Guide for Non-Degree Students

USF, one of Florida’s Top Three Research Universities, welcomes Non-degree students on a space-available basis. 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. Applicants 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 974-5349. Payment must be made by the 5th day of classes via OASIS or delivered to or deposited in the Cashier’s Office at SVC1038. Otherwise, a $100 late payment fee is assessed after the 5th day of classes.

E-MAIL ACCOUNT
Contact USF Information Technologies at 974-1222 or online at http://www.usf.edu/it/services/index.aspx to establish a University e-mail account after registering.

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 974-8500 for more information.

ANSWERS TO FREQUENTLY ASKED QUESTIONS:

Are credits earned as a non-degree seeking student transferable if I 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? USF has a First Day Mandatory Attendance Policy, but students are ultimately responsible for dropping any courses by the 5th day of the semester in order to avoid fee liability.

What if I want to be dropped? Access OASIS and drop the course you no longer wish to attend before the 5th day of the semester in order not to be held fee liable.

Can I anticipate any “registration roadblocks”? Only if you have not fully met immunization requirements or if you have financial obligations like library fines, outstanding tuition due or parking tickets. View any holds on OASIS and resolve them at the specified office.

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? Permits are issued through the academic college or department offering the course prior to registering via 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? A link to the Schedule Search is online at www.registrar.usf.edu.

Where do I obtain admissions information if I decide to become degree-seeking? The Office of Admissions is at usfweb2.usf.edu/Admissions/apply.html. The University Registrar’s Office is available to answer additional questions at (813) 974-2000 or e-mail questions to asktheregistrar@usf.edu.

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 http://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.

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). You are encouraged to be vaccinated against Meningitis and Hepatitis B, but if you choose not to, you will need to sign a declination waiver. 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://www.shs.usf.edu.

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