

## STUDENT INITIATED DROP/ADD (SIDA) IN ONE.UF

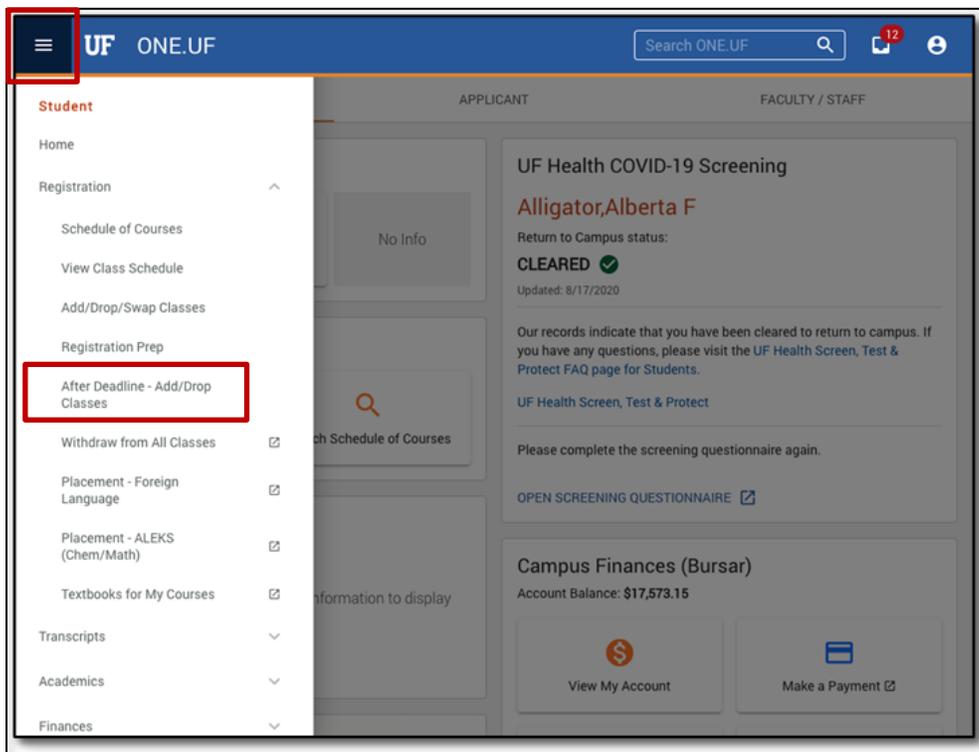
This instruction guide walks you through the student-initiated drop/add (SIDA) process, for enrollment changes made after the drop/add deadline. This process is initiated by students in ONE.UF, then routed to the appropriate approvers and reviewers in individual departments and colleges.

### NAVIGATION

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



Complete the following steps to begin the SIDA process:

1. In the student menu to the left, click **Registration** to expand the options
2. Click **After Deadline - Add/Drop Classes**

- Click either the **REQUEST TO ADD A COURSE** button or the **REQUEST TO DROP A COURSE** button

**QUICK TIP!**

→ Selecting **Add** takes the student to a screen where they must enter the desired class number.

**IMPORTANT!** The Add page does not include a search of class offerings. Students must find and make a note of the class number *prior* to beginning the SIDA process.

→ Selecting **Drop** displays a list of the student's current courses, where the student selects the one to drop.

**Request to Add a Course Example**

- Enter the **Class Number**
- Enter a reason for the add in the **Reason** field
- Click the **CONTINUE** button

Request To Add A Course

1 Enter Request 2 Review Request

Instructions

Please enter the class number you are requesting to **Add** to your current schedule below.

You will be able to review your request before you submit.

Class Number \* **BSC2005 - Biological Sciences**  
11356

*If this is not the correct class, please check the Class Number again.*

Reason  
I had a registration hold that prevented me from adding this class before the deadline, but I have been attending the class all semester and keeping up with the assignments.

Characters left: 327

**CONTINUE** CANCEL

**Request to Drop a Course Example**

- Check the box** confirming you agree to the following statement: *I acknowledge that I have read the information above and understand the impact of dropping a course after the drop/add period.*
- Click the **CONTINUE** button

Your Schedule - Fall 2018

Course	Class #	Credits
<input checked="" type="checkbox"/> AFA2000	10278	3

Reason \*  
Work conflict

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**CONTINUE** CANCEL

**SIDA cannot be used to drop all classes for the term; dropping all classes requires use of the withdrawal process.**

- Review** the information is correct
- Click the **SUBMIT** button

Once submitted by the student, the request is routed for approval/denial.

Requests to **add** a class are routed in this order:

1. Department offering the class
2. Department of the student's major (for Agriculture, Engineering, and grad students, if different from #1)
3. College Coordinator of the student's college (for undergraduate students only)

Requests to **drop** a class are routed in this order:

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)

## 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)