Guide for Non-Degree Students

USF, one of Florida’s Top Three Research Universities, welcomes non-degree seeking students on a space-available basis. The question & answer section of this Guide is about USF policies & procedures pertinent to non-degree students. Visit our website at www.registrar.usf.edu for access to an up-to-date online class schedule search.

APPLICATION FEE & REGISTRATION CLEARANCE
Pay your non-refundable $30 application processing fee and signify USF as your institution of choice via the Non-Degree Enrollment Application at www.FACTS.org. All students register using OASIS, USF’s Online Access Student Information System at usfweb2.usf.edu/oasis. Following admittance, for registration related questions, call (813) 974-3853. Applications for USF alternative calendar courses (which have beginning and/or end dates other than the regular term) are also subject to the $30 non-refundable application processing fee and apply at www.registrar.usf.edu/applications/alternative_calendar.

TUITION PAYMENT
View your account information at usfweb2.usf.edu/oasis and be sure your residency status is correct. If not, call 974-2000.
Payment by mail must be postmarked by the 5th day of classes to: Tuition, USF, 4202 E. Fowler Ave, Tampa, FL 33620-3650 or delivered or deposited in the Cashier’s Drop Box in ADM131.
A $100 late payment fee is assessed after the 5th day of classes.

EMAIL ACCOUNT
Contact Academic Computing at 974-1222 or in LIB608 or online at una.acomp.usf.edu to establish a University e-mail account after registering.

QUESTIONS & ANSWERS
Are credits earned as a non-degree seeking student transferable should I decide to formally apply for degree-seeking admission to USF? A maximum of 14 hours may be applied to an undergraduate degree program, 12 hours maximum to a graduate program.

Will I be dropped if I do not attend class? To waive the University’s First Day Mandatory Attendance Policy in the event you are unable to attend the first class, express your desire to remain in class to your professor.

What if I want to be dropped? Access OASIS and drop the course you no longer wish to attend.

Can I anticipate any “registration roadblocks”? Your registration will be “on hold” only if you have not fully met immunization requirements or if you have financial obligations like library fines, outstanding tuition due or parking tickets. Hold information is available on OASIS.

Can I continue to register future terms? Your eligibility to register continues without re-applying by enrolling at least once in three consecutive semesters.

What if the course I want requires special permission? Request a permit be issued through the college or department offering the course prior to registering on OASIS. *Those students applying for Non-Degree status who plan to enroll in MUN 1110 or MUN 1100 should contact the Marching/Pep Band Office at 813-974-0845 for further information.

Where can I view the Schedule of Classes? The Schedule Search is online at usfweb2.usf.edu/oasis.

Where do I obtain admissions information if I decide to become degree-seeking? The Office of Undergraduate Admissions is at 974-3350 and Graduate Admissions is at 974-8800.

What if I want to apply degree-seeking? Information is available to non-degree seeking students thinking of applying as undergraduates through Transfer Admissions Advisors located in the Office of Undergraduate Admissions, SVC 1036 or by calling (813) 974-3350. Non-degree students considering graduate school may...

USF IDENTIFICATION CARD
All students are required to obtain a USF Card for library access, health services, copy services and computer lab access. On the USF Research campus in Tampa, present a photo ID, such as a Driver’s license and pay the accompanying fee for a USF ID Card in the Marshall Center. Hours vary.

PARKING
Permits are required to park on all USF campuses and are available from Parking and Transportation Services. Their website is at usfweb2.usf.edu/parking_services/default.asp. NOTE: Motorist assistance on the USF Research campus in Tampa is available at 974-3990.

UNIVERSITY BOOKSTORE
In the Marshall Center on the USF Research campus in Tampa, new & used textbooks, supplies and other merchandise including computer software and USF logo memorabilia is available. Hours vary.

CHILDCARE
USF Family Center, on the Research campus in Tampa, offers full/part-time and hourly drop-in services for infants through preschool age. Call 974-4500 for more information.

CAMPUS DINING
On the USF Research campus in Tampa, the Marshall Center hosts various a’la carte and dine-in dining options. Satellite dining locations include Cooper Hall, the Library and in the College of Business building. Hours vary.

STUDENT HEALTH SERVICES
All students, regardless of age, must complete a mandatory medical history form available from USF Student Health Services. All students born after 1956 must also present documented proof of immunity to measles (Rubella) and Rubella (German measles). Foreign nationals must comply with the State University System’s Insurance requirements by providing proof of insurance to the USF Student Health Services Office prior to registration. Visit Student Health Services online at: http://shsweb.shs.usf.edu/SHSForms.html for official forms.