

## 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](mailto:pmlarkin@ufl.edu) and I will help you out!



Dr. Patrick Larkin, Ph.D.  
Course Director of the Dog  
and Horse Classes  
College of Veterinary Medicine  
University of Florida



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.*

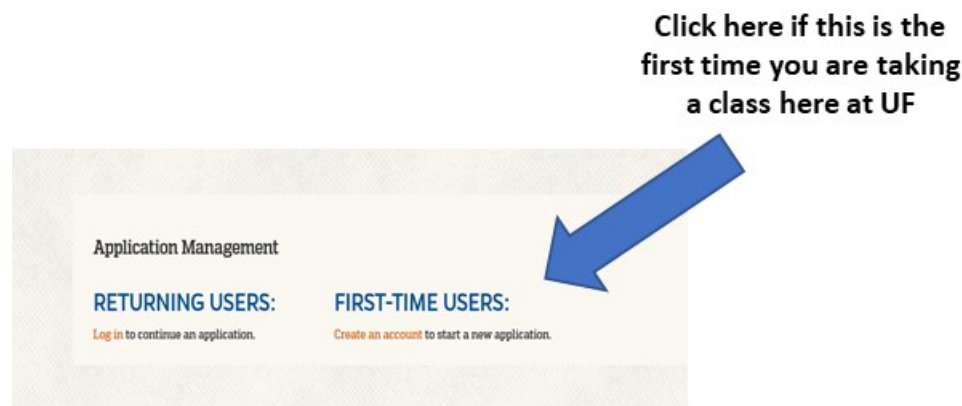
*\*\*Mozilla or internet explorer browsers work best for filling out this, and all subsequent forms\*\**

**Step two: Fill out the non-degree Registration Application form**

This form can be found at: <https://my.admissions.ufl.edu/apply/>

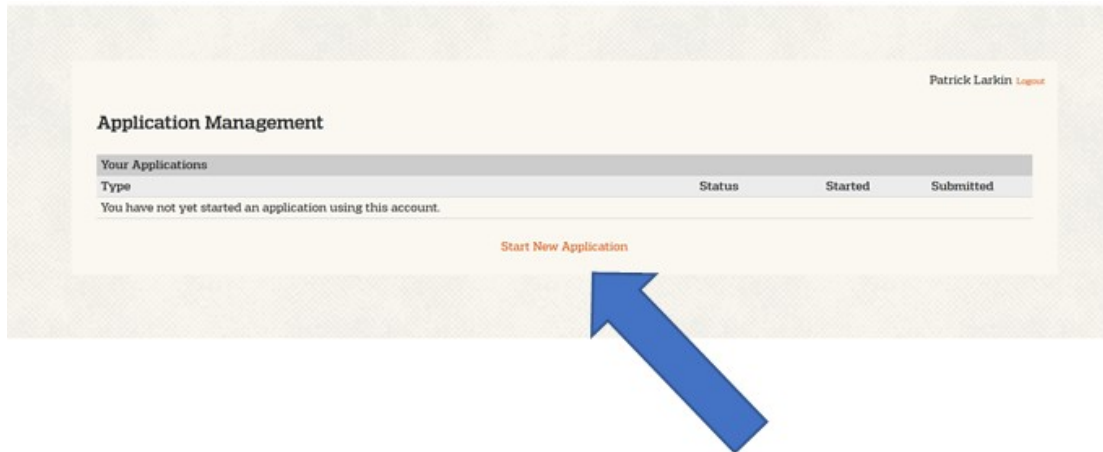
<<Note that after you submit your application, you can log back into this registration portal to check on the status of your application, upload any additional documents requested by the Registrar's Office etc...>>

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.



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



**Click here to fill out the application**

When you start an application, the first prompt is to Select an Application type. **Choose 2020 Application year**

**On the next prompt that appears, select “2020 Non-Degree Application”** and then select **“create application”**.

Now click **“Open application”**.

There are 8 sections to fill out, which are listed below. You can navigate between these various section 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:**

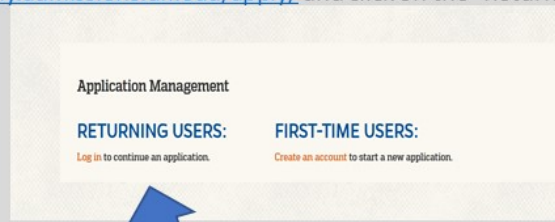
- (1) Personal Background
- (2) Conduct Information
- (3) Application Details
- (4) Non-degree Course Request
- (5) Academic History
- (6) Florida Residency Declaration
- (7) Signature
- (8) Review

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



Click here to log back in  
to continue your  
application

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

- (1) Personal Background section
- (2) Conduct Information section
- (3) Application Details

These sections are fairly straightforward to fill out.

A screenshot of a web browser showing the 'Personal Background' section of the application portal. The browser's address bar displays 'https://my.admissions.ufl.edu/apply/'. The page has a sidebar with links: Home, Personal Background (selected), Conduct Information, Non-Degree Course Request, Academic History, Florida Residency Declaration, Signature, and Review. The main content area is titled 'Personal Background' and includes fields for Name (Prefix, First (Given), Middle, Last (Family), Suffix, Preferred First, Other Last Names, Used), Address (Permanent Address, Country, Street Address, City, State, Postal Code, Mailing Address), and a 'Delete' button. The user is logged in as 'Patrick Larkin'.

#### (4) Non-degree Course Request section

**\*\*\*\*note the directions of the next step are counterintuitive, but select “Non-degree Special Program”\*\*\*\***

**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:** Spring, OR Summer A /C , OR Fall

**\*\*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.

#### (5 )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.

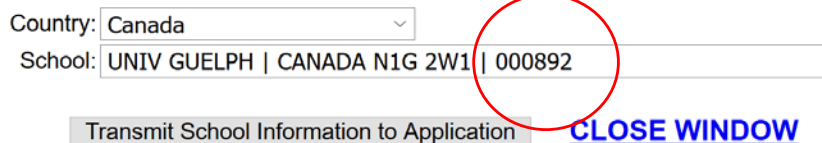
If your school is found... many of the other fields (like country and CEEB code) will be automatically added.

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](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”

#### College/University CEEB Code Lookup



Country:

School:

[CLOSE WINDOW](#)

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



## (6 ) Florida Residency Declaration section :

**Florida Residency Declaration**

**Florida Residency Declaration**

A Florida "resident for tuition purposes" is a person who has, or a dependent person who has established and maintained legal residency 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 ability to establish a bona fide domicile in the United States, a permanent resident alien, legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services. Other legal residence requirements may be classified as Florida residents for tuition purposes (special categories authorized by the Florida Legislature pursuant to section 1009.21, Florida Statutes, ineligible for classification as a Florida "resident for tuition purposes."

Living in or attending school in Florida will not, in itself, establish legal residence. Students for support are presumed to be legal residents of the same state as their parents. requires the establishment of legal ties to the state of Florida. A student must verify that states if the student or, in the case of a dependent student, his or her parent has moved from

**Qualification by Exception**

If you do not meet the above criteria, you may qualify for residency based on an exception.

☐ (A) I am a qualified beneficiary under the terms of the Florida Prepaid College Program (Copy of Florida Prepaid Recipient card)

☐ (B) I am married to a person who has maintained legal residence in Florida for at least have established legal residence and intend to make Florida my permanent home. (Require other documents required to establish residency.)

☐ (C) I was previously enrolled at a Florida state postsecondary institution and classified purposes. I am transferring to another Florida state postsecondary institution within 12 months.

☐ (D) I was previously enrolled at a Florida state postsecondary institution and classified purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing

Please upload a PDF file of any documents providing information about your residency exception.

Browse... No file selected.

Upload

Do you qualify as a resident for tuition purposes?

Yes ☐ No ☐

**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(1)(a), 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(1)(f), Florida Statutes, (i.e., either or both parents of the student, any guardian of a student, or any person in a parental 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(1)(d), Florida Statutes, "legal resident" or "resident" means a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.17." If you are a dependent student then a copy of your parent's tax return may be requested to establish dependence.

An *independent student*, as defined by s. 1009.21(1)(a), Florida Statutes, is someone who has maintained legal residence in Florida for at least the past 12 consecutive months and provides more than 50% of their own support. An independent student generally includes a person who is at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, a ward of the court, or someone with legal dependents other than a spouse, pursuant to the United States Department of Education for the purposes of federal financial aid eligibility. There may be limited cases where a person under the age of 24 years old may qualify as an independent student. Such students will be required to verify independence (including financial independence.) If you are an independent student then a copy your tax return may be requested to establish independence.

As provided in s. 1009.21, Florida Statutes, I meet residency requirements by one of the previous qualifications by exceptions.

I have read the residency information on qualifying as a dependent or independent student as defined by s. 1009.21(1)(a), Florida Statutes, and declare that I am:

Independent student ☐ Dependent 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.

Claimant's Relationship to Student  
Self

Street Address  
2314 NW 71ST Street

City  
Gainesville

State  
Florida

Postal Code  
32606

Telephone Number  
352-281-0323

Date Claimant Began Establishing Florida Domicile  
June 1 2000

**Provision of Documents to Support Claim of Florida Residency**

Per s. 1009.2(3)(c), Florida Statutes, the residency determination must be documented by the submission of written or electronic verification that includes two or more of the documents identified below. No single piece of evidence shall be conclusive.

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.

To claim residency, you must provide two "Section A" documents OR at least one "Section A" document and one "Section B" document.

**Section A Requirements**

Please select which Section A documents you would like to provide:

☐ Voter's Registration  
☐ Driver's License  
☐ State Identification Card  
☐ Multiple Documentation 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.

Do you qualify as a resident for tuition purposes?  
No

**Non-Florida Resident**

I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted. I understand that should I qualify for a future term, it will be necessary for me to submit an updated Residency Declaration while providing prescribed, supporting documentation to substantiate as "reclassification" of my status. I understand being classified as a non-Florida resident will not exclude me from the possibility of receiving a waiver to cover part or all of the out-of-state fee as defined in s. 1009.26, Florida Statutes. Submission of an updated Residency Declaration must occur prior to the beginning of the term for which residency is sought. I do not have to complete any further portion of this form except for the signing below.

Checking the box below represents my signature authority.

☐ I am not a resident of the state of Florida for tuition purposes.

Continue



### **(7)Signature section**

This is straightforward

At this point you can submit the application. Yea!

<<If you have any errors in your application, you will see prompts to correct these errors>>

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