UF HEAVENER
SCHOOL OF BUSINESS
WARRINGTON COLLEGE *of* BUSINESS

ORIENTATION CHECKLIST FOR BUSINESS MAJORS

1. Take these Preliminary Steps After You're Admitted

☐ Determine your UF ID number if you don't know it, as you'll need it to complete your orientation requirements. You can get it from the UF application status page or from the UF Computing Help Desk at (352) 392-HELP.

☐ Create a GatorLink username, password, and e-mail address as you'll need that to access your required orientations, too. You'll be prompted via e-mail to create a Gatorlink account within a week of your admission.

2. Complete the UF Links Orientation in E-Learning (Canvas)

☐ Register for and complete the UF Links Orientation. You'll be prompted by email to register and pay the $35 fee for this within a few days of your admission. When that's done, you'll be added to the UF Links Orientation in Canvas (which you can access under "Courses"). If you have difficulties with UF Links, e-mail the Dean of Students Office.

Action items for the UF Links orientation include . . .

   ☐ Preparing to take exams via ProctorU and Honorlock.

   ☐ Resolving financial aid questions and emailing the UF OneStop Office if you need assistance.

   ☐ Completing the Gator 1 ID card process.

   ☐ Completing the UF Links quizzes and earning ≥ 80% on the final quiz.

3. Complete the Heavener School of Business HOW Orientation

☐ Complete the HOW Orientation which is also located in the Heavener Online Student Center in Canvas. There's no fee for the business orientation. If you have trouble accessing HOW, please email theos.rizos@warrington.ufl.edu.

Your assigned academic advisor will send you a link to the HOW Orientation which includes these action items:

   ☐ Customizing your Canvas profile.

   ☐ Downloading Zoom.

   ☐ Signing the New Student Acknowledgement form.

   ☐ Taking the New Student Survey.

   ☐ Completing the HOW Orientation quiz with a minimum score of 8.

   ☐ Clearing your UF Links, Gator 1 Card, Registration Prep, and Emergency Contact holds on ONE. UF.

   ☐ Selecting an advising/registration meeting to attend after you complete HOW and UF Links. Meetings are held during the following times:

Fall Semester: Early July to the third week of August

Spring Semester: mid-November to the first week of January

Summer Semester: late-March to the first week of May

- ☐ Attend the entire registration meeting, get your advising hold cleared, and register for courses.
- ☐ Evaluate the HOW orientation after the advising/registration meeting (we'll email a link).

4. Complete These Final Steps

- ☐ If you want to pay for the Optional Fee Plan, which gives you access to on campus facilities, you must do so BEFORE the first day of classes.
- ☐ Purchase your textbooks after you register (from Amazon, UF Bookstore, a local bookstore, etc.)
- ☐ Send outstanding/final transcripts to UF as soon as they are available, but know that **you WILL be able to register before your transcript posts.** See our Transcript FAQs for more information.
- ☐ If you should be classified as a Florida resident and you're not, email the UF OneStop Office. This is important because you will be charged out-of-state fees if you're not properly coded as a Florida resident.
- ☐ If you have a foreign language hold and have met the UF Foreign Language Requirement, email the UF OneStop Office.
- ☐ Check your course sites on Canvas, but note that **courses often do not post until the first week of classes.**
- ☐ Pay for classes by the fee payment deadline, but note that **you can't pay for courses until the first day of the term.**
- ☐ Add Important UF Dates & Deadlines to your personal calendar (do this every semester/year).
- ☐ Double check to insure the courses on your schedule are the courses you want, as you'll be fee liable for all courses on your schedule at the end of drop/add. What is drop/add?
- ☐ Complete the Your First Semester module in E-Learning/Canvas.