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](https://calendar.ucf.edu/) and [UCF’s coronavirus website](https://coronavirus.ucf.edu) 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.

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This page was last updated on March 19, 2020.
Office of Honors Research – Honors Undergraduate Thesis

Frequently Asked Questions

Updated April 9, 2020

1. Do I still have to fulfill the workshop requirement?
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. For those of you who did not fulfill the workshop requirement, there is no need to worry. For the remainder of the Spring 2020 semester, the HUT program is no longer requiring students to attend a support workshop and provide proof to OHR. The HUT Webcourse contains many guides (such as the Student Handbook), resources, tutorials, PowerPoint Presentations (Virtual Oral Defense Tips, Writing a Proposal), and more. This should be your first stop for questions about the HUT program.

2. My research is campus-based, and I have not yet completed it. How do I proceed?
With UCF having limited students’ access to campus and researchers’ 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. Update the Office of Honors Research via email at HonorsResearch@ucf.edu with your plans.

3. 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.

4. What if I cannot meet this semester’s deadlines?
Consult with your thesis chair, academic advisor in your department/college, and financial aid (if applicable) about the possibility of enrolling in Directed Readings II or Thesis II in Summer C or Fall.
If approved to take Directed Readings II or Thesis II, email the completed Registration Form to HonorsResearch@ucf.edu by April 20th, 2020 at 4:30 PM.
5. **What does the S/U grading option mean for me?**
   Although you may have chosen to receive a letter grade for your HUT course at the beginning of the semester, *you may now elect to receive S/U instead*. OHR will continue to approve advancement and good standing in HUT for students who meet the A, B, or S grade standard.
   If you would like to switch your HUT course from a letter grade to S/U, please discuss this with your thesis chair and **definitely with an academic advisor**, *especially if you planned to use your HUT course/courses towards graduation requirements in your major*.

6. **Should I register to do research in Summer term?**
   If you would like to continue your research in the Summer C semester with the HUT program, please communicate with your thesis committee and plan your research activities accordingly.
   - If your research requires you to physically be on campus (e.g. lab work), you may want to plan only research activities that can also be carried out remotely, i.e. literature reviews, analysis of already-collected data or other available databases. Alternately, you may decide to wait until Fall semester to resume data collection.
   - If your research does not require you to physically be on campus, you may not be impacted by the continuation of remote instruction through summer term, since you can check in periodically with your mentor.

7. **I already submitted an Intent to Graduate for Spring or Summer 2020, but I need to update it. What do I do?**
   First, it is important to confirm your graduation plan with your academic advisor and update your Intent to Graduate with UCF, your college/department, and the Burnett Honors College (if you are also a University Honors student). You are also required to submit an updated **Intent to Graduate Form** to the Office of Honors Research **as soon as possible**. Email **HonorsResearch@ucf.edu** to inform us of this update and attach the updated form.

8. **How will I have my thesis defense?**
   The Office of Honors Research has approved Online Oral 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. (continued on next page)
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.

For more information on preparing for and conducting your Online Oral Thesis Defense, click here. This page also contains the Virtual Oral Defense Spring 2020 PDF, which is a carefully crafted presentation by Dr. Waldron to equip you with the best tips and tricks to perform well before, during, and after your defense—check it out!

9. **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.

10. **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**. This must be done prior to the final thesis submission to the UCF Library.

11. **How do I submit my final thesis to the UCF Library?**
    Once you have confirmed that the Office of Honors Research has received your Thesis Approval Form, follow the instructions on the HUT Webcourse to upload your final thesis to STARS. The final submission upload window begins **Monday, April 13th, 2020 at 9:00 AM** and ends promptly on **Friday, April 24th, 2020 at 5:00 PM**.

12. **How do I submit my thesis proposal and cover page?**
    Please submit both documents to HonorsResearch@ucf.edu by **April 20th 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.

13. **How do I submit my course registration form?**
    If you are taking a HUT course in Summer or Fall 2020, please submit all course registration forms via email to HonorsResearch@ucf.edu by **April 20th, 2020 at 4:30 PM**.

14. **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.
15. How I contact OHR staff?
On Wednesday, March 18, 2020, OHR staff began working remotely. Please email HonorsResearch@ucf.edu with HUT questions and form submissions. Please allow 24 business hours for a reply.

16. 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.