OneUSF Change of Campus

## As of July 1, 2020 from the Office of Undergraduate Studies (reviewed by the Enrollment Management & Planning Directors team, Consolidation Impact Planning workgroup, and Student Success E-team)

# **Change of Campus (UG)**

**New FTIC and Transfer Admits and Former Student Returning:**

Any newly admitted student or former student returning who wishes to change campus BEFORE the beginning of their admit term must do so via the Office of Admissions by updating their admissions application. Please note that these requests may NOT be granted due to defined enrollment constraints by campus or college. New students will pay fees according to a consolidated fee structure and will NOT experience any impacts when changing campus.

**Continuing Student:**

Previous restrictions on movement between campuses have been officially REMOVED from USF Regulation 3.007. There are no current policies or regulations that restrict or govern when or why an undergraduate student can change campuses between Sarasota-Manatee, St. Petersburg, or Tampa. In the absence of prescription, change of campus for continuing students will be processed like the change of major: decision-making is decentralized within the academic colleges.

If an undergraduate student wishes to change their campus of record in Banner: As of July 1st 2020, it is no longer necessary to receive approval from the Office of Undergraduate Studies to process a change of campus (e.g., the change of institution form is discontinued). Due to ongoing SACSCOC reaffirmation, students are REQUIRED to change campuses if they choose to change to a major/program that is not affiliated with their current campus. Please remember students do NOT need to change campuses to register for courses on a different USF campus; they are NOT prohibited from registering for courses on any campus based on their declared campus.

Process Guidelines

1. Change of campus requests should ONLY be processed for future terms and not the student’s current active term (this is the same as major changes).
2. Students changing campus BUT program/major remains unchanged: Advisors are permitted to change campus IF the student’s program/major is offered on that campus.
3. Students changing program/major AND campus: The student’s selected major MUST be offered on that campus to change majors and campus. If it is a multi-campus program/major, then it is within the College’s discretion to determine which campus is the campus of record in the Student Information System (e.g., Banner).

**\*\*FYI on Student Fees**: Consolidation governance allows continuing students to grandfather in the localized fees they paid PRIOR to consolidation. If a continuing student decides to change campuses (either in conjunction with a major change or independently), they will experience a change to fee amounts charged. More information is forthcoming on the Student Financial Services website: <https://www.usf.edu/business-finance/controller/student-services/>.

**\*\*FYI on Scholarships**: If a student has a campus-specific scholarship, it may be impacted by a change of campus (whether connected to a major change OR made independently), including but not limited to adjusted award amounts or loss of eligibility.

**\*\*FYI on International Students**: Students are issued an I-20 based on their home campus and are only eligible for on campus employment at the campus listed on their I-20. Students should take at least ½ the courses at the campus listed on their I-20. In the event an international student changes campus, ISS has an alert that is triggered by the change in Banner and they will be issued a new I-20. No action needed by the Colleges or UGS.

**\*\*FYI on Housing**: Changing campus does not automatically move housing assignments. If a student’s change in campus prompts a desire to change their on-campus housing assignment, the student should contact the Housing & Residential Education office of their current campus to inquire about the process and options available (housing@usf.edu for Tampa or housing@usfsp.edu for St. Petersburg).