

ONE.UF: STUDENT VIEW OF Add to Waitlist

This instruction guide will walk you through the process a student goes through in order to waitlist for courses in ONE.UF.

NAVIGATION

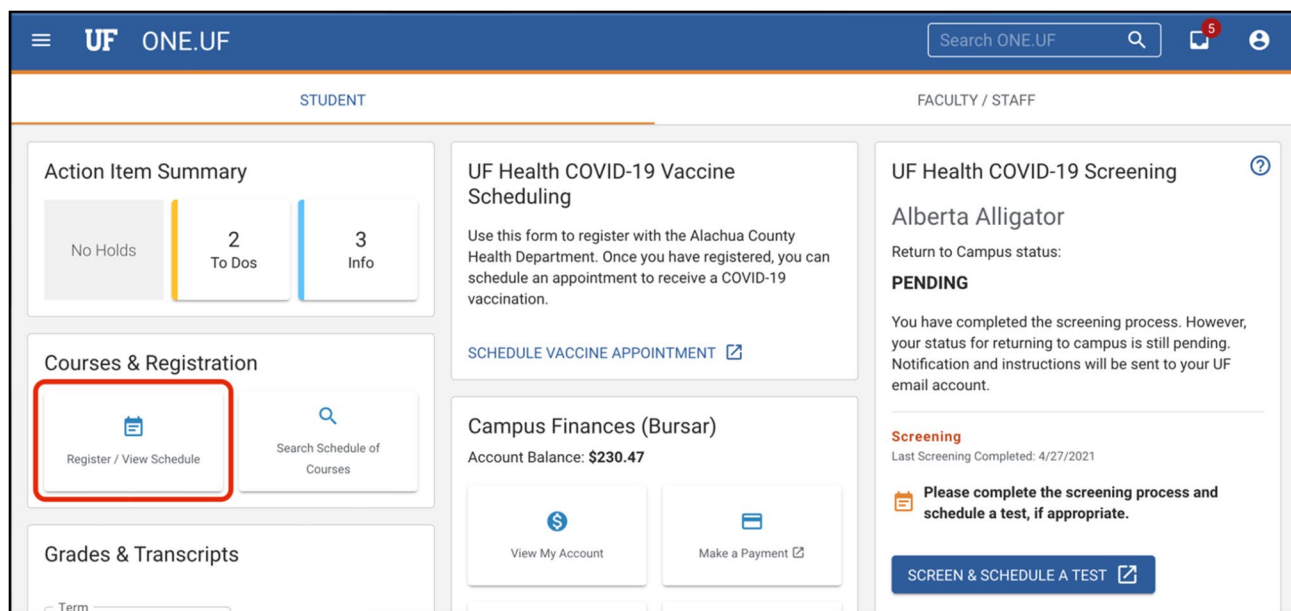
Students will use the following navigation to log into ONE.UF:

1. Go to the web address one.uf.edu
2. Click **LOG IN**
3. Click **Log in with GatorLink**
4. Enter **GatorLink Username and Password**
5. Click the **LOG IN** button

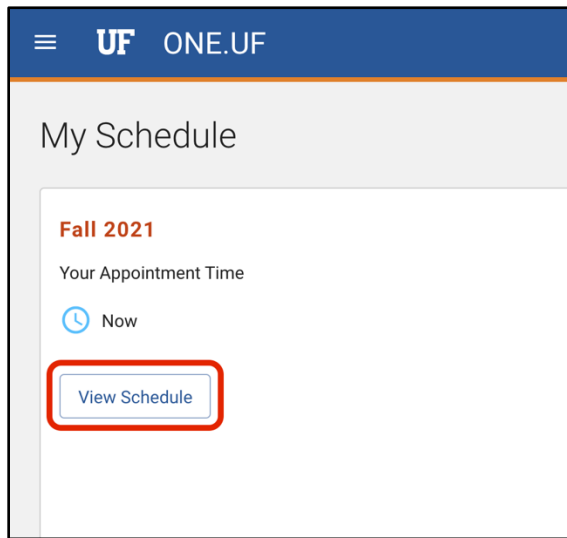
PROCESS

Students will use the following steps to add to Waitlist:

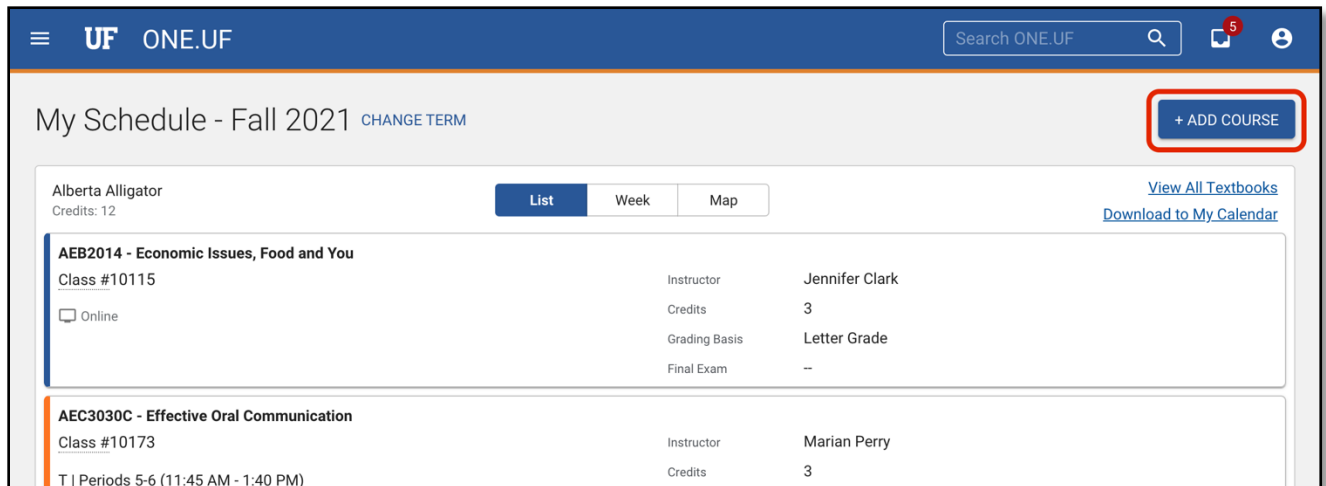
1. Click **REGISTER/VIEW SCHEDULE.**



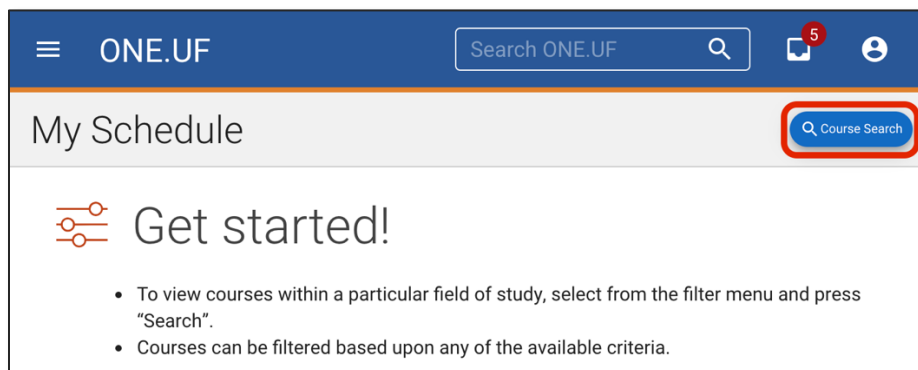
- Click the **View Schedule** button.



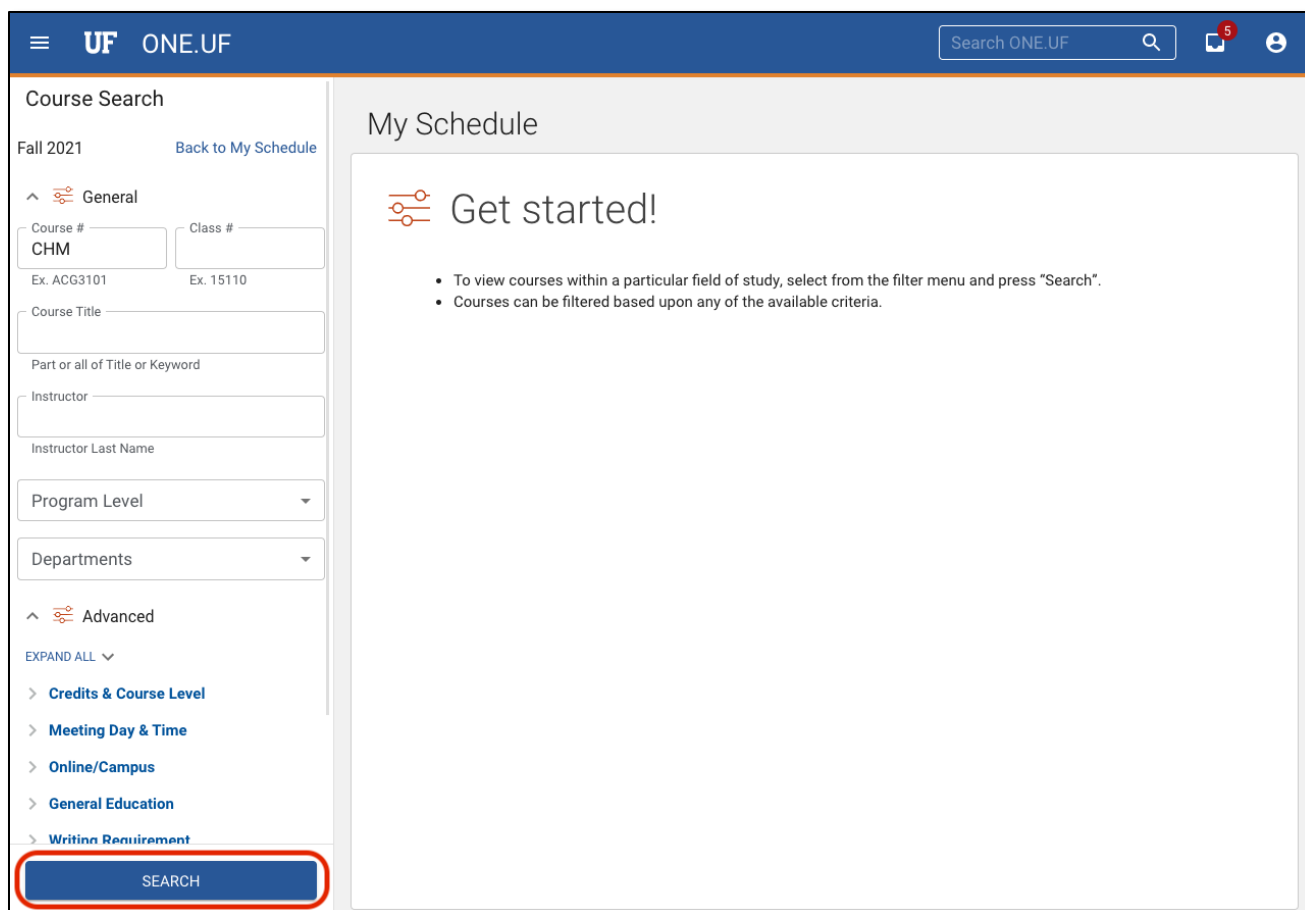
- Click **+ Add Course**.



- In most cases, the Course Search panel will be open by default. However, if it is not open, you can open it by clicking the **Course Search** floating action button.



- Enter filter criteria as desired. Click **SEARCH**.



6. Classes with the specified criteria will display. Click the **desired course** to see the available offerings.

7. If seats are not available, click the **+ Add to Wait List** next to the desired offering.

- Note: If the Wait List icon is not visible the offering does not have a wait list for this term.
- If the Wait List is full the icon will appear as 'Wait List: 5 (Full)'

8. Click the **Add to Wait List** button.

The screenshot shows the ONE.UF Course Search interface. A modal titled "Fall 2021 - Add to Wait List" is displayed. The modal contains an "Important Note" about prerequisites, the course details for "Alberta Alligator" (Class Number 24757, Course Code CHM1025, Course Name Introduction to Chemistry, Credits 2), and a confirmation question: "Are you sure you want to ADD the class above to Wait List?". Two buttons are at the bottom: "CANCEL" and "ADD TO WAIT LIST" (which is circled in red).


9. The student now has been added to the course waitlist. Click the **View Schedule** button.

The screenshot shows the ONE.UF Course Search interface. A modal titled "Fall 2021 - Add to Wait List" is displayed. The modal contains a green checkmark and the text: "The following class was ADDED to the wait list successfully". Below this, the course details for "Alberta Alligator" (Class Number 24757, Course Code CHM1025, Course Name Introduction to Chemistry, Credits 2) are listed. At the bottom, there are two buttons: "Back to Search" and "View Schedule" (which is circled in red).


10. The student's schedule displays. The class just added to a Wait List appears at the end of the list of Wait-Listed Classes.

Wait-Listed Classes

SYG2000 - Principles of Sociology

 Wait List position 1

Class #19054

 Online

Instructor

Credits

Grading Basis

Final Exam


Martina Speranza

3


Letter Grade

—

CHM1025 - Introduction to Chemistry

 Wait List position 1

Class #24757

T,R | Period 4 (10:40 AM - 11:30 AM)
 CLB C130

Instructor

Credits

Grading Basis

Final Exam

Abigail Held

2

Letter Grade

12/11/2021 @ 10:00 AM - 12:00 PM

For Frequently Asked Questions Related to Wait List visit: <https://registrar.ufl.edu/registration/waitlist>

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