

# 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. Students will be registered in the order that they complete all requirements.

We are unable to register students for classes until all university holds have been removed. Please pay close attention to the course registration requirements, as **one hold will prevent registration**.

## Course Registration Requirements:

1. Submit Online Course Request Form
2. Submit all required application documents to the UF International Center
3. Create GatorLink account
4. Complete Emergency Contact Information
5. Complete Local Address Information
6. Complete Registration Acknowledgement
7. Complete Administrative Mandatory Health Insurance Acknowledgement
8. Check your holds

### 1- SUBMIT AN ONLINE COURSE REQUEST FORM:

[http://warrington.ufl.edu/undergraduate/myheavener/intl/incoming/f\\_courseRequest.asp](http://warrington.ufl.edu/undergraduate/myheavener/intl/incoming/f_courseRequest.asp)

Note: Students must remove all holds before being registered for courses. Students will be registered for courses in the order that they become eligible for registration.

- Find business course availability and syllabi on our website:  
<http://warrington.ufl.edu/undergraduate/myheavener/intl/incoming/>
- Find out which courses are offered each semester on the UF schedule of courses:  
<http://www.registrar.ufl.edu/soc/>

**Note:** Click “Course Listings” under the semester you plan to study at UF.

### 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 these forms as soon as possible and ensure documentation conforms to the guidelines as detailed on the second page of the form.

#### *Questions about insurance or immunizations?*

Contact [healthcompliance@shcc.ufl.edu](mailto:healthcompliance@shcc.ufl.edu) or (352) 294-2925.

**\*\*IMPORTANT – the infirmary does not contact students regarding their immunization form, even if the form is rejected. You MUST check your hold to determine if your form was accepted.**

### 3- CREATE A GATORLINK ACCOUNT:

- a. Go to: <http://helpdesk.ufl.edu/self-help/new-gator-resources/gatorlink/>
- b. Click on "Create a new account" in the top left section of the page
- c. You must now enter your UFID, your last (family) name, and your date of birth. In the U.S. always list month (mm) before day (dd)
- d. You must agree to the UF policies regarding GatorLink accounts and create a password with a combination of letters and numbers. Please be advised that you not be able to change your Gatorlink name in the future, so choose wisely. Record your username and password for your records
- e. If you have problems setting up your GatorLink account or need an invitation code, please contact the UF Computing Help Desk at (352) 392-HELP or by email at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)

### 4- SUBMIT EMERGENCY CONTACT INFORMATION

- Go to: <https://one.uf.edu/>
- Navigate to "Student Self Service"
- On the left menu under "My Record," click "Update Emergency Contact Info"
- Use your GatorLink ID and password to login
- Complete the emergency contact information form. *Make sure that you press the "Submit" button so that the information is saved!*

### 5- SUBMIT LOCAL ADDRESS INFORMATION

- Go to: <https://one.uf.edu/>
- Navigate to "Student Self Service"
- On the left menu under "My Record," click "Holds"
- Select the "Local Address" hold
- Use your GatorLink ID and password to login
- Fill in the local home data using only address line 3, country, city, state & zip
- If you do not have a local address, use: 301 Heavener Hall, Gainesville, Florida, 32611-7160
- Click the "Submit" bar at the bottom of the page

### 6- COMPLETE REGISTRATION AKNOWLEDGEMENT

- Go to: <https://one.uf.edu/>
- Navigate to "Student Self Service"
- On the left menu under "Registration", click "Registration Preparation"
- Use your GatorLink ID and password to login
- Follow the instructions to complete the form. Complete the registration information form by accepting all terms and selecting 'submit' button

### 7- COMPLETE ADMINISTRATIVE MANATORY HEALTH INSURANCE AKNOWLEDGEMENT

- a. Go to: <https://one.uf.edu/>
- b. Navigate to "Student Self Service"
- c. On the left menu under "My Record," click "Holds"
- d. Select the "Health Insurance Acknowledgement" hold
- e. Use your GatorLink ID and password to login
- f. Carefully read the policies and confirm your understanding of them

**Note:** By completing this step, you are acknowledging that you will be automatically registered and financially responsible for a UF insurance policy if you have not provided evidence of another accepted policy by a certain date.