

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.
 1. Effective Summer B 2022, the college **does not need to notify the OUR** to remove the additional data points that impede registration prior to reenrolling students.
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.

Enrollment Request
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: [begins with] [v] [Q]

Search Clear Basic Search Save Search Criteria

QUICK TIP!

It is not necessary to enter the Academic Institution. Simply click the search button and the system will automatically use "UFOR".

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

Academic Institution: UFOR University of Florida

Academic Career: [v]

Term [Q]

Enrollment Request ID: [Q]

Enrollment Request Source: [v]

Enrollment Request Action: [v]

Enrollment Action Reason: [Q]

User ID: [Q]

ID [Q]

Class Nbr: [Q]

Search

Refresh Previous Search Result:

Enrollment Action Range
From Date: [Q] [Q]
End Date: [Q] [Q]

Last Update Range
From DateTime: [Q]
Thru DateTime: [Q]

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

Enrollment Request Search

Academic Institution: UFOR University of Florida

Academic Career: [v]

Term: [Q]

Enrollment Request ID: [Q]

Enrollment Request Source: [v]

Enrollment Request Action: [v]

Enrollment Action Reason: [Q]

User ID: [Q]

ID: [Q]

Class Nbr: [Q]

Show All Columns

Refresh Previous Search Result:

Enrollment Action Range
From Date: [Q] [Q]
End Date: [Q] [Q]

Last Update Range
From DateTime: [Q]
Thru DateTime: [Q]

Fields 1-7	Fields 8-11	Fields 12-19	Fields 20-23	Fields 24-30	Fields 31-35	Fields 36-40	Fields 41-44	Fields 45-48	Fields 49-50
UFID	Name	ID	Term	Class Nbr	Student Name	College	Academic Career		
1	UF_ID	NAME	ONE UF		2225	19224 WJH	8526	GRAD	
2	UF_ID	NAME	ONE UF		2225	19224 WJH	8696	GRAD	
3					2225	19224 WJH	8696	GRAD	
4					2225	19224 WJH	8526	GRAD	
5					2225	19224 WJH	8696	GRAD	
6					2225	19224 WJH	8526	GRAD	
7					2225	19224 WJH	8696	GRAD	
8					2225	19224 WJH	8526	GRAD	
9					2225	19224 WJH	8696	GRAD	

Save Return to Search Help

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.

Enrollment Request Search

Academic Institution: UFOR University of Florida

Academic Career: [v]

Term: [Q]

Enrollment Request ID: [Q]

Enrollment Request Source: [v]

Enrollment Request Action: [v]

Enrollment Action Reason: [Q]

User ID: [Q]

ID: [Q]

Class Nbr: [Q]

Show All Columns

Refresh Previous Search Result:

Enrollment Action Range
From Date: [Q] [Q]
End Date: [Q] [Q]

Last Update Range
From DateTime: [Q]
Thru DateTime: [Q]

Fields 1-7	Fields 8-11	Fields 12-19	Fields 20-23	Fields 24-30	Fields 31-35	Fields 36-40	Fields 41-44	Fields 45-48	Fields 49-50
UFID	Name	ID	Term	Class Nbr	Request Reason	Updating Date	Academic Career		
1	UF_ID	NAME	ONE UF		2225	19224 WJH	8526	GRAD	
2	UF_ID	NAME	ONE UF		2225	19224 WJH	8696	GRAD	
3					2225	19224 WJH	8696	GRAD	
4					2225	19224 WJH	8526	GRAD	
5					2225	19224 WJH	8696	GRAD	
6					2225	19224 WJH	8526	GRAD	
7					2225	19224 WJH	8696	GRAD	
8					2225	19224 WJH	8526	GRAD	
9					2225	19224 WJH	8696	GRAD	

Save Return to Search Help

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/>