Online course policies for the MPH in Public Health
http://online.mph.ufl.edu

This is information for the Fall 2013 semester. Please read the following carefully as it contains a lot of important information and policies for our online courses. If you are applying for fall semester, please initial the acceptance form stating that you have read these policies before returning the form.

UF ID number:
- The University issues each student a UF ID number to be used versus their Social Security number to protect your number. If you do not know your UF ID number you may find it at http://www.it.ufl.edu/ufid/wmufid.html with your SSN and birth date. You may find your UFID number via ISIS at http://isis.ufl.edu.

Emergency Contact Information and holds:
- EVERY UF student must enter their emergency contact information into the UF database every four months, prior to course registration
- There is a hold in EVERYONE’s records until this step is completed.
- This includes distant learners in an online course 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.
- To complete this step, go to http://isis.ufl.edu, click on “holds” in the left column, log on with your Gatorlink and password. At this site it will outline any holds you have and how to resolve them, including the Emergency Contact hold. The immunization hold will be waived by the university on your behalf.
- Holds that are not removed before the last day of regular registration (August 20, 2013) will incur a $100 late registration fee. To insure that holds are processed in time, you should remove your holds at least 24-hours before the last day of regular registration.

Gatorlink account:
- All UF students are required to register for a Gatorlink account
- If you do not have a Gatorlink account yet, go to the Gatorlink website at 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. This account is required for accessing online courses. Once you have created your GatorLink account, please email the account username (not password) to swhite@ufl.edu as soon as possible.
- Setting up a Gatorlink account also establishes an official UF email account. Your email name 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
- You can check your UF email account at http://webmail.ufl.edu

Textbooks and Supplies:
- The textbook and software requirements for this semester are posted on the online website at http://online.mph.ufl.edu – click on Courses - be sure you are looking at syllabi that are current for the semester you are enrolling before ordering books listed.
- Books may be purchased at the http://bkstr.com website, at the UF bookstores on campus, or at any online textbook site or textbook store.
- You will find the textbooks listed for our courses in the syllabi for your courses. Make sure you are viewing only the current syllabi. It is also suggested that you 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 which may be picked up inexpensively at any discount or electronics.
- Buy or rent your textbooks and/or software as soon as possible, for the upcoming semester, to assure that you will receive the books on time for reading assignments on the first week of each semester.
Course Registration and Fee payments:
- Students must register for courses at [http://isis.ufl.edu](http://isis.ufl.edu) for between March 25 – August 13 and August 15 -19 (students will be assigned an appointment and can register on or after that date)
- Section numbers will be sent out via an email notification. You may not register before this appointed date/time, but may register anytime after that appointment
- Registration not completed by 5PM August 20th will incur a $100 late registration fee. Section numbers will be sent out via an email notification.
  - Check [http://isis.ufl.edu](http://isis.ufl.edu) for your scheduled registration appointment – under “registration” – then “registration prep” – then “Reg Start Time”
  - If you have ANY trouble registering, notify swhite@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
  - Tuition payments may be made as early as August 13th and are due by the second Friday of the semester (August 30th by 3:30PM) – tuition paid after 3:30PM on August 30th will incur a $100 late payment fee
  - Tuition and fees are payable online at [http://isis.ufl.edu](http://isis.ufl.edu)
    - Payments online may be made using a MasterCard, Discover, or American Express
    - UF does not accept Visa or debit cards
    - 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)
  - Please note: if at least a partial fee payment is not received by August 30th students are subject to an automatic withdrawal from courses, but maintain fee liability –a $200 fee will be charged for reinstatement

Financial and Military Aid:
- See the Financial and Military Aid information posted at [http://online.mph.ufl.edu](http://online.mph.ufl.edu) – click on the COSTS tab
- BE SURE your aid is registered with 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

Drop/Add policy:
- The drop/add period for fall semester is August 21-23 and August 26-27. You must drop your course(s) via [http://isis.ufl.edu](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 November 25th.
- To withdraw from a course after drop/add notify Susan White at swhite@ufl.edu.

Course information:
- The Fall 2013 semester starts on Wednesday, August 21, 2013. Course access will NOT be available until that date.
- To access your course you will log into the Sakai eLearning site at [http://lss.at.ufl.edu](http://lss.at.ufl.edu) and log on with your Gatorlink name and password – click on the “Sakai” (Sak-eye) “e-Learning Login” button to log on.
- If you have never worked in Sakai please read some to tutorials posted on the eLearning log-on page.

Refund policy:
- Courses dropped before the end of the official drop/add period will receive a full fee refund.
- Withdrawal from all courses by September 13th, 2013 will receive a “W” for the course and will receive a 25% tuition refund.
- No refunds for courses dropped after September 13, 2013.
**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 may 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 brief and refrain from personal commentary in the curriculum-based discussion board.
- Students may use the “Getting Acquainted” discussion board for personal comments and chatting between students. In addition, students may use the “Chat rooms” and “Social Board” 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 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](http://www.skype.com).
- Students should have Word on their computer.
- Students need to have administrative rights on the computer they are taking exams on.
- There are several requirements for your computer within this program, please see our website, [http://online.mph.ufl.edu](http://online.mph.ufl.edu) – click on the TECH tab for more information on computer requirements.

**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 you will be charged a $5 late fee by ProctorU which students are responsible for paying.
- Check out this service at [http://proctoru.com](http://proctoru.com) and test your computer compatibility before each exam. Webcams and microphones will be a part of this online proctoring process.
- The online proctor will ask to see 2 forms of photo identification, will ask you some questions, and they will 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**
- You will be able to schedule exams by the second week of the semester. More information about this service is available in the course site and on each course syllabus.

**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 by 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) to open the course materials
  - These quizzes can be retaken to gain the necessary score
- 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 first week of class
  - Set up your exam appointments at the end of the 2nd week of class
- Be sure to reach out for assistance when you identify an issue you need clarification or assistance on as soon as possible
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 who sit out of courses for 2 semesters in a row must resubmit a graduate re-admission application and $30 application fee

Student Help:
- There is a “Using Sakai”, “Taking Exams”, and “Student FAQ” tool in each course which contains helpful information on using the system.
- The log in page, http://lss.at.ufl.edu also has helpful tutorials
- In addition, the discussion boards and email system in the course is 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 swhite@ufl.edu as soon as possible.

Questions:
- Please consult the program website for additional information about the program requirements and structure at http://online.mph.ufl.edu
- If you have questions about any of these policies or registration in your courses, please e-mail Susan White at swhite@ufl.edu.
- Students can also find answers to many of their questions via the our website at http://online.mph.ufl.edu – be sure to check out the FAQ page.