

UF ONLINE ORIENTATION CHECKLIST

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 orientations. You can find it on the [UF application status page](#) or by calling the UF Computing Help Desk at (352) 392-HELP.
- ☐ [Create a GatorLink username, password, and e-mail address](#) so you can access your required orientations. 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 [E-Learning/Canvas](#) (listed 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 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 $\geq 80\%$ on the final quiz.

3. Complete the Heavener School of Business HOW Orientation

- ☐ Complete the Heavener School of Business HOW Orientation in [E-Learning/Canvas](#). There's no fee for the business orientation. Students will be added to the orientation module and notified via email:
 - If you're starting in the spring, you'll be added in mid-November
 - If you're starting in the summer, you'll be added in late March
 - If you're starting in the fall, you'll be added in early July

WHEN THE MODULE IS READY, YOUR ADVISOR WILL EMAIL YOU WITH AN INVITATION TO START IT. We realize students may worry about being able to register for the courses they need, but we assure you that you'll get the courses you need. In fact, all tracking courses and 80% of our upper division business courses have unlimited seating, so you're not in danger of missing out! If you have trouble accessing the HOW, please email online.business.degree@warrington.ufl.edu.

Here's a checklist of all the action items included in the HOW Orientation:

- ☐ Set up Notifications in Canvas.
- ☐ Contact oneStop@ufonline.ufl.edu if
 - Your transcript hasn't posted to your degree audit on [ONE.UF](#)

- Your residence status is incorrect (i.e. you're from Florida, but you're classified as out-of-state)
 - You have a foreign language requirement hold and you believe you've completed that
 - You have a civic literacy hold and you believe you've completed that
 - You have financial aid questions
- ☐ Sign the New Student Acknowledgement form. Please read this carefully!
 - ☐ Take the New Student Survey.
 - ☐ Take the Business Career Services Survey.
 - ☐ Complete the orientation quiz with a minimum score of 8.
 - ☐ Clear your UF Links, Gator 1 Card, Registration Prep, and Emergency Contact holds on [ONE. UF.](#)
 - ☐ Complete the ALEKS math placement assessment, if necessary (discussed in the HOW module).
 - ☐ Select one [advising/registration meeting](#) to attend after you complete HOW and UF Links (see Step 2).
DURING THIS MEETING, YOUR ADVISING HOLD WILL BE CLEARED.
 - ☐ Attend *the entirety* of the registration meeting (with your camera on) and register for courses.
 - ☐ Evaluate the HOW orientation after the advising/registration meeting (we'll email you a link).
 - ☐ Start working on the Your First Semester module in [E-Learning/Canvas](#).
 - ☐ Attend the HOW Welcome event.

4. Complete These Final Steps

- ☐ If you have questions about incoming credits and which will count toward your business degree, please [email your advisor](#). Note that tracking courses taken outside the Florida university and community/state college system must be evaluated for equivalency.
- ☐ 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.). If your course uses an ebook, wait until the start of the term to purchase that—information will be in the syllabus.
- ☐ Send outstanding/final transcripts to UF as soon as they're available, but know that **you WILL be able to register before your transcript posts.** See our [Transcript FAQs](#) for more information.
- ☐ Check your course sites on Canvas, but realize 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](#) for the semester to your personal calendar (do this every semester/year).
- ☐ Double check to ensure 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?](#)