

# Student Handbook

## Contents

### Section I: Essential UF Student Info

Communication  
UF Audiology Web site  
UF ID Number  
Gator1 (Student ID) Card  
GatorLink  
Webmail  
Au.D. Email  
MyUFL  
Students with Disabilities  
UF Library Access

### Section II: Course & Site Registration

New Students  
Registration Forms  
Skipping Courses  
Site Selection  
Registration Receipt

### Section III: Course Materials

Course Workbook, CDs & Videos  
Textbooks

### Section IV: Financial Information

Payment  
Tuition Receipts  
Refund Policy  
Financial Aid

### Section V: The Internet Classroom

UF Computing Requirements  
The Au.D. Course Website  
Technical Problems  
Discussion Board Descriptions

### Section VI: Your Community of Practice

Site Meeting Attendance Policy  
Site Meeting Agenda  
Emergency Absence Procedure  
Site Assignment Confirmation  
Weekly Chat  
Site Meeting Venues  
Exception Policy

### Section VII: Facilitators

Facilitator Functions  
Student-to-Facilitator Assignments  
Facilitator Performance Evaluations

### Section VIII: Academic Progress

Grades, Exams, Quizzes  
Incompletes  
Independent Study  
Grades and Reimbursement  
Transcripts

### Section IX: Qualifying Examination

When to take Comps  
How to get your Comps  
How to submit your Comps

### Section X: Graduation

Graduation Webpage  
Degree Application  
Official Use of Title  
Commencement  
Graduation Reception

### Section XI: Contact Information

Program Office  
Faculty

## Section I: *Essential UF Student Information*

### **Communication**

The University of Florida Working Professional Au.D. degree program is committed to offering a quality educational experience. You can expect prompt attention to your concerns and requests from the administrators and faculty of this program. Our primary method of delivering information to our students is via the Discussion Board on the course website. It is our expectation that you will check the Vista course site on a daily basis for new discussion board postings and mail messages.

The most successful students in this program are those who are **proactive**. You will need to take responsibility for seeking out solutions to your problems. Communication with facilitators, instructors, classmates and/or program administrators is essential throughout the program.

### **UF Audiology Website**

All pertinent information is posted within the current course website, however before you start classes or if you skip courses, you will want access to information and forms. There is a “current students” link at our website [www.audiology.ufl.edu](http://www.audiology.ufl.edu) (or you can visit the Current Students Homepage directly at [www.audiology.ufl.edu/students.html](http://www.audiology.ufl.edu/students.html) ). The Current Students Homepage contains:

Registration Forms  
Textbook Order Forms  
Information about the Upcoming Course  
Graduation Information  
UF Links  
Important Messages from the Au.D. Program Office

### **UF ID Number**

You will be assigned a UFID number for identification purposes. Use this number on all correspondence to UF, on your registration forms, etc. You can find your UFID number by going to [www.ufid.ufl.edu](http://www.ufid.ufl.edu).

### **Gator1 (Student ID) Card**

Gator 1 ID cards are available for students and staff/faculty of remote IFAS departments and distance learning programs of the University of Florida. Purchasing an ID card is not required; however, many students get one to receive student discounts.

To request a Gator 1 ID card, please send the following information to [idcard@bsd.ufl.edu](mailto:idcard@bsd.ufl.edu):

- The name of your program (Au.D.)
- A .jpeg image as an attachment to the email, or you may send a 3x5 or larger color photo. Passport-size photos are not acceptable as they are too small to allow creation of the digital image used to produce your Gator 1 card. When sending the .jpeg or photo, please leave enough room on both sides of the face so the face may be cropped square to fit in the picture box on the ID card. If the photo is too narrow, the ID card program will stretch it, and you will not like the results! Items that obscure any physical features are not permitted in the photo. These include but are not limited to: hats, scarves, sunglasses, bandanas, sweatbands, and golf visors. Head coverings worn for religious reasons, such as a Muslim headdress, are acceptable.
- Your UFID number
- The address to which you want the card sent
- Your preferred method of payment – The cost is \$15. You may include a Visa or MasterCard number plus the expiration date, or you may send a check, made out to UF, to: ID Card Services, Gator 1 Card Request, PO Box 112115, Gainesville FL 32611-2115.

Please contact the UF ID Card Services Office (352-392-UFID) if you have any questions.

## **GatorLink**

All University of Florida students are required to have a GatorLink account. This account is essentially a username and password that you will use to access the course website and other UF computing resources (i.e. library services, checking grades, etc.). Your GatorLink username will also become your UF email account (e.g.username@ufl.edu).

Create your GatorLink account at [www.gatorlink.ufl.edu](http://www.gatorlink.ufl.edu). You can view your GatorLink email on the web from anywhere by going to <http://webmail.ufl.edu>.

GatorLink passwords expire every six months. Check your password status and change your password before it expires at the GatorLink website. Call 352-392-HELP to reset your password if it has expired. To avoid expiration, it is recommended you change your password at the start of each semester.

## **Webmail**

### **How to Check your GatorLink Email**

Option 1) Check your GatorLink email from any Internet connection by going to <http://webmail.ufl.edu> .

Option 2) Set up your email software to receive your GatorLink email (POP and IMAP protocols supported). Instructions are at <http://help.gatorlink.ufl.edu/email.html> .

### **Au.D. Email**

Email is the primary means of communication used by the Au.D. Program Office. It is imperative that you provide an email address that you check daily and notify the office of any changes.

### **MyUFL**

MyUFL is the University of Florida communications portal. You can access it at <http://my.ufl.edu> .

You will use your GatorLink username and password to access many student services, such as:

- Manage your GatorLink password
- Confirm financial award (necessary step for disbursement)
- Check your grades (at the end of each term: May, August, December)
- Change your address
- Download transcript request forms

### **Students with Disabilities**

Students with disabilities may obtain assistance through the Dean of Students Office at (352) 392-1261 or e-mail John Denny at [johnpd@dso.ufl.edu](mailto:johnpd@dso.ufl.edu) . Documentation of your disability must be filed with that office for services to be initiated.

## **UF Library Access**

Once you have created a GatorLink username and password for yourself, you can go to <http://www.library.health.ufl.edu/>

Click on the **Off-Campus Access** tab and drag down to **EZProxy**.

In the **SECOND/BOTTOM** pair of boxes, type in your GatorLink username and password. Click on **Login** button.

In the resulting page, you will want to click on **Gainesville** Health Science Center Library.

You will be sent to the **Health Science Center Libraries' homepage**. From there, you can access resources for your classes either via the **Electronic Resources** tab at the top or the **Quick Links** buttons at the left. These include electronic books and journals, databases to identify articles on your topics, the library catalog and course reserves if your professor is storing course readings via this system.

On the right side of the HSCL homepage, you'll see **the Distance Learning** tab next to the **Off-Campus Access** tab. Here you will find useful links, such as these from the **Distance Learning Portal**

## **Section II: *Course Registration***

### **New Students**

The time between admission and registration for your first semester is very short. Once you are admitted, you will need to register for classes right away. The registration deadlines are strictly observed. These deadlines can be found in the Important Dates page on the Current Students Homepage ([www.audiology.ufl.edu/students.html](http://www.audiology.ufl.edu/students.html)).

### **Registration**

Once you are an established student, you will register for classes by faxing/ mailing in a registration form. The registration form can be accessed from the Current Students Homepage ([www.audiology.ufl.edu/students.html](http://www.audiology.ufl.edu/students.html)). It is imperative that we receive your registration by the deadline.\*\* Tuition is due in full at the time of registration.

**\*\* Please note that the registration deadline applies to BOTH courses of a semester. You may NOT add a course after the registration deadline.**

### **Skipping Courses**

You will need nine courses to complete the program, and only one course is offered at a time. We offer six courses per year. Carefully consider the effect on your estimated graduation when you skip courses. For example, if you skip Course A of Spring 2006, you will have to wait until Course B of Summer 2007 for that class to be offered again. Significant delays in graduation can occur if you skip later courses in your program. We cannot guarantee that all regional sites will remain open for the period of your enrollment.

### **Site Selection**

When indicating your choices of sites on the registration forms, you must choose from the listing of sites available on the registration form. Site registration is by semester, and your choice may not be changed during that semester unless approved for extenuating situations (see [requests for exception](#) under Regional Site Meeting section of handbook).

Every effort will be made to accommodate your first choice of sites, and you will be contacted by the Au.D. Program Office if this is not possible. Sites are assigned on a first-come, first-served basis, and priority is given to current students. If we are unable to accommodate your first choice and you have not listed a second one, we will offer you a site with remaining vacancies after all site assignments have been made.

Site venue addresses will be available on the Current Students Homepage prior to the regional site meeting.

### **Registration Receipt Acknowledgement**

You will receive notification of receipt of your registration via email. **It is the student's responsibility to make sure registration is received by the deadline.** Registration receipts will be mailed to all students after the registration deadline. Please retain this receipt for your records.

## **Section III: *Course Materials***

### **Course Workbook, CD's and Videos**

The cost of course materials (e.g., course workbook, videotapes, syllabus, etc.) is included in your tuition with the exception of textbooks. Course materials will be mailed to you approximately two weeks prior to the initial site meeting. If you do not receive your course materials as expected, contact the Au.D. Program Office to obtain the materials in time for your first course meeting.

We will post a link on the Current Students Homepage with your tracking number for course materials shipments as soon as materials are shipped.

### **Textbooks**

We make every effort to arrange textbook availability through the UF Bookstore. Textbook information is posted on the Current Students Homepage, in the Vista course website, and on the Bookstore Website for every course during the prior semester. There is a link to the Bookstore on the Current Students Homepage.

### **How to Get Texts:**

1. Texts may be ordered online from the UF Bookstore by clicking on the "UF Bookstore" link on the Current Students Homepage ([www.audiology.ufl.edu/students.html](http://www.audiology.ufl.edu/students.html)).
2. We will post a bookstore order form on the course website for you to fax to the Bookstore. You may contact the bookstore at (352) 392-9751 or (800) 400-1239.
3. Call in an order to the UF Bookstore. Telephone: (352) 392-9751 or (800) 400-1239
4. Many students order books from Amazon.com or directly from the publisher. You are free to use any source.

## **Section IV: *Financial Information***

### **Payment**

Effective Spring 2004, tuition is \$1450.00 per course for both in-state and out-of-state students, and includes all course materials (course workbook, videotapes) with the exception of textbooks.

You must complete your course registration and pay tuition by the registration deadline. Acceptable forms of payment include credit card (MasterCard, Visa, American Express) and check. ***Debit cards are NOT accepted.*** If paying by check, be sure your check is made payable to the University of Florida, and write your UFID number on the check.

Returned checks and declined credit cards may result in your withdrawal from the course(s). We will attempt to give you 24 hours to rectify the situation, however registration deadlines will be strictly enforced.

### **Tuition Receipts**

At the close of registration, a tuition receipt will be mailed to you. Please retain that receipt for your records. If you require a grade report for tuition reimbursement, you will need to fill out a request form for an official transcript from the Office of the University Registrar ([www.audiology.ufl.edu/handbook/transcript-request.pdf](http://www.audiology.ufl.edu/handbook/transcript-request.pdf)). Grades are posted to the Registrar at the end of each **semester** (not at the end of each course).

### **Refund Policy**

Students may receive a refund of \$1300 for one course or \$2750 for two courses (\$150 non-refundable per semester). A written request must be made to the Au.D. Program Office PRIOR to the first day of class. No refunds are issued after the course has begun with the exception of documented medical emergencies.

### **Financial Aid**

Financial aid is available to Au.D. Distance Learning students just as it is available to traditional on-campus students. However, there is no mechanism in place for fee deferment in the Working Professional Au.D. Program. Therefore, all students receiving financial awards must do so on a reimbursement basis. The Program's registration deadlines must be observed and cannot be dependent on receipt of financial aid. If the registration deadline cannot be met, students may postpone their registration until the following semester.

You may contact the Assistant Director for Student Financial Affairs, Mike Menefee, at (352) 273-6202 or [mike\\_menefee@sfa.ufl.edu](mailto:mike_menefee@sfa.ufl.edu), or visit the website at [www.sfa.ufl.edu](http://www.sfa.ufl.edu).

## **Section V: *The Internet Classroom***

### **UF Student Computing Requirements**

Competency in the basic use of a computer, access to and on-going use of a computer will be required for all students to complete their degree program successfully. It is expected that digital files submitted will conform to these standards.

- Word processing – **Microsoft Word (other word processing programs are not compatible)**
- World Wide Web browsers -- Netscape Communicator, Microsoft Internet Explorer, or Firefox (**AOL and MSN are not compatible with our online Course Management System**)

### **The Au.D. Course Website**

All of the Au.D. Distance Learning courses are presented on a Course Management System called WebCT Vista. You will log in to the course website using your GatorLink username and password. Log in to Vista from the e-Learning Support Services Homepage (<http://lss.at.ufl.edu>). It's a good idea to bookmark this page since **you must begin on this page each time you log in.**

Before the start of classes, go to the e-Learning Support Services Homepage and make sure your computer is configured to run all the features of Vista.

The first time you log in, you should pay attention to the following links:

- Browser Tune Up – The link will assist you in making sure your browser is configured to run Vista.
- Download Java – If you don't have the required Java, you can download and install it from this link.

When you log in to Vista for the first time, you should see an **orientation course** on your homepage. If you do not see the course, please contact the Au.D. Program Office. Please plan to spend about an hour in the orientation course to practice using features such as chat, discussion boards, and quizzes.

Students will have access to the current course website a few days prior to the first day of class, **provided they have successfully completed the Vista Orientation Course.**

## **Technical Problems**

If you experience technical problems with Vista, you should contact the UF Computing Help Desk at 352-392-HELP (4357) – choose option seven.

<b>Help Desk Hours (EST)</b>	
Mon - Thursday	7:30 a.m. - 10 p.m.
Friday	7:30 a.m. - 5 p.m.
Saturday	closed
Sunday	6 p.m. - 10 p.m.

Many troubleshooting tips can be found on the e-Learning Support Services homepage.

The most common problems with Vista are due to an expired GatorLink password, a firewall at work, pop-up blockers installed, or using an incorrect version of Java. The Help Desk can assist you with resolving all of the above problems.

**Computer inexperience or malfunction will not suffice as justification for missing important information, participation in chat rooms, or other computer-based activities.**

## **Discussion Board Descriptions**

Much of the communication in this program takes place via the discussion boards and e-mail; therefore, it is imperative that you check both the website and your email on a daily basis.

Practically any question you have can be answered on the website. You are responsible for meeting deadlines and following procedures and policies posted on the web.

- ✓ *Questions to the Au.D. Office\** used by the Au.D. Program Office to disseminate important information.
- ✓ *Questions to the Instructor\** is a place for students to ask questions in a forum that will be helpful to other students who often have the same question. It is also used by the current course instructor to disseminate important information. **This is not the appropriate forum for asking questions concerning a specific quiz question. If you have a question about a quiz, this question should be emailed to the instructor privately.**
- ✓ *Regional sites* are used typically, but not exclusively, by the students and facilitators assigned to that site.
- ✓ *National Sounding Board* created for professional and/or social interaction among students. Participation on this board is voluntary, and you are not responsible for knowing the information posted here.

\*These boards should be read *daily*. You are responsible for knowing the information posted at these sites.

Please Note: The discussion board is for posting questions or information to the general audience. If you want to address a specific individual, use the Vista internal mail feature.

## Section VI: *Your Community of Practice*

### **Site Meeting Attendance**

Each course consists of two regional site meetings, the first day of class and the last day of class. The meetings are mandatory and serve as an integral portion of the Program and a student's successful completion of a course. If there is an emergency situation preventing your attendance, it is extremely important that you carefully follow the procedure outlined below for either obtaining approval for an anticipated absence or rectifying an unforeseen absence. Any deviation from this policy may result in a student's withdrawal from the course or program.

### **Site Meeting Agenda**

Students participating in this program are required to attend two mandatory, full-day regional site meetings per course. While the site meeting agenda schedule may vary somewhat from course to course, students should plan their travel to accommodate an 8:00 a.m. start and 5:00 p.m. finish for each meeting.

In general, the initial site meeting for a course consists of introduction, review of the course syllabus, determining clinical competencies, and chat room scheduling. The final meeting consists of a written final examination, oral presentations, project presentations, and evaluations (course instructor and facilitator).

### **Procedure for Emergency Absence from Site Meeting**

If there is an emergency situation that will prohibit (or has prohibited) your attendance at a site meeting, you must contact the Au.D. Program Office, the course instructor, and your facilitator immediately. You must send the course instructor an e-mail explaining your emergency situation, request approval, and make any arrangements needed to make up the missed meeting. It is your responsibility to make sure a copy of your request and the response you receive from the course instructor is sent to the facilitator(s) involved. Any deviation from this procedure may result in your withdrawal from the course or Program.

### **Weekly Chat**

There is a mandatory weekly chat with your regional group. There is a weekly national chat with the Course Instructor that is optional. The archive of each national and local chat is posted so you can read it later. If you need to miss a required chat with your group, contact your facilitator to make arrangements.

### **Site Meeting Venues**

Site venues are posted to the Current Students Homepage. The venues are subject to change based on the needs of the Program. Depending upon the geographical location, the venues vary from hotel conference rooms to private practice offices, hospitals, University facilities, etc. Students are responsible for their own hotel or lodging accommodations, parking, transportation, and meals while in attendance.

## **Requests for Exception**

If there is a situation affecting your site assignment, you may request an exception. A request of this nature must be made in writing to the Au.D. Program Office. If the exception is approved, you will be notified in writing with a copy to the facilitator(s) involved.

## **Section VII: *Facilitators***

### **Facilitator Functions**

The faculty selects facilitators based on outstanding recommendations and qualifications. All facilitators are doctoral-level professionals dedicated to the education of students. Facilitators are asked to facilitate students' learning based on guidelines and course materials prepared by the course instructor. They preside over the two regional site meetings per course and the weekly chat room sessions. In addition, facilitators provide the course instructor with a portion of the student's evaluation based on:

- Attendance at site meetings and in chat sessions
- Participation at site meetings and in chat sessions
- Oral presentations and/or special projects

### **Student-to-Facilitator Assignments**

Student-to-Facilitator assignments are made by the Au.D. Program Office. Due to the number of students and systems affected, special requests cannot be accommodated. Students may obtain their facilitator/site assignment on the Current Students Homepage after the close of registration.

### **Facilitator Performance Evaluations**

Students have the opportunity to anonymously evaluate the performance of their assigned facilitator at the conclusion of each course. The evaluations are carefully reviewed when determining a facilitator's continued participation.

## **Section VIII: *Academic Progress***

The graduate coordinator provides student academic counseling and monitors overall student academic progress. The course instructor and facilitators monitor student progress within a specific course.

At the conclusion of each semester you will receive a grade report from the Au.D. Program Office. If your mailing address changes, you must notify the Au.D. Program Office, as well as change your address at MyUFL.

The graduate school will not accept a grade below a B in any of the Au.D. courses, except when there is an A to offset a C on your transcript. If your GPA falls below 3.0, you will be put on academic probation for one semester, and you will be unable to register for future semesters unless you demonstrate satisfactory academic progress.

## **Grades, Exams, Quizzes**

Quizzes are administered online as scheduled in the course syllabus. You are responsible for submitting your quiz on time. Final exams are given on the final course day and are proctored by the facilitator. Any questions regarding grades, exams, or quizzes should be directed to the course instructor via private email within the Vista course.

You will be able to view your quiz grades online during the course. You should view your final grades at the MyUFL portal: <http://my.ufl.edu> . Grades are posted to the Registrar's Office at the end of each **semester** (not at the end of each course).

## **Grading Scale**

95 – 100%	A
88 – 94.99%	B+
82 – 87.99%	B
77 – 81.99%	C+
70 – 76.99%	C
64 – 69.99%	D
< 64%	F

## **Incompletes**

Students who receive a grade of "I" (incomplete) must arrange with the course instructor to rectify the grade. Students must be registered for courses the semester in which they graduate.

## **Independent Study**

In emergency circumstances, a student may request to complete a missed course via independent study. It is at the discretion of the course instructor involved to grant this request. Course fees for independent study courses are not the same as the Program's course fees. Independent study courses follow the fee schedule and deadlines of UF in general rather than those of the Program. The course fees are different for in-state and out-of-state students. Current fees can be obtained from UF's website: <http://www.reg.ufl.edu/annual-costs.html> .

To request completing a course via independent study, you must do so in writing to the course instructor with a copy of your request and the response of the course instructor to both the director and the graduate coordinator.

## **Grades and Reimbursement**

Grades are posted in Blackboard at the conclusion of each **course**. Grades are posted to the Registrar's Office at the conclusion of each **semester**. If you need an official grade to receive tuition reimbursement, you need to request an official transcript from the Registrar's Office (see below). You can submit the transcript request form during the semester and indicate that you want it mailed after the current semester grades are posted.

The Au.D. Office cannot provide grade reports to students. Please let your employer know that you are enrolled in your courses for the entire semester and official grades are not posted until the conclusion of the semester. There are no exceptions for receiving a mid-semester grade.

## **Transcripts**

To request an official transcript, please fax the form, found at the link below, to the Registrar's Office at 352-846-1126: [www.registrar.ufl.edu/pdf/transcriptreq.pdf](http://www.registrar.ufl.edu/pdf/transcriptreq.pdf).

## **Section IX: *Qualifying Examination (Comps)***

Students must pass a comprehensive qualifying examination (Comps) to successfully complete the Program and receive eligibility for graduation. The purpose of the comprehensive exam is to assess your comprehension of subject matter and your ability to make it clinically relevant.

### **When to take the Comps**

You are eligible to take your exam after successfully completing seven courses, but you must be registered and participating in your eighth course while writing for the exam. Comprehensive qualifying exam questions will not cover your eighth and ninth courses. You have 10 weeks to complete the comprehensive exam.

### **How to get your Comps**

Qualifying exam questions are posted on Vista and are available only to students who are in their 8<sup>th</sup> course. **It is your responsibility to notify the Au.D. Program Office if you do not see the Comps link on your Vista homepage when you begin your 8<sup>th</sup> course.**

### **How to submit your Comps**

As a general rule, each question can be answered in 500 words or less. If the question specifies "500 words or less," you are expected to adhere to that limit. You can upload your answers to the Vista course website of your 8<sup>th</sup> course. Keep a copy of all exam questions, answers, and correspondence regarding the exam for your records. Comps grades are available approximately six weeks after the due date.

## **Section X: Graduation**

### **Graduation Webpage**

Students should monitor the Au.D. Graduation webpage ([www.audiology.ufl.edu/newStudent/grad.htm](http://www.audiology.ufl.edu/newStudent/grad.htm)) during the semester they expect to graduate. The graduation page is available through a link from the course website and the Current Students Homepage.

### **Degree Application**

You must submit a degree application to the Registrar's office during the semester in which you graduate and by the deadline indicated on the Program's academic calendar (the calendar is available on the Program's website). You may download a current degree application form from the Registrar's office: <http://www.registrar.ufl.edu/pdf/degreeapp.pdf>. You may fax your completed application to (352) 846-1126.

Be sure to mark "Doctor of Audiology" under the Graduate School heading. If you graduate during summer commencement, you should indicate Summer C as the term for which you are applying.

Students are sent graduation information by the Registrar's office based on receipt of the degree applications. The Au.D. Program Office will post names to confirm receipt of the degree application on the graduation section of the audiology webpage: [www.audiology.ufl.edu/newStudent/grad.htm](http://www.audiology.ufl.edu/newStudent/grad.htm).

### **Official Use of your New Title**

You may use the title "Doctor" and include the Au.D. after your name *only after your degree is conferred*, which is your date of graduation. Until that day, even if your degree requirements are completed, it is not acceptable to use the title or any derivation of it. It is appropriate to include your status as a current University of Florida student along with your anticipated degree and date of graduation on your CV or resume.

### **Commencement**

The Au.D. Program Office will post complete instructions for ordering regalia and additional information about commencement ceremonies on the Graduation webpage. Graduates must order regalia through the bookstore.

Make hotel reservations early! Hotels fill to capacity in Gainesville and surrounding towns. Visit the Official Commencement webpage at [www.registrar.ufl.edu/commencement](http://www.registrar.ufl.edu/commencement) for travel information.

### **Graduation Reception**

The University of Florida Audiology faculty hosts a reception for graduates and their families to coincide with your stay in Gainesville for commencement. The dress for this occasion is business-dressy. Graduates are notified in the semester in which they will graduate of the time, date, and location of the graduation reception.

## **Section XI: *Contact Information***

*TIP:* Remember that the Au.D. program office handles dozens of emails every day. Please include your full name and [UFID number](#) in your correspondence with the office. Also, please set up your email account so that your first and last name are displayed to the recipient.

### **Au.D. Distance Learning Program Office**

PO Box 100174

101 S. Newell Drive, Room 2135

Gainesville, FL 32610

**352-273-6544**

**866-479-4737**

**fax 352-273-6555**

**Your Au.D. Student Support Services:** Please contact the Au.D. Program Office for any problems or concerns you have during your enrollment.

- **Au.D. Program Coordinator:** Lynn Niederlitz, M.Ed.  
**Phone:** 352-273-6544  
**Fax:** 352-273-6555  
**E-mail:** lniederl@phhp.ufl.edu
- **Au.D. Admissions Coordinator:** Cheryl Glantz Nail, M.Ed.  
**Phone:** 352-273-6544  
**Fax:** 352-273-6555  
**E-mail:** cglantz@phhp.ufl.edu
- **Graduate Coordinator:** Alice E. Holmes, Ph.D.  
**Phone:** (352) 273-6160  
**Fax:** (352) 273-6555  
**E-mail:** aholmes@phhp.ufl.edu

### ***Other University of Florida contacts:***

#### **University of Florida Registrar**

201 Criser Hall

PO Box 114000

Gainesville, Florida 32611-4000

**Phone:** (352) 392-1365

#### **Student Financial Affairs**

Mike Menefee, Assistant Director

P.O. Box 114025

Gainesville, Florida 32611

**Phone:** (352) 273-6202; **Fax:** (352) 392-9395

**E-mail:** mike\_menefee@sfa.ufl.edu

***University of Florida  
Joint Au.D. Program Faculty***

***College of Liberal Arts & Sciences Faculty***

Dept. of Communication Sciences and Disorders  
336 Dauer Hall Gainesville, Florida 32611  
Phone: (352) 392-2113  
Fax: (352) 846-0243

Ken Gerhardt, Ph.D. (Hearing Conservation)  
E-mail: kgerhardt@csd.ufl.edu

Scott Griffiths, Ph.D. (Balance Disorders)  
E-mail: sgriff@csd.ufl.edu

Patricia Kricos, Ph.D. (Audiologic Rehabilitation)  
E-mail: pkricos@csd.ufl.edu

***College of Health Professions Faculty***

Dept. of Communicative Disorders  
101 S. Newell Drive, Room 2150  
PO Box 100174 Gainesville, FL 32610  
Phone: (352) 273-6161 Fax: (352) 273-6545

James W. Hall, III, Ph.D. (Electrophysiology and Auditory Processing Disorders)  
E-mail: jhall@phhp.ufl.edu

Alice Holmes, Ph.D. (Cochlear Implants)  
Email: aholmes@phhp.ufl.edu

Joseph Kemker, Ph.D. (Medical Audiology)  
E-mail: jkemker@phhp.ufl.edu

***Adjunct Faculty***

Robert Traynor, Ed.D. (Business and Professional Issues)  
Audiology Associates of Greeley  
2528 16<sup>th</sup> Street, #100  
Greeley, Colorado 80631  
Phone: (970) 352-2881  
Fax: (970) 352-5323  
Email: rmtraynor@aol.com