REGISTRATION PREPARATION INSTRUCTIONS

Courses at the University of Florida fill up quickly, so students are encouraged to complete course registration requirements as early as possible to improve their chances of getting their top course choices.

Course Registration Requirements:

1- Create a “GatorLink” account (see page 11 for instructions)

2- Submit the required immunization and insurance documents. We will not be able to register any students who have immunization or insurance holds! Please submit those forms as soon as possible.

If you have questions about insurance please contact Ms. Maryshelley Quinones at mquinones@uflc.ufl.edu. If you have questions about immunization, please contact Ms. Diane Webb at 352-294-7472.

3- Submit online course request form (see link below):
   http://warrington.ufl.edu/graduate/academics/mib/f_courseRequest.asp
   • Log-in with your Gatorlink ID
   • List your first choice Graduate business courses (entered into Requested Schedule section) & second choice (alternate courses)
   • List the course #, course title, section #, module and # of credits (refer to course schedule for information)

   The course offering, section numbers and meeting times will change every term, so please make sure to submit a course request form with the information for the correct term/year!

For graduate business course information, you should ONLY refer to the course schedule posted on the graduate business exchange student website:
   https://apps.warrington.ufl.edu/graduatecourseschedule/#/program/MIB
   • If you need to make changes to your course request form, please submit a new form with all of your preferred courses. The MIB advisor will use the most recent version when registering you.

4- Remove holds on ONE.UF - https://one.uf.edu
   • On the left menu under “My Record,” click “holds”
   • Use your GatorLink ID and password to login
   ➢ Complete Emergency Contact Information
     • Complete the emergency contact information form. Make sure you click the “Submit” button so that the information is saved!
   ➢ Complete Registration Acknowledgement on ONE.UF
     • Follow the instructions/links to complete the form. Make sure you “accept” all terms and click on the “submit” button.
   ➢ Complete Campus Clarity “Think about it” on ONE.UF
     • Required training module about alcohol awareness. This can take 3+ hours to complete.

If you have any questions about course registration, please contact Dena Roberts at Dena.roberts@warrington.ufl.edu.