NON-DEGREE REGISTRATION

Slate Application Processing
STEP 1: STUDENT SUBMITS APPLICATION

- Individual Courses (Standard Nondegree enrollment)
  - Not allowed during fall/spring terms without special exception

- Nondegree Special Program
Non-Degree Course Request

Program Information

Have you previously submitted an application to the University of Florida?
No

Have you previously attended the University of Florida as a Degree-Seeking student?
No

Are you applying to take individual courses or to a Non-Degree Special Program?
Non-Degree Special Program

Please select a College that provides the Special Program and/or Courses you would like to register for. For example, "Expository and Argumentative Writing" (ENC 1101) is offered through the College of Liberal Arts and Sciences.

Select the Term of Registration:
Fall

Please describe why you are requesting admission as a non-degree seeking student.

Submit characters remaining

Special Program

Please select the Special Program you are applying for:
Employee Education Program

Non-Degree Courses

Within each Non-Degree Application, you are permitted to apply for up to five courses. In addition, you will only be permitted to apply for courses that are offered by the College that you selected above. If you need to apply for more than five courses our would like to apply for courses from multiple Colleges, additional Non-Degree applications will be required.

For a complete list of Courses, please visit https://Registrar.ufl.edu/soc/ and select the "Course Listings" option under the desired term.

How many courses from this college would you like to apply for?

Continue
STEP 2: UFID MATCHING

- 24-48 hour process
- myAdmissions UFID matching runs Monday – Friday
  - 2 AM – 4 AM
  - 10 AM – 12 PM
- Errors: If record is in the missing UFID bin longer than 48 hours, manual intervention is required.
  - Name incorrect: spaces, special characters
  - Date of Birth/ Social Security number
STEP 3: REGISTRAR’S OFFICE REVIEW

- 1-2 business days for initial review
- Registrar Staff review
  - Determine residency
  - Reconciling various application or prior student record issues
    - Missing Materials: Residency
    - Problem: Various application issues
MISSING MATERIALS EMAIL

Email students receive when their application is sent to the missing materials bin.

Hello Robert,

Your Non-degree application for the Fall 2019 semester is incomplete until we resolve your residency status. Please log into your application status page at https://my.admissions.ufl.edu/apply/status.

Please submit documents via the Residency Status link at your earliest convenience.

Sincerely,

UNIVERSITY OF FLORIDA
Office of the University Registrar
RESIDENCY DOCUMENTS REQUIRED

This is the status page that appears to students when they are in the missing materials OR problem bins.

Hello Alberta,

Your Non-Degree application for admission to the Art Non-Degree degree program at the University of Florida for the Summer B 2019 term has been received. Please refer to the information below to determine whether any additional information is required. If you have sent information to us recently, please allow time for processing.

**Forms**

- **Required**: Residency Status - NonDegree
- **Optional**: Click here for UFID

**Verify Address**

We have your address listed as follows:

- **Mailing Address**
  - 222 Criser Hall
  - Gainesville, FL 32611-0001
  - United States

**Helpful Links**

- Student Health Care Center – Immunizations
- Critical Dates and Deadlines
- Non-Degree Registration Policies
- Contact Us
STEP 4: COLLEGE REVIEW BIN

- Your time to decide!
STEP 5: PENDING DECISION RELEASE

- Slate rules moving decisions to the appropriate bin are scheduled to run every 15 minutes
  - If the student is under Conduct review, it may take up to 48 hours to clear which moves the application to the next step, final OUR review.
STEP 6: DECISION RELEASE

- Up to 24 hour process
  - Slate best practice minimum 2 hour interval
- Registrar staff post decisions to the Slate status page with further instruction
Hello Zana,

There has been an update to your application. Please log in to the application status page to view the update.

Click here to view your status.

Sincerely,

Office of the University Registrar
Student can see their Status Update by clicking View Update.

Helpful Links are provided on the bottom right corner of the page.
STEP 7: MYADMISSIONS TO MYUFL RECORD CREATION

- Up to 72 hours
- Nightly batch processing runs for the following:
  - Matriculation
  - Term activation
    - Assign registration appointment
    - Apply service indicators
    - Student group assignments
  - Set Affiliation
  - GatorLink eligibility
    - Student record errors are not viewable by campus approvers but are reconciled by Registrar staff
- During drop add, this process is requested ad hoc by Registrar staff member working with UFIT analyst
STEP 8: GATORLINK CREATION AND SELF-SERVICE LOGIN

- Student creates GatorLink by following instructions from invitation code email sent by the UF HelpDesk
  - Required for ONE.UF log on
STEP 9: REGISTRATION

- Student may register if:
  - no unmet prerequisites are on the course and/or section
  - section is not departmentally controlled
  - permission to enroll has been granted
  - staff enroll the student and override any barrier(s) mentioned above
### Non-Degree Bin Structure

<table>
<thead>
<tr>
<th>Pre-Review</th>
<th>Initial Review</th>
<th>Review</th>
<th>Decision Hold</th>
<th>Decision</th>
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<td>OUR Review</td>
<td>College Review</td>
<td>Registrar Review</td>
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NON-DEGREE HR TRAINING TOOLKIT

https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/non-degree-approval/
QUESTIONS

Contact:
Dan Hodges
dhodges@ufl.edu
SEQUENTIAL TERM REGISTRATION