Scheduling Information

The policy outlines, rules, regulations, tuition and fees and other business practices and considerations described in this document are for information only, are subject to change without notice and are by no means a substitute for USF catalogs.

Use it only as a general guideline and for very basic answers to some frequently asked questions. Rely on your academic advisor for in-depth explanations of the applicability of the information in this document.

Here you will find synopses regarding auditing and withdrawing from courses, on requesting time conflict approval or other permissions or overrides from the departments that created your chosen courses, on obtaining the definition or proof of full-time enrollment, on USF final exam policy, Florida residency for the purpose of paying in-state tuition rate, mandatory orientation and first-day attendance policy, on applying for your degree (see http://www.usf.edu/registrar/resources/graduation.aspx), on the definition and release of student directory information and the privacy options you have, on fee and financial information (see http://usfweb2.usf.edu/uco/studentaccounting/tuition.asp) on repeat course and excess credit hour surcharges, and on mandatory immunization and medical health history disclosure requirements.

Students should rely on the academic calendar within the front pages of USF catalogs currently in effect for important dates and deadlines.

Faculty and staff may rely on the version found here: http://www.usf.edu/registrar/calendars/index.aspx
### Student Success Office Hours

**NOTE:** Contact individual offices to verify hours during each semester.

Days & times listed are subject to change.

<table>
<thead>
<tr>
<th>Tampa Campus Hours</th>
<th>Monday through Friday</th>
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<td><strong>Lobby</strong></td>
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<td>Admissions,</td>
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<td>Admissions, Grad Certificates</td>
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<td>Registrar</td>
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<td>Financial Aid Services (USFAS)</td>
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<td>Financial Education Program</td>
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<td>Student Accounting</td>
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<td>Student Health Services</td>
<td>SHS 100</td>
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<tr>
<td>(Immunization Dept.)</td>
<td>SVC 1038</td>
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</table>

More information on Cashier's Office Hours may be found at: [http://usfweb2.usf.edu/uco/cashiers/hours.asp](http://usfweb2.usf.edu/uco/cashiers/hours.asp)

Orientation SVC 2049 | 8:00 a.m. - 5 p.m. | 8:00a.m. - 5 p.m.

Note: all offices will be closed on University holidays.

- **OASIS may be unavailable on weekends due to system maintenance.**

**Other USF System Institutions** — Contact the individual Campus for hours of service at:

USF Sarasota-Manatee C107 (941) 359-4459

USF St Petersburg BAY105 (727) 873-4128
OASIS Access

General Access Instructions
- Login to MYUSF with your Net ID & self-assigned password which is, essentially, your electronic signature.
- Select OASIS Login from the My Resources Menu.
- Select the menu item of your choice.
- 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.
- 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 Net ID is your user ID at the University. Students, faculty, and staff are automatically eligible to obtain a Net ID. Associated with your self-assigned password, the Net ID allows you access to a variety of online services offered at the entire University system.

Non-Degree Student Application

Applicants who have not been admitted to a USF degree program may apply 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.

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.

Submit a $30 non-refundable application processing fee via the Online Non-Degree application at http://www.usf.edu/registrar/resources/nondegree.aspx.

Proof of Immunization Requirement

As a prerequisite to matriculation or registration, applicants born after 1956 must present proof of immunity to Measles (Rubeola) and German Measles (Rubella), and provide proof of Hepatitis B immunity and Meningitis vaccination or decline in writing the receipt of those vaccines. The mandatory
Immunization Health History Form is from the Office of Student Health Services and their website is at http://www.usf.edu/student-affairs/student-health-services/index.aspx.

Proof of Medical History Requirement

A signed Medical History/Immunization form is required for all applicants regardless of age. For further details, all see the Office of Student Health Services.

Proof of Residency Requirement

Non-degree seeking applicants 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 pay tuition & fees at the In-State rate.

How do I register and pay for classes?

Admitted non-degree students register using OASIS, USF’s Online Access Student Information System. Fee and Financial Information is at http://wsfweb2.usf.edu/uco/studentaccounting/tuition.asp. USF St. Petersburg or USF Sarasota-Manatee non-degree seeking students can register on-site at their respective USF System Institution to which they are admitted.

Senior Audit Program

Persons 60 years of age or older, who can prove that they have been Florida residents* for at least one year prior to the first day of classes, may apply to enroll as audit students. Registration is on a space-available basis and in some instances requires departmental approval. Senior Auditors do not register in-person. Senior Auditors should never register themselves. Registration is processed by USF staff at the USF System Institution to which they are admitted.

Download the Registration Form from: http://www.usf.edu/registrar/resources/forms.aspx

Tampa Campus Senior Auditors must complete and mail or fax the completed form to The University Registrar’s Office by the 5th day of the semester. Our fax number is: (813) 974-5271. Staff will process registration forms by 5:00 PM on the 6th day of the semester. Auditors do not need to be present.

Registration forms submitted prior to the 6th day of the semester will be held until the Senior Auditor registration date. No registration will be processed 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 Audit Program waiver permits up to a maximum of twelve credit hours per term and is applicable only if the auditor is registered for these courses on the designated Senior Auditor registration dates. 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.

*Residency

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.

The following usually suffice as proof of Florida Residency:

A Florida Driver’s License, a Florida ID card issued by The Department of Motor Vehicles, a
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.

Answers to Frequently Asked Questions

What is my Login ID? The Net ID is your user ID at the University. Students, faculty, and staff activate their Net ID account at http://www.usf.edu/it/documentation/netid.aspx. This is also where one would reset your Net ID password.

What is a course reference number (CRN)? It is a five-digit identifier unique to each course section. CRN’s change each semester. The correct five-digit 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 date and time? You register any time on or after your scheduled appointment date and time per OASIS. Login 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, login to 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 at http://www.registrar.usf.edu/ssearch/search.php.

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. To add/drop a linked course using OASIS, enter both five digit course reference numbers into the registration worksheet on the add/drop page before you click Submit. Do not attempt to add or drop any course sections in between the two linked course sections five digit CRN’s.

How do I get a listing of my courses? At any available printer, you may login to OASIS, click on the Registration Menu then print either your Student Detail Schedule or your Schedule by Day and Time. You may also bring your photo ID to the University Registrar's Office (SVC1034 on Tampa Campus) or to the Records and Registration Office at either of the other USF System Institutions to request a printout of your schedule.

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. 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. You can view permits or overrides that you’ve been granted using OASIS on the Registration Menu, select View My Registration Status.

How do I drop a class? To drop classes, login to OASIS and click on the Registration Menu, then select Registration/Add/Drop Classes. Next, click the Action pull-down menu next to the five digit course reference number of the one you wish to drop, select drop, and then click Submit.

How do I withdraw from the University for a semester? Course withdrawal is self-service through OASIS.

What is a repeat course surcharge? A repeat surcharge is applied to any a course that you register for a third time.
How do I find what tuition and fees I owe? USF does not mail invoices. Tuition is due by the fifth (5th) day of the semester. To confirm the total amount of tuition due, login to OASIS, click on Registration Menu, then select Account Summary by Term. Since student add/drop or withdrawal activities influence adjustments to the amount you owe, check often. 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. Recalculations may also occur at any point during a semester to assess liability for excess credit hour surcharges, etc, so check often as further monies may be due at any time.

How do I pay for my classes? To avoid a $100 late payment and a $100 Late Registration Fee you should pay by the fifth (5th) day of classes. Payments may be dropped off in the tuition payment drop-box outside each USF System institutions’ respective Cashier’s Office by check and must include the student’s USF ID number in the memo line. Checks may also be mailed to:

University of South Florida
PO Box 864571
Orlando, FL 32886-4571

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 first week of classes, you will be assessed a $100 late registration fee. Also, all students who successfully petition for late registration (add) into a course or for reinstatement from financial cancellation due to non- or partial-payment by the semester tuition and fees deadline, your 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, and your best resource for further information is Innovative Education at http://www.usf.edu/innovative-education/index.aspx.

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.

USF Innovative Education

Distance Learning: Innovative Education (InEd) meets the needs of learners any time and any place through innovative distance learning programs designed to ensure educational access and opportunity. These courses offer alternatives in time, place, format, or delivery systems to expand opportunities and enhance access to help learners meet their educational and professional goals.

Registration: All USF students register via OASIS, regardless of course time, place, format, or delivery system. For information on specific distance learning courses or programs, contact the academic department offering the course.

Course Listings: All USF courses—both traditional and distance learning options—are listed together under the appropriate colleges and departments in the USF Class Schedule Search at http://www.registrar.usf.edu/ssearch/search.php

Orientation: To prepare for your online course, login to CANVAS, USF’s learning management system, prior to the first day of class to access your syllabus and contact your instructor: https://my.usf.edu/
USF Education Abroad

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, or 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 week’s 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. 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@usf.edu or by telephone at (813) 974-4314.

Alternative Calendar courses do not follow the traditional 16 week semester schedule, typically starting later and/or ending earlier than 16 week long courses. Students may add or drop Alternative Calendar courses self-service via OASIS only until the published end of Drop/Add week, typically the fifth (5th) day of each semester. Adding an alternative calendar course after Drop/Add requires using the online Enrollment Assistant at https://www.registrar.usf.edu/applications/alternative_calendar/. Students may continue to drop self-service via OASIS through the published academic penalty withdrawal deadline (the last date to drop with a grade of “W”, fee liable), typically the eighth (8th) week of each semester. After the academic penalty withdrawal deadline, students may only drop alternative calendar courses in person at the Office of the Registrar or by faxing a signed request to (813) 974-5271 or emailing it to asktheregistrar@usf.edu only from your USF-issued email address. Include your name, your USF ID number, the 5-digit course reference number (CRN) of the course you wish to drop, the semester in which that course occurs, and your signature.

NOTE: Students who officially drop an alternative calendar course within 10 days from the first class meeting of an 8-week long course or at the 30% mark of a course that meets for a shorter period of time,
the student is absolved from fee liability. After those deadlines, no refunds are given for dropped alternative calendar courses. For example, rules programmed within OASIS ensure that if the course lasts only 10 days, dropping within the first 3 days automatically reverses the tuition charges for that course.

Financial Aid

Go to www.usf.edu/finaid to begin the financial aid application process. After the federal processor has received your completed FAFSA (https://fafsa.gov/) and sends the results to USF electronically, you can log in to the Financial Aid menu via OASIS for specific information and requirements regarding your application for financial aid. All financial aid communications will be sent to your USF email address.

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/studentaccounting/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/human-resources/benefits/tuition.asp

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 so 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://usfweb2.usf.edu/uco/cashiers/impdates.asp](http://usfweb2.usf.edu/uco/cashiers/impdates.asp)

Check your student account balance by accessing OASIS at [http://usfonline.admin.usf.edu](http://usfonline.admin.usf.edu), and check account summary by term.

Please remember that you will not receive a bill. **USF does not mail invoices.**


Payments can also be made by authorized users at: [https://secure.touchnet.com/C20235_tsa/web/login.jsp](https://secure.touchnet.com/C20235_tsa/web/login.jsp).

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 must include the student’s USF ID number in the memo line and should be mailed to:

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://usfweb2.usf.edu/uco/SFS/home.asp](http://usfweb2.usf.edu/uco/SFS/home.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 Card Refund Request found at: [http://usfweb2.usf.edu/UCO/SFS/forms/Credit_Refund.pdf](http://usfweb2.usf.edu/UCO/SFS/forms/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-
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 immediately. 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 http://usfweb2.usf.edu/uco/accountsreceivable/returned_checks.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 (5th) day of each semester.

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 University Registrar’s office a Fee Adjustment Request Form citing a state-sanctioned, permissible condition outside of the student’s control which are confirmed and approved by the Assistant University Registrar. State-sanctioned, permissible conditions included within this six (6) month period are:

- Illness of a student of such severity or duration, as confirmed in writing on practice stationery by a licensed M.D. or other licensed health care provider,
- Death of the student or death in the immediate family (parent, grand parent, step-parent, spouse, child or sibling),
- Involuntary and voluntary call to active military duty – must provide official orders
- University error: i.e. a situation in which the appropriate University official signs written, verifiable responsibility
- Another exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by letter of explanation and appropriate documentation to support the petitioner’s claim; e.g. insurance forms following a natural disaster.

Requests for an extension of the six (6) month deadline must include specific facts indicating circumstances (1) were beyond the control of the student until present, (2) clearly impaired the student’s physical or mental ability to correct their academic/financial record at the University until present 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 information go to: http://usfweb2.usf.edu/finaid/withdraw.aspx

Intern Certificate of Participation

Individuals who have supervised internships 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 Course 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 $122.00 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.

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.

Audit Policy

Students may register or add courses for audit (no credit or grade earned) only up to the fifth (5th) day of classes in the semester (On-Site Only — SVC1034 or another USF System institutions’ 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. Instate 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 myUSF with their Net ID 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

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 http://www.floridastudentfinancialaid.org/ssfad/home/uamain.htm and the University Registrar’s office executes our administrative responsibilities online there as well.

Student Enrollment Definitions

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For Financial Aid and Loan Deferment</strong></td>
<td></td>
</tr>
<tr>
<td>Full Time 12 or more undergraduate hours</td>
<td>9 or more graduate hours</td>
</tr>
<tr>
<td>¾ Time 9-11 undergraduate hours</td>
<td>7 to 8 graduate hours</td>
</tr>
<tr>
<td>½ Time 6-8 undergraduate hours</td>
<td>5 to 6 graduate hours</td>
</tr>
<tr>
<td>Less than Half Time 1-5 undergraduate hours</td>
<td>1 to 4 graduate 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

For Veteran’s Benefits

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<thead>
<tr>
<th></th>
<th>Undergraduate</th>
<th>Graduate</th>
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</thead>
<tbody>
<tr>
<td>Full Time Rate</td>
<td>12 or more hours</td>
<td>9 or more hours</td>
</tr>
<tr>
<td>3/4 Time Rate</td>
<td>9 to 11 hours</td>
<td>7 to 8 hours</td>
</tr>
<tr>
<td>1/2 Time Rate</td>
<td>6 to 8 hours</td>
<td>5 to 6 hours</td>
</tr>
<tr>
<td>Fees only or 1/4 Time</td>
<td>1 to 5 hours</td>
<td>1 to 4 hours</td>
</tr>
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Veteran’s Benefits — Summer Sessions
Sessions A or B

<table>
<thead>
<tr>
<th></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><strong>Session C</strong></td>
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</tr>
<tr>
<td>Full Time Rate</td>
<td>7</td>
<td>5</td>
<td></td>
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<tr>
<td>3/4 Time Rate</td>
<td>5-6</td>
<td></td>
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</tr>
<tr>
<td>1/2 Time Rate</td>
<td>4</td>
<td></td>
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</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 semesters only)**

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 (While not enrolled in a public postsecondary institution in Florida)
2. Declaration of Domicile
3. Florida Driver’s License
4. Florida Voter’s Registration
5. Florida Vehicle Registration
6. Professional/Occupational License in Florida
7. Florida incorporation or other evidence of legal residence in Florida. (While not enrolled in a public postsecondary institution 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).

Out of State Waiver Eligibility Process

Bill HB 851-Postsecondary Education Tuition and Fee is a new law that allows students, including but not limited undocumented students who meet certain guidelines, to receive waivers to attend college at Florida resident (instate) tuition rates. These nonresident students, who do not have sufficient ties to Florida as set forth under Florida School Code (SB-20E) Section 1009.21 may qualify for an out-of-state tuition waiver.

Child Protection & Waiver Tuition Exemption

Section 402.403, Florida Statutes, established the Child Protection and Child Welfare Personnel Tuition Exemption Program for the purpose of recruiting and retaining high-performing individuals who are employed as child protection and child welfare personnel. For those personnel who meet the requirements of the program up to 6 credit hours of courses per term are exempt from the payment of tuition and fees at a Florida state university.
DegreeWorks Access for Students

DegreeWorks (https://degreeworks.usf.edu/) is a web-based Degree Audit and Tracking System that enables currently active Undergraduate students and their Academic Advisors to evaluate academic progress towards graduation in accordance to University and Major Requirements that have been outlined in the Undergraduate Catalog. A DegreeWorks Audit uses past, present and future academic coursework to evaluate which degree requirements are complete and which degree requirements are remaining. DegreeWorks can be used to perform a “What-if” Analysis to determine how a student’s current coursework would be used if a different major were selected. Note: Former Students, Graduate professional, and non-degree seeking students do not use DegreeWorks at this time.

Access DegreeWorks using your activated USF Net ID. In OASIS, DegreeWorks’ link is under the "Student" tab. In myUSF, DegreeWorks’ link is under the “Academics” tab.

If you link to DegreeWorks from within OASIS or myUSF, you may not be prompted to re-enter your Net ID and password.

Maximum Transferable Degree Program Hours Earned As a Non-Degree Student

A maximum of twelve semester hours taken as a non-degree student at the graduate level, or fourteen maximum at the undergraduate level may be transferable into your degree program. Contact the college of your major. Transfer credit for more than twelve graduate level hours must be approved by the Dean of the Graduate School. A maximum of eight semester hours (or three courses) may be transferred from another graduate school. Transfer work must be posted to your student academic record no later than one full term prior to your graduation.

Your completed Graduate Transfer Courses Form, available only in the department of your college, should include your student ID, the term in which you were admitted to your graduate program, the applicable College/Department, the courses to be transferred, and the signature of your Advisor and the Department Director or College Dean of your graduate program. The department of your college will directly submit approved forms to the Office of the Registrar.

Post-Baccalaureate Undergraduate Majors

Alumni of University of South Florida St. Petersburg or University of South Florida Sarasota-Manatee only who desire an additional post-baccalaureate undergraduate major (or a minor), after receipt of their baccalaureate degree, must apply through their respective Offices of Admission and meet the major (minor) requirements as determined by the college. After acceptance by the appropriate college and within the first twenty class days of the term you expect to complete your requirements, submit a completed Post Baccalaureate Application (see our Forms page) to the Office of the Registrar so that your academic transcript will be posted accordingly. *Note that students who complete the requirements for a second major will NOT receive a second diploma for completing the requirements.

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
SVC1034
4202 E. Fowler Avenue
Tampa, FL 33620

Office of the General Counsel
CGS 301
4202 E. Fowler Avenue
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 Withdrawal Form in the Office of the Registrar when dropping all course work. Withdrawal limitations are described at http://www.ugs.usf.edu/student/withdrawals.htm

Veterans Services

Department of Veterans Affairs (VA) Benefits — VA Certification

In order to receive VA educational benefits, students must request certification using the new fully online Clockwork System. Information on how to use this system is found at our website: www.veterans.usf.edu. Students must also report changes in enrollment status to the Tampa Veterans Services Office or the Financial Aid Offices on the St. Petersburg, Sarasota-Manatee 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 the latest Veterans Services information, contact their office at (813) 974-2291, e-mail vetserv@usf.edu or visit their website at http://www.usf.edu/student-affairs/veterans/.

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 an 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.

II. STATEMENT OF POLICY (#33-002)

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 submitted to Office of Undergraduate Admissions as an Application Update Form.)

First Year Students (Freshmen)-Summer/Fall only

General Information

- All First Year students, including, 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.
- International students will attend a designated Orientation session in August as part of Glo-Bull Beginnings Week. More information on this program is available at http://www.usf.edu/globullbeginnings.
- Fees to attend Orientation are available at http://www.usf.edu/orientation/fys/fees.aspx. Fees apply to both students and families to cover the cost of providing the Orientation including, housing, meals, parking, materials, and staffing. All fees are due at time of reservation. Generally, fees are non-refundable; however, Orientation fees will be refunded in certain situations. Visit http://www.usf.edu/myorientationrefund for additional information.
Students must register for their Orientation session on-line at www.usf.edu/orientation. Family members can be added to the reservation at any time online.

Many questions can be answered on the FAQ page: http://www.usf.edu/orientation/about-us/faqs.aspx

Two Day Program Dates

- Occur June to August
- Dates are available the first day of Spring Semester at http://www.usf.edu/orientation/fys/fees.aspx

Two Day Program Overview (Students)

During your Orientation session, you will spend time with an Orientation Team Leader (OTL) who will be your guide through the entire experience. You will also have plenty of opportunities to meet other new Bulls, learn about USF resources and support, academic policies and curriculums, ways to become involved in the university, stay overnight in an on-campus residence hall, and learn what it means to be a Bull.

Additional details about your Orientation schedule and experience are available online: http://www.usf.edu/orientation/fys/schedule.aspx

All students, even though with an approved first year commuter exemption, must stay in the designated residence hall during Orientation.

Students needing special accommodations to attend Orientation, including requests for religious reasons, should place a request online at http://www.usf.edu/myorientationada.

Two Day Program Overview (Family)

The Family Orientation Program is a separate but concurrent experience designed specifically for family members. Families are guided through their experience by Family Leaders, who are upper class students with firsthand knowledge of the tips, tricks and advice to make you and your student successful. During the Family Orientation program, you will hear about student support and services, learn about academic policies and resources, and receive a better understanding of financial aid and fee payment processes, as well as critical information for your student’s residential experience.

Additional details about your Orientation schedule and experience are available online: http://www.usf.edu/orientation/fys/family.aspx

Family members needing special accommodations to attend Orientation should place a request online at http://www.usf.edu/myorientationada.

Transfer Students

General Information

- All Transfer students are required to attend an entire on-campus orientation prior to registering for classes
- Students will be able to register for classes after attending the orientation. Registration dates vary by semester.
• Fees to attend Orientation are available at http://www.usf.edu/orientation/transfer/dates.aspx. Fees apply to both students and guests to cover the cost of providing the Orientation including, housing, meals, parking, materials, and staffing. All fees are due at time of reservation. Generally, fees are non-refundable; however, Orientation fees will be refunded in certain situations. Visit http://www.usf.edu/myorientationrefund for additional information.

• Students must register for their Orientation session on-line at www.usf.edu/orientation. Family members can be added to the reservation at any time online.

• Many questions can be answered on the FAQ page: http://www.usf.edu/orientation/about-us/faqs.aspx

Transfer Orientation Schedule

Transfer Orientation is designed specifically for the needs of Transfer students. We recognize that Transfer students come from a variety of backgrounds and have a wide array of interests. Our program is designed to engage all students with their new University. Your student leader through the Orientation experience is the Transition Mentor (TM), who is a fellow transfer student that will help you connect to the available resources and opportunities.

Transfer Orientation Dates

• Occur throughout the year for students starting Spring, Summer or Fall semesters

• Dates are available the first day of previous semester at http://www.usf.edu/orientation/transfer/dates.aspx

University/Department Policies


Former Students Returning/Post Baccalaureate/ 2nd Bachelor’s Degree (USF)

• While no Orientation is required for these students, Former Students Returning/Post Bac/2nd Bac must meet with their academic advisor prior to being given a registration time. These students should contact Orientation at myorientation@usf.edu for a registration time.

• As immunization or medical history requirements may have changed, students should check with Student Health Services to ensure there are no medical related registration holds.

More information is available at http://www.usf.edu/orientation/transfer/former-students.aspx

Post Baccalaureate/ 2nd Bachelor’s Degree (Non-USF)

• Students pursuing a Post Baccalaureate or second Bachelor’s degree, who have graduated from another institution, must follow the same procedures as Transfer students.

Refunds

• Generally, fees are non-refundable; however, Orientation fees will be refunded in certain situations. Visit http://www.usf.edu/myorientationrefund for additional information.

Additional Questions

• Please direct questions regarding Orientation to USF Office of Orientation, SVC 2049, 813-974-3060.

Students attending one of the USF System Institutions please see page 13-15.
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.usf.edu/registrar/. Students should submit the 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
Safe and Secure building

The USF Family Center is located in building MHF between the Mental Health Institute and the Social Work Building on W. Banyan Drive. For additional information, please call (813) 974-8500 or visit www.brighthorizons.com/usf

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 Barnes & Noble gift cards and cash, 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.

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 runway. 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

USF Parking & 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. Permits 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.

St. Pete Bay 132 Business Office. Hours:

Monday - Friday: 8 a.m. to 5 p.m.

Sarasota-Manatee B116 Hours:

Monday - 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.

Saturday (1st of each month) 9 a.m. - 1 p.m.

USF St. Petersburg BAY132 Hours: Monday Friday: 8 a.m. - 5 p.m.

Sarasota-Manatee B116 Hours: Monday to Friday: 8:30 a.m. - 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.

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.

USFCard – Picture Identification

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.

Sarasota-Manatee USFCard 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 USF Sarasota-Manatee Cashiers Office website at www.sarasota.usf.edu.

USF St Petersburg USFCard Center is located in the Media Center, Poynter Library, POY221. Hours are Monday through Thursday, 9 a.m.—5:30 p.m., Friday 9 a.m. — 4:45 p.m. Closed on Saturday and Sunday. For more information, call (727) 873-4405.
Tampa Campus USFCard 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**

- 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.