407) 823-2766
gradrcrd@mail.ucf.edu

UCF at Cocoa and UCF at Palm Bay
(321) 632-1111 ext 51

UCF at Daytona Beach
(386) 506-4021

ADVISING OFFICES

College of Arts and Humanities
Academic Advising
(407) 823-2251 CAS 190

College of Business Administration
Graduate Business Program
(407) 823-4723 BA 240

College of Education and Human Performance
Office of Student Services
(407) 823-3723 ED 110

College of Engineering and Computer Science
Academic Affairs
(407) 823-2455 ENG 107

College of Health and Public Affairs
Graduate Office
(407) 823-4025 HPA 343

College of Optics and Photonics
Academic Advising
(407) 823-6800 CROL 101

College of Sciences
Academic Advising
(407) 823-1997 CSB 201

Rosen College of Hospitality Management
Office of Student Services
9907 Universal Blvd. Orlando, FL
32819 (407) 903-8105 RCH 201B

Burnett School of Biomedical Sciences
Academic Advising
(407) 823-4677 HPAII 336

College of Nursing
Graduate Office
(407) 823-0133 HPA II - 310

College of Medicine
mdadmissions@ucf.edu



**College of
Graduate Studies**