

## Distance Education Student Services for UF College Design, Construction and Planning

The student services available to distance education students admitted to the Masters of Science in Architectural Studies-Sustainable Design Concentration (MSD) and the Masters in International Construction Management (MCIM) track are summarized below.

### 1. Admissions

Distance students in the College Design, Construction and Planning (DCP) apply for admission as a student through the UF Admissions office, website: <http://www.admissions.ufl.edu/index.html>, phone 352-392-1365. The application process is an online process so distance students can complete it without traveling to campus.

The DCP website (<http://www.dcp.ufl.edu/>) contains admission requirements for on campus and distance students. Any questions about the admission process or to inquire about the status of an application may contact the Office for Academic and Student Affairs at (352) 273-6436.

### 2. Financial Aid Assistance

UF distance learning students are offered the same financial aid services as campus students through the main UF Student Financial Affairs office. This office provides assistance to UF distance learning students on financial aid matters. The website for UF Student Financial Affairs is <http://www.sfa.ufl.edu> and phone at (352) 392-1275.

In the DCP, there are limited scholarships and fellowships available to distance students through the office of the Dean. Please contact Professor William L. Tilson, Assistant Dean for International Studies and Service Learning who can be reached at (352) 392-4836 or by email at [wtropic@ufl.edu](mailto:wtropic@ufl.edu).

### 3. Academic Advising

Academic Advising is provided to all students, distance and campus, admitted to DCP to help students succeed in their chosen program of study. Students are informed of their Academic Advisor in their admission letter of acceptance. All students in the MSD track are advised by William L. Tilson, Assistant Dean for International Studies and Service Learning who can be reached at (352) 392-4836 or by email at [wtropic@ufl.edu](mailto:wtropic@ufl.edu). Students in the Masters in International Construction Management (MCIM) are advised by Dr. Raymond Issa, [raymond-issa@ufl.edu](mailto:raymond-issa@ufl.edu).

Academic Advising is provided for each student every semester prior to Registration and at additional times based on student request or need. Advising for distance students may be conducted via phone conference or synchronous internet-based web programs, such as Illuminate.

### 4. Student Health

DCP distance learning students do not have access to the onsite Student Health Center services.

## **5. Student Organizations**

The majorities of UF student organizations consist of on-campus students and hold meetings on the UF campus. Therefore distance learning students do not have access to actively participate in student organizations.

## **6. Use of Gyms/Intramural Sports**

DCP distance learning students generally do not participate in the use of on-campus gyms or intramural sports.

## **7. Counseling Services**

Counseling services for distance learning students is limited. The UF Counseling & Wellness Center will setup phone consults for distance learning students, but only to assist distance students to find local counseling services for them. The website for UF Counseling & Wellness is: <http://www.counseling.ufl.edu/cwc> and by phone at: 352-392-1575.

## **8. Research/Writing Assistance**

Graduate distance students are encouraged to contact their course instructor for assistance in coursework. Students may also contact their DCP Academic Advisor or the Assistant Dean for Student Affairs (352) 273-6436.

For assistance with research, the George A. Smathers Library home page links to many accessible resources for students (<http://www.uflib.ufl.edu/>). For resources specific the disciplines in the College, got to the Architecture and Fine Arts Library site at: <http://www.uflib.ufl.edu/afa/>. AFA Librarian, Ann Lindell, is available to distance students for consultation at 352-273-2805.

## **9. Technology Assistance**

Technical assistance will be provided by DCP Technology. E-learning assistance will be handled by Michael Kung at 352-392-4836 x316.

## **10. Multicultural/diversity student support**

The majority of actives and groups hosted by the UF Multicultural & Diversity Affairs (MCDA) support center are based around on-campus activities, making it difficult for distance students to participate. The website for the MCDA office can be found at:

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

## **11. Student Concerns**

Any student concerns of an academic or non-academic issue may be directed to the faculty instructor, Academic Advisor, or the Office for Student and Academic Affairs at (352) 273-6436.

## **12. Career advising/job placement**

Distance students have access via email or telephone to faculty mentors and advisors for career advising and job placement assistance in their specialty.

**13. Emergency response**

Distance learning students participate in DCP courses online; therefore UF campus emergency response services are not applicable for distance learning students.

**Online Student Evaluations**

All UF DCP distance students are invited to participate in the UF course and instructor evaluation process to express anonymous concerns. Students are emailed a link to the online course evaluation page when the time window opens for evaluations.