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 and I will help you out!

If you are ***not*** interested in receiving academic credit (i.e. receiving 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 Cat Class** (offered Fall, Spring, and Summer semesters)
  - **The Dog Class** (offered Fall, Spring, and Summer semesters)
- **Large Animal**
  - **The Horse Course, undergraduate** (offered Fall, Spring, and Summer semesters)
  - **The Horse Course, graduate version** (offered Fall, Spring, and Summer semesters)

Step One: Complete the appropriate course application contact information form.

By filling out the respective 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 Cat Class:** Click on the following URL (https://sacs.vetmed.ufl.edu/programs/undergraduate/the-cat/the-cat-course- application/) and fill out the form
- **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

<Helpful hint> *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*****

Continue on to the next page

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

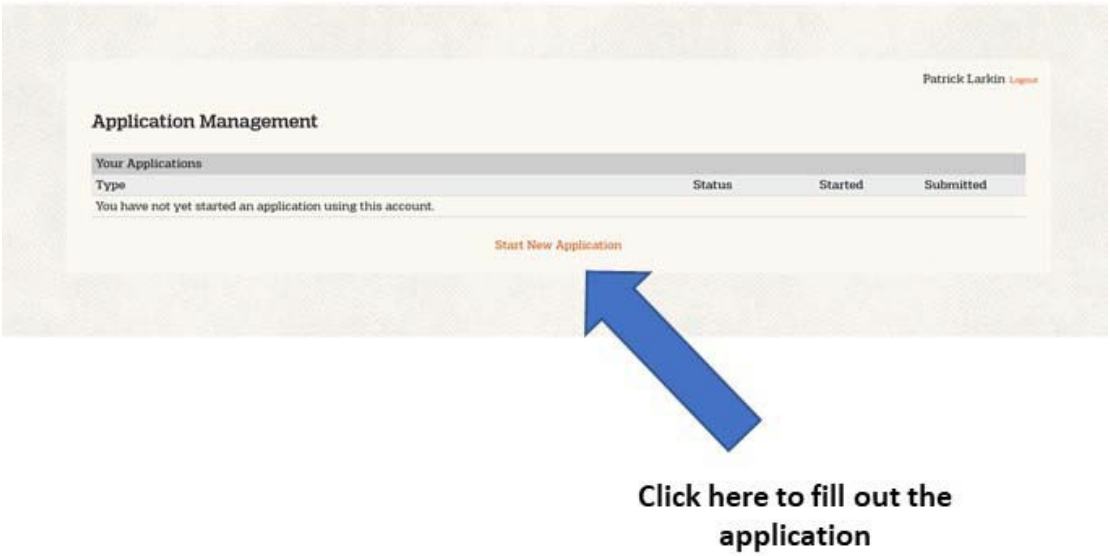
<***Helpful hint***> After you submit your application, you can log back into this registration portal to check on the status of your application, upload any additional documents requested by the Registrar's Office etc…

<***Helpful hint***> This registration form is applicable for taking one or more classes. You only need to fill out the form once, even if you plan to take multiple 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



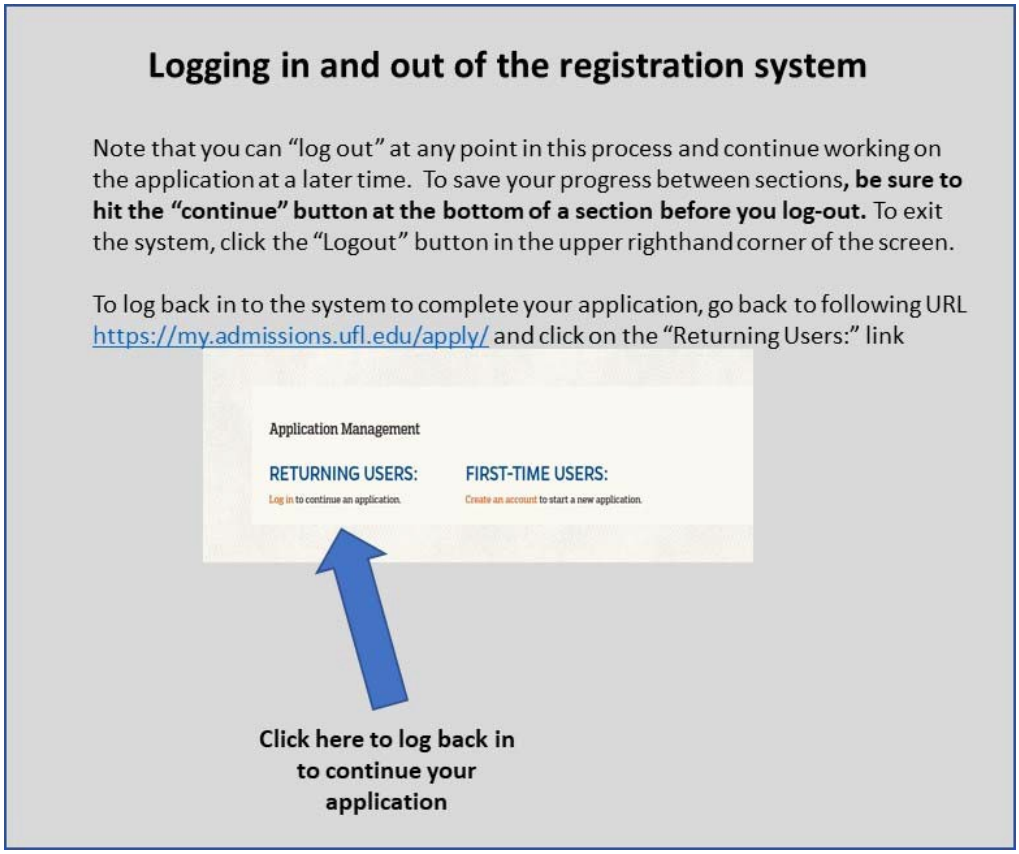
When you start an application, the first prompt is to Select an Application type. Choose "2027 Application year "and "2027Non-Degree Application" and then click "Create and Application".

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 (see page 5)
(2) Conduct Information section (see page 5)
(3) Application Details section (see page 5)
(4) Non-degree Course Request section (see pages 6-7)
(5) Academic History section (see page 7)
(6) Florida Residency Declaration section (see pages 8-9)
(7) Signature section (see page 10)
(8) Review section (see page 10)



<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 section

These sections are fairly straightforward to fill out.

(4) Non-degree Course Request section

For question: **Are you applying to Standard Non-Degree 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 the below directions

Under the Special program header- click the dropdown box and then select one of the following:
- College of VetMed-The Cat Course
-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

Course	Course Prefix	Course Number
Cat Class (undergrad)	VME	3002
Dog Class (undergrad)	VME	3001
Horse Course (undergrad)	VME	4906
Horse Course (grad. level)	VME	6934

If you want to take two or more classes in the same semester- follow the below 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 Cat Course
-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" or "3" in the dropdown tab

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

(5) Academic history section

<Helpful hint> …as you type your Institution, **the program will try to auto-populate your school/University. This auto-population may or may not work.**

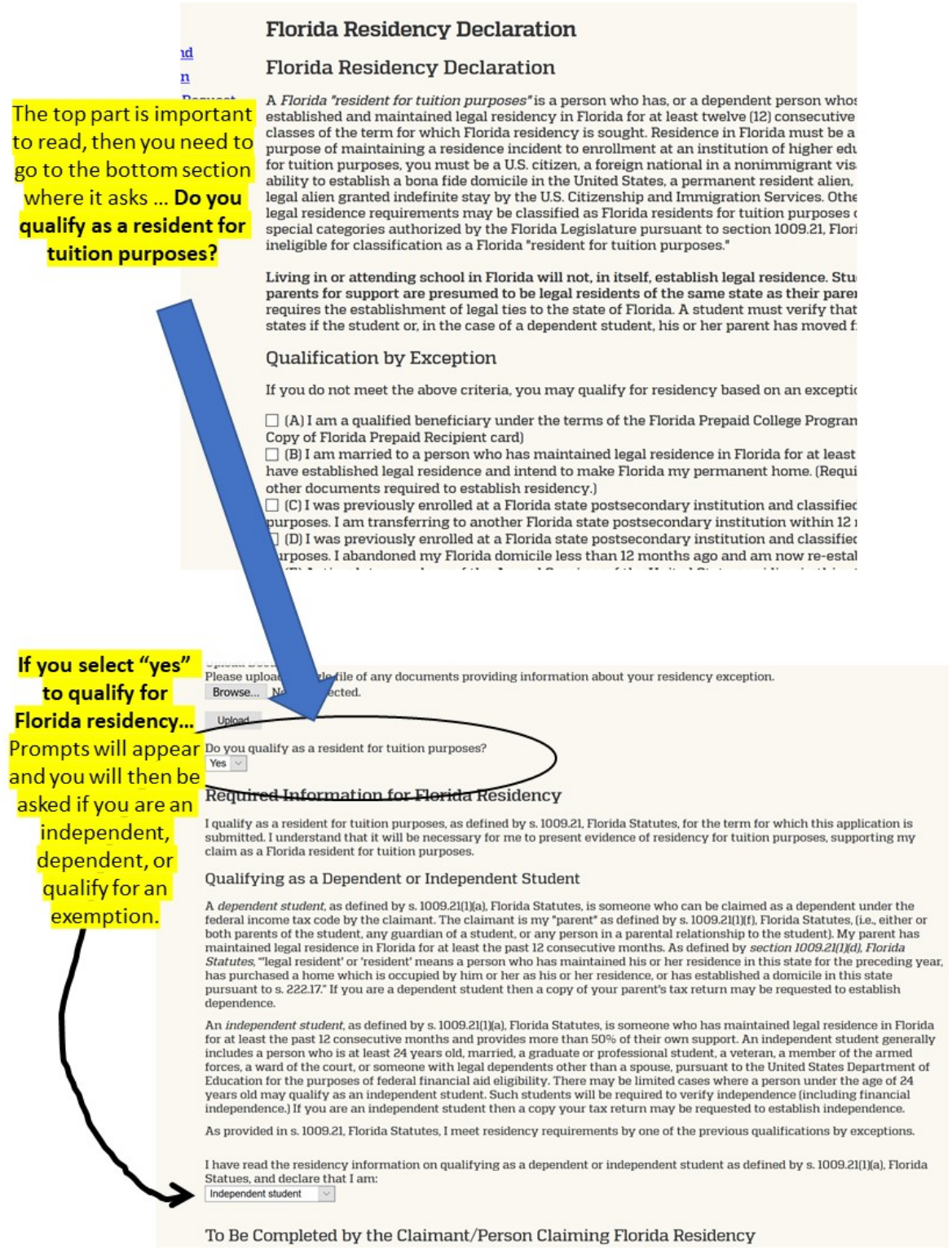
If your school is found… many of the other fields (like country and CEEB code) will be automatically added.

If your school is not found… manually type in the name of your school in the top field. You can then use the following website (https://bigfuture.collegeboard.org/find-colleges) to try to find your University/College.

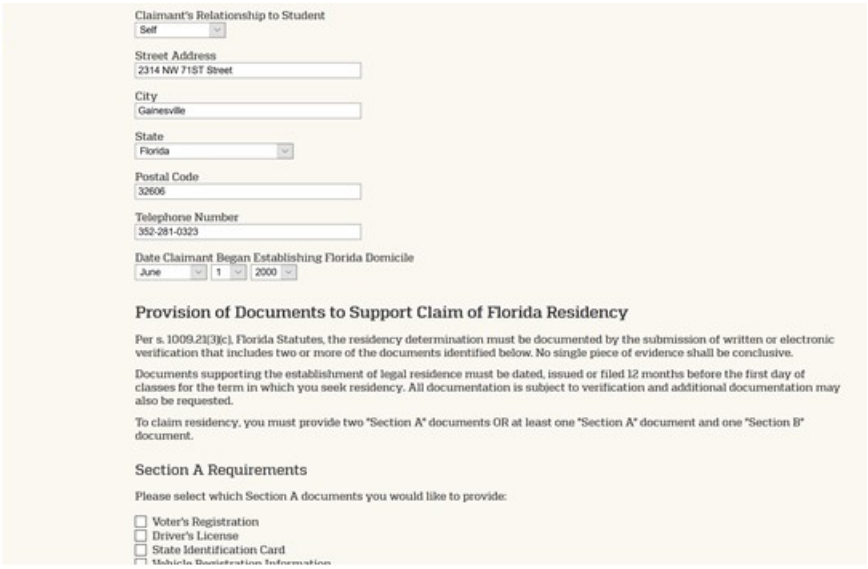
If you cannot find a school on their website, you can input the school information with the CEEB of 999999.

<**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 section:



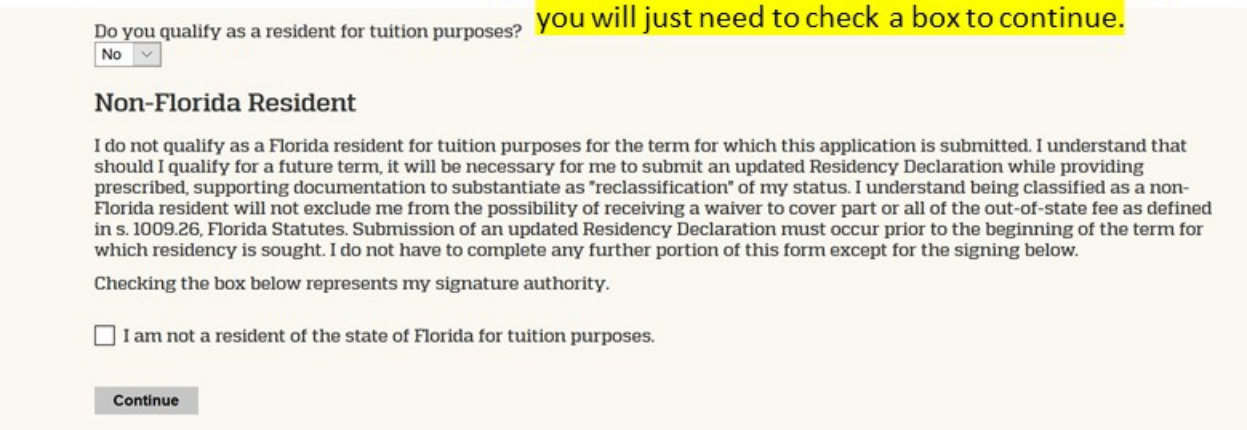
If you select independent or dependent, you (for independent) or your parents (for dependent) will need to fill out some address and contact information and also fill in documentation for proof of residency (i.e. information from driver's license or voter ID card), or upload this information.



<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.



(7) Signature section and (8) Review section

These sections are straightforward to fill out

At this point you can submit the application. Yeah!

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

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

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