Online course information for the MPH 
Spring 2016
http://onlinen certificate.mph.ufl.edu

Students in the certificate program are responsible for following the guidelines explained below.

Returning your signed acceptance contract for the MPH program indicates that you have read and will follow these policies.

UF ID number:
- The University issues each student a UF ID number.
- If you do not know your UF ID number, go to http://www.it.ufl.edu/ufid/wmufid.html with your SSN and birth date.
- If you have already set up a gatorlink account, you can visit http://identity.it.ufl.edu/process/uf-identifier/ to find your UFID.

Holds:

Each semester, UF will place a series of holds on each student’s registration. Students are responsible for removing their own holds.

- To remove registration holds, visit www.isis.ufl.edu and choose HOLDS under My Record from the menu on the left. You will need to log in with your gatorlink information to access this page.
- Common holds placed on your account each semester: Local Address Information, Emergency Contact Information, and Registration Preparation.
- EVERY UF student must enter their emergency contact information into the UF database every three months, prior to course registration. This includes distant learners in online courses, as the university will use this information if the campus is in a state of emergency to contact students to inform them of this status. This can affect online students if our servers are down and/or faculty and staff are unavailable during this period.
- Before your first semester, you will have Immunization and Mandatory Health Insurance holds placed on your account. Our program will have these waived on your behalf. If these holds appear again after your first semester, please contact Leslie Redding at lredding@ufl.edu. The immunization and mandatory health insurance holds will be waived by the university on your behalf.
- Remove your holds at least 48 hours before the last day of regular registration January 4, 2016.

Gatorlink account:

- All UF students are required to register for a Gatorlink account.
- Go to http://gatorlink.ufl.edu and follow the directions to “Create a new account.” You will need to use your UF ID number to set up this account.
- Required for accessing online courses.
- Setting up a Gatorlink account also establishes an official UF email account. Your email address will be your GatorlinkName@ufl.edu.
- You should check your UF email account regularly as some UF mail will ONLY be sent to your UF email account, including announcements and emails sent out from your courses.
- You can check your UF email account at http://webmail.ufl.edu. Choose the GatorCloud button.
- Our online learning platform, Canvas, has an email tool within the program. This inbox is not the same as your UF email. It is not sufficient to only check your email in Canvas.

Textbooks and Supplies:

- The textbook and software requirements for courses are posted in ISIS, http://isis.ufl.edu.
- Books may be purchased or rented at the http://bkstr.com website, at the UF bookstores on campus, or at any online textbook site or textbook store.
• Do NOT buy text books for future semesters as textbooks are subject to change.
• Microphone/speaker headset and a webcam are required for online presentations and exams. These can be purchased inexpensively at any discount or electronics store or website.
• Buy or rent your textbooks and/or software as soon as possible – reading starts in the first week of the semester.

Course Registration and Fee payments:
• Students must register for courses at http://isis.ufl.edu for between November 2—December 22 and December 24—January 4
• Students will be assigned an appointment and can register on or after that date.
• New students will be allowed to register after completion of Orientation.
• Section numbers will be posted on the Student Life Online website and a reminder with a link will be sent in our email Newsletter.
• Registration not completed by 5PM January 4 will incur a $100 late registration fee.
  o Check http://isis.ufl.edu for your scheduled registration appointment – under “registration” – then “registration prep” – then “Reg Start Time.”
  o If you have ANY trouble registering, notify tredding@ufl.edu or ahusk@ufl.edu immediately.
• Tuition payments are $550 per credit hour + UF student fees of $35.64/credit hour (US$) – this the current student fee rate and is subject to change in coming school years.
  o Tuition payments may be made as early as December 20, 2015, and are due by the second Friday of the semester (January 15, 2016 by 3:30PM) Tuition not paid in full by 3:30PM on January 15th will incur a $100 late payment fee.
  o Tuition and fees are payable online at http://isis.ufl.edu.
    ▪ Payments may be made online using a VISA, MasterCard, Discover, or American Express.
    ▪ There is a 2.8% credit card fee – this includes debit cards.
    ▪ To avoid the credit card fee you may pay by electronic check online.
    ▪ Or, mail a check to: UF Bursar, PO Box 144000, Gainesville, FL 32611 (be sure to mail in time to be received by the payment deadline – a trackable delivery system is advised)
  o Please note: if at least a partial fee payment is not received by 3:30 p.m. on January 15, 2016, students are subject to an automatic withdrawal from courses, but maintain fee liability – a $200 fee will be charged for reinstatement.

Financial Aid:
• See the Financial and Military Aid information posted at http://online.mph.ufl.edu under Costs.
• For questions about financial aid, please contact Erica Alexander at ericaalexander@ufl.edu.
• Be sure your aid is registered with the UF Bursar to ensure that your fees are deferred to avoid late fees and course withdrawals for no fee payment.
• Students MUST pay their portion of the tuition balance as soon as the financial/military aid portion is paid.
• Students with military aid, please note that tuition deferments for military students must be coordinated through the Veterans Affairs office. Contact VAcounselor@ufl.edu or www.veterans.ufl.edu.

Drop/Add policy:
• The drop/add period for spring semester is January 5-8 and 11, 2016. You must drop your course(s) via http://isis.ufl.edu before this deadline to avoid a tuition debt and a “W” on your record.
• Any courses that are dropped after the Drop/Add period will still be fee liable.
• The last day to drop a course and receive a “W” for the course is January 11, 2016.
• To withdraw from a course after drop/add notify Dr. Mark Hart at kramtrah@ufl.edu.

Course information:
• The spring 2016 semester starts on Tuesday, January 4, 2016.
• Course access will NOT be available until that date.
To access your course, you will click on blue “e-Learning in Canvas” button at http://lss.at.ufl.edu and log on with your Gatorlink name.

If you have never worked in Canvas, please read the tutorials posted on the Student Help tool, which can also be accessed from the menu on the left on the e-Learning Support Services main page at https://lss.at.ufl.edu/.

Refund policy:
- Courses dropped before the end of the official drop/add period (January 11th) will receive a full fee refund.
- Withdrawal from all courses by January 29th will receive a “W” for the course and will receive a 25% tuition refund.
- No refunds for courses dropped after January 29th.

Discussion Boards:
- All online courses have robust discussion boards where students and faculty can exchange information about the course and the course materials. Some courses grade discussion boards, and the grading policies vary from class to class. (You will find the specific grading information for a course in the syllabus, which is posted in the toolbar of each course.)
- Discussion boards are arranged by topic and students are asked to post questions and comments in the appropriate topic board. If a board does not fit a topic that students wish to discuss, they may request that one be created.
- Students are asked to be concise and refrain from personal commentary in the curriculum-based discussion board.
- Students may use the “Getting Acquainted” discussion board for personal comments and chatting among students. In addition, Canvas has an array of collaborative tools for personal conversations between two or more students.

Computer Requirements:
- UF and our program strongly recommend that you use a PC computer for this program. Students may use a Mac system, but many students report greater difficulty in using the Mac system in the UF online courses. An iPad or smart phone may be used for some, but not all, functions in an online course.
- Online students must have a microphone and webcam on their computer.
- Students need to have Skype on their computer. This is freeware available at www.skype.com
- Students should have Word on their computer.
- Students need to have administrative rights for the computer on which they are taking exams.
- There are several requirements for your computer within this program. Please see our website, http://onlinenrertificate.mph.ufl.edu – click on the TECH tab for more information on computer requirements.

Getting Started:
- Please log onto your course site on the first day of class to read and/or print the syllabus and familiarize yourself with the course requirements
- Most online courses are NOT self-paced and have weekly work submissions or requirements
- Most online courses require that students pass a syllabus quiz to open their course materials.
  - Take and pass (usually with a 100% score) the quiz to open the course materials.
  - These quizzes can be retaken to gain the necessary score unless the course gives a grade for this requirement
- Some courses have other first week requirements that students must complete in a timely manner.
- If your course requires an exam via ProctorU:
  - Set up an account within the second week of class
  - Set up your exam appointments as soon as possible, but at least 3 days before the exam opens.
- Be sure to reach out for assistance as soon as possible when you identify an issue for which you need clarification or assistance.

Exams:
Exams in the program are online within the course, but proctored by ProctorU. The program will pay your proctoring fees, but if you register less than 3 days before your exams, ProctorU charges a $5 late fee which students are responsible for paying.

Check out this service at www.proctoru.com and test your computer compatibility before each exam. Webcams and microphones will be a part of this online proctoring process.

You will typically be able to schedule exams by the end of the second week of the semester. More information about this service is available in the course site and on each course syllabus.

The online proctor will ask to see 2 forms of photo identification, ask you some questions, and check your webcam and microphone. They will then ask to “share your desktop” in order to release your exam with the pass code.

Please set up an account with ProctorU as soon as possible. (You will use the same account throughout the program and will not need to repeat this step.)

Please use your official name as you are noted in your courses for your ProctorU account, no nicknames.

Completing the Program:

This is a Graduate program. Therefore students enrolled in this program must follow UF Graduate School and College of PHHP guidelines:

- Students must have a minimum 3.0 overall GPA in this program to earn an MPH degree.
- Students must earn a C or better in all courses in this program to earn an MPH degree.
- Students must have a minimum 3.0 overall GPA to enter the Internship portion of this program.
- Students must complete all coursework within 7 years of the start to earn the MPH degree.
- Students will be enrolled in a free online course site to enable them to complete the work required for the MPH.

  ▪ Public Health Seminars – Online MPH – this course site enables online MPH students to view recorded seminar sessions and participate in the discussions for these sessions to earn points toward their seminar requirement (16 points required).
  - Students will work with program staff to make a plan of study. Students should review the plan each semester to make sure they are on track for graduation. Changes to the plan should be coordinated with program staff.
  - Students who sit out of courses for 2 semesters in a row (including summer) must submit a graduate readmission application, $30 application fee, and supply justification for readmission.

Student Help:

- There is a “Course Helpbook” tool in each course which contains helpful information on using the course management system, Exams, Turn-it-in, ProctorU, and other topics.
- The log-in page, http://lss.at.ufl.edu, also has helpful tutorials under the Student Help menu option.
- In addition, the discussion boards and email system in the course are a great way to reach out to fellow students and the instructor.
- A “Getting Started” document will be sent out before the semester starts – if a student does not receive this document or other Important information about registration, courses, textbooks, etc. please contact lredding@ufl.edu as soon as possible.

Questions:

- If you have questions about any of these policies or registration in your courses, please e-mail Leslie Redding at lredding@ufl.edu or Dr. Mark Hart at kramtrah@ufl.edu.
- Course schedules can be found at http://online.mph.ufl.edu under Courses.
- Program information is also available at http://online.mph.ufl.edu.