University Registrar Office’s Policies -

URO 101 Registration

101–01 Registration for Classes—General Policy

Purpose:
To facilitate eligible student course registration.

Other Resources:
University Catalog
Cashier’s Office

Applicability:
In order to be eligible to register at USF, a registrant must be:
1. a continuously enrolled USF student
2. a newly admitted USF student
   or
3. a former USF student returning after three or more semester absences.

Policy:
All eligible students register online via OASIS, USF’s Online Access Student Information System. Students register at or after, if allotted, their respective appointment date/time before registration ends at 5 P.M. on the business day before the first day of classes each semester. After the Drop/Add week, which lasts the first five days of each semester, only URO staff can process student registration transactions upon receipt of an approved Academic Regulations Committee (ARC) or Graduate School petition. A late fee is assessed for course registrations not finalized prior to the first day of classes each semester.

Processing Priority:
Registration is a student self-service process at USF.

Schedule search:
Lists of course offerings in which to register, associated tuition & fees and important academic and administrative information each semester are available online at usfweb2.usf.edu/oasis/mainoasis_stu.htm. See the applicable Catalog for important dates and deadlines each semester.

Registration procedures:

To register for classes during an active registration period, students must:
1. meet with an academic College/department advisor to obtain any necessary course permits.
2. verify allotted registration appointment date/time and eligibility for course activity in OASIS via sign-in under their unique USF-ID number and self-assigned PIN.
3. resolve any administrative holds hindering registration with that respective office.
4. submit course reference numbers from the online Schedule Search via OASIS to distinguish in which class or classes the student desires to register.
5. pay the resulting balance due by the tuition & fees deadline pertinent to that semester, usually the end of the fifth (5th) business day of the first week of classes.
Cross-References:

For information on late registration, see URO 101–06, “Registration after Drop/Add Week.”

101–02 Self-Assigned PIN

Purpose:
To facilitate a student’s secure access to OASIS Self-Service.

Policy:
Students use their institutionally assigned USF-ID number and an assigned six-digit personal identification number (PIN/DOB) to sign-on to OASIS. They are then prompted to update (i.e. replace) their assigned PIN to any other 6-digit number of their choice, and advised not to share it. Note, the USF-ID number coupled with the student's self-assigned PIN serves as the student's electronic signature at USF.

In the event a student forgets his/her self-assigned PIN, a temporary reset to a URO assigned number is permissible by following the instructions on the OASIS PIN Reset Form. A PIN cannot be reset over the telephone.

101–03 Mandatory First Class Meeting Attendance

Purpose:
To enforce student attendance at the first class meeting.

Other Resources:
University Catalog
Cashier's Office

Policy:
It is ultimately a student’s responsibility to drop courses via OASIS by 5 P.M. on the fifth day of each semester to avoid being held fee liable. Instructors may also drop a student from a course if the student
1. appears on the class grade roster
   and
2. does not attend the first class meetings.

It is recommended that the student contact the instructor before the first class if absence cannot be avoided.

Courses that are dropped do not appear on the student’s transcript. Tuition, if paid, is fully refunded, depending on the student’s remaining hours and any applicable fees.

Cross-Reference:
For further information on dropping courses, see URO 101–06, “Registration after Drop/Add Week.”

101–04 Drop/Add of Classes
Purpose:
To facilitate a student’s drop and/or addition of classes to their current semester schedule during Drop/Add week; the first five (5) days of each semester.

Other Resources:
Cashier’s Office

Policy:
Registered students may change their current semester schedules by dropping and/or adding course reference numbers via OASIS until the end of the fifth (5th) business day each semester. Dropping, adding, or swapping classes may result in additional fees or refunds.

Additional Fees:
Adding a class or classes that result in a balance due must be paid by the tuition & fees deadline pertinent to that semester, usually the end of the fifth (5th) business day of the first week of classes

Refunds:
To ensure refund of any portion of a balance owed to the student as a result of dropping a class or classes, all inquiries must be addressed to the Cashier’s Office.

Procedure:

To drop/add a class, a student must:
1. meet all expectations of the URO Registration for Classes General Policy with the exception of an allotted registration appointment date/time.
2. drop/add course reference numbers via OASIS to distinguish the class in which the student desires or no longer desires to be registered.
3. complete all drop/add transactions by the end of the fifth (5th) day of classes in the registration term.

Cross-References:

For further information on registration, see URO 101–01, “Registration for Classes—General Policy.”
For further information on late drop/add, see URO 101–06, “Registration after Drop/Add Week.”
For further information on withdrawal from classes, see URO 101–08, “Withdrawal from Classes—General Policy.”

101-05 Override and/or Overload Permits

Purpose:
To facilitate registration by a student into a class that is closed or filled to capacity, restricted, or in time conflict with another class on the student’s class schedule or to allow a student to exceed the maximum course load permitted

Other Resources:
Academic Colleges and departments
Cashier’s Office

Policy:
The College or department offering a class may issue an override during the registration and drop/add periods so that a student may add a class that is full, restricted, or in time conflict with another class on the student’s schedule OR the College or department Advising Office of the student’s major may issue an overload authorization allowing a student to register for classes exceeding the maximum course load allowed.

1. Students make requests for override permission or overload authorization at the College or department offering the class desired.
2. If approved, College or department personnel issue override or overload permits electronically in Banner (OASIS).
3. Upon approval, students register via OASIS using the distinct course reference number corresponding with the class for which override or overload permission has been granted and meet the tuition & fees deadline for the semester.

101–06 Registration after Drop/Add Week

Purpose:
To facilitate an eligible student to register for or drop/add classes after active registration via OASIS ends.

Other Resources:
Academic Colleges and departments
Cashier’s Office
University Catalog

Applicability:
A registrant must be:

1. A continuing USF student
2. A new USF student admitted late
   Or
3. A former USF student returning after a three or more semester absence.

Policy:
All eligible students who desire to either register for the first time after active registration ends or drop/add classes after the published deadline must:

1. Obtain approval from the authorized College or department Academic Regulations or Graduate School representative
2. Have the registration processed at the Tampa Campus’ University Registrar’s Office or a regional campus Registration & Records Office
   And
3. Pay a $100 late registration fee for initial registration, along with the normal tuition & fees for the semester plus a late tuition payment penalty within 5 business days of the late registration having been processed.

For further information on registration, see URO 101—1, “Registration for Classes – General Policy”
For further information of drop/add, see URO 101-03, “Drop/Add of Classes”

101-07 Late Registration Fee
Purpose:
A penalty imposed to encourage students to register in advance of the first day of classes.

Policy:
All degree-seeking students who wait to initiate or attempt registration for the first time during Drop/Add week will be automatically assessed a $100 late registration fee.
All non-degree seeking students not registered by 5 P.M. on the end of Drop/Add week (fifth day of classes) will automatically be assessed a $100.00 late registration fee.

Any students who successfully petition for late registration or reinstatement following financial cancellation will be also automatically be assessed the $100.00 late registration fee.

Requests to waive the $100 late registration fee must be submitted to the URO using the Late Registration Fee Waiver Request form (see www.registrar.usf.edu/data_display.php?link_type=Forms for the form).

Cross-Reference:
For further information on late drop/add, see URO 101–06, “Registration after Drop/Add Week.”

101–08 Cross Enrollment

Purpose:
To facilitate a USF undergraduate student’s ability to enroll in courses at another institution while maintaining continuous student status at USF.

Other Resources:
Academic Colleges and departments

Policy:
Students must obtain their advisor's approval that transfer credits will be accepted by USF and meet the following eligibility requirements:

1. Students are degree-seeking undergraduates at USF in good academic standing, i.e. 2.00 GPA or better. (Note: Courses taken through cross enrollment are not computed into a student’s USF GPA.)
2. Except for remedial courses, USF Freshmen must have completed 24 credit hours at USF before cross enrollment is an option.
3. Cross enrollment credits cannot exceed 50% of courses in any USF undergraduate degree program. (Note: Transfer students needing prerequisites for a specific major and/or CLAST preparation courses may be granted exception by an academic advisor.)
4. Students are accountable for assuring their advisor that cross enrollment courses are applicable to their USF undergraduate degree program.

See http://isis.fastmail.usf.edu/finaid/FormAidYearChoice/xrol.htm for the Cross Enrollment Contract form.
Students must be enrolled in a minimum of six credit hours at USF while cross enrolled at another institution, and abide by the admission deadline and course registration procedures of the institution where they wish to cross enroll. Payment for cross enrollment courses is based on that institution's fee payment policies. Upon completion of the courses, students must request an official academic transcript be sent to USF:

University of South Florida, Office of Admissions, SVC 1036 Attention: Transfer Credit Evaluations, Tampa, FL 33620-6900

101-09 Course Deletion

Purpose:
To facilitate consideration for removal of a course(s) from a student’s academic history.

Other Resources:
Academic Colleges and departments

Policy:
For consideration of a course deletion, undergraduate students must petition their Academic Regulations Committee representative and graduate students must petition the Graduate School.

Course deletion petitions must be submitted within 6 months of the end of the applicable term and accompanied by documentation supporting claims of illness, call to military duty, death in the student’s immediate family, or University error/exceptional circumstance well beyond the control of the student.

Approved petitions for course deletion are processed upon receipt in the University Registrar’s Office.

101–10 Fee Adjustments

Purpose:
Petition process, available for six (6) months from the end of the semester, for tuition & fee refund consideration following withdrawal under five possible state-approved conditions.

Policy:
One-hundred percent (100%) of tuition and fees may be deemed refundable when, under five (5) state-approved conditions, petitioned for within six (6) months of the end of the semester to which the refund is applicable. Petitioners must have dropped or withdrawn and provide documents or evidence of the following state-approved conditions to the University Registrar’s Office:

1. Illness of the student, confirmed in writing by a physician (M.D.), of such severity or duration to preclude completion of the course(s).
2. Death of the student or immediate family member; i.e. parent, spouse, child or sibling, as confirmed by death certificate & obituary indicating the student’s relationship to the deceased.
3. Involuntary or voluntary call to active military duty as confirmed by official orders.
4. A situation in which the University is in error as confirmed by the appropriate University official in writing on official USF College/department letterhead.

5. Other exceptional circumstance beyond the control of the student which precluded completion of the course(s) accompanied by both an explanatory letter and verifiable written documentation clearly supporting the student’s explanation.

Withdrawal from the course(s) for which a fee adjustment is sought is necessary before filing a Fee Adjustment Request form found at [www.registrar.usf.edu](http://www.registrar.usf.edu).

**101-11 Administrative Holds on Registration**

**Purpose:**
To suspend a student’s registration privileges unless/until rescinded by the originating office. See Other Resources (immediately following) for examples of originating offices.

**Other Resources:**
- Student Affairs
- Student Financial Services
- Student Health Services
- Parking Services
- University Library

**Policy:**
Registration privileges can be prohibited until administrative holds are satisfactorily resolved.

Administrative holds are visible in OASIS after sign-in at usfweb2.usf.edu/oasis/mainoasis_stu.htm. Holds must be resolved with the originating office prior to registration. Only the originating office can lift or override their administrative holds.

**101–12 Withdrawal from Classes—General Policy**

**Purpose:**
To facilitate a student’s withdrawal from one or more classes or from all classes.

**Other Resources:**
- Cashier’s Office
- Student Financial Services
- University Catalog

**Policy:**
A student who withdraws may receive a grade of “W” up until the deadline for withdrawal without academic penalty posted in the Catalog each semester. Summer semester is comprised of three sessions; each session during Summer semester has a deadline to withdraw without academic penalty. Withdrawals from individual courses are ineligible for refund of tuition and fees.

Students' withdrawals from individual courses are enacted self-service via OASIS after the end of Drop/Add week; beginning the sixth (6th) day of classes each semester. To enact a total withdrawal, submit a Withdrawal Application (see Forms at [www.registrar.usf.edu](http://www.registrar.usf.edu)) to the University Registrar's Office. To be eligible for a 25% refund of registration fees and tuition paid, less building and capital
improvement fees, total withdrawals must be processed before the end of the fourth week of Spring or Fall semester (end of the third week in Summer semester).
A student who receives financial aid and withdraws or drops courses which result in a refund will have all financial aid grants, scholarships and student loans reimbursed by any refund until those programs are paid in full. This does not include private loans. For more information, go to www.usf.edu/finaid.

Courses from which a student successfully withdraws remain on their USF academic transcript indicating a grade of “W” awarded.

101–13 Withdrawal from Classes after the Academic Penalty Deadline

Purpose:
To facilitate a student’s request for consideration of a “W” grade after the deadline to withdraw without academic penalty, posted each semester in the University Catalog.

Other Resources:
University Catalog
Academic Colleges and departments

Policy:
An undergraduate student who wishes to withdraw from a class or classes, but still remain registered in at least one class, after the semester’s academic penalty deadline posted in the Catalog must petition the Academic Regulations Committee (ARC) representative. Graduate students must petition the Graduate School. In either case, both forms for consideration for a withdrawal with a grade of “W” after the deadline are available at www.registrar.usf.edu. Approved petitions are processed upon receipt from the Colleges and departments or Graduate School in the University Registrar’s Office.

101–14 Campus Change

Purpose:
To facilitate a student’s home campus change online.

Policy:
All change of campus requests may be submitted online at www.registrar.usf.edu/applications/campus_selector/ The following factors may influence the expediency of permissible campus change requests.

1. Changes of campus enacted after the fifth (5th) day of the semester will likely result in a change in per-credit hour fee rates; therefore, students must be prepared to address any balances owed the University as a result of a campus change.
2. Change of campus to USF St. Petersburg can only be enacted if the student is in a degree program/major offered by the St. Petersburg campus as listed here.
3. A copy of the request to change campus will be forwarded to the college/campus from which the student is changing so that the previous college/campus may forward any appropriate departmental files to the receiving college/campus.
4. Changes of campus and catalog years must be in agreement regarding program effectiveness.
A Student Self-Declared Data form is available at the University Registrar’s Office on Tampa campus as well as at regional campus Registration & Records offices in the event the Campus Selector is offline.

**101–15 Repeat Course Surcharge**

**Purpose:**
To govern the approval of exceptions to the repeat course surcharge.

**Policy:**
The University Registrar’s Office may approve one appeal per course of the repeat course surcharge. Exceptions are extenuating circumstances and financial hardship as defined as follows:

1. Circumstances determined by the URO beyond the control of the student including documented medical condition preventing course completion, death of an immediate family member, voluntary or involuntary call to active military duty, University error/exceptional or emergency situations.
2. Financial hardship includes qualification for federal need-based financial aid; other documented financial hardships may also be considered.

Students must complete a Fee Adjustment Request form (see Forms at [www.registrar.usf.edu](http://www.registrar.usf.edu)) and indicate the request is for a waiver of a repeat course surcharge along with documentation supporting their claim. Decisions are rendered by the Associate University Registrar. Denials may be appealed to the University Registrar.

**101–16 Auditing A Course**

**Purpose:**
To facilitate attending a USF course without receiving academic credit.

**Other Resources:**
University Catalog
Academic Colleges and departments

**Policy:**
Students whose registration is completed during the first five days of classes in the term must provide an Audit form (See [www.registrar.usf.edu/data_display.php?link_type=Forms](http://www.registrar.usf.edu/data_display.php?link_type=Forms)) and a date-stamped permit from the campus/college/department offering the course they wish to audit. In-state tuition rate will be assessed, no academic credit will be earned, and the grade notation on the academic record will simply indicate that the course was taken for audit.

**101-17 Senior Citizen Registration**

**Purpose:**
Florida residents 60 years of age or older prior to the first day of classes in the term of registration may enroll on a space available basis in certain undergraduate and graduate courses without paying fees.

**Other Resources:**
University Catalog
Academic Colleges and departments
Parking Services
Student Health Services

Policy:
Eligible senior citizens must supply their registration materials to the URO by the 6th day of the semester. No registrations will be processed on Tampa campus after the 6th day of the term. Class registrations affected via OASIS prior to the Senior Citizen registration date will incur a non-waiveable fee liability.

New senior citizen students, or who have not enrolled at USF in the past 3 consecutive terms, must provide two forms of state-issued identification (Drivers License; Voter Registration; Vehicle Registration) with their registration materials. The Senior Citizen Tuition Waiver Program is limited to bonafide residents of Florida. Persons shall be considered Florida Residents provided they have proof they have resided and held domicile in the state for at least twelve months immediately preceding the first day of classes for the term. This data is validated through the state-issued documents.

Senior Citizen students are required to purchase parking permits to park on any USF campus.

Many courses require College/departmental approval, prerequisites or have other restrictions which limit registration. Senior citizen students must acquire any necessary permits in advance of registration by contacting the department offering the course directly.

Senior citizen students who are enrolled for classes which require their physical presence on any USF campus must complete and submit the Medical History form to Student Health Services. Failure to submit the required documentation will prohibit registration.

101-18 State Employee Tuition Waiver Registration

Purpose:
Admitted USF degree-seeking or non-degree seeking students who are employed by the State of Florida may apply to waive tuition up to a maximum of 6 credit hours (excluding select directed individual studies or research, an internship practicum, music & theatre performance classes, Cooperative education, PACE, lifelong learning, continuing education and correspondence courses).

Other Resources:
University Catalog
Cashier’s Office

Policy:
Tuition waivers are applicable only if the student adheres to the restriction to delay registering at USF until after 5 p.m. two business day before the start of the semester. State employees must also acquire all necessary employer approvals on the state employee Tuition Waiver Request form. The form is usually available from the employee’s Human Resources office where employed.

State employees, like all other USF students, register via OASIS but only at or after 5 p.m. two business days before the first day of classes each semester. For example, state employee students
may register after 5 p.m. on Thursday preceding the first day of a semester when classes begin on
the following Monday. Any state employee who registers at any time before this registration start-
time and day forfeits eligibility to use the State Employee Tuition Waiver and will be held fully liable
for all USF tuition and fees.

Tuition Waiver Request forms must be completed and returned to the USF Cahier’s Office by the
fee payment deadline to avoid the $100 Late Payment Fee. State of Florida employees, who are not
employed by the Florida State University System, will earn taxable income equal to the value of
tuition waived for both undergraduate and graduate level courses. Since the value of tuition waived
is taxable, it is subject to Federal Income Tax, Social Security and Medicare taxes (FICA), and
reported to the Department of Financial Services Bureau of State Payrolls each term by the
appropriate Division of Human Resources sees that all appropriate taxes are withheld.

Some state agencies may allow exclusion from taxable income under IRC Section 132(d) ‘working
condition fringe benefit’ rules. Any individuals wishing to claim tax exclusion for courses reported to
the Bureau of State Payrolls should work through their Human Resource/Personnel Office to file
necessary paperwork with the Bureau. USF has been advised that agencies with individuals claiming
a tax exclusion to the courses waived will be given an opportunity to make this claim with the
Bureau of State Payrolls before taxable values are included with the employee’s earnings. Any
questions regarding this matter should be directed to the Human Resources payroll manager where
you work.

Since tuition rates for Florida residents are lower than rates for non-residents, it is required of all
state employees utilizing Tuition Waiver Request forms to verify their residency status is correct.

101-19 USF Employee Tuition Program

Purpose:
To facilitate USF employees’ tuition-free registration

Other resources:
USF Human Resources Office

Policy:
A full-time employee of USF may by authorized, upon admission to USF, to enroll in up to six
credit hours in USF courses per semester. See
http://usfweb2.usf.edu/usfpers/procedures/Forms%20TOC.htm for the USF Employee Tuition
Waiver form on which to seek supervisor authorization.

Internal Revenue Code (IRC) Section 117(d) allows tuition waivers provided to employees of
universities in the Florida State University System, for education below the graduate level, to be
excluded from an employee’s taxable income without dollar limit. There is an exception for graduate
students employed as teaching and research assistants to exclude the value of graduate tuition waived from the taxable income.

101-20 Student Folder Review

Purpose:
To facilitate a USF student’s authorized review of materials associated with their academic history; from acceptance to graduation.

Policy:
To affect a review of materials on record in the URO, a student must complete a Folder Review form at the Tampa campus, SVC1034.

Specified documents are usually ready for review in-person by providing positive photo identification three business days from the date of request.

URO 201 Academic Records & Student Vital Statistics

201-01 Grade Change

Purpose:
To facilitate an instructor’s change of grade for a student.

Policy:
Students initiate requests for consideration of a change of grade through the instructor of record for the course. The e-Grades system utilized at USF allows instructors to resubmit grades to Banner via Blackboard until all student grades are rolled to academic history by the University Registrar’s Office each semester. Once the term roll occurs, grade changes have to be submitted using confirming grade sheets or Instructor Change of Grade forms available to academic Colleges and departments.

Instructors may obtain Instructor Change of Grade forms from their individual department office. The forms must be signed by the instructor and the Chairperson prior to submission to the University Registrar’s Office on Tampa campus for processing. Completed forms cannot be forwarded to this office by a student.

201-02 Grade Forgiveness

Purpose:
To exclude a lower grade earned by a student from counting in the institutional (USF) GPA by the student repeating the course at USF and earning a higher grade.

Policy:
The University of South Florida permits an undergraduate or non-degree seeking student to repeat a course and have that grade computed into the grade point average in place of the original grade. Once awarded a bachelor's degree, the policy cannot be applied to courses taken toward that degree. Both the original and repeated course must be taken at USF. The repeated course grade must be a "D" or higher, and students are limited to three Grade Forgivenesses with no more than one repeat per course.

Students receiving an "FF" grade, indicating academic dishonesty, cannot use the policy subsequent to course repetition. All attempts at courses and grades remain on USF academic transcripts; however, to indicate a course where an original grade, but not its accompanying credit hours earned is computed in the grade point average, an "E" will appear next to it. The repeated course will be annotated with an "I" to indicate a subsequent attempt at earning a higher letter grade.

Under unusual circumstances, different but similar USF courses may be used if the substitute course has been previously approved by the student’s college Dean and meets these conditions: no substantive change in original course content when the substitute course is under another prefix, number or worth a different number of credit hours or in case the substitute replaces an original course no longer offered by USF.

A subsequent attempt at earning a higher letter grade by repeating a course that is assigned the grade of "F" will result in both grades calculated into the student’s grade point average. Repeat courses must be taken under the standard letter grading system (A-F). No repeat course taken on the S/U grading basis can have the policy applied.

All attempts and all grades on all courses taken are computed to determine honors at graduation, and individual colleges may have further restrictions. Students should consult with their college before repeating any course for grade forgiveness.

To apply for the potential advantage of the policy, submit a completed Grade Forgiveness Request form, found at www.registrar.usf.edu, but only after grades are posted for each course the policy is applicable.

201-03 Official Transcripts

Purpose:
To facilitate a student’s ability to order a complete, chronological listing of his or her USF academic history.

Other resources:
Cashier’s Office

Policy:
Official transcripts are ordered via OASIS at usfweb2.usf.edu/oasis/mainoasis_stu.htm. The present fee is $10 per copy. For instructions on ordering and the most current fee information, see the University Registrar’s web site at www.registrar.usf.edu.

Transcripts cannot be issued if the student has any financial obligations due. All requests must be authorized by the student in observance of the federal Family Educational Rights and Privacy Act (FERPA) of 1974.

201-04 Grade Verification Letters
Purpose:
To facilitate, in Summer semester only, a grade verification at the end of sessions A & C only.

Policy:
In Summer semester, sessions A & C only, a grade verification letter may be requested from the URO on Tampa campus at the end of either session. The end of Summer session B coincides with the end of the entire Summer semester; therefore, official USF transcripts are the only means of grade verification available to students for Summer session B in late August, late December for Fall semester and late May for Spring semester.

Grade verification letter requests for Summer sessions A or C must be submitted in writing to the URO, Tampa campus. The written request must include the student’s name, USF ID number, session A or C courses taken, signature and a third party address (University, Community College, Employer etc.) to which the letter is to be mailed. A Summer session A or C grade verification letter can be requested for pick-up in person, with positive photo identification, by the student, and is usually ready the next business day.

Note: Grade verification letters will only verify a grade submitted by a Summer session A or C session course instructor. Grade point averages are only calculated at the end of the entire Summer semester; therefore, grade verification letters will not include grade point averages.

201-05 Privacy
Purpose:
To facilitate a student’s control over the level of disclosure of their Student Directory Information.

Policy:
The Family Educational Rights and Privacy Act (FERPA) gives students the right to refuse to permit USF to publish or disclose items of Directory Information pertaining to them. Directory Information includes student name, addresses and telephone listings, birth date, major field of study, dates of attendance, enrollment status, degrees and awards received, participation in officially registered activities and sports, prior educational institutions, photographic image, and other similar information.

To be excluded from the annual USF Directory, requests for "Privacy" must be received by the Office of the Registrar on the Tampa campus by the end of the second week of classes in the Fall Semester. No public disclosures will be made until after this deadline. The Office of the Registrar will accept privacy requests throughout the year but assumes no responsibility for disclosures made prior to receipt of the request. Privacy requests become effective within 48 hours of receipt by the USF Registrar’s Office (Tampa) and remain in effect until students have either been awarded a degree from USF or until have not been enrolled at USF for three consecutive semesters.

Selection of a level of disclosure of Student Directory Information is elective and may be administered self-service at https://www.registrar.usf.edu/privacy.
Note: Selection of confidentiality or partial privacy prohibits USF staff and faculty campus-wide from discussing a student’s affiliation with USF in any capacity outside in-person with positive photo identification. No confirmation a caller is a USF student can be made over the telephone.

201-06 Residency Reclassification
Purpose:
To facilitate a student’s reclassification from out-of-state to in-state for tuition purposes at the University of South Florida.

Policy:
Residency for tuition purposes is defined by state law; see http://www.registrar.usf.edu/Residency for specific Florida School Code/Statute information, Request for Residency Reclassification deadlines and the application form. It is the student’s responsibility to be aware of their residency classification upon admission to the University of South Florida.

Residency reclassification requires USF students originally classified as out-of-state for tuition purposes to provide documentation indicating that they have, independently or as the dependent of someone who has, been a Florida resident for paying taxes, for voting and all other legal intent for at least one calendar year preceding the start of the semester for which they are applying for reclassification as in-state for tuition purposes.

Living in or attending school in Florida will not in itself establish legal residence for tuition purposes. Students who do not meet requirements independently or as a dependent student may, in exceptional cases, receive temporary classification for in-state tuition purposes, under state statute. These exceptions and examples of all supporting documentation required appear on the Request for Residency Reclassification form at http://www.registrar.usf.edu/Residency.

Students should allow adequate time to provide the application form and supporting documentation prior to the start of the term for which reclassification is sought; failure to do so may delay a final evaluation of your request or result in a denial. Students may appeal denials for reclassification to the University Registrar who acts in the capacity of the University Residency Appeals Officer. The appeal process includes an opportunity to submit a written appeal and any additional supporting documentation for review. The individual is notified of the decision in writing and the reasons the appeal was denied. The decision of the University Registrar is the final decision of the University of South Florida. Any subsequent appeals are made in the Second District Court of Appeals.

201-07 Non-Degree Student Application
Purpose:
To facilitate clearance for non-degree seeking to register on a space-available basis at USF. Enrollment may be denied to any applicant that was denied undergraduate admissions or that previously attended USF as a degree-seeker but was not awarded a degree. USF degree-seekers who stop out for one-year or more must reapply through USF Admissions to activate their eligibility to register.

Other Resources:
University Catalog
Student Health Services
Student Rights and Responsibilities
Office of International Affairs
Policy:
USF Non-degree applicants pay a non-refundable application processing fee and submit their applications at http://www.registrar.usf.edu/regurl/os/application. Alternative calendar course registrants also register online there. Non-degree applicants must be in good academic standing with their last institution, disclose any previous or pending disciplinary actions to the Office of Student Rights and Responsibilities and, regardless of age, must complete a mandatory medical history form. See USF Student Health Services for further requirements. A maximum of 14 credit hours earned as a non-degree student may be applied to an Undergraduate program of study (12 credit hours to a Graduate program), in the event a student later applies as a USF degree seeker.

Because of demand for some courses, Non-degree students may only register during the first week of the semester in College of Business Administration courses and only with their permission. Financial Aid is not available for Non-degree seekers.

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, and foreign nationals presently in the United States must submit documentation of their current immigration status to the particular USF campus where they plan to attend. Similarly, a Permanent Resident Alien, i.e. a "Green Card" holder, must submit photocopies of both sides of his/her Alien Registration card.

201-08 Summer Enrollment Requirement

Purpose:
As of September 1976, the State University System of Florida requires students admitted with fewer than 60 semester credits to earn at least 9 hours prior to graduation at one of the system schools during one or more summer terms.*

Policy:
Students may request a waiver of mandatory summer enrollment for one of the following three reasons:

1. Summer employment documented on official employer letterhead every summer term not enrolled. The documentation must clearly state the student was engaged in seasonal employment only during summer.
2. Academic program courses unavailable summer terms documented on official letterhead from the student’s academic advisor or Dean.
3. Unusual hardship due to exceptional circumstances well beyond the student’s control. Directly related, appropriate supporting documentation detailing the extenuating circumstances must accompany a Summer Enrollment Requirement Waiver form.

See www.registrar.usf.edu/data_display.php?link_type=Forms for the form. Waiver forms should be submitted to the URO well in advance of the last summer prior to graduation. Note: The URO automatically documents fulfillment of the 9-hour summer requirement by students who earn 9 or more credits from applicable State-approved articulated acceleration mechanisms, e.g.
early admission, dual enrollment or advanced placement/credit-by-exam. These students are absolved from applying for waiver of the Summer Enrollment Requirement.

**201-09 Change of Name**

**Purpose:**
To facilitate name changes or corrections on a USF student’s academic record.

**Policy:**
Students officially granted a legal name change must submit a Name Change Form to have their student academic records reflected under the new name. See www.registrar.usf.edu/data_display.php?link_type=Forms for the form.

Requests must include a USF ID number (or U.S. Social Security number) and signature and accompanying legal documentation for justification. Acceptable legal documentation include a marriage license (no church issued documents), divorce decrees, a court-ordered legal name change or a Florida driver's license under the new name.

**201-10 Change of Address**

**Purpose:**
To facilitate USF student address changes.

**Policy:**
Students are responsible for updating their existing addresses and telephone numbers online via OASIS after login using their USF ID number and self-assigned PIN.

In the event OASIS is off-line, students may execute updates using either the URO’s Address Change Form available at Tampa or regional campus Registration & Records offices or by faxing a signature request including USF ID number and legible (preferably typed) new address and/or telephone number to the University Registrar’s Office at SVC 1034 at (813) 974-5271.

**201-11 Change of Social Security Number**

**Purpose:**
To facilitate Social Security number changes for USF students

**Policy:**
If a student’s USF academic record is reflected under an incorrect U.S. Social Security number either due to a data-entry error or as a result of a new or changed number issued by the U.S. Social Security Administration, they must submit a signed Social Security Number Correction Form. See www.registrar.usf.edu/data_display.php?link_type=Forms for the form.

The student’s signature and a legible photocopy of their official, signed U.S. Social Security card must accompany the form to the University Registrar’s office at SVC 1034.

**URO 301 Degrees & Enrollment Certification**

**301-01 Enrollment Certification**

**Purpose:**
To facilitate verification a student is enrolled at USF for loan deferment, insurance or any other purpose.

Policy:
Students are given the first week each semester to add and/or drop classes. Because of this, the enrollment certification process begins the second week of the term (after schedules have been finalized). If students need the URO to mail an enrollment certification letter, they must provide either a self-addressed stamped envelope, or a postage-paid one addressed to a third party, and a completed Enrollment Certification Request form. See www.registrar.usf.edu/data_display.php?link_type=Forms. Any appropriate forms from a lender or insurance provider that may need to accompany a certification letter must also be provided to the URO on the Tampa Campus, SVC1034. Students of USF St. Petersburg campus turn their requests and accompanying forms and SASE’s in Bayboro Hall.

Registering and paying for 12 or more credit hours in a semester* establishes a student as Full Time Undergraduate student (9 or more credit hours for Graduate students). Half Time status requires 6 to 11 credit hours for Undergraduates and between 5 to 8 credit hours for graduate students. For undergraduates, students registering and paying for 1 to 5 credit hours establishes them as less than Half Time. 1 to 4 credit hours for Graduate students.

* During Summer Terms, credits may be taken in any combination of sessions A, B or C.*

301-02 Application for Graduation

Purpose:
To facilitate certification of a USF degree and appropriate annotation of the degree awarded on the student's academic record.

Other Resources:
University Catalog
Academic Colleges and departments
USF Commencement Office
Cashier’s Office
Office of Finance & Accounting

Policy:
Applications for graduation must be received at the appropriate destination point by the deadline listed on the application cover sheet. See www.registrar.usf.edu/data_display.php?link_type=Forms for the applicable application for degree and destination point. If a student doesn’t meet their requirements for graduation, a new application must be submitted by the deadline in the term in which they will meet the requirements for the degree.

Students who submit an application after the deadline to apply but before the last day of the degree term will be assessed a $50.00 late fee. Late applicants are not guaranteed that the application will be processed before the next term's registration period, and if submitted after the last day of the term, will not be recorded as having graduated until the next school term, even if all requirements have been met.

Students are responsible for completing a graduation check with their college for additional graduation requirements and application deadlines. For example, College of Business applicants
must submit the COB Graduation Worksheet, and College of Engineering requires all engineering students to apply for graduation in the term prior to the anticipated graduation term.

An application for degree must be submitted whether a student participates in the commencement ceremony. For ceremony information, go to http://usfweb2.usf.edu/commencement/. If students have elected privacy for their Student Directory Information and wish to participate and be listed in the Commencement ceremony brochure, they must notify the URO in writing by the fourth week of the term your degree will be awarded.

It is the student’s responsibility to clear all "I" - incomplete grades for courses required for graduation, and to provide official hard copy transcripts of all transferred course work needed for graduation at least three weeks prior to the end of the term. Applicants for graduation also must notify their college of any change or error in their current term schedule, including any adds/drops or withdrawals.

A graduation applicant’s diploma name must be consistent with the student’s academic record. A change must be submitted on an official Name Change form (See www.registrar.usf.edu/data_display.php?link_type=Forms) with substantiating documents attached to the graduation application if the name to be listed on the diploma is to be different than in the student’s academic records. It is critical that upper/lower case letters, accents, and punctuation be clearly indicated on the form.

Diplomas are mailed approximately eight weeks after the date the degree is officially conferred to the diploma address provided by the student on the application for graduation. This delivery date may be adjusted due to University closure.

Financial obligations must be cleared prior to graduation or the diploma will be held upon request of the University Cashier's Office. Also, the Office of Finance and Accounting will prevent receipt of the diploma for failure to comply with their requirement of an exit interview.

**Second Baccalaureate Degree:** Students applying for a second bachelor's degree from USF must earn a minimum of 30 additional semester hours in on-campus undergraduate courses to be applied to a second degree. These hours are in addition to the 120 semester hours earned toward a first degree. Students applying for graduation with two concurrent degrees must submit a separate application for each degree.

Transcripts with degree statements will be available for a fee approximately six weeks after the degree is officially conferred.

Bachelor's degree candidates must first have an overall GPA for all work attempted at USF of 3.500 or higher to be considered for honors. In addition, USF students who have post-secondary work elsewhere must have a GPA of 3.500 or higher when combined with all transferable work attempted at other institutions to be eligible for honors. The USF Grade Forgiveness policy or similar at other institutions will not be applicable in computing the GPA for honors nor are plus/minus grades awarded at other institutions. For honors to be listed in the commencement brochure, undergraduate students must have a GPA of 3.500 before the term they plan to graduate.

**301-03 Post-Baccalaureate Major or Minor**
Purpose:
To facilitate an undergraduate student’s completion of an additional major or minor after receipt of a baccalaureate degree.

Policy:
Students must apply through the Office of Admissions and meet the major (minor) requirements as determined by the college. (Exceptions to this rule are students who had been previously accepted for a double major but graduated with only one major.) After acceptance by the appropriate college and proof of completion, the student's academic transcript will be posted accordingly. *Note that those students who complete the requirements for a second major will NOT receive a second diploma for completing the requirements.

See [www.registrar.usf.edu/data_display.php?link_type=Forms](http://www.registrar.usf.edu/data_display.php?link_type=Forms) for the Post-Baccalaureate Major/Minor form. Forms must be submitted to the URO within the first twenty class days of the term the student expects to complete their major or minor requirements. After course(s) are completed, a major or minor comment will be posted to the academic transcript. Again, no certificate or diploma will be issued.