

# Guide for Non-Degree Students

USF, one of Florida's Top Three Research Universities, welcomes Non-degree seeking students on a space-available basis. The question & answer section of this Guide is about USF policies & procedures pertinent to non-degree students. Visit our website at [www.registrar.usf.edu](http://www.registrar.usf.edu) for access to an up-to-date online class schedule search.

## APPLICATION FEE & REGISTRATION CLEARANCE

Pay your non-refundable \$30 application processing fee and signify USF as your institution of choice via the Non-Degree Enrollment Application at [www.FACTS.org](http://www.FACTS.org). All students register using OASIS, USF's Online Access Student Information System at [usfweb2.usf.edu/oasis](http://usfweb2.usf.edu/oasis). Following admittance, for registration related questions, call (813) 974-3853. Applications for USF **alternative calendar courses** (which have beginning and/or end dates other than the regular term) are also subject to the \$30 non-refundable application processing fee and apply at [www.registrar.usf.edu/applications/alternative\\_calendar](http://www.registrar.usf.edu/applications/alternative_calendar).

## TUITION PAYMENT

View your account information at [usfweb2.usf.edu/oasis](http://usfweb2.usf.edu/oasis) 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 the Cashier's Drop Box in ADM131.

A \$100 late payment fee is assessed after the 5th day of classes.

## E-MAIL ACCOUNT

Contact Academic Computing at 974-1222 or in LIB608 or online at [una.acomp.usf.edu](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. On the USF Research campus in Tampa, present a photo ID, such as a Driver's license and pay the accompanying fee for a USF ID Card in the Marshall Center. Hours vary.

## PARKING

Permits are required to park on all USF campuses and are available from Parking and Transportation Services. Their website is at [usfweb2.usf.edu/parking\\_services/default.asp](http://usfweb2.usf.edu/parking_services/default.asp). NOTE: Motorist assistance on the USF Research campus in Tampa is available at 974-3990.

## UNIVERSITY BOOKSTORE

In the Marshall Center on the USF Research campus in Tampa, new & used textbooks, supplies and other merchandise including computer software and USF logo memorabilia is available. Hours vary.

## CHILDCARE

USF Family Center, on the Research campus in Tampa, offers full/part-time and hourly drop-in services for infants through preschool age. Call 974-8500 for more information.

## CAMPUS DINING

On the USF Research campus in Tampa, the Marshall Center hosts various a la carte and dine-in dining options. Satellite dining locations include Cooper Hall, the Library and in the College of Business building. Hours vary.

## STUDENT HEALTH SERVICES

All students, regardless of age, must complete a mandatory medical history form available from USF [Student Health Services](#). All students born after 1956 must also present documented proof of immunity to measles (Rubeola) and Rubella (German measles). Foreign nationals must comply with the State University System's Insurance requirements by providing proof of insurance to the USF Student Health Services Office prior to registration. Visit Student Health Services online at: <http://shsweb.shs.usf.edu/SHSForms.html> for official forms.

## 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. \*Those students applying for Non-Degree status who plan to enroll in MUN 1110 or MUN 1100 should contact the Marching/Pep Band Office at 813-974-0845 for further information.

*Where can I view the Schedule of Classes?* The Schedule Search is online at [usfweb2.usf.edu/oasis](http://usfweb2.usf.edu/oasis).

*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.

*What if I want to apply degree-seeking?* Information is available to non-degree seeking students thinking of applying as undergraduates through Transfer Admissions Advisors located in the Office of Undergraduate Admissions, SVC 1036 or by calling (813) 974-3350. Non-degree students considering graduate school may



### Fall 2009 Calendar

Classes Begin	August 24
"W" Deadline	October 31 (Last day to drop via OASIS & avoid academic penalty; fee liable.)
Veteran's Day	November 11 (No USF classes)
Thanksgiving Break	November 26 & 27 (No USF classes)
Classes End	December 4
Finals Week	December 5 - 11

### Spring 2010 Calendar

Classes Begin	January 11
MLK Holiday	January 18 (No USF classes)
"W" Deadline	March 27 (Last day to drop via OASIS & avoid academic penalty; fee liable.)
Spring Break	March 8—13 (No USF classes)
Semester Ends	April 30
Finals Week	May 1—May 7

### Summer 2010 Calendar

Classes Begin	May 17 (Sessions A&C)
	June 28 (Session B)
Memorial Day	May 31 (No USF classes)
Independence Day	July 5 (No USF classes)
Classes End	June 25 (Session A)
	August 6 (Session B)
	July 23 (Session C)

*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 [asktheregistrar@admin.usf.edu](mailto:asktheregistrar@admin.usf.edu).