

## Non-Degree Course Application Procedure

- If you are *not* seeking a *graduate degree*, or seek only a certificate:

1. Complete the online [non-degree application](#). Be sure to select "**Agriculture Distance Education**" from the **special program** section. Fill in all the boxes, including the course prefix and number (Example: ENY 3005; see [course offerings](#) for listings).
2. Enter "send" at the bottom of the form. If you do not get a message that your application has been submitted, you should assume that there is a problem and re-submit. Note that you are required to declare your residency.
3. You will receive an email acceptance from the college once your application has been approved. This email will include your **UF ID number**. *Please make note of this number*. There will be instructions in this email on how to obtain a Gatorlink account. A Gatorlink account will grant you access to UF libraries, billing (in-state only) and course systems.
4. You will be registered for courses by the department. *Non-Degree students cannot be registered until two weeks before the start of the semester*, so please be patient.
5. Once you have been successfully registered, you will be notified by email from the department. Remember, this email should come within two weeks of the start of the semester. If you are concerned about your status, contact the department's academic program office/graduate coordinator by [email](#) or phone at (352) 273-3912
6. After you have been accepted by the college, please feel free to contact your course instructor by email or phone regarding purchase and receipt of materials (textbook,

CD, etc.), deadlines, etc. If you are uncertain who to contact, or how, contact the [department](#) for help.