

University Registrar Office's Policies -

URO 101 Registration

101–01 Registration for Classes—General Policy

Purpose:

To facilitate eligible student course registration.

Other Resources:

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 their respective allotted appointment date/time during active registration periods. Registration ends on the business day before the first day of classes each semester. After the late registration and drop/add period, which occurs in the first week of classes, URO staff will process authorized student registrations only upon receipt of an approved petition. A late fee is assessed for registration first-attempted or not initiated prior to the first day of classes each semester.

Processing Priority:

Registration is an allotted appointment relegated student self-service process at USF.

Schedule search:

Lists of course offerings in which to register, associated tuition & fees and important academic and administrative dates and deadlines each semester are available online at usfweb2.usf.edu/oasis/mainoasis_stu.htm.

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 101–05](#), “Registration and Drop/Add after the Published Deadline.”

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; to facilitate course drops of students for nonattendance.

Other Resources:

Cashier’s Office

Policy:

Instructors may 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. Instructor-initiated drops (i.e. notification of a student's absence) via first-day class rolls are processed in the University Registrar's Office upon receipt.

Procedure:

To request an instructor-initiated drop for nonattendance:

1. The instructor sends a first-day class roll to the URO, Tampa Campus.
2. The class-roll is inspected for marked absences.
3. The absent student is removed from the class in Banner.

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 101–05](#), “Registration and Drop/Add after the Published Deadline.”

101–04 Drop/Add of Classes

Purpose:

To facilitate a student's drop and/or addition of classes to their current semester schedule during the first week of the 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 [101-05](#), "[Registration and Drop/Add after the Published Deadline](#)."

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

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 at their designated appointment date/time, in advance of the first week of class.

Policy:

All degree-seeking students who wait to initiate or attempt registration for the first time during Late Registration & Drop/Add will be automatically assessed a \$100 late registration fee.

All non-degree seeking students not registered by the end of Late Registration (i.e. the first week 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 automatically assessed a \$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 101-05, "Registration and Drop/Add after the Published Deadline."

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 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 provided to request consideration of tuition & fee refunds associated with approved course withdrawals.

Policy:

One-hundred percent (100%) of tuition and fees may be refunded when, within six (6) months of the end of the semester to which the refund is applicable, a student has dropped or withdrawn from courses. The student must 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, confirmed by military orders, call to active military duty.

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.

101-11 Administrative Holds on Registration

Purpose:

To suspend a student's registration privileges unless/until rescinded by the originating office.

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

Policy:

A student who withdraws may receive a grade of "W" up until the posted deadline to withdraw without academic penalty 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; beginning the sixth day of classes each semester. To enact a total withdrawal, submit a Withdrawal Application (see Forms at 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.

Other Resources:

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 must petition the Academic Regulations Committee 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) 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:

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) 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:

Academic Colleges and departments

Parking Services

