

To register for the online course for pre-health students, MCB 3020 – Basic Biology for Microorganisms, you will be brought to the following page: <http://www.cals.ufl.edu/distance-ed/statewide/non-degree-seeking.php>.

To complete the registration form successfully, you must fully and accurately answer all of the questions and complete all of the requested fields.

It is important to understand that questions regarding ethnicity are voluntary and requested by federal regulations and the Department of Education. Your answers to these questions are not used in any way as a determining factor towards acceptance.

Step 1: Select the Year and Term of registration. For Summer enrollment, select "Summer (A/C (May))."

Step 2: From the drop down menu under "College," please select "THE COLLEGE OF AGRICULTURAL AND LIFE SCIENCES – Microbiology & Cell Science Distance."

Step 3: Complete the Personal Information section by providing your First/Given Name, Middle Initial and Last/Family/Surname.

Step 4: Select your Gender from the drop down menu.

Step 5: Please answer both Question 1 and 2 regarding ethnicity. This information is not used as a basis for admission.

Step 6: Enter your Social Security number. If you do not have one, please select the check box provided.

Step 7: Enter your UFID. If you do not have a UFID, leave this field blank and a UFID will be generated for you.

Step 8: Enter your Date of Birth by selecting the Month, Day and Year.

MCB 3020 Basic Biology for Microorganisms Online Registration Tutorial

The screenshot shows a registration form with several sections. Orange arrows point from the instruction boxes on the right to the corresponding fields in the form:

- Email Information:** Points to the "Email Address" field.
- Multi-Phone Number Information:** Points to the "Area Code" and "Phone (No Dashes)" fields.
- Current Address Information:** Points to the "Local Address", "City", "State", and "Country" fields.
- Permanent Address Information:** Points to the "Home Address", "City", "State", and "Country" fields.
- International Address Information:** Points to the "International Address" and "International Phone" fields.
- Course Information:** Points to the "Prefix", "Number", "Suffix", and "Section" columns in the table.
- Residency Information:** Points to the "Citizenship" dropdown menu.
- Previous Education Information:** Points to the "What is the highest degree you currently hold?" dropdown, the "Have you previously attended UF?" dropdown, and the "Have you ever been convicted of a crime" dropdown.

Step 9: Enter your Email Address.

Step 10: Enter your Phone Number, including the area code with no dashes.

Step 11: Enter your Current Address Information, including City, State, County and Zip.

Step 12: Enter your Permanent Address. If it is the same as your current address, please click on the link provided.

Step 13: If you have an International Address and Phone, enter it in the fields provided.

Step 14: For the Course Information area, please enter MCB for the Prefix and 3020 for the Number. Please leave the Suffix and Section fields blank.

Step 15: Select your Citizenship from the drop down menu.

Step 16: Select the highest degree you currently hold from the drop down menu.

Step 17: If you are an out of state student and did not previously attend a Florida institution, skip to Step 18. Otherwise, enter your Post Secondary information.

Step 18: Select Yes or No from the drop down menu to answer if you previously attended UF. If yes, select previous term information.

Step 19: Select the appropriate answer from the drop down menu to answer if you have previously applied to UF.

The screenshot shows a registration form with a dark blue sidebar on the left containing the text "Previous Education" and "UNIVERSITY OF FLORIDA". The main content area has two questions, each with a "Yes/No" dropdown menu and an "Explain" button followed by a text input field. The first question asks about disruptive behavior, and the second asks about criminal convictions. An "Apply" button is at the bottom left.

Step 20: Select Yes or No to answer the question regarding whether a court or school authority found you to disrupt or interfere with orderly conduct. If Yes, please explain.

Step 21: Select Yes or No to answer if you have ever been convicted of a crime. If Yes, please explain.