

## Course Registration (Graduate Business Courses)

The College of Business advisor will begin registering students for classes on the first day of the registration period (dates below). Students are unable to register themselves. Courses at UF fill 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 Instructions

1. **Create a "GatorLink" account** (*see fact sheet/student guide for instructions*)
2. **Submit required immunization and insurance documents.**  
*We are unable to register any students who have immunization or insurance holds! Please submit those forms as soon as possible. If you have questions about insurance or immunizations, please contact Health Compliance Office via email or by phone: [healthcompliance@shcc.ufl.edu](mailto:healthcompliance@shcc.ufl.edu) | 352-294-2925.*
3. **Submit online course request form by deadlines listed in previous table:**
  - Visit: <https://forms.warrington.ufl.edu/graduate-mib/exchange-course-request/>
  - Login with your Gatorlink ID
  - List all of your first choice graduate business courses (entered into requested schedule section) and at least 2 alternate courses, one for each module.
  - List the course #, course title, class/section #, module and # of credits (refer to [course schedule](#) for this information)
    - *The course offering, class/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!*

*Reminder:* 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, 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.ufl.edu>
    - Login with your Gatorlink ID
    - Locate the heading "Holds" and click on "**CHECK HOLDS.**" The most common holds are listed below, and require you to take some specific action.

#### **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**

- 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"**

- Required training module about alcohol awareness. This can take **3+ hours** to complete.

**Questions:** If you need help with course registration contact Andrea Kim at [andrea.kim@warrington.ufl.edu](mailto:andrea.kim@warrington.ufl.edu)