# CANCEL NON-PAY COURSE VERIFICATION VIA ENROLLMENT REQUEST SEARCH

The Enrollment Request Search function allows you to search and review enrollment requests—both successful and unsuccessful—by student, class, and/or user. This instruction guide will walk you through the cancel non-pay procedures and how to identify enrollment records impacted by the process.

#### **Cancel Non-Pay Procedures**

### 1. Bursar cancels students for non-payment of current fees

- a. Students who have not paid current term fees by the fee payment deadline are notified by the Bursar's office to pay their tuition by a specified date to avoid cancellation.
- b. Students who fail to pay by the specified date are picked up by the term cancellation process which runs approximately two weeks after the Fee Payment date for that term as posted in the <u>catalog</u>.
  - i. A \$100.00 late payment fee and past due debt hold is placed on the student's record which prevents registration.
  - ii. Due to the cancellation process, the student's course(s) are removed from their My Schedule view in ONE.UF.
  - iii. Office of the University Registrar (OUR) removes additional flags that impede registration placed by the Cancel Non-Pay **TCAN** instance.
    - 1. Effective Summer B 2022, the college <u>does not</u> need to notify the OUR to remove the additional data points that impede registration prior to reenrolling students.

#### 2. Student initiates the reenrollment process by:

- a. Paying fees or making a payment arrangement with the Bursar's office. Once a payment or arrangement to pay is made, the past due debt hold is removed from the student's record.
- b. Contacting their college/department representative for late registration reenrollment.
- 3. Colleges/Departments confirm step 2a has been completed by student and then reviews Enrollment Request Search to identify the class(es) cancelled for non-payment of fees.
  - a. These courses will have an Enrollment Action Reason of CANC or TCAN:
    - 1. If there is an Enrollment Action Reason of **CANC or TCAN**, the **college can** reenroll the student or have the student submit a SIDA request if it is before the Drop/Withdrawal Deadline for that term as posted in the <u>catalog</u>. A \$100.00 late registration fee will be assessed once the student is reenrolled.

## NAVIGATION

Use the following navigation to navigate to the Enrollment Request Page:

- 1. Click the NavBar icon
- 2. Click Main Menu
- 3. Click Student Information System
- 4. Click Records and Enrollment
- 5. Click Enroll Students
- 6. Click Enrollment Request Search



### PROCESS

Once the student has confirmed they have paid or made payment arrangements, use the following steps to utilize Enrollment Request Search to find Class(es) Cancelled for Non-Payment of fees by the Bursar's Office.

1. Click the Search button.

Enter any inf	ormation you h	ave and click Sea	arch. Leave fie	lds blank for a list	of all values.
Find an Ex	isting Value				
Search (	Criteria				
Academic In:	titution: begin	is with $\sim$		٩	
Search	Clear	Basic Search	Save Sea	ch Criteria	

## QUICK TIP!

It is not necessary to enter the Academic Institution. Simply click the search button and the system will automatically use "UFLOR".

- 2. On the search screen, enter the Term, ID, and click the Search button.
  - a. Term: Always identify the desired term
  - b. ID: UFID of Student
  - c. Search: You must click search, hitting the tab, enter, or space bar will not prompt this page to search or refresh a search if data points are changed

Academic Institution UFL	OR University of Florida	Search
Term	<u>]</u> Q	Refresh Previous Search Result
Enrollment Request Source	Q	From Date
Enrollment Request Action	٩	Last Update Range From DateTime
UserID		Thru DateTime
Class Nbr	<u>a</u>	

3. In the Enrollment List section click on the show all columns icon to expand your search

	Academic Institution U	FLUK OWNER	and all set and				approxim		
	Academic Career			¥ 6	afreeh Previn	e Search Reen			
	Term	Q			Enrollment	Action Range			
E	nrollment Request ID	Q				From Date	15		
Enrolle	nent Request Source			*		End Date	19		
Frank	mant Demonst Autom						12		
Enter	A CONTRACTOR OF CONTRACTOR				Last Update	Range			
Enrol	Iment Action Reason	9			From	n DateTime			
	UserID				Thr	u Date Time			
	ID	0							
	Class Nor	Q							
Enrolment L	Class Nbr	a.				Fersonald	zel Find   @	Ers	1-9 of 9 🕹 Las
Telds 1-7	Class Nor list elds 8-11 Fields 12-19	Q.	Fields 26-30	Fields 31-35	Fields 26-40	Personals Fields 41-44	ze   Find   6	45 (1996)	1-9 of 9 🛞 Las
Telds 1-7 F) User ID	Class Nor Jet elds 8-11 Figlds 12-19 Name	Q. Fields 20-25	Fields 26-30	Fields 31-35	Fields 26-40	Personals Fields 41-44 Class fibr Sc	tields 45-	45 First Catalog Nbr	Academic Career
Telds 1-7 F User ID 1 UF_B	Class Nor Jet elds 8-11 Figlds 12-19 Name ONE UF	Q. Fields 20-25 10	Fields 26-30	Fields 31-35	Fields 36-40 Serm 2225	Fersonald Fields §1-44 Class filte Sc 19234 M	ze   Find   Fields 45- ibject Area JH	48 First Catalog Nbr 6526	Academic Career GRAD
Enrolment L Tields 1-7 F) User ID 1 UF_B 2 UF_B	Clees Nor	Q Tetas 20-25 10	Fields 26-30 Name	Fields 31-35	Fields 36-40 lierm 2225 2225	Fersonale Fields §1-44 Class libr Sc 19234 M 19224 M	ze   Find   @ Fields 45- ibject Area JH JE	43 First Catalog Nor 6526 6696	Academic Career ORAD GRAD
Enrolment L Netds 1-7 F) Uner ID 1 UF_B 2 UF_B 3	Class Nor	0, Felds 20-25 10	Fiegs 26-30 Name	Fields 31-35	Fields 36-40 lierm 2225 2225 2225	Fersonald Fields §1-44 Class Nite So 19234 M 19224 M 19224 M	ze   Find   @   Fields 45- ibject Area JH JE JE	45 First Catallog NDe 6526 6696 6696	Academic Career ORAD GRAD GRAD
* Enrolment L Tields 1-7 F) Uver ID 1 UF_B 2 UF_B 3 4	Class Nor	Q 0	Fielgs 26-30 Name	Fields 31-35	Fields 26-40 Ierm 2225 2225 2225 2225 2225	Personali Fields §1-44 Class Nter 5s 19234 M 19224 M 19224 M 19234 M	ze   Find   @   Finds 45- htject Area JH JE JE JH	Catalog Mbr 6526 6096 6528	Academic Career GRAD GRAD GRAD GRAD GRAD
Enrollment L Idential User ID User ID User ID UF_IB 3 4 5	Class Rbr	Q. Fields 20-25 10	Fields 26-30 Neme	Fields 31-35	Fields 36-40 lierm 2225 2225 2225 2225 2225 2225 2225	Personalit Fields §1-44 Class Ner 5 19234 M 19224 M 19224 M 19234 M 19234 M	te   Find   @   Tields 45- htject Area JH JE JE JH JE	0 First 46 Catalog Mbr 6526 6096 6528 6696 6528 6696	Academic Career GRAD GRAD GRAD GRAD GRAD GRAD
	Class Rbr 	Q. Freids 20-25 10	Fields 26-30 Nerve	Pieldg 31-35	Fields 36-40 lierm 2225 2225 2225 2225 2225 2225	Personalit Fields §1-44 Class life 5 19234 M 19224 M 19224 M 19234 M 19234 M 19234 M	ze   Find   6   Fields 45- ibject Area JH JE JE JH JE JH	01 5 First 48 575 6096 6096 6528 6096 6528 6096 6528	Academic Career GRAD GRAD GRAD GRAD GRAD GRAD GRAD
Enrollment L Tretds 1-7 F) User ID 1 UF_IB 2 UF_IB 3 4 5 6 7	Class Rbr List Pigds 8-11 Figds 12-19 Name ONE UF ONE UF	Q. Freids 20-25 ED	Fields 26-30 Nerve	Pieldg 31-35	Fields 36-40 lerm 2225 2225 2225 2225 2225 2225 2225 22	Personaliz Fields §1-44 Class Nite 54 19234 M 19224 M 19224 M 19234 M 19224 M 19224 M 19224 M	ze   Find   C   Tields 45- htjiect Area JH JE JE JH JE JH JE JE	Ension Ension Ension Ension Essis	Academic Career GRAD GRAD GRAD GRAD GRAD GRAD GRAD GRAD
Enrollment L Tretds 1-7 F) Uver ID 1 UF_IB 2 UF_IB 3 4 5 6 7 8	Cless Nor Jet Name ONE UF ONE UF	Q. Freids 20-25	Pegs 26-30 Nerve	Fields 31-35	Fields (6-40 lierm 2225 2225 2225 2225 2225 2225 2225 22	Personaliz Fields §1-44 Class Nite 54 19234 M 19224 M 19224 M 19234 M 19224 M 19224 M 19224 M 19224 M	ce   Find    (2   _ fields 45- htjæct Area JH JE JE JH JE JH JE JH JE JH	Ensistence Esse	Academic Career ORAD GRAD GRAD GRAD GRAD GRAD GRAD GRAD G

4. Locate the Enrollment Action Reason column. Note, you can click on the Last Update Date Time Column to sort ascending. Class(es) cancelled for non-payment of fees have an Enrollment Action Reason of CANC or TCAN and were run on the Enrollment Action date communicated to Registration and Advising Listservs the by OUR.





UF myUFL Student Information System

For more information on how to use or personalize Enrollment Request Search refer to the **Enrollment Request Search (Enrollment Request) PDF** on the <u>Registration Toolkit</u> under the Term Information section.

FOR ADDITIONAL ASSISTANCE OR TECHNICAL ISSUES

The UF Computing Help Desk 352-392-HELP helpdesk.ufl.edu

FOR POLICIES & PROCEDURES

Office of the University Registrar <u>registrar.ufl.edu</u> OneStop 352-392-2244 <u>https://www.onestop.ufl.edu/</u>