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

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Student		APPLI	CANT	FACULTY / STAFF
Home Registration Schedule of Courses View Class Schedule	^	No Info	UF Health COVID-19 Scr Alligator,Alberta F Return to Campus status: CLEARED	eening
Add/Drop/Swap Classes Registration Prep After Deadline - Add/Drop Classes		Q	Updated: 8/17/2020 Our records indicate that you have b you have any questions, please visit Protect FAQ page for Students. UF Health Screen, Test & Protect	een cleared to return to campus. If the UF Health Screen, Test &
Withdraw from All Classes Placement - Foreign Language	C C	ch Schedule of Courses	Please complete the screening questionnaire again.	
Placement - ALEKS (Chem/Math) Textbooks for My Courses	ß	nformation to display	Campus Finances (Burs Account Balance: \$17,573.15	ar)
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Finances	~		View My Account	Make a Payment 12

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

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

Request To Add A Course 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 * 11356 BSC2005 - Biological Sciences If this is not the correct class, please check the Class Number again. Reson 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

- 4. Review the information is correct
- 5. Click the SUBMIT button

Training and Organizational Development Office of Human Resources University of Florida, Gainesville, FL 32611

Request to Drop a Course Example

- 1. 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.*
- 2. Click the **CONTINUE** button

Your Schedule - Fall 2018						
	Course	Class #	Credits			
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Reason* Work cor	Reason * Work conflict					
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SIDA cannot be used to drop <u>all</u> classes for the term; dropping all classes requires use of the withdrawal process.



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