

WARRINGTON COLLEGE of BUSINESS

## **ORIENTATION CHECKLIST**

## 1. Take these Preliminary Steps After You're Admitted

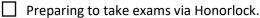
Determine your UF ID number if you don't know it, as you'll need it to complete your orientation requirements. You can get it from the <u>UF application status page</u> or from the UF Computing Help Desk at (352) 392-HELP.

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 <u>E-Learning/Canvas</u> (you can access it under "Courses"). If you have difficulties with UF Links, <u>e-mail</u> the Dean of Students Office.

Action items for the UF Links orientation include . . .



Resolving financial aid questions and <u>emailing the UF OneStop Office</u> 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 <u>E-Learning/Canvas</u>. There's no fee for the business orientation. If you have trouble accessing HOW, please email <u>kari.shattuck@warrington.ufl.edu</u>.

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 <u>ONE. UF.</u>
- 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).
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4. CO	nplete These Final Steps
🗌 lf you v	vant to pay for the <u>Optional Fee Plan,</u> which gives you access to on campus facilities, you must do so
BEFOR	E the first day of classes.
Purchase your textbooks after you register (from Amazon, UF Bookstore, a local bookstore, etc.)	
Send o	utstanding/final transcripts to UF as soon as they are available, but know that <mark>you WILL be able to register</mark>
<mark>before</mark>	your transcript posts. See our Transcript FAQs for more information.
🗌 lf you s	hould be classified as a Florida resident and you're not, email the UF OneStop Office. This is important
becaus	e you will be charged out-of-state fees if you're not properly coded as a Florida resident.
🗌 lf you h	ave 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 <u>the fee payment deadline</u> , but note that <mark>you can't pay for courses until the first day of the term.</mark>
Add Important UF Dates & Deadlines to your personal calendar (do this every semester/year).	
$\Box$ Double check to insure the courses on your schedule are the courses you want, as you'll be fee liable for all	
course	s on your schedule at the end of drop/add. What is drop/add?

Complete the Your First Semester module in <u>E-Learning/Canvas</u>.