

STUDENT INITIATED DROP/ADD (SIDA) APPROVAL/DENIAL

When a student initiates the SIDA process in ONE.UF, requests are routed for approval or denial in the following order:

Requests to **add** a class:

1. Department offering the class
2. Department of the student's major (graduate student only)
3. College Coordinator of the student's college (for undergraduate students only)

Requests to **drop** a class:

1. Hawkins coordinator (if student is an athlete)
2. International Students coordinator (if student is an international student)
3. Department of the student's major (for graduate students only)
4. College Coordinator of the student's college (for undergraduate students only)

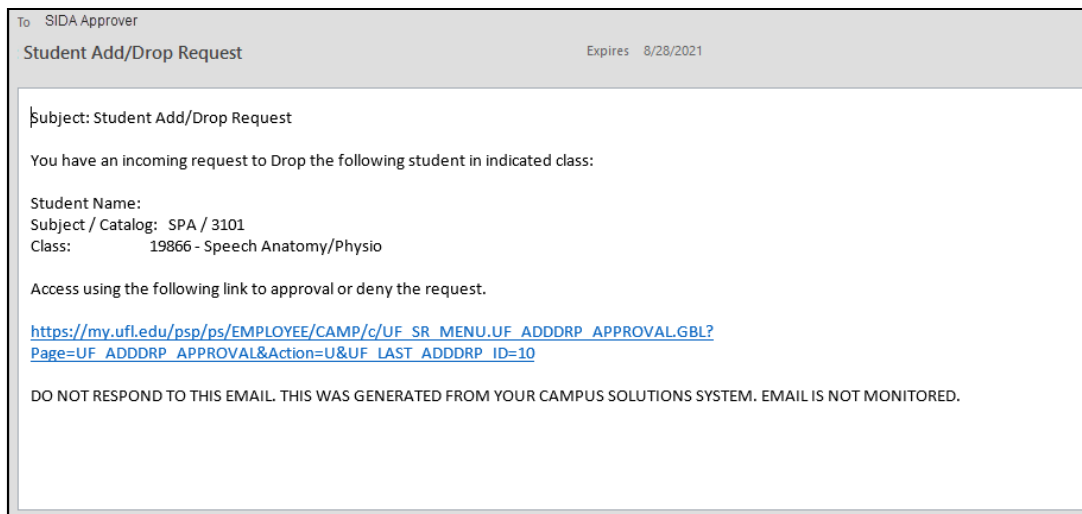
NAVIGATION

Use the following navigation in myUFL:

1. Click the **Gear icon**
2. Click **Worklist**

-OR-

Emails will be sent to all approvers in each step of the workflow. Simply click the link in the email to view and process the request.



PROCESS

The list of requests requiring a decision is displayed.

1. Click the **link** to view an individual request.

From	Date From	Work Item	Worked By Activity	Priority	Link	Person
	07/10/2018	Approval Routing	Approval Workflow	2-Medium	UF ADD DROP REQUEST, 5, SIDA, 2017-10-07, N, 0, UF LAST_ADDDRP_ID:5 RDC:RA,0,U,	

Student Initiated Drop/Add

Request ID 52
 Student ID [REDACTED]
 Career UGRD Undergraduate
 Institution UFLOR University of Florida
 Term 2188 Fall 2018
 Class Nbr 10003 ACG6691 International Audit
 Reason it sounds fun

Status/Action

Enrollment Request Action Enroll
 Approval Status First Approval
 Last Updated By
 Last Update Date/Time 07/19/18 11:02:12AM

2. Review the request
3. Click the **Approve** or **Deny** button to approve or deny the request.

Do this for each request you have pending. Once approved, the request moves on to the next reviewer.

If you are the final reviewer, approvals will generate an enrollment request.

QUICK TIP!

The number of late drops for which the student has previously been approved is displayed at the top of the page.

To review details about those late drops, navigate to STUDENT INFORMATION SYSTEM > RECORDS AND ENROLLMENT > ENROLL STUDENTS > COURSE DROP COUNTER.

4. If the request is denied, you must enter a comment, which is included in an email notification sent to the student. (Comments are not required for requests you approve, but if you wish to add one you must enter it before clicking the Approve button.)
5. Click the **OK** button when you have finished entering the note.

Comments to Student for Denied Requests

Information entered here will be displayed to the student in the email response. You must enter a reason for the denial of the request.

If this page is displayed from enrollment posting, the initial message will be that of the Campus Solutions enrollment process. You may edit or add to the default message, but you must supply a reason to the student.

This student has already had three late drops, and is not approved for another.

For both approvals and denials, a message appears that requires final confirmation.

6. Click **OK** to confirm the decision.

Message

Confirm Approval (20000,86)

Please click OK to confirm your approval of the request. Once approved or denied, you cannot change this decision. Click CANCEL to change your decision or review additional information.

Once you click "OK", you cannot change your decision.

Approved requests go to the next reviewer. When the final approval is granted, an enrollment request is processed, and any enrollment errors returned to the final approver.

FOR ADDITIONAL ASSISTANCE

Technical Issues

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

Policies and Directives

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