STUDENT INITIATED DROP/ADD (SIDA) APPROVAL/DENIAL

When a student initiates the SIDA process in ONE.UF, requests are routed for approval or denial in the following order:

Requests to **add** a class:

1. Department offering the class
2. Department of the student’s major (graduate student only)
3. College Coordinator of the student’s college (for undergraduate students only)

Requests to **drop** a class:

1. Hawkins coordinator (if student is an athlete)
2. International Students coordinator (if student is an international student)
3. Department of the student’s major (for graduate students only)
4. College Coordinator of the student’s college (for undergraduate students only)

NAVIGATION

Use the following navigation in myUFL:

1. Click the **Gear icon**
2. Click **Worklist**

-OR-

Emails will be sent to all approvers in each step of the workflow. Simply click the link in the email to view and process the request.
PROCESS

The list of requests requiring a decision is displayed.

1. Click the link to view an individual request.

2. Review the request

3. Click the Approve or Deny button to approve or deny the request.

   Do this for each request you have pending. Once approved, the request moves on to the next reviewer.

   If you are the final reviewer, approvals will generate an enrollment request.

   **QUICK TIP!**
   The number of late drops for which the student has previously been approved is displayed at the top of the page.

   To review details about those late drops, navigate to STUDENT INFORMATION SYSTEM > RECORDS AND ENROLLMENT > ENROLL STUDENTS > COURSE DROP COUNTER.

4. If the request is denied, you must enter a comment, which is included in an email notification sent to the student. (Comments are not required for requests you approve, but if you wish to add one you must enter it before clicking the Approve button.)

5. Click the OK button when you have finished entering the note.
For both approvals and denials, a message appears that requires final confirmation.

6. Click **OK** to confirm the decision.

Once you click “OK”, you cannot change your decision.

Approved requests go to the next reviewer. When the final approval is granted, an enrollment request is processed, and any enrollment errors returned to the final approver.

**FOR ADDITIONAL ASSISTANCE**

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

**Policies and Directives**
Office of the University Registrar
352-392-1374
registrar.ufl.edu