

# ONE.UF: WITHDRAW FROM ALL CLASSES

This instruction guide walks you through the student process of withdrawing from all classes.

## 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 withdraw from all classes:

- 1. In the Student menu to the left, click Registration.
- 2. Click Withdraw from All Classes.
- 3. Scroll down to review all aspects of the withdraw process.
- 4. Click the WITHDRAW FROM ALL CLASSES button .

	YES, I WISH TO WITHDRAW
USE THE BU	ITTON BELOW TO WITHDRAW FROM ALL COURSES FOR THE CURRENT TERM ONLY.
	WITHDRAW FROM ALL CLASSES
	EQUEST TO DROP ONE OR MORE CLASSES (BUT NOT ALL), BY USING THE "REQUEST TO DROP A COURSE DURING THE TERM" LINK ON THE <mark>STUDENT SELF SERVICE SITE</mark> .
IF YOU HAVE REGIST	ERED FOR A FUTURE TERM AND DO NOT PLAN TO ATTEND, USE THE ONE.UF REGISTRATION SYSTEM TO DROP ALL OF YOUR COURSES.

- 6. A pop up box will appear asking if you are sure you want to complete this action. Click the **OK** button to verify you want to withdraw from all classes.
- 7. Acknowledge all of the statements about withdrawing from all classes by clicking the check box next to each acknowledgement statement.

NOTE: If you do not check each box, acknowledging each statement, the withdraw will not be processed.

- 8. Click the **CONTINUE** button.
- 9. Click the Select a reason for withdrawing dropdown arrow.
- 10. Select a **reason** for the withdraw. Possible reasons are Academic, Financial, Major Change, Medical, Military, Transfer, or Work Conflict.
- 11. Click the **CONTINUE** button.
- 12. Review the information.



### 13. Click the **Submit** button if the information is correct.

- a. Click the **Back** button to edit your responses.
- b. Click the Cancel button to cancel withdrawing from all

classes. The request to withdraw from all classes has now been processed.

# FOR ADDITIONAL ASSISTANCE

Technical Issues The UF Computing Help Desk 352-392-HELP helpdesk.ufl.edu