Guide for Non-Degree Students

This guide will assist you as you navigate USF Tampa Campus. Read the question & answer section to learn about USF policies and procedures pertinent to non-degree students. Visit the Registrar Office’s website at http://www.registrar.usf.edu for an up-to-date class schedule search.

APPLICATION FEE & REGISTRATION CLEARANCE
Submit your $20 application fee and a Non-Degree Enrollment Application (download one at http://www.registrar.usf.edu), mail it or bring it in person to a Records and Registration office on any USF Campus. All students register using OASIS, USF’s Online Access Student Information System at http://www.usfonline.admin.usf.edu. For registration related questions, call 974-3853. Applications for on-campus alternative calendar courses (which have beginning and end dates other than the regular term) are also subject to a $20 application fee and are disbursed first class meeting in the classroom.

TUITION PAYMENT
View your account information at http://usfonline.admin.usf.edu and be sure your residency status is correct. If not, call 974-2000. Payment by mail must be postmarked by the 5th day of classes to: Tuition, USF, 4202 E. Fowler Ave, Tampa, FL 33620-3650 or delivered or deposited in a Cashier’s Office Drop Box in ADM131. A $100 late payment fee is assessed after the 5th day of classes. NOTE: Non-degree seeking students are ineligible for financial aid.

E-MAIL ACCOUNT
Contact Academic Computing at 974-1222 or in LIB608 or online at http://una.acomp.usf.edu to establish a University e-mail account after registering.

USF IDENTIFICATION CARD
All students are required to obtain a USF Card for library access, health services, copy services and computer lab access. Present photo ID and pay $10 in Room 105 of the Marshall Center Mon & Thur 9 to 5, Tue & Wed 9 to 6, and Fri 8 to 5. Open first Sat each month 9 to 1, too.

PARKING
Permits are required from Parking and Transportation Services at the corner of Maple and Fletcher Ave 7:30 to 5 Mon & Thur, 7:30 to 6 Tue & Wed, 7:30 to 3 on Fri. NOTE: Motorist assistance available at 974-3990 menu option 5.

UNIVERSITY BOOKSTORE
In the Marshall Center, new & used textbooks, supplies and a selection of other store merchandise including computer software and USF logo memorabilia is available Mon—Thur 8 to 7, Fri 8 to 5 and Sat 10 to 4.

CHILDCARE
USF Family Center, open 7 to 6 for infants through preschool age, offers full/part-time and hourly drop-in service 7 a.m. to 9 p.m. for infants through age 10. Call 974-8500 for more information.

CAMPUS DINING
In the Marshall Center, Einstein Bros., Natural Selection & a la carte dining from Bene Pizza & Pasta, Chick-fil-A, Freshen’s Smoothies, Sushi & Montague’s Deli Mon—Thur 10 to 8, Fri 10 to 7 & Sat 9 to 7. Top of the Palms offers lunch Mon–Fri 11 to 2. Satellite dining locations include Cooper Hall (Subway), the Library (Gourmet Bean), and College of Business (Firehouse Grill/Rotisserie).
QUESTIONS & ANSWERS

Are credits earned as a non-degree seeking student transferable should I decide to formally apply for degree-seeking admission to USF? A maximum of 14 hours may be applied to an undergraduate degree program, 12 hours maximum to a graduate program.

Will I be dropped if I do not attend class? To waive the University’s First Day Mandatory Attendance Policy in the event you are unable to attend the first class, express your desire to remain in class to your professor.

What if I want to be dropped? Access OASIS and drop the course you no longer wish to attend.

Can I anticipate any “registration roadblocks”? Your registration will be “on hold” only if you have not fully met immunization requirements or if you have financial obligations like library fines, outstanding tuition due or parking tickets. Hold information is available on OASIS.

Can I continue to register future terms? Your eligibility to register continues without re-applying by enrolling at least once in three consecutive semesters.

What if the course I want requires special permission? Request a permit be issued through the college or department offering the course prior to registering on OASIS.

Where can I view the Schedule of Classes? The Schedule Search is online at http://usfonline.admin.usf.edu

Where do I obtain admissions information if I decide to become degree-seeking? The Office of Undergraduate Admissions is at 974-3350 and Graduate Admissions is at 974-8800.

Where do I obtain academic advisement? Advising opportunities are available to non-degree seeking students through Adult and Transfer Student Services at 974-6444, the department offering your courses (Biology, Art, etc) or Undergraduate Services at 974-1051.

Where can I view a campus map? Online at http://www.usf.edu or pick one up at Parking and Transportation Services.

Who is available to answer additional questions? The Office of the Registrar at 974-2000 will be glad to help or e-mail us questions to regquest@admin.usf.edu

Spring 2007 Calendar

Classes Begin January 8
Martin Luther King Jr. (No USF classes) January 15
USF Spring Break March 12-17
Classes End April 27
Spring Final Exams April 28-May 4
Spring Commencement May 5

Campus map at http://www.lib.usf.edu/ldsu/campusmap/