



**Number:** 30-055  
**Title:** Admission to and Registration in Non-Degree Programs  
**Responsible Office:** Student Success

Date of Origin: 1-5-2021

Date Last Amended: 11-18-21 (technical)

Date Last Reviewed: 11-18-21

---

**I. PROPOSE & INTENT:**

To enable student enrollment on a space-available basis to individuals who, while not interested in earning a degree, would like to enroll in all levels of University of South Florida (USF) courses.

**II. STATEMENT OF POLICY:**

Non-degree admission is available to students pursuing Graduate Certificates, teachers needing to take courses for certification purposes, high school students who have been admitted to take USF courses for dual-enrollment credit, visiting degree-seeking students from other institutions, individuals interested in taking courses for self-enrichment, including senior citizens who audit courses. The general admission requirements are outlined below; however, potential non-degree-seeking students should review the curriculum of interest in advance to determine and comply with college specific standards and requirements for admission or enrollment.

Non-degree admissions is available each academic term up to the three weeks before the start of the term. For summer term, non-degree admissions is available up to three weeks before the start of an applicable part of term. Dual Enrollment and Graduate Certificate programs may have different deadlines. Applications received after these deadlines are automatically processed for the next academic term. Proof of residency for tuition purposes, medical history, and immunization is expected of non-degree-seeking students prior to enrollment. International students who will be entering the U.S. while enrolled in either on-campus or online courses at USF must provide proof of health insurance to USF each academic term. If an international student is not on a student visa, only proof of insurance coverage is required. If an international student is on a student visa, specific coverages are required.

There is a non-refundable \$30 application processing fee. The following applicants are not required to pay this fee: (1) Senior citizen auditors; (2) Dual Enrollment, and (3) Transient Students, who are undergraduate students visiting from another Florida State University System institution, providing an approved transient application from the current Florida State University System or Florida College System institution is received by USF.

Former USF undergraduate degree-seeking students may only enroll as non-degree-seeking students if they have earned a bachelor's degree and submit an official transcript, reflecting the degree, to the Office of the Registrar prior to registration. Non-degree-seeking students who have not enrolled in USF within three terms of admission must file another non-degree application and pay another non-refundable application fee when applying for readmission. In addition, non-degree seeking students may need to reapply if there are changes in academic, conduct or other records that would affect admission.

Applicants denied undergraduate admission to USF as degree-seeking students will not be permitted to enroll as non-degree-seeking students, unless the degree-seeking admission denial was more than five years prior to the application to be a non-degree-seeking student. In this case, the hold will be overridden to allow a potential non-degree-seeking student to enroll. Any applicant denied undergraduate degree-seeking admission who currently attends a Florida State University System institution, will have the hold overridden, providing an approved transient application from the current Florida State University System institution is received by USF.

Individuals enrolling as non-degree-seeking students who plan to make formal degree-seeking application to the University may not apply more than 14 semester hours toward an undergraduate degree unless enrolled in a Pathways program offered through INTO USF or other approved programs. Students earning a second baccalaureate degree or enrolling in an approved program may request an exception for transfer of additional USF non-degree credit hours through the Dean's Office in the Office of Undergraduate Studies. Graduate students may transfer up to 50% of graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better, taken as a non-degree-seeking student at USF, provided the courses are required for the major.

Performance in courses taken as a non-degree-seeking student will not alone qualify an applicant for admission as an undergraduate degree-seeking student. Similarly, courses taken as a non-degree-seeking student will not be utilized in determining an applicant's grade point average for purposes of undergraduate admission. Graduate programs may admit students in a non-degree-seeking status prior to the students' application for admission to graduate programs. Academic departments determine whether or not graduate level non-degree coursework may be transferred in upon admission.

Non-degree-seeking students are subject to the same academic policies as undergraduate and graduate degree-seeking students and must adhere to deadline dates published on the Office of the Registrar's Important Dates and Deadlines webpage:

<https://www.usf.edu/registrar/calendars/index.aspx>

They are not eligible to receive University Honors, participate in the Florida Shines cross-registration program, live in University housing, or receive financial aid. They are also subject to the academic probation and dismissal policies. Non-degree-seeking students who are academically dismissed from the University may appeal to the Academic Regulations Committee (ARC) through the ARC representative in the Office of Undergraduate Studies Academic Programs:

<https://proxy.qualtrics.com/proxy/?url=https%3A%2F%2Fwww.usf.edu%2Fundergrad%2Fprograms%2Findex.aspx&token=9j2itxJ40aqJ6gOP65%2FNFR%2FAo263pMfNbKBBE4fY8wQ%3D>

Degree-seeking undergraduates who are academically dismissed, cannot subsequently be enrolled as a non-degree-seeking student until their undergraduate degree is earned elsewhere. Graduate students who are assigned an "FF" grade will be academically dismissed from the University and will not be eligible to apply to any graduate major at USF.

### **III. SPECIAL PROGRAMS**

#### **A. Dual Enrollment**

Dual enrollment in USF classes is open to academically qualified students currently enrolled in public schools, charter schools, private schools who attend participating schools, and home school students. In order to be admitted into Dual Enrollment, applicants must meet the minimum GPA and SAT, ACT, PERT or CPT test requirements. Dual enrollment students are recommended by their guidance counselor or principal. They may only take courses which are creditable toward their high school diploma. Per Florida Statue. 1007.271, USF offers dual enrollment courses on its three campuses and online. Students wishing to be accepted for Dual Enrollment must comply with all terms of the appropriate Articulation Agreement. Additional admissions requirements and registration information is available on the Dual Enrollment website.

#### **B. Transient**

An undergraduate transient student comes to the University from another State University System institution or Florida State Colleges accredited institution and wishes to take courses at USF for one term only before returning to their home institution. Undergraduate transient students may enroll at USF by completing the Transient Student Admissions Application available at:

<https://www.floridashines.org/>. Undergraduate transient students must receive confirmation from their institution that: the Student is regularly enrolled in a degree program and eligible to re-enroll, a Student Health form is on file indicating the

required immunities are satisfied, a medical history form is on file, and the student is legally classified as a resident or non-resident for tuition assessment purposes or a resident or documented alien. Undergraduate, visiting and transient students will receive requisite overrides from the Office of the Registrar to register for open courses approved by their home institution's academic advisor. Transient students are responsible for registering online via OASIS. In keeping with Florida Shines requirements, the Office of the Registrar will issue one transcript, at no cost for each undergraduate student, directly to their home institutions once all grades are recorded. Graduate transient students are considered as Visiting Students and follow the regular non-degree procedures outlined above in the Statement of Policy. Both undergraduate and graduate students are required to pay their USF bill by the end of the Drop/Add period even if their home institution has not paid them their financial aid.

### **C. Visiting**

A visiting student is an undergraduate or graduate student who comes to the University from another accredited institution before returning to the parent institution. Visiting students will receive requisite overrides to register for open courses approved by their home institutions by the Office of the Registrar. Visiting students are responsible for registering online via OASIS. Visiting students in specific USF Health Colleges may not be subject to all of the requirements for admission and enrollment.

### **D. Senior Auditors**

Florida residents who are 60 years of age or older as of registration day, and have lived in Florida for the last 12 consecutive months, may enroll in certain undergraduate and graduate courses without paying fees for a maximum of 12 credit hours per term if the student has all registration materials submitted on or before the designated registration day. Senior auditors must receive all academic departmental permissions regarding requisites and other restrictions in advance of registration. Students need not be present in order to register; forms submitted after the registration deadline will not be processed.

Students may not pre-register for courses in which they plan to use the Senior Citizen Tuition Fee Waiver. The waiver will not be processed if a senior citizen pre-registers and then submits a Senior Citizen Tuition Waiver application for those courses. Senior Auditors' status for all classes is an audit, and their presence in the classroom is as a listener. For more information see:

<https://usf.app.box.com/v/usfpolicy10-006>.

### **E. Graduate Certificates**

In order to be admitted into a graduate certificate program, applicants must hold a bachelor's degree and meet any other specific program requirements. Program

requirements are available on the Graduate Certificate **program information** page. Admission to a graduate certificate program does not imply automatic acceptance into a graduate degree program.

International students who do not hold the required degree from a U.S. institution must submit translated transcripts along with a letter from a qualified foreign transcript evaluation service certifying equivalency to the U.S. degree. Certificate students are ineligible for a student visa based on the certificate.

**F. Privacy Notice**

A Privacy Notice regarding the use of information and data is included in each Non-Degree application.

**\*Current Responsible Office: Student Success**

**\*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.**

*History: New: 1-5-2021, Amended: 11-18-21 (technical).*