Master of Public Administration
New Student Handbook

UCF Downtown

School of Public Administration

College of Community Innovation and Education
University of Central Florida

Welcome to the Master of Public Administration Program (MPA)

Congratulations! Welcome to the Master of Public Administration (MPA) program at the University of CentralFlorida. As a new graduate student, you are beginning a journey of personal and professional growth at an excellent institution of higher learning.

In this Handbook, you will find information to help you start your academic experience at UCF, Downtown contact information for the School of Public Administration and much more. So please take the time to read through the information and make sure that you understand everything in it. You should also visit the UCF College of Graduate Studies website for a more detailed and updated list of information and make sure to readthrough the MPA Graduate Handbook. These documents are designed to give you information to help you successfully navigate through your program.

I am your Program Director, and my email address is Abdul-Akeem.Sadiq@ucf.edu. If you have anyquestions, please feel free to email me, I am available to answer questions as they arise.

Additionally, you may contact Nasrin Lakhani, Academic Services Coordinator (nasrin@ucf.edu). As of fall 2019, the School of Public Administration is in the Dr. Phillips Academic Commons, 4th Floor,UCF Downtown. Our phone number is 407-823-2604.

Email is UCF's preferred method of communication and both the University and the School of Public Administration will send you important information and news via email so you may stay connected and up to date on special events. We are mandated to communicate via knights' email only so please take some time to set up your knights' email through MyUCF > Student Center.

We are delighted to have you as part of the MPA program and look forward to working with you over thecoming years.

If you have changed your plans and will not be enrolling in the MPA Program this term, please let us know.

Sincerely,

Abdul-Akeem Sadiq

Abdul-Akeem Sadiq, Ph.D. Professor & MPA Director

Abdul-Akeem.Sadiq@ucf.edu

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Master of Public Administration Management Program Directory

School of Public Administration Office

Doctor Phillips Academic Commons (DPAC), Suite 446

Phone: (407) 823-2604

School Director

Dr. Doug Goodman

Doug.Goodmna@ucf.edu

Public Administration Program Director

Dr. Adbul-Akeem Sadiq

Adbul-Akeem.Sadiq@ucf.edu

Academic Services and Advising

Nasrin Lakhani, MNM

Manager, Academic Support Services

Nasrin@ucf.edu

(407) 823-0912

Edlira Dursun, MNM, MPA

Academic Advisor II

Edlira.Dursun@ucf.edu

MPA Program Information

Program Mission

The UCF School of Public Administration prepares students for professional public service leadership through a curriculum set on a foundation of scholarship, ethical principles, and engagement that creates relevant and accessible knowledge to address complex societal issues in Central Florida and beyond.

Program Vision

The UCF School of Public Administration is the preeminent source of public service leadership development for all communities in Central Florida, creating an internationally recognized model for professional education.

Graduates of the school are culturally competent professionals who are effective communicators and well prepared to manage their organizations and lead their communities. Collectively, the school's faculty, students, staff, and alumni work collaboratively with citizens to demonstrably address the most daunting of societal challenges.

Values

The UCF School of Public Administration is dedicated to advancing public service values and civic leadership in all programmatic areas. For our faculty, staff, and students, public service values are demonstrated by adhering to ethical principles of behavior and by acting in a professional manner.

Ethical Principles Guiding MPA Program

We advocate the following ethical principles of conduct as the foundation of publicservice:

- **Integrity** – to serve in an honest, transparent manner while honoring promises;
- **Benevolence** – to promote the public good, avoid doing harm, and respect theworth of each individual;
- **Fairness** – to act in way that is just and equitable to all, while avoiding undueburden on the most vulnerable in our society; and

Social Justice – to identify and address the unfair burdens experienced by groups of individuals through intentional and unintentional policies, laws, and societal projects and practices.

Professional Principles Guiding MPA Program

- **Commitment** – to pursue a passion for the public interest with accountability andtransparency;
- **Scholarship** – to cherish and honor learning that enriches the human experience; **Stewardship** – to accept responsibility for decisions and actions regarding the protectionof organizational
- and public resources;
- **Diversity and Inclusiveness** – to respect and value all perspectives and experiences,creating an environment
- that is open to all; and
- **Leadership** – to inspire others to advance the public interest while actively promotingdemocratic participation and collaboration.

The Public Administration program's current goals and objectives include the following:

- **Goal 1**: The MPA Program will establish a clear identity to its current and potentialstakeholders and within the
- discipline of public administration.
- **Goal 2**: The MPA program will prepare its students to gain employment and thrive in thepublic and nonprofit sectors.
- **Goal 3**: The MPA program will effectively apply its expertise to address local, regional,state, national, and global public
- issues.

- **Goal 4**: The MPA program will help SPA to fully fund its current and future operations.
- **Goal 5**: The MPA program will effectively manage future growth.
- **Goal 6**: If required, the MPA program will seamlessly and effectively transition itsoperations to the new UCF downtown campus.

IMPORTANT NEW STUDENT INFORMATION

Welcome to the School of Public Administration. **Please read this information carefully, it will assist you in successfully navigating through your program and completing your degree.**

ACCEPTING YOUR PROGRAM

Please accept your admission to this program through your Student Center, accessible by logging into MyUCF, to be able to register for classes. You must accept your admission to be able to register for courses.

IMMUNIZATIONS

All students, even distance-learning students, are responsible for complying with UCF's Immunization Policy. Students who have not completed Health Services requirements will have a hold that will prevent registration. You may access the immunization information and forms at: http://shs.sdes.ucf.edu/immunizations/

Students who have not completed Health Services requirements will have a hold that will prevent registration.

Non-resident students living outside of the state of Florida may contact the UCF Health Center to request a waiver of this requirement. If approved, the waiver must be renewed each semester. Contact Health Services at 407-823-3707 or consult http://shs.sdes.ucf.edu/

KNIGHTS MAIL (Critical)

Per UCF policy, we are mandated to communicate by Knights-mail only, so set up your account as soon as possible (use the link in your Student Center) and continually monitor that mailbox. UCF policy dictates thatany attempt to contact you by the Knights email system is a valid attempt.

FIRST SEMESTER REGISTRATION

Per UCF policy you must take a class in the semester you are admitted; if you do not, your admission is revoked and you must reapply to the program in a subsequent semester. Once you have been notified by theCollege of Graduate Studies that you may register for courses, please do so immediately. Classes fill to capacity quickly.

PROGRAM COURSES & SCHEDULING

Most of the program core (required) courses are offered in the fall and spring semesters. During the summer semester very few courses are offered, and students are advised to use this semester for elective classes.

Please do not rely on summer classes to complete your program.

COURSE SECTION SELECTION

Please accept your admission to this program through your Student Center, accessible by logging into MyUCF, to be able to register for classes. You must accept your admission to be able to register for courses. A couple of the programs may use the same course however yours would be distinguished by the section number. Please make sure you are using the correct section number when registering or you will get an error message.

Master of Public Administration	Section 0077 (face to face); 0M71 (mixed mode
Master of Public Administration	Section 0W60 and 0W61 for online programs
	Note: A "W" in the section number signifies an online webcourse

OVERRIDES

The School of Public Administration does not grant overrides into full and closed courses under any circumstances, so it is imperative that you register at your earliest possible time!

THREE-TERM REGISTRATION

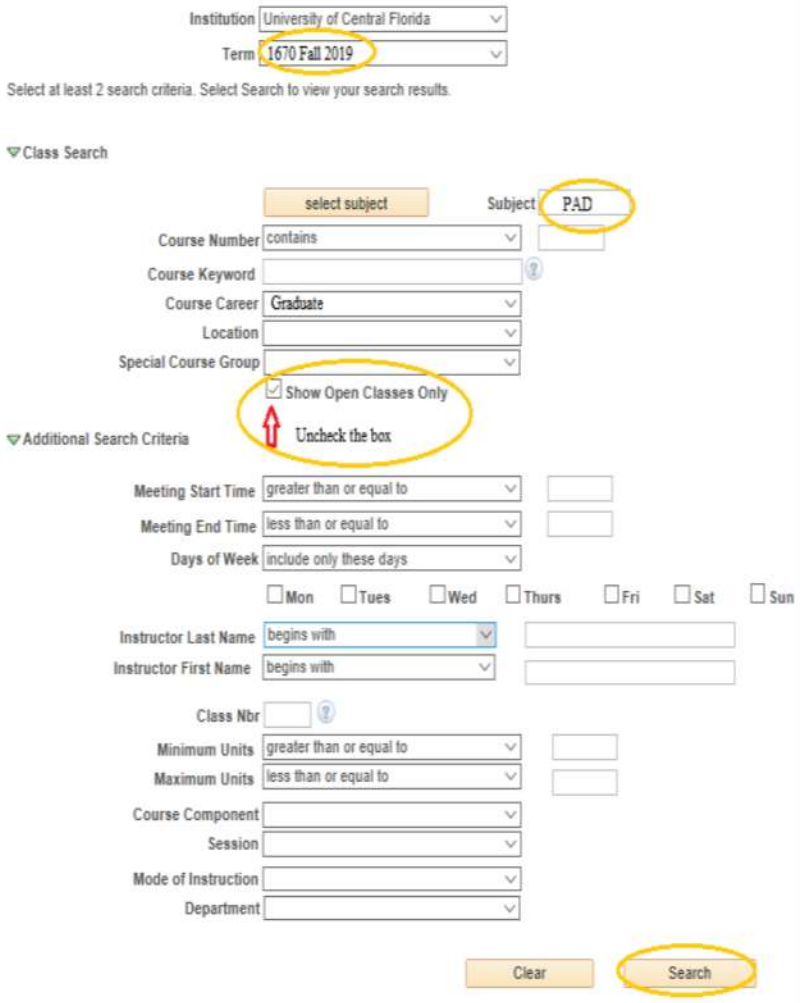
In March of each year, students can register for the summer, the fall, and the following spring semesters. We encourage you to do this as it "reserves" your classes for the academic year and allows life- planning. Please note that if you are dropped from your classes due to non- payment in one semester, you will be dropped from classes in all subsequent semesters and will have to re-register.

PROGRAM OF STUDY (POS)

This form MUST be completed and returned to the School of Public Administration in your first semester. Without this form, the College of Graduate Studies will place a hold on your records. The hold will prevent you from registering for classes.

The form can be completed using your best-faith estimate of when you will complete the courses. Sign and date the POS and return it to your advisor or the Public Administration office. All master level students, including those in the cohorts are required to have this on file by the end of their first semester. The form isavailable on the School of Public Administration website.

Registering For Classes



PAD 5336 - Introduction to Urban Planning

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
87871	0M77-LEC Regular	Tu 6:00PM - 8:50PM	DPAC 0168	Luis Santiago	08/26/2019 - 12/11/2019	

PAD 5337 - Urban Design

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
87612	0077-LEC Regular	Th 6:00PM - 8:50PM	DPAC 0215	Roberta Fennessy	08/26/2019 - 12/11/2019	

PAD 5356 - Managing Community and Economic Development

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
92089	0W61-LEC Regular	TBA	TBA	Christopher Hawkins	08/26/2019 - 12/11/2019	

PAD 5850 - Grant and Contract Management

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
87679	0W58-LEC Regular	TBA	TBA	Angela White-Jones	08/26/2019 - 12/11/2019	

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
87506	0W61-LEC Regular	TBA	TBA	Angela White-Jones	08/26/2019 - 12/11/2019	

Topic: GRANT/CONTRACTMGT (SL)

PAD 5907 - Directed Independent Studies

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
88174	0077-IND Regular	TBA	TBA	Staff	08/26/2019 - 12/11/2019	

CLASS LOAD

Do not overload yourself. For most of you, this is your first experience with graduate work, and it may be your first experience with online courses. Graduate work is more rigorous than undergraduate work, requiring more research, reading, and writing and your work is held to a higher standard. You will require more

study time. If you are working full time, you should enroll in no more than two courses each semester, Also, online classes are typically more demanding than face-to-face classes as they require more time to complete assignments.

ACADEMIC PROGRESS

Your master's program requires you to earn a grade of "B-" or better in each core course and maintain an overall GPA of 3.0 or higher. Students in a graduate certificate program may earn a grade of "B- "or better, as long as the overall GPA remains at 3.0 or higher. If you are struggling with any class, please first talk with your professor to resolve any issues.

If you're not earning a grade of "B-" or better in a course by the official withdrawal date (see Academic Calendar at https://calendar.ucf.edu/, we recommend that you officially withdraw from the class. Any "F" grade may be grounds for dismissal from the program and, if not dismissed, you will be required to repeat thecourse for an acceptable grade. There is no grade forgiveness at the graduate level.

DEGREE TIME LIMITS

You have seven years to complete both the master's and the Graduate Certificate program.

This time frame covers any semesters that you do not take courses, including summer semesters.

ONLINE LEARNING

For many of you, this will be your first time with online courses at UCF. Please review the tutorial at http://online.ucf.edu/. Click on the "Learning Online" link.

TUITION WAIVERS

Tuition waivers are accepted by the school. However, please be aware that the tuition waivers are useable on a space-available basis only. If your preferred course is full and closed at the time of your registration, the schoolwill not provide an override. Students with Tuition Waivers can register only register for courses Friday beforestart of classes every semester, no earlier.

GRADUATE CATALOG

The UCF Graduate Catalog (www.graduate.ucf.edu) is UCF's official record

of graduate policies. The catalog states, "It is your responsibility [as the student] to keep informed of all rules, regulations, and procedures required for graduate studies. Graduate program regulations will not be waived or exceptions granted becausestudents plead ignorance of the regulations or claim failure of the adviser to keep them informed." Take some time before the semester gets busy to review the graduate catalog and ask any questions and refer to it frequently!

GRADUATE WRITING SKILLS

The School of Public Administration uses the APA format. As graduate students, you will be doing a lot of research. Please familiarize yourself with the services that the UCF Library offers at http://library.ucf.edu/.The Library Liaison for the School of Public Administration is Dr. Corrine Bishop – Corrine.Bishop@ucf.edu.

FILING THE INTENT TO GRADUATE

Candidates must submit their Intent to Graduate through MyUCF in the Student Center section by the beginning of their final semester. To access this section, login to MyUCF, select Student Self Service, Student Center, and then select Intent to Graduate: Apply in the drop-down box under Academics. It is recommended that you file your intent in the beginning of your last semester. Please consult the UCF Academic Calendar to find the specific deadlines. Please note that you will not get a confirmation after filing the intent. If there is anything lacking in your degree audit you will be informed

UCF Master of Public Administration Group Linkedin Link:

https://bit.ly/2GUXx8N

This group is designed for current, former, and future students of the UCF MPA program.

PROGRAM POLICIES

PROFESSIONAL CONDUCT

Students are expected to adhere to the rules and regulations as stipulated by the University of Central Florida and the Program handbook. Professionalism encompasses behaviors and qualities that are expected of graduate students in both the academic setting and in the practical world. Professionalism in this graduate program in begins at the time of program application; therefore, professional conduct is assessed from that point forward.

Attendance, timeliness, and attire are all reflections of professionalism. In the assessment of professionalism, instructors and program administrators will consider each student's conduct; the quality of interactions; tone of oral and written communication; language; meaningful engagement in all aspects of the program; and substantive contribution to class discussions. Students who are in violation of these behaviors will be counseled and reminded of program and university expectations. In such events, the faculty or program administrators may conclude that the student is not able or willing to demonstrate an acceptable standard of professionalism. Repeated disregard or violation of these behaviors will lead to dismissal from the program. Some of the criteria by which a student's professional demeanor is measured are below:

1. **Knowing and following the rules**: Adherence to the rules and regulations as stipulated by UCF and the graduate program.
2. **Timeliness**: Students are expected to regularly arrive in class on time and to comply with each instructor's tardiness policy as stated in the course syllabus. Students are also expected to meet all deadlines in class and in the program.
3. **Attendance**: It is required for students to attend each lecture and comply with the instructor's attendance policy as stated in the course syllabus.
4. **Civility**: Students are expected to behave in a respectful and courteous manner to instructors, fellow students, guest speakers, college and university administrators, program staff, and other UCF Staff. Examples of respectful behavior include but are not limited to modulated tone of voice; professional language that avoids inappropriate, vulgar, or foul expressions; maintaining control of emotions and avoiding threatening or bullying behaviors; respect for others' personal space; respect for PAF and affiliated faculty and staff as well as UCF property; refraining from distracting and disruptive behaviors while on campus, in hallways, and in classrooms; and a generally civil demeanor.

5. **Respectfulness**: Being respectful and courteous to others is central to creating a learning environment where individuals can comfortably express ideas.
6. **Guest Speakers / Presentations**: Graduate programs often invite guest speakers from the local community. Students in their program must demonstrate professional conduct, respect, and appreciation for these professionals' donation of their time to enrich students' educational experiences. Students are expected to arrive to class on time and be attentive as a sign of appreciation for their time. Professional attire and conduct are required when guest speakers are present.
7. **Electronic devices**: Use of cell phones, pagers, and other electronic devices in determined by the instructor.
8. **Use of Electronic Media**: As per Florida Law (§ 934.03) it is illegal to audio or video record any interaction with another individual without their explicit consent. This includes lectures, meetings with instructors, meetings with fellow students, or any situation involving program staff or UCF personnel.

SATISFACTORY ACADEMIC PROGRESS

Upon enrollment in their graduate program, each student will be assigned an academic program advisor. This advisor will ensure that the student's plan of study is appropriate. Students are encouraged to meet with the academic advisor at least once during each semester.

A grade point average of 3.0 is required for continued study in your graduate program. If at any time, a student's graduate status GPA falls below 2.0, they are automatically dismissed from the program. Please refer to the Graduate Catalog for further information regarding the graduate status GPA.

Advancement from one semester to the next is contingent upon satisfactory progress each semester. The student must maintain satisfactory progress toward meeting the following expectations:

- Students are expected to earn a B- or higher in all core courses. Students who receive more than six (6) hours of "C" grades (C, C+ or C-) in elective courses may be dismissed from their graduate program.
- Students who receive a C grade (C, C+ or C-) in a core course will be required to retake that course. Students who receive a C grade C, C+ or C-) after retaking a course, may be dismissed from the program.
- Students earning a D or an F grade in any of their course work will be dismissed from their graduate program.

- Students earning three or more unsatisfactory grades in one semester (C+ or lower) will be dismissed from their graduate program.
- Satisfactory performance also involves maintaining professional integrity and behaviors expected in a clinical program. Failure to maintain these standards may result in dismissal of the student from the program.
- The student may appeal dismissal decisions as outlined in The UCF Golden Rule.

A degree program may dismiss any student at any time when, in its judgment, the individual is deemed incapable of successfully performing at required standards of excellence. If a student is dismissed, reinstatement to graduate student status in the same program can occur only through a formal appeal process.

ACADEMIC INTEGRITY

We value honesty, integrity, and responsibility in the PAF program. Cheating, plagiarism, and other types of academic dishonesty will be referred to the University for appropriate sanctions. Professors have the right to fail a student that they believe has been involved in any aspect of academic misconduct. A full discussion of students' rights and responsibilities on this issue can be found in the Golden Rule at http://goldenrule.sdes.ucf.edu

Students are expected to read the Golden Rule prior to starting the program to ensure that they understand and will not be involved in any aspect of academic dishonesty. Students should also refer to the UCF Graduate Catalog, as they will be responsible for following all policies from Graduate Studies as well as those of the University.

Cheating includes, but is not limited to, plagiarizing materials, using information from notes, books, or the internet during on-line exams, or working with other students in classroom or on-line exams to secure information or answers. When in doubt, ask before you assume that you can work with other student(s) on exams or projects, or use information from other sources. APA citation is required for all information taken from an outside source (including the internet, books, journals, articles, and published and non-published materials).

Students found in violation of academic integrity as it pertains to cheating may be dismissed from their graduate program at the discretion of the Program Director.

INTERNSHIPS

While enrolled in courses, students may be interested in completing internships in community agencies or public organizations. The internship plays a key role in teaching practice behaviors to students while measuring and reflecting the student's ability to demonstrate capacity in field. Internships helps student gain

skills to apply learned theory to practice in the field.

Student Service-Learning contract provide a broad framework for developing an individualized learning plan that is responsive to the needs of the student and the resources of the selected agency. It is designed to give direction and learning structure to the internship experience.

While serving as an intern, students are expected to abide by the policies in line with professional conduct. Appropriate behavior refers to the following:

- Civility
- Respectfulness
- Timeliness
- Attendance
- Appropriate Attire

Any student intern found not in compliance with professional conduct while representing the School of Public Administration may be placed on academic probation or potentially dismissed from the program.

School of Public Administration

MASTER OF PUBLIC ADMINISTRATION - Program of Study

Plan of Study serves as a roadmap fro your degree. You are required to complete the form and email it to your program adviser by the end of your first semester.

STUDENT AND PROGRAM INFORMATION			
Name (last, first, MI):		ST ID:	
Term Admitted:		Catalog Year:	
College:	**CCIE**	Degree Program:	
Director:	**Dr. Sadiq**		
Total hours required for degree program **42**		**MPA** Total hours in Program of Study	

REQUIRED CORE COURSES - 30 credit hours incl. Capstone					
Prefix	**Number**	**Title**	**Term planned/ taken**	**Grade**	**Notes**
PAD	**6053**	**PA in the Governance Process**			
PAD	**6035**	**PA in the Policy Process**			
PAD	**6700**	**Research Methods in PA**			
PAD	**6701**	**Analytic Techniques for PA (PR: PAD 6700)**			
PAD	**6037**	**Public Organization Management**			
PAD	**6227**	**Public Budgeting (PR: 6700)**			
PAD	**6207**	**Public Financial Management (PR: 6700, 6227)**			
PAD	**6417**	**Human Resource Management**			
PAD	**6335**	**Strategic Planning and Mgmt. (PR: 6700)**			
PAD	**6062**	**CAPSTONE – Advanced Concepts (PR: completion of all core courses)**			**Fall & Spring only**

ELECTIVES – 12 Credit hours					
Prefix	**Number**	**Title**	**planned/taken**	**Grade**	**Term Offered**
PAD					
PAD					
PAD or NON PAD					
PAD or NON PAD					

It is my responsibility to keep informed of all program related rules, regulations, procedures and requirements. To graduate an 'intent to graduate' must be filed in the semester prior to graduating.

Student signature: _____

Date: _____

School of Public Administration

NAME:

DATE:

PID/STUDENT ID:

PROGRAM DIRECTOR

STUDENT WORKSHEET

Plan of Study – Master of Public Administration (full time)

Full time load is 3 courses, part time is 2. Electives are not always offered in summer. Capstones are NOT offered in summer.

1st Year

Suggested Plan: 1st- PAD 6700, 6035, 6053;
2nd - PAD 6701, 6227, 6037
3rd - PAD 6207, PAD Elective 1, Elective 2

1st Semester	2nd Semester	3rd Semester

2nd Year

Suggested Plan: 4th- PAD 6417, 6335, Elective 3
5th - PAD 6062, Elective 4

4th Semester	5th Semester	6th Semester

3rd Year

Notes:

Fall	Spring	Summer

Capstone is taken after all core courses are done. It advised to take only one additional elective class with it.

With the submission of this Planned Program of Study, I understand that:

- It is my responsibility to keep informed of all rules, regulations, and procedures required for graduate studies. Graduate programs will not be waived or exceptions granted because students plead ignorance of the regulations or claim failure of the adviser to keep them informed.
- The UCF Graduate Catalog is the university's official record of graduate policies. In any case where this document and the graduate catalog appear to disagree, the Graduate Catalog appear to disagree, the Graduate Catalog is the final authority.
- It is my responsibility to become familiar with the academic requirements of my program and with the provisions of the online Graduate Catalog.

NAME:

DATE:

PID/STUDENT ID:

PROGRAM DIRECTOR

School of Public Administration

UCF

STUDENT WORKSHEET

Plan of Study – Master of Public Administration (part time)

Full time load is 3 courses, part time is 2. Electives are not always offered in summer. Capstones are NOT offered in summer.

1st Year

Suggested Plan: 1st- PAD 6700, 6035, ;
2nd - PAD 6053, 6227,
3rd - PAD 6701, 6037

1st Semester	2nd Semester	3rd Semester

2nd Year

Suggested Plan: 4th- PAD 6207, 6417
5th - PAD 6335, Elective 1
6th - PAD 6062, Elective1

4th Semester	5th Semester	6th Semester

3rd Year

Suggested Plan: 7th- Elective 2, Elective 3

Fall	Spring	Summer

Capstone is taken fter all core courses are done. It advised to take only one additional elective class with it.

With the submission of this Planned Program of Study, I understand that:

- It is my responsibility to keep informed of all rules, regulations, and procedures required for graduate studies. Graduate programs will not be waived or exceptions granted because students plead ignorance of the regulations or claim failure of the adviser to keep them informed.
- The UCF Graduate Catalog is the university's official record of graduate policies. In any case where this document and the graduate catalog appear to disagree, the Graduate Catalog appear to disagree, the Graduate Catalog is the final authority.
- It is my responsibility to become familiar with the academic requirements of my program and with the provisions of the online Graduate Catalog.

GRADUATE STUDENT INTERNSHIP PROGRAM OVERVIEW

LEARNING OBJECTIVES

The course is designed to introduce, teach, or reinforce one or more of the adapted National Association of Schools of Public Administration (NASPAA) universal required competencies:

1. The ability to lead and manage in public and nonprofit governance
2. The ability to participate in and contribute to the policy process
3. The ability to analyze, synthesize, think critically, solve problems, and make decisions
4. The ability to articulate and apply the service perspective
5. The ability to communicate and interact productively with a diverse and changing workforce and citizenry

ACADEMIC REQUIREMENTS

- Internships are a graduate level general elective. Students may take this for up to three credit hours at 300 hours of internship
- Maintain a minimum 3.0 GPA
- Have successfully completed six (6) credit hours of graduate level public administration coursework

REGISTRATION PROCESS

Students who have arranged internships by their own efforts must seek approval prior to beginning the internship. To gain approval students must:

1. Contact the Director of Internship, Daniel Seigler at Daniel.Seigler@ucf.edu with their name and PID, for enrollment into the Internship Orientation course.
2. Students should begin their search for an internship the semester prior. Students who do not receive approval run the risk of not receiving academic credit for their internship.
3. **Activate your account on Handshake (http://csel.ucf.edu/) to view the current listing of available internships.**
4. The student and host site must complete the required documents, Learning Agreement and Confirmation of Placement.
5. Once forms are received, the student will be assigned a permission number by the experiential learning coordinator. This number will allow you to self-enroll into the PAD 6946 Internship Course. **Students must ensure that the class is confirmed on their schedule.**

Students should meet with an academic advisor prior to enrolling in an internship to ensure the course is a part of their individualized plan of study.

For more information, please send an email to: Mirtha.Bailey@ucf.edu Mirtha Bailey, Experiential Learning Coordinator.

Service-Learning Program Overview

Service learning is a teaching method that is part of UCF's initiative to provide a means for every student to enhance his or her academic program with experiential learning. Service learning within the School of Public Administration provides an opportunity for students to work with community partners by collecting and compiling data and producing quality products that will be beneficial to nonprofit organizations. Students have been involved in the following projects:

- Volunteer program evaluation
- Strategic planning
- Grant proposals
- Nonprofit administration case study
- Nonprofit program evaluation

Service-learning projects address community needs and require students to reflect on their activities to gain an appreciation for the relationship between civics and academics. The service-learning projects are usually completed as a group assignment. Faculty will guide the process. Not all graduate courses will offer this teaching method.

Using MyUCF Portal and Student Center

Network ID (NID)

The NID is a UCF-issued credential that allows access to UCF resources (e.g. UCF wireless networks, UCF Exchange). The NID is used by current students to log into MyUCF portal.

If you do not know or can't recall your NID, use the I forgot my NID link which is found on the NID password reset page (http://mynid.ucf.edu).

NID Password

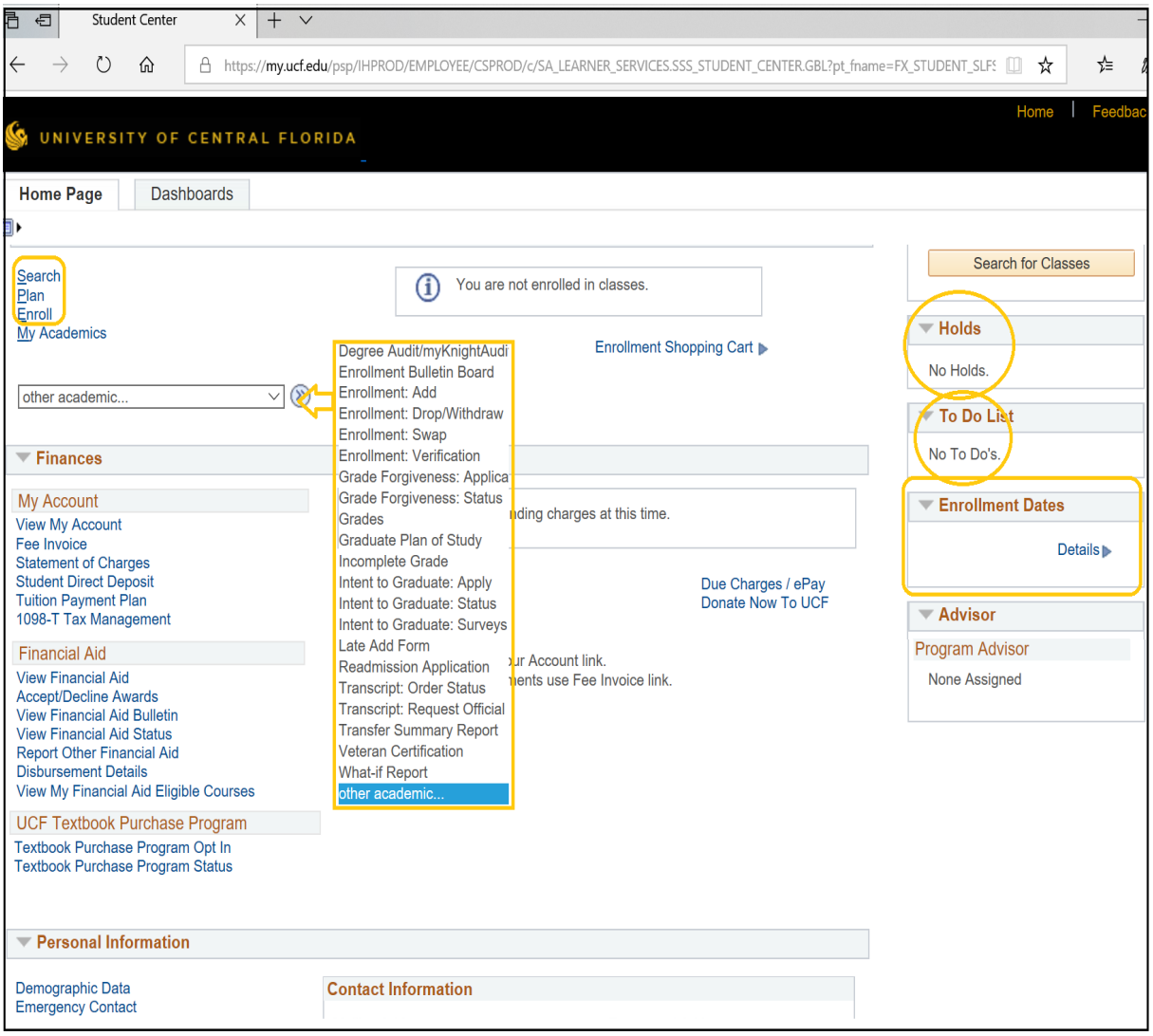
If you do not know or cannot recall your NID password, please use the NID Password Self-Service Reset tool at http://mynid.ucf.edu

There is no default NID password. You set it for the first time with a password reset.

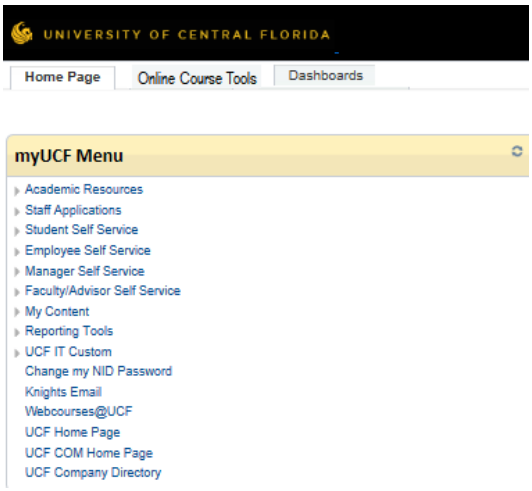
Always use a strong password (8 or more characters, mix of letters, numbers, special characters). Learn more about strong passwords.

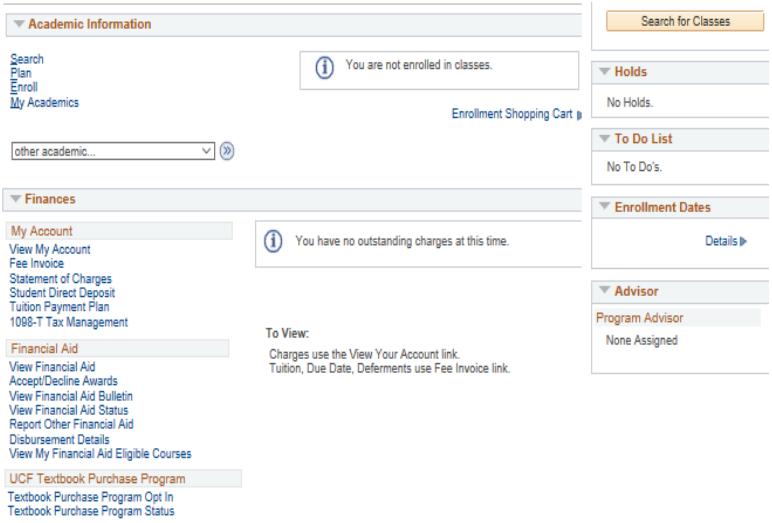
Your NID password expires 60 days after the last reset and cannot be used to access UCF services until it is reset.

GETTING TO KNOW YOUR MYUCF PORTAL



Accepting Graduate Admission





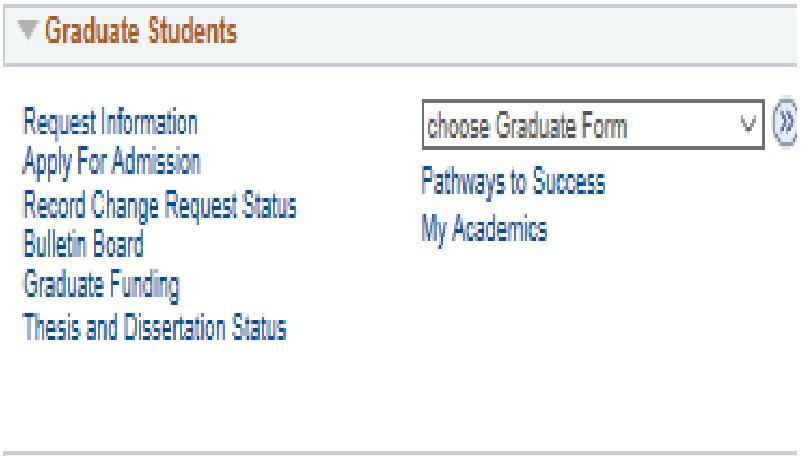
INSTRUCTIONS TO ACCEPT GRADUATE ADMISSION
In the upper right hand corner, in the myUCF Menu box, click Student Self Service.

*If the address menu appears. verify your email and valid addresses and click OK.

To Accept/Decline your admission, from Student Center main page, scroll down to the Graduate Students section.

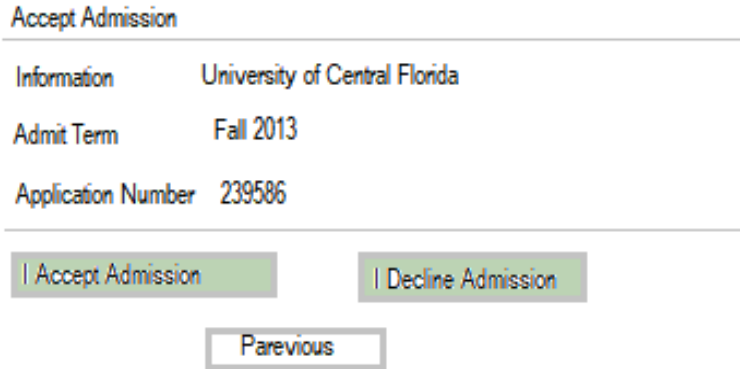
Click Accept/Decline Admission

Select the program you would like to Accept or Decline admission to by clicking on the Accept/ Decline link to the right on each application.



Select either I Accept Admission or I Decline Admission button to indicate your choice. You will then be asked to confirm your selection. Select the Previous Button if you do not wish to make a selection at this time.

If Admission is Accepted:



After you have accepted your admissions offer, it takes approximately 1-2 business days for the database to complete it's processes and a registration appointment time to be generated. Appointment times are only generated after class schedules are posted. The appointment time is the date and time you are eligible to enroll in classes through your myUCF portal.

Please be sure to inquire with your department directly to verify if there is a deadline they have set for you to accept or decline your admissions offer. In addition, follow up with them once your admissions offer is accepted to confirm if there is a mandatory orientation through your department that you must attend.

NOTE: If newly admitted students do not register and enroll for classes in their first semester their file will be inactivated and all future registration will be dropped. Once their file is inactivated, they will need to re-apply by a complete a new online admissions application.

STUDENT SERVICES CONTACTS

STUDENT ACCOUNT SERVICES

Student Services Millican Hall, Room 109
Phone: (407) 823-2433
Fax: (407) 823-6476
Email: stuaccts@ucf.edu
http://www.studentaccounts.ucf.edu/

STUDENT FINANCIAL ASSISTANCE

Millican Hall, Room 120
Phone: (407) 823-2827
Fax: (407) 823-5241
Email: finaid@ucf.edu
http://finaid.ucf.edu/applying/app_costs.html

UCF CARD SERVICES

John T. Washington Center, Room 104
Phone: (407) 823-2100
Fax: (407) 823-3278
https://ucfcard.ucf.edu/index.html

UCF PARKING SERVICES

South Garage—Garage B
Phone: (407) 823-5812
Fax: (407) 823-6715
Email: decals@ucf.edu

KNIGHTS EMAIL ACCOUNT

https://extranet.cst.ucf.edu/kmailselfsvc

COMPUTER AND NETWORK QUESTIONS

Phone: (407) 823-5117
Email: servicedesk@ucf.edu

PROGRAMS OFFERED BY THE SCHOOL OF PUBLIC ADMINISTRATION

Graduate Degrees

Master of Nonprofit Management

Master of Public Administration

Master of Research Administration

Master of Urban and Regional Planning

Master of Emergency and Crisis Management

Master of Public Policy

Doctoral Program in Public Affairs

Graduate Certificates

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Graduate Certificate in Public Administration

Graduate Certificate in Research Administration

Graduate Certificate in Urban and Regional Planning

Graduate Certificate in Fundraising

Graduate Certificate in Emergency Management and Homeland Security

Graduate Certificate in Public Budgeting and Finance

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