Welcome to...

CCJ Online

College of Behavioral & Community Sciences

The University of South Florida
Advising

• You can meet with an advisor via phone, email, or skype.

• If you would prefer to meet in person:
  • Criminology Advising is housed on the 3<sup>rd</sup> floor of the Social Science building
  • EScheduler: http://eschedule.forest.usf.edu/login.aspx
  • After you complete orientation, your advisor will contact you to schedule an advising appointment

Your Advisor is: Alyssa Dunlap
(813) 974-2904
Alyssadunlap@usf.edu
Important Calendar Dates

• Make sure you check the academic calendar frequently so that you are aware of all important upcoming dates.

• The academic calendar can be accessed here:
  – https://www.registrar.usf.edu/enroll/regist/calendt.php

<table>
<thead>
<tr>
<th>2015/2016</th>
<th>Tentative August 2016 - July 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 5</td>
<td>Summer B, last day of classes</td>
</tr>
<tr>
<td>August 6</td>
<td>Summer Commencement, Tampa</td>
</tr>
<tr>
<td>August 22</td>
<td>Fall, first day of classes</td>
</tr>
<tr>
<td>September 5</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran’s Day</td>
</tr>
<tr>
<td>November 24 &amp; 25</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>November 30</td>
<td>Fall, last day of classes</td>
</tr>
<tr>
<td>December 1 - 2</td>
<td>Designated reading days</td>
</tr>
<tr>
<td>December 3 - 9</td>
<td>Final Exam Week</td>
</tr>
<tr>
<td>December 4</td>
<td>Final Exams (Distance Ed)</td>
</tr>
<tr>
<td>December 10</td>
<td>Fall, Tampa Commencement</td>
</tr>
<tr>
<td>December 11</td>
<td>Fall, St. Petersburg Commencement</td>
</tr>
<tr>
<td>December 11</td>
<td>Fall, Sarasota-Manatee Commencement</td>
</tr>
<tr>
<td>December 25 - 26</td>
<td>Christmas Holiday</td>
</tr>
<tr>
<td>2017</td>
<td></td>
</tr>
<tr>
<td>January 1 - 2</td>
<td>New Year’s Holiday</td>
</tr>
<tr>
<td>January 9</td>
<td>Spring, first day of classes</td>
</tr>
<tr>
<td>January 16</td>
<td>Martin Luther King, Jr.</td>
</tr>
<tr>
<td>March 13 - 18</td>
<td>USF Spring Break</td>
</tr>
<tr>
<td>April 27</td>
<td>Spring, last day of classes</td>
</tr>
<tr>
<td>April 28 - 29</td>
<td>Designated reading days</td>
</tr>
<tr>
<td>April 29 - May 5</td>
<td>Spring Final Exams</td>
</tr>
<tr>
<td>April 30</td>
<td>Spring Final Exams (Distance Learning)</td>
</tr>
<tr>
<td>May 6</td>
<td>Spring Commencement, Tampa</td>
</tr>
<tr>
<td>May 7</td>
<td>Spring Commencement, St. Petersburg</td>
</tr>
<tr>
<td>May 8</td>
<td>Spring Commencement, Sarasota-Manatee</td>
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How Your Credit is Evaluated

• Step 1: USF Admissions/Transfer Articulation Office
  • Must be applicable to a bachelor’s degree
  • Must be from accredited institutions

• Step 2: College of Community & Behavioral Sciences Review
  • Florida Common Course Numbers
  • Email confirmation once official review is complete.

• Step 3: Departmental Review
  • Major Course transfer applicability.
Transfer Credit

- All college level transfer credit MUST be sent by official transcript or official score report (including High School transcript, if applicable) to the Office of Undergraduate Admissions.
- If AA not yet awarded, be sure to request an updated final transcript be forwarded to USF once degree is posted.
- Incomplete transcripts & immunization records can lead to Registration Holds. *Students are not eligible to register for in-person courses or in-person orientation if immunization records are incomplete.
A minimum of 36 semester hours are required, 30 of which must be completed at USF. The following courses are required:

**Survey of the Criminal Justice System**
CCJ 3024 (3 credit hours)
- An introduction to the structure and operation of law enforcement, prosecution, the courts, and corrections. Also includes brief coverage of major reported crimes.

**Research Methods in Criminal Justice I**
CCJ 3701 (3 credit hours)
- Introduces the student to some of the fundamentals of knowledge-generating processes in criminal justice.

**Theories of Criminal Behavior**
CCJ 3117 (3 credit hours)
- An introduction to the structure and operation of law enforcement, prosecution, the courts and corrections.

**Seminar in Criminology-6a-XMW, Capstone**
CCJ 4934 (3 credit hours)
- These variable topic seminars are used for an in-depth study and discussion of the relationships among culture, gender, ethics, age, society, and criminal behavior.

*Pr* = Pre-requisite
Students must complete 8 electives (24 credit hours) in order to fulfill degree requirements.

Choose eight from the following three-credit-hour online courses:

- CCJ 3621 Patterns of Criminal Behavior
- CCJ 3666 Victimology
- CCJ 4224 Miscarriages of Justice
- CCJ 4361 Death Penalty
- CCJ 4604 Abnormal Behavior
- CCJ 4613 Forensic Psychology
- CCJ 4651 Drugs and Crime
- CCJ 4662 Race and Crime
- CCJ 4681 Domestic Violence
- CCJ 4690 Sex Offenders
- CJE 4010 Juvenile Justice
- CJE 4610 Criminal Investigation
- CCJ 4933 Topics Courses (Examples include: Women and Crime, Gangs, Cybercrime)
Check List for USF Bachelor’s Degree
120 Minimum Hours

✓ Foundations of Knowledge & Learning (FKL’s aka Gen Ed’s) - [Met prior to admittance]
✓ Gordon Rule Communications/Computation (FL State req.) (Met prior to admittance)
✓ Major Requirements (~36 hours: 12 required, 24 electives)
✓ Exit Requirements (capstone/writing intensive)
✓ Foreign Language (Met prior to admittance)
✓ General Electives (to meet min. 120 or courses taken that don’t meet specific requirements.); Minimum of 48 hours of Upper Level (3000/4000) required.
Graduate Without Excess Hours!!

Do

✔ Do develop an academic plan.
✔ Do follow your advisor recommendations.
✔ Do know your official "start date" at a Florida Public higher education institution. If it is Fall 2009 or later, you fall under the excess hour rules.
✔ Do know which credits are counted and which are exempt from excess credit hour surcharge. Almost all earned credits count. See your advisor for exceptions.
✔ Do know your threshold hours until reaching excess.
✔ Do enroll and complete only courses that are needed for your degree program.
✔ Do review your academic record regularly.
✔ Do meet regularly with your academic advisor.
✔ Do graduate without excess hours.

Don’t

❌ Don’t add a minor without talking to your academic advisor, as minors can lead to excess hours.
❌ Don’t withdraw from courses after the drop/add period without first consulting your academic advisor, as the credits may count towards excess hours.
❌ Don’t change majors without first talking to your academic advisor. Remember that all credits earned while a student at USF will count towards excess hours.
❌ Don’t wait to declare a major. If you are undeclared or undecided almost all your transfer credits will count towards excess hours.
❌ Don’t self-adviser or follow the advice of other students.
Academic Policy Highlights

• Limit on course withdrawals ("W" ’s) maximum: 2.
  – For consideration of additional W’s, must petition and have “cause.”
  – Academic Probation/Dismissal policies “2 strikes”

• Grade Forgiveness opportunities: Maximum of 3

• Excess Hours-For students starting in FL SUS system as a freshman F’09-present, your admit term has 132 s.h. threshold.
  – This includes all attempted hours
  – To avoid surcharges, do not exceed 132 hours

• Curriculum/pre-requisites changes:
  – You will follow 2016-2017 catalog: 16-17 Undergraduate Catalog
  – Consult regularly with your academic advisor
Don’t Register for...

- Any requirements or major courses that you think you *may* have completed prior to transfer.

- Students who have completed CCJ 1010 or CCJ 1020: Do not register for CCJ 3024 Survey of Criminal Justice.

- Ask your advisor if you are not sure!
VA STUDENTS BEWARE! Your benefits will *not* pay out if you register for a class that is not degree-applicable!

Clear **ALL** courses with your advisor *BEFORE* end of first week of classes!

For more information about the services USF provides for veterans and active duty military, see here:

Undergraduate Research Certificate

17 hour Certificate on your USF transcript - excellent for preparing for graduate school

- IDS 1505 Introduction to Research in Behavioral & Community Sciences
  - Fall 2016 W 3:30-4:20pm Reference 87490
- IDS 2600 Applications of Research in Community Settings
  - Fall 2016 T 5:00-6:00pm Reference 92055
- STA 2122 Social Science Statistics or equivalent, e.g. PSY 3204
- Research Methods in Your Major
- MHS 4741 Applied Research Methods
- MHS 4731 Writing for Research & Publication (also Writing Intensive Exit)
- Directed Research
• This is the degree audit system at USF and is accessed through MyUSF.
• You will receive an email once your official evaluation is complete.
• You enter DegreeWorks via MyUSF or OASIS.
Common Course Options for New Transfer Students

• **Major Requirements/Pre-Req’s**
  • Consult w/major advisor for options

• **USF Exit Requirements** (Capstone and Writing Intensive)
  • Must be taken in residence at USF
  • Not required for Post-Bac Students

• **Any missing Gen Ed (FKLs) courses; foreign language**
  • Reminder: Gen Ed’s will be considered met w/Florida A.A.
  • Gen Ed’s and Exits are not required for Post-Bachelor’s students but foreign language requirement for B.A. option must be met.
How to Search for Courses

1. Go to the USF home page at: http://www.usf.edu
2. Click on Academics (located at top of screen)
3. Click on Schedule Search for Students (located in column on right side of page)
4. Fill in the required areas using pull down arrows → see example
5. Click on Search and the classes offered for that semester will be generated
How to Log on to Canvas & Oasis

Open new webpage to the USF Homepage again.

Click on "MyUSF"

"MyUSF" also under Web Tools

Log-in to the MyUSF portal with your NetID
Go to “Learning and Teaching Tools” to access Canvas

Go to “My Resources” to access Oasis
How to Register for Classes in Oasis

Part 1:

Once in “MyUSF”, go to My Resources and click on OASIS.
How to Register for Classes in Oasis

Part 2: Check for Holds

**STEP #1**
Select Term and Submit

**STEP #2**
Click on Registration Status to view HOLDS

Always check holds the first time you register for any given term.

**You have Holds which prevent you from registering for courses.**

**Click “View Holds”**

Holds will have a brief description, a phone number, and a web link that explains the hold and tells you how to resolve it.

Common Registration Holds

- **AP/AD** - Academic Probation or Dismissals (Former student returning under these conditions will be required to meet with an academic advisor to discuss academic coursework)
- **AR** - Academic Records (Missing final transcripts)
- **IM/MH** - Immunizations and Medical History
- **CC** - Cash Collections
- **SI** - Student Insurance
- **OB** - Remediation required; see your advisor
How to Register for Classes in Oasis

Part 3:

You can enter multiple CRNs at once.

Click on ‘week at a glance’ to view your schedule.
Help! My Session Timed Out

If you timed out – **CLICK EXIT** then log back in with your NETID (timeout occurs with 10 minutes of inactivity).

![Welcome to OASIS](image)

10 minute inactivity caused web session timeout.
Accessing Grades Through Oasis

1. Go to the USF homepage at: http://www.usf.edu
2. Click on the Oasis link (located on the right side of the screen)
3. Click on Login (left side of the screen)
4. Input your NetID and Password
5. Click on the Student tab under the main menu
6. Click on Student Records
7. Click on Final Grades
8. Select Term
9. Select “Display Grades”
Other Services Offered Through Oasis

- View and update addresses, phone numbers, and email addresses
- View financial aid information
- Check on registration status and holds
- View DegreeWorks degree audit
- Pay tuition and fees by credit card
- View transcript information
- Reserve textbooks
Your Check List for Success!

- Always use your USF email or have your USF email forwarded to the email you would like to use.
- Always include your UTD number in emails to USF personnel.
- Enroll in SLS 3113
- Be aware of important dates in the semester - e.g. withdrawal deadline, final exam.
- Read syllabus thoroughly for each course.
- FOLLOW THE PLAN created by your academic advisor to ensure timely graduation. Changing the plan puts you at risk for academic success. Consult with advisor if adjustments are needed.
- Log into Canvas regularly.
- Reach out to classmates to form study groups.
- Get involved (volunteer, join organizations/clubs, go to campus, events, etc.).
- Communicate and meet with your advisor regularly, do not self-advice.
- Consider our Undergraduate Research Certificate, if you aspire to go to graduate school.
- Check midterm grades.
- Meet with your instructors.
- Make use of free on campus resources - tutoring & writing center, career services.
- Think ahead - identify minor interests early, explore internship opportunities, and competitive GPA needed for graduate school.
Get the App!

- Canvas now offers an app for iPhones & Android devices!
- Go to your play store/app store and search: “USF Canvas”
- Download the free app and log in
- Receive immediate access to all canvas capabilities such as:
  - Your course schedule
  - Calendar
  - USF Gmail
  - Announcements
  - Library services
  - & much more!
• Need a little help along the way?
• Contact:
  Your advisor (Alyssa) for questions about courses, credits, and requirements.
  • alyssadunlap@usf.edu
  Your academic success coach (Michelle) for general questions about the program or USF.
  • mjeanis@usf.edu
Welcome again to USF!