

## WELCOME TO USF!

Here are a few steps you'll need to complete before joining us.

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### STEP 1: ACTIVATE YOUR NET ID & USF EMAIL

If you haven't already, **activate your NetID** and USF email address (it will be used by all university offices for official communication).

### STEP 2: VERIFY RESIDENCY

You can verify your residency in your OASIS account by navigating to "Student" > "Student Records" > "View Student Information" and selecting your term of entry. You should then be able to see your status under "Residence."

If you feel your residency status is incorrect, complete this **form** and send to us at [nondegree@usf.edu](mailto:nondegree@usf.edu).

### STEP 3: SUBMIT IMMUNIZATION RECORD

Visit **Immunizations for Non-Degree Students** to electronically submit and upload your medical history and immunization record. If your courses are 100 percent online, you do not need to submit immunizations to register.

### STEP 4: REGISTER FOR CLASSES

Search for open courses using the online **Dynamic Schedule** search. A **video tutorial** is available for tips on using the tool. Submit a Visiting Student Permission to Enroll form to [visitingstudents@usf.edu](mailto:visitingstudents@usf.edu). This form must be signed by both you and your home institution academic advisor. After you receive a response within three business days, log in to **MyUSF** on or after your **appointment time** and register through OASIS. If you receive a registration error, visit **Course Permits** for further information.

### STEP 5: GET TO KNOW CANVAS

Log in to **myUSF** to access Canvas, USF's learning management system. Familiarize yourself with how to use it before the semester starts.

### STEP 6: PURCHASE A USF ID CARD

If you will be taking classes on campus, **obtain a USF ID card**.

### STEP 7: PURCHASE A PARKING PERMIT

If you will be taking classes on campus and need to park your car, obtain a USF parking permit for your home campus.

- Purchase a Tampa campus permit
- Purchase a St. Petersburg campus permit
- Purchase a Sarasota-Manatee campus permit

### STEP 8: BUY TEXTBOOKS

Purchase your course textbooks through the **USF Bookstore**.

### STEP 9: PAY TUITION

Log in to **MyUSF** to view and pay your tuition by USF's **payment deadline**. Please note: USF's payment deadline may differ from the one at your home institution.

### STEP 10: REVIEW USF DEADLINES & POLICIES

Familiarize yourself with USF's **drop/add and withdrawal deadlines** and **first day attendance policy**. They may differ from those at your home institution.