

## ONE.UF: DROPPING A COURSE

This instruction guide will walk you through the process to drop a course in ONE.UF. Please note that all courses dropped after the initial 10 day cancellation window are fee liable.

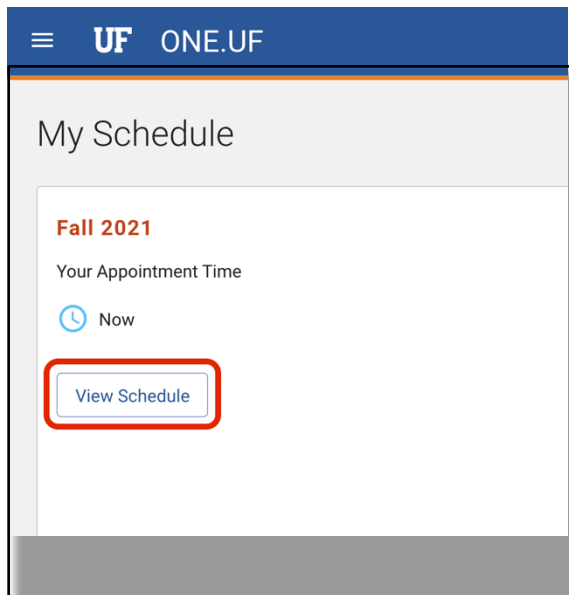
1. Go to the web address [one.uf.edu](https://one.uf.edu)
2. Click [Log in with GatorLink](#)
3. Enter [GatorLink Username and Password](#)
4. Click the **LOG IN** button
5. Student dashboard will be displayed

### PROCESS:

1. Click [Register / View Schedule](#).

The screenshot displays the ONE.UF student dashboard. At the top, there is a navigation bar with the UF logo, the text 'ONE.UF', a search bar, and user profile icons. Below the navigation bar, the dashboard is divided into two columns: 'STUDENT' and 'FACULTY / STAFF'. The 'STUDENT' column contains several widgets: 'Action Item Summary' with a progress bar showing 'No Holds', '2 To Dos', and '3 Info'; 'Courses & Registration' with a red box around the 'Register / View Schedule' button and a 'Search Schedule of Courses' button; and 'Grades & Transcripts' with a 'Term' dropdown menu. The 'FACULTY / STAFF' column contains: 'UF Health COVID-19 Vaccine Scheduling' with a 'SCHEDULE VACCINE APPOINTMENT' button; 'UF Health COVID-19 Screening' for 'Alberta Alligator' with a 'PENDING' status and a 'SCREEN & SCHEDULE A TEST' button; and 'Campus Finances (Bursar)' with an 'Account Balance: \$230.47' and buttons for 'View My Account' and 'Make a Payment'.

- Click the **View Schedule** button.



- Select the appropriate course and click **Drop**.

My Schedule - Fall 2021 [CHANGE TERM](#) [+ ADD COURSE](#)

Alberta Alligator Credits: 16 [List](#) [Week](#) [Map](#) [View All Textbooks](#) [Download to My Calendar](#)

**Enrolled Classes**

Class Name	Instructor	Credits	Grading Basis	Final Exam
<b>ANS2002 - The Meat We Eat</b> Class #10359 M,W,F   Period 8 (3:00 PM - 3:50 PM) ANS 0156	Charles Carr	3	Letter Grade	12/14/2021 @ 12:30 PM - 2:30 PM
<b>MMC2121 - Writing Fundamentals for Communicators</b> Class #16823 Online	Renee Martin-Kratzer	3	Letter Grade	--
<b>ARH2050 - Introduction to the Principles and History of Art 1</b> Class #18158 M,T,W,R   Period 4 (12:30 PM - 1:45 PM) TBA F   Period 3 (11:00 AM - 12:15 PM) FAC 0201	Mark Hodge Danielle Sensabaugh	3	Letter Grade	--
<b>BCH4024 - Introduction to Biochemistry and Molecular Biology</b>				

**ANS2002 - The Meat We Eat** ×

Class #10359  
M,W,F | Period 8 (3:00 PM - 3:50 PM)  
ANS 0156

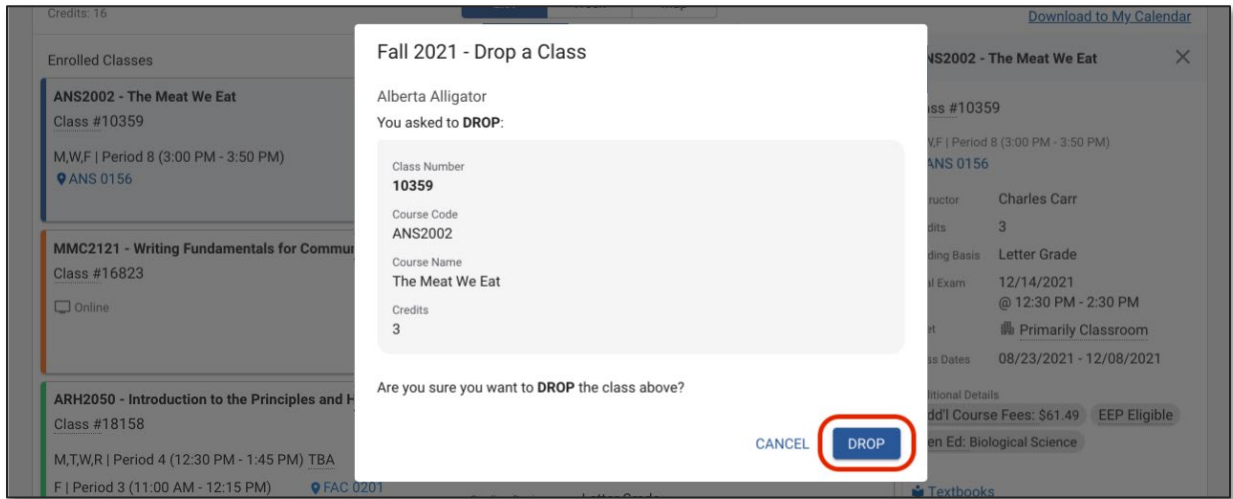
Instructor: Charles Carr  
Credits: 3  
Grading Basis: Letter Grade  
Final Exam: 12/14/2021 @ 12:30 PM - 2:30 PM  
Meet: Primarily Classroom  
Class Dates: 08/23/2021 - 12/08/2021

Additional Details  
Add'l Course Fees: \$61.49 EEP Eligible  
Gen Ed: Biological Science

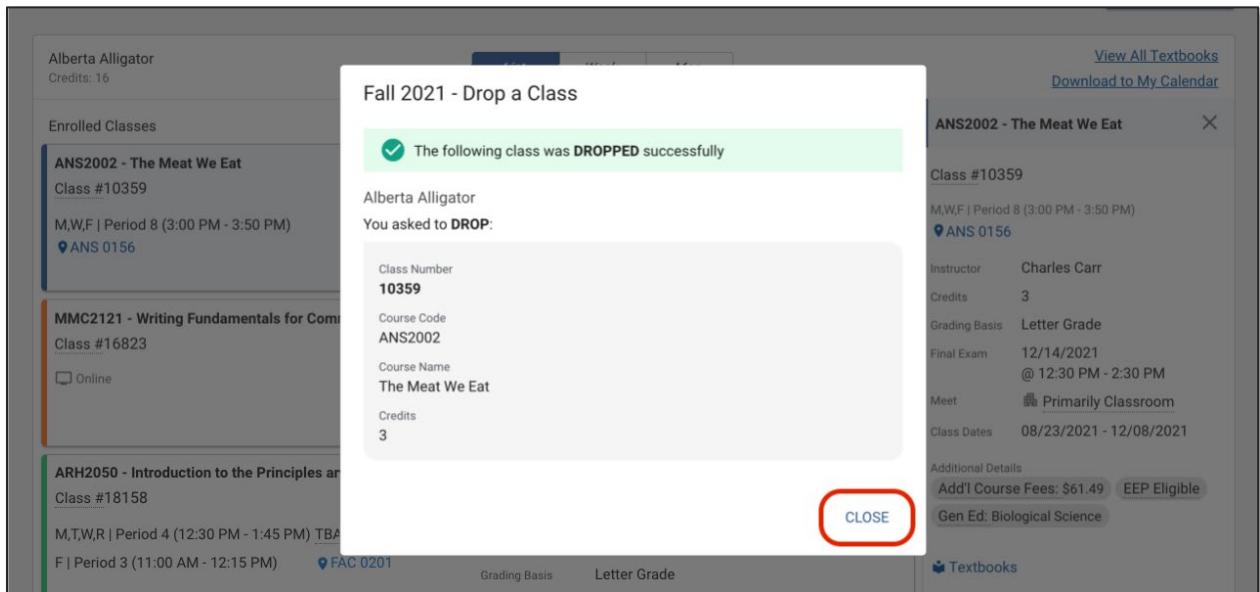
[Textbooks](#)

**Drop** [Swap](#)

- Click the **Drop** button to confirm dropping the course.



- The course has now been dropped from the student's schedule. Click the **Close** button



6. The course no longer appears on the student's schedule.

My Schedule - Fall 2021 [CHANGE TERM](#) [+ ADD COURSE](#)

Alberta Alligator Credits: 13 [List](#) [Week](#) [Map](#) [View All Textbooks](#)  
[Download to My Calendar](#)

**Enrolled Classes**

<b>MMC2121 - Writing Fundamentals for Communicators</b> Class #16823 <input type="checkbox"/> Online	Instructor: Renee Martin-Kratzer Credits: 3 Grading Basis: Letter Grade Final Exam: --
<b>ARH2050 - Introduction to the Principles and History of Art 1</b> Class #18158 M,T,W,R   Period 4 (12:30 PM - 1:45 PM) TBA F   Period 3 (11:00 AM - 12:15 PM) <a href="#">FAC 0201</a>	Instructors: Mark Hodge, Danielle Sensabaugh Credits: 3 Grading Basis: Letter Grade Final Exam: --
<b>BCH4024 - Introduction to Biochemistry and Molecular Biology</b>	

FOR ADDITIONAL ASSISTANCE:

For additional questions, please contact the Flexible Learning office by email [learn@dce.ufl.edu](mailto:learn@dce.ufl.edu) or by calling 352-294-6300.