



# NEXT STEPS

AND COMPLETING YOUR ADMISSION FILE

## FIRST-TIME-IN-COLLEGE STUDENTS

### 1 ADMISSION

You must enroll for the term indicated on your admission letter. If you do not register for your original admission term, your classes will be dropped for subsequent terms and your admission revoked. If you wish to change your term of application, you must contact the Office of Undergraduate Admissions.

Check your admission letter for the accuracy of your name, entrance term, address and major. Address, telephone, and email changes can be made online at myUCF. All other changes must be submitted in writing to the Office of Undergraduate Admissions.

### 2 ENROLLMENT DEPOSIT AND QUESTIONNAIRE

Your \$200 non-refundable deposit and questionnaire are due no later than May 1 for the summer and fall semesters, and December 1 for the spring semester. You cannot register for our mandatory orientation until this deposit has been paid.

The enrollment deposit and questionnaire can be paid and completed online through the following navigation on myUCF: *Student Self Service > Undergraduate Admissions > Application Status*.

### 3 ORIENTATION

For more information about our mandatory orientation, visit [fye.sdes.ucf.edu](http://fye.sdes.ucf.edu).

### 4 KNIGHTS EMAIL

After you submit your enrollment deposit, you will be eligible to register for your Knights Email account. Once you register for classes, official UCF communication will only be sent to your Knights Email—no other email address will be used. To sign up and for more information on Knights Email, visit [knightsemail.ucf.edu](http://knightsemail.ucf.edu).

HELLO

### 5 MATH PLACEMENT TEST

To ensure you are placed in a math course that accurately reflects your skills and abilities, you are required to complete the Math Placement Test (MPT) prior to attending orientation, even if you have already received AP, IB, AICE or dual enrollment credit. If the MPT is not completed prior to orientation, math course registration delays will result. An email with instructions will be sent from the MPT up to seven business days after submitting your enrollment deposit. For additional information, visit [academicsuccess.ucf.edu/utc/math](http://academicsuccess.ucf.edu/utc/math).

### 6 IMMUNIZATIONS

Prior to orientation, you must submit a completed immunization form provided by UCF Health Services. The immunization policy and form may be downloaded from [studenthealth.ucf.edu/immunizations](http://studenthealth.ucf.edu/immunizations). Web-only students must contact UCF Health Services at 407-823-3707.

### 7 RESIDENCY FOR TUITION PURPOSES

Confirm your residency status for tuition purposes at myUCF on your *Application Status* page. Once you register for classes, access your fee invoice and ensure that appropriate tuition fees are assessed.



### 8 FINANCIAL ASSISTANCE

Financial aid is available to students who have been offered admission, determined eligible, filed the Free Application for Federal Student Aid (FAFSA), classified as a degree-seeking student, have enrolled in at least one UCF class for the term they have been admitted, and met all other eligibility requirements. If your first term of enrollment at UCF is the summer term, you must first complete the prior year's FAFSA in order to receive financial aid for that term.

# NEXT STEPS

AND COMPLETING YOUR ADMISSION FILE

If you are a financial aid recipient, your eligibility is based, in part, upon the assumption that you have met the admission contingencies specified in your admission letter. If it is later determined that you failed to meet an admission contingency, you will no longer be eligible for financial aid and it will be canceled. In addition, you will be responsible for repaying any financial aid disbursed to you.

If you have questions, contact the Office of Student Financial Assistance at 407-823-2827. You can also schedule an appointment by calling 407-823-5285.

## 9 HOUSING

A variety of on- and off-campus living arrangements are available to students. Housing information is available at [housing.ucf.edu](http://housing.ucf.edu).

## 10 FINAL TRANSCRIPTS



An official final transcript showing the date of high school graduation is due no later than June 30 for students enrolling in the summer term, and no later than July 15 for students enrolling in fall. The status of the receipt of these transcripts is available at myUCF.

All information on your final high school transcript will be verified. If your transcript does not match information provided on your SPARK Form, your offer of admission may be rescinded.

Failure to meet all admission criteria will result in a change in your eligibility for financial aid. Your admission is contingent upon your successful completion of all course work at a level consistent with that at the time of admission. Your enrollment is not complete until all official final transcripts and test scores are on file in our office. If you did not demonstrate proficiency to the second level or higher of foreign language or American Sign Language in high school, you will be required to demonstrate competency at the elementary 2 level in one foreign language or ASL prior to graduation from UCF.

## 11 DUAL ENROLLMENT

If you have taken dual enrollment classes through a college or university during high school, you must have an official transcript sent to the Office of Undergraduate Admissions once your grades have been posted, even if they appear on your high school transcript. A cumulative 2.0 GPA is required for dual enrollment courses.

## 12 SCORE REPORTS

If you have taken AP, IB, AICE or CLEP exams, you must have official score reports sent to the Office of Undergraduate Admissions.

## 13 TRANSFER CREDITS

For first-time-in-college students coming to UCF with transfer credit, college-level credits from other accredited institutions of higher education (meeting university transfer

eligibility requirements) will transfer. However, all of your credits may not meet specific degree requirements. The department of your major will determine how these credits will be used.

The university currently uses a plus/minus system in calculating a grade point average. In addition, grade forgiveness is honored only if it has been awarded as part of an A.A. or statewide



articulated A.S. degree from a Florida public community college, state college or university. An official general listing (Transfer Summary Report) of your transfer courses, based on the courses listed on official transcripts received at the time of admission, will be available online at myUCF.

## 14 HOLDS

Failure to provide final transcripts, official test scores or residency documentation will result in a hold being placed on your account. These holds will affect your ability to adjust your schedule, register for future terms, receive grades or have transcripts sent to other institutions. These holds will also delay the disbursement of financial aid.

## ENROLLMENT CHECKLIST

- Submit enrollment deposit and questionnaire
- Sign Up for Orientation
- Visit [orientation.ucf.edu](http://orientation.ucf.edu) to prepare for orientation
- Apply for Housing
- Complete the Math Placement Test
- Register for Knights Email
- Submit Immunization Form
- Confirm Residency Status
- Submit Final Transcripts and Score Reports
- Review Transfer Summary Report
- Check for Holds

## CONTACT

UNIVERSITY OF CENTRAL FLORIDA

OFFICE OF UNDERGRADUATE ADMISSIONS

P.O. BOX 160111

ORLANDO, FLORIDA 32816-0111

P 407.823.3000

E [admission@ucf.edu](mailto:admission@ucf.edu)

[admissions.ucf.edu](http://admissions.ucf.edu)



### Degrees Leading to Professional Licensure and Certification

If you are pursuing a degree program with ties to professional licensure or certification and/or your career goals include pursuing licensure or certification outside the state of Florida, it is important that you consult with a program advisor to determine whether or not our program meets the educational eligibility criteria for licensure or certification in that state. To learn more visit [apq.ucf.edu/licensure-programs/](http://apq.ucf.edu/licensure-programs/).