

## Undergraduate ABA Application Steps

This video will show you how to apply as a non-degree seeking undergraduate student. Starting on the UWF.edu home page, you will select "Apply" at the very top of the page. Next, you will scroll down and select the blue undergraduate button. If you are a returning user and you've had an application before on this service, you can login here. If you are a first-time user, you will need to create an account. When you create an account, you will simply need this information here before you can continue and move on. When you go to register your account, it's going to ask you some questions. If you're coming in with more than 12 college credits, you can select the appropriate one or you can also select "Unsure". Then, Select your anticipated entry term. When you go to the login page for the first time, you will see that there is a temporary pin that has been emailed to your account. Give it a few minutes and then retrieve that pin. To protect the security of your account, please specify a password. Click set password. When you first login, you can start a new application by clicking this link here. You will need to select an application type. For all BCaBA students just doing the course sequence, you will pick Non-Degree Seeking. Make sure that the term matches up. Create Application. Then you'll hit Open Application. This just verifies the information you put in before so that you can cancel if it's incorrect or move forward. The first page is a personal background page. The important part for us is this second page labeled "Non-Degree Seeking Application." On the Non-Degree Seeking Application, you will have to verify if you have attended UWF before and then you will pick your academic intent. For purposes of the Undergraduate BCaBA Application, you will select your academic intent as "Pursue a Certificate" and a certification tab will appear. You will click this, scroll down, and select Undergraduate ABA Certificate (online). Make sure your entry term matches up. Another thing to note here is the Immunization Waiver drop-down. You are an online student so you can waive the requirement as an online student. You can now continue with the rest of the application. Before you add your signature and turn in the rest of the application, it's good to go to the Review and make sure everything is here. You can always save for later and come back to your application at a later time.