

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 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 [E-Learning/Canvas](#) (you can access it 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. If you have trouble accessing HOW, please email kari.shattuck@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 entirety* of the 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](#).