

## STUDENT SERVICES CENTER: VIEW A STUDENT'S ENROLLMENT APPOINTMENT TIME

This instruction guide will walk you through how to view a Student's Registration Appointment Time via the Student Services Center in myUFL.

### NAVIGATION

Use the following navigation to navigate to the Student Services Center:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Campus Community**
5. Click **Student Services Center**

### PROCESS

Use the following steps to view a student's Enrollment Appointment time:

1. Enter the student's UFID in the **ID** field

2. Click the **Search** button

3. **Scroll** down to view the Enrollment Dates section
4. Click **Details**

The screenshot shows the Student Services Center dashboard. The 'Enrollment Dates' section on the right sidebar is highlighted with a red box. It contains the following text: 'Enrollment Appointment', 'You may begin enrolling for the Fall 2018 Regular Academic Session session on March 29, 2018.', and a 'Details' link with a right-pointing arrow.

5. Select the desired **term**
6. Click the **Continue** button

The screenshot shows a selection screen for a term. At the top, it says 'Select a term then select Continue.' Below this is a table with three columns: Term, Career, and Institution. The 'Fall 2018' row is selected, indicated by a red box around the radio button. Below the table is a 'Continue' button, also highlighted with a red box.

Term	Career	Institution
<input type="radio"/> Spring 2018	Graduate	University of Florida
<input checked="" type="radio"/> Fall 2018	Undergraduate	University of Florida

7. Here you can see the student's Enrollment Appointment time

< Home
Student Services Center

Joe Smith ID 11111111

To view appointments and enrollment dates for another term, select the term and select Change.

Fall 2018 | Undergraduate | University of Florida Change Term

**Enrollment Appointments**

Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular Academic Session	March 29, 2018 12:00PM	March 29, 2018 12:01PM	18.00			
Regular Academic Session	April 2, 2018 9:45AM	August 21, 2018 5:00PM	18.00			

**Open Enrollment Dates by Session**

Session	Begins On	Last Date to Enroll
Regular Academic Session	August 22, 2018	December 5, 2018
Dynamic Session	August 22, 2018	December 5, 2018

**Term Enrollment Limits**

Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
18.00			

**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

**Policies and Directives**

Office of the University Registrar  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)