TO UNIVERSITY OF FLORIDA
JUNIORS – FLORIDA RESIDENTS
Application/Registration Process for Student Who Do Not Meet Minimum Requirements

Have you completed:

- One College level English
- One College level Math
- Foreign Language (two consecutive years in high school of the same language OR 8 credits at the collegiate level)
- 60 credits at the lower-division level

If you answered NO to any of the above questions then you must complete a **Non-degree application** (0FA status). **Please note that only two semesters of 0FA status are allowed.**

Deadline for application with all required documentation:
Spring: October 15   **Summer: March 15th**   **Fall: July 15th**

1. Go to https://admissions.ufl.edu/apply/non-degree, create an account, and complete a non-degree application. Make sure your entire application is completed, including the residency portion of the application. Incomplete applications will not be processed. Make sure you include an email address as UF will communication with you via email when possible.
2. There are eight (8) sections; be sure you follow instructions carefully. For some tips:
   a. If you need to stop and save the application, select the **Review** section and click *Save for Later.*
   b. Under the section **Non-Degree Course Request,** you will select that you are applying to a *Non-Degree Special Program*. You will select *College of the Arts* in the 2nd dropdown, and under **Special Program,** you will select *New World School of the Arts.* When asked to type why you are requesting non-degree admission, you will simply type "I am in the NWSA Miami program."
   c. Course prefix and number examples are: TPP 1100 or ART 1300C
   d. In the **Academic History** section, you will search for "Miami Dade College."
3. Proof of Residency must be uploaded via the application. This includes a combination of driver's license, voter's registration, vehicle registration, etc. and/or 12 months of cable or utility bills. Click here for requirements for Florida Residency proof. For questions, contact the UF's Office of Admissions at 352-392-1365.
4. Please e-mail the Director of College Student Services, Naché Atkins (natkins@mdc.edu) after you have completed all of your paperwork. Failure to do this may result in denial of application by the University of Florida.
5. After you apply, go to: https://one.uf.edu/ and check the status of your application. It is your responsibility to make sure the process is completed.
6. Go to ONE.UF and create a Gatorlink account. Once you have created this account, you will be able to register, check grades, look at your degree audit, check out your financial aid, etc. Prior to registration, you will have to update your emergency contact information and complete the Registration Prep. Go to ONE.UF to complete this process.
7. You will not be able to register until all your fees for previous semesters are paid (if applicable).
8. If you have financial aid, your financial aid will be processed through **Miami Dade College.**
   a. Make sure you have listed Miami Dade College (code 014631) on your FAFSA application. Make sure your financial aid file is completed. If it isn't, make sure you provide MDC with the required paperwork, documents, etc.
   b. **If you expect to receive financial aid, you must complete the TRANSIENT STUDENT APPLICATION** (click here for instructions OR see below). Once complete, you will be awarded based on the total number of credits for which you are registered at each institution.
   c. **IMPORTANT:** MDC will validate your schedule and **refund** you the balance. You are then responsible for paying for the University of Florida classes. **You are not eligible for Financial Aid through the University of Florida when your status is 0FA**. Once the semester grades are posted, please have a transcript sent from UF to MDC. Failure to do this will result in loss or delay of financial aid for the next term.

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TRANSIENT STUDENT APPLICATION INSTRUCTIONS

This message is only for NWSA students who are taking courses at **both** Miami Dade College and the University of Florida and expect to receive financial aid. This application must be completed **each term** you are taking courses at both institutions.

All financial aid consortiums have to be submitted electronically via Florida Shines. **Students** initiate the process by registering with Florida Shines and completing the Transient Student Admission Application. The link below is the Florida Shines site:

- Go to: https://www.floridashines.org/
- Select "Take a course as a transient student"
- Select "Apply or Check Application Status Now"
- Select your **Home** Institution from drop down menu – *see below* to determine your Home Institution
- Enter Student Identification Number
  - MDC students– Enter MDID 10 digit# as the username and use your Mymdc password
  - UF students – Enter Gatorlink Username and password
- Complete the application. – List only the courses you are taking at the HOST institution. Only 4 classes can be entered per application.
- E-mail your Advisor or Student Services Director once you complete the application, so the courses can be approved.
- You will receive a confirmation from Florida Shines from each approver
  - **UF** – NWSA SSD →MDC Registrar →UF Registrar →MDC Advisement Office →UF Financial Aid
  - **MDC** – MDC Advisor (NWSA SSD) →UF Registrar →MDC Financial Aid→ MDC Registrar
- Once all approvals are complete, you will receive a final email confirmation approving you to register for the course(s) at the Host Institution.
- Register for the course at the Host Institution.
- **NOTE FOR STUDENTS WITH UF AS HOME INSTITUTION** - If your payment due date at MDC will pass before you receive your refund from UF, contact NWSA SSD to extend your payment deadline at MDC.

*If you are fully admitted to the University of Florida:
- UF is your HOME institution and MDC is the HOST institution.
- List ONLY the MDC courses you are taking

*If you are 0FA (non-degree seeking status) at UF:
- MDC is your HOME institution and UF is the HOST institution.
- List ONLY the UF courses you are taking
- Do not complete this application if you have completed the 24 credits of Electives at MDC (look at your Academic Requirements page through your Mymdc account). Your application will be rejected.

You are listing the courses that you are taking at the **HOST** institution. Be sure to list all the courses including the suffix, for example, MUM 2623C or GRA 2193C, **do not** omit the "C", as the application will be rejected.

You must register for classes at your HOME institution before you can complete this application. It is very important that you complete this process as soon as possible. Failure to do this will result in delay of receiving your financial aid.

If you experience any problems while completing the process, contact your Advisor or NWSA Student Services Director.