



Undergraduate Advising FAQ

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Getting Started & General Questions

I am interested in a degree in this field; **how do I get started?**

- Please reference the Undergraduate Advising Packet at <http://www.cohpa.ucf.edu/comdis/documents/2011-2012AdvisingPacket.pdf>. This describes all courses needed, prerequisites and co-requisites, course sequences, and graduation requirements.
- General Education Program (GEP) & University requirements can be found in the UCF Catalog: <http://www.catalog.sdes.ucf.edu/>.

How do I **declare or change my major?**

- Detailed instructions for changing your major online can be found at the Registrar's website: http://www.registrar.ucf.edu/forms/change_program/. You may also feel free to visit the Registrar's Office to declare or change your major if you are unable to from your myUCF account.



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How do I know **what to take next**?

- If you have not completed your General Education requirements, please refer to the Office of First Year Advising and Exploration (<http://fyae.sdes.ucf.edu>) and COHPA Office of Undergraduate Student Services (<http://www.cohpa.ucf.edu/undergraduateservices.shtml>).
- Please reference the Undergraduate Advising Packet at <http://www.cohpa.ucf.edu/comdis/documents/2011-2012AdvisingPacket.pdf>. This describes all courses needed (with a checklist), prerequisites and co-requisites, course sequences, and graduation requirements. The advising staff recommends paying close attention to the Pre- and Co-Requisite List and the key course sequences.
- It is strongly recommended to utilize your Degree Audit from myUCF. To access your degree audit log on to myUCF. From your student center locate the drop-down menu labeled "other academic..." From the list, choose "Degree Audit."
- If you would like feedback for a plan of classes that you have assembled, please bring your degree audit and a plan for classes to Open Advising.

How do I know if or how **my courses will transfer** from another school?

- If you are not already a student at UCF, please visit the Transfer & Transition Services website: <http://www.transfer.sdes.ucf.edu/>.
- If you are a student, please visit the Academic Services website: http://www.academicsservices.ucf.edu/transfer_credit/
- Courses not automatically credited to your degree program must be evaluated on a course by course basis. General education courses are evaluated through Academic Services; all other courses are evaluated by the academic department offering the courses. (See "Course Substitution" below).



Undergraduate Advising FAQ

Who is **my advisor**/how do I see **an advisor**?

- If you have questions about advising or the program they should be sent to csdundergraduate@ucf.edu.
- For any General Education Program questions please visit COHPA Office of Undergraduate Student Services: <http://www.cohpa.ucf.edu/undergraduateservices.shtml>.
- Open Advising Hours (updated weekly): <http://www.cohpa.ucf.edu/comdis/documents/advisingschedule.pdf>. At this time, we do not make appointments for advising but students are welcome to visit during Open Advising.

Can I make **an appointment** to see an advisor?

- At this time, we do not make appointments for advising; please see above.

How do I know **when I am able to graduate**?

- First, please see “How do I know what to take next?” above.
- If you believe your requirements are met you must file your intent to graduate the term before you wish to graduate. You can file your intent through myUCF. If you need assistance with this, please see the Registrar’s website: <http://registrar.sdes.ucf.edu/>.
- Once registered for final classes and after filing your intent online, you must meet with an Undergraduate Student Services (HPA II – Suite 115) advisor in order to be added to the graduation list. If the USS advisor gives approval for graduation they will then enroll you in Senior Capstone (SPA 4870C).



Undergraduate Advising FAQ

Specific Questions

How do I get an **override for a class**?

- First, you need to obtain written approval from the instructor of the course you would like an override for.
- Bring this written approval to Open Advising. If your instructor gave approval over email, forward the approval from your knights email account to csdundergraduate@ucf.edu.
- Our advising office can only give overrides for courses within the Communication Sciences and Disorders major.
- Please note that approval from an instructor does not guarantee enrollment into said course. Other issues, such as fire code occupancy limits, may prevent enrollment.

How do I get a **course substitution**?

- You must first provide the University with the official transcript from your previous school. Next, come to the Department during Open Advising to submit a Course Substitution Form. In some cases, a syllabus for the course may be required.
- <http://www.cohpa.ucf.edu/comdis/documents/CourseSubRequestForm.pdf>

What is the difference between the **B.S. and B.A. programs** that are offered?

- The primary differences between our B.S. and B.A. programs are student interests and desired learning outcomes. The choice between the programs will not directly impact prospects for employment or graduate school admissions.
- Please refer to the Advising Packet for details:
<http://www.cohpa.ucf.edu/comdis/documents/2011-2012AdvisingPacket.pdf>.



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Does the course I took/plan to take satisfy the **Biological and Physical Science requirements**?

- To satisfy the Physical Science requirement for this major you must pass any CHM XXXX, PHY XXXX, or PSC XXXX course from a regionally accredited institution.
- To satisfy the Biological Science requirement you must pass any BSC XXXX, APK XXXX, or ANT X511 course from a regionally accredited institution.
- If you have not taken a course that has a catalog number that matches those above then the respective requirement has not been met. If you feel that a course that you have taken in the past has content that should satisfy this requirement then please visit your advisor during Open Advising. (See “Course Substitution” above).
- This is mandated by the state of Florida for all programs. We cannot make substitutions for these requirements.

When is my **enrollment appointment**?

- Your Enrollment Appointment can be found on the right side of your myUCF account.
- If you do not have an appointment available, please check with the Registrar’s Office: <http://registrar.ucf.edu/>.

How do I take **classes at another institution**?

- UCF students who desire to attend another Florida public institution as a Transient Student are encouraged to complete the “Transient Student Form” online, which is available on the [FACTS website](#).
- A student may not be enrolled as a transient student in another institution during the term in which the baccalaureate degree or the Associate of Arts degree is to be awarded.
- For major courses you must receive departmental approval before taking the course.



UCF DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS

Undergraduate Advising FAQ

How do I **pursue a graduate degree as an out-of-major/out-of-field student**?

- Please reference the Graduate Admission FAQ:
<http://www.cohpa.ucf.edu/comdis/documents/AdmissionFAQ.pdf>.

Is there an **accelerated program** for students who know that they want to attend graduate school?

- The accelerated program is on hold at this time as the Department is updating the courses that will be required. An announcement will be made on the Department [website](#) when the program returns.

Are there any **scholarship or grant opportunities** available?

- Visit the College of Health and Public Affairs' scholarship opportunities website:
<http://www.cohpa.ucf.edu/Scholarships11-12.shtml>.