Registration Instructions for Aquatic Animal Health 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 on how to complete the registration process as a non-degree student for our online courses. This process will take 1-2 weeks. Should you have any difficulty completing these steps please contact us (352-294-4198; Heather Maness: htdaniel@ufl.edu; Iske Larkin: ivlarkin@ufl.edu). If you are not interested in receiving academic credit/generation of 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.)

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.

2) Register as a non-degree student.
   When registering as a non-degree student, you must complete the Nondegree Registration Request form. This form will be linked in the registration section of each course webpage or can be found at http://www.isis.ufl.edu/cgi-bin/eaglec?MDASTRAN=RSI-NDAPNU. Under “Program Information” on this form select “The College of Veterinary Medicine – Aquatic Animal Health Program”. Also include the course(s) prefix (3 letters), number (4 numbers following the prefix) and section number (4 numbers) 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. This information can be found in the Registration section of the course page at http://aquatic.vetmed.ufl.edu/education/courses/distance-learning-courses/.) Please allow three (3) business days for this form to be processed before moving onto Step 2, creation of a UF Gatorlink account.

   Note: If you are a student at another university you will need to check that university’s policies on dual-enrollment before enrolling in a course at the University of Florida. The University of Florida is a public university in the State of Florida so credit for courses usually transfers easily to other universities. However, each institution has its own policies and often requires pre-approval before accepting these credits.

   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.

3) Create a UF Gatorlink account.
   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 “Gatorlink Account Creation” beneath the log-in box. If you have any issues, contact the UF Computing Help Desk at helpdesk@ufl.edu or 352-392-4357.

Note: You will be prompted for your 8 digit UF ID number to create your Gatorlink account. If you don’t know your UF ID number, you can click “What’s my UFID?” next to the UF ID field to look it up using your social security number. International students will be e-mailed their UF ID number since they do not have a social security number to use in this process. If you do not receive this e-mail within three (3) business days of completing the Non-degree Registration Request form please contact Heather Maness at hidaniel@ufl.edu.

4) Clear holds and register 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.

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. 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. Read each of the terms and check the "I Accept" box next to each choice.

Note: the Emergency Contact Information hold may take 24 hours to clear after completion.
Note: If you receive a flag for an Immunization Form hold, wait one business day and retry to see if the flag clears. If not, please contact the Office of the Registrar at 352-392-1374 or specialprograms@registrar.ufl.edu and explain that you are Nondegree seeking student trying to register for an online course through ISIS and you need your Immunization Form hold waived.
**Registration**

Your registration start time was displayed under “Registration Prep” when the second hold was cleared. If the start time was immediately, you will still need to allow one business day after clearing your holds before returning to ISIS to register for a course. On the left-hand menu under “Registration” is an option to “Register Now” for courses by semester. Once the appropriate semester choice is clicked, you will be prompted to log-in with your Gatorlink account information. You can now register for the course(s) of interest. The course number and appropriate section number (*Note: there are different sections for non-UF students and for undergraduates vs. graduate/professional students*) can be found in the registration section of the course webpage at [http://aquatic.vetmed.ufl.edu/education/courses/distance-learning-courses/](http://aquatic.vetmed.ufl.edu/education/courses/distance-learning-courses/). If you have problems registering please contact Sally O’Connell at 352-294-4241 or oconnells@ufl.edu.

5) **Pay tuition and fees on ISIS.**

On the left-hand menu under “Financial Services” click “Make a payment”. You will be prompted to log-in with your Gatorlink account information. Your balance will be displayed and is calculated based on the number of registered credit hours.

*Note: Be sure to check the deadlines in the Registration section of the course webpage [http://aquatic.vetmed.ufl.edu/education/courses/distance-learning-courses/](http://aquatic.vetmed.ufl.edu/education/courses/distance-learning-courses/) because there are late penalties: $100.00 for late registration and $100.00 for late fee payments (payment is due by the first day of class).*

**Payment options:**

Under “Select a Payment Method” select “Electronic Payment (Credit Card or EFT/ACH)”. Check the box to acknowledge that you have read and accept the terms and conditions and turned your pop-up blockers off. Select the “Pay Now” button. You will then be directed to our vendor Higher One/CashNet. Please follow the instructions on the screens.

**Accepted credit cards:** American Express, MasterCard, or Discover. A 2.6% non-refundable service charge will be added to all transactions.

Electronic check payment is a free service. There are no extra charges for using this payment option. When entering your checking account number and routing number, be sure to double check the information entered. If your checking account number is incorrectly entered a returned item fee will be charged to your account. The returned item fee can be from $10.00 to $40.00.

Mail checks to: University of Florida, University Financial Services, S113 Criser Hall, P.O. Box 114050, Gainesville, FL 32611-4050. Please include your UF ID number on the check. *Note: the fee payment deadline date is the receipt date, not a postmark date.*

Unfortunately, most fee waivers are not accepted for Distance Education courses. To see if a
military waiver can be used for a particular course please contact Stephen Rodgers, the Veteran’s Affairs specialist in the Registrar’s office, at 352-292-1374 or stephenwrodgers@registrar.ufl.edu.

6) **Log into your online courses!**

You can access online courses by logging into UF’s e-Learning website. Go to https://lss.at.ufl.edu/ and click “e-Learning Login” on the left side to enter your Gatorlink username and password. Also on the left-hand menu are links to tutorials to get you familiar with the Sakai course management system which houses all the content for our online courses.

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.

*We look forward to your participation in the course!* 