

UCF Burnett Honors College

Coronavirus Updates:

Frequently Asked Questions (FAQs)

If your question isn't answered here, please email honors@ucf.edu (do not call). You will get a response within 24 to 48 hours during the business week.

For general UCF information, visit the [UCF Coronavirus website](#).

CURRENT STUDENTS

Current students should also check their Knights Email for the most up-to-date information.

Are Honors Congress events cancelled?

Yes, all Honors Congress events are cancelled through at least March 27.

Will the Graduation Banquet take place or has it been canceled?

In keeping with UCF and Government policies regarding COVID-19, and out of an abundance of caution for the safety of our scholars and their families, we must cancel the Spring 2020 Honors Graduation Banquets.

Memories will still be made. When students are approved to return to campus, we will arrange certain times (to be announced at a future date) that graduates can come to the BHC lobby to receive their medallions and take a photo with Deans Sheila and Marty in regalia.

UNIVERSITY HONORS (UH)

ADVISING APPOINTMENTS (3/16 until further notice)

What should I do if I already have an advising appointment scheduled?

Advisors will not be seeing students in person until further notice. However, students who have appointments can be advised via Skype. Instructions on how to use Skype for BHC advising are linked here (for [mobile](#), [Windows](#), or [Mac](#)).

Can I still schedule an advising appointment?

Yes, to schedule an appointment, please e-mail one of the following advisors to schedule a Skype

appointment with them, including several dates and times that would work for you. Instructions on how to use Skype for BHC advising are linked here (for [mobile](#), [Windows](#), or [Mac](#)).

Jessica Mestre Jeffery – jmj@ucf.edu

Laura Czerkies – laura.czerkies@ucf.edu

Rex Roberts – rex.roberts@ucf.edu

Will the advisors be available for walk-in advising?

No, walk-in advising at all BHC locations is cancelled until further notice. Check back on the web page or your Knights Email for any updates.

Can I still register for 2020-21 classes beginning on March 19?

UCF is postponing registration for the summer and fall semesters by one week. Registration will now begin Thursday, March 26.

If you have questions about these changes, please email the Registrar's Office at registrar@ucf.edu. Check the [academic calendar](#) and [UCF's coronavirus website](#) for ongoing updates.

Will all student enrollment appointments simply be pushed back one week? For example, if a student was scheduled to enroll at 8:00 am today, will that now be 8:00 am next Thursday?

Yes, the calendar is just being pushed back 1 week.

Do University Honors students still get priority registration?

Yes, University Honors students will still register first, but it will be on March 26 instead of March 19.

HONORS UNDERGRADUATE THESIS (HUT)

Is format review taking place as planned?

Format review will proceed as planned. For the last month, students have been invited to sign up for one of three groups to upload their formatted Word Document to STARS for format review.

Group 1: Mon. 3/16 starting at 9:00 AM - Fri. 3/20 ending at 5:00 PM

Group 2: Mon. 3/23 starting at 9:00 AM - Fri. 3/27 ending at 5:00 PM

Group 3: Mon. 3/30 starting at 9:00 AM – Fri. 4/3 ending at 5:00 PM

**The deadline to sign up for Group 1 and 2 was Sunday, March 15, 2020 at 11:59 PM via the EventBrite links shared in HUT Weekly emails. Group 3 does not have any more spots left.*

How will I receive instructions for format review?

On Monday morning of the group for which you sign(ed) up, you will receive an email with instructions for uploading your Word Document to STARS for Format Review.

To create your account, please visit: <https://tinyurl.com/STARS-Make-New-Account> & carefully follow the step-by-step instructions you will be provided by email to upload your thesis for format review.

My research is campus-based, and I have not yet completed it. How do I proceed?

With UCF having limited student access to campus and researcher access to research facilities, your research activities may be impacted. The Office of Honors Research will work with you and your committee to determine how to enable you to complete your thesis within the constraints of the current circumstances. This may mean modifying or reducing the scope of your thesis. Please contact your thesis chair to discuss how to proceed.

Are deadlines being extended?

The Office of Honors Research does not anticipate extending deadlines. Our goal is for you and your thesis committee to work together to fulfill all HUT requirements for the semester in which you are enrolled. We are fully committed to assisting you with completing HUT requirements remotely.

What if I cannot meet this semester's deadlines?

Consult with your thesis chair and an academic advisor in your department/college about the possibility of enrolling in Directed Readings II or Thesis II.

How will I have my thesis defense?

The Office of Honors Research has approved virtual thesis defenses during this time of remote instruction. UCF's officially provided and accepted methods for virtual defenses are Skype for Business, Zoom, and Microsoft Teams, which are software platforms provided to faculty. Your thesis chair can set up a virtual meeting for the whole committee and invite you to it. All committee members are required to be virtually present for the defense.

Remember to submit a Notice of Defense via email to HonorsResearch@ucf.edu at least 1 week prior to the defense date. Examples of the Notice of Defense are in the HUT Webcourse.

How will I obtain my committee's and HUT liaison's signatures?

Request all signatures (Thesis Committee & HUT Liaison) via [HelloSign](#). HelloSign video tutorials are found in the HUT Webcourse.

How do I submit my thesis approval form?

Please submit your completed Thesis Approval Form via email to HonorsResearch@ucf.edu by **April 17th, 2020 at 4:30 PM**.

How do I submit my thesis proposal and cover page?

Please submit both documents to HonorsResearch@ucf.edu by **April 20th, 2020 at 4:30 PM**. Your

Registration Form for Thesis I (Summer or Fall 2020), complete with all required signatures, should be included in the same email.

How do I submit my course registration form?

Please submit all course registration forms via email to HonorsResearch@ucf.edu by **April 20th, 2020 at 4:30 PM.**

Do I still have to fulfill the workshop requirement?

For the remainder of the semester, the HUT program is suspending the workshop requirement for students. If you have already attended a support workshop with OHR, OUR, AAP, or met with a subject librarian, great! You have been equipped with excellent information.

The [HUT Webcourse](#) contains many guides (such as the Student Handbook), resources, tutorials, PowerPoint Presentations (Oral Defense Tips, Writing a Proposal), and more. This should be your first stop for questions about the HUT program.

Is OHR accepting walk-ins?

The Office of Honors Research has suspended all walk-ins until further notice. Please email HonorsResearch@ucf.edu with HUT questions and form submissions.

How can I contact OHR staff?

Beginning Wednesday, March 18, 2020, OHR staff will be working remotely. Please email HonorsResearch@ucf.edu with HUT questions and form submissions. Please allow 24 to 48 hours during the business week for a reply.

Who do I email if I have questions?

With questions regarding:

- a) thesis process & HUT requirements, email HonorsResearch@ucf.edu.
- b) thesis content, including length and format, email/consult with your Thesis Chair.
- c) technical questions about uploading to STARS, email STARS@ucf.edu.

OFFICE OF PRESTIGIOUS AWARDS (OPA) FAQs

I wanted to make an appointment to find out about opportunities through the Office of Prestigious Awards. Am I able to still make an appointment?

Yes! We have always accommodated students who are unable to come meet in person. Please email opa@ucf.edu to schedule an appointment which can be done through Skype or phone.

I have or will be applying to an external prestigious scholarship. What is the status of these awards?

Please visit the scholarship foundation award site for the most up to date information. We have a list of all scholarships with their links on our website which can be [found here](#). If you still have questions regarding a scholarship, please email OPA.

BHC SCHOLARSHIPS

I have applied for a BHC scholarship for the Summer/Fall 2020 semester. How can I find out about the status of the award?

Apart from the study abroad category, BHC Scholarships in all categories will be awarded by early April. You will be notified by email of the status of your application shortly after. UCF has suspended all study abroad for the summer 2020; therefore, no study abroad scholarships will be awarded for summer 2020.

I have questions about future BHC scholarships. What should I do?

Please email opa@ucf.edu with any questions regarding BHC scholarships.

This page was last updated on March 19, 2020.