Important Announcements
Summer/Fall 2013 & Spring 2014

NEW!

Important Notice Regarding Excess Hour Surcharges

Students who enroll in courses that are not applicable to their major may incur additional charges upon registration. If you first entered a Florida public college or state university in Fall 2009 or later, you are subject to the surcharge. More information, including a list of courses that are exempt from the surcharge, is available on the Registrar’s website. If you have questions regarding your standing with regard to the surcharge, we recommend that you meet with your academic advisor before the start of classes.

Service Learning Courses

Service-learning courses are courses combining classroom instruction with experiential learning. These courses include some kind of service or field research project requiring at least 15 hours of effort to complement traditional academic work, and offer students an opportunity to gain hands-on experience. Service-learning courses are noted in the Schedule Search with a “service-learning” attribute.
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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 2013

Classes Begin January 7
Classes End April 26
Final Exam Week April 27 – May 3

Registration and Drop/Add Deadlines
To avoid $100 Late Registration Fee (for degree seeking students) January 4 (5 p.m.)
To drop or withdraw and be eligible for a full refund of tuition January 11 (5 p.m.)
To add courses, change schedule or audit classes January 11 (5 p.m.)
To drop or withdraw and receive a grade of ‘W’ (fee liable/no refund) March 23

Tuition Payment Deadlines
To avoid $100 Late Payment Fee January 11
To submit Employee Tuition Program Forms January 11
To submit Intern Waivers and Florida Prepaid January 11

Cancellation of Registration for Non-Payment Deadline January 11

F. A. & V. A. deferment Deadline March 15

Deadline to Request Registration Reinstatement with $100 Late Fee February 1

Official Holidays and Breaks
New Year’s Day January 1
Martin Luther King, Jr. Day January 21
Spring Break March 11-16

Graduation Application Deadline February 1

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

## Summer 2013

**Classes Begin**

<table>
<thead>
<tr>
<th>(Session A)</th>
<th>(Session B)</th>
<th>(Session C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 13</td>
<td>July 1</td>
<td>May 13</td>
</tr>
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**Classes End**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>June 21</td>
<td>August 9</td>
<td>July 19</td>
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**Registration and Drop/Add Deadlines**

<table>
<thead>
<tr>
<th>To avoid $100 Late Registration Fee (for degree seeking students)</th>
<th>May 10</th>
<th>June 28</th>
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<tr>
<td>(5 p.m.)</td>
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<table>
<thead>
<tr>
<th>To drop or withdraw and be eligible for a full refund of tuition</th>
<th>May 17</th>
<th>July 8</th>
<th>May 17</th>
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<tbody>
<tr>
<td>(5 p.m.)</td>
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<table>
<thead>
<tr>
<th>To add courses, change schedule or audit classes</th>
<th>May 17</th>
<th>July 8</th>
<th>May 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>(5 p.m.)</td>
<td>(5 p.m.)</td>
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<table>
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<th>To drop or withdraw and receive a 'W' grade (fee liable/no refund)</th>
<th>June 8</th>
<th>July 27</th>
<th>June 29</th>
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**Tuition Payment Deadlines**

<table>
<thead>
<tr>
<th>To avoid $100 Late Payment Fee</th>
<th>May 17</th>
<th>July 8</th>
<th>May 17</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>To submit Employee Tuition Program Forms</th>
<th>May 16</th>
<th>May 16</th>
<th>May 16</th>
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<table>
<thead>
<tr>
<th>To submit Intern Waivers and Florida Prepaid</th>
<th>May 16</th>
<th>May 16</th>
<th>May 16</th>
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</table>

- For financial aid recipients students w/deferments

<table>
<thead>
<tr>
<th>July 19</th>
<th>July 19</th>
<th>July 19</th>
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**Cancellation of Registration for Non-Payment Deadline**

<table>
<thead>
<tr>
<th>May 17</th>
<th>July 8</th>
<th>May 17</th>
</tr>
</thead>
</table>

**Deadline to Request Reinstatement with $100 Late Fee**

<table>
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<th>May 31</th>
<th>July 19</th>
<th>May 31</th>
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**Official Holidays and Breaks**

<table>
<thead>
<tr>
<th>Memorial Day</th>
<th>May 27</th>
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<table>
<thead>
<tr>
<th>Independence Day</th>
<th>July 4</th>
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</table>

**Graduation Application Deadline**

<table>
<thead>
<tr>
<th>June 7</th>
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</table>

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

Fall 2013

Classes Begin  August 26
Classes End  December 6
Final Exam Week  December 7-13

Registration and Drop/Add Deadlines
To avoid $100 Late Registration Fee (for degree seeking students)  August 23 (5 p.m.)
To drop or withdraw and be eligible for a full refund of tuition  August 30 (5 p.m.)
To add courses, change schedule or audit classes  August 30 (5 p.m.)
To drop or withdraw and receive a grade of ‘W’ (fee liable/no refund)  November 2

Tuition Payment Deadlines
To avoid $100 Late Payment Fee  August 30
To submit Employee Tuition Program Forms  August 30
To submit Intern Waivers and Florida Prepaid  August 30
For students w/financial aid tuition deferments  November 1

Cancellation of Registration for Non-Payment Deadline  August 30

Deadline to Request Registration Reinstatement with $100 Late Fee  September 20

Official Holidays and Breaks
Labor Day  September 2
Veterans Day  November 11
Thanksgiving Break  November 28 and 29

Graduation Application Deadline  September 20

Note: Some college deadlines are earlier. Please consult your advising office.
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 9
To submit Employee Tuition Program Forms January 9
To submit Intern Waivers and Florida Prepaid January ?

Cancellation of Registration for Non-Payment Deadline January 10

F. A. & V. A. Deferment Deadline 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.
Enrollment Services Office Hours

Tampa Campus Hours

Lobby & Telephone Service

<table>
<thead>
<tr>
<th>Office</th>
<th>Location</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Admissions,</td>
<td>SVC1036</td>
<td>9 a.m. - 5 p.m.</td>
</tr>
<tr>
<td>Admissions, Grad Certificates</td>
<td>SVC 1072</td>
<td>8 a.m. - 5 p.m.</td>
</tr>
<tr>
<td>Registrar</td>
<td>SVC 1034</td>
<td>8 a.m. - 5 p.m.</td>
</tr>
<tr>
<td>University Scholarships &amp; Financial Aid Services (USFAS)</td>
<td>SVC 1102</td>
<td>8 a.m. - 5 p.m.</td>
</tr>
<tr>
<td>Student Accounting</td>
<td>SVC 1038</td>
<td>9 a.m. - 5 p.m.</td>
</tr>
<tr>
<td>Student Health Services (Immunization Dept)</td>
<td>SHS 100</td>
<td>8:30 a.m.-5 p.m.</td>
</tr>
<tr>
<td>Cashier’s Office</td>
<td>SVC 1038</td>
<td>9 a.m. - 5 p.m.</td>
</tr>
</tbody>
</table>

More information on Cashier’s Office Hours may be found at: [http://usfweb.usf.edu/controller/Cashiers/hours](http://usfweb.usf.edu/controller/Cashiers/hours)

Orientation

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>SVC 2054</td>
<td>8 a.m. - 5 p.m.</td>
</tr>
</tbody>
</table>

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.

Regional Campus Hours - Contact the individual Campus for hours of service. (Phone numbers are on pages 9-10)

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. 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 students. 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 University College
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
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 Peters burg 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
<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
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<tbody>
<tr>
<td>ROTC</td>
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<tr>
<td>Army</td>
<td>BEH236</td>
<td>(813) 974-4065</td>
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<tr>
<td>Naval</td>
<td>BEH301</td>
<td>(813) 974-4789</td>
</tr>
<tr>
<td>Air Force</td>
<td>BEH360</td>
<td>(813) 974-3367</td>
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<tr>
<td>Student Affairs</td>
<td>ALN151</td>
<td>(813) 974-5533</td>
</tr>
<tr>
<td>Student Disability Services</td>
<td>SVC1133</td>
<td>(813) 974-4309</td>
</tr>
<tr>
<td>Student Health Services</td>
<td></td>
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<tr>
<td>Health Promotion Office</td>
<td>SHS100</td>
<td>(813) 974-4936</td>
</tr>
<tr>
<td>Immunization Compliance Office</td>
<td>SHS100</td>
<td>(813) 974-4056</td>
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<tr>
<td>Student Insurance Office</td>
<td>SHS100</td>
<td>(813) 974-5407</td>
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<td>Medical Clinic</td>
<td>SHS100</td>
<td>(813) 974-2331</td>
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<td>Education Abroad Office</td>
<td>CPR468</td>
<td>(813) 974-4314</td>
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<td>Testing Services</td>
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<td>CLAST</td>
<td>SVC2060</td>
<td>(813) 974-2742</td>
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<td>Computer Based</td>
<td>SVC2060</td>
<td>(813) 974-9634</td>
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<td>(GRE, PRAXIS, TOEFL, etc.)</td>
<td>SVC2060</td>
<td>(813) 974-4034</td>
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<td>CLEP</td>
<td>SVC2060</td>
<td>(813) 974-2742</td>
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<td>University Experience</td>
<td>SVC 2008</td>
<td>(813) 974-4183</td>
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<tr>
<td>USF4YOU</td>
<td>SVC 1072</td>
<td>888-873-4968</td>
</tr>
<tr>
<td>Veterans Services</td>
<td>ALN 130</td>
<td>(813) 974-2291</td>
</tr>
<tr>
<td>Visual/Performing Arts, Coll</td>
<td>FAH120</td>
<td>813) 974-3660</td>
</tr>
</tbody>
</table>
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 NetID is your user ID at the University. Students, faculty, and staff are automatically eligible to obtain a NetID. With its associated password, the NetID 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.

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 25.

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 11. For fee and payment information, see Fee and Financial Information on page 19. Regional Campus non-degree seeking students can also register on-site at regional campuses. See the Regional Campus Registration section on page 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 nine credit hours per term and is applicable only if the student registers for these courses during the designated registration period. Due to the non-degree seeking status, academic credit is not awarded, examinations are not required and grades are not assigned. A parking permit from Parking Services is required.

Senior Audit Registration Eligibility

Eligibility

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

Regional Campus 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

Regional Campus Registration

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

<table>
<thead>
<tr>
<th>Campus</th>
<th>Lakeland Teaching Center</th>
<th>Sarasota-Manatee</th>
<th>St. Petersburg</th>
</tr>
</thead>
<tbody>
<tr>
<td>(863)667-7000</td>
<td>(941)359-4641</td>
<td>(727) 873-4142</td>
<td></td>
</tr>
</tbody>
</table>

Registration Locations

<table>
<thead>
<tr>
<th>LTB Building</th>
<th>Bayboro Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 1139</td>
<td>BAY102</td>
</tr>
<tr>
<td>C107</td>
<td></td>
</tr>
</tbody>
</table>

Registration and Office Hours

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

Friday 8 a.m. - 5 p.m. 8 a.m. - 5 p.m. 9 a.m. - 5 p.m.

New and Continuing Non-Degree Seeking Students

Monday - Thursday 9 a.m. - 6 p.m. 9 a.m. - 6 p.m. 9 a.m. - 6 p.m.

Friday 8 a.m. - 5 p.m. 9 a.m. - 5 p.m. 9 a.m. - 5 p.m.

Late Registration for Degree Seeking Students

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

Friday 8 a.m. - 5 p.m. 8 a.m. - 5 p.m. 9 a.m. - 5 p.m.

Drop/Add — all Student Categories

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

Friday 8 a.m. - 5 p.m. 8 a.m. - 5 p.m. 9 a.m. - 5 p.m.

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

I forgot my USF NetID Password.

The option to reset your NetID 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 NetID is your user ID at the University. Students, alumni, faculty, and staff are automatically eligible to obtain a NetID. With its associated password, the NetID allows you access to a variety of online services offered at the entire University system. A tutorial explaining NetID and how to activate your NetID or reset your Net ID password is at: http://usfweb2.usf.edu/human-resources/Talent-Management/onlinetrng/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 21-22 and page 27.

How do I withdraw from the University for a semester?

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

What is a repeat surcharge?

A repeat surcharge may be applied toward a course that you register for a third time. See the Fee and Financial Information section on page 22 for policy details.

How do I get a printout of my schedule?

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

How do I find what tuition and fees I owe?

Tuition is due by the fifth day of the term. Schedule/Fee Statements are not mailed to students. To confirm the total amount of tuition due, log 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:

Tuition/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://
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 petitions 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, which requires obtaining a USFCard photo ID prior to the start of classes. Please see http://www.it.usf.edu/services/usfcard, then go to https://my.usf.edu/webapps/portal/frameset.jsp to complete this process by mail (USFCard) and online (NetID).

What are prerequisites?

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

What is an Admissions deposit?

Admitted first-time in college (FTIC) students are required to pay a $200 non-refundable deposit to secure your place in the entering freshman class. The admissions deposit will be applied toward your first semester’s tuition once you are registered for classes. 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.
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 requirement for graduation, as well as a thesis or comprehensive exam. Deadline for fall applications is March 15, and for spring applications is November 1.

For more information, including applications, visit the ISLAC Web site at 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/University College—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, University College—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)**

**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, 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 weeks duration. These programs allow the student to concentrate study abroad in a summer session and fulfill the 9-hour summer enrollment requirement or meet other exit requirements.

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

All USF programs are developed to be as cost-effective as possible. Federal and state financial aid may be available for USF programs abroad. Students should contact University Scholarships and Financial Aid Services for additional information regarding financial aid for studying abroad. More information can be found at http://usfweb2.usf.edu/finaid/other/alternative_enrollment.aspx

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.global.usf.edu, or by telephone at (813) 974-4314.
Alternate Course Offerings

Alternative Calendar courses are those that do not follow the tradition 16 week semester schedule. Alternative Calendar courses typically start later and end earlier than the traditional semester. Students can register for Alternative Calendar courses via Oasis. However, once registration closes for the traditional semester, registration will no longer be available via OASIS for Alternative Calendar. Students will have to register for Alternative Calendar courses via the Online Enrollment Assistant. The Online Enrollment Assistant is located on the Registrar’s Office website at https://www.registrar.usf.edu/applications/alternative_calendar/ . Students have 10 days from the first day of an Alternative Calendar course to register or drop the course. To drop an Alternative Calendar course the student must fax a written request which includes the Student's name, U number, CRN, semester and signature. If you have any questions regarding Alternative Calendar please email the Registrar’s Office at askthe-registrar.usf.edu.

Financial Aid

Go to www.usf.edu/finaid to begin the financial aid application process. After the federal processor has received your completed FAFSA (www.fafsa.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. Be sure your email address is correct in OASIS to receive important notices and newsletters.

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 do that all appropriate taxes are withheld. Some state agencies may allow exclusion from taxable income under IRC Section 132(d) ‘working condition fringe benefit’ rules. Any individuals wishing to claim tax exclusion for courses reported to the Bureau of State Payrolls by the University should work through their Human Resource/Personnel Office to file necessary paperwork with the Bureau.

We have been advised that agencies with individuals claiming a tax exclusion to the courses waived will be given an opportunity to make this claim with the Bureau of State Payrolls before taxable values are included with the employee’s earnings. Any questions regarding this matter should be directed to the Payroll Manager at (813) 974-8062.

**Mailed Payments/Payment Information**

Tuition and fees must be paid by the payment due date for the semester. Payment due dates may be found at: http://usfweb.usf.edu/controller/Cashiers/impdates.

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://usfonline.admin.usf.edu/pls/prod/twbkwbis.P_GenMenu?name=homepage

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:

Tuition/University of South Florida

PO Box 864571

Orlando, FL 32886-4571

Tampa, FL 33620-5800 Additional information regarding fees, including office hours and locations for in-person payment can be found at: http://usfweb.usf.edu/controller/studentpayments.

Additional information regarding fees, including office hours and locations for in-person payment can be found at: http://usfweb2.usf.edu/ucocashaccounting/payments.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 CardRefund 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 immediate-
ly. 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 interns may register for courses during a term by presenting their Intern Certificate of Participation. The Intern Participation Certificate, effective July 1, 1997, states that certificate holders are entitled to a waiver of only matriculation fees for a maximum of six credit hours of instruction during a single term. Certificates are valid for three years from the date of issuance. Fees must be paid or postmarked by the U.S. Post Office (not office meter marked) by 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 $179.88 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 Regional campus Records & Registration Office). Students are required to get an Audit Form and a date-stamped permit from the college/department on the campus where the course is being offered. In-state 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 mUSF with their NetID 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](http://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](http://www.floridastudentfinancialaid.org/SSFAD/home/PostSecondaryInstitutions.htm), and the Registrar’s Office executes our administrative responsibilities online there as well.

**Student Enrollment Definition**

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>12 or more undergraduate hours</td>
</tr>
<tr>
<td>Half Time</td>
<td>6 to 11 undergraduate hours</td>
</tr>
<tr>
<td>Less than Half Time</td>
<td>1 to 5 undergraduate hours</td>
</tr>
</tbody>
</table>

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](http://usfweb2.usf.edu/finaid/other/enrollment.aspx)

**For Veteran’s Benefits**

| Full Time Rate | 12 or more hours | 9 or more hours |
Veteran’s Benefits — Summer Sessions

Sessions A or B

<table>
<thead>
<tr>
<th>Rate Type</th>
<th>Full Time Rate</th>
<th>3/4 Time Rate</th>
<th>1/2 Time Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/4 Time Rate</td>
<td>9 to 11 hours</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>1/2 Time Rate</td>
<td>6 to 8 hours</td>
<td>N/A</td>
<td>2</td>
</tr>
<tr>
<td>Fees only or 1/4 Time</td>
<td>1 to 5 hours</td>
<td>1</td>
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</table>

Session C

<table>
<thead>
<tr>
<th>Rate Type</th>
<th>Full Time Rate</th>
<th>3/4 Time Rate</th>
<th>1/2 Time Rate</th>
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<tbody>
<tr>
<td>3/4 Time Rate</td>
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<tr>
<td>1/2 Time Rate</td>
<td>4</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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

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

For more information about exception categories, please contact either the Office of Undergraduate or Graduate Admissions (for new students) or the Office of the Registrar (for continuing students or non-degree seeking).

Graduation Application

In order to graduate, a student must submit an application for the degree to the College Advising Office or Associate of Arts certificate to the Transitional Advising Center Office. The application must be submitted in the term of expected graduation by the deadline noted in the Registrar’s Calendar on pages 3-6. Please contact your college advising office in order to complete an application for degree. Note: For additional information please refer to the cover sheet on the application for degree.

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

Mandatory First-Day Attendance Policy

To avoid fee liability and academic penalty, 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
Veterans Services

Department of Veterans Affairs (VA) Benefits — VA Certification

In order to receive VA educational benefits, students must request certification or re-certification and must report changes in enrollment status to the Tampa Veterans Services Office or the Financial Aid Offices on the St. Petersburg, Sarasota-Manatee, 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

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.
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 thee 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 Regional Campuses please see page 13.

**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. 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 “Buying your textbooks just got easier”
Select term, department, course number and section
Repeat for additional classes

OR (if paying by check or money order):

Same procedures as #1, but once you have filled your “shopping cart,” print that page. Include it with either a check or money order and mail it to the address below. Don’t forget to include your shipping address and a telephone contact number. You will still have the option of home delivery, but you will be charged a shipping fee. The address is:

USF Bookstore
ATTN: Bryan Bell
4202 E. Fowler Ave., BKS 0269
Tampa, FL 33620

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 submitted. 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. Perm 11itar 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.

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.
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.

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

Sarasota-Manatee USF Card 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 USF Card 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 USF Card 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**

**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.