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.
SAMPLE DECISION MESSAGE IN ONE.UF

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

FOR ADDITIONAL ASSISTANCE

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