

VIEW PETITION STATUS

The following instruction guide walks you through the process of viewing a student's petition status.

NAVIGATION

Use the following navigation to navigate to ONE.UF in order to download the roster:

1. Click **Navbar**
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Records and Enrollment**
5. Click **Petitions**
6. Click **Petitions**

PROCESS

Use the following steps to search for a student and view their petition status.

1. Enter the **UFID** in the Empl ID field
2. Click the **Search** button
3. In the Search Results, click the desired **UFID**

The following information displays:

- Student's Name and UFID
- Student's address
- Petition information (date, term, session, type of request, decision, decision date, etc.)
- Decision message (*NOTE: this is displayed to the student in ONE.UF.*)
- Course Information
- Comments (*NOTE: Comments will display to the student unless the **Hide Comment** checkbox is selected.*)

Important Tips!

1. If a student has petitions for multiple terms, these will display in the search results. If you wish to view previous term petitions, simply click on the appropriate term row in the search results.
2. If a student has a petition for more than one course in the same term, those courses will display in the Course Information section.

Student Petitions

Student Petition

Alberta Alligator 00000000 Sequence Number 1

Student Address

Telephone Academic Level Junior Academic Group LAS Liberal Arts and Sciences

UF Permanent Address UF Local Address Other

Address City State Postal Code

Petition Info

Administrative Senate Student

Petition Date 12/18/2013 Term 2138 Fall 2013 Session 1 Regular Academic Session Request DROP-MEDIC Drop Course(s) - Medical

Decision APP Decision Message MEDI Decision Date 12/18/2013 Effective Date

Decision Message

This petition has been approved and no further action is required by the petitioner. Any applicable updates to the academic record will be completed within 3 to 5 business days of the Registrar processing date in the petition comments. Any applicable refunds or fee cancellations can take up to an additional 6 weeks for processing. Please be aware, if you are a financial aid recipient, all or a portion of your refund may be returned to the applicable financial aid programs (federal aid, Bright Futures, etc.) or used to repay UF for federal Title IV aid returned on your behalf. If all or a portion of your tuition and fees were paid by a third party (Florida Prepaid, VA, etc.), money will be returned to that third party.

Course Information

COURSE: ENC1101	2ND COURSE	3RD COURSE	4TH COURSE	5TH COURSE	6TH COURSE
Class Nbr	2nd Class Nbr	3rd Class Nbr	4th Class Nbr	5th Class Nbr	6th Class Nbr

Comments Find First 1 of 1 Last

STATUS TEST TEST TEST Hide Comment Date and Time 08/17/18 1:52PM

Created By

Save Return to Search Previous in List Next in List Notify

SAMPLE DECISION MESSAGE IN ONE.UF

This is a sample decision message that students will see in ONE.UF regarding their petition status.

STATUS

Spring 2018

Drop Course(s) - Medical

Course: ENC1101

Status: Approved

Details:

12/18/2013
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Any applicable refunds or fee cancellations can take up to an additional 6 weeks for processing. Please be aware, if you are a financial aid recipient, all or a portion of your refund may be returned to the applicable financial aid programs (federal aid, Bright Futures, etc.) or used to repay UF for federal Title IV aid returned on your behalf. If all or a portion of your tuition and fees were paid by a third party (Florida Prepaid, VA, etc.), money will be returned to that third party.

Comments:

8/17/2018 1:52 PM
STATUS TEST TEST TEST

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

helpdesk.ufl.edu