

Important Announcements

Summer/Fall 2007

USF's practice of holding pre-registered classes for academically dismissed students until appeal processes are complete will no longer be followed, beginning this Spring Semester 2007. Instead, future semester (i.e. pre-registered) classes for academically dismissed students will be cancelled/purged immediately, at the end of the grades processing. Academically dismissed students will be notified of their standing and that all pre-registered courses are purged. If you have any questions about this change, contact your college advising office.

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The announcements, information, policies, rules, regulations, tuition, fees and procedures set forth in this narrative are for information only and are subject to change without notice.

Academic Calendar

Summer 2007

	(Session A)	(Session B)	(Session C)
Classes Begin	May 14	July 2	May 14
Classes End	June 22	August 10	July 20
CLAST Registration Deadline	May 4	May 4	May 4
CLAST Administration	June 2	June 2	June 2

Registration and Drop/Add Deadlines

• To avoid \$100 Late Registration Fee (for degree seeking students)	May 11 (5 p.m.)	June 30 (5 p.m.)	May 11 (5 p.m.)
• To drop or withdraw and be eligible for a full refund of tuition	May 18 (5 p.m.)	July 9 (5 p.m.)	May 18 (5 p.m.)
• To add courses, change schedule or audit classes	May 18	July 9	May 18
• To drop or withdraw and receive a grade of 'W' (fee liable/no refund)	June 9	July 28	June 30

Note: To register for Off-Campus and/or Alternative Calendar Credit Courses, all registration forms (with tuition payment and/or waiver form enclosed) must be post-marked no later than two (2) weeks from the first scheduled class meeting.

Tuition Payment Deadlines

• To avoid \$100 Late Payment Fee	May 18	July 9	May 18
• To submit Employee Tuition Program Forms	May 18	July 9	May 18
• To submit Intern Waivers and Florida Prepaid	May 18	July 9	May 18
• For financial aid recipients & VA students w/deferments	July 20	July 20	July 20

Cancellation of Registration for Non-Payment Deadline	May 18	July 9	May 18
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Deadline to Request Registration Reinstatement with \$100 Late Fee	June 8	July 27	June 8
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Official Holidays and Breaks

• Memorial Day	May 28
• Independence Day	July 4

Graduation Application Deadline	June 8
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- Note: Some college deadlines are earlier.
Please consult your advising office.

Summer A, B, C 2007 Tampa Campus Commencement	August 11
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Academic Calendar

Fall 2007

Classes Begin	August 27
Classes End	December 7
Final Exam Week	December 8—14
CLAST Registration Deadline	September 7
CLAST Administration	October 6

Registration and Drop/Add Deadlines

- To avoid \$100 Late Registration Fee (for degree seeking students)
(5 p.m.) August 24
 - To drop or withdraw and be eligible for a full refund of tuition
(5 p.m.) August 31
 - To add courses, change schedule or audit classes August 31
 - To drop or withdraw and receive a grade of 'W' (fee liable/no refund) November 3
- Note:** To register for Off-Campus and/or Alternative Calendar Credit Courses, all registration forms (with tuition payment and/or waiver form enclosed) must be post-marked no later than two (2) weeks from the first scheduled class meeting.

Tuition Payment Deadlines

- To avoid \$100 Late Payment Fee August 31
- To submit Employee Tuition Program Forms August 31
- To submit Intern Waivers and Florida Prepaid August 31
- For financial aid recipients & VA students w/deferments November 2

Cancellation of Registration for Non-Payment Deadline August 31

Deadline to Request Registration Reinstatement with \$100 Late Fee September 21

Official Holidays and Breaks

- Labor Day September 3
- Veterans Day November 12
- Thanksgiving Break November 22 & 23

Graduation Application Deadline September 21

- Note: Some college deadlines are earlier.
Please consult your advising office.

Tampa Campus Commencement December 15

Enrollment Services Office Hours

Tampa Campus Hours

Summer/Fall 2007

Lobby & Telephone Service		Monday	Tuesday	Wednesday	Thursday	Friday
Admissions, Undergraduate	SVC1036	8 a.m. - 5 p.m.	8 a.m. - 6 p.m.*	8 a.m. - 6 pm*	8 a.m. -5 p.m.	8 a.m. - 5 p.m.
Admissions, Grad. Certificates	SVC 1072	9 a.m. - 5 p.m.	9 a.m. - 5 p.m.	9 a.m. - 5 pm	9 a.m. - 5 p.m.	9 a.m. - 5 p.m.
Admissions, Graduate	BEH 301	9 a.m. - 5 p.m.	9 a.m. - 5 p.m.	9 a.m. - 5 pm	9 a.m. - 5 p.m.	9 a.m. - 5 p.m.
Admissions, International	CPR 478	8 a.m. - 5 p.m.	8 a.m. - 5 p.m.*	8 a.m. - 5 p.m.*	8 a.m. - 5 p.m.	8 a.m. - 5 p.m.
Registrar	SVC1034	8 a.m. - 5 p.m.	8 a.m. - 6 p.m.*	8 a.m. - 6 p.m.*	8 a.m. - 5 p.m.	8 a.m. - 5 p.m.
Financial Aid	SVC1102	8 a.m. - 5 p.m.	8 a.m. - 6 p.m.*	8 a.m. - 6 p.m.*	8 a.m. - 5 p.m.	8 a.m. - 5 p.m.
Accounts Receivable	ADM125	9 a.m. - 5 p.m.	9 a.m. - 6 p.m.*	9 a.m. - 5 p.m.	9 a.m. - 5 p.m.	9 a.m. - 5 p.m.
Student Health Services (Immunization Dept)	SHS 100	8:30a.m.-5p.m.	8:30a.m.-5p.m.	8:30a.m.-5p.m.	8:30a.m.-5p.m.	8:30a.m.-5p.m.
Cashiers Office	ADM131	9 a.m. - 5 p.m.	9 a.m. - 5 p.m.*	9 a.m. - 5 p.m.	9 a.m. - 5 p.m.	9 a.m. - 5 p.m.
Cash Accounting	ADM125	9 a.m. - 5 p.m.	9 a.m. - 6 p.m.	9 a.m. - 5 p.m.	9 a.m. - 5 p.m.	9 a.m. - 5 p.m.
Orientation	SVC2054	8 a.m. - 5 p.m.	8 a.m. - 5 p.m.	8 a.m. - 5 p.m.	8 a.m. - 5 p.m.	8 a.m. - 5 p.m.

Note: all offices will be closed for Holidays.

***NOTE: Contact individual offices to verify hours during the summer term, 2007. Days & times listed are subject to change.**

- *OASIS may be unavailable on weekends due to system maintenance.*

Registration for Summer continues through May 18, 2007

Fall 2007 continues through August 31, 2007.

Regional Campus Hours - Contact the individual Campus for hours of service. (Phone numbers are on page 12)

Refer to the matrix below for additional information regarding the different student categories

Continuing Degree Seeking Students

An admitted student in a USF degree seeking program at the same degree level as last admitted, e.g. undergraduate/graduate level, whose last enrollment at USF was within 12 months of this term of registration. Degree seeking students should register by May 11, for Summer 2007 and by August 24, for Fall 2007, to avoid a \$100 late registration fee.

New Degree-Seeking Graduate Students

A student who has applied for admission to a USF masters, specialists or doctoral program and received an Official Acceptance Notice for entry in this registration term should contact the college/department for more information. Some colleges/departments require an orientation or academic advising prior to registration. Degree seeking students should register by May 11, 2007 for Summer and by August 24, 2007 for Fall semester to avoid a \$100 late registration fee.

Graduate Certificate Students

A student who has applied for admission to a USF Graduate Certificate and received an official acceptance letter for entry in this registration term should contact the college or academic department for more information. Graduate Certificate students are eligible for early registration along with degree-seeking students. Graduate Certificate students require advising, and in many cases electronic course permits prior to registration. Non-degree graduate certificate students, both resident and non-resident, who are pursuing *fully on-line* graduate certificates must register for a specific course section. Graduate Certificate students should register by May 11, 2007 for Summer and by August 24, 2007 for Fall semester to avoid a \$100 late registration fee.

International Students

Any student who is NOT a United States Citizen or Permanent Resident Alien (Green Card Holder).

Continuing and New Non-Degree Seeking Students

A student who has applied or attended USF as a non-degree seeker to take courses while not pursuing a degree. Continuing non-degree students register according to the registration appointment time visible when they sign in to OASIS. New non-degree seeking students will be issued a registration appointment time in the event the application is made at least one week prior to the start of the term of choice.

State Employees

A degree-seeking or non-degree seeking student who is employed by the State of Florida and who has secured all required employer approvals on the State Employee Tuition Waiver Form must register only on or **after 5 p.m. on May 10, 2007** for Summer and by August 23, for Fall 2007 semester. A State Employee who registers at any time other than the approved State Staff Registration Date may **NOT** use the State Staff Waiver and will be liable for these fees.

Helpful USF Phone Numbers

Academic Advising Centers

Arts & Sciences	BEH201	974-6957
Business Administration		
Graduate	BSN2202	974-3335
*Undergraduate	BSN2102	974-4290

***Undergraduate Business Students can make advising appointments via the web at <http://coba.usf.edu/services/ugrad>**

Education	EDU106	974-3406
Nursing	MDN1032	974-2191
Public Health	CPH1011	974-6505
Visual and Performing Arts	FAH120	974-3660
Undeclared	SVC2011	974-2645

Admissions

Undergraduate	SVC1036	974-3350
Graduate	BEH 301	974-8800
International	CPR478	974-8790

Architecture, School of UTC180 974-4031

Arts & Sciences BEH201 974-6957

Bookstore - Tampa BKS0269 974-2631

Health Science Bookstore MDC1050 974-4984

St. Petersburg Bookstore COQ0101 (727)873-2665

Barnes & Noble USF St. Petersburg (727) 873-2665

Sarasota Bookstore VKR100 (941) 359-4467

Lakeland Bookstore (863) 665-8431

Business Administration, College of

Undergraduate	BSN3403	974-4290
Graduate	BSN2202	974-3335

Bull Runner, Transit 974-6902

Career Center SVC2088 974-2171

Counseling Center SVC2124 974-2831

Downtown Center SVC 1072 905-5858
(1101 Channelside Drive, Tampa, FL 33602)

Educational Outreach

Continuing Education NEC106 974-2403

Education, College of EDU106 974-3406

Engineering, College of ENC1302 974-2684

Financial Information-University Controller's Office

Accounts Receivable ADM125 974-4749

Cashier's Office ADM131 974-6056

Refunds ADM125 974-6053

Returned Checks ADM125 974-6051

Florida Pre-Paid ADM125 974-4866

Credit Card Refunds ADM131 974-6056

Financial Aid

Lakeland Campus LTB 1136 (863)667-7028

Sarasota Campus C107 (941) 359-4459

St Petersburg Campus BAY105 (727) 873-4128

Tampa Campus SVC1102 (813) 974-4700

Graduate Certificates SVC 1072 974-2442

Graduate Studies BEH 304 974-2846

Honors College SVC1088 974-3087

Identification Card (USFCard)CTR105 974-2357

Institute for the Study CPR 478 974-3547

Lat. Am. & Caribbean (ISLAC)

International Admissions CPR478 974-8790

Int'l Student & Scholar Services CPR469 974-5201

Library - Circulation LIB122 974-1663

Marine Science, College of MSL119 (727)553-1142

Marshall Center CTR259 974-3180

Nursing, College of MDN100 974-9305

Orientation SVC 2054 974-3060

Other USF Campus Locations:

Lakeland Campus (863)667-7000

Sarasota Campus	(941)359-4200
St Petersburg Campus	(727)873-4128
Parking/Transportation Serv.	PSB101 974-3990
Project THRUST	SVC2034 974-4227
Public Health, College of	MDC56 974-3623
Registrar's Office	
Switchboard	SVC 1034 974-2000
Registration Help Line	SVC1034 974-3853
Residence Services	RAR230 974-4310
ROTC	
Army	BEH236 974-4065
Naval	BEH301 974-4789
Air Force	BEH360 974-3367
Student Affairs	ADM151 974-5533
Student Disability Services	SVC1133 974-4309
Student Health Services	
Immunization Office	SHS100 974-4056
Insurance Office	SHS100 974-5407
Medical Clinic	SHS100 974-2331
Study Abroad Office	CPR468 974-4314
TAPS — Tracking the Academic Progress of Students	
SASS Office	SVC 2049 974-4505
TAPS Main Office	SVC 2049 974-6527
Testing Services	
CLAST	SVC2060 974-2742
Computer Based	
(GRE, PRAXIS, TOEFL, etc.)	SVC2060 974-9634
CLEP	SVC2060 974-4034
University Experience	SVC 2008 974-4183
USF4YOU	SVC 1072 888-873-4968
Veterans Services	SVC2127 974-2291
Visual/Performing Arts, Coll	FAH120 974-3660

OASIS Access

General Access Instructions

- Select OASIS Login from the Secured Access Menu.
- Enter your nine-digit University ID (or Social Security Number) followed by your six-digit Personal Identification Number (PIN) and press the Login button.
- If this is the first time you have accessed the system, you will not have a PIN. Enter your date of birth (MMDDYY). You will then be prompted to designate a new PIN.
- Your PIN is, essentially, your electronic signature.
- Select the menu item of your choice.

Special Web Notes

- When navigating, do not use the back button on your browser. This is a security feature designed to protect against unauthorized access to your student record.
- Use the Help buttons for additional information on each page.
- Use the Exit button and close your browser when you are finished to preserve the security and confidentiality of your records.

Registration Instructions

- Select Registration Menu.
- Select Registration/Add/Drop Classes.
- Select the Term for which you are registering from the pull-down menu and click Submit Term.
- To ADD a course enter the five-digit course reference number (CRN) in the Add Class portion of the page and click Submit Changes.
- Note: After registering for a variable credit course to increase the credit hours from the minimum, fax a signed request identifying yourself by ID and the section by CRN.
- To DROP a course click on the Action pull-down menu next to the CRN, select Drop, then click Submit Changes.
- Click Exit when finished and close your browser.

Student Access to OASIS via web requires a nine-digit University ID (or Social Security Number) and a six-digit Personal Identification Number (PIN). The very first time you access your records through OASIS, you will be prompted to enter your Date of Birth as well as declare a six-digit PIN of your choice. Remember your PIN and do not share it with others, as it is your electronic signature and password to access your student record. If you forget your PIN, you must provide the Registrar's Office a written request or identification that includes your Student ID, Date of Birth and signature. Fax the request to (813) 974-5271 or deliver to SVC1034 in Tampa. Once your PIN is reset, you can access OASIS using your birth date. Please note you will be required to declare a new PIN.

Non-Degree Student Registration

Students who have not been admitted to a USF degree program may register on a space available basis as non-degree seeking. Non-degree seeking students cannot register for College of Business courses until noon on the last day of drop and add. The non-degree seeking student status has been established for those individuals who, while not intending to earn a degree, would like to take University courses. USF welcomes teachers needing to take courses for certification purposes, high school students (with permission from their respective guidance counselors), individuals interested in taking courses for self-enrichment and students who plan to make formal application to the University.

Applicants denied admission to the University of South Florida as degree-seeking undergraduates may not enroll as non-degree seeking students. For further details, see the USF Undergraduate Catalog.

How do I apply as a non-degree seeking student?

Submit a \$20 non-refundable application processing fee via the Online Non-Degree Student Application at www.registrar.usf.edu.

Proof of Immunization Requirement

As a prerequisite to matriculation or registration, the Florida Division of Colleges and Universities requires all students born after 1956 to present documented proof of immunity to Measles (Rubeola) and German Measles (Rubella)

Proof of Medical History Requirement

A signed Medical History/Immunization form is required for all students regardless of age. For further details, see Medical History Requirements on page 42.

Proof of Residency Requirement

Non-degree seeking students who have never been enrolled at USF or whose previous enrollment was more than 12 months ago must submit proof of Florida residency in order to be classified as In-State for fee payment. For details, see Florida Residency on page 38.

How do I register and pay for classes?

Non-degree seeking students who have been cleared to register are eligible to register using OASIS, USF's Online Access Student Information System. For detailed information about registering using OASIS see page 9. For fee and payment information, see Fee and Financial Information on page 30. Regional Campus non-degree seeking students can also register on-site at regional campuses. See the Regional Campus Registration section on page 12 for dates and locations.

For additional information

About requirements, benefits and services for non-degree seeking students, visit the Registrar's Web site at www.registrar.usf.edu and view the Guide for Non-Degree Seeking Students.

Senior Citizen Registration

Senior Citizen Audit Program

Effective Fall Semester 2006, The University of South Florida has eliminated on-site registration for the Senior Citizen Audit Program. The following instructions will assist you in the registration process.

Persons 60 years of age or older, who can validate that they have been Florida residents for at least one year as of the first day of classes, may enroll tuition free as audit students. Registration is on a space-available basis and in some instances requires departmental approval. Students do not need to attend registration, as course requests are processed within the Registrar's Office.

Download the Registration Form from: <http://www.registrar.usf.edu/>.

The Senior Citizen Student must complete and mail or fax the completed form to The Office of The Registrar by the 5th day of the semester. Fax number is: (813) 974-5271. The Registrar's Office will process registration forms by 5:00 PM on the 6th day of the semester. Students do not need to be present as forms are processed automatically.

Registration forms submitted prior to the 6th day of the semester will be held until the registration date.

No registration will be processed on the Tampa Campus after the 6th day of the term.

A printed copy of the registration schedule will be mailed to the student. The student may also verify enrollment on OASIS <http://usfonline.admin.usf.edu/>.

The Senior Citizen Tuition Waiver covers a maximum of nine credit hours per term and is applicable only if the student registers for these courses during the designated registration period. Due to the non-degree seeking status, academic credit is not awarded, examinations are not required and grades are not assigned. A parking permit from Parking Services is required.

Senior Audit Registration Eligibility

Eligibility

Age 60 or older prior to the first day of the term.

Florida resident for tuition purposes. A person who has established and maintained residency in Florida for the previous twelve months.

Residency

Florida Residency for In-State Tuition Status

To qualify for in-state tuition, you must be a U.S. citizen, Permanent Resident Alien (with "green card") or a legal alien granted indefinite stay by the immigration and Naturalization Services (INS).

You must have established a primary residency in Florida and have maintained a physical presence in Florida for at least 12 months prior to the first day of classes and provide proper supporting documents.

You must provide the following, as proof of Florida Residency:

Florida Driver's License, or Florida ID card issued by The Department of Motor Vehicles, Florida Motor vehicle registration, or Florida voter's registration. Documents supporting the establishment of legal residence must be dated issued, or filed 12 months before the first day of classes.

International Students

Students who hold non-immigrant visas will need to present original passport, US visa stamp and a current I-94 card. Eligibility to enroll as a Senior Citizen Non-Degree Student while holding a non-immigrant visa will be determined based on documentation provided by the prospective student.

Registration for all students will be on a first-come, first-serve basis once your paperwork is completed. You will receive a number, take a seat and be called by an Office of the Registrar representative so that you will not have to stand in line.

Lakeland — Student Services, LTB Building

M – F: 9 a.m. - 6 p.m., F: 8 a.m. – 5 p.m.

On-site with a senior citizen's waiver signed by professor

St. Petersburg — Bayboro Hall (BAY102)

9 a.m. – 6 p.m.

Sarasota — New Campus (C107)

9 a.m. - 5 p.m.

Regional Campus Registration

Students attending classes at Regional Campuses can register using OASIS or on-site. Following are regional campus registration dates and locations. Students should also refer to the appropriate Regional Campus' *Schedule of Classes* for specific information and complete course listings.

Campus	Lakeland	Sarasota	St. Petersburg
	(863)667-7000		(727) 873-4142
Registration Locations	Room 2100	New Campus	Bayboro Hall
	LTB Building	C107	BAY102

Registration and Office Hours

Monday - Thursday	9 a.m. - 6 p.m.	8 a.m. - 6 p.m.	9 a.m. - 6 p.m.
Friday	8 a.m. - 5 p.m.	8 a.m. - 5 p.m.	9 a.m. - 5 p.m.

New and Continuing Non-Degree Seeking Students

Monday - Thursday	9 a.m. - 6 p.m.	9 a.m. - 6 p.m.	9 a.m. - 6 p.m.
Friday	8 a.m. - 5 p.m.	9 a.m. - 5 p.m.	9 a.m. - 5 p.m.

Late Registration for Degree Seeking Students

Monday - Thursday	9 a.m. - 6 p.m.	8 a.m. - 6 p.m.	9 a.m. - 6 p.m.
Friday	8 a.m. - 5 p.m.	8 a.m. - 5 p.m.	9 a.m. - 5 p.m.

Drop/Add — all Student Categories

Monday - Thursday	9 a.m. - 6 p.m.	8 a.m. - 6 p.m.	9 a.m. - 6 p.m.
Friday	8 a.m. - 5 p.m.	8 a.m. - 5 p.m.	9 a.m. - 5 p.m.

**New Undergraduate Degree Seeking, New Graduate Degree Seeking,
and Former USF Students Returning
will begin Registration in Lakeland after Orientation.**

The Registrar's Office supports registration for the hearing impaired through OASIS web at <http://usfonline.admin.usf.edu>.

Frequently Asked Questions

What is my PIN?

Student Access to OASIS via web requires a nine-digit University ID and a six-digit Personal Identification Number (PIN). The very first time you access your records through OASIS, you will be prompted to enter your Date of Birth followed by a prompting to self-assign a six-digit PIN of your choice. Remember your PIN and do not share it with others. It is your electronic signature and password to access your student record. If you forget your PIN, you must make written request to the Registrar's Office or appear with photo identification that includes your University ID, Date of Birth and signature. Fax your signed request to (813) 974-5271 or deliver to SVC1034 in Tampa. PIN resets, time permitting, will allow you OASIS access using your birth date (mmddyy), usually within 24 hours. Please note you will be prompted to again self-assign a new, never-before-used PIN.

How do I change my PIN?

To change your PIN via the web, enter OASIS with your old PIN, click on the Personal Information Menu, then click Change PIN.

How do I reset my PIN if I've forgotten it?

If you forget your PIN, you must make written request to the Registrar's Office or appear with photo identification that includes your University ID, Date of Birth and signature. Fax your signed request to (813) 974-5271 or deliver to SVC1034 in Tampa. PIN resets, time permitting, will allow you OASIS access using your birth date (mmddyy), usually within 24 hours. Please note you will be prompted to again self-assign a new, never-before-used PIN.

What is a course reference number (CRN)?

The reference number is a five-digit identifier unique to each course section that changes each term. The correct reference number for each course section you request is critical to the registration process. Be mindful of campus and class meeting days, times and locations.

How do I find my registration appointment time?

Appointment times are assigned by total number of hours completed and other criteria. Current term credit hours are excluded. You can register any time on or after your scheduled appointment time. To find your individual appointment time via web, login to OASIS and click on the Registration Menu, then click on Check Your Registration Status.

What is an Administrative Hold?

If you have an obligation to a University office, you may have an "Administrative Hold" placed on your registration.

In order to register, you must satisfy these obligations and secure clearance from the office(s) placing the hold(s). To view your holds on the web, enter OASIS and click on the Registration Menu, then click on Check Your Registration Status.

How do I know if new course sections are available if the one I want is closed or cancelled?

Use the online Schedule Search by clicking on the Class Schedule link on the main OASIS Home page's Secured Access Menu.

How do I register/add or drop linked courses?

A link is made up of two corresponding course sections, such as a lecture and related lab. Linked course sections must be taken in the same term. Linked course sections are identified in the Schedule of Classes by a comment under the course section information line. Information needed to identify a corresponding course section in the link is included on that line.

To add/drop a linked course using the Web, enter both reference numbers into the registration worksheet on the add/drop page at the same time, then click the Submit Changes button. Do not attempt to add or drop any course sections in between linked course sections.

To “swap” course sections in a link via Web, enter OASIS and select the Registration Menu. Select Add/Drop Courses, click on the Action button next to the reference number of the section you wish to drop, enter the reference number in the worksheet that you wish to add in its place, then click the Submit Changes button.

How do I get a listing of my courses?

If you have a printer at home, you may log in to OASIS, click on the Registration Menu then print either your Student Detail Schedule or your Schedule by Day and Time.

What is a permit and how do I get one?

Many college/department courses require students to meet specific eligibility criteria or to secure individual permits from them prior to registration. Courses requiring special permission — either individual permits or certain eligibility criteria — are noted in the online Schedule Search. Permits are secured from the college/department offering the course and are issued electronically (behind the scenes) to affect your individual permission granted to register upon satisfying college/departmental criteria for eligibility to take their course. Permits are either for a specific course section or for any section of a particular course, providing space is available.

Some courses require specific eligibility criteria, such as student status or test scores. Criteria includes student standing (freshman, junior, etc.), declared major and/or college, scores on placement or admission tests, admission to a Graduate Certificate, the Honors College or admission to doctoral candidacy.

When your USF computerized record matches the status/test score criteria, you are automatically eligible to register for the course. If you do not meet the eligibility criteria, you may request an electronic override from the college/department. If your request is granted, you may register via OASIS, providing space is available.

You can view permits or overrides that you’ve been given using OASIS. Enter OASIS, click on Registration Menu, then select View My Registration Status.

How do I drop a class?

To drop classes, log in to OASIS and click on the Registration Menu, then select Registration/Add/Drop Classes. Click the Action pull-down menu next to the reference number of the course you wish to drop, select drop, then click Submit Changes.

What is the difference between dropping and withdrawing?

If you wish to drop ALL your courses for a semester, you should withdraw rather than drop. If you are only registered for one course and wish to drop it, you must withdraw. Please note Repayment Policy on withdrawals on page 33.

How do I withdraw from the University for a semester?

If you wish to withdraw from all your courses for a semester, you must execute a Withdrawal Application form available for download through the Office of the Registrar.

What is a repeat surcharge?

A repeat surcharge may be applied toward a course that you register for a third time. See the Fee and Financial Information section on page 35 for policy details.

How do I get a printout of my schedule?

If you cannot print your own screen print from OASIS, you may also bring a photo ID to the Registrar’s Office (SVC1034 on the Tampa Campus) or to the Records and Registration Office of any Regional Campus to request a printout of your schedule.

How do I find what tuition and fees I owe?

Tuition is due by the fifth day of the term. Schedule/Fee Statements are not mailed to students. To confirm the total amount of tuition due, log in to OASIS, click on Registration Menu, then select Account Summary by Term. Please note that once you have paid your fees, your fee amount shown on the Web will reflect your payment, i.e. if you have paid the entire amount, you will see that \$0.00 is due.

How do I pay for my classes?

To avoid the \$100 late payment fee for Summer A & C Term, you should pay or postmark by May 18, 2007, for Summer B, you should pay or postmark by July 9, 2007. For Fall semester you should pay by or postmark by August 31, 2007.

Payments should be mailed to:

Tuition/University Controllers Office
University of South Florida
4202 E. Fowler Avenue, ADM147
Tampa, FL 33620-5800

Additional information regarding fees, including office hours and locations for in-person payment can be found in the Fee and Financial Information section on [page 30](#).

How can I avoid a \$100 late registration fee?

Register by OASIS BEFORE Late Registration also known as Drop/Add week, i.e. the first week of classes. If you are a degree-seeking student and you register for your first class during this period, you will be assessed a \$100 late registration fee.

I am taking an online course. What will I need?

You will need a USF Net ID, which requires obtaining a USFCard photo ID prior to the start of classes. Please see <http://auxsvc.usf.edu/usfcard.asp>, then go to <https://my.usf.edu> to complete this process by mail (USFCard) and online (NetID).

What are prerequisites?

Prerequisites are courses or test scores recorded as satisfactorily completed to indicate you are academically prepared to comprehend and complete subsequent course materials. When registering for a future term, OASIS may allow you to add subsequent courses, while currently enrolled in their prerequisites. However, if your completion of those prerequisites is not recorded as satisfactory, you will be dropped prior to the start of that future term.

What is an Admissions deposit?

Admitted first-time in college (FTIC) students are required to pay a \$200 non-refundable deposit to secure your place in the entering freshman class. The admissions deposit will be applied toward your first semester's tuition once you are registered for classes. Pay by credit card after you sign in to OASIS when you are certain you wish to enroll at USF and remember this is a non-refundable fee.

Non-degree Special Interest Courses

Summer 2007

CAMPUS	CRN	SUBJ	NUMB	SECT	TITLE	CRED	DAYS	TIME	BLDG	ROOM	INST
Off Cam- pus	54163	ANT	4316	522	Ethnic Diversity in the U.S.	3	R	1:00PM-5:15PM	OFFS	OFF	T. Gilbertson
Off Cam- pus	53714	CCJ	3024	591	Survey of Crim Justice Syst	3	M	5:30PM-9:45PM	OFFS	OFF	L. Jacoby
Off Cam- pus	53477	EDF	3604	592	Social Found of Education	3	M	4:30PM-8:45PM	OFFS	OFF	M. Delgato
Off Cam- pus	53476	LAE	4414	523	Literature in Childhood Ed	3	M	12:00PM-4:15PM	OFFS	OFF	D. Warren
Off Cam- pus	54071	LIT	3103	591	Great Lit of the World	3	TR	5:30PM-9:00PM	OFFS	OFF	F. Hesler
Sarasota	54163	ANT	4316	522	Ethnic Diversity in the U.S.	3	R	1:00PM-5:15PM	OFFS	OFF	T. Gilbertson
Sarasota	53714	CCJ	3024	591	Survey of Crim Justice Syst	3	M	5:30PM-9:45PM	OFFS	OFF	L. Jacoby
Sarasota	53477	EDF	3604	592	Social Found of Education	3	M	4:30PM-8:45PM	OFFS	OFF	M. Delgato
Sarasota	52020	HFT	3263	591	Restaurant & Catering Mgmt	3	W	12:00PM-4:15PM	TBAS	TBA	K. Annaraud
Sarasota	53506	HFT	3503	521	Hotel Marketing & Sales	3	TBA	TBA	TBAS	TBA	Staff
Sarasota	53505	HFT	4253	521	Lodging Management	3	TR	12:30PM-4:00PM	TBAS	TBA	Staff
Sarasota	53476	LAE	4414	523	Literature in Childhood Ed	3	M	12:00PM-4:15PM	OFFS	OFF	D. Warren
Sarasota	54071	LIT	3103	591	Great Lit of the World	3	TR	5:30PM-9:00PM	OFFS	OFF	F. Hesler
Tampa	52912	HFT	3005	001	Intro to Hos and Tourism	3		TBA	TBAS	TBA	K. Annaraud

Non-degree Special Interest Courses

Fall 2007

CAMPUS	CRN	SUBJ	NUMB	SECT	TITLE	CREDS	DAY	TIME	BLDG	ROOM	INST
Off Cam- pus	86351	EDF	3122	523	Learning/Developing Child	3	R	3:00PM- 5:50PM	OFFS	OFF	V. Myers
Off Cam- pus	84430	EDF	3604	523	Social Found of Education	3	M	3:00PM- 5:50PM	OFFS	OFF	Staff
Off Cam- pus	84440	EIN	4933	782	TQM Concepts	3	R	6:00PM- 8:50PM	OFFT	OFF	K. Stephens
Off Cam- pus	84439	EIN	4933	788	Occupational Safety Engi- neerng	3		TBA	OFFT	OFF	P. McCright
Off Cam- pus	84438	EIN	4933	794	Construction Safety	3		TBA	OFFT	OFF	P. McCright
Off Cam- pus	88073	EIN	5174	799	TQM Concepts	3	R	6:00PM- 8:50PM	OFFT	OFF	K. Stephens
Off Cam- pus	83874	EIN	6216	797	Occupational Safety Engi- neerng	3		TBA	OFFT	OFF	P. McCright
Off Cam- pus	85512	EIN	6430	799	Overview Regulated Indus- tries	3	M	6:00PM- 8:50PM	OFFT	OFF	G. Havran
Off Cam- pus	85630	EIN	6434	799	Design Controls Med Dev	3	W	6:00PM- 8:50PM	OFFT	OFF	Staff
Off Cam- pus	83757	EIN	6934	794	Construction Safety	3		TBA	OFFT	OFF	P. McCright
Off Cam- pus	88131	LAE	4414	593	Literature in Childhood Ed	3	M	6:00PM- 8:50PM	OFFS	OFF	Staff
Off Cam- pus	88133	MAE	4310	521	Teaching Elem Sch (K-6) Math I	3	R	6:00PM- 8:50PM	OFFS	OFF	Staff
Sarasota	87389	EDF	3122	521	Learning/Developing Child	3	R	12:00PM- 2:50PM	TBAS	TBA	V. Myers
Sarasota	86351	EDF	3122	523	Learning/Developing Child	3	R	3:00PM- 5:50PM	OFFS	OFF	V. Myers
Sarasota	84864	EDF	3122	593	Learning/Developing Child	3	M	12:00PM- 2:50PM	TBAS	TBA	Staff
Sarasota	84429	EDF	3604	522	Social Found of Education	3	W	12:00PM- 2:50PM	TBAS	TBA	J. McBrien
Sarasota	84430	EDF	3604	523	Social Found of Education	3	M	3:00PM- 5:50PM	OFFS	OFF	Staff
Sarasota	84566	EDF	3604	591	Social Found of Education	3	R	6:00PM- 8:50PM	TBAS	TBA	J. McBrien
Sarasota	87423	EDF	4111	521	Child Growth and Learning	3	T	3:00PM- 5:50PM	TBAS	TBA	S. Graves

Non-degree Special Interest Courses

Fall 2007

CAMPUS	CRN	SUBJ	NUMB	SECT	TITLE	CRED	DAYS	TIME	BLDG	ROOM	INST
Sarasota	82359	EDF	4430	522	Measurement For Teachers	3	T	12:00 P M - 2:50PM	TBAS	TBA	Staff
Sarasota	85589	EDF	4430	591	Measurement For Teachers	3	R	6:00 P M - 8:50PM	TBAS	TBA	Staff
Sarasota	87416	EDF	6125	521	Child Development	4	R	6:00 P M - 9:50PM	TBAS	TBA	Staff
Sarasota	85126	EDF	6215	521	Learning Princ App Instruction	4	W	6:00 P M - 8:50PM	TBAS	TBA	T. Davis
Sarasota	85119	EDF	6432	591	Foundations Of Measurement	3	R	6:00 P M - 8:50PM	TBAS	TBA	Staff
Sarasota	83640	EDF	6481	591	Found Educational Research	3	W	6:00 P M - 8:50PM	TBAS	TBA	Staff
Sarasota	87715	EME	6936	591	App of Computers as Ed Tool	3	T	6:00 P M - 8:50PM	TBAS	TBA	M Venable
Sarasota	83490	HFT	3005	522	Intro to Hos and Tourism	3	R	09:00 A M - 11:50AM	SMC	A214	Staff
Sarasota	86880	HFT	3423	521	Hospitality Info Systems	3	M	09:00 A M - 11:50AM	TBAS	TBA	Staff
Sarasota	82933	HFT	4221	521	Human Resources Management	3	M	12:00 P M - 2:50PM	SMC	A205	J. Walker
Sarasota	82857	LAE	4414	521	Literature in Childhood Ed	3	R	3:00 P M - 5:50PM	TBAS	TBA	E. Larkin
Sarasota	83824	LAE	4414	592	Literature in Childhood Ed	3	W	09:00 A M - 11:50AM	TBAS	TBA	W. Mo
Sarasota	88131	LAE	4414	593	Literature in Childhood Ed	3	M	6:00 P M - 8:50PM	OFFS	OFF	Staff
Sarasota	82735	LAE	6315	591	Writing & Writers: Trnds/ Issue	3	R	6:00 P M - 8:50PM	TBAS	TBA	P. Wilson
Sarasota	88133	MAE	4310	521	Teachng Elem Sch (K-6) Math I	3	R	6:00 P M - 8:50PM	OFFS	OFF	Staff
Tampa	81447	EGN	2082	001	History of Electrotechnology	3	MW	2:00 P M - 3:15PM	BEH	103	T. Wade
Tampa	84440	EIN	4933	782	TQM Concepts	3	R	6:00 P M - 8:50PM	OFFT	OFF	K Stephens
Tampa	84439	EIN	4933	788	Occupational Safety Engineering	3		TBA	OFFT	OFF	P McCright
Tampa	84438	EIN	4933	794	Construction Safety	3		TBA	OFFT	OFF	P McCright
Tampa	81511	EIN	4933	901	TQM Concepts	3	R	6:00 P M - 8:50PM	ENB	113	K Stephens

Non-degree Special Interest Courses

Fall 2007

CAMPUS	CRN	SUBJ	NUMB	SECT	TITLE	CRED	DAYS	TIME	BLDG	ROOM	INST
Tampa	88073	EIN	5174	799	TQM Concepts	3	R	6:00PM-8:50PM	OFFT	OFF	K. Stephens
Tampa	87113	EIN	5174	901	TQM Concepts	3	R	6:00PM-8:50PM	ENB	113	K. Stephens
Tampa	83874	EIN	6216	797	Occupational Safety Engineering	3		TBA	OFFT	OFF	P. McCright
Tampa	85512	EIN	6430	799	Overview Regulated Industries	3	M	6:00PM-8:50PM	OFFT	OFF	G. Havran
Tampa	85630	EIN	6434	799	Design Controls Med Dev	3	W	6:00PM-8:50PM	OFFT	OFF	Staff
Tampa	85629	EIN	6434	901	Design Controls Med Dev	3	W	6:00PM-8:50PM	ENB	110	Staff
Tampa	83757	EIN	6934	794	Construction Safety	3		TBA	OFFT	OFF	P. McCright
Tampa	87062	HFT	3503	001	Hotel Marketing & Sales	3	T	12:00PM-2:50PM	TBAT	TBA	Staff
Tampa	87063	HFT	4253	001	Lodging Management	3	TBA	TBA	TBAT	TBA	Staff

Educational Outreach

General information on distance learning at USF is available through the Office of the Registrar at <http://www.registrar.usf.edu>. For information on specific courses or programs, contact the appropriate academic department.

Distance Learning extends the University’s knowledge and resources to help lifelong learners meet their educational and professional goals. Distance learning courses are designed to remove barriers of time and place to ensure educational access and opportunity. Courses are offered in a variety of majors and offer alternatives in time, place, format or delivery systems to expand educational opportunities throughout the region and beyond. Distance learning courses use common technologies — televisions, VCRs and computers — to provide courses on an “anytime, anyplace” basis so students can take courses in their homes and workplaces at times that fit their personal schedules. Others use specialized classrooms supporting fully interactive videoconferencing at multiple locations or instructional television models using one-way video/ two-way audio hookups. These classrooms are located at community colleges, corporate sites, community agencies, schools and hospitals, providing convenient access to selected courses and programs.

Registration: All USF students register via OASIS, USF’s Online Access Student Information System, regardless of course time, place, format or delivery system. For assistance, please contact the Office of the Registrar at <http://www.registrar.usf.edu>. For information on specific distance learning courses or programs, contact the academic department offering the course. If your distance learning course does not have an on-campus orientation listed in OASIS, be sure to log on to Blackboard at <https://my.usf.edu> prior to the first day of class to access your syllabus and contact your instructor.

Course Listings: To make it easier to find information about USF’s course offerings, both traditional classes and those using distance learning options are listed together under the appropriate colleges and departments in the OASIS student search.

For additional information about distance learning courses, please see the online Distance Learning Catalog at <http://www.outreach.usf.edu/catalog/index.htm>. Fully on-line graduate certificates and master’s degree programs can be found at <http://www.usf4you.usf.edu/programs/onlinede.asp>.

Internet/World Wide Web Courses: Courses offered online allow students to participate from home or office in a time frame convenient for the. Web access, an Internet browser and e-mail are required. Always check a particular class to see if the courses’ Web address is given, if additional technologies are used or if minimal on-campus attendance is required. If the course is entirely by Web with no on-campus attendance, be sure to go to the Web site given, contact the department offering the course or send an e-mail to the course instructor before or at the beginning of the semester to be sure he or she can reach you. All USF students need a USFCard photo ID, available on campus or without coming to campus. For directions, see <http://auxsvc.usf.edu/usfcard.asp>.

Schedule Search	<ul style="list-style-type: none"> ● This is a real-time search providing the most up-to-date information. ● Results are sorted by Department, Subject, Course and Section. ● Please see the USF Academic Calendar for term and session dates. ● Final Exam Schedules ● Schedule of Classes Narratives Your source for official holidays, semester deadlines, academic policies, procedures, fees, financial information, and registration instructions. 	
	TERM	<input type="text" value="Spring 2006"/>
	DISTANCE LEARNING	<input type="text"/> <p>Courses offered via alternate teaching methods. Click here for Information about Distance Learning.</p>
	CAMPUS	<input type="text" value="Please Select"/>
Make a selection in Distance Learning or Campus to see more options.		

Students in most online courses — all those using Blackboard and the MyUSF Portal — will need a USFCard ID to activate their NetID and participate online. Go to <https://my.usf.edu> to activate a new NetID. Students need to complete this process before the semester begins to avoid delay in beginning an online class. Academic Computing provides computing assistance to USF students and faculty through its call center at (813) 974-1222 in Tampa or toll-free 1-866-974-1222 statewide, electronic mail at help-ac@usf.edu, walk-ins (LIB 608) and on-site services. For information and assistance, see <http://www.acomp.usf.edu/scholar.html>.

Videoconferencing

Videoconferencing is a fully interactive process that allows students and faculty to see and hear each other at multiple locations in “real time,” supporting group-based, collaborative learning models. Videoconferencing classes may use team-teaching, site facilitators or a traveling-faculty approach to increase interaction among the students at the various locations. All four USF Campuses have videoconferencing capabilities to allow students a wider variety of classes. Off-campus sites, including community colleges, K-12 school districts and hospitals are also used for selected courses. Additional information may be included in the separate course schedules distributed by the Lakeland, St. Petersburg and Sarasota campuses of USF.

ITV (Instructional Television)

Courses originate in a specially-equipped studio classroom and are received at other USF campuses or at specific off-campus locations, including corporate, governmental and community agency affiliates. This format allows two-way audio and one-way video communication between the originating and the receiving sites. Site facilitators, site coordinators or student assistants may provide additional support at the various locations, depending upon the particular course selected.

All USF campuses have the capability of receiving studio courses, and three campuses (Tampa, Lakeland and St. Petersburg) have the capability to originate these types of courses.

Telecourses: A telecourse is a complete and integrated instructional system that generally includes television programs, textbook and a variety of other instructional materials designed to be used by faculty and students as the principal components of a college course. Materials generally reflect the contributions of top scholars and curriculum designers from throughout the country. Occasionally, the “lecture” components of a course may be available only on audiotape, videotape or DVD. Many telecourses are now available as video-on-demand over the internet or supplemented by Web components.

Broadcast/viewing options: Most telecourses are broadcast on WUSF-TV (public television) and The Education Channel 18 for BrightHouse cable subscribers in Hillsborough County. Students may record the programs during the original broadcast for review throughout the semester. Missed videos may be viewed at the Tampa Campus Media Center as well as Media Centers on campuses offering the telecourse, and most telecourses are available in Blackboard through streaming video. High speed internet access is required. Students may also rent telecourses or receive web streamed content for selected telecourses from ACT Multimedia Products by calling 1-800-745-5480 or visiting <http://www.actmedia.org/>

General information for Distance and Off-Campus Students

USFCard: The USFCard is a photo ID made on campus and validated each semester when tuition is paid. The online instructions are available at <http://auxsvc.usf.edu/usfcard/asp>. The identification card is the same as the card that on-campus students receive.

Library: USF distance and off-campus students are entitled to use the resources of USF’s campus libraries, as well as access the extensive resources of USF’s Virtual Library. A USFCard enables students to check out books, use USF’s Interlibrary Loan services and access Electronic Reserves, commercial databases, indices and full-text retrieval services to which USF subscribes. For a complete description of library services, visit <http://www.lib.usf.edu>.

E-mail and Internet Access: USF distance and off-campus students are entitled to USF computer accounts, providing access to e-mail, the Internet and USF’s Virtual Library resources. The USF computer account can be used on campus at any of the open use computer labs or on other computers to which you have access. If you already have a USFCard and can come to one of the four campuses, you can get an account almost immediately. Otherwise, you can still obtain an account. See the USFCard information above for details. If you are within the local dialing area of one of USF’s modem pools, you can call one of the modem numbers to connect to the Internet. is a fee for this service. Academic Computing for details. you are not within the local dialing areas, you will most likely choose to use a private Internet Service Provider (ISP). Depending upon the demand for the USF modem pools, some students who reside within the local dialing areas

still choose a private ISP service. More detailed information about these procedures is available through Academic Computing at <http://www.acomp.usf.edu/>.

USF Downtown Center

The USF Downtown Center is located in the Tampa Port Authority Building at 1101 Channelside Drive. The Center has seven classrooms and offers ample free parking with 24-hour security. The Downtown Center provides access to USF programs for students who work in the central business district and those who live or work in South Tampa or surrounding counties. Programs offered at this location include the Master of Business Administration (MBA), Master of Public Administration (MPA), MS in Management Information Systems (MS/MIS), Master of Health Administration (MHA), noncredit professional development programs, computer training, and Educational Outreach's senior program Learning in Retirement (LIR). The USF School of Social Work offers a Doctor of Philosophy in Social Work. USF4YOU also offers pre-admission counseling services at the Downtown Center. For more information, call 1-888USF4YOU.

Master of Business Administration (MBA)

The Business Administration Program offers evening courses at the USF Downtown Center in the Tampa Port Authority Building. Students are able to complete all degree requirements at the Downtown Center. The USF MBA requires between 36-57 credits to complete and is fully accredited by the AACSB. For additional information on the program and admission requirements, call (813) 974-3335.

M.S. in Management Information Systems (MS/MIS)

To meet the needs of the marketplace for expertise in both information technology and management, the Information Systems and Decision Sciences department in the College of Business Administration offers a program of study leading to a Master of Science in Management Information Systems (MS/MIS) degree at the USF Downtown Center. The program requires 32 hours of coursework and may be taken full-time or part-time. For further information, call (813) 974-5524. For both business programs, visit the Web site at <http://www.coba.usf.edu>.

Master of Public Administration (MPA)

The Public Administration program offers a multidisciplinary course of study leading to the Master of Public Administration (MPA) degree. The MPA is designed to prepare students for successful leadership roles and management careers in the public, i.e. governmental and quasi-governmental (organizations) and nonprofit sectors. The required curriculum is 45-51 credit hours varying according to a student's prior work experience and exit option chosen. All students must complete a core of nine courses (27 hours) and either four or six courses (12-18 hours) in elective coursework in consultation with an advisor. For additional information, please call (813) 974-2510 or visit the Web site, <http://www.cas.usf.edu/pad/index.html>.

Master of Health Administration (MHA)

The College of Public Health provides coursework, research methods and field experiences to prepare students in the public health professions for the challenging health problems facing the state, nation and other countries. The field of public health is broad and open to students from diverse academic disciplines including health sciences, education, business, social and natural sciences. Graduates are prepared for interdisciplinary focused public health professional careers as administrators, managers, educators, researchers and direct service providers. For further information, call (813) 974-3623 or visit the Web site at <http://www.hsc.usf.edu/publichealth>.

Doctor of Philosophy in Social Work (Ph.D.)

This program provides a course of study that prepares graduates to pursue academic and research careers and is offered in a nontraditional mode of delivery. For program information, see http://www.cas.usf.edu/social_work/phdinformation.pdf. To contact the School of Social Work, call (813) 974-2063 or visit the Web site at http://www.cas.usf.edu/social_work.

Directions to the Downtown Center

The USF Downtown Center is north of the St. Pete Times Forum, the Florida Aquarium and the Port Authority Cruise Terminals. It is easily and quickly accessible from South Tampa, Ybor City, I-275, I-4 and the Lee Roy Selmon Expressway. In downtown Tampa, follow the signs to the Arena, Aquarium and Seaport area. Check out the Downtown Center website at www.outreach.usf.edu/downtown and select the Location tab for more detailed directions.

How do I apply for admission?

Complete and return a graduate application form to start the admission process. To request a form:

Call Graduate Admissions at (813) 974-8800.

Visit the USF Web site and follow the link to admissions.

Contact the academic department of your choice for information and the application form.

How do I find out about financial aid?

Go to USF's Financial Aid Web site to learn about the financial aid process and to apply for financial aid online at www.usf.edu/finaid.

Access to USF Bookstore

A temporary bookstore is set up each semester during the first week of classes at the USF Downtown Center. All textbooks and materials required for that semester are available for purchase by cash, check or credit card.

Will I have access to USF library resources?

Yes. All enrolled students are entitled to access USF's library resources, including the extensive electronic resources available through USF's Virtual Library. A complete description of services for USF's students is available at <http://web.lib.usf.edu/usflibraries/libraries.html>.

How much does it cost?

Course Level	Resident	Non-Resident
0001-4999	\$111.41	\$534.70
5000 - over	\$251.98	\$897.05

Always check OASIS for total fees due.

What course will be offered for 2006?

Credit courses being offered this term are identified in the online Schedule Search. Non-credit offerings are available at the Continuing Education Web site, <http://www.outreach.usf.edu/conted/>.

More questions?

Please call the Downtown Center at (813) 905-5858 or send an e-mail to downtown@admin.usf.edu for further information. Visit the Web site at www.outreach.usf.edu/downtown.

North Pinellas

Courses are offered at north Pinellas locations in support of the following programs: **Graduate:** M.B.A. in Business, and in Educational Leadership. Visit the Web site at www.stpt.usf.edu.

Where will courses be offered?

USF faculty will teach courses on-site or by videoconferencing at various locations in north Pinellas. This expansion of courses and degree programs is designed to complement the existing offerings at USF-St. Petersburg. The locations in north Pinellas include the Clearwater and Seminole campuses of St. Petersburg College and the Icot Center in Largo.

Do I have to be a degree-seeking student to enroll?

Non-degree students can enroll in most courses, although there are limitations to the number of credits that can be earned as a non-degree student and subsequently applied to degree programs. Non-degree enrollment application forms are available here.

Academic advisors and program contacts for each area are the best source of information for particular degree program requirements.

How do I apply for admission?

Visit the USF St. Petersburg Web site for an on-line application form to start the application process. For transfer students requiring more information, contact the advisors listed at the end of this page or the Office of Admissions and Registration at (727) 873-4142.

How do I find out about financial aid?

Visit the USF St. Petersburg Office of Financial Aid Web site at www.stpt.usf.edu/enrollment/finaid/index.htm to complete the Free Application for Federal Student Aid (FAFSA) on-line. Be sure to include the Title IV Code #001537 on the FAFSA to indicate University of South Florida. If you have questions, call the Financial Aid office at (727) 873-4128.

Will I have access to USF library resources?

Yes. All enrolled students are entitled to access USF's library resources, including the extensive electronic resources available. A complete description of services for USF's students is available on the Web site at www.nelson.usf.edu/mainpage/.

What courses will be offered?

Courses being offered at north county locations are identified in the Schedule Search.

How much does it cost?

Always check OASIS for total fees due.

Some programs are limited to degree-seeking students.

For academic advising please see:

Pre-admission Counseling	Gerene Thompson	1-888-974-4968			
Business	Robert B. Thompson	727-873-4542	Nursing	Mary Po	727-873-3421
Education	Gwen Senokossoff	727-873-4057			
Library Science	Dr. Pat Bauer	813-974-7344			
Public Administration	Dr. Joan Pyne	813-974-1080			
Social Work	Dr. Susan Allen	727-873-4969	MBA	Dr. Jeannie Gaines	727-873-4546
Educational Leadership	Dr. Steve Micklo	727-873-4149			

Pasco-Hernando

B.S. in Elementary Education.

Where will courses be offered?

Courses are taught by USF faculty on-site at the New Port Richey campus of Pasco-Hernando Community College or via interactive videoconferencing in specially equipped classrooms.

Do I have to be a degree-seeking student to enroll?

Non-degree students can enroll in most courses, although there are limitations to the number of credits that can be earned as a non-degree student and subsequently applied to degree programs. Non-degree Enrollment application forms are available online at www.stpt.usf.edu/admissions/forms.htm. Academic advisors and program contacts for each area are the best source of information about requirements for particular degree programs.

How do I apply for admission?

Complete an undergraduate or graduate application form online to start the admission process. Visit the USF online application at www.stpt.usf.edu/admissions/forms.htm.

Call Undergraduate Admissions at (727) 873-4142

Call Graduate Admissions at (727) 873-4142

Visit the USF Web site, www.stpt.usf.edu, and follow the link to Admissions. Call advisors listed at the end of this section.

How many credit hours can I take each semester?

Most of the programs are part-time. Students take an average of six credits each semester and are expected to continue their enrollment during the summer semester. (Students in some programs will carry fewer credits in the summer semester.)

How do I find out about financial aid?

Visit the USF Office of Financial Aid Web site at www.stpt.usf.edu/finaid to learn about the financial aid process and to apply for financial aid. Be sure to include the Title IV Code #001537 on the FAFSA to indicate University of South Florida.

May I take USF classes at PHCC while I am taking USF classes at other campuses?

Yes, assuming the course schedules and your degree plans are compatible.

Will I be able to complete the entire USF degree at PHCC?

The degrees listed above will have all courses offered at PHCC or other locations in Pasco and Hernando counties.

Will I have access to USF library resources?

Yes. All enrolled students are entitled to access USF's library resources, including the extensive electronic resources available through USF's Virtual Library. Dedicated computers are available at PHCC's New Port Richey campus library for USF students enrolled in this program. A complete description of services for USF's distance learners is available on the Web site at <http://www.nelson.usf.edu/mainpage>.

How much does it cost?

Always check OASIS for total fees due.

What courses will be offered for 2007?

Courses being offered in Pasco County locations are identified in the online Schedule Search.

More questions?

Please contact USF St. Petersburg at (727) 873-4142.

For academic advising?

Contact Dr. Gwen Senokossoff (727) 816-3402 or (727) 873-4057

Special University Programs

Latin American & Caribbean Studies — (LACS)

The Institute for the Study of Latin America and the Caribbean (ISLAC) at USF provides students interested in Latin America and the Caribbean a unique opportunity to advance their academic careers, by earning either a multidisciplinary Masters degree in Latin American and Caribbean Studies or a certificate in Latin American and Caribbean Studies. It is designed for students who want to add to their disciplinary degree an area studies expertise that is recognized in their academic records. These programs are most appealing to students with career interests in academia, the private sector, government service and international development agencies.

The University of South Florida faculty, with their research, teaching and professional experience, is uniquely positioned to offer interdisciplinary graduate programs that develop the skills and knowledge required to be a competent professional and a responsible citizen in a global world. The programs offered by ISLAC nurture analytical, multicultural and problem-solving skills through exposure to perspectives, methodologies and theories of several disciplines. With a vibrant Latino population, rich cultural heritage and commercial ties to Latin America and the Caribbean, Tampa is a fertile setting in which to study Latin American, Caribbean and Latino cultures.

Undergraduate Program

Undergraduate Certificate in Latin American and Caribbean Studies

Certificate requirements include a minimum of 15 semester hours in courses about Latin America and the Caribbean and/or Latinos in the US. To ensure the interdisciplinary nature of these programs, students are encouraged to take different courses in different disciplines like: Anthropology, Geography, Government/International Studies, History/Art/Humanities/Literature. Students must demonstrate proficiency in a Latin American or Caribbean language (Spanish, French, Portuguese, or AmerIndian Language), or complete at least two semesters of language courses. Students who already know a Latin American or Caribbean language are strongly urged to learn a second language.

Study abroad, exchange, and Off-Campus Term programs are encouraged and will be credited toward the Undergraduate Certificate. Interested students should contact Dr. Crisitna Espinosa (espinosa@iac.usf.edu), or visit the Institute for the Study of Latin America and the Caribbean (ISLAC) at CPR474, or phone at 974-3547. Courses offered this term can be found on page 28.

Graduate Programs

Masters Degree in Latin American, Caribbean, and Latino Studies

Requirements include 36 credit hours of study: 12 credit hours in a major field, 6 credit hours in two required seminars, 9 credit hours in electives, 3 credit hours in methods, and 6 credit hours in Master thesis or research electives. A language proficiency in a Latin American or Caribbean language (Spanish, French, Portuguese, or AmerIndian Language) is a requirement for graduation, as well as a thesis or comprehensive exam. Deadline for fall applications is March 15, and for spring applications is November 1.

For more information, including applications, visit the ISLAC Web site at web.usf.edu/iac/islac. Contact Dr. Crisitna Espinosa (espinosa@iac.usf.edu), or visit the ISLAC office CPR 474, or phone (813) 974-3547. Applications for U.S. citizens are also available on through the Graduate Studies Office at www.grad.usf.edu/newsite/main.asp. International students may obtain applications and additional information through International Admissions at <http://web.usf.edu/iac/admissions/>.

Graduate Certificates

Persons interested in U.S. – Latin America relationships, history, and diplomacy, in Latin American politics and culture, international law, public health, eco-tourism, economic development, international business, arts and culture may enhance their academic training and their career development with a Graduate Certificate from ISLAC. Applicants must possess a B.A. degree from an accredited university to be eligible for this graduate level program. Current graduate students or non-degree seeking students may apply. Applications are available at www.outreach.usf.edu/gradcerts/admissions.asp and should be directed to Ms. Lisa Avari-Cooper, College of Arts & Sciences, Office of Graduate and Undergraduate Studies, SVC 1072. Once admitted, contact Dr. Cristina Espinosa, ISLAC Interim Associate Director (espinosa@iac.usf.edu) to start your Plan of Study. Use OASIS, USF's online registration system to enroll in the classes.

Graduate Certificate in Latin American and Caribbean Studies (LACS)

Choose 12 credit hours from the list of courses counting towards the LACS Graduate Certificate. Send applications to Lisa Avari-Cooper, CAS office of Graduate and Undergraduate Studies (BEH 201). Then following up with the Graduate Certificate in LACS Advisor, Dr. Cristina Espinosa, (espinosa@iac.usf.edu), to prepare a Plan of Study.

Graduate Certificate in Cuban Studies (CS)

Choose 12 credit hours from the list of courses counting towards the CS Graduate Certificate. Send applications to Lisa Avari-Cooper, CAS Office of Graduate and Undergraduate Studies (BEH) 201. Then follow up with the graduate Certificate in CS Advisor, Noel Smith (nsmith@iac.usf.edu).

For an updated and comprehensive list of course offerings that applies to both certificate, please check <http://web.usf.edu/iac/islac/course.html>.

Latin American & Caribbean Studies courses

Fall 2007

CAMPUS	CRN	SUBJ	NUMB	SECT	TITLE	CR	DAYS	TIME	BLDG	ROOM	INST
St. Pete	87066	ANT	4323	601	Mexico and Central America	3	R	2:00PM-4:50PM	DAV	219	E. Schmidt
Tampa	83914	ANT	4340	001	The Caribbean	3	TR	11:00AM-	SOC	286	T. Purcell
Tampa	83957	ANT	4340	002	The Caribbean	3	TR	11:00AM-	SOC	286	T. Purcell
Tampa	85057	HIS	3930	004	Modern Brazil	4	TR	2:00PM-3:50PM	CIS	1047	S. Ickes
Tampa	84056	HIS	3930	006	Latin America	4	MW	12:00PM-1:50PM	PHY	13	Staff
Tampa	85663	HIS	3930	008	Latin America	4	TR	2:00PM-3:50PM	BSN	2201	Staff
Tampa	84353	HUM	3463	001	Latin American I	3	TR	2:00PM-3:15PM	CPR	355	T. Smith
Tampa	87290	HUM	4930	001	Aztec Art & Iconography	3	TR	3:30PM-4:45PM	CPR	351	T. Smith
Tampa	80542	LAH	2020	001	Latin American Civilization	3	MW	2:00PM-3:15PM	SOC	131	Staff
Tampa	82779	LAH	2020	002	Latin American Civilization	3	MW	11:00AM-12:15PM	SOC	131	Staff
Tampa	85058	LAH	2020	007	Latin American Civilization	3	MW	3:30PM-4:45PM	EDU	415	Staff
Tampa	86390	LAH	2020	008	Latin American Civilization	3	MW	12:30PM-1:45PM	SOC	154	Staff
Tampa	85710	LAH	3200	901	Modern Latin America	4	T	6:00PM-9:50PM	SOC	150	S. Ickes
Tampa	87378	LAS	6936	001	Globaliz,Env,& Agency in LA	3	M	3:00PM-5:50PM	SOC	155	M. Espinosa
Tampa	87443	LAS	6936	901	Seminar Lat Am Studies II	3	R	6:00PM-8:50PM	SOC	149	B. Reiter
Tampa	86314	LAS	6936	904	Seminar Lat Am Studies I	3	T	6:00PM-8:50PM	SOC	384	B. Reiter
Tampa	83280	SPN	3520	001	Spanish American Civilization	3	MWF	12:00PM-12:50PM	CPR	127	C. Cano
Tampa	84019	SPN	4700	001	Spanish Linguistics	3	MW	3:30PM-4:45PM	CPR	207	S. Wohlmuth
Tampa	83350	SPW	3030	001	Intro to Hispanic Literary Std	3	MW	2:00PM-3:15PM	CPR	252	M. Sosa-Ramirez
Tampa	83968	SPW	4130	001	Spanish Amer Lit I	3	TR	2:00PM-3:15PM	CIS	1027	P. Brescia
Tampa	86823	SPW	4930	901	Trans-Atlantic Theater	3	R	6:00PM-8:50PM	CPR	461	M. Sosa-Ramirez

USF Study Abroad Programs

The University of South Florida offers students the world as their classroom through its programs abroad. Whether a student chooses a short-term summer program, a semester or year spent at a university overseas, there is a program for nearly every student need. Studying abroad provides a unique learning environment which extends and enhances courses taken on the home campus. After their first semester, students can study abroad at any time in their academic careers.

USF overseas programs are designed to appeal to a wide audience. Students in most disciplines can find a program of study in which to earn credits toward their undergraduate degrees. Graduate students will also find programs abroad that are designed to supplement their degree programs. Students seeking to round out their resumes can choose among internships, service learning and a variety of field experiences available overseas.

Most programs include organized cultural excursions and visits to important sites. All programs of study include unparalleled opportunities for cultural immersion and in-depth insight into the host country.

USF short-term study abroad programs may be one week (over Spring Break or Summer Intersession) introductory experiences. Typically, summer programs are of 3-6 weeks duration. These programs allow the student to concentrate study abroad in a summer session and fulfill the 9-hour summer enrollment requirement or meet other exit requirements.

Semester study abroad through USF offers students a more in-depth experience and a wide variety of academic courses for a semester or full academic year. Courses taken abroad will allow students to make progress toward fulfilling USF degree requirements.

All USF programs are developed to be as cost-effective as possible. Federal and state financial aid may be available for USF programs abroad. Students should contact the USF Office of Financial Aid for requirements. Additional scholarship assistance may be applied for through the Study Abroad Office.

For more information or to obtain individual program brochures, please visit the Study Abroad Office in Cooper Hall 468, or visit <http://global.usf.edu/studyabroad>. You can also contact the Study Abroad Office by e-mail at studyabroad@iac.usf.edu or by telephone at (813) 974-4314.

HCC Courses Offered on the USF Tampa Campus

USF/Florida Public Community College

Cross Enrollment — USF degree seeking students can cross enroll at any Florida public community college. Students must receive permission from their respective USF Coordinator of Advising on the Request for Cross Enrollment at a Florida Public Community College Form (available only in the Advising Office) prior to taking courses. Students should obtain and follow all registration procedures of the host campus (including fee payment deadlines). NOTE: First term, new students are not eligible for USF awarded financial aid if granted transient student status.

USF/Hillsborough Community College (HCC)

Cross Enrollment — USF students planning to enroll in HCC courses offered on HCC campuses must get permission from their USF college advisor and register as follows: Registration for HCC Summer/Fall Semester 2007 is coincidental with your USF registration appointment time. Ask for a Cross enrollment form. Visit the HCC website <http://www.hccfl.edu> for a list of classes, or telephone (813)253-7000. You may also call or visit the HCC at USF in SVC 2011 at 974-6420.

HCC Courses Offered on the USF Tampa Campus

Hillsborough Community College Courses offered at USF — HCC offers College Prep level English, Reading, Algebra, as well as Intermediate Algebra and Advanced College Reading on the USF Tampa Campus during the Summer/Fall 2007 term. Students may register for these courses at their USF registration appointment. Your advisor will have you complete the USF registration and the necessary HCC paperwork, as well.

Immunization Proof Requirement — Students enrolling in on-campus courses must fulfill the immunization requirement. See page 42 for details. **Fees are due at the time of registration.**

Alternate Course Offerings

Off-Campus Standard Calendar Credit Courses & Off-Campus Alternative Calendar Credit Courses

Procedures for registering in On/Off Campus Alternative Calendar Credit Courses and Off Campus Standard Calendar Credit Courses are as follows:

OASIS Registration

Students registering using OASIS should follow the instructions on page_, and follow fee payment guidelines published for the regular term in the Academic Calendar. Additional information about fee payments can be found in the Fee and Financial Information section on page 35.

After OASIS Registration has ended; all students must the Online Non-Degree Enrollment assistant at https://www.registrar.usf.edu/applications/alternative_calendar to register for On/Off Campus Alternative Calendar Credit Courses.

Drop/Withdrawal from Courses

Students who must drop or withdraw from an Alternative Calendar Credit Courses must fax their signed request to (813) 974-5271 within two weeks of the first class meeting. Include course reference numbers (CRN's), student's name and USF-ID number, semester and signature to receive consideration for requests for refunds.

Any students who attend classes without being registered must file an Academic Regulations Committee petition and supply accompanying documentation supporting the reason why registration did not formally occur for consideration to be allowed to register late for course credit in undergraduate level courses. The Graduate petition must be completed for consideration to be allowed to register late for course credit in graduate level courses.

Financial Aid

The Web allows you to complete most of the steps involved in your application for financial aid online, so use it to your advantage. Go to www.usf.edu/finaid to begin the application process and for general information and guidelines regarding financial aid at USF. Once the federal processor has received your completed FAFSA online (www.fafsa.ed.gov) and sends the results to USF electronically, you can log in to the Financial Aid menu via OASIS (www.usf.edu/OASIS) for specific information and requirements regarding your own application for financial aid.

Fee and Financial Information

Florida Prepaid College Program

The Prepaid Tuition plan covers matriculation, capital improvement, buildings and financial aid fees. Your plan does not cover student activity/service, health, security, athletic, lab, parking or any other fees. These additional fees are required regardless if you plan to participate in campus activities, utilize on campus health services or attend school athletic events. You must be prepared to pay these additional fees by the payment deadline, or you may be assessed a late payment fee. Additional fee information is included in the Master Covenant you receive each year, and in your original enrollment brochure. To use your prepaid benefits, your account must be current and in good standing by the time USF invoices the program. To insure proper credit of your Florida Prepaid account, contact:

Marianne Bennett
Student Financial Services, ADM 125
Mbennett@admin.usf.edu or (813) 974-4886

Students Using State Waivers

A degree-seeking or non-degree seeking student who is employed by the State of Florida and who has secured all required employer approvals on the State Employee Tuition Waiver Form must register on or after the time specified on the Academic Calendar on pages 3—4. The State Employee Tuition Waiver covers a maximum of 6 credit hours (excluding selected directed individual study or research, internship practicum, music & theatre performance, Co-operative education, PACE, lifelong learning, continuing education and correspondence courses) and is applicable only if the student registers for these credits during published registration periods. A state employee who registers at any time other than the approved State Registration Dates may **NOT** use the State Waiver and will be liable for these fees. Waiver forms must be completed and returned to Purchasing and Financial Services office (ADM125) by the fee payment deadline to avoid the \$100 Late Payment Fee. Refer to Web site listed below for State Employee Waiver Form: <http://www.registrar.usf.edu> and click on Registrar's Office Forms.

USF Employee Tuition Program

The USF Employee Tuition Program authorizes full-time USF employees (except OPS) to enroll in USF credit courses, up to six credit hours per semester. Refer to the following Web site for specifics: <http://usfweb2.usf.edu/HR/procedures/edasst/tuition.htm>

State Employee Fee Waivers: Tax Status

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. State of Florida employees who are not employed by the university system will earn taxable income equal to the value of tuition waived for both undergraduate and graduate level courses.

A taxable fee waiver is subject to Federal Income Tax, Social Security and Medicare taxes (FICA). Since tuition rates for Florida residents are lower than rates for non-residents, it is important for all state employees utilizing State Fee Waivers to verify their residency status is correct with the Office of the Registrar. The taxable value of tuition is reported to the Department of Financial Services, Bureau of State Payrolls, each term by the Division of Human Resources do 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 by the University should work through their Human Resource/Personnel Office to file necessary paperwork with the Bureau. We have 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 Payroll Manager at (813) 974-8062.

Mailed Payments/Payment Information

Tuition is due for Summer A & C Term on May 18, 2007, Summer B Term on July 9, 2007, and for Fall semester on August 31, 2007. Check your student account balance by accessing OASIS at <http://usfonline.admin.usf.edu>, and check account summary by term.

Please remember that you will not receive a bill.

Pay or postmark your check by May 18, 2007 for Summer A & C Term, Pay or postmark your check for Summer B by July 9, 2007 and by August 31, 2007 for Fall semester to avoid a \$100 late payment fee.

Mail Payments to: Tuition/University Controller's Office

University of South Florida ADM 147

4202 E. Fowler Avenue

Tampa, FL 33620-5800

Credit Card Refunds

Credit card refunds are not processed during the first two weeks of classes. To obtain a credit card refund, you may provide us the information by faxing, mailing or requesting in person in the Cashier's Office. Credit card refunds can take up to 10 working days to process. **ALL CREDIT CARD REFUNDS must be processed back to the original credit card used for paying the student account. Cash or check refunds cannot be processed for credit card payments.** The Cashier's Office fax number is (813) 974-6077 and the telephone number is (813)974-6056.

eDeposit Service at USF

USF offers the electronic deposit process – eDeposit. Funds can be directly deposited into any financial institution with U.S. electronic funds transfer capabilities. Contact your financial institution if you have any questions about its ability to accept direct deposit transactions. Signing up is easy at OASIS. Login and click the "Tuition, Fees and Payments" link and then "Subscribe to eDeposit". Participating alleviates worries over delays and address problems, and best of all, perhaps, funds are usually available within two business days after transfer.

Collection of Accounts Past Due

Charges against students for loss or breakage of University equipment, books, fines or other charges are due immediately. Delinquent tuition may be considered sufficient cause for cancellation of registration. University regulations prohibit registration and release of transcripts, diplomas or grades for any student whose account with the University is delinquent. Delinquent accounts may be turned over to a collection agency and all collection costs, including legal fees, will be added to the student account balance. Financial aid from a succeeding academic year cannot be used to repay prior academic year debts.

Returned Tuition Checks

A student's current registration is subject to cancellation if the check presented in payment of fees is returned to the University unpaid. Dishonored fee payment checks must be redeemed within 10 calendar days to avoid cancellation of a student's current registration. A \$100 Late Payment Fee and a \$25 administrative charge will be assessed on any registration check returned unpaid to the University. See the Purchasing and Financial Services Web site at <http://usfweb2.usf.edu/pfs/purchasing.htm>, which provides information about fees, due dates and other pertinent information.

Cashier's Special Hours

Administration Building (ADM 131)

Summer

May 21st—August 24th 9:00 a.m. - 5:00 p.m.

Fall

August 27—30 8:30 a.m. - 6 p.m.

August 31 8:30 a.m. - 5 p.m.

Tuition Payment Drop-box

Located in the Administration Building (ADM 131), payments with check for exact amount only: Drop box is closed for mail processing at midnight August 31, 2007, for summer; it closes and reopens on September 5, 2007. Drop box is closed for mail processing at midnight, 2007, for fall; it closes and reopens on, 2007.

Cashier's Regular Office Hours

Administration Building (ADM 131)

M, W, R, F 9 a.m. - 5 p.m. T 9 a.m. - 6 p.m.

Cash Accounting — Administration Building (ADM 125) No payment will be collected in this office.

M, W, R, F 9 a.m. - 5 p.m. T 9 a.m. - 6 p.m.

Payment of Tuition/Fees Required to Validate Registration

To validate registration, students must pay all registration and tuition/fees by the fifth day of the term. Students are fee liable for all courses of official record at the close of business (5 p.m.) of the fifth day of the term. Students are not fee liable for any course(s) dropped by the fifth day of the term. Students have no fee liability if they withdraw from the University by the fifth day of the term.

Reinstatement after Financial Cancellation

Students who need to be reinstated after financial cancellation must now petition the Cashier's Office, ADM 131 or Cash Collections, ADM 125 directly. Petitions may be picked up in the Cashier's Office or Cash Collections Lobby. Provide supporting documentation explaining why you did not pay on time and turn the completed form and documentation to the Cashier's Office, ADM 131 or Cash Collections Lobby, ADM 125.

Refund Policy

1. Refund for Non-Exceptional Circumstances

Students are entitled to a full refund (less late registration fees) if the drop/withdrawal procedure is completed by the fifth day of the term. Fall term students are entitled to a 25 percent refund of fees if the withdrawal from **ALL CLASSES** is complete after the end of the drop/add period but prior to the end of the fourth week of the term. This refund is calculated as follows: total course fees minus late registration fees, late payment fees, less \$4.76 per credit hour times 25 percent.

2. Fee Adjustments for Exceptional Circumstances

Effective January 1989, the University approves a refund of 100 percent of the tuition and registration fees if a student withdraws or drops a course due to circumstances determined by the University to be exceptional and beyond the control of the student. Requests for fee adjustments which meet one of the following conditions will be considered:

- A. Illness of a student of such severity or duration to preclude the completion of the course(s) as confirmed in writing by a physician on letterhead stationery.
- B. Death of the student or death in the immediate family (parent, spouse, child or sibling) as confirmed by documentation indicating the student's relationship to the deceased.
- C. Involuntary call to active duty as confirmed by military orders.
- D. A situation in which the University is in error as confirmed in writing by an appropriate University official.
- E. Other documented exceptional circumstances beyond the control of the student that preclude completion of the course(s) accompanied by letter of explanation and supporting documentation.

3. Refunds/Repayment & Unofficial Withdrawal Policy for Financial Aid Recipients

A. Refund Policy: A student who receives financial aid and then withdraws or drops courses which result in a refund will not 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/REFUND.html.

B. Official and Unofficial Withdrawal Repayments: If You totally withdraw or stop attending all classes before completing more than 60 percent of the term, a portion of the total federal aid you received, excluding Federal Work Study earnings, may need to be repaid immediately. For more information, go to www.usf.edu/finaid/REFUND.html.

Intern Certificate of Participation

Individuals who have supervised interns may register for courses during a term by presenting their Intern Certificate of Participation. The Intern Participation Certificate, effective July 1, 1997, states that certificate holders are entitled to a waiver of only matriculation fees for a maximum of six credit hours of instruction during a single term. Certificates are valid for three years from the date of issuance. Fees must be paid or postmarked by the U.S. Post Office (not office meter marked) by May 18, for Summer A C and July 9 for Summer B. For Fall August 31. The University cannot be responsible for lost or misdirected U.S. Postal mail.

Repeat Hour Surcharges

Initiated by the Florida Legislature (H.B. 1545 of 1997) to reduce costs, all state universities must monitor and charge undergraduate students the full cost of instruction for certain repeats of undergraduate courses. Effective Summer Term 1998, in some instances when students attempt a course the third time, USF is required to bill students extra. Under current tuition rates, the third attempt will cost approximately \$186 per credit hour, in addition to the tuition and fees normally paid. This amount is set by the Board of Trustees and varies according to the particular school year. If we err in posting such a surcharge, the same evidentiary standards and policies that govern refunded tuition govern refunds of a repeat surcharge.

Repeat Course Surcharge Waivers

Effective Fall 2000, the University of South Florida in accordance with state of Florida statute 240.124, F.S., will grant exceptions to students who appeal the repeat course surcharge. However, the University of South Florida may only approve one appeal per course. The exceptions included in the Statute are extenuating circumstances and financial hardship and are defined as follows: Extenuating circumstances are those circumstances determined by the University to be exceptional and beyond the control of the student and may include but not be limited to: serious illness, documented medical condition preventing completion, death of an immediate family member, involuntary call to active duty, university error or other emergency circumstances or extraordinary situations.

The criteria used by the Universities for determining financial hardship should include, but not be limited to: qualification for federal need-based financial aid. Students with other documented financial hardships may also be considered.

The student must fill out a **Fee Adjustment Request Form** and indicate the request is for a waiver of the repeat course surcharge. They must also submit a statement that explains their request and all documentation relating to it. The form should then be submitted to the Office of the Registrar for consideration. If a student's request is denied, they may appeal the decision to the Office of the Dean of Undergraduate Studies.

Exception to Repeat Surcharges

Chancellor's Memorandum provides authority for universities to develop and implement procedures to handle petitions from students who wish to appeal the repeat course charge. The Office of the Registrar will review documentary evidence provided by students to determine if exceptions can be granted for extenuating circumstances or financial hardship. Students may appeal the decision to the Dean of Undergraduate Studies.

Fee and Financial Information

Tampa Campus

Courses	Cost per credit hour	
	Resident	Non-Resident
Course Level		
0001-4999	\$111.41	\$534.70
5000-Over	\$251.98	\$897.05
Thesis & Dissertation	\$251.98	\$897.05

University Mall Classrooms (UMT)

Credit Courses	Cost per credit hour	
	Resident	Non-Resident
Course Level		
0001-4999	118.91 and	\$542.20

USF Downtown Center

Credit Courses	Cost per credit hour	
	Resident	Non-Resident
Course Level		
0001-4999	\$120.69	\$488.30
5000-Over	\$233.27	\$802.54

Tampa Anytime Anyplace/Off Campus

Credit Courses	Cost per credit hour	
	Resident	Non-Resident
Course Level		
0001-4999	\$104.14	\$527.43
5000-Over	\$244.71	\$889.78
Thesis & Dissertation	\$244.71	\$889.78

St. Petersburg Campus

Courses	Cost per credit hour	
	Resident	Non-Resident
Course Level		
0001-4999	\$ 96.41	\$519.70
5000-Over	\$236.98	\$882.05
Thesis & Dissertation	\$236.98	\$882.05

St. Petersburg Anytime Anyplace/Off Campus

Credit Courses	Cost per credit hour	
	Resident	Non-Resident
Course Level		
0001-4999	\$ 95.18	\$519.10
5000-Over	\$236.38	\$881.45
Thesis & Dissertation	\$236.38	\$881.45

Sarasota Campus

Courses	Cost per credit hour	
	Resident	Non-Resident
Course Level		
0001-4999	\$ 104.14	\$527.43
5000-Over	\$244.71	\$889.78
Thesis & Dissertation	\$220.22	\$889.78

Sarasota Campus Anytime Anyplace/Off Campus

Credit Courses	Cost per credit hour	
	Resident	Non-Resident
Course Level		
0001-4999	\$ 96.07	\$519.36
5000-Over	\$236.64	\$881.71
Thesis & Dissertation	\$236.64	\$881.71

Lakeland Campus

Credit Courses	Cost per credit hour	
	Resident	Non-Resident
Course Level		
0001-4999	\$89.25	\$512.54
5000-Over	\$229.82	\$874.89

Lakeland Campus Anytime Anyplace/Off Campus

Credit Courses	Cost per credit hour	
	Resident	Non-Resident
Course Level		
0001-4999	\$ 89.25	\$512.54
5000-Over	\$229.82	\$874.89
Thesis & Dissertation	\$229.82	\$874.89

FLAT FEES: Tampa Campus \$37, Regional Campuses \$5, Telecourses \$25

LAB OR MATERIALS & SUPPLY FEES

Fees are assessed for individual courses. See the Schedule Search for course sections with these fees.

Academic and General Information

Audit Policy

Students may register or add courses for audit (no credit or grade earned) only during the first five days of classes in the term (On-Site Only — SVC1034 or Regional campus Records & Registration Office). Students are required to get an Audit Form and a date-stamped permit from the college/department on the campus where the course is being offered. Instate fees are assessed for all audit courses.

Campus Security Policy and Crime Statistics

The Campus Security Policy and Campus Crime Statistics are printed in the USF Student Handbook, included in orientation materials given to new students and employees, published twice a year in the *Inside USF* paper and made available annually in the USF Student Newspaper, *The Oracle*. Copies of the Campus Security Policy and Crime Statistics are available from the Crime Prevention Office, University Police Department, University of South Florida, 4202 E. Fowler Ave., UPB 002, Tampa, FL 33620-8750, or by calling (813) 974-2628.

Cancellation of Registration

If the University should cancel a student's registration for academic, financial or other reasons, he/she will not be enrolled for any class or receive credit for any work accomplished during the term. See the Academic Calendar for the reinstatement deadline. Reinstatements of Registration must either be paid in cash, by certified check or money order in the Cashier's Office during regularly scheduled hours. There will be no reinstatements after the reinstatement deadline. If you use the VA or Financial Aid student deferment, your registration may not be cancelled.

CLAST — College Level Academic Skills Test

The CLAST is a state-mandated requirement for all undergraduate degree-seeking students and must be taken during the term a total of 45 credit hours are earned to avoid a registration hold. A degree-seeking transfer student with 45 or more hours should take the CLAST the first term of enrollment at USF.

USF students who have earned 60 term hours and have not satisfied all portions of CLAST are required to complete a contract agreeing to participate in an appropriate method of CLAST preparation during the term of desired registration.

USF students who have earned 36 or more upper level hours and have not satisfied all portions of CLAST will be restricted to lower-level courses.

The next paper & pencil administration of the CLAST is scheduled for June 2, 2007.

To be eligible to take the CLAST, degree-seeking students must register for the examination on or before May 4, 2007 and must be:

1. An undergraduate degree-seeking USF student who has not satisfied the CLAST requirement.
2. An undergraduate, degree-seeking USF student who must retake any CLAST subtest to meet the appropriate standard, a \$30 fee (money order only) is required.
3. An individual not currently enrolled in classes at USF, but seeking entry to the USF College of Education, a \$35 fee (money order only) is required.

* The computer adaptive CLAST is available to first-time examinees taking the Reading, English Language Skills (ELS), and Math sections of CLAST.

If you are absent from the CLAST test without providing official documentation to justify your absence, you will forfeit any opportunity to take the test for free and a \$30 fee will be assessed the next time you register for the test.

Confidentiality Policy

In the interest of openness and building trust with our students, USF now affords students the right to limit data usage and sharing of their information, without having to request nondisclosure of directory information under the Family Education Rights and Privacy Act (FERPA). Pursuant to the requirements of FERPA, the following types of information

designated by law as “directory information” can be released, if the student has not requested privacy or nondisclosure: Name, Date of Birth, Address, Telephone, Major, Dates of Attendance, Enrollment Status, Degrees and Prior Institutions Attended.

*All other student data is considered to be protected.

Under University policy, students may request confidentiality as a way to “opt out” from having their personal contact information (i.e. name, address, telephone) disclosed to vendors, credit card companies or outside agencies that are not providing a service that would otherwise be performed by the University. To request confidentiality, log on to OASIS and select the option Update My Privacy from the personal information menu.

Course Time Conflict Approval

USF does not permit students to register for courses with conflicting or overlapping meeting times. Students who want an exception to this policy may secure a Computerized Time Conflict Approval from the college(s) offering the course(s) and are required to register for each time conflict.

Enrollment Certification

For optimal flexibility with their schedules, students are given the first week of the term to add and/or drop classes. Therefore, the enrollment certification process begins the second week of the term after schedules have been finalized and in the order in which requests are received. Students who need enrollment certification for financial aid, loan deferment, insurance or any other reason can print out an Enrollment Certification form. The form should be submitted to the Registrar’s Office along with any other appropriate forms supplied by insurance companies or lenders.

Student Enrollment Definition

	Undergraduate	Graduate
For Financial Aid and Loan Deferment		
Full Time	12 or more hours	9 or more hours
Half Time	6 to 11 hours	5 to 8 hours
Less than Half Time	1 to 5 hours	1 to 4 hours

Any questions concerning enrollment definitions, please contact the Office of the Registrar at 974-2000.

For Veteran’s Benefits

Full Time Rate	12 or more hours	9 or more hours
3/4 Time Rate	9 to 11 hours	7 to 8 hours
1/2 Time Rate	6 to 8 hours	5 to 6 hours
Fees only or 1/4 Time	1 to 5 hours	1 to 4 hours

Veteran’s Benefits — Summer Sessions

Sessions A or B

Full Time Rate	4	3
3/4 Time Rate	3	N/A
1/2 Time Rate	2	2

Session C

Full Time Rate	7	5
3/4 Time Rate	5-6	4

*VA students taking a combination of Sessions A, B or C should inquire within Veterans Services or with Veterans Coordinators on each campus as to how this might affect their training time.

Final Exam Policy (Fall and Spring terms)

In accordance with the University Policy 10-005, Testing and Final Examination, the last six days of the Fall and Spring semesters shall be set aside for final examinations, and any comprehensive final examination **must** be given during this designated period. If a segment examination is given in lieu of a comprehensive examination, the segment examination **must** be given in the period designated during the final examination week. The period of two hours shall be allotted for each final examination. If a student has direct conflict of scheduled examinations or has three or more examinations scheduled on the same day, the student may petition the appropriate instructor to reschedule one of the student's examinations. The "appropriate instructor" in case of examination time conflicts shall be determined by the following:

1. Common finals have priority over non-common finals. When two common finals conflict, the higher numbered course takes priority.
2. Examinations for graduate level courses have priority over examinations for undergraduate level courses.
3. Within the level of the courses, undergraduate or graduate, examinations for numerically higher numbered courses have a priority over lower numbered courses.

Example: A course numbered 7283 has priority over a course numbered 6924, and a course numbered 4334 has priority over a course numbered 4282.

4. If after applying items 1 through 3, there remains a conflict, priority shall be given to the course with the prefix closest to the beginning of the alphabet.

Example: ART 4901 would have priority over BIO 4901.

5. The instructor of the course not receiving priority shall provide for a make-up exam either in accordance with the designated make-up exam periods or at a mutually acceptable time for both the instructor and the student during the exam period.

Florida Residency

<http://www.registrar.usf.edu/residency/>

Proof required for Assessment of In-State Registration Fees or for Use of Senior Citizen Tuition Waiver

All **new** degree-seeking and non-degree seeking students whose previous enrollment was more than 12 months ago must present acceptable proof of legal Florida residency at the time of registration in order to be assessed in-state tuition and fees. Students who do not have acceptable proof of legal Florida residency will be assessed out-of-state tuition and fees. Senior citizens using the Senior Citizen Tuition Waiver are eligible to register only with proof of Florida Residency. New degree-seeking students and former USF degree-seeking students returning must present proof of legal Florida residency at the time of application for admission/readmission. Continuing students who meet eligibility requirements for a change of residency classification may print out the **Request for Change of Residency Form** and instructions at www.registrar.usf.edu/residency/. For consideration, the completed form and supporting documents must be submitted prior to the fifth day of classes in the term for which the change is requested.

Florida Residency for Tuition Purposes, Florida School Code (SB 20-E) Section 1009.21 requires that a U.S. Citizen/Permanent Resident Alien Student or a dependent student's parent/legal guardian has established and maintained a legal Florida residence for at least 12 months before the first day of classes of the term for which Florida status is sought.

The University of South Florida is required to obtain documentation of 12 months of legal residence before a student is classified as a resident for tuition purposes. The following is acceptable, non-conclusive evidence for the establishment of a legal residence in Florida. At least one such document must be dated/issued at least 12 months *prior* to the first day of class in the term for which Florida residency is sought (no single document shall be conclusive).

1. Purchase of a permanent home in Florida
2. Declaration of Domicile

3. Florida Driver's License
4. Florida Voter's Registration
5. Florida Vehicle Registration
6. Florida Vehicle Title
7. Professional/Occupational License in Florida
8. Florida incorporation or other evidence of legal residence in Florida.

Please Note: Rent receipts, lease, tax returns, school/college records are not evidence of establishing a legal Florida residence. In rare cases, the law allows some students (e.g. military, public school teachers) who do not meet the basic requirement to be classified as Florida residents for tuition purposes.

For more information about exception categories, please contact the Office of Admissions (for new students) or the Office of the Registrar (for continuing students).

Graduation Application

In order to graduate, a student must submit an application for the degree or Associate of Arts certificate to the Office of the Registrar or the College Advising Office. The application must be submitted in the term of expected graduation by the deadline noted in the Registrar's Event Calendar. Please contact your college advising office in order to complete an application for degree. **Note: Some colleges' deadlines, including Engineering, are earlier.** Late applications may also be accepted by the student's advising office during the degree term, but students may be subject to a late fee and the following services may not be available:

- Student's name included in the commencement ceremony program.
- Student's name included for the Honors recognition at the commencement ceremony.
- Assurance of academic regalia for the participation in the commencement ceremony.
- Timely ordering of the diploma.
- Timely notification of graduation status from the college.
- Letter of the completion from the college.

Students who wish to participate in the commencement ceremony must visit <http://www.usf.edu/commencement> for information and to register for the ceremony at the location desired. Visit www.registrar.usf.edu or see the Academic Policies and Procedures in the University Graduate or Undergraduate Catalog.

Mandatory First-Day Attendance Policy

To avoid fee liability and academic penalty, students are responsible for ensuring that they have dropped or been dropped from all undesired courses by the end of the 5th day of classes.

The University of South Florida has a policy which requires all students enrolled in undergraduate courses to attend the first class. This policy applies to students who have registered in undergraduate courses (1000-5999 level) prior to the first day of the term and whose names are printed on the first class roll.

NOTE: Course(s) will not be added to your individual schedule for first-day attendance. It is the responsibility of each student to register for course(s) using OASIS. While faculty may drop students not attending the first day of class in a course, it is the student's responsibility to make sure they are dropped before the end of the fifth day of classes to avoid fee liability and academic penalty.

Students who add or register late during the first week of classes will not be on the first day class roll and therefore will not be dropped for non-attendance.

If a student is in doubt regarding his/her class status, it is his or her responsibility to communicate with the instructor or department to see whether there is still space in the class. Students who have extenuating circumstances beyond their control that prevent them from attending the first class meeting must notify the instructor or the department prior to the first class meeting to request waiver of the attendance requirement. This policy is not applicable to courses in the following categories: Bachelor of Independent Studies (BIS), Off-Campus courses, Distance Learning courses, FEEDS Program, Community Initiative Program, Cooperative Education Training, and courses that do not have regularly scheduled meeting days and times, for example, directed reading or study, individual research, thesis, dissertation, internship, practicums, etc. (Students are responsible for dropping undesired courses in these categories by the fifth day of classes to avoid fee liability and academic penalty.) This policy has been put into effect so that USF may effectively utilize classroom space and to insure that all students have maximum opportunity to enroll in classes where demand exceeds availability of seats.

Overload Approval

Students who wish to register for more than 18 term hours during the Fall or Spring terms or 14 hours during the Summer term (any combination of Sessions A, B and/or C) must secure a computerized approval from the appropriate dean or authorized college representative. Students who have not yet declared a major may secure this computerized approval from the Center for Academic Advising.

Privacy Act

Pursuant to the provisions of the Family Education Rights and Privacy Act (FERPA 30 USD Par. 1232g), 34 CFR Par. 99.1 et seq. Florida Statutes Sub. Par. 228.093 and 240.237, and USF Rule 6C4-2.0021, Florida Administrative Code, students have the right to:

1. Inspect and review their education records.
2. Privacy in their education records.
3. Challenge the accuracy of their education records.
4. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, S.W., Washington D.C., 20202 and/or bring actions in Florida Circuit Court for violations of Rule 6C4-2.0021, Florida Administrative Code.

Get copies of the University's student records policy, USF Rule6C4-2.0021, Florida Administrative Code, from:

Office of the Registrar	Office of the General Counsel
SVC1034	ADM254
4202 E. Fowler Avenue	4202 E. Fowler Avenue
Tampa, FL 33620	Tampa, FL 33620

Release of Student Information

Pursuant to requirements of the Family Education Rights and Privacy Act (FERPA), the following types of information, designated by law as "directory information" may be released via official media of USF (according to USF policy): Student name, local and permanent addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, full/part-time status, the most recent previous education agency or institution attended and other similar information. The University Directory, which is published annually, contains only the following information: Student name, local and permanent addresses, telephone listing, classification and major field of study. However, the Directory and other listings of "directory information" are circulated in the course of University business and, therefore, are accessible to the public, as well as to students, faculty and staff. Students must inform the USF Registrar's Office in writing if they wish directory information to be withheld. Requests must be received within the first two weeks of the term and will remain in effect until the student has not been enrolled at USF for three consecutive terms. Notification to the University of refusal to permit release of "directory information" via the University Directory must be received by the end of the first week of classes in the term.

Student Right-to-Know

Metropolitan universities have a mission to serve the large number of people who live and work in the community but

wish to attend the university on a part-time basis. Consequently, these students take longer to graduate than the traditional full-time student. Students attending USF have a unique opportunity to pursue internships, cooperative educational experiences or work concurrently while enrolled in classes.

Each student's experience is unique to his/her educational, career and personal goals. Academic advisors, faculty and career counselors are available to assist students achieve their goals. Regularly scheduled appointments with academic advisors or departmental faculty members will aid in assisting students with achieving their educational goals.

Withdrawal Procedures

Students who wish to terminate registration in a term should withdraw from the term rather than attempt to drop all classes. Withdrawal deadlines for each term are listed in the Academic Calendar on pages 3—4. Students must complete a Withdrawal Form in the Office of the Registrar when dropping all course work.

The withdrawal procedure is:

1. Submit a Withdrawal Form to the Office of the Registrar at 4202 E. Fowler Ave. SVC1034, Tampa FL 33620 or fax to (813) 974-5271. Download the form [here](#).

2. Submit the completed form to the Registrar's Office by the dates listed in the Academic Calendar. Students who withdraw by the "Financial Liability Deadline", which is the fifth day of the semester, will be relieved of fee liability and the courses for which they were registered will not show on their academic record. Students will be liable for tuition and will receive a "W" grade on their permanent record if withdrawn after the "Financial Liability Deadline" and before the "Academic Deadline".

Zero Hours

A co-op student who is only enrolled in cooperative education courses must pay for 1 hour at his or her classification level.

Veterans Services

Department of Veterans Affairs (VA) Benefits — VA Certification

In order to receive VA educational benefits, students must request certification or re-certification and must report changes in enrollment status to the Veterans Services Office on the Tampa or St. Petersburg campuses (or the Veterans Coordinator on the Sarasota campus or Student Services on the Lakeland campus). Requests for VA advance checks should be submitted no later than six weeks prior to the first day of classes. VA educational benefits will only be awarded for credit courses that are required to complete the degree program that the student has declared to the Department of Veterans Affairs.

In compliance with VA requirements, USF must report official withdrawal dates from veteran students' courses. VA students are not eligible for VA educational benefits for courses in which a W (withdrawal), a U, MU or an IU (unsatisfactory) are recorded, except when there are mitigating circumstances presented to the VA. The VA will not pay educational benefits to a student who is auditing a course. Please inquire at the Veterans Services office when: enrolling in courses at other institutions (including HCC), changing majors, declaring a double major or two degrees, enrolling as a non-degree seeking or cooperative education student or concerning the grade forgiveness policy. For updated information, please contact Veterans Services at (813) 974-2291, e-mail vetserve@cchd.usf.edu or visit our Web site at usfweb2.usf.edu/vetserve.

VA Student Deferment of Tuition Fees

Eligible VA students can defer tuition/fees for up to 60 days from the first day of classes. The deadlines to apply for a deferment are listed in the Academic Calendar on pages 3—4. Deferments are available in the Office of Veterans Services: Tampa, SVC2127, or from the Veterans' Coordinators on other USF campuses.

Medical Requirements

Mandatory Medical History Form

A mandatory Medical History Form is required for all students regardless of age. According to Florida Administrative Code Rule 6C-6.001(5), "Each student accepted for admission shall, prior to registration, submit on a form, provided by the institution, a medical history signed by the student." New admits will be provided a Medical History/Immunization form with their admissions letter. In order to register, this form must be completed, signed and returned to:

Student Health Services

University of South Florida

4202 E. Fowler Avenue, SHS 100

Tampa, FL 33620-6750

Telephone: (813) 974-4056 Fax: (813) 974-5888

Health Insurance

For Student Health Services to provide optimal service, it is important that you have adequate health insurance. The Student Insurance Office (SIO) with the assistance of the Insurance Committee has contracted a reliable health insurance company to provide our students with an affordable student health insurance plan for sickness and accidental injury tailored to the particular needs of college students. The SIO is here to assist you in understanding the student health insurance plan and encourages all registered students who do not have health insurance to enroll. Remember, a visit to the Student Health Insurance Office, located under the bookstore, west of SHS (next to textbook buy back), can remove your worries regarding health insurance and assist you in your pursuit of a successful academic career. Hours are 8:30 a.m. to 5 p.m. The University of South Florida requires that all **International students** have medical insurance in order to register for classes at USF.

Immunization Proof Required

As a prerequisite to matriculation or registration, the Florida Division of Colleges and Universities requires all students born after 1956 to present documented proof of immunity to Measles (Rubeola) and Rubella (German Measles).

Consistent with Department of Children and Families guidelines, acceptable proof of immunity is as follows:

Measles:

Students can be considered immune to measles (rubeola) only if they have documentation of at least one of the following:

1. Medical documentation of immunization with two doses of live measles virus vaccine on or after the first birthday and administered no less than 28 days apart. Persons vaccinated with killed or an unknown vaccine prior to 1968 must be revaccinated. Persons born before 1957 may be considered to have had a natural infection, and therefore do not need measles vaccine, OR
2. Copy of laboratory (serologic) evidence of measles immunity (IgG rubeola titer), OR
3. A written, dated statement signed by a physician on his/her stationery which specifies the date seen and states that the person has had an illness characterized by a generalized rash lasting three or more days, a fever of 101° Fahrenheit or greater, a cough and conjunctivitis and, in the physician's opinion, is diagnosed to have had the 10-day measles (rubeola).

Rubella:

Students can be considered immune to rubella only if they have documentation as follows:

1. Medical documentation of immunization with live rubella virus vaccine on or after the first birthday OR
2. Copy of laboratory (serologic) evidence of rubella immunity (IgG rubella titer).

Please note: All females should be aware that they should not be vaccinated if there is any possibility of pregnancy.

If a student has no documentation of any doses of measles vaccine, vaccine should be given at the time of entry and the second dose no less than 28 days later. It is recommended that both doses of measles vaccine be given as a combined measles/mumps/rubella (MMR) vaccine. The documented date of immunization for both measles and rubella should indicate the day, month, and year. However, only month and year will suffice if the month and year indicate that the immunization was given at least 13 months after the month of birth.

Temporary Medical Exemptions must be submitted by the attending physician and must include the reason for and the duration of the exemption.

Religious Exemption applications are available from Student Health Services at (813) 974-4056. Immunizations and blood tests are available at USF Student Health Services on the Tampa Campus. Contact (813) 974-4056 for information. Contact regional campuses for their immunization clinics information.

Off-Campus Temporary Exemptions

Students registered only for off-campus courses in the following categories are temporarily exempt from the immunization and medical history requirement: Off-Campus courses, Distance Learning courses, FEEDS Program, Community Initiative Program, Cooperative Education Training periods, Off-Campus Standard Calendar Credit Courses and Off-Campus Alternative Calendar Credit Courses. If concurrently registering (or adding) courses in other categories, a signed medical history and proof of immunity or an approved medical or religion exemption must be on file.

Orientation

Tampa Campus Orientations

All new/former undergraduate degree-seeking and transfer students are required to participate in orientation prior to the term of entry or re-entry. Orientation includes academic advising, registration for classes and student life and services sessions. Tampa Campus orientation programs will be offered in May and June for students admitted for the Summer term and June, July and August for students admitted for the Fall term. Accepted students who did not receive Orientation information should contact the Orientation Office at (813) 974-3060 or visit the Web site at www.usf.edu/orientation.

Regional Campus Orientations

Lakeland Campus: Please call (863) 667-7000.

St. Petersburg Campus: Please call (727) 873-4181.

Sarasota-Manatee Campus: Please call (941) 359-4330.

Student Services Student Services

Address Change and Self-Declared Data

You may change either your Local Mailing or Permanent Address by logging on to OASIS. (If you have applied to graduate, you may also change your diploma address at this site.) Click on the link under the Personal Information Menu. All changes are immediately recognized by the system, insuring you will receive information from the University in a timely manner. A Change of Address Form and Student Self-Declared Data Form can also be found on the Registrar's Web site, <http://www.registrar.usf.edu>. Students should submit fully completed form(s) to the Office of the Registrar, SVC1034. Change(s) will be reflected on records in the Office of Admissions, Purchasing and Financial Services, Financial Aid and the Office of the Registrar.

Academic Computing — E-mail Accounts

Getting your USF Computing Internet/E-mail Account is easier than ever. Students who have registered for classes can visit Academic Computing's Web site at <https://una.acomp.usf.edu> to activate their account and obtain personal account information. Your newly acquired USF account will allow you to connect to the Internet using USF as your Internet Service Provider.

USF Family Center

The USF Family Center serves children six weeks to five years of age. We provide innovative programs to help young children reach their potential. The USF Family Center is a learning center with our main goal being to provide quality care in a safe and nurturing environment. We promote the development of the "whole" child, while responding to families needs. We adhere to low ratios to ensure each child receives the necessary attention for their development and well being.

NAEYC Accredited

Monday thru Friday, 7 a.m. - 6 p.m.

Full, part-time and drop in hours available

Qualified and caring teachers

Key Pad Security system

The USF Family Center is located in building MGZ between the Mental Health Institute and the Social Work Building on W. Banyon Drive. For additional information, please call (813) 974-8500.

USF Bookstores

<http://sftampa.bkstore.com/>

BOOKSTORE HOURS: All Stores have extended hours the first week of classes. Check with each store's Web

site to see these back to school hours.

Main Store/Tampa Campus is located adjacent to Martin Luther King Plaza, next to the Marshall Center and Student Health Services. The USF Bookstores accept Visa, MasterCard, Discover and American Express credit cards as well as cash, checks and Barnes & Noble gift cards as payment. Eligible students can also use their Bookstore Advance Purchase Program (BAPP) when applicable.

Hours are:

Monday through Thursday

Friday

Saturday

Sunday

8a.m. - 7 p.m.

10 a.m. - 4 p.m.

CLOSED

8 a.m. - 5 p.m.

Health Sciences Bookstore/Tampa Campus is located on the Tampa Campus in the Health Sciences complex at MDC 1050. Hours are:

Monday through Friday

7:30 a.m. - 5 p.m.

Saturday & Sunday

CLOSED

The cafe' is open Monday - Friday 7:30 a.m. to 2 p.m.

St. Petersburg Campus Store: is located in Coquina Hall, Room 101. Hours are:

Monday through Thursday

9 a.m. - 6 p.m.

Friday

9 a.m. - 5 p.m.

Saturday & Sunday

CLOSED

Barnes & Nobles USF St. Petersburg is located at 500 3rd St., South, St. Petersburg, FL-in the new parking facility. Hours are:

Monday through Saturday

8 a.m.—9 p.m.

Sunday

12 p.m.—9 p.m.

Sarasota Campus Store is located across from the Sarasota-Bradenton International Airport. Hours are:

Monday through Thursday

9 a.m. – 5 p.m.

Friday

9 a.m. – 3 p.m.

Saturday & Sunday

CLOSED

Lakeland Campus Store is located behind PCC Student Services. Hours are:

Monday through Thursday

7:45 a.m. - 6:30 p.m.

Friday

The USF Bookstore textbook Reservation Program enables you to purchase your textbooks online efficiently and provides the following benefits:

First chance at Used Books

Books are pulled and packed by bookstore staff – no standing in long lines

Delivery or pick-up options

Financial Aid Bookstore Advance Purchase Program or Credit Card payment options.

The Program is easy to use. Simply click on the link from the OASIS main page after you have registered for your classes. You can also access the program from the USF Bookstore home page, sftampa.bkstore.com, then click Textbooks.

Parking and Transportation Services

www.usf.edu/parking_services

Do I have to have a parking permit?

Parking permits are required to park at the University of South Florida, 24 hours a day, seven days a week, including holidays. Permit types are used to designate parking locations on campus. Please match the “letter” designation on the permit with the “letter” designation on the parking lot sign. (Ex: a non-resident student permit will have the letter “S”). Each person may purchase only one vehicle permit (an additional permit for motorcycle, **and/or** a bicycle is allowed). Permit campus designation is based on campus/class location. **Permits shall be purchased for the campus of primary assignment.** If you do not have a permit, you must park at a metered parking space or a timed space. For additional permit information, visit www.usf.edu/parking_services or call (813) 974-3990, Option #1.

How do I obtain a permit?

Visit the Parking & Transportation Services Web site, www.usf.edu/parking_services. Establish a parking services account and purchase your permit online. Once you have established a parking account as a student, you can access it directly through OASIS. You may either pick up your permit at the Parking Services Building’s express pickup window or have it mailed to your home address. Parking permits also may be purchased in person at the following locations:

Tampa Campus

Parking and Transportation Services (off of Holly between Palm and Magnolia) north of Central Receiving.

Parking Service Lobby Hours:

Monday - Thursday: 7:30 a.m. to 5:30 p.m.

Friday: 7:30 a.m. to 5:00 p.m.

St. Petersburg Campus

Bay 132 Business Office. Hours:

Monday to Thursday: 8 a.m. to 6 p.m.

Friday: 8 a.m. to 5 p.m.

Sarasota Campus New Campus B116 Hours: Monday to Friday: 8:30 a.m. to 5 p.m.

All office hours are subject to modification and are extended at the beginning of the term. Visit www.usf.edu/parking_services for office location and hours of operation.

Daily visitor permits can also be purchased from the Campus Information Center (Leroy Collins Blvd. & Fowler Ave.) Monday to Thursday: 7 a.m. to 5:30 p.m. and on Friday from 7 a.m. to 5 p.m., and also from parking permit machines located within designated visitor lots. Parking maps and brochures are available with details and lot designations.

Bull Runner

Bull Runner bus service is provided to USF faculty, staff, students and visitors from 7 a.m. until midnight, Monday through Thursday, and 7 a.m. to 5:30 p.m. on Friday. The C & D routes run Saturday and Sunday from 2:30 p.m. to 9:30 p.m. Bull Runner routes cover the entire USF Tampa Campus, and the following off campus locations: 42nd St., Skipper Rd., and 46th St.; and the University Mall with a stop at UATC. Visitors must be accompanied by a USF ID Card holder to board the bus at any off campus location. The weekend routes (C & D) offer extended service to the USF Library, University Mall and various shopping locations. Check out our Web site at www.usf.edu/bullrunner for the most up to date information. Routes and schedules are subject to modification. Ride the Bull Runner and save time and money.

What happens if I get a parking ticket?

Parking regulations are designed to provide safe and orderly parking. Violation of these regulations can result in parking citations, immobilization of your vehicle, towing or loss of parking privileges. Creating, modifying or altering a parking permit or being in possession of a lost or stolen permit is a serious violation and will result in immediate immobilization or towing of the vehicle and possible revocation of campus parking privileges. If you receive a parking citation and believe that extraordinary or mitigating circumstances warrant a waiver, then you may petition Parking and Transportation Services within 14 days for reconsideration. Respond to parking citations within 14 days of issuance to avoid late fees. The most common citations are for no valid permit, expired parking meter and parking out of assigned area. To appeal a parking citation, visit our Web site, www.usf.edu/parking_services, and file your appeal online. Any failure to respond to parking citations will result in collection agency efforts and additional cost.

How can I get help if I have a problem with my vehicle?

Keys locked in your car? Need to jump start your car? Low Tires? Call Parking and Transportation Services' Motorist Assistance Program (M.A.P.) at (813) 974-3990, Option #5. This FREE service is provided Monday to Thursday from 8 a.m. until 8:30 p.m., and Friday from 8 a.m. until 4:30 p.m. (except holidays) by the Division of Public Safety and Department of Parking and Transportation Services.

Bicycle Permits

Permits for bicycles are FREE! A bicycle permit registers the bicycle and can provide information to the police in the event of loss.

Additional Questions?

Visit the Parking and Transportation Services Web site at www.usf.edu/parking_services. You can check your account status, update vehicle information and submit questions and suggestions. Check for all late breaking news and updates concerning parking impacts, special events and shuttle service. Or you may contact Tampa Campus Parking & Transportation Services at (813) 974-3990.

Identification Card — USFCard

All students must obtain and carry the USFCard while on campus. Distance Learning students must also obtain a USFCard. Information on this procedure is available at the following Web site: <http://auxsvc.usf.edu/usfcard.html>. There is a \$10 fee for the first card and any replacement cards. Legal photo identification (passport, driver's license or

Government/State Photo Identification Card) is required. USFCards are electronically validated once classes start and fees are paid. Student Family Cards are also available upon request. The student (with their USFCard) must accompany the family member and provide legal photo identification for the family member. There is a \$10 fee for the first family member. Additional family member cards are \$25 each. Replacement cards are \$10.

Lakeland Campus USFCard Center is located in the Student Services Building LTB. Hours are Monday through Thursday, 9 a.m. - 6 p.m. and Friday 8 a.m.— 5 p.m. Students must first pay the Cashier's Office and present their receipt to receive a USF Card. For more information, call (863) 667-7000.

Sarasota Campus USFCard Center is located at the Cashier's Office in B116. Normal hours are Monday—Thursday 8:30 a.m. - 5:30 p.m. and Friday 8:30 a.m. - 5 p.m. Office hours are extended during the first two weeks at the beginning of each semester. For more information, call (941) 359-4220, or visit our website.

St. Petersburg Campus USFCard Center is located in the Media Center, Poynter Library, POY221. Hours are Monday through Thursday, 9 a.m.— 9 p.m., Friday 9 a.m.— 4:30 p.m. The Media Center is closed on Sunday. Students must first pay at the Cashier's Office (727) 873-4107 and present their receipt to receive a USFCard. Regular Cashier's Office hours are Monday through Thursday from 8 a.m. – 6 p.m. and Friday from 8 a.m. - 5 p.m. For more information, call (727) 873-4409.

Tampa Campus USFCard Center is located in the Phyllis Marshall Center, Room 105. For information, call (813) 974-2357. Only cash, checks and money orders are accepted for payment.

Hours of operation are as follows:

First week of classes

Monday - Thursday	9 a.m. - 7 p.m.
Friday	8 a.m. - 5 p.m.

Regular Term Hours

Monday and Thursday	9 a.m. - 5 p.m.
Tuesday and Wednesday	9 a.m. - 6 p.m.
Friday	8 a.m. - 5 p.m.
Saturday (1st of each month)	9 a.m. - 1 p.m.

