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

Returning your signed acceptance form for the Public Health Certificate program indicates that you have read and will follow these policies.

Dates are given for the Summer C semester. Summer A courses may have different deadlines.

UF ID number:

- The University issues each student a UF ID number which should have been available to you as part of your application.
- If you do not know your UF ID number, go to [http://www.it.ufl.edu/ufid/wmufid.html](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/](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 [http://one.uf.edu](http://one.uf.edu). 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 May 6, 2016.

Gatorlink account: - upon admission, you may need to wait 2 weeks to be sure you are in the UF system

- All UF students are required to register for a Gatorlink account.
- Go to [http://Gatorlink.ufl.edu](http://Gatorlink.ufl.edu) and follow the directions to “Create a new account.” You will need to use your UFID 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 program.
- You can check your UF email account at [http://webmail.ufl.edu](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 One.UF, [http://one.uf.edu](http://one.uf.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://one.uf.edu for between March 21—May 3 and May 5—May 6.
• 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 on May 6 will incur a $100 late registration fee.
  o Check http://one.uf.edu for your scheduled registration appointment.
  o If you have ANY trouble registering, notify lredding@ufl.edu or ahusk@ufl.edu immediately.
• Tuition payments are $550 per credit hour + UF student fees of $35.64/credit hour (US$) – this is the current student fee rate and is subject to change in coming school years.
  o Tuition payments may be made as early as May 5, 2016, and are due by the second Friday of the semester (May 20, 2016 by 3:30PM) Tuition not paid in full by 3:30PM on May 20th will incur a $100 late payment fee.
  o Tuition and fees are payable online at http://one.uf.edu.
    ▪ Payments may be made online using a VISA, MasterCard, Discover, or American Express. Check OneUF for applicable fees.
    ▪ 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 May 20, 2016, students are subject to an automatic withdrawal from courses, but maintain fee liability—a $200 fee will be charged for reinstatement.

Financial Aid:
There is no FAFSA financial aid for certificate programs. You may wish to contact your local bank or credit union for an educational loan. **UF will not defer your tuition payment for a private loan.** See section above. Certificate students are classified as non-degree students with UF. Please verify with your lending institution that they will grant funding for this classification. For questions about financial aid, please contact Erica Alexander at ericaalexander@ufl.edu.

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 summer semester is May 9-10, 2016. You must drop your course(s) via http://one.uf.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 July 29, 2016.
• To withdraw from a course after drop/add notify Dr. Mark Hart at kramtrah@ufl.edu.

Course information:
• The Summer 2016 semester starts on Monday, May 9, 2016.
• Course access will NOT be available until that date.
• To access your course, you will click on blue “e-Learning” button at http://elearning.ufl.edu/ and log on with your Gatorlink credentials.
• If you have never worked in Canvas, please read the tutorials posted at the Canvas Student Getting Started Guide.
Refund policy:
- Courses dropped before the end of the official drop/add period (May 10th) will receive a full fee refund.
- Withdrawal from all courses by May 27th will receive a “W” for the course and will receive a 25% tuition refund.
- No refunds for courses dropped after May 27th.

Computer Requirements:
- For comprehensive information on student technical requirement, please refer to our Student Computing Requirements page.

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.
- 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.
- For comprehensive information on how our proctoring service works, please refer to our Taking Exams with ProctorU page.
- More information about this service is available in the course sites and on each course syllabus.

Completing the Program:
- Students enrolled in this program must follow the Graduate School’s regulations:
  - Students must have a 3.0 overall GPA in this program to earn the certificate.
  - Students that do not have a 3.0 GPA after completing 2 courses may not be allowed to continue in the program.
  - Students must earn a C or better in all courses in this program to earn the certificate.
  - Students must pass a final open-book exam on the Ten Essential Services of Public Health
    - Training on this will be delivered in course work.
    - Additional training will be provided in a dedicated course site.
    - The exam will be taken in the final semester of the certificate.
  - Students must complete all coursework within 3 years of the start to earn the certificate.
  - Students who sit out of courses for 2 semesters in a row must submit an application for readmission and $30 application fee. The application should be requested from the program coordinator.

MPH Program
- If you plan to apply to the UF MPH program at the end of, or during, your certificate program, please see the link in the MPH application page for current students and alumni of UF.
- Anyone wishing to enter the MPH program must complete an application and undergo the full review process required of all candidates. Admission to and completion of a graduate certificate does not guarantee admission to the MPH program.
- Students may request a transfer of all 5 courses in the UF certificate program into the UF online MPH program upon admission into the UF online MPH program, provided that the courses have grades of B or better and are less than 7 years old.
- Students cannot transfer more than 5 courses into the MPH program.
Student Help:

- We maintain a Student Life Online site with links and helpful information that is a resource for issues ranging from academic integrity, counseling and student health, e-Learning, and how to complete a range of activities while engaging in the courses.
- There is also a “Help” menu in Canvas with links to the Canvas Guides, UF Computing Help Desk and other resources.
- In addition, the discussion boards and email system in the course are a great way to reach out to fellow students and the instructor.

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://onlinecertificate.mph.ufl.edu under Courses.
- Program information is also available at http://onlinecertificate.mph.ufl.edu.