**New Graduate Non-Degree Applications Steps**

Graduate Non Degree Application Steps

You can find the application link on our web page under Register, then you will select New Graduate Students. If you are simply pursuing the Graduate BCBA or QBA course sequence, you need to select Non-Degree Seeking as the type of application. The next step will be to create an account, unless you are a returning user who already has an account from before. You will select create an account if you are a first time user to start a new application. Fill out the registration information that it asks for. A temporary pin will be sent to your email address that you will need to retrieve so that you can set up a password. Enter your temporary PIN, your birthday, and select login. To protect the security of your account, please specify a password here. Click set password. Now you will select start new application. Select the application for the correct starting semester and then select Non-Degree Seeking. Click create application. This will show your application details. Now you will select, open application. Fill out your personal information on the first page. On the second page, you will select how you heard about UWF Graduate School and if you have previously attended UWF. If you have previously attended, you will need to insert your UWF ID here. You will then answer if you are currently employed, and you will certify that you have a bachelor’s degree prior to starting graduate level non-degree coursework. You will then select pursue a certification program and your academic level. You will select Masters here. Next, click the Academic programs tab. You will now scroll down and select Graduate BCBA Certificate or Graduate QBA Certificate Online, depending on what you are applying for. You will then select your entry term and click continue. You can now complete the rest of your application. Before you submit, make sure to review required fields that may be missing. Click the review tab. You can save the application for later and, once you submit,

please allow 48 hours for it to process. If you have any questions or concerns, you can reach us at our website, email, or phone number. We are also available through live chat on our website.