

To Schedule an Advising Appointment with your Advisor, call 352-273-0165

Heavener School of Business Website: www.warrington.ufl.edu/undergraduate-current-students/academic-advising/

Center for Career and Leadership Development:

(Location & Hours: 333 Heavener Hall, Monday - Friday, 8:00 a.m. - 5:00 p.m.)

- Individual Appointments: Call to schedule a 30-minute advising appointment
 - please call at least **one week in advance, there are no same day appointments**
- **Subject to change, check website for details** – Virtual Drop-Ins Advising Hours: Monday –Thursday, 10:00 a.m. - 4:00 p.m.
 - Virtual Drop-in meetings will take place via Zoom for instructions on how to get connected visit [Zoom How to SSO](#)
- E-advising for *quick questions*: Email inquiries to undergraduate.business@ufl.edu (please include your UFID#)

Your Academic Advisor & Career Coach: Determined by your major along with special cohorts:

Finance & Info Systems

Melissa Forgione
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Brandon Peterson
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Management & Marketing

Emily Overend
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Tym Lock
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General Studies

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Tym Lock
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Combined Degree

Allison Gatsche
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PaCE

Sarah Morais
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The School of Business' Promise to You:

- Engage you in a welcoming and courteous manner.
- Provide timely access to advisors who are concerned about personal and professional development.
- Communicate college and university policies in an accurate and timely manner.
- Create and promote enriching programs for all students from the freshman to the senior year.
- Seek additional resources to enhance the quality of undergraduate programs.

Our Expectations of You:

- Schedule and attend a 30-minute advising appointment at least once per year.
- Take an active role in your advising session by being prepared to discuss your goals and educational plans.
- Review your audit each semester and track your progress towards completing your graduation requirements.
- Be open and willing to consider advice from faculty, advisors, and other mentors.
- Read your UF email and the Warrington Undergraduate News Blog.
- Be aware of college/university policies, procedures, and resources.

Academic & Career Planning Calendar:

September/January	Attend the Study Abroad Fair to learn about studying abroad during your college career.
September/January	Attend Business Bash to learn about Warrington student organizations, CCLD programs and leadership opportunities.
September/January	Attend the Volunteer Fair to learn about service opportunities and organizations on campus.
September/January	Attend Warrington Career Week to explore career options, learn about company cultures, affirm academic major choices, network with employers, and enhance career readiness.
September/January	Attend Career Showcase to network with potential employers and discover what they are looking for in successful candidates for internships and careers.
September/January	Attend the Student Organization Fair to think about UF organizations you might be interested in joining.
November/April	Register for classes for the next semester through ONE.UF.
Fall/Spring/Summer	Meet with your Advisor & Career Coach to discuss your progress on academic and personal goals.

You can find the most recent dates for these events on <http://warrington.ufl.edu/undergraduate-current-students/>

To be competitive in today's job market, and to make the most of your educational experience, you need to concentrate on four key areas of development: *Academics, Career Development, Involvement & Leadership, and International Study*.

We call this the **Warrington Road to Success**. To plan and fully develop your skills, use this list as a starting point for conversations with your advisor & career coach and for accessing the resources on My Heavener:

<p style="text-align: center;">FIRST YEAR</p> <p><u>Academics</u></p> <ul style="list-style-type: none"> ○ Learn about business tracking requirements ○ Use available resources to maximize academic success (professors, TAs, study groups, tutoring, advisors, etc.) ○ Identify how your personal values relate to your academic interests ○ Take GEB 2015, Intro to Business, to learn about opportunities within the WCB and at UF <p><u>Career Development</u></p> <ul style="list-style-type: none"> ○ Determine how your academic plan relates to your career interests ○ Assess your skills and strengths ○ Create a college resume and cover letter ○ Pursue an internship or shadowing experience for summer <p><u>Involvement and Leadership</u></p> <ul style="list-style-type: none"> ○ Attend Business Bash and the Student Organization Fair to explore membership opportunities ○ Attend the Volunteer Fair to explore service opportunities ○ Commit to becoming actively involved in one or more student organizations ○ Follow Warrington Social Media platform to stay up-to-date on involvement opportunities within Warrington <p><u>International Study</u></p> <ul style="list-style-type: none"> ○ Explore timing and location of potential study abroad programs by attending the UF Study Abroad Fair ○ Explore international-related minors and courses ○ Begin a foreign language minor or take an international course like INR2001 – International Relations 	<p style="text-align: center;">SECOND YEAR</p> <p><u>Academics</u></p> <ul style="list-style-type: none"> ○ Complete business tracking requirements ○ Apply for a minor or certificate to broaden your education ○ Confirm your major choice and review degree requirements and prerequisites for that major ○ Take GEB4930, Career Success, to narrow the scope of their career exploration with the ultimate goal of securing an internship and full-time job prior to their graduation from the WCB. <p><u>Career Development</u></p> <ul style="list-style-type: none"> ○ Explore connections between your interests and strengths and potential careers ○ Create experiences that will help you clarify your goals and interests (i.e. part-time jobs, meetings with faculty and advisors, shadowing, volunteering, or internships) ○ Update resume with new information and remove high school activities ○ Learn about and practice your interviewing skills <p><u>Involvement and Leadership</u></p> <ul style="list-style-type: none"> ○ Increase level of involvement by taking a leadership position or joining a committee in a student organization ○ Pursue an internship or shadowing experience for summer <p><u>International Study</u></p> <ul style="list-style-type: none"> ○ Decide on timing and location of study abroad program and meet with an advisor for course selection ○ Continue foreign language and/or international-related courses
<p style="text-align: center;">THIRD YEAR</p> <p><u>Academics</u></p> <ul style="list-style-type: none"> ○ Identify courses/programs that will help you develop the skills you need for the workplace or graduate training ○ Be able to articulate what you are studying and why ○ Consider writing an honors thesis or participating in the University Scholar's Program ○ Take MAN4930, Leadership, deepen your understanding of leadership theory and how that relates to the leaders you will work with over the course of your career, and life. <p><u>Career Development</u></p> <ul style="list-style-type: none"> ○ Research specific career options to find best fit ○ Network with at least three people who work in a field of interest to you ○ Update resume and cover letters with new information <p><u>Involvement and Leadership</u></p> <ul style="list-style-type: none"> ○ Pursue executive positions in your student organization(s) <p><u>International Study</u></p> <ul style="list-style-type: none"> ○ Complete a study abroad experience ○ Take international business electives and foreign language courses abroad and at UF 	<p style="text-align: center;">FOURTH YEAR</p> <p><u>Academics</u></p> <ul style="list-style-type: none"> ○ Research graduate programs and their admission requirements and start the application process ○ Complete honors thesis or University Scholar's Program ○ Complete a graduation check with your advisor <p><u>Career Development</u></p> <ul style="list-style-type: none"> ○ Understand skills employers and grad schools seek ○ Market your skills and education to employers ○ Build and sustain your professional network <p><u>Involvement and Leadership</u></p> <ul style="list-style-type: none"> ○ Apply for student awards and other types of recognition ○ Maintain leadership roles in student organizations ○ Serve as a mentor to younger students <p><u>International Study</u></p> <ul style="list-style-type: none"> ○ Continue international/foreign language courses