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 on how to complete the registration process as a non-degree student for my online courses.

Should you have any difficulty completing these steps please contact me: pmlarkin@ufl.edu

Dr. Patrick Larkin, Ph.D.
Course Director of the Dog and Horse Classes
College of Veterinary Medicine
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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 just a few minutes! (Visit the registration section on the appropriate course website for the link for Continuing Education registration.)

The below instructions are applicable to the following courses:

- **Small Animal**
  - The Dog Class (offered Fall, Spring, and Summer semesters)

- **Large Animal**
  - The Horse Course (offered Fall, Spring, and Summer semesters)
Step One: Complete the course application contact information form. By filling out this form, I will know that you are in the process of signing up for the class and I will be able to contact you if there are any problems during the registration process

- **The Dog Class**: Click on the following URL 
  (https://sacs.vetmed.ufl.edu/programs/undergraduate/course-application/) and fill out the form
- **The Horse**: Click on the following URL
  (http://vetmed-lacs.sites.medinfo.ufl.edu/programs/undergraduate/course-application/) and fill out the form

If you cannot access the above forms by clicking on them, just paste the URLs into your browser.

**Mozilla or internet explorer browsers work best for filling out this, and all subsequent forms**

Step two: Fill out the non-degree Registration Application form
This form can be found at: https://my.admissions.ufl.edu/apply/

<<Note that after you submit your application, you can log back into this registration portal to check on the status of your application, upload any additional documents requested by the Registrar’s Office etc…>>

This registration form is applicable for taking either or both classes. You only need to fill out the form once, even if you plan to take both classes during the same semester.

Click here if this is the first time you are taking a class here at UF

On the next screen enter your contact information (name and email) and your birthdate.
You will then be sent a temporary PIN number to your email address. *if you do not receive this email, check your SPAM folder!*

In the email you receive from UF, click on the “Activate Account” link and then enter the PIN number you received and then follow the prompts to create a password. After you create a password you will be directed to the following screen

When you start an application, the first prompt is to select an Application type. **Choose 2019-20 Academic year** for Fall semester of 2019, Spring semester of 2020, or Summer semester of 2020.

**On the next prompt that appears**, select **2019-20 Non-Degree Application** and then select “create application”.

There are 7 sections to fill out, which are listed below. You can navigate between these various sections as you fill out the application, but to save your material you need to click the “continue” button at the bottom before you continue to the next section (or log out).

**Sections to fill out:**
(1) Personal Background  
(2) Conduct Information  
(3) Non-degree course request  
(4) Academic History  
(5) Florida Residency Declaration  
(6) Signature
(7) Review

Helpful hints to more easily fill out these sections are described below. The various sections can be identified in blue throughout the document.

Logging in and out of the registration system

Note that you can “log out” at any point in this process and continue working on the application at a later time. To save your progress between sections, be sure to hit the “continue” button at the bottom of a section before you log-out. To exit the system, click the “Logout” button in the upper righthand corner of the screen.

To log back in to the system to complete your application, go back to following URL https://my.admissions.ufl.edu/apply/ and click on the “Returning Users:” link.

Helpful hint: after submitting your application, you can also log into the registration system (portal) in an identical manner to check the status of your application.

Personal Background section
Conduct Information section
These sections are fairly straightforward to fill out.
**Non-degree Course Request section**

*For question:* Are you applying to take individual courses or to a Non-Degree Special Program?  **Select Non-degree Special Program**

*For question:* Please select a College that provides the Special Program and/or etc..  **Select College of Veterinary Medicine**

*For question:* Select the Term of Registration… **Select one of the following:** Fall (appropriate year), or Spring (appropriate year) or Summer A /C (Appropriate year)

**If you want to take a summer class, be sure to select “Summer A/C”**

*For question:* Please describe why you are requesting… you can type something similar to…: “I would like to receive university credit on a transcript for this course 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. Etc….”

If you want to take only one class a semester… follow these directions

Under the Special program header, click the dropdown box and then select one of the following:
- College of VetMed-The Dog Course
- College of VetMed-Horse Course Undergraduate
- College of VetMed-Horse Course Graduate

**In the “Non-Degree Courses header… select “1” in the dropdown tab**

Now fill in the appropriate Course Prefix and Course number and click continue

**Dog Class:**
Course Prefix is (VME)
Course number is (3001)

**Horse Course (undergraduate level):**
Course Prefix is (VME)
Course number is (4906)

**Horse Course (graduate level):**
Course Prefix is (VME)
Course number is (6934)
If you want to take two classes in the same semester follow these directions

Under the Special program header, click the dropdown box and then select one of the below courses you want to take:
- College of VetMed-The Dog Course
- College of VetMed-Horse Course Undergraduate
- College of VetMed-Horse Course Graduate

In the “Non-Degree Courses header… select “2” in the dropdown tab

Now fill in the appropriate Course Prefixes and Course numbers for both of the courses you want to take this semester (see above for prefixes and course numbers) and then click continue.

Academic history section
...as you type your Institution, the program will try to auto-populate your school/University. This auto-population may or may not work.

If your school is found… many of the other fields (like country and CEEB code) will be automatically added.

If your school is not found… manually type in the name of your school in the top field. You can use the following website (https://applications.nicc.edu/ceeb_search.php?school=&which=C3) to look up the 4 digit CEEB code of your College/University or googling your 4 digit CEEB code can also be done as well.

The program at the above website will show the CEEB code to the right of your School (see below in the red circle). The CEEB code is the last four digits of this number. In the below example, the 4 digit CEEB code for the University of Guelph is: “0892”

Helpful hint: Be sure to fill in all of the fields in the Academic history tab, or the program will
not allow you to save Florida Residency Declaration section:

The top part is important to read, then you need to go to the bottom section where it asks ... Do you qualify as a resident for tuition purposes?

If you select “yes” to qualify for Florida residency... Prompts will appear and you will then be asked if you are an independent, dependent, or qualify for an exemption.

Florida Residency Declaration

A Florida resident for tuition purposes is a person who has, or has been a dependent person who established and maintained legal residence in Florida for at least twelve (12) consecutive classes of the term for which Florida residency is sought. Residence in Florida must be a purpose of maintaining a residence incident to enrollment at an institution of higher education for tuition purposes, you must be a U.S. citizen, a foreign national in a nonimmigrant visa classification, or able to establish a bona fide domicile in the United States for purposes of abiding by the United States Citizenship and Immigration Services. Other special categories authorized by the Florida Legislature pursuant to section 1009.21, Florida Statutes, include nonimmigrants who are classified as a Florida resident for tuition purposes.

Qualification by Exception

If you do not meet the above criteria, you may qualify for residency based on an exception. If you select “yes” to qualify for Florida residency...

If you select “yes”...

Required Information for Florida Residency

I qualify as a resident for tuition purposes, as defined by s. 1009.21, Florida Statutes, for the term for which this application is submitted. I understand that it will be necessary for me to present evidence of residency for tuition purposes, supporting my claim as a Florida resident for tuition purposes.

Qualifying as a Dependent or Independent Student

A dependent student, as defined by s. 1009.21(4), Florida Statutes, is someone who can be claimed as a dependent under the federal income tax code by the claimant. The claimant is my "parent" as defined by s. 1009.21(6), Florida Statutes, i.e., either both parents of the student, any guardian of the student, or any person in a similar relationship to the student. My parent has maintained legal residence in Florida for at least the past 12 consecutive months. As defined by section 1009.21(4), Florida Statutes, a dependent student "resides" in Florida if he or she has resided in Florida for at least 12 consecutive months in the state for the previous year. The claimant is my "guardian" as defined by s. 1009.21(4)(b), Florida Statutes, and has been a resident of Florida for at least the past 12 consecutive months in the state for the previous year.

I have read the residency information on qualifying as a dependent or independent student as defined by s. 1009.21(4), Florida Statutes, and declare that I am:

Independent student

To Be Completed by the Claimant/Person Claiming Florida Residency
If you select independent or dependent, you (for independent) or your parents (for dependent) will need to fill out some address and contact information and also fill in documentation for proof of residency (i.e., information from driver’s license or voter ID card), or upload this information.

Note that documents supporting the establishment of legal residence must be dated, issued or filed 12 months before the first day of classes for the term in which you seek residency. All documentation is subject to verification and additional documentation may also be requested.

If you select you qualify for an exception to residency, you go back to the top of the page and provide supporting information.

If you select “no” to qualify for Florida residency… you will just need to check a box to continue.
Fill in the appropriate name in the Residency declaration boxes, check the box, and then click continue

Signature section
This is straightforward

At this point you can submit the application. Yea!

Be sure to hit the acknowledge button on the screen that appears.

Next steps in the process

It takes 3-5+ business days for our Registrar’s Office to look over an application. If staff of the Registrar’s Office have any questions about your application or if they need additional information, this information will be marked in the Registration portal. They may also email you, but things that need to be updated will for sure be marked in the registration portal. So be sure to periodically log into the registration portal using your email and password to check on the status of your application.

If the Registrar folks do not have any questions about your application, they will then approve your application. Once approved, I will send you an email with a few additional instructions so you can be added into the class.

I look forward to having you in the class.

Cheers,
Dr. Patrick Larkin