

Section 5 Registration and General Information

Office of the Registrar

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

E-mail: 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

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>