

SIDA REQUEST SEARCH

This instruction guide walks you through the process of reviewing SIDA approvals and denials.

NAVIGATION

Use the following navigation in myUFL:

1. Click the **NavBar**
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Records and Enrollment**
5. Click **Enroll Students**
6. Click **SIDA (Student Drop/Add)**
7. Click **Drop/Add Approval Review**

PROCESS

1. Enter the **UFID** in the **Empl ID** field
2. Click the **Search** button

Add/Drop Approval Review

Enter any information you have and click Search. Leave fields blank for a list

Find an Existing Value

Search Criteria

Request ID: =

Empl ID: begins with

Term: begins with

Approval Status: =

Search Clear Basic Search Save Search Criteria

3. Click on the **Request ID** you would like to view

Search Results

View All First 1-8 of 8 Last

Request ID	Empl ID	Academic Career	Academic Institution	Term	Class Nbr	Approval Status
1	02062630	UGRD	UFLOR	2181 1		Denied
2	02062630	UGRD	UFLOR	2181 1		Denied
190	02062630	UGRD	UFLOR	2188 11633		Denied
206	02062630	UGRD	UFLOR	2188 11633		Denied
255	02062630	UGRD	UFLOR	2188 22003		Denied
6040	02062630	UGRD	UFLOR	2188 14718		Denied

4. If you receive an undergraduate dropped courses warningmessage, click the **Ok** button

Message

Two dropped courses before earning 60 credits. No additional drops are allowed until the term after 60 credits or more of enrollment have been attempted at UF. (0,0)

OK

5. Scroll down to view the following information about the approval or denial:
 - a. Whether the request was approved or denied
 - b. Who approved/denied the request
 - c. Date of the approval/denial
 - d. Time of the approval/denial
 - e. Reason for the approval/denial

Status/Action

Enrollment Request Action	Drop
Approval Status	Denied
Last Updated By	00000000 Jane Smith
Last Update Date/Time	11/21/18 11:35:28AM
Denied Reason	request to drop PHY2053-14718 Physics 1 is denied due to request received after deadline

Student Initiated Enrollment

▼ UF_LAST_ADDDRP_ID=6040: **Denied**

Initial Authorization

Denied
Smith, Jane SIDA - (Student Add/Drop) 11/21/18 - 11:35 AM

FOR ADDITIONAL ASSISTANCE

Technical Issues

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

Policies

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