

ONE.UF: STUDENT VIEW OF REGISTRATION PREP

This instruction guide will walk you through the process a student goes through to complete Registration Prep in ONE.UF.

NAVIGATION

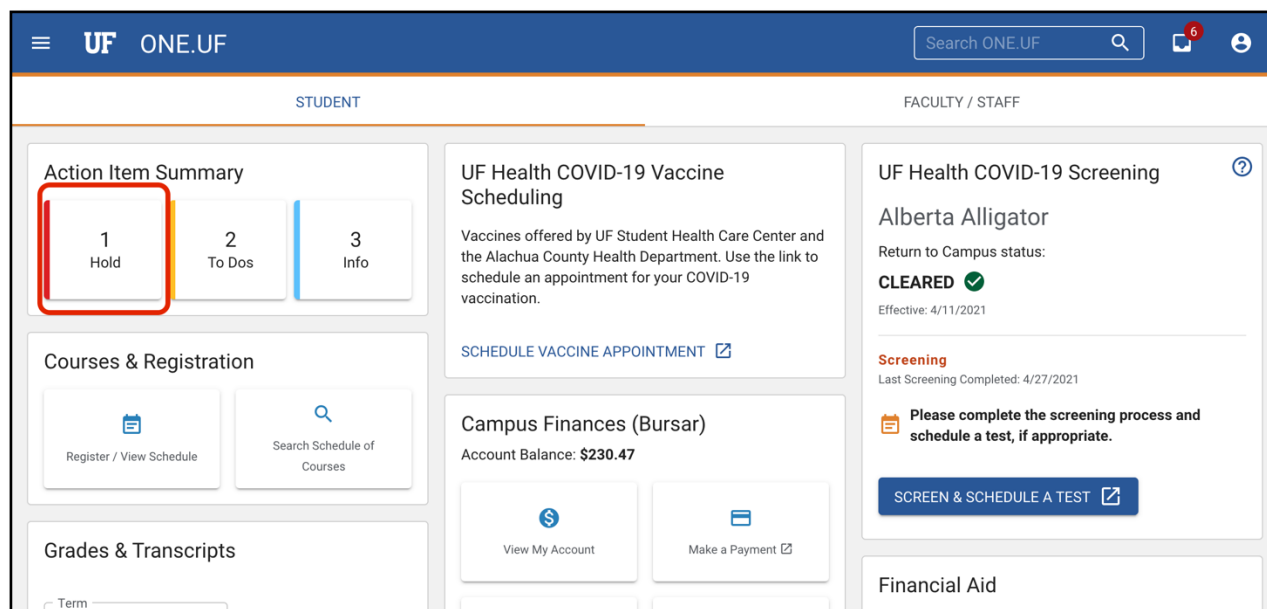
Students will use the following navigation to log into ONE.UF:

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 complete Registration Prep:

1. Click **Holds**.



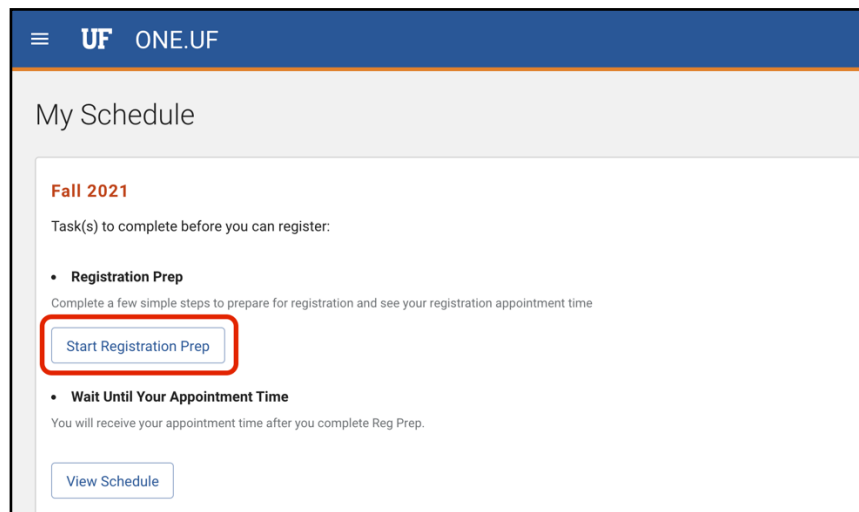
- Click **Hold** to view the items.

The screenshot shows the ONE.UF dashboard for a student. The 'Action Items' sidebar on the right is open, showing a list of items. The 'Holds' section, which has a red notification icon, is highlighted with a red box. Below it are 'To-Dos' and 'Info' sections. The main content area shows various university services like COVID-19 vaccine scheduling, screening, and campus finances.

- Click the **Complete Acknowledgement** link.

This screenshot shows the 'Prevent Registration' page, which is accessed by clicking on the 'Holds' item in the previous screenshot. The page title is 'Prevent Registration' with a subtitle 'Fall 2021 Registration Hold (Registrar)'. It states, 'You have not accepted the terms of enrollment. Click here to complete this process.' The link 'Complete Acknowledgement' is highlighted with a red box. The left sidebar remains the same as in the previous screenshot.

4. Click the **Start Registration Prep** button.



My Schedule

Fall 2021

Task(s) to complete before you can register:

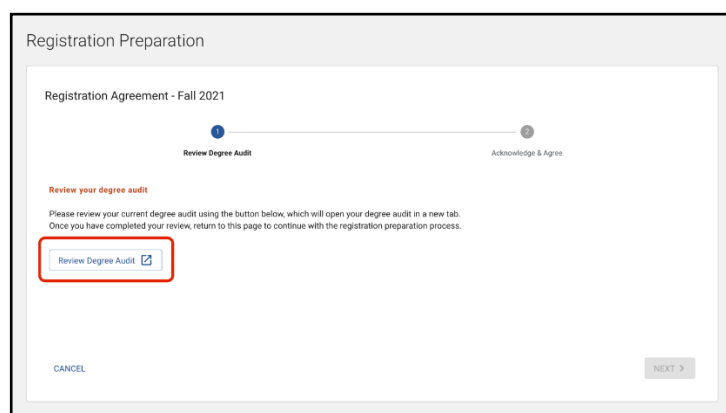
- **Registration Prep**
Complete a few simple steps to prepare for registration and see your registration appointment time

Start Registration Prep

- **Wait Until Your Appointment Time**
You will receive your appointment time after you complete Reg Prep.

View Schedule

5. Click the **Review Degree Audit** button.



Registration Preparation

Registration Agreement - Fall 2021

Review Degree Audit Acknowledge & Agree

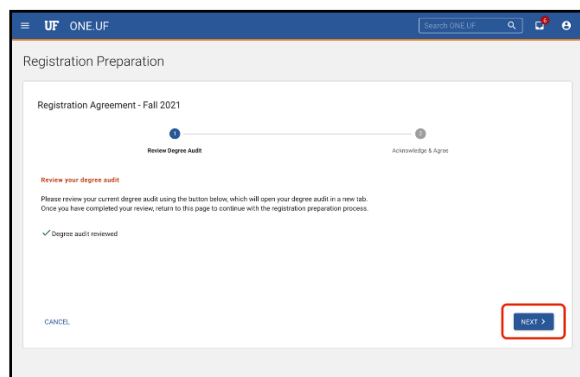
Review your degree audit

Please review your current degree audit using the button below, which will open your degree audit in a new tab. Once you have completed your review, return to this page to continue with the registration preparation process.

Review Degree Audit

CANCEL NEXT >

6. Review Degree Audit (it will open in a new window or tab).
7. **Close** the Degree Audit window or tab.
8. Click the **NEXT** button.



Registration Preparation

Registration Agreement - Fall 2021

Review Degree Audit Acknowledge & Agree

Review your degree audit

Please review your current degree audit using the button below, which will open your degree audit in a new tab. Once you have completed your review, return to this page to continue with the registration preparation process.

✓ Degree audit reviewed

CANCEL **NEXT >**

9. Read and acknowledge all statements by clicking the **checkbox** to “check” them.

Read the items below carefully. By checking the boxes, you acknowledge that you have read and agree to the following terms:

- ☒ I will be held liable for course tuition and fees for all courses that are on my schedule as of the end of the drop add period. This includes any adjustments made to my schedule after the drop add period ends.
- ☒ I have read and agreed to the Terms and Agreements outlined on the [University Bursar webpage](#).
- ☒ I am required to update my emergency contact information regularly. Failure to update the emergency contact information will result in a registration hold.
- ☒ The use of any automated program to attempt to add courses or to search sections on the student registration system is strictly prohibited. Failure to abide by this policy will result in a registration hold.
- ☒ GatorLink is the official University of Florida email system. I know that I am required to maintain a GatorLink account and am responsible for any information sent to me at this email address.
- ☒ I agree to check my grades in ONE.UF.EDU at the end of the term and verify my status for continuing enrollment at UF.
- ☒ I understand that many unexpected events may cause me to decide to withdraw from UF or to drop a modular course(s), which may have many important consequences, both academic and financial. If I received federal financial aid and complete 60 percent or less of the term prior to withdrawing, or if I enroll in modular courses and drop one or all of the courses within the term, I may be required to repay a substantial portion of my federal financial aid. For more information, please read the 'What You Need to Know Before You Go' withdrawal policies on the withdrawal form.
- ☒ I understand that registering for a course with the intent of holding the seat for another student is a violation of the student conduct code and can subject me to the loss of registration privileges and/or other punitive action.
- ☒ The university is committed to providing important information to its students, faculty, and staff. Consistent with this commitment and pursuant to the university's notice and reporting obligations under various laws, I understand I should check [Student Consumer Information](#) to view this information.
- ☒ You will not be allowed to register until you have completed and accepted all parts of this agreement.

11. Once all statements have been read and the check boxes have been checked, the **SUBMIT** button will appear blue.

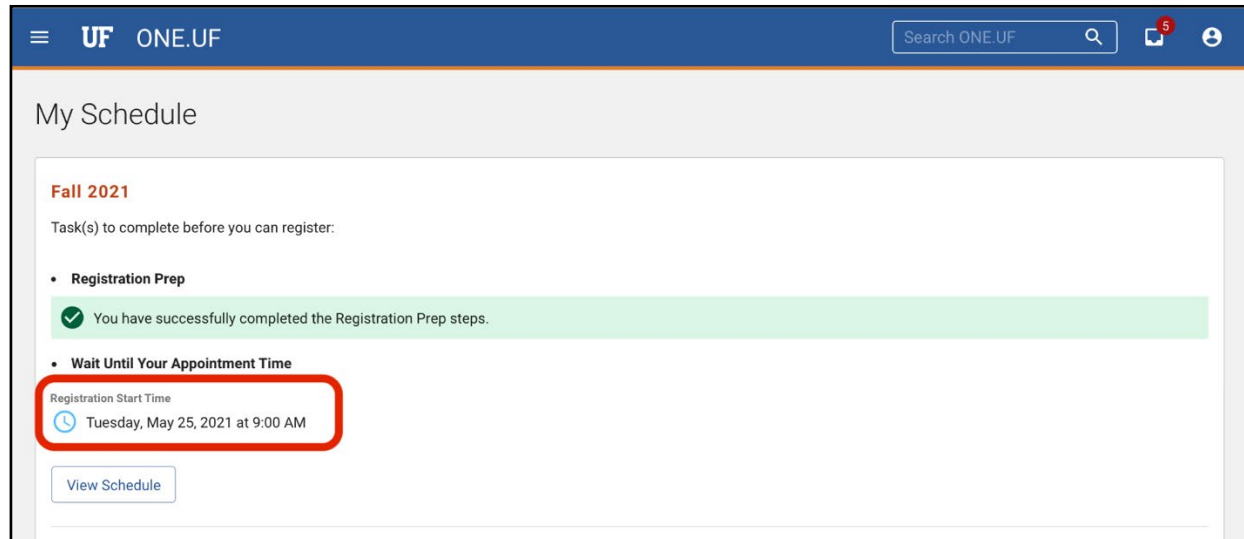
12. Click the **SUBMIT** button.

- ☒ I understand that registering for a course with the intent of holding the seat for another student is a violation of the student conduct code and can subject me to the loss of registration privileges and/or other punitive action.
- ☒ The university is committed to providing important information to its students, faculty, and staff. Consistent with this commitment and pursuant to the university's notice and reporting obligations under various laws, I understand I should check [Student Consumer Information](#) to view this information.
- ☒ You will not be allowed to register until you have completed and accepted all parts of this agreement.

You will not be able to register until you have completed and accepted all parts of this agreement.

CANCEL ← BACK **SUBMIT**

13. At this point, Registration Prep is complete, and the student will see the assigned registration appointment time.



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