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Welcome to the University of Central Florida! It is a pleasure to have you as the most important part of the University, and we are pleased that you chose UCF to begin or continue your collegiate experience. 

Guide to Knight Life was specifically created to provide the answers to as many of your questions as possible. It will also serve to define your rights and responsibilities as a member of the University community and give you a clearer understanding of your role as a student at UCF.

Again, welcome to the UCF community. If Knight Life leaves any of your questions unanswered, please feel free to call us:
Division of Student Affairs
Administration Building, Suite 282
275-2821
**Hours of Operation**

**Administrative Offices**  Monday-Friday  8 a.m.-5 p.m.

**Bookstore**  Mon. & Tues.  9 a.m.-9 p.m.  Wed.-Fri.  8:30 a.m.-5 p.m.

**Campus Ministry**  Monday-Friday  10 a.m.-5 p.m.

**Evenings, by appointment**

**CASHIER’S OFFICE**  Mon.-Fri.  9 a.m.-3:30 p.m.

**Developmental Center**  Monday-Friday  8 a.m. - 5 p.m.  Reading Skills: Evening Hours as posted

**Faculty Offices**  Schedules vary-Hours as posted

**Health Center**  During the academic sessions, the Health Center is open 24 hrs/day

**Library**  Mon.-Thurs.  7:45 a.m.-11 p.m.  Friday 7:45 a.m.-6 p.m.  Saturday 10 a.m.-5 p.m.  Sunday 2 p.m.-11 p.m.  Library hours subject to change

**Village Center Offices**  Mon.-Fri.  8 a.m.-5 p.m.

**Village Center Cafeteria**  Monday - Friday:
- Breakfast 7 a.m.-9 a.m.
- Continental breakfast for meal-card owners in the Knights Den snackbar 9 a.m.-9:30 a.m.
- Lunch 10:45 a.m.-1:15 p.m.
- Dinner Mon.-Thurs. 4:45 p.m.-6:30 p.m.  Friday 4:45-6:00 p.m.
- Sat. Brunch 11:30 a.m.-11 p.m.
- Sat. Dinner 5 p.m.-6:30 p.m.
- Sun. Brunch 11:30 a.m.-1 p.m.
- Sun. Dinner 5 p.m.-6:30 p.m.

**Knights Den Snack Bar-Education Complex**  Mon.-Thurs. 8 a.m.-7:00 p.m.  Friday 8 a.m.-2 p.m.  Closed Sat.-Sun.

**Knights Den Snack Bar "Home of the Jumbo"** in the Village Center

**Game Room**  Mon.-Fri.  9 a.m.-11 p.m.

**Housing Desk**  Mon.-Fri.  8 a.m.-5 p.m.

**Computer Center**  Mon.  8 a.m.-12 mid.  Sat.  10 a.m.-12 Mid.

**Music Rehearsal Hall**  Mon.-Fri.  8 a.m.-11 p.m.  Sat.-Sun.  9 a.m.-9 p.m.

**Humanities and Fine Arts Building Practice Rooms**  Mon.-Fri.  8 a.m.-11 p.m.

**Recreational Facilities**  Open Daily. Hours vary

**Residence Halls Visitations**  Sun.-Thurs. 10 a.m.-12 Mid.  Fri.-Sat. 10 a.m.-2 a.m.

**Visitor’s Information Booth**  (Visitor’s Parking Lot)  Mon.-Fri.  8 a.m.-4 p.m.

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**Recreational Services**

The Office of Recreational Services at UCF exists to provide a service to all students, faculty, and staff that serve being the opportunity to participate in and enjoy recreational sports and leisure activities in a well-organized, professionally administered and properly supervised program. These activities include Intramural sports leagues, unstructured open recreation and competitive sports clubs.

Changes have been made again this year in our continuing effort to diversify and improve the offerings, to attract more participants into the programs, and to make UCF’s Recreational Services a more attractive alternative to lose leisure than ever before.

**Office of Veterans**

The primary function of the Office of Veterans Affairs (OVA) is to deal with any problems which distract from a student’s academic success.

The Office of Veterans Affairs is located in the Administration Building, Suite 282; Phone 275-2707.

Veterans must be certified through the Veterans Certification Office to receive VA educational benefits. The office handles all paperwork related to regular G.I. Bill.

Veterans, do you need help in the following areas:

- Educational benefits information; approved program of study
- Academic counseling;
- Tuition and fee deferrals;
- Any changes in programs and majors
- Dependents, and addresses

Any problems, questions or information concerning the above will be answered by Lois Hillman, Veterans’ Certification Supervisor, and staff. The Veterans Certification is located in Admin, 225, Telephone 275-2138 for more information.

To help with any payment problems you might encounter or for information regarding VA benefits Harry Hesse, VAROC, is located on campus in suite 225 Mon., Wed and Fri. Phone 420-6266 for further information.

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**Where to go for Answers**

| ACADEMIC MATTERS | Academic Advisor
|-------------------|------------------|
| ACADEMIC STATUS  | Registrar
| ADD, DROP, OR CHANGE COURSES | Registrar
| ADMISSIONS, RECORDS, TRANSCRIPTS | Registrar
| BOOKS, SUPPLIES, & SUNDAY ITEMS | Bookstore
| BORROWING BOOKS FROM ANOTHER UNIVERSITY | Library, LIB 242
| CASHIER | Cashier
| CHECK OUT PHONOGRAPHE RECORDS | Library, LIB 810
| CREDIT BY EXAMINATION | Dean of Appropriate College
| DENTAL INSURANCE | Student Health Center
| HELP WITH HEARING, SPEECH, HEARING | Development Center
| HOW TO ORGANIZE A CLUB | Student Organization
| INFORMATION CONCERNING I.D. CARDS | Registrar
| INTRAMURAL | Intramural Office
| LOANS, SCHOLARSHIPS, GRANTS | Financial Aid Office
| LOT AND FOUND | Village Center
| ORIENTATION | Student Organization
| PAY UNIVERSITY BILL | Cashier
| PERSONAL COUNSELING | Development Center
| RELIGIOUS COUNSELING | Campus Ministry
| SECURE BEDROOM OF A CREATION | Dean of men
| STUDENT EMPLOYMENT | Financial Aid
| TEST SCORES, ADMISSIONS | Academic Adviser
| TICKETS DISCOUNT | Student Government
| TRAFFIC VIOLATIONS | University Police
| VEHICLE REGISTRATION | Student Affairs
| VETERANS BENEFITS | Developmental Center
| VOCATIONAL COUNSELING | Registrar
| WITHDRAW FROM THE UNIVERSITY | Dean of men
| CAN’T FIND AN ANSWER? | Dean of women
Special Services
UCF offers to its students

...Peer Advisement

Beginning this fall quarter, the University of Central Florida will enjoy the initiation of a new program designed for all entering freshmen: peer advisement. Organized and implemented during the summer quarter, the Office of Academic Peer Advisement consists of a well trained team of 27 outstanding sophomores, juniors, and seniors who will work closely with faculty, members concerning academic advisement and who will follow the progress of freshmen as they move through their first year at UCF. It is hoped this charter program, the only one of its kind in the State University System, will contribute to UCF retention efforts.

Initially promoted by the President's Leadership Council and Student Body President Armando Payas, the peer advisement program gained momentum after the UCF Peer Advisement Program Committee submitted its final report in May 1979, to President Trevor Colbourn and Dr. Leslie Ellis, vice president for academic affairs. Approved for implementation in July 1979, Dr. Pete Fisher, assistant dean of men, was named acting director.

Peer advisors will work in the seven colleges and the general studies program to assist faculty with the academic advisement function and will maintain office hours in Admin. 144 for contact with students concerning other problem areas.

If you are a freshman and have not had contact with a peer advisor or completed a peer advisement information form, please call 275-2751 or visit the office, Admin. 144.

...Career planning and placement

The choosing of a career is one of the most important decisions in your life. Today's complex and uncertain job market adds difficulty to the job search process.

The Career Planning and Placement Center is a service for all UCF students. It is designed to assist in deciding upon a career and in finding permanent employment. It is an employment service for business, industry, school systems, social and governmental agencies.

The center provides career planning and counseling for all students. Employment listing books of degrees and non-degreed vacancies. These include also off-campus part-time and summer employment as well as full-time openings. Video-tapes about the various companies who participate in on-campus interviewing. Literature on recruiting companies and other companies, agencies, and employers. Resume and data sheets are sent to interested companies upon employer request. CHOICES, a career computer will help you with career decisions.

Students should register at the Placement Center at least three quarters prior to graduation so you can make use of services we have to offer. They also should review monthly schedules of on-campus visits listed by company name. (Interviews with recruiters are not available to students not registered.) Students may sign up for campus interviews by coming to the Placement Office and utilize career counseling, placement library, audiovisual library, and other career information available. They may also attend the Education and Health Related Career Days sponsored by the Career Center. CHOICES, a career information computer for further career exploration. Specification and comparison of careers is also available for students use.

Placement service is a lifelong opportunity available to UCF alumni for use of all services. Alumni must register or update file for continued services.

Developmental Center

The Developmental Center provides programs of professional services designed to meet a wide range of students' needs. As a result, students may obtain assistance for more than one of their concerns in a single agency.

The services of the Center may be broadly described as programs of counseling and academic skills. However, they are closely interrelated and as such serve to the advantage of the individual student.

The programs of service in Counseling include the following:

Educational Counseling
Learning difficulties are identified through counseling and testing. Strategies, including special education programs, are developed and implemented to overcome these difficulties and improve academic progress.

Vocational Counseling
Counseling, testing, and occupational information are used to assist the student in assessing his/her interests, values, and aptitudes. These are in turn related to realistic vocational and educational objectives and strategies for attaining these objectives are planned and implemented.

Personal-Social Counseling
Emotional and social problems that are hindering a student's academic performance, personal relationships, and/or other areas of functioning are treated. Encouragement of realistic self-assertion is often an aspect of this process.

Marital Counseling
This counseling usually entails working on communication. Student spouses may initiate this contact as well as students. Pre-marital couples may also benefit from this approach.

Growth Groups
A variety of groups have been offered in the past, including gestalt, encounter, and counseling groups.

Speech and Hearing Services
Counseling is provided to students with a variety of communicative disorders including stuttering, dialectic problems, voice problems, articulation and fear of public speaking. Screening for hearing disorders is also provided.

The programs of service in academic skills include the following:

Reading and Vocabulary
Students are assisted in improving reading comprehension, reading rate, and developing vocabulary knowledge and skills.

English
Assessment, including writing samples, are used to determine student deficiencies and needs in written English. Specific programs are designed to meet individual student needs. Continuous assessment is used to determine the student's progress and to plan further programs.

Mathematics
Diagnostic testing for mathematics deficiencies results in the specifically designed skill programs. Again, continuous assessment is utilized to determine the direction of further programs.

Study Skills
Counseling and diagnostic testing are used to determine the individual study skills deficiencies and learning problems. Components of this program include the following:

Taking Notes
Memory
A Time and Place to Study
Preparing for Examinations

Test Taking
Included in this program are strategies for success on different types of examinations: multiple choice, essays, and true/false. This program may be coordinated with treatment for test anxiety or individual counseling according to the needs of the student.

Testing
The Developmental Center coordinated the following national testing programs:
Graduate Record Examination
Graduate Management Admissions Test
High School Admissions Test
Miller Analogies Test
Dental Admissions Test
Medical College Admission Test
Registration Examination for Medical Record Administrators
Accreditation Examination for Medical Record Technicians
Entrance Examination for Schools of Health Related Technologies
Nurse Anesthetists Qualifying Examination

Special Services

Special services rendered through the Special Services program are designed to assist students who have academic potential, but who lack adequate preparation to perform effectively on a post-secondary level without assistance to who may have handicapped students.

Academic Success. The goal of the traditional background remediation and tutoring in academic subjects, personal, academic and career counseling and special assistance to limited English speaking and handicapped students.

The Special Services Program works very closely with student support programs within the university and provides information and referral to many community agencies that might help students resolve personal and non-academic problems which may hinder academic success. The goal of the program is to assist in the retention and graduation of students with non-traditional backgrounds.
If you wish to contact your senator or see the President or Vice President at the Student Body drop by the G.S. Office in the Village Center. Phone No. 275-2191

The following is a summary of the various programs funded in whole or in part by the Student Government of UCF.

Legal Aid: An attorney is available for consultation to all full time students (defined in the program as students enrolled in at least six (6) quarter hours). Consultation is free, but the program will not cover the payment of court costs, fees incident to litigation, fines, penalties or amounts of any judgments awarded against the student. Legal representation up to and including all stages of trial will be provided in certain types of cases of the following: consumer problems, discrimination, non-criminal traffic cases (excluding DWL), divorce, conversion of property and name change.

For more information, contact Student Legal Services, Room 210 Village Center, phone 275-5538.

Dental Aid: inaugurated in the Summer of 1979, the dental aid program will be providing teeth cleaning for the fall quarter in addition to free X-rays, fluoride treatments and dental checkups. A dental and hygienist will be opening the program throughout the fall quarter, beginning with the first week of classes. Appointments are necessary: call 275-2413. Small charge for teeth cleaning.

Centralized Services: One of the fastest growing areas of student government is the Centralized Services office. Movie tickets, passes, concert tickets, theatre tickets, a book exchange, and a bulletin board for referral services are available. Movie ticket prices are substantially lower—around $1.75-$2.00 per ticket and all major theaters are represented. Because of high demand for tickets over the last quarter, it is suggested that you purchase tickets early in the week. The phone number for Centralized Services is 275-2191.

Typing Rooms: On the fourth floor of the library in the corner adjacent of the rare book section is the S.G. typing room. There are six electric typewriters available for student use during the open hours of the library.

Student Government also funds in whole or part the Intramurals Program, Intercollegiate Athletics, the Village Center, the Debate Team and the Orientation Team. If you want more information about Student Government and any of the organizations if funds or if you want to become a part of S.G. call or drop by the offices in the Village Center. Phone 275-2191.

STUDENT GOVERNMENT

Student Government was chartered in 1968, at what was then Florida Technological University. Over the years, as the university has grown so has the Student Government Association until today it now has a budget of over 3 million dollars. This money is derived from tuition paid by students and is used primarily to fund student activities and services, hence the title Activity and Service Fee which is $2.49 of every quarter hour. Some of the areas student government funds through Activity and Service Fees (A&SF) are the Recreation Department, Intramurals, Intercollegiate Athletics, the Village Center (movies, concerts, etc.), Dental Aid, Legal Aid, the Debate Team and many other projects, services and organizations. Admission is free to all events directly funded by A&SF money.

STUDENT GOVERNMENT IN PERPECTIVE

There are three branches of Student Government, the Executive, the Legislative (Senate), and the Judicial Council. The Executive and Legislative Branches are elected by the student body, while the Judicial Council is appointed by the President of the Student Body and confirmed by the Student Senate.

THE EXECUTIVE BRANCH

The Chief Executive Officer of Student Government is the President of the Student Body. Assisted by his staff and cabinet he over-sees the daily operations of Student Government and executes the directives of the Senate. Each President is allowed flexibility in creating the Cabinet Posts since only two (Attorney General and P resident's Secretary) are provided for in Statute. He also prepares the Student Government budget for the A&SF Budget Committee each year.

Unique to the governmental structure of Student Government at the University of Central Florida is the fact that the Vice President of the Student Body is a member of the Executive Branch, yet he is the chairman of the Student Senate, which is the legislative branch. With his staff and the Senate Executive Committee he is able to plan the legislative sessions of the Senate.

Both the President and Vice President are elected during the Spring Quarter and serve a one year term beginning in the Summer Quarter following the elections.

JUDICIAL

The seven member Judicial Council is chaired by a Chief Justice with all its members having been appointed by the Student Body President. They have jurisdiction over matters regarding Student Government statutes and also hear discipline cases. Their terms are for one year and commence at the same time as the President's and Vice President's terms do.

THE LEGISLATIVE BRANCH

The Student Senate meets weekly during the school year. Senators are elected from their respective colleges each fall with the senate seats being apportioned according to student enrollment in the individual colleges. "At-large" Senate seats are available and students are elected to them from the student body in general. Senators serve terms that commence with the beginning of the legislative session in the fall until the proceeding year's election. Vacancies are appointed by the Student Government President.

As the legislative body, the Senate passes resolutions and bills. It is responsible for the allocation of all A&SF money. It has four major committees, the Organizations, Appropriations and Finance Committee, the Legislative Committee, the Budget Committee, the Legislative, Judicial and Rules Committee, and the Elections and Appointment Committee. The Chairmen of the above committees with the President Pro Tempore of the Senate, and the Vice President comprise the executive committee which is a policy making board of the Senate.

Senate committee meetings are open to all students. The Senate meets once a week during each quarter. Call 275-2191 for time and place information.

ACTIVITY AND SERVICE FEE

RECOMMENDED BUDGET FOR 1979-80

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<th>1977-80</th>
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<td>Black Student Union</td>
<td>4,693</td>
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<td>Brevard Resident Center</td>
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<td>Chevroleaders</td>
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<td>Choral Care</td>
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<td>Daytona Beach Res. Center</td>
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<td>Extramurals (Crew)</td>
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<td>Music Service Award</td>
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<td>Pep Band</td>
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<td>University Theatre</td>
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<td>Village Center</td>
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<td>South Orlando Campus</td>
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<td>Traffic &amp; Parking</td>
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<td>1,337,242</td>
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More services offered

Cooperative Education

The cooperative education program offers an educational strategy for baccalaureate or graduate degree-seeking students who wish to blend theory with practice by combining traditional classroom study with on-the-job training. Co-op students alternate quarters of classroom study with periods of paid employment in government, industry, or business. The work assignments provide qualified students an opportunity to gain career experience in their major fields of study in job locations that extend not only throughout Florida but also nationwide.

Handicapped Services

The university encourages students to participate fully in university life. Students who are handicapped have equal access at UCF to educational programs and activity opportunities consistent with their abilities. The Office of Handicapped Student Services can provide information and orientation concerning campus facilities and programs, referral to campus services, information for obtaining handicapped parking, counseling, and assistance with registration. Information and assistance are also available for faculty working with students who are handicapped. Persons desiring information should contact Louise Frederick, coordinator for Handicapped Student Services, in Admin. 282.

Financial Aid Information

UCF provides assistance to students who would otherwise be unable to attend college. Financial Aid is awarded to each individual's needs in relation to college costs. Awards may include loans, grants, scholarships, or part-time employment.

When to Apply: Before April 1 for the following academic year. Applications submitted after April 1 will be accepted conditionally and funds will be awarded on a first come, first serve basis.

New applications for financial aid must be submitted each year.

Many of the aid programs require evidence of a financial need. This may be established by submitting a Financial Aid Form (FAP), Graduate and Professional School Financial Aid Service Form (GAPSF), or an American College Testing Form (ACT).

An official award notice cannot be made until after a student is accepted for admission at UCF. However, a student should not wait for notice of acceptance, but should apply for financial aid as soon as possible after January 1.
Student Organizations

Many students find that the excitement of the collegiate experience invariably includes participation in a student organization. At UCF involvement in one of its many student organizations has always been a highlight for the students who have taken the opportunity to broaden their interests through active participation.

From academic to special interests, student organizations were to involve the individual in a broad range of experiences and to provide leadership development through group interaction.

There are more than 100 active organizations on UCF’s campus that are registered with Student Government. Some are academic, others are honorary, social, professional, religious, special interests, sports and hobbies. Information about clubs and organizations is available in the Office of the Director of Student Organizations, VC 134.
Organizations' rules and regulations

Various types of student organizations such as student government, service and honorary groups, publications, athletics, performing arts, religious interests, special interests, or hobby groups are supported on an organized basis as a result of a belief in their co-curricular value, as part of the general education of students, and through their general value to the University community.

Clubs, organizations, and other groups that support an organized program of activities play an important part in the total University life and must, therefore, exercise judgment and responsibility individually, as members and as organizations. Clubs, organizations, and groups, as with individuals, must also observe certain regulations necessary for rational and effective operation in the University community.

Any student association or organization whose objectives are consistent with the broad organizational goals of the University is eligible for registration. Registration is permitted upon the recommendation of the student government, the concurrence of the Director of Student Organizations and approval of the Associate Vice President for Student Affairs.

Any student organization must follow the procedures:

1. Complete two copies of Student Organizations Registration and Update Form listing the names of 12 members, 7 officers, advisor, (if applicable), source of funds, statement of purpose and requirements for membership.
2. Deposit one form with the Student Government and one with the office of Student Organizations. The initiation of a new organization will require a recommendation for approval or disapproval by the Associate Vice President for Student Affairs and the President of the Student Body.
3. The President of the Student Body will notify the members of the Student Senate of the Statement of Purpose of the proposed organization. If a completed report is given to Student Government, any student senator may submit a formal objection to the approval of the President of the Student Body. If such an objection is registered, then the decision must be reviewed by the Associate Vice President for Student Affairs, the President of the Student Body, and the President of the Student Senate. If an objection for approval is not registered within 10 school days, the organization may be approved by the President of the Student Body.
4. After being approved by the Student Senate and the President of the Student Body, the request for official registration will be forwarded to the Associate Vice President for Student Affairs for final decision.
5. Eligibility for leadership positions may be stipulated by the organization itself, but must comply with the minimum requirements explained under the Eligibility Requirements.

MEMBERSHIP

Students who have paid fees and are enrolled in the University and alumni of UCF who satisfy the eligibility requirements are eligible for membership only to any student organization registered by the University, provided membership requirements of the organization are satisfied.

OFFICER QUALIFICATIONS

Eligibility for leadership positions may be stipulated by the organization itself, but must comply with the minimum requirements explained under the Eligibility Requirements.

STUDENT ORGANIZATIONS' REPORTS

During each Fall and Spring Quarter, all student organizations must file a report with Student Government and the Director of Student Services for organizations which includes, inter-alia, current officers of the organization and the current faculty advisor.

Complete membership lists and financial statements should be available at request of the Director of Student Organizations.

Any change in the information shown above occurring during the academic year should be reported to the Student Government and the Director of Student Organizations within one month.

ELIGIBILITY FOR LEADERSHIP POSITIONS

To be eligible for any position of leadership or responsibility in any registered student governing group, organization, publication or activity on campus, a student must:

1. Be enrolled as a student of the University of Central Florida.
2. Have a cumulative GPA and an UCF GPA of at least 2.0.
3. Not be a candidate for an academic award or under the disciplinary action of restrictive probation, suspension, or expulsion.

If a student does not meet the eligibility requirements and believes his inclusion has been caused by circumstances beyond her control, she may submit a written appeal to the Eligibility Appeals Board through the Director of Student Organizations. This Board shall hear and rule on any appeal.

At the end of each academic quarter, the Eligibility Appeals Board shall review the academic records of persons failing to make normal progress toward graduation and may recommend to the student, the advisor of the activity, and to the Dean's Office that the student drop his position of leadership or responsibility.

ADMISSION FEES

Tickets must be used and sold for all University sponsored events for which admission is charged. All tickets will be issued by the cashier. Upon conclusion of the event, all sales and unsold tickets shall be deposited with the University Cashier.

All student organizations, groups, and clubs that deposit funds with the University must follow these procedures.

Students or registered student organizations wishing to charge admission to an event must receive prior approval from the Director of Student Organizations. See University procedures No. 4901.

CALENDAR COMMITTEE

A University-Master Calendar Committee operates for the purpose of recommending to the Associate Vice President for Student Affairs an official University calendar. The University calendar includes the academic schedule, athletic events, campus conferences, cultural events, official holidays, student activities, and other similar events and dates.

CAMPUS PUBLICATIONS

Campus publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion of intellectual exploration on the campus. The official University publication is the newspaper, Patriot.

The President of the University, as publisher, has final authority and responsibility in matters relating to student publications. However, he may exercise this authority and responsibility through a professional person or a Board.

CONTEST AND CAMPAIGNS

Any registered student organization wishing to sponsor a fund raising campaign for any other type of campaign or contest must confer with the Director of Student Organizations at least one week prior to announcement of the event. A list of candidates or contestants must be submitted to the Director of Student Organizations for determination of their eligibility before names may be announced.

FUND RAISING

Any student project to raise funds from sources other than the general membership must be approved by the Director of Student Organizations prior to an announcement of the event. See University Procedure No. 1088.

Cheerleaders

The University of the Central Florida Cheerleaders are a national award-winning squad. They were also chosen as the official 1979 Chevrolet team models. The team of six men and six women leads the cheers for football and basketball games as well as soliciting support for the women's volleyball team, crew team, swim team, and baseball team. This skilled group also represents UCF at various community functions and helps to promote an enthusiastic and exciting spirit at UCF.

PRESIDENT'S LEADERSHIP COUNCIL

The President's Leadership Council (PLC) is a group of twenty students selected annually by a faculty and staff committee to serve as ambassadors for the University. The purpose of the President's Leadership Council is to recognize student leaders who have made outstanding contributions to the University of Central Florida. The PLC has been active in the recruitment of new students and in welcoming and touring prospective students. They have been chosen to host and tour distinguished guests of the University, as well as serving as hosts for Parent/Spouse Orientation, graduation, and University Open House. The PLC initiated the Peer Admissions Program and the concept for the President's Honor Roll. This select group also sponsors annual leadership seminars. The accomplishments of the PLC rank them as a vital segment of the University of Central Florida.
Questions and Answers

In order to fully acquaint you with UCF, the questions listed below have been prepared and answered. Hopefully, the questions you might ask concerning registration, payment of fees, academics, and student affairs will be covered. Should you have further questions, please call the offices of the Dean of Men (2751), or Dean of Women (2824), and either will assist you.

How do I defer tuition payment?
A student who is on a financial aid program is eligible for deferment by contacting the Student Financial Aid Office, Room 120, Administration Building.

What types of financial aid are available?
The following types of financial aid are available: scholarships, grants, loans, or employment. Visit the Financial Aid Office, Room 120 of the Administration Building, for further information.

Are emergency funds available?
Short-term loans are available at 1% administrative charge. You should visit the Financial Aid Office for further information.

I am interested in working on campus. What is available and who should I see?
Student Financial Aid Office. Contact the Student Financial Aid Office for part-time employment or the University Personnel Office for full-time employment.

When is the Registrar's Office open and where is it located?
The Registrar's Office, located on the first floor of the Administration Building, is open from 8 a.m. to 7:30 p.m. Monday through Thursday, and 8 a.m. to 5 p.m. on Friday when classes are in session.

How do I find the time of my registration appointment?
The Registrar's Office will mail you an appointment time for Fall Quarter registration. Registration appointment times are posted in the Library lobby, or on the first floor of the Administration Building, for all other quarters. New and re-admitted students are mailed an appointment time.

Where do I get my trial and advisement form and course schedule?
You get your Trial Advisement form and course schedule from the college in which you are enrolled.

As a physically handicapped student, who should I contact on campus for assistance?
The Office of Handicapped Student Services can provide information and orientation concerning campus facilities and programs, referral to campus services, counseling, and assistance with registration for students who are handicapped. The Office is located in the Special Services Office, Administration Building, Suite 282.

Are there special parking areas and on campus housing available to handicapped students?
There are special parking areas on campus for bicycles and motorcycles. There are special parking areas for motorcycles and bicycles. Please consult Traffic Regulations for designated areas.

What are the violations for which I might receive a traffic ticket?
You might receive a traffic ticket for the following violations: illegal parking, vehicle registration violations, and moving violations.

Where do I pay a parking ticket?
If you receive a traffic ticket for a non-moving violation you may either drop the fine, enclosed in an envelope, into the red fine box, located in the parking areas, or pay your fine at the Police Department. Tickets for moving violations are paid at the Orange County Courthouse.

Call the Police Department, Extension 2421, for assistance.

How do I appeal a traffic ticket?
To appeal a traffic ticket you should go to the Police Department within 3 working days from the date of the ticket and arrange a formal appeal to the University Parking Appeals Committee.

How do I report a theft? An accident? An assault?
Call the Campus police department, X4241, immediately.

What should I do if my car won't start, or I get stuck in the sand?
Call the Police Department, X4241 for assistance.

What kind of counseling is done in the Developmental Center?
The Developmental Center offers a wide range of assistance to students that includes personal counseling, vocational counseling, marital counseling, educational counseling, therapeutic counseling, and personal growth development groups.

I have trouble with my classwork. Who can help me?
The Developmental Center has study skills classes, reading improvement groups and tutoring in math and reading centers.

The office of Special Services also offers programs which are designed to help students with academic problems.

Is there a class attendance policy?
No, there is not a University policy however, each professor determines whether or not class attendance is mandatory.

Do students pay a role in course-faculty evaluation?
Yes, instructors are evaluated by students. Each college determines when and how often the evaluations are completed.

If I am dropped from the University for academic reasons, what must I do?
If you are disqualified for academic reasons, you may not enroll at the University for two quarters following disqualification. You must then reapply and await the review and decision of the University Admissions and Standards Committee.

What is the Special Services Program?
It is a program sponsored jointly by UCF and the U.S. Office of Education. The program is designed to help students resolve personal and/or academic problems that may hinder their successful pursuit of a college degree.

What kinds of services are available through the Special Services Program?
Counseling, tutoring, referral to various agencies for help with housing, employment, health problems, legal problems and remediation in math, reading, and grammar.

Are there on campus food services?
Yes, the Food Service operates a cafeteria and snack bar in the Village Center.

If I live off campus, can I get on the food plan?
Yes, if you are interested, visit the Office of Administration Services, third floor of the Administration Building.

Does Food Service handle special dietary problems?
Yes, Food Service will prepare a special diet for you if requested by your physician.

Where can I get information concerning Florida residency?
Please check with the Admissions Office on the first floor of the Administration Building.

Are credit cards accepted by the University?
The bookstore accepts Master Charge and Visa cards on purchases of at least $15.00.

Where can I cash checks? What is the limit on the amount?
You may cash a check in the Cashier's Office, first floor of the Administration Building, Monday through Friday, 9 a.m. to 3 p.m. There is a limit of $15.00.

What if my check bounces?
If your check bounces, you will lose your check cashing privileges. There is also a $5 service charge.

Should I have a local bank account?
Yes, in order to cash checks on campus and locally, you should have a local bank account.

Where can I get complete information on all library services?
You should go to the Library Circulation Desk located in the main lobby of the Library.

How do I get a library card?
Library cards are issued each quarter at the Circulation Desk in the Library. You will need to present proof of current registration, ie, your official schedule, fee assessment slip or a form from the Registrar's Office.

What do I do if I lost my library card?
Report a lost library card to the Circulation Desk. With $5.00 and your proof of registration, a new card will be issued to you.

What is the fine for overdue books? Where do I pay it?
There is a charge of $25 per day per book after a grace period of seven days. Fines should be paid at the Circulation Desk, Library Lobby. Fines for overdue reserves materials are $25 per hour.

Are there photocopying machines in the Library?
Yes, a number of self-service photocopy machines are available on the 2nd, 3rd, and 4th floor lobby area. Copies are $1 each.

I hear there is a UCF Center near my home. What is it?
The three Centers are extensions of the University located at Daytona Beach, Cocoa, and South Orlando. The Centers offer a number of upper division and graduate level courses for credit.
Where is the University Bookstore?
The University Bookstore is located in the basement of the Library Building.

What can be bought other than books?
In addition to books, a complete line of school and art supplies, sundries, paperbacks, gifts, and other items of interest are available.

Can I return books for classes I’ve dropped?
Books may be returned if you have the receipt and if the books have not been damaged or written in.

Does the bookstore accept checks?
Yes, with your student I.D. card. The Bookstore will accept VISA, MasterCard, and Discover.

How do I get my I.D. card?
The Registrar’s Office will send you your identification card to your home address during the first week of classes.

What should I do if I lose my I.D. card?
Should you lose your I.D. card, first check Lost and Found in the Village Center. If it is not there, report the lost I.D. to the Registrar’s Office. A charge of $5.00 will replace the lost I.D. with a new one. Damaged cards will be replaced at no charge.

What are the requirements to enroll my child in the Child Care Center?
All student’s children, two through five years of age, who are potty-trained, are eligible to enroll in the Child Care Center. You must register your child prior to the beginning of the quarter, and space is contracted on a quarterly basis.

What kind of program does the Child Care Center offer?
A complete educational program, including kindergarten, hot lunches and snacks, is presented by fully certified teachers. The daily program is divided into learning units, and student parents pick the units that corresponds with their own class schedules. Fees are charged according to the time utilized. Call the Center at 278-2756 for further information.

How do I apply for Housing?
As a veteran, am I allowed a fee deferment?
Yes, the Veterans’ Affairs Office at the Veterans’ Certification Office: peer counseling, tutorial assistance, outreach. For further information, contact the Veterans’ Affairs Office at Office: certified in Administration Building, Room 225, X2138.

What is the Village Center?
The Village Center is a campus-community facility serving students, faculty, University patrons, alumni, and guests. It contains food service facilities, conference rooms, art galleries, lounges, and student organization offices.

What activities are sponsored by the Village Center?
Activities offered include a variety of social, cultural, and recreational and education programs throughout the year.

What services are provided by the Game Room?
The Game Room is located on the first floor of the Administration Building, or Gymnasium Equipment Office.

What is a Health Center on campus?
Yes, the Health Center is located in the Village Center and is open 24 hours a day during academic sessions.

Are my medical records confidential?
Yes, your medical records are confidential.

Is there a campus ministry?
Yes, the Campus Ministry includes representatives of the following faiths: Judaism, Lutheran, Baptist, Catholic, Islamic, Episcopalian, Methodist and Friends (Quakers). The Campus Ministry office is located in Room 132 in the Village Center. You may visit the Campus Ministry Office Monday through Friday, 10 a.m. - 5 p.m., or evenings and weekends by appointment.

Is there a Student Government?
Yes, the Student Government Offices are located in the Village Center.

What special services are offered by Student Government?
- Student Government offers the following services: Student Book Exchange, Discount Theatre Tickets, Baby Sitting Referral Service, Carpool Information, University Information (NEXUS), Off campus housing information, Legal Aid, and Dental Aid.

What does the Placement Office offer?
Campus interviews, employment contracts, career counseling and a variety of employment opportunities - summer, part-time, etc. - are available through the Placement Office, located on the first floor of the Administration Building.

When should I develop my placement file?
Seniors should register with the Placement Office three quarters prior to graduation. The Placement Office will assist you in developing your student personnel file and resumes.

I am an international student and my visa is going to expire, what should I do?
You should go to the Office of the International Student Advisor to complete the necessary paperwork for submission to the District Immigration Office.

I am having problems reading English, what should I do?
The Developmental Center offers a special program for International Students experiencing difficulty reading or writing English. The Center is located in Residence Hall C, Room 110.

As an international student, may I work off campus?
You may not work off campus unless you have received permission from Immigration. Visit the Office of the International Student Advisor for further information.

What services are offered Veteran Students?
The following services are offered by the Veterans’ Affairs Office: peer counseling, tutorial assistance, outreach. For further information, contact the Veterans’ Affairs Office at Office: certified in Administration Building, Room 225, X2138.

When should I be certified for Veterans’ benefits?
In order to be properly certified, you should visit the Office of Veterans’ Certification prior to the beginning of the academic quarter.

As a veteran, am I allowed a fee deferment?
Yes, under State law, you are allowed one 60-day deferment of tuition and fees per year. You should do this effectively in order to meet the tuition payment due date.

If I need to change my mailing address or name, what should I do to assure continuation of V.A. benefits?
After reporting the change to the Registrar’s Office, report it to the Veterans’ Certification Office.

What should I do if I have a problem with the Veterans’ Administration?
- Contact the Veterans’ Administration Representative in the Office of Veterans Certification. He will help you resolve the problem.

Is there public transportation to the campus?
Yes, the Health Center is located in the Village Center and is open 24 hours a day during academic sessions.

Are my medical records confidential?
Yes, your medical records are confidential.

Is there a campus ministry?
Yes, the Campus Ministry includes representatives of the following faiths: Judaism, Lutheran, Baptist, Catholic, Islamic, Episcopalian, Methodist and Friends (Quakers). The Campus Ministry office is located in Room 132 in the Village Center. You may visit the Campus Ministry Office Monday through Friday, 10 a.m. - 5 p.m., or evenings and weekends by appointment.

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When should I be certified for Veterans’ benefits?
In order to be properly certified, you should visit the Office of Veterans’ Certification prior to the beginning of the academic quarter.

As a veteran, am I allowed a fee deferment?
Yes, under State law, you are allowed one 60-day deferment of tuition and fees per year. You should do this effectively in order to meet the tuition payment due date.

If I need to change my mailing address or name, what should I do to assure continuation of V.A. benefits?
After reporting the change to the Registrar’s Office, report it to the Veterans’ Certification Office.

What should I do if I have a problem with the Veterans’ Administration?
- Contact the Veterans’ Administration Representative in the Office of Veterans Certification. He will help you resolve the problem.

Is there public transportation to the campus?
No, at this time, public transportation is not available.

Is there a campus newspaper?
Yes, the "I.T.U.B.E. is printed weekly during the Academic Year.

Is there a Recreational Service Program?
Yes, the Recreational Service Program is comprised of intramural sports, recreational and competitive sports clubs. For further information contact the Office of the Director of Recreational Services, X2408.

Where can I check out recreational equipment?
Recreational facilities include a gymnasium, swimming pool, soccer, softball and baseball fields, track, handball and racquetball courts, volleyball, and basketball courts, tennis courts, a golf range, an archery range, and the Dome is available for weightlifting and exercising.

Where can I check out recreational equipment?
Recreational equipment may be checked out from the Village Center Game Room, the Recreational Services, (P.E. Building), or Gymnasium Equipment Office.

A rental charge is assessed for some equipment.

How do I reserve a meeting room?
Should you want a room, call the Director of the Village Center, X2117.

Are there postal facilities on campus?
Yes, there is a 24-hour postal unit located on the Village Center Green.

May I get a University mailbox?
Yes, you want an on campus mailbox, check with the Housing Office located in the Village Center.

Where are my confidential files kept and who may see them?
The University policy, which governs the confidentiality and access to student records may be found in the University Policies section of this handbook.

What is the procedure for obtaining a copy of my transcript?
Go to the Registrar’s Office, present your student I.D., complete the necessary paperwork, and transcripts will be sent at no charge.

Are there fraternities and sororities on campus?
Yes, there are 13 fraternities and six sororities on campus.

What is Student Affairs?
The Division of Student Affairs is concerned with the total education and welfare of the students as affected by non-academic aspects of the total University program. Professional staff develop and administer programs involving orientation, personal counseling, housing, financial aids, health services, placement, student organizations, special services, and minority student services.

I have a personal problem and I need to talk with someone who cares. Who can I go to?
Counseling and advising is available in several areas of the University. The Dean of Men or Dean of Women can refer you to an appropriate counselor. A student seeking professional counseling may contact the Developmental Center, Student Health Services if the problem is medically related, or special services if the problem is academic.

What is the Village Center?
The Village Center is a campus-community facility serving students, faculty, University patrons, alumni, and guests. It contains food service facilities, conference rooms, art galleries, lounges and lounge areas and student organization offices.

What activities are sponsored by the Village Center?
Activities offered include a variety of social, cultural, and recreational and education programs throughout the year.

What services are provided by the Game Room?
The Game Room is located on the first floor of the Administration Building, or Gymnasium Equipment Office.

What color TV and a variety of table games. Also available at a rental charge are camping equipment, games, and bicycles.


student affairs

Dean of Men and Women

Students are urged to take advantage of the many services and educational programs available beyond the classroom. These services and programs are provided to facilitate learning and supplement academic instruction. The Dean of Men and Dean of Women are available to help students in their attempts to become familiar with these services and activities and to become involved in educational experiences beyond the classroom. The Dean of Men and Dean of Women plan and assist in the development of University programs that provide for the personal, social, and academic adjustment of students. They counsel students for personal, academic, financial, and social problems, and as necessary refer students to specialized professional services. The Deans are the primary contact for students seeking information or assistance in non-academic areas of university operations.

ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS

The Associate Vice President for Student Affairs is concerned with the education and welfare of students as affected by non-classroom aspects of the total University program. He coordinates and supervises the non-academic areas of student life. His goals include creating a favorable environment for student learning, personalizing the education process, encouraging self-discipline, self-direction, and purpose on the part of the individual student; and fostering respect and brotherhood among students and faculty. Assisted by members of his staff, the Associate Vice President for Student Affairs administers programs involving orientation, personal counseling, housing, financial aid, health services, placement, student government, student organizations, Veterans Affairs and special activities. Students are invited to consult the staff of Student Affairs concerning any aspect of campus life.

ORIENTATION

The purpose of orientation at University of Central Florida is to acquaint new and administration and subsequently from the student body, containing advice and to assist them in understanding college life. Orientation for the student begins upon the indicated desire to enroll at UCF. Each student receives a number of communications from members of the faculty and administration, and subsequently from the student body, containing advice on academic life, student services, and other campus activities. Information is mailed to students indicating the date on which they are to report for orientation. During orientation new students meet members of the faculty, staff and student body. They also receive instructional information to facilitate registration.

HOUSING POLICY

1. Regularly enrolled single students paying registration fees for a minimum of nine quarter hours may apply for assignment to University residential units. Priority of assignment is given to current residents and new students admitted in good standing. Any single student applicant to the University may request and submit a Housing application on which he/she requests Housing and Food Service for a specific quarter. Priority of room assignments is based on the date of receipt of the completed application in the Housing Office. Applicants should CAREFULLY READ the application before submitting it with the $25 prepayment to the Housing Office.

2. ALL HOUSING CONTRACTS ARE FOR HOUSING AND FOOD SERVICE, combining room and board, and requiring each resident student to participate in one U of several available meal plans.
ACADEMIC STANDING

It is of major concern to the University that each student should make reasonable progress toward his educational goal. A guidance and counseling service is provided to aid all students at all times, but special attention is given when a student is not progressing satisfactorily. Every effort will be made to aid him in the resumption of satisfactory progress.

Acceptable academic standing at the University is reserved for those students who achieve and retain a GPA of 2.0 (C) or higher. A student remains in good standing academically as long as he achieves normal academic progress required for graduation.

STUDENT CLASSIFICATIONS

Students will be classified by level, on the basis of quarter hours satisfactorily earned:

- **FRESHMAN:** Through 49 quarter hours
- **Sophomore:** 50-99 quarter hours
- **Junior:** 100-134 quarter hours
- **Senior:** 135 or more quarter hours, prior to completion of baccalaureate requirements.

POST:

- Any student enrolled in courses, regardless of course level, who has a baccalaureate degree but has not been admitted to a graduate program.
- Any student enrolled in graduate courses who has been admitted to a graduate program.

AUDITOR:

A student registered at the University for attendance only, without taking classes, or taking classes and not receiving credit.

SPECIAL STUDENT:

A student of demonstrated academic ability who does not meet the regular requirements for admission (Early Admission, non-degree, Co-Op's, etc.)

TEMPORARY:

- A student temporarily enrolled for one quarter at the University of Central Florida with the approval of some other university or college where he is regularly enrolled, or (2) a UCF student temporarily in attendance at another university or college, with the approval of UCF.

NONDEGREE:

A student enrolling in a degree program, but not working on a degree program.

PROVISIONAL:

A student enrolling in a degree program, but not working on a degree program.

UNDERGRADUATE

The requirements for a major, including the University graduation requirements, must be met by each student who receives a degree from the University of Central Florida. The minimum bachelor degree requirements for all students are as follows:

- A minimum of 180 academic quarter hours credit with at least a "C" average (2.0 GPA) for all course work attempted (both UCF and overall).
- A minimum of 90 quarter hours of work taken for the bachelor's degree must be earned in a senior institution.
- A minimum of 52 quarter hours of work taken for the bachelor's degree must be taken in 3000-level courses or above.
- A minimum of 48 quarter hours must be earned in residence at UCF. Credit by examination may not be used to satisfy this requirement.
- A maximum of 57 quarter hours in any combination of extension, correspondence, CLEP, Time Shortened Degree and Armed Forces credits acceptable by the University, may be applied toward an undergraduate degree. The acceptance of credit for degree purposes is subject to review by the college standards committee and may differ from college to college. Additional quarter hour credit may be granted by examination given at UCF.

At student entering UCF after September 1, 1976 with less than 90 acceptable quarter hours of credit upon admission must earn 15 quarter hours prior to graduation by attending one or more summer quarters at a university in the State University System.

A student has the option of fulfilling the course requirements for graduation under any single UCF Bulletin in force during his most recent period of continuous attendance. The use of a combination of bulletins to fulfill degree requirements is not permitted.

Should his attendance be interrupted, for more than two consecutive quarters, his continuous attendance would begin with his most recent admission. The university reserves the right to discontinue course offerings at any time.

Students needing graduation requirements outlined in an earlier catalog will be substituted for alternate courses for those no longer offered. Except for the foregoing, the Administrative and Academic Policies of the current bulletin will be considered effective when graduation.

A Florida community college graduate may elect to use the UCF Bulletin in force at the beginning of his most recent continuous attendance at the community college provided his attendance continues uninterrupted including his transfer to UCF.

DOUBLE MAJORS

Any UCF student working toward a single baccalaureate degree and who satisfies all requirements for two majors leading to that degree will have one diploma awarded. The two majors will be indicated on his permanent record.

For example, a student who satisfies all requirements for a major in Political Science and for a major in History would be awarded a single Bachelor of Arts degree with the two majors indicated on his permanent record.

SECOND BACCALAUREATE DEGREE

Any UCF student desiring to obtain two baccalaureate degrees must meet the requirements for both degrees and earn a minimum of 225 quarter hours. A separate diploma will be awarded for each degree program.

Transfer graduates from accredited four-year institutions who apply for admission to work toward a second baccalaureate degree at the University of Central Florida must meet the regular graduation requirements in addition to the 45-quarter-hour residency requirement. Students holding the baccalaureate degree from an accredited institution are considered to have completed all Environmental Studies Requirements.

MINORS

Minors in a limited number of programs have been authorized for certification with baccalaureate degrees beginning August 25, 1978, graduation. Minors, like majors, must be certified at the same time of certification for graduation with a baccalaureate degree. Certification will not be made at a later time even if additional courses have been completed unless an additional baccalaureate degree is certified.

At the Registrar's Office minors must be indicated on intent to Graduate Cards by the applicants.

DEAN'S LIST

The Dean’s list is recognition of scholastic honors for undergraduate students who register for and complete at least 12 quarter hours with a 3.4 GPA and no grade less than "C" during a quarter.

PRESIDENTS HONOR ROLL

Criteria

Regular undergraduate full-time and part-time students who satisfy the following criteria will be placed on the President's Honor Roll:

1. Full-time students
2. A regular undergraduate student who:
   - Completes 12 or more hours, excluding pass-fail coursework, and
   - Maintains a 4.0 GPA for the given term.
3. A full-time student's term GPA is calculated from all coursework, excluding pass-fail coursework, and
   - Maintains a 4.0 GPA for the given term.

INCOMPLETE GRADE

A grade of "I" (incomplete) is assigned by the instructor when a student is unable to complete a course due to extraneous circumstances, and when all requirements can be completed in a short time following the close of regular classes. The Registrar's Office must be notified of the appropriate grade to be assigned no later than the eighth week of the Fall or Academic Calendar of the quarter immediately following that in which the "I" was assigned. Failure to complete course requirements by the end of the eighth week of the quarter may, at the discretion of the course instructor, result in the assignment of an "F" grade. The grade of "I" becomes a part of the student's permanent record of not removed by the end of the eighth week of the next successive quarter. A student must register for a course in which an "I" was received, but no report "F" action will be made on his permanent record.

HONORS

It will be the policy of the University to confer baccalaureate honors recognition at graduation upon those students who attain a grade point average which is in the upper 5 per cent of the range established by all students graduating in the same college during the previous two years. In no case will honors recognition be awarded to a student with a grade point average less than 3.0.

Honors awarded will be as follows:

- **SUMMA CUM LAUDE** for those students in the upper 5 per cent.
- **Magna cum laude** for those students in the upper 10 per cent, but not in the upper 5 per cent.
WITHDRAWING FROM CLASSES

Students may withdraw from classes without grade penalty until the end of the fifth week of any regular academic term or until the midpoint of any term of less than 10 weeks duration. No withdrawal is permitted after the above times except in extraordinary circumstances when the student is precluded from continued class attendance. Upon request, the course instructor shall provide the registrar with an assessment of the student's performance in the course prior to the last day for withdrawal. Forms for Withdrawal in Good Standing may be obtained at the Registrar's Office and must be returned to the Registrar. A "W" will appear on the permanent record of a student who formally withdraws from a course.

Withdrawal policies and procedures apply to part-time as well as to full-time students and are effective whether the student withdraws from one course or from the University. A student leaving the University during or at the end of the quarter with financial obligations to the University unofficially for example, library fines, breakage fees, and so forth, will have the statement "Not in Good Standing" entered on the permanent record.

ADD-DROP POLICY

Add-Students may add a course during the official Add-Drop Period. THE FIRST THREE TO FIVE DAYS OF EACH QUARTER after the add-drop period, no course may be added. Drop-Students may drop a course during the official Add-Drop period (the first three to five days of each quarter). The fact that the student was enrolled in a course but did not attend will not appear on the permanent record. Approval of the student's faculty advisor is necessary before any course change. For withdrawal after the add-drop period, consult the withdrawal policy.

SUBSTITUTION OF COURSES

If a student has completed a course similar to one required at UCF, he may file a petition to have an exception made in meeting the UCF requirement. A petition to substitute any course or courses in the baccalaureate degree. Both grades will be recorded on the student official transcript and averaged in his grade point average. Hours for completion may be used only toward degree requirements.

Transfer Courses. If a transfer student takes an equivalent course at UCF which was previously completed at another institution, both grades will be utilized in calculating the student's grade point average. However, in keeping with the Five-Year Agreement of the Florida's State Supported College's community colleges will be honored for students who receive an A.A. Degree.

TIME—SHORTENED DEGREE OPPORTUNITIES

The University of Central Florida provides a number of options by which students may shorten the time required to complete the baccalaureate degree. These options permit the university to recognize high levels of academic achievement and acquisition of knowledge prior to or during attendance at the university. Procedures which may be used include the Early Admissions Program, the College Level Examination Program (CLEP), the Advanced Placement Program and the University Course Credit by Examination.

1. Early Admission Program

Students with demonstrated exceptional academic ability may be permitted to enroll as students at the University of Central Florida any time after completion of the junior year in high school. To be considered for full-time Fall Quarter Early Admissions, applicants must have:
   a. Test scores near the top 15th percentile statewide or nationally (SAT—1100 or above, ACT—36 or above).
   c. A recommendation from the student's high school counselor.
   d. A letter of permission from parents or guardian.
   e. A campus interview to ascertain the student's maturity and ability to adjust to college responsibilities.

Qualified students may be enrolled on a part-time basis, taking one or two courses while completing their high school programs. An interview and letters of recommendation from parents and principal are required in addition to a superior record.

2. College Level Examination Program (CLEP)

The University of Central Florida grants university credit for examinations taken under the College Level Examination Program (CLEP). The passing score obtained is at the 50th percentile or above on the National Norms CLEP norms. The University of Central Florida will award up to 67% of the quarter hours of university credit under the CLEP program. Awarding CLEP credit is subject to the conditions listed below.

Credit may be awarded in the CLEP general examination area, CLEP general subject area, or CLEP subject examination area provided the student:
   a. Has not previously received comparable college course credit in the CLEP examination area. 
   b. Does not receive credit for another course credit in it.
   c. The CLEP examination area in the same quarter the examination is taken or in a subsequent quarter, (c) has not previously completed a more advanced course in the examination area, and (d) does not complete a more advanced course during the quarter in which the CLEP examination is taken.

Partial credit may be awarded in two of the CLEP general examination subject areas of his/her curriculum.

Academic Discipline

In cases of cheating or plagiarism, an instructor shall take appropriate action as described below.

1. Instructor shall take what he deems to be appropriate academic action which may range from loss of credit for a specific assignment, examination, or project to removal from the course with a grade of "F". The student shall be duly informed in writing by the instructor of the action and causation.
2. Should a student wish to appeal an instructor's action resulting from alleged cheating or plagiarism, he shall inform the Dean of the College in which the alleged cheating or plagiarism took place. The Dean will notify the instructor and the Department Chairman and arrange for a hearing before an appropriate committee.
3. The Committee shall render its decision in writing of the case facts and action subsequently taken to all concerned and to the Dean of Men or Dean of Women.
4. If disciplinary action is recommended by the instructor, the matter shall be submitted to the Dean of Men or Women.
Students' rights and responsibilities

STUDENT AFFAIRS

(1) All matters involving the non-academic aspects of the student life, student government and student organizations will be under the jurisdiction of the UCF Division of Student Affairs which shall operate under the supervision of the Associate Vice President for Student Affairs.

(2) These rules shall apply to all undergraduate and graduate students of the University and its branch campuses and shall be deemed a part of the terms and conditions of the enrollment of all students.

(3) A Student Affairs Committee shall be appointed to serve as an advisory committee and make recommendations on non-academic matters pertaining to the enrollment and conduct of students. Specific responsibilities shall be as follows:

1. To make recommendations on matters within the purview of the Division of Student Affairs upon request of the Dean of Students.

2. To make recommendations on non-academic matters involving the admission of students upon request of the Dean of Students, the Director of the Student Health Center, or the Director of the Developmental Center.

3. To consider such other matters as the Committee deems necessary.

STUDENT GOVERNMENT AND ORGANIZATIONS

1. Student Government

(a) Student Government shall be the official representative of all students and student functions on campus with the recognition that the ultimate authority for University affairs rests with the Board of Regents and its designee.

(b) Student Government is authorized to make recommendations through the Associate Vice President for Student Affairs concerning all University policies, regulations, student organizations, and student conduct. The Board of Regents shall have final decision authority on student policy matters and shall be the final arbiter when the student's rights and responsibilities are in conflict.

2. Student Organizations

(a) Student organizations shall be recognized and supervised by the Board of Publications and the Student Organization Committee.

(b) Each organization shall be given the privilege of establishing a fund in the name of the organization.

(c) The privileged to invite guest speakers to campus.

(d) The privilege to grant awards and honors to organization members.

(e) Organizations which violate University regulations are subject to disciplinary action as described elsewhere in these rules. Such action may include, but shall not be limited to:

   (1) Limitations of privileges.

   (2) Social probation for the organization.

   (3) Temporary suspension of the organization's activities, and

   (4) Withdrawal of registration of the organization.

STUDENT FREEDOMS AND RIGHTS

FREEDOMS AND RIGHTS

(1) Upon enrollment, students are entitled to the following freedoms and/or rights provided that the exercise thereof is accomplished in accordance with University procedures and does not result in disruption or disturbance as described in the Rules:

   (a) Participation in Student Government and its elective process.

   (b) Membership in Student Organizations.

   (c) Freedom of Expression, the basic freedom of students to hear, write, distribute, and act upon a variety of thoughts and beliefs is guaranteed. Freedom of expression shall be exercised in accordance with the responsibilities for seeing that the essential order of the University is preserved.

   (d) Freedom to hold public forums—the university desires to create a spirit of free inquiry and to promote the timely discussion of a wide variety of issues provided the views expressed are stated openly and subject to critical evaluation. Restraints on free inquiry will be held to a minimum and will be consistent with preserving an orderly, organized and reputable environment for learning. For democratic means for change are available. Guest lecturers and off-campus speakers sponsored by student groups may appear on the UCF campus only when such appearance has been approved by the Dean of Students.

   (e) Freedom to hear, distribute and act upon a variety of thoughts and beliefs, subject of the following:

      1. Freedom to discuss and debate in a dignified manner and to disagree with the views expressed as described in the Rules:

      (f) University regulations shall not be in violation of state or federal laws.

      (g) All students may be informed of alleged violation of non-academic rules and regulations (see also Rule 667.0861).

      (h) Refund and charges.

      (i) Appeals shall be processed through prescribed channels.

      (j) Except when under summary suspension as defined in Rule 667.041(7)(a) the status of a student charged with a violation of University regulations shall not be affected by the final disposition of the student's appeal.

      (k) Rule 667.041(9) for specific student rights during disciplinary process.

      (l) UCF Rules of Conduct

      (m) Student's right to be informed of all policies, rules and regulations of the University of Central Florida. Failure to comply with duly established civil laws or University regulations may subject the violator to disciplinary action by the University.

      (n) A violation of the provisions of these rules and regulations of University regulations shall be recorded in the record of the individual concerned.

      (o) Generally, the authority necessary to enforce regulations is vested in the Associate Vice President for Student Affairs. He may share selected functions with students through a system of student review boards.

      (p) The following defined and/or described actions constitute University conduct for which student may be informed of alleged violation of non-academic rules and regulations up to and including suspension or expulsion:

         (a) Academic Dishonesty

         (b) Plagiarism. Use of someone else's work in a manner that is not acknowledged.

         (c) Copyright laws. Use, reproduction, or distribution of someone else's work without proper authorities.

         (d) Deliberate interference with academic freedom and freedom of speech of any member or guest of the university.

         (e) False or misleading information and/or fabrication of University Records. Withholding, falsifying or making false or misleading information available to University officials, or without proper authorization, reproducing, copying, tampering with, or altering in any way, manner, shape, or form any record.
document, or identification used or maintained by the University of Central Florida.

5. Firearms and Dangerous Materials
   Possession, manufacture, and general use of any description, explosive, chemicals
   which are destructive, explosive or corrosive in nature, or any weapon other than a
   common pocket knife is prohibited on any University campus, in any organized student housing, or
   at any University function.

6. Gambling
   Playing a game for money or for something of value, or buying, bargaining, or
   disposing of gambling chips in a 'game of chance' by whatever name on
   University premises or at any events sponsored by a student organization.

7. Group Disturbance
   Participating in an assembly, parade, or picketing which incites the rights of
   others, interferes with the educational function of the University or jeopardizes
   public order and safety, or refusing to disperse upon the request of the Associate
   Vice President for Student Affairs, or his representative.

Hazing
   Any action taken or situation created intentionally to produce mental or
   physical harm, or damage to property that is not justified in a manner and to
   an extent to be deemed reasonable by the Board of Trustees.

9. Unauthorized Keys and/or Entry
   a. Knowingly duplicating or causing to be made without authorization any key
      for access to University premises.
   b. Unauthorized possession or use of keys which permit access to University
      facilities, including residence hall rooms.

d. Disrupting the attempt to enter a University building or room without proper
   authorization.

10. Larceny
   The taking, obtaining, or withholding by any means, University property
   or the property of any person, on University premises or University-related
   premises for one's own use or benefit other than the authorized use.

1. Person Minor
   a. Verbal abuse of any person, including lewd, indecent, or obscene expression
      or conduct on University premises.
   b. Physical abuse of any person through actions which intentionally inflict
      bodily harm which are taken with reckless disregard that bodily harm could
      result or which threatens or endangers the health or safety of any person while
      on University premises.

2. Property Damage
   The damaging or defacing of University property or the property of any person
   while on University premises. In addition to being subject to disciplinary action,
   students required to pay for such damage may be held financially liable.

3. Felonies and Misdemeanors
   a. Violation of a city, state or federal law on University property.
   b. Violation of any University policy, rule or regulation. If the violation was directed
      toward another member of the University community.
   c. Violation of a city, state or federal law resulting in a potential threat or
      damage to any member of the University community.
   d. Violation of a city, state or federal law which clearly and distinctly involves
      the University's interest an academic institution.
   e. Conviction of a felony or repeat or related misdemeanors.

4. Conduct at Off-Campus University Events
   Violation of the rules of a host institution at an event in which this University
   participates, when such violation is of a nature to bring disrepute to the student(s)
   for the CCF.

11. Unlawful possession or sale of controlled substances.

THE UNIVERSITY'S DISCIPLINARY PROCESSES

11. Violation Reports
   All alleged violations of the CCF Rules of Conduct shall be reported to the Dean
   of Students if the incident is within the jurisdiction of the Dean of Students or
   to the Provost if the incident is not within the jurisdiction of the Dean of Students
   but the incident or the violation allegedly caused or resulted in a violation of the
   CCF:

   a. Violation Reports
      All alleged violations of the CCF Rules of Conduct and/or University
      regulations which may subject the student to suspension or expulsion shall
      be reported to the Dean of Students and the Provost. The Dean of Students
      and/or the Provost will investigate the complaint and determine if the
      student has engaged in conduct in violation of University regulations which
      may subject the student to suspension or expulsion. If it is determined that
      the student has engaged in conduct in violation of University regulations which
      may subject the student to suspension or expulsion, the Dean of Students
      and/or the Provost will schedule a hearing to determine if the student has
      engaged in conduct in violation of University regulations which may subject
      the student to suspension or expulsion.

   b. Formal Charges
      If an alleged violation of University regulations is not discovered or disclosed
      by the Dean of Students or is discovered by the Dean of Students and
      not reported by him, the Dean of Students will not prepare formal charges.
      If an alleged violation of University regulations is not discovered or disclosed
      by the Provost or is discovered by the Provost and not reported by him, the
      Provost will not prepare formal charges.

   12. Formal Charges
      If an alleged violation of University regulations is discovered or disclosed
      by the Dean of Students or Provost or is reported by the Dean of Students
      or Provost, the Dean of Students or Provost will prepare formal charges.
      If the Dean of Students or Provost prepares formal charges, the formal
      charges shall be served upon the student.

   a. A statement of the time, place and nature of the proceeding.

   b. A statement of the nature of the case and of the jurisdiction under which it
      is to be heard.

   c. A statement of the matters alleged to be charged.

   d. The student may attend a hearing in person, by counsel, or by representative,

   e. Department or divisional and appropriate campus organization.

   f. A statement of the nature of the case and of the jurisdiction under which it
      is to be heard.

   g. A statement of all evidence or documents.

   h. A statement of the matters alleged to be charged.

   i. The student has the right to challenge the evidence or documents.

   j. The student has the right to challenge the evidence or documents.

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RESIDENCE HALL VISITATION—AND OVERNIGHT GUESTS

(1) Visitation
(a) Visitation is defined as the presence of members of the opposite sex in designated University residence halls and suites for the informal socializing of resident students.
(b) Regulations:
1. Members of the opposite sex are permitted, upon invitation, to enter; living quarters approved for visitation purposes during authorized residence hall visitation hours.
2. Those students over eighteen (18) years of age and those students under eighteen (18) years old who have not yet received written parental consent obtained by the University may live in a suite designated as "a visitation suite".
3. Students who request it will be assigned to a suite designated as a "non-visitation suite".
4. When a resident in a suite designated a "visitation suite" does not wish to participate in the resident hall visitation program at a given time, he/she is to place a sign in the outer window of the suite where the visitation occurred.
5. MAXIMUM HOURS OF VISITATION:
Sunday-Thursday 10:00 a.m.-12 Midnight, Friday-Saturday 1:00 a.m.-2:00 a.m.
6. Visitors must be out of residents' living quarters by the closing hours of visitation at which time they must leave the residence hall, or continue visitation in the first floor lounge area if accompanied by a non-resident host or hostess.
7. When visitation hours are not in effect, hallways may be used for purposes of escorting a resident student to or from another suite by a member of the opposite sex. No loitering is permitted in the hallways.
(2) Overnight Guests
Resident students may invite members of their sex as overnight visitors subject to the following regulations:
(a) All guests must be pre-registered with the Resident Advisors. Failure to properly register a guest may subject the members of the suite to disciplinary actions.
(b) All guests must abide by University and Housing Regulations applicable to the resident host or hostess. The host or hostess is responsible for guests' behavior. If a guest violates a University Housing regulation, the host or hostess must be held accountable for the offense in disciplinary proceedings.

ACCESS TO STUDENT RECORDS

Each University office, however, generates, collects, and disseminates information on students must maintain the confidentiality of those records to the greatest extent possible.

The following University Guidelines are established in order to protect students from improper disclosure of private information.

(1) Records will be kept only to meet the needs of the University.
(a) Limited Access Records are not open to public inspection and shall be maintained and open to public inspection only, as provided in Florida Statute 248.037.
(b) The Vice President for Student Affairs is designated as custodian of limited access records.
(c) Separate Student files shall be maintained at the University of Central Florida, P. O. Box 25000, Orlando, FL 32816, in the following cases:
   a. Academic, supporting documents, and general educational records, (Director of Records)
   b. Student Personnel and Disciplinary records (Offices of the Deans)
   c. Medical records (Director of Student Health Services)
   d. Financial aid records (Director of Financial Aid)
   e. Developmental Center records (Director of Developmental Center)
   f. Placement Center records. (Director of Placement)
   g. Student academic records (Registrar and Academic Control)

(4) Information relating to those items listed below is not relevant to the educational process, except for counseling, statistical, and research purposes.
Therefore, no record shall be used outside the University naming the student in relation to the following information except upon the express written consent of the student.

a. Birth
b. Sex
c. Religion
d. Handicapped
f. Political or social views
Membership in organizations other than honorary or professional organizations directly related to the educational process.

(5) Personal or student confidential records and files except counseling and health records for internal educational purposes including necessary administrative and statistical purposes after prior approval of the Dean of the College or Department.

(7) The records of a student which are created or maintained by a physician or psychologist or other professional or paraprofessional acting in his professional or paraprofessional capacity, except those which are related to the medical care necessary for the student if created, maintained, or used only in connection with the provision of treatment to the student, are not available to anyone other than persons providing such treatment, provision, or treatment, or for whom such treatment, provision, or treatment is necessary for the student's health or for another appropriate professional of the student's choice and with the written consent of the student.

(11) Developmental Center records:
The Developmental Center emphasized the unique relationship between the student and the counselor. To protect this relationship, records of the Developmental Center are released only on the written request of the student with the judgment of the Developmental Center that such release is in the student's best interest.

(12) Disciplinary records, Notations, Publications

a. Records of all misconduct reports, investigations, and disciplinary actions shall be maintained in the Office of the Dean of Students.
The Student Health Service shall review the health history records of all entering students who are eligible for care. In certain instances, the Student Health Service may require a pre-enrollment consultation report or that further medical evaluation be submitted prior to final acceptance for admission to the university.

The primary form of out-patient service shall be to enable the student to continue his classroom activities, while continuing to receive medical treatment, immunizations and dispensing of medication and referral.

In-patient services shall be limited and confined to intermediate care. The Health Service may retain the right, in the event of an emergency, to provide medical care to off-campus students for an emergency which shall be, in the student's best interest.

Health resources of the University shall be coordinated with those of the general community in order to avoid unnecessary duplication of services.

The Student Health Service shall supervise and administer the off-Campus Medical Services Program.

The Student Health Service shall supervise and administer the University Blood Bank Reserve Program.

The psychiatric counseling of currently enrolled students shall be arranged through the Student Health Service.

76.7.12 THE USE OF ALCOHOLIC BEVERAGES ON UNIVERSITY PREMISES

(a) Possession and consumption of beer and wine on University premises shall comply with state laws, licensing agreements with on-campus distributors and the following University regulations.

(b) Beer and wine may be consumed within the boundaries of the Lake Claire recreational area.

(c) Beer and wine may be consumed in the North and South Patios of the Village Center when purchased under University licensing agreements.

(d) Approval may be given for the serving of beer and wine at organized and properly scheduled programs in other areas of the campus when said programs will not interfere with scheduled academic activities or the normal operations of the university.

76.7.13 UNIVERSITY EVENTS WHICH MAY BE POTENTIALLY DANGEROUS

(a) Skydiving

(1) All requests to allow skydiving on the campus must be made a minimum of three weeks prior to the event.

(2) All requests must be filed with the Director of the Village Center. Any exceptions to this policy must be approved by the Associate Vice President for Student Affairs or his appointed representative.

(3) Each individual participating in a skydiving event must sign a waiver of liability and an agreement to hold harmless the University of Central Florida for any incident arising from the event. These documents must be on file in the Office of the Director of the Village Center one week prior to the event.

(4) No skydiving event or activity of the type described shall be conducted without the written permission and approval of the Associate Vice President for Student Affairs or his appointed representative.

(5) No skydiving event shall be scheduled without the scheduled sky dive must be made a minimum of five weeks prior to the event.

(6) No skydiving event shall be conducted without the written permission and approval of the United States Parachute Association at the scheduled time of the jump.

(7) Certification of effective coverage for the dates of any jumps must be on file with the Director of the Village Center. Any individual participating in a skydiving event must be covered by insurance meeting the requirements of the United States Parachute Association's group insurance policy. Evidence of personal coverage shall be provided to the Director of the Village Center in the form of an insurance certificate for each diver who will be participating.

(8) Fireworks Displays

(a) All requests to hold fireworks displays on the University of Central Florida campus must be made a minimum of five weeks prior to the event. All requests must be filed with the Director of the Village Center.

(b) Proof of $50,000 minimum liability insurance per person and of a bond posted with the County Commission's Office must be provided no later than one month prior to the event.

(c) A permit from the Orange County Board of Commissioners to display fireworks must be delivered to the Director of the Village Center no later than 15 days prior to the event.

(b) Bonfires

(a) All requests to hold a bonfire on the campus must be made a minimum of three weeks prior to the event. All requests are to be filed with the Director of the Village Center.

(b) The appropriate district fire department will be notified by the Director of the Village Center and notified prior to the scheduled event. If required, a permit shall be obtained from the district fire department at least one week in advance.

66.7.5.9 FINANCIAL AID

(a) All student loans, scholarships, grants and part-time student employment provided or administered by the University shall be processed and awarded through the Office of Student Financial Aid.

(b) Financial aid will be afforded only to those students who are not precluded from receiving such aid by discipline, regulations and who have maintained satisfactory academic progress. Meeting the following minimum criteria:

<table>
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<th>Grade Point Average (GPA)</th>
<th>Requirement</th>
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| 2.0 GPA | Must have achieved an overall 2.0 GPA at the most recent institution attended in order to initially receive financial aid.

(c) ii. In no two consecutive academic quarters the student fails to receive a 2.0 GPA, his financial aid will be canceled until such time as his grade point average is raised to a 2.0, at which time he may reapply.

(d) iii. Must continue to carry at least six hours per quarter or a higher grade if required by the regulations of the granting agencies.

(e) iv. Must maintain an overall 3.0 GPA to continue eligibility.

76.7.5.11 STUDENT HEALTH SERVICES

(a) The Student Health Service shall review the health history records of all entering students who are eligible for care. In certain instances, the Student Health Service may require a pre-enrollment consultation report or that further medical evaluation be submitted prior to final acceptance for admission to the university.

(b) The primary form of out-patient service shall be to enable the student to continue his classroom activities, while continuing to receive medical treatment, immunizations and dispensing of medication and referral.

(c) In-patient services shall be limited and confined to intermediate care. The Health Service may retain the right, in the event of an emergency, to provide medical care to off-campus students for an emergency which shall be, in the student's best interest.

(d) Health resources of the University shall be coordinated with those of the general community in order to avoid unnecessary duplication of services.

(e) The Student Health Service shall supervise and administer the off-Campus Medical Services Program.

(f) The Student Health Service shall supervise and administer the University Blood Bank Reserve Program.

(g) The psychiatric counseling of currently enrolled students shall be arranged through the Student Health Service.