NON-DEGREE APPLICATION STATUS PAGE

After a non-degree applicant submits an application, they will see a status page that confirms their application has been received. They should routinely monitor this status page for more information.

The applicant can log back into this page by going to https://my.admissions.ufl.edu/apply/ where they initially applied, and selecting the link under Returning Users.

They should sign in using the same email address and password that they used to create their application.

If the applicant has forgotten their password, click the “Forgot Your Password?” link. They will see the following screen. Enter the information to reset the password.
The applicant must click the application under **Your Applications > Type** to view the Application Details and “Open Application”.

**RESIDENCY**

The residency decision will ultimately be posted on the application status page next to the **Residency for Tuition Purposes** field. The applicant can click the link below this field for Residency Status Details.
Before the residency information is reviewed, the applicant will see the following message:

![Residency Status](image)

The applicant should continue to monitor the application status page in case additional documentation is requested. Note: the applicant will NOT receive that request via email. However, they will see the request under Forms > Residency Status – NonDegree.
If they click the Residency Status – NonDegree link, they will see a description and a button to upload a single file. These descriptions can vary depending on the application and what missing documentation needs to be provided in order to meet Florida residency for tuition purposes. All requested documentation should be consolidated into one file.

They will know that the documentation they have submitted has been reviewed and met the criteria when they see the following:
NOTE: A green check mark alone does not necessarily mean the documents have met the criteria. The student should check the decision next to the Residency for Tuition Purposes field or they can click “Display” to learn their residency status.

If they click the Display link, the following statement should appear on a new page:

APPLICATION DECISIONS

Once residency documentation has been reviewed and processed accordingly, the application is referred to the college for review. As stated in the Undergraduate Catalog, “Course enrollment requires the approval of the college at the beginning of each term.”

After the college reviews the application and makes a decision, the decision is released by the Office of the University Registrar. When a decision has been released for a Standard Non-Degree applicant (i.e., Florida Shines, EEP non-degree, State Agency non-degree, or applicants not participating in a Non-Degree Special Program), they will see the following Status Update link on their application status page.

Special Programs applicants will see a Status Update directing them to contact the applicable college for additional information.
If a Standard Non-Degree applicant clicks “View Update” under the Status Update section, they will see the following letter with more information about prerequisites/seat availability, immunizations, registration, Gatorlink account creation, and E-Learning. If they listed courses on their application, those will also display towards the top of the letter (after the first sentence):
Hello,

We have received your Spring 2021 Non-Degree application and you have been approved to register for the following courses:

- CMC1024
- ADV4231

The Non-Degree Registration period for this term opens on January 13, 2021 after 8:00pm. You will need to be registered by 11:59pm on January 18, 2021 to avoid the $100 late registration fee. After this date, the online student registration system will be closed and you will need to contact the college that offers the course(s) to register.

Please remember you are only allowed to enroll in online sections of the approved courses you requested on your application. If you enroll in another section you will be subject to being dropped from the section.

You now need to do the following:

- Meet the Immunization Requirement (Previous students might have already met this requirement. To view, please log onto ugnuf.edu -> Holis)
- Demonstrate you have met any prerequisites to the department offering the course(s)
- Register using the registration system at ugnuf.edu

Pro-Recipients and Seat Availability

Genta in STEM (Science, Technology, Engineering and Math) courses are in high demand, and we strongly advise students to be as proactive as possible when attempting to register for these courses. Some courses may not allow non-degree students to enroll. Many of these require pre-requisites (listed on the Schedule of Courses: https://slocfreg.ufl.edu/) and you must provide proof that you have met these to the department offering the course(s) BEFORE you are able to enroll. Even after this has been done, classes often fill up quickly; thus, approved non-degree applications do not guarantee your seat in your chosen course(s).

Please also be aware that online courses have a limited amount of seats available based on the instructor's workload and past teaching practices for our students. Enrollment in these is on a first-come, first-serve basis.

Immunizations

All students at the University of Florida must comply with the immunization requirement.

You may find information on the immunization requirement at http://healthcompliance.ufl.edu/immunizations-

Students who have not fulfilled the immunization requirement will not be able to register.

Registration

Before the Non-Degree Registration period closes, you can register online for courses through the term’s Registration menu at ugnuf.edu.

Once the term’s Drop/Add period ends, this system will be closed, and you will need to contact the college that offers the course(s) to register.

Please note: Non-degree credit must be applicable to a UF degree upon subsequent admittance to degree status and determination of appropriate application of such credit in the student’s degree program. Authorization to enroll as a non-degree student as no way implies future approval for admission as a degree-seeking student. The credits hours earned from non-degree coursework may be transferred to other institutions. Students should verify with their parent institution whether courses taken at UF as a non-degree status will be accepted for credit.

GatorLink Accounts

A UF GatorLink account (computer & email access) is necessary to register online. Students should receive an emailed invitation to create their GatorLink accounts once their UF record has been established. This may take up to one business day. Simply follow the link and subsequent prompts to create your account.

Please remember that your UFID can be found on your application status page. If you experience any issues or have not received an email invitation to create a GatorLink account, please contact the UF Computing Help Desk at 352-392-8175. GatorLink is the official University of Florida email system. You are required to maintain a GatorLink account and are responsible for any information sent to you at this email address.

Does my course have an online component?

Please visit http://learncentral.ufl.edu/ to access Canvas.

Sincerely,

The Foundation for The Gator Nation
An Equal Opportunity Institution
UFID INFORMATION

Applicants can also view their UFID on the application status page under Forms > Click here for UFID.

It will display the following information on a new page: