CANCEL NON-PAY COURSE VERIFICATION VIA ENROLLMENT REQUEST SEARCH

The Enrollment Request Search function allows you to search and review enrollment requests—both successful and unsuccessful—by student, class, and/or user. This instruction guide will walk you through the cancel non-pay procedures and how to identify enrollment records impacted by the process.

Cancel Non-Pay Procedures

1. Bursar cancels students for non-payment of current fees
   a. Students who have not paid current term fees by the fee payment deadline are notified by the Bursar’s office to pay their tuition by a specified date to avoid cancellation.
   b. Students who fail to pay by the specified date are picked up by the term cancellation process which runs approximately two weeks after the Fee Payment date for that term as posted in the catalog.
      i. A $100.00 late payment fee and past due debt hold is placed on the student’s record which prevents registration.
      ii. Due to the cancellation process, the student’s course(s) are removed from their My Schedule view in ONE.UF.
      iii. Office of the University Registrar (OUR) removes additional flags that impede registration placed by the Cancel Non-Pay TCAN instance.

2. Student initiates the reenrollment process by:
   a. Paying fees or making a payment arrangement with the Bursar’s office. Once a payment or arrangement to pay is made, the past due debt hold is removed from the student’s record.
   b. Contacting their college/department representative for late registration reenrollment.

3. Colleges/Departments confirm step 2a has been completed by student and then reviews Enrollment Request Search to identify the class(es) cancelled for non-payment of fees.
   a. These courses will have an Enrollment Action Reason of CANC or TCAN:
      1. If there is an Enrollment Action Reason of CANC or TCAN, the college can reenroll the student or have the student submit a SIDA request if it is before the Drop/Withdrawal Deadline for that term as posted in the catalog. A $100.00 late registration fee will be assessed once the student is reenrolled.

NAVIGATION

Use the following navigation to navigate to the Enrollment Request Page:

1. Click the NavBar icon
2. Click Main Menu
3. Click Student Information System
4. Click Records and Enrollment
5. Click Enroll Students
6. Click Enrollment Request Search
**PROCESS**

Once the student has confirmed they have paid or made payment arrangements, **use the following steps to utilize Enrollment Request Search to find Class(es) Cancelled for Non-Payment of fees by the Bursar’s Office.**

1. Click the **Search** button.

   ![Search Button](image1)

   **QUICK TIP!**
   It is not necessary to enter the Academic Institution. Simply click the search button and the system will automatically use “UFLOR”.

2. On the search screen, **enter the Term, ID, and click the Search button.**
   a. **Term:** Always identify the desired term
   b. **ID:** UFID of Student
   c. **Search:** You must click search, hitting the tab, enter, or space bar will not prompt this page to search or refresh a search if data points are changed

3. In the Enrollment List section click on the show all columns icon to expand your search

4. Locate the Enrollment Action Reason column. Note, you can click on the Last Update Date Time Column to sort ascending. Class(es) cancelled for non-payment of fees have an **Enrollment Action Reason** of **CANC** or **TCAN** and were **run on the Enrollment Action date** communicated to Registration and Advising Listservs the by OUR.
For more information on how to use or personalize Enrollment Request Search refer to the Enrollment Request Search (Enrollment Request) PDF on the Registration Toolkit under the Term Information section.

FOR ADDITIONAL ASSISTANCE OR TECHNICAL ISSUES

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

FOR POLICIES & PROCEDURES

Office of the University Registrar registrar.ufl.edu
OneStop 352-392-2244
https://www.onestop.ufl.edu/