

Please read the following important policy information and sign below:

*** Degree Tracking Audit/Advanced Registration Appointments**

Each student’s academic progress is tracked using the SASS audit which can be accessed online through the Integrated Student Information System (ISIS). This audit will outline your completed degree requirements as well as those which you have left to complete. It will also indicate your designated advanced registration start day and time for the upcoming semester(s). It is important that you review your audit each semester and register at your appointment time to insure that you are able to get into the classes that you need. Should you not register at this time or soon after for any reason, you are not guaranteed a space in the class of your choice for the specified semester, which could affect your graduation date.

*** Undergraduate Catalog**

Students must abide by the policies and procedures as discussed in the Undergraduate Catalog for their particular year. It is the responsibility of the student to read, review and adhere to these policies for the University of Florida and the College of Health and Human Performance.

Student Responsibility

Each student is responsible for registering for and completing the proper courses and for fulfilling all requirements for a degree. The student’s advisor will help and counsel, but the student must take the initiative and **assume responsibility** for meeting all requirements.

Course requirements for each major have been determined and approved by the department faculty. The student’s program of study to meet these requirements is subject to the approval of an advisor in the student’s major.

To make informed decisions and fulfill personal goals, students must take a responsible and active role in their own advising. More specifically:

Knowledge:

- Understands the University’s and College’s academic requirements.
- Understands major and minor requirements.
- Is familiar with general University academic and behavioral policies.
- Has a sense of academic and career interests, learning strengths and weaknesses, and educational needs.

Behavior:

- Meets as needed with advisor.
- Comes to appointments on time.
- Registers in a timely fashion.
- Follows through with registration, add/drop, and withdrawals in a timely fashion.
- Reviews audit on a regular basis.
- Checks communication regularly, using UFL email account.
- Responds to communication in a timely fashion.
- Is an effective self-advocate.

Dispositions:

- Works cooperatively.
- Is open to new ideas and willing to explore curricular options.
- Is interested and dedicated to major.
- Believes in the value of being responsible and accountable.

I have read and understand the above information...

Student Signature: _____ **Date:** _____

Please return to the appropriate advisor at the address listed below:

APK	HEB	RPT	SPM	Online
Advising Office	Advising Office	Advising Office	Advising Office	Owen Beatty
PO Box 118205	PO Box 118210	PO Box 118208	PO Box 118208	PO Box 118200
Gainesville, FL 32611	Gainesville, FL 32611	Gainesville, FL 32611	Gainesville, FL 32611	Gainesville, FL 32611