



Summer 2010

## *Hello! We look forward to your arrival!*

Special points of interest:

- Discover UF's various Fine Arts venues!
- Health insurance for graduate assistants
- Financial aid information
- Points of interest in Gainesville and Alachua County

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**We can hardly wait to meet you this summer, or during the orientation programs at the beginning of the fall semester.**

**Not only do we have great expectations for you, but we are excited to share the wonderful opportunities you'll have during your studies at the University of Florida in Gainesville, Florida!**

The Graduate School provides some excellent links from their website that you may want to begin exploring. Visit them online at <http://gradschool.ufl.edu/students/introduction.html>. Links include information about living in Gainesville, costs, services, housing, financial aid, the graduate catalog, international student information, and much more.

The University Office of Admissions also provides information to help you become better acquainted with UF. Visit <http://www.admissions.ufl.edu/grad/> and follow the links under "Admitted Students." A complete listing of Admissions sites is available at <http://www.admissions.ufl.edu/sitemap.html>.



*The Century Tower Carillon*

## *Important Contacts*

### **SCHOOL OF MUSIC ADVISING:**

**Dr. Leslie Odom**  
Graduate Coordinator and Doctoral Advisor  
221 MUB  
[lodom@ufl.edu](mailto:lodom@ufl.edu)  
352.273.3172

**Dr. Jonathan Helton**  
Master's Advisor  
307 MUB  
[jhelton@ufl.edu](mailto:jhelton@ufl.edu)  
352.273.3179

### **COLLEGE OF FINE ARTS GRADUATE ASSISTANT/FELLOWSHIP MANAGER:**

**Mr. George Trucano**  
114 FAA  
[gtrucano@ufl.edu](mailto:gtrucano@ufl.edu)  
352.273.0320

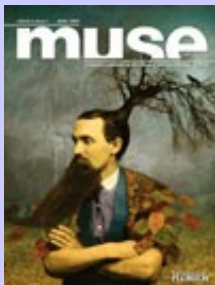
### **GRADUATE ADMISSIONS & ACADEMIC PROGRAMS:**

**Ms. Laura Robertson**  
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207 AUD  
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FAX 352.392.3802



*Curtis M. Phillips  
Center for the  
Performing Arts*

**Muse Magazine** is a college-wide publication that provides information about recent activities of faculty, students, and staff of UF's College of Fine Arts. Launched in the spring of 2005, *Muse* is distributed to friends of the college. Link to it online at <http://arts.ufl.edu/newsandevents/publications.aspx>.



*Muse Magazine,  
Volume 3, Issue 1  
(Winter 2008)*

## College of Fine Arts Venues

Add to your UF experience with choices almost every day of plays, concerts, international performances, world-class artists, or art exhibits in one of our exciting venues.

### **Curtis M. Phillips Center for the Performing Arts**

hosts international and national touring performances as well as local groups. Recent performances include *Avenue Q*; Pat Metheny; Sister Hazel; The Ten Tenors; Stradivari Quartet; Béla Fleck and the Flecktones; *CATS*; Joshua Bell; *Hairspray*; The Soweto Gospel Choir; Christine Brewer; and Ben Folds.

Visit <http://www.performingarts.ufl.edu> for information on upcoming events.

**Constans Theatre** provides 415 seats in the heart of the UF campus, at the Nadine McGuire Theatre and Dance Pavilion. See <http://www.arts.ufl.edu/theatreanddance> for Theatre and Dance events.

The **Harn Museum of Art** is the largest museum between Orlando and Atlanta. Events include art films, performances, workshops, and lectures from visiting art historians. Visit <http://www.harn.ufl.edu> for

[www.harn.ufl.edu](http://www.harn.ufl.edu) for exhibition listings.

### The **College of Fine Arts Calendar of Events**,

including performances, exhibits, and lectures from the Schools of Music, Theatre & Dance, and Art & Art History, is online at <http://www.arts.ufl.edu/events.asp>.

The **University Galleries** website lists exhibits in UF's three galleries. Visit <http://www.arts.ufl.edu/galleries> for more information.

## Graduate School Orientation Sessions

Orientation for new graduate students takes place at the start of fall and spring semesters every academic year to acquaint you with UF personnel, services, policies and procedures as a newcomer to the University of Florida.

### **Monday, 16 August**

*Student Services and Organization Tables Display:*  
J. Wayne Reitz Union (JWRU)

*Graduate Student Orientation:* JWRU

*International Graduate Student Orientation:* JWRU

*Graduate Teaching Assistant Orientation, Part 1:* JWRU

### **Tuesday, 17 August**

*Graduate Teaching Assistant Orientation, Part 2:* JWRU

### **Wednesday, 18 August**

*Academic Written English Screening Test for International Students*

*SPEAK Test for International Students*

Times and locations will be confirmed later this summer—check back at <http://gradschool.ufl.edu/students/orientation.html> for more information.

## School of Music Orientation and Diagnostic Exams

In addition to the sessions sponsored by the Graduate School, the School of Music will hold its own **required** orientation session and administer diagnostic exams in music history and music theory.

### **Wednesday, 18 August**

*Music History diagnostic exam:* 8:00a-12:00p; Room TBA, Music Building

*Music Theory diagnostic exam:* 1:00p-4:00p; Room TBA, Music Building

### **Thursday, 19 August**

*School of Music Graduate Student Orientation:* 10:00a; Room 120, Music Building

*Registration will follow after a break for lunch.*

## Medical Immunizations

To attend the University of Florida you MUST complete the screening health history questionnaire AND show proof of immunity to measles (2 shots required) and rubella (1 shot required). In addition, students coming to UF from outside the United States must have a skin test for tuberculosis within six months of arrival into the U.S. You will receive a yellow Immunization Form from the

Admissions Office. If you do not, or have misplaced your copy, you may review the policies (<http://shcc.ufl.edu/medical/immune.shtml>) and access the form (<http://shcc.ufl.edu/medical/pdf/acl-002a.pdf>) online.

If instructions on the Immunization Form were followed, clearance for registration should work smoothly. As a precaution, you should keep your own

copy of the proofs and the form that you submit, and bring those with you. If your records are incomplete for any reason, you will be able to acquire necessary immunizations once you arrive on campus. If you mailed or faxed records, or have special questions or concerns, you may call 352.392.1161, and press '3' to reach the Immunization Clinic.



*Student Health Care Center/Infirmary*

## More on Student Health Services

The Student Health Service provides primary medical care, preventative medicine, health screening programs and mental health consultation and counseling. These services are available to all full-time students.

The Student Health Care Center (SHCC), housed in the Infirmary (centrally located

on campus), consists of an outpatient clinic and an inpatient unit.

A health fee is charged as a part of the tuition paid by all students—***it is not health or accident insurance.***

This fee covers outpatient visits to the infirmary, some laboratory tests and some medications.

If more complicated diagnostic study or hospitalization is required, additional charges are made.

To learn more about the services offered by the SHCC, visit their website, <http://shcc.ufl.edu>.

***Your registration CANNOT proceed without completion of the Immunization form.***

## Health Insurance: Gator GradCare

**GREAT NEWS!!!** A health insurance benefit program is part of the salary and benefits package for all graduate assistants and fellows. Please read the information provided by the Office of Human Resources at <http://www.hr.ufl.edu/benefits/gatorgradcare/default.asp>.

**Please note that enrollment is NOT automatic**—you will find enrollment information at the above website as well.

Health insurance, sponsored through Student Government, is available for purchase for students not on a graduate assistantship. Call the Insurance Office of the Student Health Care Center at 352.392.1161 x284, or visit them online at <http://www.shcc.ufl.edu/insurance.shtml>.



*Steinbrenner Band Hall  
(dedicated November 2008)*



*Criser Hall (Admissions; Registrar; Financial Services)*

## Final Transcripts

If you have just graduated, or did not send one previously, you are required to submit an OFFICIAL final transcript that includes ALL credit and grades earned for your bachelor's degree (and master's, if applicable). This transcript should also include the degree statement (which states what degree you earned in what program on what specific date).

You will have a hold placed on your record and will not be able to register during the fall semester if the University of Florida does not receive this official final transcript.

*\*\*\*If you are just graduating this term, please be sure that the final grades and degree statement are posted on the transcript before having it sent—you can confirm this with your institution's registrar.*

You may email [gradadmissions@arts.ufl.edu](mailto:gradadmissions@arts.ufl.edu) to confirm if we have the final, official transcript.

**Please send your final, official transcript directly to:**

**Office of Admissions  
S201 Criser Hall  
PO Box 114000  
University of Florida  
Gainesville, FL 32611-4000**

## Computing Services



*The interior of the University Auditorium, viewed from onstage—the Graduate Admissions office is located in the vestibule on the stage-right side of the Auditorium.*

GatorLink is a computer ID and suite of services that allows access to a variety of UF campus computing resources. Every student is required to get a GatorLink ID.

Some free services are available to students; other campus services require a GatorLink sign-on to authenticate your identify, and there are some fee-based services.

To set up your GatorLink account, visit <http://www.gatorlink.ufl.edu>. **You'll need your UFID number, which you can obtain at <https://was.isadmin.ufl.edu/webapp/baiudufi?tSSNTranslator>.**

Students are able to forward their GatorLink email address to any valid email address, on or off campus. Official correspondence from the University is sent via the Gatorlink email; students

selecting the forwarding option are still responsible for regularly checking for any mail sent to their GatorLink email address. Visit <http://help.gatorlink.ufl.edu/email.html#forwarding> to learn more about email forwarding.

***When you have established your new 'ufl.edu' email address, please send it to [gradadmissions@arts.ufl.edu](mailto:gradadmissions@arts.ufl.edu).***

## Computer Requirements



*Computer Sciences and Engineering Building*

Access to and ongoing use of a computer will be required for all students to complete their degree programs successfully. The University of Florida expects each student to acquire computer hardware and software appropriate to his or her degree program.

Competency in the basic use of a computer is a requirement for graduation. Class assignments may require use of a computer, academic advising and registration can be done online, and official university correspondence is often sent via e-mail.

The UF Bookstore offers discount programs on Apple and Dell systems and software; for more information, visit their website at <http://www.bsd.ufl.edu/bookstore/>.



## Financial Aid—Student Loans

Students applying for loans and work through Student Financial Affairs (SFA) should understand that fee waivers are included in aid packages. **You are responsible for notifying SFA of all such assistance you receive from any source.** **Receiving fee waivers affects eligibility for aid through SFA.**

At the University of Florida, graduate students may apply for the following student loans: Federal Direct Stafford/Ford Loans (subsidized and unsubsidized); University of Florida Institutional Loans; and Federal Perkins Loans. These

programs offer long-term, low-interest loans that must be repaid when the borrower graduates, withdraws, or drops to less than half-time enrollment.

In general, students may borrow up to the cost of attendance minus any other financial aid per academic year at interest rates from 5% to 8.25% annually. Some loans are based on financial need; others are not. The actual amount of each loan is based on financial need and/or program limits.

To apply, complete the Free Application for Federal Student Aid (FAFSA) at

<http://www.fafsa.ed.gov>.

Students are advised to apply as early as possible, observing the deadlines posted at <http://www.sfa.ufl.edu>.

You should always seek financial aid advice from your assigned aid counselor, as requirements are complex and beyond the expertise of the college office. **The key to a stress-free semester is to begin the semester with other funds (perhaps available credit that you can pay back when your aid is disbursed).** To learn who your financial aid adviser is, visit <http://www.sfa.ufl.edu/infoserv/adviser.html>



*The Baughman Center, on the shore of Lake Alice*

**Check your financial aid status by logging on to ISIS: <http://www.isis.ufl.edu>.**

## Financial Aid—Part-Time Jobs

The University of Florida Office of Student Financial Affairs, located in S-107 Criser Hall, coordinates part-time on- and off-campus employment. Off-campus job lists are posted on the job bulletin boards, and students simply need to contact the employers. SFA maintains job bulletin boards at <http://www.sfa.ufl.edu/programs/studentemployment.html>.

## ISIS (Integrated Student Information System)

ISIS consolidates a number of items important to students. Logging in with your Gatorlink ID allows access to the following:

### My Online Services:

- \* **Student Records** (“My Record”): final grades; holds; GPA; emergency contact info
- \* **Financial Aid**: aid status; awards/disbursements; additional aid reporting (e.g. outside scholarships)
- \* **Financial Services**: make payments; account activity; charges due; direct deposit; tuition statement
- \* **Registration**: registration prep; schedule verification; textbook information

### My Resources:

- \* **Academic Info**: Graduate Catalog; Graduate Information Management System (GIMS); grad student listserv; schedule of courses; calendar/critical dates
- \* **Financial Info**: forms for financial aid and financial services
- \* **Personal Info**: address updates; emergency contacts; enrollment/degree verification
- \* **Other Info**: links to campus resources (Career Resource Center; computing tips; Dean of Students Office; textbook search; UFL Webmail)

## Student ID: Gator 1 Card

The Gator 1 Card is the official picture ID for the University of Florida. It is **required of all students** and you may be denied university services if you do not have one.

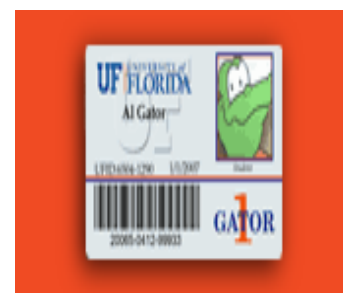
To get your Gator 1 Card, go to the ID Card Services office, located in Room G071 of the UF Bookstore & Welcome Center (adjoining the J.

Wayne Reitz Union). You will need a photo ID, such as a driver’s license, military ID, or passport.

If you do not have a photo ID, you can go to Station #2 at the Registrar’s Office in Criser Hall for a notarized statement affirming your identity. You will also need your Social Security card, military ID, insurance card, Selective

Service card, or any document from the University that shows your Social Security number printed on it.

The Gator 1 Card costs \$15, payable by cash, check, debit, or credit. For more information, visit <http://www.gator1card.ufl.edu>, or call 352.392.8343.



*UF’s Gator 1 Card*



*Gainesville: A Place for Living and Learning*  
<http://www.cityofgainesville.org>

*New student library orientation sessions are scheduled several times at the beginning of the semester. You may also check out their “Just Getting Started” web guide at any time; visit <http://www.uflib.ufl.edu/jgs/getstart.html>.*



*The newly renovated Library West.*

## Relocating to Gainesville—Housing and Services

On-campus housing is quite limited, so you are encouraged to submit applications to the Campus Housing Office early. See <http://www.housing.ufl.edu> for more information.

Most graduate students live off-campus. Off-campus information can be found at the Campus Housing website, or through the links below. Because parking on campus is extremely limited, you will be much happier if you find an apartment near campus, or near a city bus route. **UF students ride free on all city buses** (see <http://www.go-rts.com> for more on city and campus routes).

### Off—campus housing:

Apartment Hunters: <http://www.apartmenthunters.com>

Gainesville *Sun* Listings: <http://gainesville.com/section/realestate>.

Gainesville Apartment & Condominium Guide: <http://www.gainesville-rent.com>

Stu’s View: <http://www.stusview.com/>

**Banks:** [http://www.gainesvillechamber.com/Chamber\\_Services-Member\\_Directory.aspx](http://www.gainesvillechamber.com/Chamber_Services-Member_Directory.aspx) (select “Banks” and/or “Credit Unions” from the drop-down list)

### Telephone/Cable/Internet:

AT&T: <http://www.att.com>

Cox Communications: <http://www.cox.com>

Vonage: <http://www.vonage.com>

**Utilities:** Gainesville Regional Utilities (GRU): <http://www.gru.com>

**On-campus Dining:** Gator Dining Services: <http://www.bsd.ufl.edu/dining/>

## Parking on Campus

Decals or permits are required for parking in all areas of campus between 7:30am and 4:30pm, Monday through Friday, unless indicated otherwise by signage. Decals may be purchased at the Transportation and Parking Services (TAPS) Office located at the corner of Gale Lemerand Drive and Mowry Road. Office hours are 8:00am to 4:30pm, with special extended hours during rush periods.

Please note that parking is EXTREMELY limited on campus, and purchasing a parking decal does not guarantee access to a parking space. It is highly recommended that you use an alternative form of transportation: many Gainesville roads are equipped with bicycle lanes, and the Regional Transit Service (RTS) can be ridden for free by showing your Gator 1 Card.

For more information, including maps of the various lots throughout campus, visit <http://www.parking.ufl.edu>.

*Note: During break weeks, students can park in certain areas on campus without a decal. The TAPS website posts information on when and where restrictions are lifted.*

## Pre-Registration Holds

Before registration can take place, all students must clear two pre-registration holds: emergency contacts and acceptance of registration terms/conditions. **These must be cleared each semester before registering for the upcoming term.**

To clear these holds, go to <http://www.isis.ufl.edu> and follow these steps:

1. Click “My Record,” and select “Update Emergency Contact Info.”
2. Click “Registration,” and select “Registration Prep.”

3. Click “My Record,” and select “Holds” to check for any other holds on your account, and clear these prior to registration.

Please take a moment to clear these holds **before** you meet with your advisor for registration.

## Final Checklist

### BEFORE YOU ARRIVE IN GAINESVILLE:

- ◇ Submit final transcript, showing your earned degree(s)
- ◇ Submit immunization verification
- ◇ Enroll in Gator GradCare (for graduate assistants/fellows)
- ◇ Return payroll forms (for graduate assistants/fellows)
- ◇ Establish GatorLink ID for email and computing services
- ◇ Secure housing arrangements
- ◇ Submit financial aid application (optional)
- ◇ Check ISIS for any holds on your account
- ◇ Reserve Graduate School orientation dates
- ◇ Reserve School of Music orientation and diagnostic exam dates
- ◇ Prepare for diagnostic exams in music history and theory

### WHEN YOU ARRIVE IN GAINESVILLE:

- ◇ Purchase Gator 1 Card (student ID)
- ◇ Purchase textbooks (<http://www.bsd.ufl.edu/bookstore/>)
- ◇ Purchase parking decal (optional)
- ◇ Take History and Theory placement exams: August 18
- ◇ Clear pre-registration holds BEFORE registering
- ◇ Meet for advising/registration AFTER you have taken the diagnostic exams

### **ANY LINGERING QUESTIONS OR CONCERNS?**

Email [gradadmissions@arts.ufl.edu](mailto:gradadmissions@arts.ufl.edu)—we are available throughout the summer!

### RESOURCES/WEBSITES:

- + ISIS (Integrated Student Information System): <http://www.isis.ufl.edu>
- + myUFL: <http://my.ufl.edu>
- + Ask UF—Frequently Asked Questions: <http://www.questions.ufl.edu>
- + UF Website Listing: <http://www.ufl.edu/websites/>
- + College of Fine Arts: <http://www.arts.ufl.edu>
- + UF Libraries: <http://www.uflib.ufl.edu>
- + International Center: <http://www.ufic.ufl.edu>
- + Campus Recreation: <http://www.recsports.ufl.edu>
- + Counseling Center: <http://www.counsel.ufl.edu>
- + Student Financial Affairs: <http://www.sfa.ufl.edu>
- + Graduate Assistants United: <http://www.ugau.org>
- + Interactive Campus Map: <http://campusmap.ufl.edu>
- + Teaching Center (helpful resources for Teaching Assistants):
  - + TA Handbook: [http://www.teachingcenter.ufl.edu/materials/ta\\_handbook\\_web.pdf](http://www.teachingcenter.ufl.edu/materials/ta_handbook_web.pdf)
  - + TA Development: [http://www.teachingcenter.ufl.edu/ta\\_development.html](http://www.teachingcenter.ufl.edu/ta_development.html)



Lake Alice, in the heart of the UF campus

**ISIS (Integrated Student Information System)**

<http://www.isis.ufl.edu>



The UF Bookstore and Welcome Center at the J. Wayne Reitz Union

## University of Florida School of Music

PO Box 117900  
Music Building  
Gainesville, FL  
32611-7900

Phone: 352.392.0223  
Fax: 352.392.0461

<http://www.arts.ufl.edu/music>



The School of Music continues to grow in stature and influence in all of its disciplines. UF's School of Music was the first in the U.S. to host a session of the International Certificate for Piano Artists and the only one to have its Wind Symphony invited to the World Association of Symphonic Bands and Ensembles Convention in Singapore. The school's Clarinet Ensemble was the first student group ever invited to play at the International ClarinetFest and its choirs have performed with several symphonies throughout the U.S. The school also hosts many internationally recognized festivals each year, ranging from the classical Steinway Piano Festival to the avant-garde Electroacoustic Music Festival. These events bring world-class performers in every discipline to the campus for performances, recitals, and residencies that benefit all members of the campus community, and especially students of the school.

The school's students are selected from among the nation's finest young musicians. The level of musicianship and academic accomplishment among faculty and students is very high. The scholarly and creative work of the school's graduate students and faculty is recognized throughout the world. Many faculty members also hold leadership positions on boards of directors of national and international music organizations.

### UF at a glance

UF is a major public research university, one of the five largest in the nation. The state's oldest, largest, and most comprehensive university, Florida is among the nation's most academically diverse.

Florida has a long history of established programs in international education, research, and service. The University is a community of outstanding faculty, talented students, and committed staff who learn and work in a stimulating and diverse intellectual environment.

**Total Number of Students:**  
52,271 (36,386 undergraduates;  
15,885 graduate/professional  
students)

**Minority Enrollment**  
(African-American, Hispanic  
-American, Asian-American,

**and Native American):**  
14,354

**International Students:**  
6,300

**Ratio of Men to Women:**  
47:53

**Graduate Degree Programs:**  
262

**Student Organizations:**  
more than 700

In 1985, UF was admitted to the Association of American Universities (AAU), one of the most prestigious organizations in higher education. UF is the only school in Florida to be a part of AAU.

UF awards almost \$68 million of financial aid annually: \$32 million in student loans and \$36 million in scholarships and grants.

The books in the UF Libraries can fill every seat in Ben Hill Griffin Stadium ("The Swamp") with 45 books. The Swamp seats 90,000 fans and is the fourth largest college stadium in the country.

follow us on  
twitter



**IT'S GREAT TO BE A  
FLORIDA GATOR!!!!**