Registration Instructions for Distance Learning Courses as a Non-degree student

Thank you for your interest in Distance Learning at the University of Florida. Below you will find instructions (4 steps) on how to complete the registration process as a non-degree student for our online courses.

Should you have any difficulty completing these steps please contact any of us;

- Jeff Hendel, Distance Education Program Assistant (hendelj@ufl.edu);
- Dr. Iskande Larkin, Ph.D. Education Coordinator of Aquatic Animal Health Program (ivlarkin@ufl.edu)
- Dr. Patrick Larkin, Ph.D. Course Director of the Dog and Horse Classes (pmlarkin@ufl.edu)

If you are not interested in receiving academic credit (i.e. a UF transcript), you can register as a Continuing Education student which can be completed in a few minutes! (Visit the registration section on the course website for the link to Continuing Education registration.)

These instructions are applicable to the following courses:

- **Aquatics**
  - Aquatic Animal Conservation Issues (offered in fall semester)
  - Aquatic Wildlife Health (offered in summer semester)
  - Manatee Health and Conservation (offered in summer semester)
- **Small Animal**
  - The Dog (offered Fall, Spring, and Summer semesters)
- **Large Animal**
  - The Horse (offered Fall, Spring, and Summer semesters)

1) **Complete the course application.** You must first complete the Course Application available in the Registration section of the course you wish to register for. You can use one submission for multiple course applications if you’re interested in more than one course.

2) **Register as a non-degree student** When registering as a non-degree student, you must complete the Non-degree Registration Request form. This form can be found at [http://www.isis.ufl.edu/cgi-bin/eaglec?MDASTRAN=nda-intro](http://www.isis.ufl.edu/cgi-bin/eaglec?MDASTRAN=nda-intro). *Copy this URL into your browser, do not click directly on this link* *This form needs to be completed every semester that a course is taken, but the form only needs to be completed one time per semester (even if multiple classes are taken per semester). Make sure you select the correct term and year that you intend to apply for.*
Under “Program Information” on this form select “The College of Veterinary Medicine – Aquatic Animal Health” (for any of the Aquatic Classes), “The College of Veterinary Medicine The Dog Course” or “The College of Veterinary Medicine The Horse Course”.

*If you want to register for more than one course in a semester just select one of the classes that you want to take*

There is also an Explain box in the Program Information section to explain why you would like to register as a non-degree student. You can simply state: “I would like to receive university credit on a transcript for these courses to transfer to my home institution since this material is not offered there.” or “I am interested in this subject area but have not yet decided on a degree program.”

*Make sure to add something into this section, or you will get an error message after you submit your application.*

In the Course Information section, include the course(s) prefix (3 letters) and number (4 numbers following the prefix) that you wish to register for (the “suffix” field can be left blank). (Note: There are different sections for non-UF students and for undergraduates vs. graduate/professional students.

<table>
<thead>
<tr>
<th>class</th>
<th>course number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquatic Wildlife Health (Summer)</td>
<td>VME4013</td>
</tr>
<tr>
<td>Manatee Health and Conservation (Summer)</td>
<td>VME4016</td>
</tr>
<tr>
<td>Aquatic Animal Conservation Issues (Fall)</td>
<td>VME4012</td>
</tr>
<tr>
<td>The Dog (Fall, Spring, Summer)</td>
<td>VME3001</td>
</tr>
<tr>
<td>The Horse</td>
<td>VME4906</td>
</tr>
</tbody>
</table>

Helpful hint
*for summer term select “Summer A/C (May)
Note: If you are not a resident of the United States of America, once you choose your country of residence you will be asked if you are an **Alien** or **Resident Alien**. Only those with a Green Card or a US Permanent Resident Alien status should choose **Resident Alien**, all others should choose **Alien** to indicate they are residents of their home country. For the VISA category, you can input “NA” for does not apply.

Note: If you are claiming **Florida residency** you will be required to provide two forms of residency documentation (driver’s license, voter registration, or vehicle registration) dated 12 months before the start of the term for which you are applying or earlier. Please complete the form to the best of your ability. If you do not have sufficient documentation listed on the form someone from the registrar’s office will contact you to request other acceptable forms of residency documentation. They will contact you within five days of submitting your Non-degree request via the e-mail address provided on your form.

After you finished completing this form, email our Program Assistant for Distance Education (Jeff Hendel, hendelj@ufl.edu). By doing this, he will know you are in the “UF system” and can move the process along much quicker for you. (Please allow two - five business days for this form to be processed)

Once your application has been approved, Jeff Hendel will send you an email with your UF ID number so you can move on to Step 3 (Create a UF GatorLink Account).

3) **Create a UF Gatorlink account.** (2-5 days after submission of the Non-degree form)

Gatorlink is an individual's computer network identity at the University of Florida. Every applicant, student, faculty and staff member is expected to have a Gatorlink username and password. You use your Gatorlink ID username and password to access UF’s services including logging into the online course website through Sakai.

To create your Gatorlink account, go to https://login.ufl.edu/idp/Authn/UserPassword and click “Create Account” to the right of the log-in box. If you have any problems, contact the UF Computing Help Desk at helpdesk@ufl.edu or 352-392-4357.

It is important that you read your **UF email** as this is the official communication pathway for the Registrar’s office, Bursar’s office, etc..

4) **Clear holds on ISIS.**

Note: A Gatorlink account must be established before you will be able to access any information you need from ISIS.

ISIS is the Integrated Student Information System. It incorporates registration and other functions such as transcript requests and tuition/fee payments. Before you can register though, it is required that all students update their emergency contact information and acknowledge the terms of enrollment (required every 4 months). You will be flagged and prevented from registering until this is completed.
Visit ISIS at http://www.isis.ufl.edu/ to clear your flags and register for your desired course(s).

Flag 1: Emergency Contact Information
On the left-hand menu under “My Record” is an option to “Update Emergency Contact Info”, click this and you will be prompted to log-in with your Gatorlink account information then redirected to a new page to enter the information on who should be contacted in case of emergency. Don’t forget to click “Submit” at the bottom of the page to save your information. To log out click “Exit myUFL” on the top right of the page.

*Note: If you are not a resident of the United States of America and have trouble with your zip code (postal code) being accepted for your emergency contact address, please enter 99999 in the first box and 0000 in the second box.*

Flag 2: Registration Acknowledgement
On the left-hand menu under “Registration” click “Registration Prep”. You will be prompted to log-in with your Gatorlink account information. Your personal information will appear and you can click “Continue”. Then your registration start time and holds will be displayed below it. You should only see the following hold: "You may not register because you have not accepted the terms of enrollment. Click here to complete this process: Complete Registration Acknowledgment for [semester]". The last sentence is in blue. Click on the sentence and you will be taken to the registration acknowledgment form in a pop-up window. Read each of the terms and check the "I Accept" box next to each choice. *The acknowledgements include information about your financial liability so please read them.*

*Note: The Emergency Contact Information hold may take 24 hours to clear after completion. It may also just ask you to separately confirm your permanent mailing address (if you are forced to provide a “local” mailing address, you should be able to enter the same address as your permanent mailing address).*

5) Registration

To register for any of the classes, email Jeffrey Hendel (hendelj@ufl.edu) with the course that you would like to be registered for. You will receive further instructions as well as a confirmation email once you are registered for the course. *Do Not attempt to register yourself, you will not be able to do so as the course is departmentally controlled.*

*Note: If you are registering for a FAS course number (ex: FAS 6932) they are departmentally controlled and you will need to contact Rhiannon Pollard at (352) 273-0184 or parvati3@ufl.edu to enroll after you have cleared your flags on ISIS.*

Should you need technical assistance during the course, please contact the UF Computing Help Desk. You can reach them seven days a week (hours vary and they are closed on holidays, see their website: http://helpdesk.ufl.edu/) at 352-392-HELP (4357) or by e-mail at helpdesk@ufl.edu.

Should you need to request disability accommodations please visit: http://www.distance.ufl.edu/drc
We look forward to your participation in the course!