Hello! We look forward to your arrival!

We can hardly wait to meet you this summer, or during the orientation programs at the beginning of the fall semester.

Not only do we have great expectations for you, but we are excited to share the wonderful opportunities you’ll have during your studies at the University of Florida in Gainesville, Florida!

The Graduate School provides some excellent links from their website that you may want to begin exploring. Visit them online at http://gradschool.ufl.edu/students/introduction.html. Links include information about living in Gainesville, costs, services, housing, financial aid, the graduate catalog, international student information, and much more.

The University Office of Admissions also provides information to help you become better acquainted with UF. Visit http://www.admissions.ufl.edu/grad/ and follow the links under “Admitted Students.” A complete listing of Admissions sites is available at http://www.admissions.ufl.edu/sitemap.html.

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**Important Contacts**

**SCHOOL OF MUSIC ADVISING:**

Dr. Leslie Odom
Graduate Coordinator and Doctoral Advisor
221 MUB
lodom@ufl.edu
352.273.3172

Dr. Jonathan Helton
Master’s Advisor
307 MUB
jhelton@ufl.edu
352.273.3179

**COLLEGE OF FINE ARTS GRADUATE ASSISTANT/FELLOWSHIP MANAGER:**

Mr. George Trucano
114 FAA
gtrucano@ufl.edu
352.273.0320

**GRADUATE ADMISSIONS & ACADEMIC PROGRAMS:**

Ms. Laura Robertson
lrobertson@arts.ufl.edu

Mr. Phillip Klepacki
gradadmissions@arts.ufl.edu

207 AUD
Tel. 352.846.3425
FAX 352.392.3802
Add to your UF experience with choices almost every day of plays, concerts, international performances, world-class artists, or art exhibits in one of our exciting venues.

Curtis M. Phillips Center for the Performing Arts hosts international and national touring performances as well as local groups. Recent performances include Avenue Q; Pat Metheny; Sister Hazel; The Ten Tenors; Stradivari Quartet; Béla Fleck and the Flecktones; CATS; Joshua Bell; Hairspray; The Soweto Gospel Choir; Christine Brewer; and Ben Folds. Visit http://www.performingarts.ufl.edu for information on upcoming events.

Constans Theatre provides 415 seats in the heart of the UF campus, at the Nadine McGuire Theatre and Dance Pavilion. See http://www.arts.ufl.edu/theatreanddance for Theatre and Dance events.

The Harn Museum of Art is the largest museum between Orlando and Atlanta. Events include art films, performances, workshops, and lectures from visiting art historians. Visit http://www.harn.ufl.edu/ for exhibition listings.

The College of Fine Arts Calendar of Events, including performances, exhibits, and lectures from the Schools of Music, Theatre & Dance, and Art & Art History, is online at http://www.arts.ufl.edu/events.asp.

The University Galleries website lists exhibits in UF's three galleries. Visit http://www.arts.ufl.edu/galleries for more information.

Graduate School Orientation Sessions

Orientation for new graduate students takes place at the start of fall and spring semesters every academic year to acquaint you with UF personnel, services, policies and procedures as a newcomer to the University of Florida.

Monday, 16 August
Student Services and Organization Tables Display: J. Wayne Reitz Union (JWRU)

Graduate Student Orientation: JWRU
International Graduate Student Orientation: JWRU
Graduate Teaching Assistant Orientation, Part 1: JWRU
Graduate Teaching Assistant Orientation, Part 2: JWRU

Wednesday, 18 August
Academic Written English Screening Test for International Students
SPEAK Test for International Students

Times and locations will be confirmed later this summer—check back at http://gradschool.ufl.edu/students/orientation.html for more information.

School of Music Orientation and Diagnostic Exams

In addition to the sessions sponsored by the Graduate School, the School of Music will hold its own required orientation session and administer diagnostic exams in music history and music theory.

Wednesday, 18 August
Music History diagnostic exam: 8:00a-12:00p; Room TBA, Music Building
Music Theory diagnostic exam: 1:00p-4:00p; Room TBA, Music Building

Thursday, 19 August
School of Music Graduate Student Orientation: 10:00a; Room 120, Music Building
Registration will follow after a break for lunch.
Medical Immunizations

To attend the University of Florida you MUST complete the screening health history questionnaire AND show proof of immunity to measles (2 shots required) and rubella (1 shot required). In addition, students coming to UF from outside the United States must have a skin test for tuberculosis within six months of arrival into the U.S. You will receive a yellow Immunization Form from the Admissions Office. If you do not, or have misplaced your copy, you may review the policies (http://shcc.ufl.edu/medical/immune.shtml) and access the form (http://shcc.ufl.edu/medical/pdf/acl-002a.pdf) online.

If instructions on the Immunization Form were followed, clearance for registration should work smoothly. As a precaution, you should keep your own copy of the proofs and the form that you submit, and bring those with you. If your records are incomplete for any reason, you will be able to acquire necessary immunizations once you arrive on campus. If you mailed or faxed records, or have special questions or concerns, you may call 352.392.1161, and press ‘3’ to reach the Immunization Clinic.

More on Student Health Services

The Student Health Service provides primary medical care, preventative medicine, health screening programs and mental health consultation and counseling. These services are available to all full-time students.

The Student Health Care Center (SHCC), housed in the Infirmary (centrally located on campus), consists of an outpatient clinic and an inpatient unit.

A health fee is charged as a part of the tuition paid by all students—it is not health or accident insurance. This fee covers outpatient visits to the infirmary, some laboratory tests and some medications.

If more complicated diagnostic study or hospitalization is required, additional charges are made.

To learn more about the services offered by the SHCC, visit their website, http://shcc.ufl.edu.

Health Insurance: Gator GradCare

GREAT NEWS!!! A health insurance benefit program is part of the salary and benefits package for all graduate assistants and fellows. Please read the information provided by the Office of Human Resources at http://www.hr.ufl.edu/benefits/gatorgradcare/default.asp.

Please note that enrollment is NOT automatic—you will find enrollment information at the above website as well.

Health insurance, sponsored through Student Government, is available for purchase for students not on a graduate assistantship. Call the Insurance Office of the Student Health Care Center at 352.392.1161 x284, or visit them online at http://www.shcc.ufl.edu/insurance.shtml.
**Final Transcripts**

If you have just graduated, or did not send one previously, you are required to submit an OFFICIAL final transcript that includes ALL credit and grades earned for your bachelor’s degree (and master’s, if applicable). This transcript should also include the degree statement (which states what degree you earned in what program on what specific date).

You will have a hold placed on your record and will not be able to register during the fall semester if the University of Florida does not receive this official final transcript.

**If you are just graduating this term, please be sure that the final grades and degree statement are posted on the transcript before having it sent—you can confirm this with your institution’s registrar.**

You may email gradadmissions@arts.ufl.edu to confirm if we have the final, official transcript.

**Please send your final, official transcript directly to:**
Office of Admissions
S201 Criser Hall
PO Box 114000
University of Florida
Gainesville, FL 32611-4000

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**Computing Services**

GatorLink is a computer ID and suite of services that allows access to a variety of UF campus computing resources. Every student is required to get a GatorLink ID.

Some free services are available to students; other campus services require a GatorLink sign-on to authenticate your identify, and there are some fee-based services.

To set up your GatorLink account, visit [http://www.gatorlink.ufl.edu](http://www.gatorlink.ufl.edu). You’ll need your UFID number, which you can obtain at [https://was.isadmin.ufl.edu/webapp/baiufi2tSSNTranslator](https://was.isadmin.ufl.edu/webapp/baiufi2tSSNTranslator).

Students are able to forward their GatorLink email address to any valid email address, on or off campus. Official correspondence from the University is sent via the Gatorlink email; students selecting the forwarding option are still responsible for regularly checking for any mail sent to their GatorLink email address. Visit [http://help.gatorlink.ufl.edu/email.html#forwarding](http://help.gatorlink.ufl.edu/email.html#forwarding) to learn more about email forwarding.

*When you have established your new ‘ufl.edu’ email address, please send it to gradadmissions@arts.ufl.edu.*

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**Computer Requirements**

Access to and ongoing use of a computer will be required for all students to complete their degree programs successfully. The University of Florida expects each student to acquire computer hardware and software appropriate to his or her degree program.

Competency in the basic use of a computer is a requirement for graduation. Class assignments may require use of a computer, academic advising and registration can be done online, and official university correspondence is often sent via e-mail.

The UF Bookstore offers discount programs on Apple and Dell systems and software; for more information, visit their website at [http://www.bsd.ufl.edu/bookstore](http://www.bsd.ufl.edu/bookstore).
Students applying for loans and work through Student Financial Affairs (SFA) should understand that fee waivers are included in aid packages. **You are responsible for notifying SFA of all such assistance you receive from any source.** Receiving fee waivers affects eligibility for aid through SFA.

At the University of Florida, graduate students may apply for the following student loans: Federal Direct Stafford/Ford Loans (subsidized and unsubsidized); University of Florida Institutional Loans; and Federal Perkins Loans. These programs offer long-term, low-interest loans that must be repaid when the borrower graduates, withdraws, or drops to less than half-time enrollment.

In general, students may borrow up to the cost of attendance minus any other financial aid per academic year at interest rates from 5% to 8.25% annually. Some loans are based on financial need; others are not. The actual amount of each loan is based on financial need and/or program limits.

To apply, complete the Free Application for Federal Student Aid (FAFSA) at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students are advised to apply as early as possible, observing the deadlines posted at [http://www.sfa.ufl.edu](http://www.sfa.ufl.edu).

You should always seek financial aid advice from your assigned aid counselor, as requirements are complex and beyond the expertise of the college office. **The key to a stress-free semester is to begin the semester with other funds (perhaps available credit that you can pay back when your aid is disbursed).** To learn who your financial aid adviser is, visit [http://www.sfa.ufl.edu/info serv/adviser.html](http://www.sfa.ufl.edu/info serv/adviser.html).

Financial Aid—Part-Time Jobs

The University of Florida Office of Student Financial Affairs, located in S-107 Criser Hall, coordinates part-time on- and off-campus employment. Off-campus job lists are posted on the job bulletin boards, and students simply need to contact the employers. SFA maintains job bulletin boards at [http://www.sfa.ufl.edu/programs/studentemployment.html](http://www.sfa.ufl.edu/programs/studentemployment.html).

ISIS (Integrated Student Information System)

ISIS consolidates a number of items important to students. Logging in with your Gatorlink ID allows access to the following:

**My Online Services:**
* Student Records ("My Record"): final grades; holds; GPA; emergency contact info
* Financial Aid: aid status; awards/disbursements; additional aid reporting (e.g. outside scholarships)
* Financial Services: make payments; account activity; charges due; direct deposit; tuition statement
* Registration: registration prep; schedule verification; textbook information

**My Resources:**
* Academic Info: Graduate Catalog; Graduate Information Management System (GIMS); grad student listserv; schedule of courses; calendar/critical dates
* Financial Info: forms for financial aid and financial services
* Personal Info: address updates; emergency contacts; enrollment/degree verification
* Other Info: links to campus resources (Career Resource Center; computing tips; Dean of Students Office; textbook search; UFL Webmail)

Student ID: Gator 1 Card

The Gator 1 Card is the official picture ID for the University of Florida. It is **required of all students** and you may be denied university services if you do not have one.

To get your Gator 1 Card, go to the ID Card Services office, located in Room G071 of the UF Bookstore & Welcome Center (adjoining the J. Wayne Reitz Union). You will need a photo ID, such as a driver’s license, military ID, or passport.

If you do not have a photo ID, you can go to Station #2 at the Registrar’s Office in Criser Hall for a notarized statement affirming your identity. You will also need your Social Security card, military ID, insurance card, Selective Service card, or any document from the University that shows your Social Security number printed on it.

The Gator 1 Card costs $15, payable by cash, check, debit, or credit. For more information, visit [http://www.gator1card.ufl.edu](http://www.gator1card.ufl.edu), or call 352.392.8343.
On-campus housing is quite limited, so you are encouraged to submit applications to the Campus Housing Office early. See [http://www.housing.ufl.edu/](http://www.housing.ufl.edu/) for more information.

Most graduate students live off-campus. Off-campus information can be found at the Campus Housing website, or through the links below. Because parking on campus is extremely limited, you will be much happier if you find an apartment near campus, or near a city bus route. **UF students ride free on all city buses** (see [http://www.go-rts.com](http://www.go-rts.com) for more on city and campus routes).

**Relocating to Gainesville—Housing and Services**

On-campus housing is quite limited, so you are encouraged to submit applications to the Campus Housing Office early. See [http://www.housing.ufl.edu/](http://www.housing.ufl.edu/) for more information.

Most graduate students live off-campus. Off-campus information can be found at the Campus Housing website, or through the links below. Because parking on campus is extremely limited, you will be much happier if you find an apartment near campus, or near a city bus route. **UF students ride free on all city buses** (see [http://www.go-rts.com](http://www.go-rts.com) for more on city and campus routes).

**Off—campus housing:**

- Apartment Hunters: [http://www.apartmenthunters.com](http://www.apartmenthunters.com)
- Gainesville Sun Listings: [http://gainesville.com/section/realestate](http://gainesville.com/section/realestate)

**Gainesville Apartment & Condominium Guide:** [http://www.gainesvilerent.com](http://www.gainesvilerent.com)

**Stu’s View:** [http://www.stusview.com/](http://www.stusview.com/)

**Banks:** [http://www.gainesvillechamber.com/Chamber_Services-Member_Directory.aspx](http://www.gainesvillechamber.com/Chamber_Services-Member_Directory.aspx) (select “Banks” and/or “Credit Unions” from the drop-down list)

**Telephone/Cable/Internet:**

- AT&T: [http://www.att.com](http://www.att.com)
- Cox Communications: [http://www.cox.com](http://www.cox.com)
- Vonage: [http://www.vonage.com](http://www.vonage.com)

**Utilities:** Gainesville Regional Utilities (GRU): [http://www.gru.com](http://www.gru.com)

**On-campus Dining:** Gator Dining Services: [http://www.bsd.ufl.edu/dining/](http://www.bsd.ufl.edu/dining/)

**Parking on Campus**

Decals or permits are required for parking in all areas of campus between 7:30am and 4:30pm, Monday through Friday, unless indicated otherwise by signage. Decals may be purchased at the Transportation and Parking Services (TAPS) Office located at the corner of Gale Lemerand Drive and Mowry Road. Office hours are 8:00am to 4:30pm, with special extended hours during rush periods.

Please note that parking is EXTREMELY limited on campus, and purchasing a parking decal does not guarantee access to a parking space. It is highly recommended that you use an alternative form of transportation: many Gainesville roads are equipped with bicycle lanes, and the Regional Transit Service (RTS) can be ridden for free by showing your Gator 1 Card.

**Pre-Registration Holds**

Before registration can take place, all students must clear two pre-registration holds: emergency contacts and acceptance of registration terms/conditions. **These must be cleared each semester before registering for the upcoming term.**

To clear these holds, go to [http://www.isis.ufl.edu](http://www.isis.ufl.edu) and follow these steps:

1. Click “My Record,” and select “Update Emergency Contact Info.”
2. Click “Registration,” and select “Registration Prep.”
3. Click “My Record,” and select “Holds” to check for any other holds on your account, and clear these prior to registration.

For more information, including maps of the various lots throughout campus, visit [http://www.parking.ufl.edu](http://www.parking.ufl.edu).

**Note:** During break weeks, students can park in certain areas on campus without a decal. The TAPS website posts information on when and where restrictions are lifted.
### Final Checklist

**BEFORE YOU ARRIVE IN GAINESVILLE:**
- Submit final transcript, showing your earned degree(s)
- Submit immunization verification
- Enroll in Gator GradCare (for graduate assistants/fellows)
- Return payroll forms (for graduate assistants/fellows)
- Establish GatorLink ID for email and computing services
- Secure housing arrangements
- Submit financial aid application (optional)
- Check ISIS for any holds on your account
- Reserve Graduate School orientation dates
- Reserve School of Music orientation and diagnostic exam dates
- Prepare for diagnostic exams in music history and theory

**WHEN YOU ARRIVE IN GAINESVILLE:**
- Purchase Gator 1 Card (student ID)
- Purchase textbooks (http://www.bsd.ufl.edu/bookstore/)
- Purchase parking decal (optional)
- Take History and Theory placement exams: August 18
- Clear pre-registration decal BEFORE registering
- Meet for advising/registration AFTER you have taken the diagnostic exams

**ANY LINGERING QUESTIONS OR CONCERNS?**
Email gradadmissions@arts.ufl.edu—we are available throughout the summer!

### RESOURCES/WEBSITES:
- **ISIS (Integrated Student Information System):** [http://www.isis.ufl.edu](http://www.isis.ufl.edu)
- **myUFL:** [http://my.ufl.edu](http://my.ufl.edu)
- **Ask UF—Frequently Asked Questions:** [http://www.questions.ufl.edu](http://www.questions.ufl.edu)
- **UF Website Listing:** [http://www.ufl.edu/websites/](http://www.ufl.edu/websites/)
- **College of Fine Arts:** [http://www.arts.ufl.edu](http://www.arts.ufl.edu)
- **UF Libraries:** [http://www.uflib.ufl.edu](http://www.uflib.ufl.edu)
- **International Center:** [http://www.ufic.ufl.edu](http://www.ufic.ufl.edu)
- **Campus Recreation:** [http://www.recsports.ufl.edu](http://www.recsports.ufl.edu)
- **Counseling Center:** [http://www.counsel.ufl.edu](http://www.counsel.ufl.edu)
- **Student Financial Affairs:** [http://www.sfa.ufl.edu](http://www.sfa.ufl.edu)
- **Graduate Assistants United:** [http://www.ufgau.org](http://www.ufgau.org)
- **Interactive Campus Map:** [http://campusmap.ufl.edu](http://campusmap.ufl.edu)
- **Teaching Center (helpful resources for Teaching Assistants):**
  - **TA Development:** [http://www.teachingcenter.ufl.edu/ta_development.html](http://www.teachingcenter.ufl.edu/ta_development.html)
The School of Music continues to grow in stature and influence in all of its disciplines. UF's School of Music was the first in the U.S. to host a session of the International Certificate for Piano Artists and the only one to have its Wind Symphony invited to the World Association of Symphonic Bands and Ensembles Convention in Singapore. The school's Clarinet Ensemble was the first student group ever invited to play at the International ClarinetFest and its choirs have performed with several symphonies throughout the U.S. The school also hosts many internationally recognized festivals each year, ranging from the classical Steinway Piano Festival to the avant-garde Electroacoustic Music Festival. These events bring world-class performers in every discipline to the campus for performances, recitals, and residencies that benefit all members of the campus community, and especially students of the school.

The school's students are selected from among the nation’s finest young musicians. The level of musicianship and academic accomplishment among faculty and students is very high. The scholarly and creative work of the school's graduate students and faculty is recognized throughout the world. Many faculty members also hold leadership positions on boards of directors of national and international music organizations.

UF at a glance

UF is a major public research university, one of the five largest in the nation. The state's oldest, largest, and most comprehensive university, Florida is among the nation's most academically diverse.

Florida has a long history of established programs in international education, research, and service. The University is a community of outstanding faculty, talented students, and committed staff who learn and work in a stimulating and diverse intellectual environment.

Total Number of Students: 52,271 (36,386 undergraduates; 15,885 graduate/professional students)

Minority Enrollment (African-American, Hispanic-American, Asian-American, and Native American): 14,354

International Students: 6,300

Ratio of Men to Women: 47:53

Graduate Degree Programs: 262

Student Organizations: more than 700

In 1985, UF was admitted to the Association of American Universities (AAU), one of the most prestigious organizations in higher education. UF is the only school in Florida to be a part of AAU.

UF awards almost $68 million of financial aid annually: $32 million in student loans and $36 million in scholarships and grants.

The books in the UF Libraries can fill every seat in Ben Hill Griffin Stadium ("The Swamp") with 45 books. The Swamp seats 90,000 fans and is the fourth largest college stadium in the country.