8-1-1979


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Recommended Citation
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**

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
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<tr>
<td>Administrative Offices</td>
<td>Monday-Friday 8 a.m.-5 p.m.</td>
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<tr>
<td>Bookstore</td>
<td>Mon. &amp; Tues. 9:30 a.m.-5 p.m.</td>
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<td></td>
<td>Wed-Fri. 8:30 a.m.-5 p.m.</td>
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<tr>
<td>Campus Ministry</td>
<td>Monday-Friday 8 a.m.-5 p.m.</td>
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<tr>
<td>Evenings, by appointment</td>
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<tr>
<td>Cashier's Office</td>
<td>Mon.-Fri. 9 a.m.-3:30 p.m.</td>
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<tr>
<td>Developmental Center</td>
<td>Monday-Friday 8 a.m.-5 p.m.</td>
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<td>Reading Skills</td>
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<td>Evening Hours as posted</td>
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<tr>
<td>Faculty Offices</td>
<td>Schedules vary - Hours as posted</td>
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<tr>
<td>Health Center</td>
<td>During the academic sessions, the</td>
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<td>Health Center is open 24 hrs/day</td>
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<tr>
<td>Library</td>
<td>Mon.-Thurs. 7:45 a.m.-11 p.m.</td>
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<td>Friday 7:45 a.m.-8 p.m.</td>
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<td>Saturday 10 a.m.-5 p.m.</td>
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<td>Sunday 2 p.m.-11 p.m.</td>
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<td>Library hours subject to change</td>
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<td>Village Center Offices</td>
<td>Monday-Fri. 8 a.m.-5 p.m.</td>
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<tr>
<td>Village Center Cafeteria</td>
<td>Monday-Friday 7 a.m.-9 a.m.</td>
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<td>Continental breakfast for meal-</td>
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<td>card owners in the Knights Den</td>
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<td>snack bar 9 a.m.-9:30 a.m.</td>
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<td>Lunch 10:45 a.m.-11:15 p.m.</td>
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<td>Dinner Mon.-Thurs. 4:45 p.m.-6:30 p.m.</td>
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<td>Friday 4:45 p.m.-6:00 p.m.</td>
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<td>Sat. Brunch 11:30 a.m.-11 p.m.</td>
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<td>Sat. Dinner 5 p.m.-6:30 p.m.</td>
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<td>Sun. Brunch 11:30 a.m.-1 p.m.</td>
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<td>Sun. Dinner 5 p.m.-6:30 p.m.</td>
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<tr>
<td>Knights Den Snack Bar</td>
<td>Mon.-Thurs. 7 a.m.-10 p.m.</td>
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<tr>
<td>Education Complex</td>
<td>Friday 7 a.m.-5:30 p.m.</td>
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<td>Breakfast to 10 a.m. Mon.-Fri.</td>
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<td>Game Room</td>
<td>Mon.-Fri. 9 a.m.-11 p.m.</td>
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<td>Sat.-Sun. 1 p.m.-11 p.m.</td>
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<td>Housing Desk</td>
<td>Mon.-Fri. 8 a.m.-5 p.m.</td>
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<td>Computer Center</td>
<td>Mon. 9 a.m.-12 mid. Sat.</td>
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<td>Sun. 10 a.m.-12 Mid.</td>
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<td>Music Rehearsal Hall</td>
<td>Mon.-Fri. 5 a.m.-11 p.m.</td>
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<td>Sat.-Sun. 9 a.m.-9 p.m.</td>
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<td>Humanities and Fine Arts</td>
<td>Mon.-Fri. 5 a.m.-11 p.m.</td>
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<td>Building Practice Rooms</td>
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<td>Recreational Facilities</td>
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<td>Residence Halls Visitations</td>
<td>Sun.-Thurs. 10 a.m.-12 Mid.</td>
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<td>Fri-Sat. 10 a.m.-2 a.m.</td>
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<td>Visitor's Information Booth</td>
<td>Mon.-Fri. 8 a.m.-4 p.m.</td>
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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 service 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 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 228, 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 deferments; 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, VAOC, is located on campus in suite 225 Mon., Wed and Fri. Phone 420-6266 for further information.

**Where to go for Answers**

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<td>ANOTHER UNIVERSITY</td>
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<td>CASHiers</td>
<td>Library, L1B 242</td>
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<td>CHECK OUT PHONOGRAPH RECORDS</td>
<td>Cashier</td>
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<td>CREDIT BY EXAMINATION</td>
<td>Library, L1B 810</td>
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<tr>
<td>HEALTH INSURANCE</td>
<td>Department of Appropriate College</td>
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<tr>
<td>HELP WITH HEARING, SPEECH, HEARING</td>
<td>University Health Center Development Center</td>
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<td>HOW TO ORGANIZE A CLUB</td>
<td>Student Organization</td>
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<td>INFORMATION CONCERNING I.D. CARDS</td>
<td>Cashier Development Center</td>
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<td>PERSONAL COUNSELING</td>
<td>Cashier Development Center</td>
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<td>REALIGN COUNSELING</td>
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<td>SECURE REDRESS OF A GRIEVANCE</td>
<td>Campus Ministry</td>
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<td>STUDENT EMPLOYMENT</td>
<td>Financial Aid Office</td>
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<td>TEXT SCORES, ADMISSIONS</td>
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<td>TRAFFIC VIOLATIONS</td>
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<td>VETERANS BENEFITS</td>
<td>Development Center</td>
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<td>VOCATIONAL COUNSELING</td>
<td>Registrar</td>
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<tr>
<td>WITHDRAW FROM THE UNIVERSITY</td>
<td>Dean of men</td>
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<td>CAN'T FIND AN ANSWER?</td>
<td>Dean of men</td>
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<td>Dean of women</td>
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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 advancement 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, industrial, school systems, social and governmental agencies.

The center provides career planning and counsel 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. Videotapes 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, helps 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 Dass sponsored by the Center. CHOICES, a career information computer, assists 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 files for continued services.

The 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 specialized 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: stress, encounter, problems of women, test-anxiety, marital enrichment, and special interests.

Speech and Hearing Services
Counseling is provided to students with a variety of communicative disorders including: stuttering, dialetic 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:

Test Taking

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

Academic Success
The goal is 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 that may hinder academic success. The goal of the program is to assist in the retention and graduation of students with non-traditional background.
Legal Aid: An attorney is available for consultation to all full time students (defined in the program as those enrolled in at least six (6) quarter hours). Consent to student representation is required, although the student is not required to pursue legal remedies. The phone number for Centralized Services is 275-2191.

Typing Room: On the fourth floor of the library in the corner adjacent to 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:

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 $1 million. This money is derived from tuition paid by students and is used primarily to fund student activities and services. The title Activity and Service Fee which is $2.49 of every quarter hour is charged. Some of the areas student government funds through Activity and Service Fees (A&SF) are: Recreation Department, Intramurals, 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 it funds or if you want to become a part of S.G., call or drop by their offices in the Village Center, Phone 275-2191.

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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 equal 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 on job locations that extend not only throughout Florida but also nationwide.

For further information visit the Co-op office, Admin. 124, or call 305-275-2314.

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 is also available for faculty working with students who are handicapped. Persons desiring information should contact Louise Frederic, coordinator for Handicapped Student Services, in Admin. 234. For more information, phone 275-2371.

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 (CAPSFS), 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.

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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.
Various types of student organizations such as student government, service and honorary groups, publications, athletics, performing arts, religious interests, and hobby groups are supported on an organized basis as a result of a belief in their extracurricular 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, receive judgment and responsibility individually. They may be 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.

Students may apply to form new organizations by filing an application form with student government and the Director of Student Organizations.

REGISTRATION OF STUDENT ORGANIZATIONS

Students who wish to register a new student organization shall adhere to the following procedures:

1. Complete two copies of Student Organizations Registration and Update Forms listing the names of 12 members, 2 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 initiators of the organization will have a personal interview with the Director of Student Organizations.
3. The Director of Student Organizations will make a recommendation for approval or disapproval to the Associate Vice President for Student Affairs and the President of the Student Body.
4. The statement of purpose is given to Student Government; any student senator may submit a formal objection of approval to the President of the Student Body. If such an objection is registered, then the decision must be approved by a majority vote 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.
5. 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.

Any registered organization may be suspended if the organization itself, or members thereof, fail to comply with the minimum requirements explained under 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 Organizations which includes, inter-alia, current officers of the organization and the current faculty advisors.

Complete membership lists and financial statements should be available upon 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 on academic probation or under the disciplinary action of restrictive probation, suspension, or expulsion.
4. If a student does not meet the eligibility requirements and believes his ineligibility is caused by circumstances beyond his control, he 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.
5. 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 advice 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 Procedure 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. This 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, Pasteur.

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, or 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. 108b.)

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 other activities at the University of Central Florida.

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.
Questions and Answers

Who is eligible to participate in the Special Services Program? Any student enrolled at UCF, especially physically handicapped students, those with English speaking difficulties, and student who are having academic difficulties.

How do I change my major? You should want to change your major, go to your current college, complete the necessary form, and your records will be transferred to the new college.

Where do I get the traffic regulations? Traffic regulations may be obtained at Registration or through the University Police Department.

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 a self-addressed 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.

What is the Developmental Center? The Developmental Center offers a wide range of assistance in tutoring 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 mathematics for credit.

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

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 kind 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.

Is there an on campus food service? 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 is the fine for overdue books? Where do I pay a fine? The University policy is a fine of $5.00 per book. You may pay your fine at the Police Department, Extension 2421, for assistance.

I am interested in working on campus. What is the employment office? 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 212.

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

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

What is CLEP? To register for classes, you must earn 15 quarter hours prior to graduation by attending one or more summer quarters.

The College Level Examination Program (CLEP) is an option to shorten the time required of earning a baccalaureate degree. The Developmental Center offers assistance through a professional program of counseling, testing, and occupational information.

I am confused about a career to pursue. Get any suggestions? The placement Office offers counseling and information about job seeking and employment of UCF graduates. The Developmental Center offers assistance through a professional program of counseling, testing, and occupational information.

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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

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. The student registers his/her 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 278-2736 for further information.

What do I do if a vending machine “rips me off”? If you should lose money in a vending machine, report the loss to Administrative Services, third floor of the Administration Building.

What is Co-op? Cooperative Education combines campus education with work experience. If you are interested in the program, please contact the Co-op Office on the first floor of the Administration Building.

Is there University housing? Regularly enrolled single students paying registration fees for a minimum of threequarters prior to graduation. The Housing Office is located in Residence Hall C, Room 116.

How do I apply for Housing? There are a limited number of spaces available in on-campus housing, so apply early. To write: Director of Housing, University of Central Florida, P.O. Box 26000, Orlando, Florida 32816.

What is the meal plan mandatory? All housing contracts are for housing and food service, combining room and board, and requiring each resident student to participate in one of several meal plans.

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What is the visitation policy? The visitation policy allows visitors in the residence hall areas during the following hours: Sunday – Thursday: 10 a.m. – 12 Midnight Friday and Saturday: 10 a.m. – 2 a.m. This policy also allows a 24 hour home escort service.

I am interested in off-campus housing. Where do I go? You may check with either the Housing Office or the Student Government Office for a listing of off-campus housing.

Is there 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 152 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 campus 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 special services are offered by the Veterans’ Affairs Office: peer counseling, tutorial assistance, outreach. For further information, contact the Veterans’ Affairs Office at 272-2513. Veterans benefits are 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 be effective in order to meet the tuition payment date.

If I need to change my mailing address or name, what should I do to assure continuance 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 '1Tube' 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 Room. 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. Should 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 from non-curricular 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, conferences rooms, an all-purpose 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 Village Center and includes pool tables, ping-pong tables, pinball and foosball tables, a 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. 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 residence halls. Priority of assignment is given to current resident 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 processing fee 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 (1) of several available meal plans.
Academics and University Policies

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 satisfactory progress. Students meeting graduation requirements, must be met by seniors as follows:

STUDENT CLASSIFICATIONS

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

FRESHMAN: Through 44 hours.
SOPHOMORE: 45-59 quarter hours.
JUNIOR: 60-134 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.

GRADUATE: Any student enrolled in graduate courses who has been admitted to a graduate program.

AUDITOR: A student registered for any credit course who is not seeking credit.

CO-OP STUDENT: A student in the Cooperative Education Program is a full-time student during the work training quarter. There is no break in the Co-op school calendar. The Co-op student starts his work training quarter the day after the final day of school and continues through the day before the first day of school for the following quarter. See Veteran's Benefits for Co-op's.

SPECIAL STUDENT:

TEMPORARY: (1) A student temporarily registered 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 taking credit, but not working on a degree program.

PROVISIONAL: A student entering from a regionally unaccredited high school, college or university must be admitted on provisional status where appropriate. By obtaining a 2.0 GPA, a UCF student who has been on provisional status may be removed.

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 32 quarter hours of work taken for the bachelor's degree must be taken in 3000-level courses or above.
A minimum of the last 45 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 accepted 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 must 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 fewer than 90 accepted 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 next recent admission. The university reserves the right to discontinue course offerings at any time.

Students meeting graduation requirements outlined in this catalog will be substituted alternate courses for those no longer offered. Except for the foregoing, the Administrative and Academic Policies of the current bulletin will be considered official for 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 wishing to obtain a second baccalaureate degree must meet the requirements for both degrees and earn a minimum of 225 quarter hours. A separate diploma will be awarded for each major.

Transfer graduates from accredited four-year institutions who apply for admission to the University of Central Florida must meet the regular graduation requirements in psychology, for both their major and 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. Following are the basic requirements for the minors.

Pre-Professional: A student earning credit, who is not working on a degree program, may change his major to one of the minors during his most recent period of continuous attendance, when he achieves normal academic progress with a 2.0 GPA, or when he resumes satisfactory progress.

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

SAFETY AND SECURITY

In January 1976 with fewer than 90 accepted 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 next recent admission. The university reserves the right to discontinue course offerings at any time.

Students meeting graduation requirements outlined in this catalog will be substituted alternate courses for those no longer offered. Except for the foregoing, the Administrative and Academic Policies of the current bulletin will be considered official for 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.

SECOND BACCALAUREATE DEGREE

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

Transfer graduates from accredited four-year institutions who apply for admission to the University of Central Florida must meet the regular graduation requirements in psychology, for both their major and the 45-quarter-hour residency requirement. Students holding the baccalaureate degree from an accredited institution are considered to have completed all Environmental Studies Requirements.

DEAN'S LIST

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

PRESDENTS 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:
A. A regular undergraduate student who:
• completes 12 or more hours, excluding pass-fail coursework and
• maintain a 4.0 GPA for the given term.
B. A full-time undergraduate student who:
• completes 15 quarter hours during any two consecutive terms at UCF and
• has no more than 12 hours in any one term, excluding pass-fail hours and
• maintains a 4.0 GPA for the two terms.

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 closes of regular classes. The Registrar's Office is notified of the appropriate grade to be assigned no later than the eighth week (see 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 result in the dismissal of the student. A grade of "I" is not assigned when a student's responsibility to arrange with the instructor for the removal of the "I" grade is not met. A 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 consecutive quarter. A student must register for a course in which an "I" was received, but no report "I" 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 15 percent 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 summa cum laude for those students in the upper 5 percent, magna cum laude for those students in the upper 10 percent, but not in the upper 5 percent, and cum laude for those students in the upper 15 percent, but not in the upper 10 percent.
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 excused from continued class attendance. Upon request, the course instructor shall provide the student with a letter of withdrawal and an original copy of the academic transcript. To withdraw after the last day of class, the student must fill out forms available in the Registrar's Office and submit them to the instructor of the course to be withdrawn.

ADD-DROP POLICY

Add-Drop Period:

Students may add a course during the official Add-Drop Period. The first three to five days of each quarter, no course may be added or dropped. 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 class but did 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/she 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's official transcript and averaged in his grade point average. However, in keeping with the articulation agreement's forgiveness policy, the student should direct his/her petition to the department in which he/she is studying. A recommendation from the student's high school counselor is required in addition to the petition. These options permit the university to recognize high levels of academic performance in high school. To complete all requirements of the junior year in high school. To complete the baccalaureate degree. These options permit the university to recognize high levels of academic performance in high school.

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. These options may be included in the Early Admission Program, the College Level Examination Program (CLEP), the Advanced Placement Program, and the University Course Credit by Examination.

1. Early Admission Program

Students who have 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 Admission, 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 program. 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 auspices of the College Level Examination Program (CLEP). The University of Central Florida will award up to 67 1/2 quarter hours of university credit under the CLEP program. A grade point average of at least 500 is required on the College Level Examination Program (CLEP). The University of Central Florida will award up to 67 1/2 quarter hours of university credit under the CLEP program. A grade point average of at least 500 is required on the College Level Examination Program (CLEP).

Academic Discipline

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

1. The instructor shall take what he deems to be appropriate 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 fully informed in writing by the instructor of the action and causation.

2. If a student wishes 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 shall notify the instructor and the Department Chairman and the student's Academic Advisor 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 the Dean of 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 University.

3. (a) A Student Affairs Committee shall be appointed to serve as an advisory committee and make recommendations on non-academic matters pertaining to the Division and all individual student's needs.

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 other 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. (b) b. When the welfare of an individual, the student body or the University dictates possible for approval, modification or recission of the action taken.

4. To respond to the Academic Vice President for Student Affairs' request for view on various matters and to accept special assignments for the Division of Student Affairs.

5. When the welfare of an individual, the student body or the University dictates immediate action, administrative action may be taken without convening the Committee and make recommendations if the action taken.

a. Admission students should continue in the University, and

b. Students, if not allowed to continue, should be permitted to enroll at a future date, if certain conditions are met.

4. To respond to the Associate Vice President for Student Affairs' request for view on various matters and to accept special assignments for the Division of Student Affairs upon recommendation of the Academic Vice President.

5. One student appointed by the Associate Vice President for Student Affairs upon recommendation of the President of Student Government.

6. When appropriate, consultants may be appointed. These may include the dean of the pertinent college, the Director of the Developmental Center, a staff physician, a counseling psychologist, and other appropriate university personnel requested by the Associate Vice President for Student Affairs.

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 President of Student Government, the concurrence of the Director of Student Organizations and approval of the Associate Vice President for Student Affairs.

(b) Student Government may adopt a constitution and by-laws, establish appointed or elected officers and recommendations employment of personnel required to carry out its functions.

(c) Student Government may adopt a constitution and by-laws, establish appointed or elected officers and recommendations employment of personnel required to carry out its functions.

(d) Student Government may adopt a constitution and by-laws, establish appointed or elected officers and recommendations employment of personnel required to carry out its functions.

(e) All Activity and Service Fees shall be maintained in accounts kept by the UCF Finance and Accounting Office. All contracts and purchases shall be made in accordance with Rule 6C7.4-0.85 and all appointments and payments of personnel shall be made in accordance with University personnel and payment procedures.

(f) Student Government shall make arrangements for audits of all accounts which receive monies, their use and appreciation of another's work without any indication of the source. Any student who fails to give credit for ideas or materials taken from another is guilty of plagiarism.

2. Student Organizations

(a) 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 recommendation of the Director of Student Government, the concurrence of the Director of Student Organizations and approval of the Associate Vice President for Student Affairs.

3. Student organizations shall conduct their organization purpose, philosophy, or activity.

The University will not assume any legal liability for activities of student organizations.

4. The University, in writing and maintaining the privilege to be a registered organization, each student association or organization must agree to the following:

1. The privilege to use university facilities.

2. The privilege to use-permit funds from Student Government.

3. The privilege to establish dues and sponsor money raising projects.

4. The privilege to use the name of the University as part of the organization's name.

5. The privilege to invite guest speakers to campus.

6. The privilege to grant awards and honors to organization members.

7. The privilege to conduct meetings on the University premises and the privilege to access and participate in University activities.

8. Rights to peaceful assembly is recognized. Existing laws and statutes shall be observed.

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 as provided in the Code of Conduct and as such, does not result in disruption or disturbance as described in the Rules:

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

(b) Freedom of 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 means the right of the student to express himself in words and writing. Freedom of expression shall be the responsibility for seeing that the essential order of the University is preserved.

(d) Freedom to hold public forums—the university strives to create a spirit of freedom 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 authorized student community in which free and 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 UCF Office of the President.

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

1. Persons identified by authorship and sponsorship may be sold or distributed on campus within the guidelines of propriety and responsible journalism as established and supervised by the University Board of Publications which is appointed by the President of the University.

2. Non-University or off-campus printed materials shall not be distributed or circulated by students or student organizations without first being stamped by the direction of the Student Government and its Designee.

3. The distribution of materials or circulation of petitions will not be allowed without prior permission to capture audiences such as those in classrooms, at registration, in or near areas of activity. This permission may be requested from the pertinent University Dean or Director.

(f) Student rights to peaceful assembly is recognized. Existing laws and statutes shall be observed. Student groups shall be permitted to interfere with the educational operation of the Institution; nor be in violation of state or local statutes, or University policies.

(g) All students shall be afforded a fair and impartial hearing in any and all matters including, but not limited to:

1. Disciplinary proceedings alleged violation of non-academic rules and regulations (see also Rule 6C7.5.091).

2. Refund and charges.

3. Appeals shall be processed through prescribed channels.

4. Except when under summary suspension as defined in Rule 6C7.5.041(7) the statutes of a student charged with a violation of University regulations shall not be affected prior to final disposition of the case.

5. See 6C7.5.041(6) for specific student rights during disciplinary process.

6. UCF Rules of Conduct

(a) Academic Dishonesty

Student should not mất academic dishonesty in violation of University regulations. Fairness must be observed to the student charged with academic dishonesty.

(b) Freedom to hear, distribute and participate in those activities constitution University conduct

(c) Freedom to hear, distribute and participate in the following:

1. Academic Dishonesty

2. Violation of University regulations.

3. Interference with the freedom of movement of any member or guest of the university.

4. Deliberate interference with academic freedom and freedom of speech of any member or guest of the university.

5. Falsehood and misleading information and/or fabrication of University records.

6. False, misleading, or otherwise incorrect information furnished to others.

7. False, misleading, or otherwise incorrect information furnished to others.

8. False, misleading, or otherwise incorrect information furnished to others.
document, or identification used or maintained by the University of Central Florida.

5. Firearms and Dangerous Materials
Possession, manufacture, or carrying of any description, explosives, chemicals which are disruptive, explosive or corrosive in nature, or any weapon other than a common pocket knife, used in any organized student housing, or at any University function.

6. Gambling
Playing a game for money or for something of value, or selling, buying, or distributing gambling devices, or in a scheme or plan to induce or cheat the public in regard to money or property.

7. Group Disturbances
Participating in任何 kind of attack, Ben, or picking it, which involves 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 discomfort or disgrace for any person, or any action which is substantially similar thereto, or any other activity, no action shall be taken which tends to endanger the health of the individual, or demand of him an unqualified conduct or in any way, jeopardizes the health of the individual.

9. Unauthorized Keys and Entry
(a) Knowingly, dupli<ing or causing to be made without authorization any key for a University building, laboratory facility or room.
(b) Unauthorized possession or use of keys which permit access to University facilities, including residence hall rooms.

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.

11. Physical Contact
The University officer of larceny includes the wrongful appropriation of property for temporary use or benefit of one other than the owner of said property.

12. Person Abuse
(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 such person while on University premises.

13. 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 responsible for property damage may be held financially liable.

14. Felonies and Misconducts
(a) Violation of a city, state or federal law on University property.
(b) Violation of a city, state or federal law causing a potential threat or damage to the University or its departments.
(c) Violation of a city, state or federal law which clearly and distinctly infringes the University's interest in an academic institution.
(d) Violation of any policies or rules of the University.

15. Conduct at Off-Campus University Events
Violations of the rules of a host institution at an event which this University participates, where such violation is of a nature to bring disrepute to the student.

THE UNIVERSITY'S EXPLANATORY PROCESSES
1. Violation Reports
All violations of the CUF Rules of Conduct shall be reported to the Dean of Students, and if the matter is to be dismissed, notified officially or be subject of a formal statement of charges.

2. Informal Disposition
The Dean of Students is directed to dismiss informal charges against a student if the student has engaged in conduct of a nature not requiring formal disposition, or if the student has engaged in conduct of a nature not requiring formal disposition, or if the student has engaged in conduct of a nature not requiring formal disposition.

3. Final Disposition
If an alleged violation of University regulations is not dismissed or disposed of informally, the Dean of Students shall cause formal charges to be prepared as the basis for formal disciplinary action.

4. Student Rights During the Disciplinary Process
(a) The student shall be afforded reasonable written notice to include:

   (1) A statement of the time, place and manner of the proceeding.
   (2) A statement of the nature of the case and of the jurisdiction under which it is brought.
   (3) A brief statement of the matter asserted. If the University is unable to state the matters in detail at the time notice is served, the initial statement may be limited to an enumeration of the general issues involved. Therefore, upon request of the student a more detailed and definitive statement shall be furnished.
   (4) Each party shall have the right to present evidence relative to the issues (a) cross-examine opposing witnesses or any matter relevant to the notice to impend and without regard to whether such party called the witness to impeach and to rebut the evidence presented against it.
   (5) It is the right of the student to have the findings from the proceeding in writing.

5. It is the right of any student to appeal under the provisions of (4) below.

6. It is the right of any student to appeal under the provisions of (4) below.

7. Final formal disciplinary hearings documentation evidence is required.

8. Disposition of Formal Charges
(a) By the Dean of Students. After formal charges have been served on a student the Dean of Students shall inform the student of his rights as listed in (4) above and shall make an appropriate investigation into the circumstances of the case. The Dean or his designee may, then either refer the case to a student review board or, if acceptable to the student, impose appropriate disciplinary action up to and including expulsion. The student will then be given 48 hours in which to accept, or reject in writing the imposed disciplinary action and request, if applicable, a board of review. Failure to respond to the proposed disposition within the time frame shall be deemed acceptance, and in such event the proposed disposition shall become final.

b. If the Dean of Students refers the case to a student review board, or if the student requests in writing the imposition of a proposed formal disciplinary action, the action shall be placed in abeyance in the name of the student, and the Dean or his designee shall recommend to the board the proposed disposition. Each such board considers cases within its jurisdiction and makes recommendations to the Dean of Students. Accordingly, each is a "reviewing board". Neither formal nor informal disposition shall be final until the action is taken after the hearing by the board. The board will handle cases particular to general conduct on campus.

b. Residencce Hall Review Board

(c) A member of the Board, the Resident Life Life of Directors including chairmen, three resident men and three resident women, plus two alternates to serve as needed. This board reviews cases that occur in university housing andoc compares essentially with group living conditions.

c. The Penitentiary Review Board

(d) One delegate from each sorority appointed by the Panhellenic Executive Board as chairman of each was to be the Penhellenic Vice Chairman. This board reviews cases that involve social sororities.

d. The Interfraternity Council Review Board

(e) Three members appointed by the Interfraternity Council's executive board and four members elected by the council. One of these shall be the Vice-President of the Interfraternity Council and he shall serve as chairman. This board reviews cases that involve social fraternities.

(f) The Men's Review Board

When the members of a review board are not available and an unreasonable delay may occur, a review may be conducted before an informal review board consisting of students appointed by the Associate Vice President for Student Affairs.

6. Procedures
The record of any proceeding resulting from formal charges shall include:

(a) A copy of any written evidence submitted
(b) A copy of any oral or written statements
(c) A copy of any written or oral questions
(d) A copy of any statements made in the hearing process.

7. Summary Suspension
When there is reasonable cause to believe that a student has engaged in conduct in violation of University regulations which may subject the student to suspension or expulsion and there is no reasonable cause to believe that the student poses a threat to the health or safety of any person or property of any member of the University community, the Dean of Students, or his designee, has the authority to place the student on summary suspension.

8. Probation
Suspension or expulsion pending a full hearing on the merits of the case. Such a suspension is regarded as an interim suspension. A preliminary review will be held within three days for the purpose of determining whether or not the suspension shall remain in effect until a board review can be conducted. The board review will commence as promptly as possible. When the Dean of Students or his designee summarily suspends a student, the designee shall notify the student in writing of the summary, suspension, and the time and place for a preliminary review according to established policies including:

(a) Statement of facts and procedures of the disciplinary process.

(b) Review boards may request any discipline action listed below as well as appropriate modifications. The Dean of Students may impose any of these penalties to at any time after formal suspension or expulsion from the university either as a result of accepted disciplinary action or his acceptance of a hearing board recommendation.

(i) General Disciplinary Probation
General Disciplinary Probation has two important implications. The student is excused from classes and is not allowed to sign up for any courses unless the student is a continuing student. However, the student may not have an academic or social contact with the University, except in cases where the student is determined to be in compliance with the university rules without being penalized too severely. However, if a person is found guilty of a second violation while on General Disciplinary Probation, subsequent action will be taken by the Dean of Students, and the student will be expelled from the University. The student's academic record is designed for a specified length of time extending from a matter of weeks to a number of quarters. In addition, certain restrictions may be imposed. When and if recommended by the Dean of Students. General Disciplinary Probation may be the matter of records.

(ii) Restorative Disciplinary Probation
Restorative Disciplinary Probation is in lieu of good standing and becomes a matter of record. Restorative conditions may apply to practically any student act, in the University community. Generally, the student will not be eligible to return and university awards, scholarships, loans, counseling services, or institutional assistance from local or national organizations. The student may not occupy a position of leadership or responsibility in any university student organization, publication or activity. Restrictions are in effect through the stated date of the
protection.  

iii. Suspension: A student involved in an offense warranting consideration of action more severe than probation, or in a reported misbehavior which will face suspension.  

The length of the suspension period is clearly defined, and may extend from two to a member of quarters. During suspension, a student may not attend classes.

iv. Expulsion: When an offense is so severe that the university will not allow the student to re-enroll, the student will be expelled. When a student has been expelled from the university for misbehavior, a full report will be placed in the permanent record for the individual concerned.

Housing: (1) Regularly enrolled single undergraduate students under 18 years of age paying the registration fee for full time attendance and not residing with a parent or guardian are required to live in University residence units to the extent that facilities are available. Under the quarter system, residency is required one term in residence. Student grade as nine or more credit hours. Prior to final assignment is given to those students admitted in good standing.

(2) Student is permitted to live off-campus accommodations if they are 18 years of age by October 1 of the first quarter, and June 1 of the quarter. Those students who become 18 years of age while in residence must complete their current housing contract.

(3) Students under 18 years of age and not living with parents will be permitted to live in off-campus accommodations if they meet one of the following qualifications:

a. Married student living with spouse.

b. Enrolling for less than nine hours and

c. Living with adult relatives with the written approval of parent or guardian.

(4) Students assigned housing space must have an approved housing and food service agreement in force at the time of occupancy. A partial payment of $25.00 must accompany the application for housing.

Residence Life Association: The residence Life Association shall be composed of all students occupying University residence units. The membership of the Residence Life Association shall appoint a seven member board of directors whose duties shall include:

a. Recommendations to the Director of Housing concerning residence hall life.

b. With the concurrence of the Director of Housing in each such appointment, appointment of a seven member Residence Hall Review Board consisting of three male and three female resident students and a chairperson. The duties of this board are outlined in Rule 62.5.S.491.
6.7.5.11 STUDENT HEALTH SERVICES

(1) 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 preenrollment consultation report or that further medical evidence be submitted prior to final acceptance for admission to the university.

(2) The primary focus of out-patient service shall be to enable the student to continue his classroom activities, while continuing to receive medical treatment, immunization and supervision by the student's physician.

(3) Inpatient services shall be limited and confined to intermediate care. The Student Health Service may retain the consent of the student's physician prior to the discharge of the student or if requested, make arrangements with the student's attending physician to follow the student after discharge.

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

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

6.7.5.12 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:

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

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

(3) 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.

(4) Consumption of beer and wine is permitted in dorm lobbies in conjunction with properly scheduled programs; consumption of alcoholic beverages is prohibited in hallways, and other common areas within the residence halls.

(b) The possession and use of alcoholic beverages must obtain approval to secure a beer license from the University Business Manager prior to making application for the license. With approval, the license is then obtained by the organization from the State Beverage Commission.

6.7.5.13 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, its students, employees, agents, and independent contractors 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.

(b) All sky divers must be current members of the United States parachute Association at the scheduled time of the jump.

(c) Certification of effective coverage for the dates of any jumps must be on file with the Director of the Village Center.

(d) Permits and non-profit organizations must obtain approval to secure a beer license from the University Business Manager prior to making application for the license. With approval, the license is then obtained by the organization from the State Beverage Commission.

6.7.5.9 FINANCIAL AID

(1) 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.

(2) Financial aid will be afforded only to those students who are not precluded from receiving such aid by disciplinary regulations and who have maintained satisfactory academic progress.

(3) The academic year shall begin on the first Monday of August and end on the last day of the last regularly scheduled University semester in June.

(4) The academic year shall begin on the first Monday of August and end on the last day of the last regularly scheduled University semester in June.

(5) The length of an approved course of study is determined by the rate of pursuit (credit hours per term) and the number of credit hours required for graduation. Failure to complete a course of study, in the prescribed period of time may be determined to be unsatisfactory academic progress and could result in loss of future financial aid.

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