

Important Announcements

Summer/Fall 2014 & Spring 2015

NEW!

- ◆ An online **graduation application and survey** are now available through OASIS, providing students intending to graduate in Summer 2014 and beyond the ability to apply for graduation completely online. Applicants can verify their degree, college and major that is automatically pre-populated from Banner, and if correct, move on to verify their diploma name and address. Once successfully submitted, students will receive an application completion email. This online application facilitates on-time submission, ensuring recognition for honors and listing in the commencement brochure at graduation. Registration to participate in commencement remains a separate application process through the Office of Special Events & Ceremonies.
- ◆ An **excess credit hour surcharge counter** application has been implemented in OASIS. Each active undergraduate student who is subject to Section 1009.286 of the Florida Statutes can access the counter. This counter will display the number of hours left before the student becomes liable for excess hours, the number of credits attempted that apply toward the percentage threshold, a link to a list of unused courses, a link to any statutory exemptions, and information on how excess hours liability is being calculated for the term.
- ◆ New **course waitlisting** functionality in OASIS had been implemented, allowing students to add themselves to waitlists for full or closed courses. Email notifications are sent automatically if seats become available, providing a 24-hour window for the waitlisted students to register via OASIS.

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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

Spring 2014

Classes Begin	January 6
Classes End	April 25
Final Exam Week	April 26 – May 2
Registration and Drop/Add Deadlines	
To avoid \$100 Late Registration Fee (for degree seeking students)	January 3 (5 p.m.)
To drop or withdraw and be eligible for a full refund of tuition	January 10 (5 p.m.)
To add courses, change schedule or audit classes	January 10 (5 p.m.)
To drop or withdraw and receive a grade of 'W' (fee liable/no refund)	March 22
Tuition Payment Deadlines	
To avoid \$100 Late Payment Fee	January 10
To submit Employee Tuition Program Forms	January 10
To submit Intern Waivers and Florida Prepaid	January ?
Cancellation of Registration for Non-Payment Deadline	January 10 (p.m.)
For students w/financial aid tuition deferments	March 14
For students w/V.A. tuition deferments	March 14
Deadline to Request Registration Reinstatement with \$100 Late Fee	January 31
Official Holidays and Breaks	
New Year's Day	January 1
Martin Luther King, Jr. Day	January 20
Spring Break March	March 10-15
Graduation Application Deadline	February 7

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

Academic Calendar

Summer 2014

	(Session A)	(Session B)	(Session C)
Classes Begin	May 12	June 30	May 12
Classes End	June 20	August 8	July 18
Registration and Drop/Add Deadlines			
To avoid \$100 Late Registration Fee (for degree seeking students)	May 9 (5 p.m.)	June 27 (5 p.m.)	May 9 (5 p.m.)
To drop or withdraw and be eligible for a full refund of tuition	May 16 (5 p.m.)	July 7 (5 p.m.)	May 16 (5 p.m.)
To add courses, change schedule or audit classes	May 16 (5 p.m.)	July 7 (5 p.m.)	May 16 (5 p.m.)
To drop or withdraw and receive a 'W' grade (fee liable/no refund)	June 7	July 26	June 28
Tuition Payment Deadlines			
To avoid \$100 Late Payment Fee	May 16	July 7	May 16
To submit Employee Tuition Program Forms	May 15	May 15	May 15
To submit Intern Waivers and Florida Prepaid	May 15	May 15	May 15
For students w/financial aid tuition deferments	July 18	July 18	July 18
For students w/V.A. tuition deferments	July 18		
Cancellation of Registration for Non-Payment Deadline	May 16	July 7	May 16
Deadline to Request Reinstatement with \$100 Late Fee	May 30	July 18	May 30
Official Holidays and Breaks			
Memorial Day	May 26		
Independence Day	July 4		
Graduation Application Deadline	June 7		

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

Academic Calendar

Fall 2014

Classes Begin	August 25
Classes End	December 5
Final Exam Week	December 6-12
Registration and Drop/Add Deadlines	
To avoid \$100 Late Registration Fee (for degree seeking students)	August 22 (5 p.m.)
To drop or withdraw and be eligible for a full refund of tuition	August 29 (5 p.m.)
To add courses, change schedule or audit classes	August 29 (5 p.m.)
To drop or withdraw and receive a grade of 'W' (fee liable/no refund)	November 1
Tuition Payment Deadlines	
To avoid \$100 Late Payment Fee	August 29
To submit Employee Tuition Program Forms	August 28
To submit Intern Waivers and Florida Prepaid	August 28
For students w/financial aid tuition deferments	October 31
For students w/V.A. tuition deferments	October 31
Cancellation of Registration for Non-Payment Deadline	August 29
Deadline to Request Registration Reinstatement with \$100 Late Fee	September 19
Official Holidays and Breaks	
Labor Day	September 1
Veterans Day	November 11
Thanksgiving Break	November 27 and 28
Graduation Application Deadline	September 20
Note: Some college deadlines are earlier. Please consult your advising office.	

Academic Calendar

Spring 2015

Classes Begin	January 5
Classes End	April 24
Final Exam Week	April 25 – May 1

Registration and Drop/Add Deadlines

To avoid \$100 Late Registration Fee (for degree seeking students)	January 2 (5 p.m.)
To drop or withdraw and be eligible for a full refund of tuition	January 9 (5 p.m.)
To add courses, change schedule or audit classes	January 9 (5 p.m.)
To drop or withdraw and receive a grade of 'W' (fee liable/no refund)	March 21

Tuition Payment Deadlines

To avoid \$100 Late Payment Fee	January 9
To submit Employee Tuition Program Forms	January 8
To submit Intern Waivers and Florida Prepaid	January 8

For students w/financial aid tuition deferments **March 14**

For students w/V.A. tuition deferments **March 14**

Cancellation of Registration for Non-Payment Deadline January 9

Deadline to Request Registration Reinstatement with \$100 Late Fee January 30

Official Holidays and Breaks

New Year's Day	January 1
Martin Luther King, Jr. Day	January 19
Spring Break March	March 2—7

Graduation Application Deadline February 7

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

Enrollment Services Office Hours

Tampa Campus Hours

Monday through Friday

Lobby

Telephone

Admissions,	SVC1036	9 a.m. - 5 p.m.	9:a.m.—5 p.m.
Admissions, Grad Certificates	SVC 1072	9a.m. - 5 p.m.	9:a.m.—5 p.m.
Registrar	SVC 1034	8 a.m. - 5 p.m.	9:a.m.—5 p.m.
University Scholarships & Financial Aid Services (USFAS)	SVC 1102	8 a.m. - 5 p.m.	9:a.m.—4 p.m.
Financial Education Program	SVC 2054	8 a.m. – 5 p.m.	9:a.m.—5 p.m.
Student Accounting	SVC 1038	9 a.m. - 5 p.m.	9:a.m.—5 p.m.
Student Health Services (Immunization Dept.)	SHS 100	8:30 a.m.-5 p.m.	9:a.m.—5 p.m.
Cashier's Office	SVC 1038	9 a.m. - 5 p.m.	9:a.m.—5 p.m.
More information on Cashier's Office Hours may be found at: http://usfweb.usf.edu/controller/Cashiers/hours			
Orientation	SVC 2054	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 semester.**

**Days & times listed are
subject to change.**

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

USF System Institutions - Contact the individual Campus for hours of service. (Phone numbers are on pages 8-9)

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. All USF students register via *OASIS*. Degree-seeking students should register by the last business day before classes begin each semester in order 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. (<http://www.grad.usf.edu/programs/programs.asp>). Some colleges/departments require an orientation or academic advising prior to registration. All USF students register via *OASIS*. Degree-seeking students should register by the last business day before classes begin each semester in order to avoid a \$100 late registration fee.

International Students — Any student who is NOT a United States Citizen, Permanent Resident Alien (Green Card Holder), Asylee or Refugee.

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 USF degree. Continuing non-degree students register according to the registration appointment time visible when they sign into *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. All non-degree students should register before the fifth day of classes each semester in order to avoid a \$100 late registration fee.

Graduate Certificate Seeking Students — A student who has applied for admission to a USF Graduate Certificate Program and received an official acceptance letter for entry in this registration term should contact the academic College or department for further information. Graduate certificate seekers may either be non-degree or degree-seeking USF stu-

dents. Non-degree graduate certificate seeking students may also be eligible for early registration along with degree-seeking graduate students; however, eligibility is dependent on how far in advance of the start of the semester admission to Graduate Certificate Program is granted. All graduate certificate seeking 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 the fifth day of classes each semester in order to avoid a \$100 late registration fee.

State Employee Students — A degree-seeking or non-degree seeking USF student who is employed by the State of Florida and who has secured all required employer approvals on the State Employee Tuition Waiver Form. State employee students, each semester, must register **only on or after 5 p.m. two business days before the first day of classes**, usually the preceding Thursday before classes begin on a Monday. Any State Employee who registers at any time before the approved State Staff Registration Date, two business days before the first day of classes, may **NOT** use the State Employee Tuition Waiver and will be held fully liable for all USF tuition and fees.

Helpful USF Phone Numbers

Academic Advising Centers

Arts & Sciences BEH201 (813) 974-6957

Business Administration

Graduate BSN2202 (813) 974-3335

*Undergraduate BSN2102 (813) 974-4290

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

Education EDU106 (813) 974-3406

Nursing MDN1032 (813) 974-2191

Public Health CPH1011 (813)974-6505

Visual and Performing Arts FAH120 (813) 974-3660

Undeclared SVC2011 (813) 974-2645

Admissions SVC1036 (813)974-3350

Architecture, School of HMS 301 (813) 974-4031

Arts & Sciences BEH201 (813) 974-6957

Bookstore - Tampa BKS0269 (813) 974-2631

Health Science Bookstore MDC1050 (813) 974-4984

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

Sarasota-Manatee Bookstore VKR100 (941)359-4467

Lakeland Teaching Center Textbook
Pick-Up Location (863) 667-7842

Business Administration, College of

Undergraduate BSN3403 (813)974-4290

Graduate BSN2202 (813) 974-3335

Bull Runner, Transit (813) **974-6902**

Career Center SVC2088 (813) 974-2171

Counseling Center SVC2124 (813) 974-2831

USF Innovative Education

Continuing Education NEC116 (813) 974-2403

Test Preparation
(SAT, GRE, GMAT, LSA) NEC 116 (813)974-4985

Education, College of EDU106 (813) 974-3406

Engineering, College of ENC1302 (813) 974-2684

Financial Information-University Controller's Office

Accounts Receivable SVC 1038 (813) 974-4749

Cashier's Office SVC 1038 (813) 974-6056

Refunds SVC 1038 (813) 974-6053

Returned Checks SVC 1038 (813) 974-6051

Florida Pre-Paid SVC 1038 (813) 974-4886

Credit Card Refunds SVC 1038 (813) 974-6056

Financial Aid

Lakeland Teaching Center LTB 1136 (863) 667-7082

Sarasota-Manatee C107 (941) 359-4459

St Petersburg Campus BAY105 (727) 873-4128

Tampa Campus SVC1102 (813) 974-4700

Financial Education/

Bull2Bull Program **SVC 2054** **(813) 974-6111**

Graduate Certificates **SVC 1072** (813) 974-2442

Graduate Studies BEH 304 (813) 974-2846

Honors College SVC1088 (813) 974-3087

Identification Card (USFCard) CTR105 (813) 974-2357

Institute for the Study CPR 478 (813) 974-3547

Lat. Am. & Caribbean (ISLAC) **FAO 286** **(813) 974-3547**

Int'l Student & Scholar Services CPR469 (813) 974-5201

Library - Circulation LIB122 (813) 974-1663

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

Marshall Center CTR259 (813) 974-3180

Nursing, College of MDN100 (813) 974-9305

Orientation SVC 2054 (813) 974-3060

Other USF Campus Locations:

Lakeland Teaching Center (863) 667-7000

Sarasota-Manatee (941) 359-4200

St Petersburg Campus (727) 873-4128

Parking/Transportation Serv.PSB101 (813) 974-3990

Project THRUST SVC2034 (813) 974-4227

Public Health, College of MDC56 (813) 974-3623

Registrar's Office

Switchboard SVC 1034 (813) 974-2000

Registration Help Line SVC1034 (813) 974-3853

Residence Services RAR230 (813) 974-4310

ROTC

Army BEH236 (813) 974-4065

Naval BEH301 (813) 974-4789

Air Force BEH360 (813) 974-3367

Student Affairs ALN151 (813) 974-5533

Student Disability Services SVC1133 (813) 974-4309

Student Health Services

Health Promotion Office SHS100 (813) 974-4936

Immunization Compliance Office SHS100 (813) 974-4056

Student Insurance Office SHS100 (813) 974-5407

Medical Clinic SHS100 (813) 974-2331

Education Abroad Office CPR468 (813) 974-4314

Testing Services

CLAST SVC2060 (813) 974-2742

Computer Based

(GRE, PRAXIS, TOEFL, etc.) SVC2060 (813) 974-9634

CLEP SVC2060 (813) 974-4034

University Experience SVC 2008 (813) 974-4183

USF4YOU SVC 1072 888-873-4968

Veterans Services ALN 130 (813) 974-2291

Visual/Performing Arts, Coll FAH120 (813) 974-3660

OASIS Access

General Access Instructions

Select OASIS Login from the Secured Access Menu.

Login with your Net ID and self-assigned password which 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.

The Net ID is your user ID at the University. Students, faculty, and staff are automatically eligible to obtain a Net ID. With its associated password, the Net ID allows you access to a variety of online services offered at the entire University system.

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 \$30 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, students born after 1956 must present proof of immunity to Measles (Rubeola) and German Measles (Rubella). All students must provide proof of Hepatitis B immunity and Meningitis vaccination or decline in writing the receipt of those vaccines. Students wishing to reside in on-campus housing must provide evidence of Meningitis vaccination. The mandatory Immunization Health History Form is available at: www.shs.usf.edu and is required for providing the University with proof of immunization or declination.

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 28-30.

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 24.

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 10. For fee and payment information, see Fee and Financial Information on page 18-21. USF System Institutions non-degree seeking students can also register on-site at USF System Institutions. See the USF System Institutions Registration section on page 12-13 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 Audit Program

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.

Senior Audit Students should never register themselves. Registration is processed by USF staff on the student's home campus.

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

Tampa Campus Senior Citizen Students 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 **twelve** 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, a Florida resident for tuition purposes; i.e. 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.

USF System Institutions Senior Citizen Registration Sites

Lakeland Teaching Center — 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-Manatee — (C107)	9 a.m. - 5 p.m.

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

USF System Institutions Registration

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

Campus	Lakeland Teaching Center	Sarasota-Manatee	St. Petersburg
	(863)667-7000	(941)359-4641	(727) 873-4142
Registration Locations	LTB Building	SMC C107	Bayboro Hall
	Room 1139	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.

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 Login ID?

The Net ID is your user ID at the University. Students, faculty, and staff are automatically eligible to obtain a Net ID. With its associated password, the Net ID allows you access to a variety of online services offered at the entire University system.

I forgot my USF Net ID Password.

The option to reset your Net ID Password is located on the OASIS Login page.

How do I change my Net ID and Password?

To change your Net ID and password via the web, enter OASIS with your old Net ID and password, click on the Personal Information Menu, then click Change Net ID and password.

How do I reset my Net ID and Password if I've forgotten it?

The Net ID is your user ID at the University. Students, alumni, faculty, and staff are automatically eligible to obtain a Net ID. With its associated password, the Net ID allows you access to a variety of online services offered at the entire University system. A tutorial explaining Net ID and how to activate your Net ID or reset your Net ID password is at: <http://usfweb2.usf.edu/human-resources/Talent-Management/online/rng/IT/USFNetID.htm>.

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 into 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 20-21 and page 28.

How do I withdraw from the University for a semester?

Withdrawal, like registration, is self-service through OASIS.

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 21 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 USF System Institutions 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 into 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 and the \$100 Late Registration Fee you should pay by the fifth day of classes. Payments by check should include the student's U number in the memo line and should be mailed to:

University of South Florida
PO Box 864571

Additional information regarding fees, including office hours and locations for in-person payment can be found at: http://usfweb.usf.edu/controller/student_payments.

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

Register via 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. Also, all students who successfully petition for late registration into a course or for reinstatement from financial cancellation due to non-payment, 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. Please see <http://usfweb2.usf.edu/human-resources/Talent-Management/onlinetrng/IT/USFNetID.htm> to complete this process.

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. Sign into my.usf.edu and pay by credit card or eCheck when you are certain you wish to enroll at USF and remember this is a non-refundable fee.

USF Innovative Education

Schedule Search

- 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](#)
- [Textbook Information](#) ISBN and price; order on-line
- [Schedule of Classes Narratives](#)
Your source for official holidays, semester deadlines, academic policies, procedures, fees, financial information, and registration instructions.

TERM

Fall 2012

SESSION (All, Regular Only, Alternative Calendar)

DISTANCE LEARNING

Selecting Distance Learning without selecting a campus will display Distance Learning courses offered on ALL USF campuses.

[Click here for Information about Distance Learning.](#)

CAMPUS

Please Select

Make a selection in Distance Learning or Campus to see more options.

Important Announcements

- [News for Students](#)

Distance Learning: Distance learning courses remove barriers of time and place to ensure educational access and op-

portunity. Courses are offered in a variety of majors and provide alternatives in time, place, format or delivery systems to expand educational opportunities and enhance access to help learners meet their educational and professional goals.

Registration: All USF students register via OASIS, USF's Online Access Student Information System, regardless of course time, place, format or delivery system. For registration 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 USF schedule of classes:

For more information about distance learning programs and courses, see USF's online Distance Learning Catalog at www.ecampus.usf.edu

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.

Education abroad, exchange, and Off-Campus Term programs are encouraged and will be credited toward the Undergraduate Certificate. Interested students should contact Paula Lezama (plezama@usf.edu), or visit the Institute for the Study of Latin America and the Caribbean (ISLAC) webpage <http://islac.usf.edu>. ISLAC is located at FAO 286, Tel. 813- 974-3547.

Graduate Programs

Masters Degree in Latin American, Caribbean, and Latino Studies (<http://islac.usf.edu/graduate/ma/>)

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 February 15, and for spring applications is October 15.

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 re-

quirement 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 <http://islac.usf.edu/>. Contact Paula Lezama (plezama@usf.edu), or visit the ISLAC office CPR 478D, or phone (813) 974-0306. Applications for U.S. citizens are also available through the Graduate Studies Office at www.grad.usf.edu/newsite/main.asp. International students may obtain applications and additional information through Graduate International Admissions at <http://www.grad.usf.edu/graduate-admissions-international.php>.

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 <http://gradcerts.usf.edu> Innovative Education -Graduate Certificates, SVC1072. Once admitted, contact Paula Lezama, ISLAC Assistant Director & Academic Advisor (plezama@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. 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. Send applications to, Innovative Education—Graduate Certificates, SVC1072. Then following up with the Graduate Certificate in LACS Advisor, Paula Lezama, (plezama@usf.edu) to prepare a Plan of Study.

Graduate Certificate in Cuban Studies (CS)

The Latin American and Caribbean Studies program, in collaboration with the World Language Education department, offers this certificate in order to prepare students for work, travel and professional development in Cuba. Participants in this certificate are eligible to travel to Cuba for a study-abroad credit course.

USF Education 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, or 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 abroad programs may be one week (over Spring Break or Summer Intersession) introductory experiences. Typically, summer programs are of 3-6 week's 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 University Scholarships and Financial Aid Services for additional information regarding financial aid for studying abroad. Additional scholarship assistance may be applied for through the Education Abroad Office.

For more information or to obtain individual program brochures, please visit the Education Abroad Office in Patel Center, CSG 101 or the new Gateway Office MSC 3301 or visit educationabroad.global.usf.edu. You can also contact the Education Abroad Office by e-mail at educationabroad@usf.edu or by telephone at (813) 974-4314.

Alternate Course Offerings

Alternative Calendar courses do not follow the traditional 16 week semester schedule, typically starting later and/or ending earlier than 16 week long courses. Students may add or drop Alternative Calendar courses self-service via OASIS only until the published end of Drop/Add week, typically the fifth (5th) day of each semester. Adding an alternative calendar course after Drop/Add requires using the online Enrollment Assistant at https://www.registrar.usf.edu/applications/alternative_calendar/. Students may continue to drop self-service via OASIS through the published academic penalty withdrawal deadline (the last date to drop with a grade of "W", fee liable), typically the eighth (8th) week of each semester. After the academic penalty withdrawal deadline, students may only drop alternative calendar courses in person at the Office of the Registrar or by faxing a signed request to (813) 974-5271 or emailing it to asktheregistrar@usf.edu. Include your name, your USF ID number, the 5-digit course reference number (CRN) of the course you wish to drop, the semester in which that course occurs, and your signature.

NOTE: Students who officially drop an alternative calendar course within 10 days from the first class meeting of an 8-week long course or at the 30% mark of a course that meets for a shorter period of time, the student is absolved from fee liability. After those deadlines, no refunds are given for dropped alternative calendar courses. For example, rules programmed within OASIS ensure that if the course lasts only 10 days, dropping within the first 3 days automatically reverses the tuition charges for that course.

Financial Aid

Go to www.usf.edu/finaid to begin the financial aid application process. After the federal processor has received your completed FAFSA (<https://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 application for financial aid. All financial aid communications will be sent to your USF email address.

Fee and Financial Information

See: <http://usfweb2.usf.edu/uco/cashaccounting/>

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.

Go to the following website for additional information concerning Florida Prepaid:

<http://usfweb2.usf.edu/uco/cashaccounting/flprepaid.asp>

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 3-6. 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 Student Accounting SVC 1038 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/usfpers/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 so 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 and fees must be paid by the payment due date for the semester. Payment due dates may be found at: <http://usfweb2.usf.edu/uco/cashiers/impdates.asp>.

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.

Payments may be made online at: https://secure.touchnet.com/C20235_tsa/web/caslogin.jsp.

Payments can also be made by authorized users at: https://secure.touchnet.com/C20235_tsa/web/login.jsp.

Pay or postmark your check by the payment due date to avoid the \$100 Late Payment Fee and the \$100 Late Registration Fee. Payments by check should include the student's U number in the memo line and should be mailed to:

University of South Florida

PO Box 864571

Orlando, FL 32886-4571

Additional information regarding fees, including office hours and locations for in-person payment can be found at: <http://usfweb2.usf.edu/uco/SFS/home.asp>.

Credit Card Refunds

Credit card refunds are not processed during the first two weeks of classes. To obtain a credit card refund, complete the Credit/Debit Card Refund Request found at: http://usfweb2.usf.edu/UCO/cashaccounting/Credit_Refund.pdf and fax, mail, or drop off at 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. Credit Card Refunds will not be processed without the signature of person requesting the refund. The Cashier's Office fax number is (813) 974-6077.

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/uco/cashaccounting/payments.asp>, which provides information about fees, due dates and other pertinent information.

Cashier's Special Hours

See <http://usfweb2.usf.edu/uco/Cashiers/hours.asp>

Student Services Building (SVC 1039).

Tuition Payment Drop-box

Located in the Student Services Building entrance, next to the Cashiers Office (/SVC 1039), payments with check for exact amount only: Drop box is closed for mail processing at midnight the fifth day of classes.

Cashier's Office Hours may be found at: <http://usfweb2.usf.edu/uco/Cashiers/hours.asp>

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 petition the Cashier's Office, SVC 1039 or Student Accounting, SVC 1039. Petitions may be picked up in the Cashier's Office or Student Accounting Lobby. Provide supporting documentation explaining why you did not pay on time and turn the completed form and documentation to the Cashier's Office, or Student Accounting lobby SVC 1039. Note: All students who successfully petition for reinstatement from financial cancellation due to non-payment, will be assessed a \$100 late registration fee.

Refund Policy

1. Refund for Non-Exceptional Circumstances

One-hundred percent (100%) of tuition and fees will be refunded if, within six (6) months of the end of the semester to which the refund is applicable, a student who has withdrawn or dropped a course completes and files with the Registrar's office a Fee Adjustment Request Form (http://www.registrar.usf.edu/forms/0407FeeAdjust2007-04-26_14_27_41.doc) citing circumstances outside of the student's control which are confirmed and approved by the Registrar. Circumstances to be considered within this six month period include:

- Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s),
- Death of the student or death in the immediate family (parent, spouse, child or sibling),
- Involuntary and voluntary call to active military duty Call to or enlistment in active
- University error. A situation in which the University is In error.
- Other exceptional circumstances beyond the control of the student which precluded completion of the

course(s) accompanied by letter of explanation and appropriate documentation.

Special requests for an extension of the six (6) month deadline must include specific facts indicating special circumstances which (1) were beyond the control of the student, (2) clearly impaired the student's physical or mental ability to correct their academic/financial record at the University and (3) are supported by written explanation and verifiable documentation.

2. Refunds & Repayments for Financial Aid Recipients

Students who receive financial aid and then totally withdraw or drop courses which result in a refund may have the refund applied to any student loans, grants or scholarships until those aid programs are re-paid in full. For more information, go to: <http://usfweb2.usf.edu/finaid/refund.aspx>.

Students who stop attending all classes before completing more than 60 percent of the term and received federal student aid (excluding Federal Work Study earnings) will be required to repay a portion of the funds received. For more information go to: <http://usfweb2.usf.edu/finaid/withdraw.aspx>

Intern Certificate of Participation

Individuals who have supervised internships 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 semester due date. 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. 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 \$122.00 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.

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 USF System Institutions 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.

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.

Proof of Enrollment

Practice and Policy: The National Student Clearinghouse is USF's authorized agent for providing proof of enrollment. Current students may request proof of enrollment at USF or a Good Student Discount certificate for their insurance company by logging into mfUSF with their Net ID and password and selecting Proof of Enrollment under the column marked Academics. Please note that proof of enrollment is not available for the current term until the second week of class.

Students with a unique need for enrollment verification to a third party must submit the form with a Proof of Enrollment Coversheet to their USF home campus Registration and Records Office. Alumni who need proof of enrollment or verification of a USF degree earned must request an official USF transcript by logging into OASIS. Outside agencies obtain USF student enrollment status and degree verification online directly from the National Student Clearinghouse at www.degreeverify.org

The University Registrar's Office is also responsible for certifying Florida public school teachers requesting reimbursement for academic completion in areas of critical teacher shortages enrollment, tuition and grade information. Teachers may access student financial aid program information at www.floridastudentfinancialaid.org/SSFAD/home/PostSecondaryInstitutions.htm, and the Registrar's Office executes our administrative responsibilities online there as well.

Student Enrollment Definition

Undergraduate	Graduate
For Financial Aid and Loan Deferment	
Full Time 12 or more undergraduate hours	9 or more graduate hours
¾ Time 9-11 undergraduate hours	7 to 8 graduate hours
½ Time 6-8 undergraduate hours	5 to 6 graduate hours
Less than Half Time 1 to 5 undergraduate hours	1 to 4 graduate hours

Any questions concerning enrollment definitions, please contact the Office of the Registrar at (813) 974-2000.

For more information about enrollment status and financial aid, visit <http://usfweb2.usf.edu/finaid/other/enrollment.aspx>

For Veteran's Benefits

Full Time Rate	12 or more hours	9 or more hours
¾ Time Rate	9 to 11 hours	7 to 8 hours
½ Time Rate	6 to 8 hours	5 to 6 hours

Fees only or 1/4 Time	1 to 5 hours	1 to 4 hours
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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
1/2 Time Rate	4	3

*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

Proof required for Assessment of In-State Registration Fees

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 two such documents 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 (While not enrolled in a public postsecondary institution in Florida)
2. Declaration of Domicile
3. Florida Driver's License
4. Florida Voter's Registration
5. Florida Vehicle Registration
6. Professional/Occupational License in Florida
7. Florida incorporation or other evidence of legal residence in Florida. (While not enrolled in a public postsecondary institution 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 either the Office of Undergraduate or Graduate Admissions (for new students) or the Office of the Registrar (for continuing students or non-degree seeking).

Applying To Graduate

Bachelor's, Master's, ED.S. or Ph.D. Degree application for graduation and graduation survey must both be **submitted online by the deadline** listed in your respective catalog. Associate's Certificate applicants need not complete a graduation survey. You are responsible for checking with your college for any **additional graduation requirements and earlier application deadlines** they may require. For example, the College of Engineering requires all engineering students to apply for graduation in the term prior to the anticipated graduation term.

Any student who completes the graduation survey and applies after the published deadline is not guaranteed being named in the commencement brochure. Applying late may also possibly prevent the application from being processed in time for the degree to be awarded **until the next semester**, even if all degree requirements are met. In order for a degree statement to appear on your academic record, a graduation survey and application must be submitted whether or not participation in the commencement ceremony is desired. **To register to participate in the commencement exercises, contact the Office of Special Events & Ceremonies at <http://system.usf.edu/special-events-and-ceremonies/index.asp>.**

A Note about Commencement: Graduate students may not participate in Commencement exercises until all requirements for the degree have been met. For Undergraduates who will be participating, the Commencement **ceremony takes place before degree certification** for you and your fellow graduating class members is finalized in the Colleges. All potential degree awardees are subject to final approval or denial by the College of your respective major. **Certification your degree is awarded is incomplete until well after grades are posted.**

If you do not qualify for your degree the semester in which you originally apply, you must submit a new application for graduation by the deadline in the semester in which you will meet the requirements for your degree.

The Office of Decision Support requires all graduation applicants to take a survey in order to collect data for ODS as well as the Graduate School. That survey affords the online graduation application. When you are ready to begin the survey and apply, login into OAS/S using your Net ID and self-assigned password, then click on the **Student** menu and select **Apply for Graduation**.

Other Important Information for Graduation Applicants:

Financial obligations must be cleared prior to graduation or your diploma will be held upon request of the Cashier.

It is your responsibility to **clear all "I" - incomplete grades - for courses required for graduation**, and to provide official hard copy transcripts of all transferred course work needed for graduation at least three weeks prior to the end of the semester. Notify your college of any change or error in your schedule for the current semester, including any adds/drops or withdrawals. Contact the University Registrar's Office if your name does not appear on a class roll for a course in which you believe you are registered.

who have post-secondary work elsewhere must have a GPA of 3.50 or higher when combined with all transferable work attempted at other institutions to be eligible for honors. The USF Grade Forgiveness policy or similar at other institutions will not be applicable in computing the GPA for honors, nor are plus/minus grades awarded by other institutions. **Graduate students are not recognized for academic honors at graduation.**

NSDL Loans: The Office of Finance and Accounting will prevent receipt of your diploma for failure to **comply with a required exit interview.**

Students applying for a second bachelor's degree from USF must earn a minimum of 30 additional semester hours in on-campus undergraduate courses to be applied to a second degree. These hours are in addition to the 120 semester hours you earn toward your first degree.

DegreeWorks Access for Students

DegreeWorks (<http://degreeworks.usf.edu>) is a web-based degree audit and tracking system helping undergraduate students and academic advisors monitor progress toward degree completion. It provides academic information related to degree progress, displaying courses required and completed in your degree program. Note: **Graduate, professional, and non-degree seeking students** do not use DegreeWorks at this time.

Access DegreeWorks using your activated USF Net ID. In *OASIS*, DegreeWorks' link is under the "Student" tab. In myUSF, DegreeWorks' link is under the "Academics" tab.

If you link to DegreeWorks from within *OASIS* or myUSF, you may not be prompted to re-enter your Net ID and password.

Maximum Transferable Degree Program Hours Earned As a Non-Degree Student

A maximum of twelve semester hours taken as a non-degree student at the graduate level, or fourteen maximum at the undergraduate level may be transferable into your degree program. Contact the college of your major. Transfer credit for more than twelve graduate level hours must be approved by the Dean of the Graduate School. A maximum of eight semester hours (or three courses) may be transferred from another graduate school. Transfer work must be posted to your student academic record no later than one full term prior to your graduation.

Your completed Graduate Transfer Courses Form, available only in the department of your college, should include your student ID, the term in which you were admitted to your graduate program, the applicable College/Department, the courses to be transferred, and the signature of your Advisor and the Department Director or College Dean of your graduate program. The department of your college will directly submit approved forms to the Office of the Registrar.

Replacement Diploma Request Information

You may purchase another copy of your diploma by mailing the Replacement Diploma Request Form (see Registrar Office Forms page) and a \$10.00 check (fee subject to change) made payable to:

University of South Florida

Cashier's Office

SVC 1038

4202 East Fowler Avenue

Tampa, FL 33620

Allow approximately 15 business days for delivery of your new diploma.

Post-Baccalaureate Undergraduate Majors

Alumni of University of South Florida St. Petersburg or University of South Florida Sarasota-Manatee *only* who desire an additional post-baccalaureate undergraduate major (or a minor), after receipt of their baccalaureate degree, must apply through their respective Offices of Admission and meet the major (minor) requirements as determined by the college. After acceptance by the appropriate college and within the first twenty class days of the term you expect to complete your requirements, submit a completed Post Baccalaureate Application (see our Forms page) to the Office of the Registrar so that your academic transcript will be posted accordingly. *Note that students who complete the requirements for a second major will NOT receive a second diploma for completing the requirements.

Mandatory First-Day Attendance Policy

Your diploma name must be consistent with your USF student record. A change of name must be submitted on an official Change of Name Form (see our Forms page) with substantiating documents. Signify on the form **if the changed name is to be listed on your diploma instead of the one in your student record.** It is critical that upper/lower case letters, accents, and punctuation be clearly indicated on the application.

Your **diploma will be mailed approximately eight weeks after the graduation date** for the semester you apply. This delivery date may be adjusted due to University closure.

Transcripts with degree statements will be available for order **approximately six (6) weeks after commencement**, regardless of whether you participate. There is a per copy fee for each transcript.

If you have placed **your student academic records on Complete Privacy** via OAS/S and you wish to be listed in the commencement brochure, you must notify the University Registrar's Office **in writing by the 4th (fourth) week of the semester** you are applying to graduate.

For academic honors to be listed in the commencement brochure, you must have a **GPA of 3.50 or higher for all work attempted at USF** the semester before you plan to apply to graduate with a Bachelor's degree. In addition, USF students who have post-secondary work elsewhere must have a GPA of 3.50 or higher when combined with all transferable work attempted at other institutions to be eligible for honors. The USF Grade Forgiveness policy or similar at other institutions will not be applicable in computing the GPA for honors, nor are plus/minus grades awarded by other institutions. **Graduate students are not recognized for academic honors at graduation.**

NSDL Loans: The Office of Finance and Accounting will prevent receipt of your diploma for failure to **comply with a required exit interview.**

Students applying for a second bachelor's degree from USF must earn a minimum of 30 additional semester hours in on-campus undergraduate courses to be applied to a second degree. These hours are in addition to the 120 semester hours you earn toward your first degree.

DegreeWorks Access for Students

DegreeWorks (<http://degreeworks.usf.edu>) is a web-based degree audit and tracking system helping undergraduate students and academic advisors monitor progress toward degree completion. It provides academic information related to degree progress, displaying courses required and completed in your degree program. Note: **Graduate, professional, and non-degree seeking students** do not use DegreeWorks at this time.

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Maximum Transferable Degree Program Hours Earned As a Non-Degree Student

A maximum of twelve semester hours taken as a non-degree student at the graduate level, or fourteen maximum at the undergraduate level may be transferable into your degree program. Contact the college of your major. Transfer credit for more than twelve graduate level hours must be approved by the Dean of the Graduate School. A maximum of eight semester hours (or three courses) may be transferred from another graduate school. Transfer work must be posted to your student academic record no later than one full term prior to your graduation.

Your completed Graduate Transfer Courses Form, available only in the department of your college, should include your student ID, the term in which you were admitted to your graduate program, the applicable College/Department, the courses to be transferred, and the signature of your Advisor and the Department Director or College Dean of your graduate program. The department of your college will directly submit approved forms to the Office of the Registrar.

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SVC 1038

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Tampa, FL 33620

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Post-Baccalaureate Undergraduate Majors

Alumni of University of South Florida St. Petersburg or University of South Florida Sarasota-Manatee *only* who desire an additional post-baccalaureate undergraduate major (or a minor), after receipt of their baccalaureate degree, must apply through their respective Offices of Admission and meet the major (minor) requirements as determined by the college. After acceptance by the appropriate college and within the first twenty class days of the term you expect to complete your requirements, submit a completed Post Baccalaureate Application (see our Forms page) to the Office of the Registrar so that your academic transcript will be posted accordingly. *Note that students who complete the requirements for a second major will NOT receive a second diploma for completing the requirements.

Mandatory First-Day Attendance Policy

To avoid fee liability and academic penalty, All students are responsible for ensuring that their course schedule is correct by the 5th day of classes.

The University of South Florida's First Day Attendance Policy requires that all actively enrolled students attend the first day of class. If the student registers for courses late, it is the responsibility of the student to communicate with the professor to avoid being dropped from the course. If the student was dropped from the course, and the student believe it was done in error, please contact the professor to be added back into the course. If the student is aware that they will not attend the first day of classes prior to the first class meeting, you are encouraged to reach out to the professor of the course to get the attendance requirement waived. This policy was instituted to effectively utilize classroom space and maximize enrollment opportunities for USF students.

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	CGS 301
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 3-6. Students must complete a Withdrawal Form in the Office of the Registrar when dropping all course work.

Withdrawal limitations are described at <http://www.ugs.usf.edu/student/withdrawals.htm>

Veterans Services

Department of Veterans Affairs (VA) Benefits — VA Certification

In order to receive VA educational benefits, students must request certification **using the new fully online Clockwork System**. **Information on how to use this system is found at our website: www.veterans.usf.edu**. Students must also report changes in enrollment status to the Tampa Veterans Services Office or the Financial Aid Offices on the St. Petersburg, Sarasota-Manatee, **or** Lakeland Teaching Center campuses. This needs to be done every semester. 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 with Veterans Services when: enrolling in courses at other institutions, changing majors, declaring a double major or two degrees, enrolling as a non-degree seeking or cooperative education student or using 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 www.veterans.usf.edu

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 Calendars on pages 3-6. Deferments are available from Veterans Services, Tampa, **ALN 130**, or from the Veterans’ Coordinators on the other USF campuses.

Medical Requirements

<http://www.shs.usf.edu/>

Mandatory Immunization Health History Form

A mandatory Immunization Health 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 Immunization Health History 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

USF Immunization Policy follows:

I. INTRODUCTION (Purpose and Intent of the Policy)

In order to ensure the health and wellbeing of the entire community, The University of South Florida System (USF System) requires the following immunizations, prior to registration and specific immunization to reside in on-campus housing.

II. STATEMENT OF POLICY (#33-002)

A. ALL STUDENTS MUST HAVE PROOF OF IMMUNITY (defined in Sec. D. below) AS FOLLOWS:

MEASLES: Proof of Immunity.

RUBELLA: Proof of Immunity.

HEPATITIS B: Proof of Immunity or signed waiver declining the vaccine.

MENINGITIS: Proof of Immunity or signed waiver declining the vaccine except as listed in Sec. B. below.

B. IN ADDITION, STUDENTS RESIDING IN ON-CAMPUS HOUSING MUST HAVE PROOF OF IMMUNITY AS FOLLOWS:

MENINGITIS: Proof of Immunity required, as declining by waiver of this vaccine is not acceptable for students in on-campus housing. No student will be assigned housing without proof of vaccine.

C. HEALTH HISTORY FORM

All students must complete and sign the USF Medical History Form.

D. PROOF OF IMMUNITY

Students must provide Proof of Immunity for each disease as follows:

1. MEASLES:

a. Medical documentation of immunization with TWO (2) DOSES of live measles virus vaccine on or after the first birthday and administered at least 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 meet the proof of immunity requirement. The documented date of immunization for measles should indicate the day, month, and year. However, 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, OR

b. Copy of laboratory (serologic) evidence of measles immunity (IgG rubeola titer), OR

c. A written, dated statement signed by a physician on his/her stationery that specifies the date seen and stating that the person has had an illness characterized by a generalized rash lasting three (3) 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).

2. RUBELLA:

a. Medical documentation of immunization with live rubella virus vaccine on, or after, the first birthday. Persons born before 1957 may be considered to have had a natural infection, and therefore meet the proof of immunity requirement. The documented date of immunization for rubella should indicate the day, month, and year. However, 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, OR

b. Copy of laboratory (serologic) evidence of rubella immunity (IgG rubella titer).

3. HEPATITIS B:

- a. Medical documentation of immunization with 3 doses of Hepatitis B vaccine, OR
- b. Copy of laboratory (serologic) evidence of Hepatitis B immunity (anti-HBs titer).

4. MENINGITIS:

Medical documentation of immunization with Meningitis vaccine at age 16 or later or signed waiver of the vaccine. Declining by waiver of this vaccine is not acceptable for students in on-campus housing. No student will be assigned housing without proof of vaccine.

E. EXEMPTIONS WILL BE CONSIDERED AS FOLLOWS:

1. RELIGIOUS: Religious exemptions- contact USF Student Health Services for an application.
2. MEDICAL: Requests for temporary or permanent medical exemptions must be submitted to USF Student Health Services by the attending physician and must include reason for exemption and duration of exemption.
3. ON-LINE COURSES: Students registered in 100% on-line courses may be exempt from the requirements of this Policy. However, if a student registers for any on-campus course at any time, the immunization requirements of this Policy will be in effect for all future courses.

In the event of a disease outbreak, students exempted from immunization requirements may be requested by the University, at the direction of public health officials, to show titer Proof of Immunity, become immunized, or remain off campus for the duration of the outbreak. All requests for exemptions will be reviewed to ensure consistency in application.

F. TB SCREENING REQUIREMENTS:

1. All students residing at an address outside of the U.S. at the time of application will be required to be screened for tuberculosis.
2. There are three acceptable screening tests for TB
 - A. Tuberculin Skin Test: Given within the past 6 months,
 - B. Quantiferon Gold Test: Submit a copy of the lab report.
 - C. T Spot Test: Submit a copy of the lab report
3. Medical follow up will be required for any positive tests.

CONSEQUENCES:

Students who fail to comply with the requirements as stated above will be blocked from registration, restricted from on-campus housing assignment, and/or a registration hold will be placed on their record. In specific circumstances a temporary override may be granted, however, vaccination requirements must be completed before further registration in subsequent terms will be permitted and current registration may be suspended if any deficiency in immunization status is identified.

Health Insurance

Student Health Services encourages all students to carry adequate health insurance. The Student Insurance Office (SIO) has a list of insurance resources for interested students. The office is located in the SHS Annex. For additional information, please call (813) 974-5407 or email at insurance@shs.usf.edu. Hours are 8 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.

USF Office of Orientation

General Information

All students should register for orientation on the campus to which they were admitted.

(Change of campus requests must be done in writing through the Office of Undergraduate Admissions.)

First Year Students (Freshmen)-Summer/Fall only

General Information

- All First Year students, including FSI and SSS students, Athletes and Honors students, must attend an on-

campus, two-day orientation prior to starting class.

- Admission deposits must be paid before students can register for orientation.
- Students beginning in summer A or C must contact the Office of Orientation (813-974-3060) to schedule their orientation session.
- Students beginning in summer B must select a two-day orientation in June.
- Cost of the two-day orientation is **\$115** for students and **\$40** for each family member. The \$115 fee will cover the student's registration fee, housing, Orientation parking permit, materials and meals. The \$40 fee for each family member will cover meals and materials. All fees are due at time of reservation.
- Students must register for their Orientation session on-line at www.usf.edu/orientation. It is requested that family members register for Orientation at the time of their student's reservation or by calling the Office of Orientation prior to their student's session.

Two Day Program Dates

- Occur mid-June to August

Two Day Program Overview (Students)

- Welcome to the University
- Showcase of Departments and Student Organizations
- Various Information Sessions including: Financial Aid, Academic Success 1001-Academic Overview, Make a Difference...Get Involved, Community Conversations, Various Workshops and Departmental Overviews
- Small group meetings with Orientation Leaders
- Programming and open house activities in the Marshall Student Center
- Meeting with advisors and class schedule adjustment
- Faculty interaction
- Campus Tours
- Mandatory overnight stay in an on-campus residence hall

Two Day Program Overview (Family)

- **Please Note: The Family program is completely separate from the student program.**
- Welcome to the University
- Meet and greet with administration, faculty, staff, and current students
- College Overviews
- Various workshops and sessions including: Academic Essentials, Bull or No Bull Game Show, The Importance of Getting Involved, Safety, Responsibility and the USF Community, and Financial Aid
- Supporting the Transition- Round Table discussion and Q & A sessions with students, faculty and staff
- Campus Tours
- Interest Sessions
- Showcase of Departments and Organizations

Transfer Students

General Information

- All Transfer students are required to attend an on-campus orientation.
- Students will be able to register for classes **after** attending the orientation.
- All students are required to attend both the University session and the College Overview/Advising.
- Orientation fee of \$35 will be due at time of reservation.
- Guests may attend for an additional \$35 charge. It is encouraged that guests register for the Orientation session in advance.
- Various workshops and sessions including: Academic/Technology Overview, Money Matters (Financial Aid, Bookstore, Fee Payment), Showcase of Departments, Tricks of the Trade (Department and University Services), Making the Transition, and Make a Difference...Get Involved, and Campus Tours

Transfer Orientation Dates

- Occur end of April to August

University/Department Policies

Former Students Returning

- The Office of Orientation will enter registration times for these students, no orientation is required.

Post Baccalaureate/ 2nd Bachelors Degree (USF)

- The Office of Orientation will enter registration times for these students, no orientation is required.

Post Baccalaureate/2nd Bachelors Degree (Non-USF)

- Students pursuing a Post Baccalaureate or second Bachelors degree, who have graduated from another institution, must follow the same procedures as Transfer students.

Refunds

- Orientation fees are non-refundable and non-transferable.
- Reservations made or changed within 5 business days prior to a session and reservations rescheduled due to no show will be subject to an additional \$25 fee.

Questions

- Please direct questions regarding Orientation to USF Office of Orientation, SVC 2049, 813-974-3060.

Students attending one of the USF System Institutions please see page 13-15.

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 offer a wide variety of textbook purchasing options, including textbook rentals, digital textbooks, new and used textbooks. 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. Tampa/Main Store: www.sftampa.bncollege.com

Hours are:

Monday through Thursday 8 a.m. - 7 p.m.

Friday 8 a.m. - 5 p.m.

Saturday 10 a.m. - 4 p.m.

Sunday CLOSED

Health Sciences Bookstore/Tampa Campus is located on the Tampa Campus in the Health Sciences complex at MDC 1050. Hours are: Health Science: www.usfhsc.bncollege.com

Monday through Friday 8 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: St. Petersburg: www.usfstpete.bncollege.com

Monday through Thursday 8 a.m.—6 p.m.

Friday 8 a.m.—5 p.m.

Saturday 9 a.m. —5 p.m.

Sunday Closed

Campus Bookstore at the Sarasota-Manatee Campus is located across from the Sarasota-Bradenton International Airport runway. Hours are: Sarasota-Manatee: www.usfsarasota.bncollege.com

Monday through Thursday	9 a.m. – 5 p.m.
Friday	9 a.m. – 3 p.m.
Saturday & Sunday	CLOSED

Lakeland Teaching Center **Store** is totally on-line. To order your books, please follow one of these simple steps below:

After you have registered for classes ~

- Login to your USF OASIS account at www.usf.edu/oasis
- On the Student page
- Click “Reserve Textbooks,” select term and courses
- Click “Order Books”

OR

If you have not registered yet ~

- Go to www.bookstore.usf.edu
- Click on the Textbook tab at the top
- Click “ Find Textbooks”
- Select term, department, course number and section
- Repeat for additional classes

If you opt for having your books delivered to Lakeland Teaching Center, they will be delivered to the LAC Room 1275 two to three days after the order has been processed. You will receive an email from the textbook system when your books are in and available for pickup. Remember, you must produce a valid USF Photo ID to claim them. If you opt for having Barnes & Noble ship the books directly to your home, standard shipping charges will be applied. The books will be sent via UPS and take two to three days to arrive.

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. Pete Bay 132 Business Office. Hours: Monday to Thursday: 8 a.m. to 6 p.m.

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

Sarasota-Manatee 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 \$15 fee for 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 \$15.

USF Polytechnic **USFCard Center** is located in LAC 1171. Hours are Monday through Thursday, 1 - 6 p.m. Students must first pay the Cashier's Office (LTB 1135) and present their receipt to receive a ?????? For more information, call (863) 667-7842.

Sarasota-Manatee **USFCard Center** is located at the Cashier's Office in B116. Normal hours are Monday—Friday 8:30 a.m. to 5:00 p.m. Office hours are extended during the first week of each semester. For more information, call

(941) 359-4220, or visit our the USF Sarasota-Manatee Cashiers Office website at www.sarasota.usf.edu.

St Petersburg Campus USFCard Center is located in the Media Center, Poynter Library, POY221. Hours are Monday through Thursday, 9 a.m.—5:45 p.m., Friday 9 a.m.— 4:30 p.m. The Media Center is closed on Sunday. 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 credit cards (Visa and MasterCard) are accepted for payment. Credit cards must have the name of the person paying on the card. The credit card and a driver license must be presented for payment. Anyone wishing to pay with check or cash, will be directed to the Cashier's Office 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.

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-Manatee 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.

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