New, never enrolled at USF students submit a non-refundable $20 processing fee with this three-part application:

1. Non-Degree Enrollment Application
2. Residency Affidavit
3. Medical History (Mandatory regardless of age) and Immunization Form

Returning USF students* not enrolled the last 12 months submit a non-refundable $20 processing fee with two-parts of this application:

1. Non-Degree Enrollment Application
2. Residency Affidavit

Returning USF students enrolled within the last 12 months submit a non-refundable $20 processing fee with one-part of this application:

1. Non-Degree Enrollment Application

Non-Degree students register on a space available basis via OASIS USF’s online system at [http://usfonline.admin.usf.edu](http://usfonline.admin.usf.edu). New students to USF initially identify yourselves to OASIS by Student ID (assigned or SSN) and your 6-digit (mmddyy) date of birth, for example, 080659. You will be prompted to self-assign a 6-digit PIN (Personal Identification Number) known only to you, essentially creating an electronic signature.

* Returning USF students who’ve forgotten a self-assigned PIN must follow re-set instructions at [http://www.registrar.usf.edu](http://www.registrar.usf.edu).


The class Schedule Search at [http://www.registrar.usf.edu](http://www.registrar.usf.edu) provides the most up-to-date college course offerings.

Obtain electronic permits from the department offering the class before registering for any requiring Approval/Permit by the college.

NOTE: COBA, the College of Business Administration, allows undergraduate level course registration based only on:

1. Applicable prerequisite course completion
2. Only during the first week of the semester.

COBA does allow registration into graduate level courses, but only for students visiting from other AACSB accredited programs who’ve been pre-approved after contacting COBA Graduate Studies at (813) 974-3335.

To ensure clearance for registration by mail, submit the Non-Degree Enrollment Application, $20 non-refundable fee and applicable supporting documents as soon as possible to:

Non-Degree Registration Pre-Clearance
Office of the Registrar, SVC 1034
University of South Florida
4202 E. Fowler Avenue
Tampa, FL 33620

Timely applicants will receive notice of clearance and residency status by return mail. Otherwise, applicants bring necessary applications to the Registrar's Office on the Tampa campus or any regional campus Registration & Records office no later than the 5th day of classes during the first week of the semester.
GENERAL INFORMATION

A $20 application fee to USF allows you to enroll in this student status established to serve the academic enrichment needs of the Tampa Bay area. Enrollment is on a space available basis after degree seeking students have had opportunity to register.

Refer to registration procedures listed in the current Schedule of Classes.

Parking Decals are required to park on campus. Contact Parking Services, psweb@admin.usf.edu for detailed information.

Completion of this form signifies that you agree to abide by the policies of the governing board and the rules and regulations of the University of South Florida.

Non-degree seeking students must meet the immunization requirement prior to registration and show proof of Florida residency as defined in 1009.21 Florida Statute in order to be billed for in-state registration fees.

All new non-degree students (those who have never attended USF) and inactive students who have not been enrolled at USF for any of the past three consecutive terms must complete the Residency Affidavit.

Eligibility
Non-Degree Enrollment is open to individuals who wish to take courses for professional or academic enrichment and have either decided not to pursue a degree or are awaiting admission into a degree seeking program at USF.

Individuals who formerly attended USF in a degree seeking program, are not eligible to register as a non-degree seeking student unless you completed your previous degree program or earned an equivalent degree at another institution.

Individuals who have been denied admission to USF as a degree seeking undergraduate are not permitted to enroll in this category. Individuals denied admission to a degree seeking graduate program are eligible to enroll as Non-Degree Seeking. It is important to note that performance in courses taken as a non-degree seeking student will not qualify an application for admission as a degree seeking student.

Once admitted to the University, Non-degree students are permitted to register for USF undergraduate or graduate courses on a space available basis during the non-degree registration period.

Limitations on Hours Earned
There is no limit as to the number of credit hours a non-degree seeking student may take at USF. However, no more that 12 and 14 hours respectively of credit earned in this status may be applied toward a graduate and undergraduate degree. Hours taken as an non-degree seeking student do not count toward a degree without approval from your college. See the appropriate college advising office for further information.

Academic Policies
All undergraduate academic policies listed in the USF Catalog and the Schedule of Classes, e.g. payment deadlines, drop/add and withdrawal deadlines, probationary and dismissal regulations, apply to non-degree seeking students. STUDENTS ARE FEE LIABLE FOR ANY COURSES NOT DROPPED BY THE FIFTH DAY OF THE TERM. FEES MUST BE PAID BY THE FIFTH DAY OF CLASSES TO AVOID CANCELLATION OF REGISTRATION.

Financial Aid
Non-degree seeking students are not eligible for Financial Aid. Please contact the Financial Aid Office for exceptions.

Workshops
See Instructor for procedures.
RESIDENCY AFFIDAVIT - REQUIRED of New & Former Students Returning After 1 Year

If you believe you qualify as a Florida resident for tuition purposes, complete this form. Additional documentation other than what is described may be required by the University. A Florida “resident for tuition purposes” is a person who has or a dependent person whose parent or legal guardian has established and maintained legal residence in Florida for at least 12 months prior to thefirst official day of the semester for which you are applying. Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the special categories authorized by the Florida Legislature and the Board of Trustees. All other persons are ineligible for classification as a Florida “resident for tuition purposes”.

IT IS IMPORTANT TO KNOW:
• To qualify as a Florida resident for tuition purposes you must be a U.S. citizen, permanent resident alien, or a legal alien granted indefinite stay by the INS.
• Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes. All documentation is subject to verification, and a minimum of two forms of documentation are required.
• Living in or attending school in Florida will not in itself establish legal residence.
• Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents.
• Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education.

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for some future term it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida Residency.

Signature in Ink: ___________________________ Date: ___________________________

FLORIDA RESIDENTS

A copy of you and/or your parents’ most recent tax return or other documentation may be required to establish dependence/independence.

DEPENDENT: A person for whom 50% or more of his/her support is provided by another as defined by the IRS.

INDEPENDENT: A person who provides more than 50% of his/her support for at least 12 months. I am a member of the armed services of the United States and I am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida, or I am a member’s spouse or dependent child. (Required: Copy of military orders or DD2058 showing home of record.)

I am a full-time instructional or administrative employee of a Florida public school, community college, or institution of higher education, or I am the employee’s spouse or dependent child. (Required: Copy of employment contract.)

I am a qualified beneficiary under the terms of the Florida Pre-Paid Post-Secondary Expense Program, §240.55, F.S. (Required: Copy of card.)

I am living on the Isthmus of Panama and have completed 12 consecutive months of college at the FSU Panama Canal Branch, or I am the student’s spouse or dependent child. (Required: Copy of marriage license or proof of dependency.)

I am a Southern Regional Education Board’s Academic Common Market graduate student. (Required: Certification letter from State Coordinator.)

I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. (Required: Copy of employment verification.)

I am a McKnight Fellowship recipient. (Required: Verification from graduate studies.)

I am an active member of Florida National Guard who qualifies under Florida Statutes §250.10 (7) and (8) for the tuition assistance program. (Required: Certification letter from State Coordinator.)

I am the student’s legal custodian or other proof of dependency.

I am a qualified beneficiary under the terms of the Florida Pre-Paid Post-Secondary Expense Program, §240.55, F.S. (Required: Copy of card.)

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Signature in Ink: ___________________________ Date: ___________________________
**NON-DEGREE APPLICATION $20 FEE (Pre-Clearance)**

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**NAME:**

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<th>First Name</th>
<th>M.I.</th>
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**LOCAL ADDRESS:**

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<th>County</th>
<th>Telephone</th>
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**PERMANENT ADDRESS:**

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<th>Telephone</th>
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**E-MAIL ADDRESS:**

**IN AN EMERGENCY NOTIFY:**

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<th>M.I.</th>
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<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>County</th>
<th>Telephone</th>
</tr>
</thead>
</table>

1. Are you a citizen of the United States? [ ] Yes [ ] No If no:
   A. Are you a U.S. permanent resident (Green Card Holder)? [ ] Yes [ ] No
   B. What is your nation of citizenship? ________________

   Visa type (check one) [ ] F-1 [ ] F-2 [ ] J-1 [ ] J-2 [ ] Other ________________

2. Ethnicity (OPTIONAL): [ ] Hispanic or Latino [ ] Yes [ ] No

   Race (please check all that apply): [ ] American Indian or Alaska Native [ ] Asian
   [ ] Black or African American [ ] Native Hawaiian or Other Pacific Islander [ ] White

3. Home Campus: [ ] Tampa [ ] St. Petersburg [ ] Sarasota [ ] Lakeland

4. Are you currently or have you been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution? [ ] Yes [ ] No

5. Have you been arrested or charged with a violation of law which resulted, or may if pending, in probation, community service, a jail sentence, revocation or suspension of your driver’s license or a fine of $200 or more? [ ] Yes [ ] No

If your answer to either of the foregoing is yes, you must submit a full statement of relevant facts on a separate sheet attached to this form, and you are required to furnish the University with copies of all official documents explaining the final disposition of the proceedings. If your records have been expunged pursuant to applicable law, you are not required to answer yes to this question. The University will undertake to expeditiously review your request for enrollment; however, your registration is conditional until the review is complete.

APPLICANT’S SIGNATURE __________________ DATE ____________

NDAPP.N65 REV 02/2002