

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 (4 steps) 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



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 a few minutes! (Visit the registration section on the appropriate course website for the link to 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. You must first complete the *Course Application* available in the Registration section for the course you wish to register for.

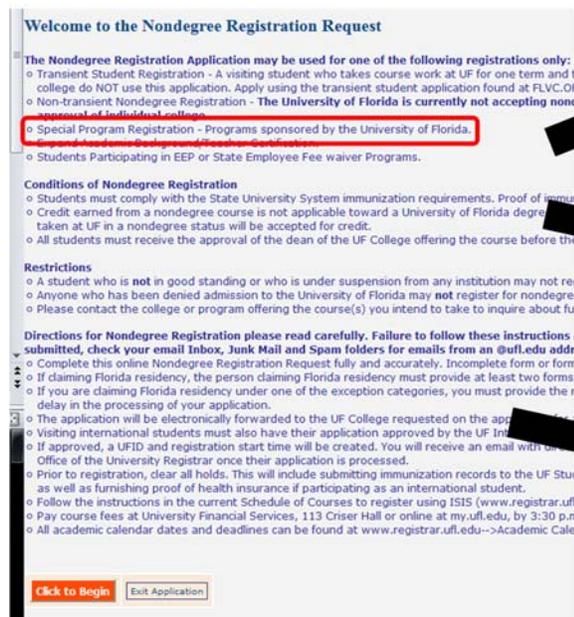
- a. **The Dog:** scroll down to the Registration heading at the following URL (<http://sacs.vetmed.ufl.edu/programs/undergraduate/>) and then click the ‘Course application’ link.
- b. **The Horse:** scroll down to the Registration heading at the following URL (<http://lacs.vetmed.ufl.edu/programs/undergraduate/>) and then click the ‘Course application’ link.

Step two: Register as a non-degree student When registering as a non-degree student, you must complete the *Non-degree Registration Request* form. This form can be found at: <http://student.ufl.edu/cgi-bin/eaglec?MDASTRAN=nda-intro>

**Copy this URL into your browser, do not click directly on this link*

This 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.

Note that the instructions on the first page of the above URL are for every online program at UF. Because of this, some of the initial instructions on that page are not pertinent to applying to the Dog and/or Horse Classes as outlined below.



The screenshot shows the 'Welcome to the Nondegree Registration Request' page. Three callout boxes with arrows point to specific sections:

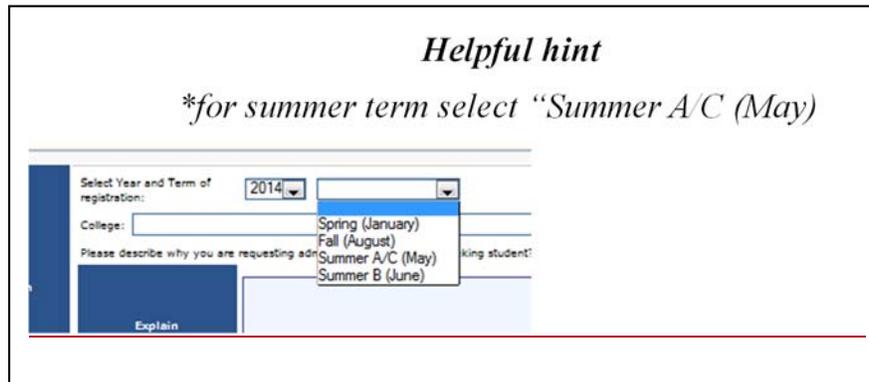
- Callout 1:** Points to the 'Special Program Registration - Programs sponsored by the University of Florida.' section, which is highlighted with a red box. The text next to it says: "These course are in the **Special Registration Program**".
- Callout 2:** Points to the 'Conditions of Nondegree Registration' section, specifically the bullet point: "Students must receive the approval of the dean of the UF College offering the course before the registration." The text next to it says: "**Proof of immunization will be waived for these classes.**".
- Callout 3:** Points to the 'Directions for Nondegree Registration please read carefully. Failure to follow these instructions will result in your application being rejected.' section. The text next to it says: "**Once your application is approved, I will send you information on how to be added into the class.**".

At the bottom of the form, there are two buttons: 'Click to Begin' and 'Exit Application'.

Just hit the “**click to begin**” button, and then follow the instructions that I have outline below.

Under “Program Information”

**Make sure you select the correct term and year that you intend to apply for.*



For the College: select:

-for the Dog Class....“The College of Veterinary Medicine–College of Vet Med- The Dog Course”.

-for the Horse Course....“The College of Veterinary Medicine–College of Vet Med- The Horse Course”.

For the Explain box, type something as to why you would like to register as a non-degree student. You can simply state: “*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.*”

****Make sure to add something into this section, or you will get an error message after you submit your application.****

The next several fields to fill out (e.g. personal information to your address) are fairly self-explanatory.

In the Course Information section, include the **course prefix** (which is always VME) and the course number. *See the table below for the appropriate course number*

Class	Course number	
	(Undergraduate level)	(Graduate level)
The Dog (Fall, Spring, Summer)	3001	NA
The Horse (Fall, Spring, Summer)	4906	6934

Note that you can leave the “suffix” and section fields blank.

*Note: If you are not a resident of the United States of America, once you choose your country of residence you will be asked if you are an **Alien or Resident Alien**. Only those with a Green Card or a US Permanent Resident Alien status should choose **Resident Alien**, all others should choose **Alien** to indicate they are residents of their home country. For the VISA category, you can input “NA” for does not apply.*

*Note: If you are claiming **Florida residency** you will be required to provide two forms of residency documentation (driver’s license, voter registration, or vehicle registration) dated 12 months before the start of the term for which you are applying or earlier. Please complete the form to the best of your ability. If you do not have sufficient documentation listed on the form someone from the registrar’s office will contact you to request other acceptable forms of residency documentation. They will contact you within five days of submitting your Non-degree request via the e-mail address provided on your form.*

After you finished completing this form, email Dr. P. Larkin (pmlarkin@ufl.edu). By doing this, we will know you are in the “UF system” and can move the process along much quicker for you.

It takes 3-5 business days for our Registrar’s Office to look over an application. If staff of the Registrar’s Office has any questions about your application, they will send you an email. Sometimes these emails are put into the spam folder, so be aware of this. If they do not have any questions, 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