

## Section 5

### Registration and General Information

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#### Office of the Registrar

Website: <http://www.registrar.usf.edu/>

E-mail: [regquest@admin.usf.edu](mailto:regquest@admin.usf.edu)

Phone: 813-974-2000

TTY: 813-974-4488

The Office of the Registrar maintains the official academic records for all students and course registrations for currently enrolled students. Students are encouraged to contact the Office of the Registrar about general questions concerning academic policies and procedures of their current registration or academic record. Note: Each student must be aware of the University's academic policies and procedures insofar as they affect him/her.

#### OASIS

Students use a self-selected personal identification number (PIN) in the University's **Online Access Student Information System (OASIS)** to:

- view registration appointment information
- view registration hold information
- view the Schedule of Classes
- register and drop/add courses
- view their grades
- request address changes
- request privacy
- request transcripts

#### Registration Information

USF Regulation USF4-0101, <http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm>

##### Register for Classes

To register for classes students must login to the OASIS system. Current course offerings and registration requirements are listed in the Schedule of Classes. Note that some courses may require permits from the department for registration.

OASIS: <http://usfonline.admin.usf.edu/>

Schedule: <http://usfweb.usf.edu/ssearch/search.htm>

**Late Registration**

Degree-seeking students who do not register prior to the first day of classes may late-register the first week of classes. A late registration fee is charged during this week. To avoid cancellation of registration, fees and tuition are due and payable for all registered courses of record on the fifth day of classes (end of drop/add period). Students are responsible for verifying the accuracy of their course registration by the end of the drop/add period (i.e. by the fifth day of classes). In the event there are courses incorrectly listed or missing on the record, students should go into OASIS and make the necessary corrections. Course registration not corrected by the end of the fifth day of classes will result in liability of tuition and fees. If courses need to be added or dropped after the fifth day of classes, refer to the Add / Drop sections of the Catalog.

**Medical Requirements for Registration**

University Immunization Policy: [http://usfweb2.usf.edu/usfgc/gc\\_pp/studaf/gc33-002.htm](http://usfweb2.usf.edu/usfgc/gc_pp/studaf/gc33-002.htm)

Student Health Services is charged with the responsibility of evaluating and maintaining medical requirements for registration for all University of South Florida students. Florida law (Section 1006.69 Florida statute) requires that all admitted Florida university students be aware of MENINGOCOCCAL MENINGITIS and HEPATITIS B, two diseases that may be prevented by vaccination. The vaccines for each of these diseases are available at the University of South Florida Student Health Services. Please refer to <http://shsweb.shs.usf.edu/forms/instruct ImmHlthForm.pdf> for further information about these diseases. In addition, students residing in on-campus housing must present (a) proof of vaccination against MENINGOCOCCAL MENINGITIS, and (b) proof of vaccination against HEPATITIS B or sign a declination of HEPATITIS B proof. Please refer to <http://shsweb.shs.usf.edu/forms/ImmHlthForm.pdf> to access the form.

According to Florida Administrative Code Rule 6C-6.001(5) "Each student accepted for admissions shall, prior to registration, submit on a form, provided by the institution, a medical history signed by the student." As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documented proof of immunity to MEASLES (Rubeola) and RUBELLA (German Measles). Refer to:

Proof: <http://shsweb.shs.usf.edu/RegMedReqs.html#Proof>  
Measles: <http://shsweb.shs.usf.edu/RegMedReqs.html#Measles>  
Rubella: <http://shsweb.shs.usf.edu/RegMedReqs.html#Rubella>

New admits will be provided a Medical History / Immunization Form with their admissions letter. Upon request, Student Health Services will mail or fax a Medical History/Immunization Form to you, or you may download a form from the Student Health Services Forms page and print it on a **laser or inkjet** printer. In order to register, this form must be completed, signed, and returned to:

Student Health Services  
University of South Florida  
4202 East Fowler Avenue, SHS 100  
Tampa, FL 33620-6750  
Fax: (813) 974-5888  
Telephone: (813) 974-4056

**Administrative Holds**

A student may be placed on administrative hold by failure to meet obligations to the University. When a student is on administrative hold, he/she may not be allowed to register, receive a diploma, or receive a transcript. Settlement of financial accounts must be made at the University Cashier's Office. Each student placed on administrative hold should determine from the Office of the Registrar which office placed him/her in this status and clear the obligation with that respective office.

**Cancellation of Registration for Non-Payment**

USF Regulation USF4-010, <http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm>

## Equal Opportunity Policy

Diversity and Equal Opportunity: Discrimination and Harassment Policy:

[http://usfweb2.usf.edu/usfgc/gc\\_pp/genadm/gc007.htm](http://usfweb2.usf.edu/usfgc/gc_pp/genadm/gc007.htm)

DEO website: <http://usfweb2.usf.edu/ea/>

Phone: 813-974-4373

The University of South Florida system (USF system) is a diverse community that values and expects respect and fair treatment of all people. The USF system strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability or age, as provided by law. The USF system protects its faculty, staff, and students from discrimination and harassment based on sexual orientation. The USF system is also committed to the employment and advancement of qualified veterans with disabilities and veterans of the Vietnam era. Discrimination, harassment and retaliation are prohibited at the University, and complaints of such conduct must be filed with the Diversity and Equal Opportunity Office ("DEO"). DEO will review such complaints and provide appropriate response including counseling, mediation, and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from the University. A student or employee who believes that he or she has not been treated in accordance with the University's Equal Educational and Employment Opportunity Policy or its Policy on Sexual Harassment may file an Equal Opportunity Complaint. Additional information about these procedures may be obtained from the Diversity and Equal Opportunity Office, ADM 172, or by calling 974-4373 or 813-974-1510 (TDD). It is prohibited for any administrator, supervisor, or other employee of USF to take any retaliatory action against an individual who, in good faith, has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under provisions of applicable law.

## Academic Term and Student Information

### Semester System

USF operates on a semester system. Semesters begin in August and January with Summer Sessions beginning in May and June. See *Academic Calendar* for appropriate dates.

### Academic Load

See *Enrollment Requirements in the Academic Policies Section*

### Academic Standing

**Class Standing** - A student's class standing is determined by the number of credits he/she has earned without relation to his/her GPA.

**6M** - Graduate student admitted to Master's Degree Program

**6A** - Graduate student admitted to Specialist Degree Program

**6D** - Graduate student admitted to a Doctoral Degree Program (not eligible to register for dissertation hours)

**6C** - Graduate student admitted to Doctoral Candidacy (eligible to register for dissertation hours)

**7A-7D** 1st-4th year professional program (M.D.) or post-doctoral status

Also see "In good standing" in the *Academic Policies Section*

## Student Definitions

### **Degree Seeking Students:**

Students who have been accepted into a degree program

### **Graduate Certificate Seeking Students:**

Students who have been accepted into a Graduate Certificate program. Students who are non-degree seeking, but who are admitted to a Graduate Certificate may register during the same registration period as Degree-Seeking Students. Up to 12 hours of the coursework taken as a Graduate Certificate Seeking Student may be applied to a degree program. For more information about Graduate Certificates and specific requirements, refer to Section 11 Graduate Certificates or go to the Graduate Certificate website at <http://www.outreach.usf.edu/gradcerts/>

### **Non-Degree Seeking Students:**

Students who have not been accepted into a degree or Graduate Certificate Program. Non-Degree Seeking students may enroll and enter classes on a space available basis by obtaining appropriate approval from the degree-granting college or academic unit in which the courses are offered. Non-Degree Seeking students must meet all prerequisites for courses in which they wish to enroll. Certain classes are available only to degree seeking students and may not be available for Non-Degree Seeking students..

Should a student be accepted into a graduate degree program, no more than 12 hours of USF credit earned as a Non-Degree Seeking student may be applied to satisfy graduate degree requirements. All coursework transferred into the graduate program must have a grade of B or better. Any application of such credit must be approved by the degree-granting college and must be appropriate to the program. *For more information, refer to the Transfer of Credit policy in the Academic Policies Section.* Prior to completing twelve (12) hours in a specific degree program it is strongly recommended that a Non-Degree Seeking Student apply for admission and be accepted to the degree program to continue taking courses in the program. Programs may have additional requirements, so check with the program of interest for more information.

### **Transient Students:**

USF 10.001 Transient Student Policy: [http://usfweb2.usf.edu/usfgc/gc\\_pp/acadaf/gc10-001.htm](http://usfweb2.usf.edu/usfgc/gc_pp/acadaf/gc10-001.htm)

The SUS Transient Student program enables a graduate student to take advantage of resources available on other SUS campuses. A Transient Student, by mutual agreement of the appropriate academic authorities in both the sponsoring and hosting institutions, receives a waiver of admission requirements and application fee at the host institution and a guarantee of acceptance of earned credits by the sponsoring institution. A graduate advisor, who will initiate a visiting arrangement with the appropriate faculty of the host institution, must recommend a Transient Student. USF degree-seeking students who wish to enroll at another regionally accredited institution MUST HAVE PRIOR WRITTEN APPROVAL from their college academic advisor to receive credit for courses taken. For more information, contact the Registrar's Office at (813) 974-2000.

Transient Student Form: [http://www.registrar.usf.edu/forms/TSF2008-04-07\\_16\\_17\\_06.pdf](http://www.registrar.usf.edu/forms/TSF2008-04-07_16_17_06.pdf)

### **Graduate Assistantships (GA), Research Assistantships (RA), and Teaching Assistantships (TA):**

Graduate Assistantships are intended to recruit quality students to graduate study at USF and to enhance the graduate learning experience. Graduate assistantships exist within academic departments or other university offices on campus. Graduate assistants may teach, conduct research, or perform other tasks that contribute to the student's professional development. Graduate students may be classified as Graduate Assistants (GAs), Graduate Teaching Assistants/Associates (GTAs), Graduate Instructional Assistants (GIAs), and/or Graduate Research Assistants/Associates (GRAs). All graduate assistants at USF work under a contract negotiated by the Graduate Assistants United (GAU) and the USF Board of Trustees. The GAU is the labor union certified as the exclusive

bargaining agent for graduate assistants at USF. To receive an assistantship, the graduate student must meet the following eligibility requirements:

- Accepted in a graduate degree program;
- Maintain an overall minimum grade point average (GPA) **and** degree program GPA of 3.00;
- Enrolled full-time during the semester(s) appointed as a graduate assistant.

Full-time enrollment is considered nine (9) graduate credit hours in the fall semester, nine (9) graduate credit hours in the spring semester, and six (6) graduate credit hours in the summer semester. If a graduate assistant is enrolled in the last semester of his/her program of study, the number of registered semester hours may be less than the full-time requirement. Graduate assistants must comply with all Graduate School enrollment requirements to retain their assistantship as stated in the Graduate School Catalog at <http://catalog.grad.usf.edu/>.

For specifics regarding Graduate Assistantship requirements, guidelines, and policies, refer to the Academic Policies Section and also the Graduate Assistants Policies and Guidelines Handbook 2008-2011, available online at: [http://www.grad.usf.edu/newsite/ga/GA\\_Policies\\_Guidelines\\_Handbook\\_2008\\_2011.pdf](http://www.grad.usf.edu/newsite/ga/GA_Policies_Guidelines_Handbook_2008_2011.pdf)

#### **Student Identification Card (USFCard) Policy**

Reference: USF 5.108 - [http://usfweb2.usf.edu/usfgc/gc\\_pp/admsv/gc5-018.htm](http://usfweb2.usf.edu/usfgc/gc_pp/admsv/gc5-018.htm)

University policy requires all students obtain and carry the **USFCard** while on campus. The USFCard is primarily used for identification, for verification of USF status, and for using University services, such as the Library, the purchase of parking decals, obtaining passes for University sporting and theatrical events, and other related events/services. USFCards may be obtained at the USFCard Center on each campus. Legal Identification (passport, driver's license, or State/ Government Photo Identification card) must be presented to obtain a USFCard. For the issuance of a family card, the student (with their USFCard) must accompany the family member(s) who must also provide legal identification. All privileges extended to the family(s) are discontinued when the Sponsor is no longer a student. Use of the USFCard by anyone other than the person to whom it was issued is strictly prohibited. The cardholder is responsible for any and all losses associated with their card. Fees for issuance of the first and replacement cards are in accordance with USF 5.018. Refer to the fee schedule for costs of each additional family member card. Financial services, long distance telephone services, and other features are options available at the user's discretion. USFCards are the property of the University of South Florida and must be returned on request.

#### **Student Records Policy**

Reference: USF2.0021 - <http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm>)

Pursuant to the provisions of the Family Educational Rights and Privacy Act ("FERPA"; 20 USC 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; and
4. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of USF 4-2.001, Florida Administrative Code.

Copies of the University's student records policy, USF 2.0021, may be obtained from the Office of the Registrar or the General Counsel.

### Academic Record

The student's academic record shall not be changed after the student has graduated. Except in cases of administrative error, the student's academic record shall not be changed once the semester has rolled.

### Release of Student Information

Pursuant to requirements of the Family Educational 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, degrees and awards received, full- and part-time status, and the most recent previous educational agency or institution attended, and other similar information.* The University Directory, published annually by the University, contains only the following information, however: *student name, local and permanent address, telephone listing, classification, and major field of study.* 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 Office of the Registrar in writing (forms available for that purpose), if they wish directory information to be withheld. Such requests must be received within the first two (2) weeks of the semester and will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms. Notification to the University of refusal to permit release of "directory information" via the University Directory must be received no later than the end of the first week of classes in the Fall Semester.

### Exclusions

Members or former members of the faculty who hold or have held the rank of Assistant, Associate, or Full Professor are not eligible to be granted degrees from USF, except upon prior authorization of the Graduate School and the Provost. In cases where a member of the immediate family of a faculty member is enrolled in a graduate degree program, the faculty member may not serve on any advisory or examination committee or be involved in any determination of academic or financial status of that individual.

## Course Information

### Availability of Courses

USF does not commit itself to offer all the courses, programs, and majors listed in this catalog unless there is sufficient demand to justify them. Some courses may be offered only in alternate semesters or years, or even less frequently if there is little demand. Refer to USF Regulation USF3-017, <http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm>

### Course Attendance at First Class Meeting – Policy for Graduate Students

For structured courses, 6000 and above, the College/Campus Dean will set the first-day class attendance requirement. Check with the College for specific information. This policy is not applicable to courses in the following categories: Educational Outreach, Open University (TV), FEEDS Program, Community Experiential Learning (CEL), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as, directed reading/research or study, individual research, thesis, dissertation, internship, practica, etc.). **Students are responsible for dropping undesired courses in these categories by the 5th day of classes to avoid fee liability and academic penalty.** (See USF Regulation – Registration - 4.0101, <http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm>)

### Attendance Policy for the Observance of Religious Days by Students

In accordance with Sections 1006.53 and 1001.74(10)(g) Florida Statutes and Board of Governors Regulation 6C-6.0115, the University of South Florida (University/USF) has established the following policy regarding religious observances: [http://usfweb2.usf.edu/usfgc/gc\\_pp/acadaf/gc10-045.htm](http://usfweb2.usf.edu/usfgc/gc_pp/acadaf/gc10-045.htm)

**Cross-listing 4000/6000 Courses**

It is expected that the 4000 and 6000 courses will have distinct syllabi demonstrating different depth and breadth of the subject matter as reflected in the course requirements. The courses presuppose different audiences, and the intention is to offer them at distinct levels.

**Course Descriptions**

For a listing of the most current, approved course descriptions refer to the Search-a-Bull Database available online at <http://www.ugs.usf.edu/sab/sabs.cfm> or in the course description listing in the Graduate Catalog.

**Adds**

After a student has completed his/her registration on the date assigned, he/she may add a course(s) during the drop/add week (i.e. through the fifth day of classes) through the OASIS system. Courses may be added with instructor approval and verification up to the last day to withdraw without academic penalty. See Academic Calendar for deadlines. Courses may not be added after the deadline to withdraw without academic penalty or retroactively except in cases of University Administrative error.

**Drops**

A student may drop a course(s) during the following times:

1. **During regular registration and the drop/add periods (first five days of classes).** No entry of the course(s) will appear on any permanent academic records and full refund of fees is due for course(s) dropped within those periods.
2. **Between the second and tenth week of the semester (except for summer sessions - see the Summer Schedule of Classes for dates).** Registration fees and tuition must be paid for the course(s) and the academic record will reflect a "W" grade for the dropped course(s).
3. **Following the tenth week deadline if the request meets one of the following exceptions:**
  - a) Illness of the student of such severity or duration to preclude completion of the course(s) as confirmed in writing by a physician (M.D.).
  - b) Death of the student or death in the immediate family (parent, spouse, child or sibling) as confirmed by documentation (death certificate, obituary) indicating the student's relationship to the deceased.
  - c) Involuntary call to active military duty as confirmed by military orders.
  - d) A situation in which the University is in error as confirmed by an appropriate University official.
  - e) Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by explanatory letter and supporting documentation.

Courses may not be dropped after the last day of classes except in cases of University Administrative error.

**Fee Adjustment Options**

Students who receive approval to drop a course during the second through tenth week of classes are liable for tuition and fees. However, the student may apply for a Fee Adjustment through the Registrar's Office if the student has any of the exceptional circumstances noted above in item 3. The Fee Adjustment form may be submitted after the petition to drop is approved and processed. The Registrar will determine if a fee/tuition refund is applicable.

**Deletes**

A “delete” completely removes the course from the record with no history that it was ever part of the record. Courses will not be deleted from a student’s record except in cases of University Administrative error. Requests for course deletions must be submitted only during the semester in which the error has occurred and only with written explanation from college faculty verifying the error. Such requests must be submitted by the last day of classes and approved by the College Dean or designee and the Graduate School Dean or designee. Retroactive requests for course deletions will not be approved. Faculty and students are encouraged to review course enrollment to verify accuracy of registration. In the event of extenuating circumstances such as documented medical emergencies, military leave or University error, students may request special consideration for deletions or retroactive deletions in writing to the Dean of the Graduate School.

**Retroactive Actions**

Requests for retroactive actions will no longer be considered / approved. *Also see Academic Record.*

**Auditing Privileges and Fees**

A student who wishes to sit in on a class to review the course material may do so; however, the student is not allowed to take exams, earn grades, or receive credit. The student’s status for that class is an audit and his/her presence in the classroom is as a listener. Audit status must be obtained only during the first five days of the term by filing an Audit Form and a date-stamped permit from the college/department on the campus where the course is being offered, with the Registrar’s Office. IN-STATE fees are assessed for all audit courses. Procedure and forms for requesting to audit are available on the Registrar’s website.

**Cancellation of Registration before First Class Meeting**

Students may cancel their registration by notifying the Office of the Registrar in writing prior to the first day of classes. If fees have already been paid, the student may request a full refund of fees and tuition from the Office of Purchasing and Financial Services.

**Withdrawal (from course registration)**

A student may withdraw from the University without academic penalty during the first nine weeks of any term (except for Summer Sessions). He/she must submit a completed Withdrawal Form to the Office of the Registrar. No entry is made on the academic record for withdrawals submitted during the first week of the term. All subsequent withdrawals (through the ninth week of classes in the fall and spring semesters; see the Academic Calendar for summer deadlines) are posted to the academic record with “W” grades assigned to the courses. Withdrawal deadlines for the summer sessions are listed in the **Academic Calendar** (<http://www.registrar.usf.edu/enroll/regist/calendt.php#0910>) and are published in the *Schedule of Classes* for the Summer Term. Students who withdraw may not continue to attend classes. Students who withdraw during the drop/add period as stated in the Academic Calendar may receive a full refund of fees and tuition. All refunds must be requested in writing from the Office of Purchasing and Financial Services. No refund is allowed after this period except for specified reasons.

## Voluntary Withdrawal (from the program)

A student may voluntarily withdraw from their graduate degree program. A Voluntary Withdrawal cannot be retroactive. The effective date of the withdrawal will be entered into the student's record by the Office of the Registrar as the first business day after the end of the semester. Students who wish to withdraw must submit a *Voluntary Withdrawal Form*, available from the Graduate School ([www.grad.usf.edu](http://www.grad.usf.edu)). Once processed, the student's status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Questions regarding this should be directed to the Financial Aid Department at (813) 974-4700. The student will remain financially and academically responsible for any course(s) they have registered for. The student may request to drop or delete courses they are registered for by submitting a *Graduate School Petition*.

## Academic Dismissal

Students may be academically dismissed from their graduate degree program for a variety of reasons. Once processed, the student's status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Dismissal cannot be retroactive. The effective date will be entered into the student's record by the Office of the Registrar as the First Business Day after the end of the Semester, except in cases of academic dismissal due to academic dishonesty or disruption of academic process. Some of the reasons for academic dismissal include:

- Failure to successfully satisfy requirements to meet Conditional Admission by the deadline established by the program.
- Receiving an "FF" grade
- Failure to maintain "good standing"
- Failure to make satisfactory progress

To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. 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 program at USF.

## Parking Information and Campus Maps

For information on USF Parking Services, policies, and regulations, refer to:

USF Parking and Transportation Services website: [http://usfweb2.usf.edu/parking\\_services/default.asp](http://usfweb2.usf.edu/parking_services/default.asp)  
Campus maps are available online at: [http://usfweb2.usf.edu/parking\\_services/maps.asp](http://usfweb2.usf.edu/parking_services/maps.asp)

USF Regulations:

4.00210 through 4-00219

4-0023 through 4-0029, FAC, available at: <http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm>