

# STUDENT AFFAIRS & STUDENT SERVICES

UNIVERSITY OF SOUTH FLORIDA - 2002/2003 UNDERGRADUATE CATALOG

The University of South Florida (USF) is committed to the concept of total student development - intellectual, social, physical, emotional, and moral. The curricular, co-curricular, and extracurricular programs of the University are designed to achieve this end and are presented to offer USF students a wide variety of beliefs, opinions and ideas in an atmosphere of openness where all views may be aired. The programs and activities developed and implemented by the Student Affairs staff at USF are intended to improve the quality of life at the University and to meet the University's goal of total student development.

Students who attend the University of South Florida are subject to University policies in addition to guidelines established by the Florida Board of Regents (Section 6-C, Administrative Code of Florida). The Office of the Vice President for Student Affairs, as well as other University officials, is charged with interpreting the policies of the Board of Regents to students, their families, and others in the University community.

## DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs is composed of the areas of **Enrollment Planning and Management, Academic Support and Achievement, and Student Life and Wellness**. Student Affairs staff provide prospective and new students assistance in obtaining information about the University before they arrive on campus. The staff also offers services to the students to help them cope more effectively with the many facets of college life that can affect students' academic work: financial aid, health services, individual and/or group counseling, alcohol/drug education, career planning, placement, procedures for redressing grievances, standards for students' conduct, due process in the event of disciplinary action, and advice and/or assistance in time of difficulty. A variety of programs and services are offered by the Student Affairs staff to provide students opportunities to become involved in college life outside the classroom: orientation for new students, advisors in residence halls, student organizations and Phyllis P. Marshall Center programs and activities, student government, student publication, intramural and recreational sports, student health education/wellness programs, and events of special interest.

The staff of the Division of Student Affairs at the University is committed to creating a student-focused learning community distinguished by shared purpose, collaboration, open and timely communication, mutual respect, trust and inclusiveness.

The Division will provide leadership for a diverse University community, inspire the pursuit of academic excellence through collaborative learning, and foster a caring environment that encourages the personal and professional development of students and of those who serve them. In partnership with University faculty and staff and the community, we will reach beyond our individual perspectives to develop life-long learners who are broadly educated, ethical, open to differences, capable of critical thinking and who share responsibility for enhancing the human condition.

### Student Affairs Diversity Statement

The Division will develop a system that will create a learning community where each individual's primary identity as a person has worth and value. Individuals from diverse ethnic, racial, religious and social backgrounds will willingly interact frequently displaying attitudes and behaviors of respect, shared purpose, commitment to common welfare, mutual cooperation and support. In this community all persons will be judged on the content of their character and all individuals will have a voice.

### Academic Support and Achievement

**Location/phone:** SVC 2008, (813) 974-4063

**Web address:** <http://www.sa.usf.edu/asa/>

Academic Support and Achievement operates under the auspices of the Division of Student Affairs and is responsible for providing academic and personal support to students. The units

within Academic Support and Achievement focus on addressing the needs of first-time-in-college students and other students who are undecided about a major or who seek admission to limited access programs. Responsibilities also include the coordination of the University Experience course for freshmen as well as the development and monitoring of support programs and strategies to enhance the academic success of target populations.

### Center for Academic Advising

**Location/phone:** SVC 2011, (813) 974-2645

**Web address:** <http://www.sa.usf.edu/advising/>

The Center for Academic Advising is dedicated to promoting the successful achievement of students' academic goals through comprehensive advising services. The Center's primary responsibility is to provide academic advising to undergraduate students, with a special emphasis on the needs of students entering a university for the first time.

The following services are provided to these undergraduate students: advisement regarding academic policies and programs, assistance in the selection of a major, administration of special programs for at risk or underprepared student populations, and special advisement for under-represented students. The staff prepares students for entrance into all limited access majors (e.g. Education, Engineering, Business, Nursing, and Mass Communications), and evaluates and certifies all students seeking Associate of Arts certificates.

### Student Disability Services

**Location/phone:** SVC 1133, Voice: (813) 974-4309; TDD: (813) 974-5651

**Web address:** <http://www.sa.usf.edu/sds/>

The University recognizes and values students with disabilities. The faculty and administration strive to insure that students with disabilities participate in all aspects of university life. Academic accommodations are arranged through the Office of Student Disability Services.

The Office of Student Disability Services, located in SVC 1133, (974-4309), is responsible for determining eligibility of students for disability status and facilitating services and accommodations for those who qualify. Accommodations that are developed in collaboration with students and faculty, include, but are not limited to, extended time on examinations, alternate formats for printed materials, and the services of sign language interpreters.

Each student is responsible for self-identifying and applying for accommodations and services at this office. There are two essential elements to receiving accommodations and services. First, the student must identify herself/himself as a person with a disability and register with the Office of Student Disability Services (SDS). Second, the student is responsible for providing documentation of the disability to SDS, and it typically takes five working days for SDS to review the application.

If the documentation is adequate, the student will be approved for accommodations. The student will be given guidelines for accessing services and a memorandum for each professor for that semester. A memorandum of accommodation will be prepared for each professor at the beginning of each semester thereafter with or without adjustments as determined when the student meets with a coordinator in SDS. The student is responsible for presenting these memoranda to the faculty each semester in a timely manner. No accommodation is intended to alter essential elements of any academic course and faculty are encouraged to consult with SDS about accommodations.

The cooperation of faculty in the implementation of accommodations is an essential feature of the institutional compliance with the Americans with Disabilities Act of 1990. Examination accommodations, the most frequently needed accommodations, are the responsibility of the faculty. This office provides accommodated examinations if the faculty are unable to do so. Faculty members will be provided guidelines for accessing

exam accommodations for their students. Faculty questions, concerns, and comments are welcome by SDS.

### McNair Scholars Program

**Location/phone:** SVC 2049, (813) 974-1605

**Web address:** <http://www.sa.usf.edu/McNair>

The Ronald E. McNair Post-Baccalaureate Scholars Program is designed to prepare economically disadvantaged and traditionally underrepresented juniors and seniors for doctoral programs. Special emphasis is placed on the recruitment of students with majors in math, engineering, science, public health, communications, humanities, medical sciences and English. However, other disciplines such as education, social sciences and fine arts are considered. This program encourages graduate studies by providing opportunities for academically talented junior and senior level undergraduate students to define their career goals, engage in research, develop their personal and professional skills and participate in student/faculty mentor relationships, critical to their success at the doctoral level. Graduate school application assistance is also provided, as well as GRE, GMAT, and MCAT preparation.

McNair Scholars are awarded scholarship stipends when they participate in the Summer Research Institute and during their research internship in their senior year. The Program also provides students opportunities to attend and present academic papers at national and regional conferences. The criteria for this very competitive scholars program are as follows: 3.0 minimum cumulative GPA, declared major, a minimum of 45 earned credit hours, current enrollment at USF at the junior or senior level, United States citizenship/resident alien status and a completed Ronald McNair application with faculty recommendations.

### George Jenkins Scholars

**Location/phone:** SVC 2049, (813) 974-1605

**Web address:** <http://www.sa.usf.edu/jenkins/>

The Jenkins Scholars Program is one of the highest funded academic scholarships at USF. The George Jenkins Scholarships are funded through the George Jenkins Foundation, which was founded by the late George Jenkins, the initial founder and owner of Publix Supermarkets.

A select group of Jenkins Scholars are elected annually from a statewide competition of high school seniors who are admitted to USF as freshmen. All of these scholars are economically disadvantaged, but are usually in the top five percent of their high school senior class.

The Jenkins Scholars Program is designed to provide academic and personal support services for all scholars, freshmen through senior year. The scholars participate in various scholarly and cultural activities, such as academic monitoring, mentoring activities, academic/personal development seminars, career advising, graduate school assistance and planned cultural activities with the Jenkins family.

### Parents Association

**Location/phone:** SVC 2049, (813) 974-1605

**Web address:** <http://www.sa.usf.edu/parents/>

The Parents Association is designed to provide opportunities for parents of students enrolled at USF to become involved in special projects, recruitment, scholarships and fund raising activities.

The Parents Association elects Board members consisting of President, Vice President, Secretary and Treasurer. The Association has an allocated budget to conduct mailouts, newsletters, and sponsor student related activities and fund the annual Parents Weekend Activities, which usually occurs in October.

The Association works closely with Residence Life, Admissions, Orientation and the University Development Office. The Association also sponsors the Gold Council. The Gold Council is a student organization that consist of campus student leaders who plan and coordinate special projects each year to benefit USF students and/or campus life.

### Project Thrust

**Location/phone:** SVC 2043, (813) 974-4227

Project Thrust is a university-wide retention program designed to assist USF underrepresented undergraduates achieve their baccalaureate education. Assigned to four of the undergraduate colleges, Project Thrust advisors provide students with immediate and long-term assistance necessary to insure the successful completion of their college program of choice. Throughout the year, Project Thrust also provides academic advising and counseling, tutoring, and test preparation workshops.

### Personal Excellence Program

**Location/phone:** SVC 2043, (813) 974-4227

The Personal Excellence Program (PEP) offers a freshman retention program to selected first-year students at the University of South Florida. Throughout the year, PEP provides academic and personal counseling, mentoring, tutoring, career development, peer support, study groups, enrichment seminars, and other specialized activities. The program focuses on increasing academic skills, acclimating students to the campus environment and enhancing participants' self-esteem.

The Personal Excellence Program also provides a residential summer transition program for students who have the potential to succeed in college but may not meet all of the admission criteria. Prior to participant selection, the University considers high school grades, courses, test scores, choice of major and other achievements. The summer program facilitates a smooth transition into campus life by acquainting students with the University's expectations and resources. PEP supplies individualized advising, assistance with fall semester registration and offers strategies for a successful life in college. PEP's intensive summer experience provides course credit toward graduation while enhancing personal and academic success at the University of South Florida.

### Student Academic Support System (SASS)

**Location/phone:** SVC 2008, (813) 974-4505

**Web address:** <http://www.sa.usf.edu/sass/>

Used at major universities throughout the state of Florida, the Student Academic Support System (SASS) is a computer assisted advising program designed to help students track their progress toward meeting general education and undergraduate degree requirements. Each SASS report is specific in that it matches a student's academic record against the requirements of the student's degree program. SASS reports are available to each undergraduate student through the student's advisor, advising office, or OASIS on FACTS (<http://www.facts.org/>). The central SASS office maintains the data and trains appropriate college personnel.

### Student Support Services Program

**Location/phone:** SVC 2042, (813) 974-4301

**Web address:** <http://www.sa.usf.edu/sss/>

Student Support Services (SSS) is a federally funded retention program designed to provide academic and personal support to students admitted via profile assessment, individuals who qualify as either having disabilities or as low income, "first generation" college students ("first generation" means that the students' parents did not attend college). The program serves a diverse student population and provides an opportunity for students who may not meet all admission criteria but whose high school records and test scores indicate the potential to succeed in college. SSS has a positive impact on student success. Its participants are retained and graduate at a rate similar to students regularly admitted to the University.

Students who participate receive personal, academic, career, financial, and tutorial assistance. Special instruction is provided in the areas of English composition, reading, and study skills.

SSS provides a summer program to ease the transition from high school to college, establish a strong academic foundation during the summer semester, and expose students to university

resources and facilities. Students receive a comprehensive summer orientation, individualized academic advising, course credit toward graduation and college survival skills.

Program participants have an opportunity to join the SSS Club, which serves as a common unit for students to exchange academic information, plan cultural activities, meet former SSS participants, and conduct fund-raising activities.

### Enrollment Planning and Management

The staff of the division of Enrollment Planning and Management strives to provide convenient and effective services to assist students with admissions to the University, orientation to the campus and services that recur each semester, including registration, financial aid, scholarships, student employment and grade reporting. Experiential learning, career planning, and job placement are vital services to assist students with their career development, degree progress and future employment.

### Admissions

#### Locations/Phones:

*Tampa Campus:* SVC 1036, (813) 974-3350  
*St. Petersburg Campus:* BAY 102, (727) 553-1142  
*Sarasota Campus:* PMC 101, (941) 359-4330  
*Lakeland Campus:* LLC 2100, (863) 667-7026

The Office of Admissions assists prospective students with learning about the opportunities available to them at the University. The office is responsible for processing applications for admission for undergraduate and former students returning. Admissions also reviews transfer credit completed at other regionally accredited institutions for determination of transferability. Admission services are also available at all regional campuses.

### Adult and Transfer Student Services

**Location/phone:** SVC 1001, (813) 974-6444  
**Office Hours:** Monday - Thursday, 8 a.m. - 7 p.m.; Friday, 8 a.m. - 5 p.m.; Saturday, 9 a.m. - 1 p.m.  
**Web address:** <http://www.atss.usf.edu>

The office of Adult and Transfer Student Services (ATSS) is a department created to meet the needs of adult students entering or returning to the university and students transferring from a community college or other academic institution.

ATSS recruits and serves as a central source of information and referral, advising, programming, and advocacy for the non-traditional student by identifying the needs of adult learners and transfers, and facilitating their entry into the University environment. In addition, the office supports the continuation toward their educational goals through a scholarship program, organization for transfers and adult learning, and activities to help transfer students and adult learners make a successful transition and feel a part of USF. Staff members develop partnerships with community colleges, area employers, and community groups as well as within the USF community. ATSS also focuses on the concerns of women faculty, staff, and students through specialized programming and collaboration with other university services.

### The Career Center

**Location/phone:** SVC 2088, (813) 974-2171, 8-5, Mon-Fri.  
**Web address:** <http://www.career.usf.edu>

The Career Center assists students in making the transition from academic life to professional employment. A staff of experienced career professionals is available to help students plan, refine and implement their career goals and plan their job search. The Career Center also provides information on employment opportunities and creates venues for students to network and interview with local, state and national employers.

### Part-time Student Employment

On and off campus part-time employment provides students an opportunity to gain valuable work experience, develop employability skills and earn money. Part-time jobs, Federal

Work Study positions and temporary employment opportunities are received in the Center on a daily basis.

### Experiential Learning Programs

#### Cooperative Education

Cooperative Education ("Co-op") is a paid training program which integrates practical work experience with the student's academic curriculum. Students may choose an Alternating or Parallel work plan. The Alternating plan permits students to alternate a full-time semester of study with a full-time semester of work. The Parallel Plan permits students to take classes and work during the same semester. Participation requires a minimum GPA of 2.5 and completion of 45 credit hours prior to the first co-op training.

#### Internships

The Career Center serves as a clearinghouse for internships from employers and USF academic departments. Internships typically require a one-semester commitment, and may continue until graduation if acceptable to both employer and student. Internships may be paid or unpaid and have the option for credit. Paid, non-credit internships may begin anytime during the semester, while academic internships for credit are linked to the academic calendar. The criteria for academic internships is determined by the academic department.

### Full-time Professional Employment

Experienced career specialists assist students in planning and implementing a customized job search campaign for professional, full-time employment.

### Individual Career Advising

Individual appointments may be scheduled for assistance with resume/cover letter preparation and critiques; interview strategies; skills identification, self-directed job search techniques; networking tips and strategies for tapping into hidden job market.

### On-call Career Advising

Questions about careers, job search or Career Center services can be answered in these 15-minute, walk-in sessions. On-call Advising is available Monday-Thursday (8:30-4:30) during fall and spring semester.

### Career Development & Job Search Workshops

Workshops, on such topics as resume writing, skills identification, interview techniques, job search strategies, skills identification and participation in on-campus interviews are conducted by the staff each semester.

### On-Campus Interviews

Each semester local, state and national recruiters, from business, industry, health care, finance, entertainment, government, education and non-profit organizations visit the campus to interview students for Internships, Cooperative Education and Full-time professional employment. Students from all majors may participate in on-campus interviews. Participation in the On-campus Interview program requires signing a resume release form, entering pertinent data and uploading a resume into the Career Center's Electronic Resume Database.

### Candidate Resume Referral

Throughout the year, employers contact the Career Center to request resumes of students in the Center's Electronic Resume database. Approximately 13,000 candidate resumes are electronically transferred to employers each year.

### Career Networking Fairs

Each semester, employers participate in various Career Fairs on campus. These events provide a common ground for the student and employer to network and discuss employment opportunities.

**Web-based Job Listings**

Each year thousands of Part-time jobs, Internships, Cooperative Education and Full-time Professional vacancies are advertised on the Career Center's web site: [www.career.usf.edu](http://www.career.usf.edu).

**Career & Employer Reference Library**

The Career & Employer Reference Library contains occupational information; resume-writing, interview and job search books; employer directories and salary information resources.

**Career/Job Search Computer Lab**

Computers with Internet access for conducting a cyberspace job search, scheduling on-campus interviews and researching employers are available in the Career Center reference library.

**Financial Aid****Location/phone:**

*Toll Free:* 1-877-USF-BULL

*Tampa Campus:* SVC 1102, (813) 974-4700

*St. Petersburg Campus:* Davis Bldg., Room 114, (727) 553-1128

*Sarasota Campus:* PMC 1-1, (941) 359-4330

*Lakeland Campus:* LLC 2101, (863) 667-7028

**Web Addresses:**

*Financial Aid Web:* <http://usfweb.usf.edu/finaid/>

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

*FAFSA Web:* <http://www.fafsa.ed.gov>

**Email:** <http://www.usf.edu/askrocky/>

USF makes every effort to ensure that all qualified students have access to an education. Many student financial aid programs are administered or coordinated through the USF Office of Financial Aid.

USF's Financial Aid Web site provides step-by-step guidance through the financial aid application process. USF's Online Access Student Information System (OASIS Web) allows students to monitor the status of their financial aid from application to disbursement of funds.

All students wishing to receive financial aid are encouraged to start the financial aid process as early as possible. The first step, each year, is to complete and submit the Free Application for Student Financial Aid (FAFSA) online. For more detailed guidance and information, log onto the Financial Aid Website, stop by the Financial Aid office and/or call and request a *2002-2003 Financial Aid @ USF Handbook*.

**Orientation**

**Location/phone:** SVC 1138, (813) 974-3060

Orientation provides an introduction to both academic and student life aspects of USF. To facilitate the smooth transition of students into the academic environment of the University, academic advising and registration are major components of the program. In addition, orientation provides opportunities for entering students to develop realistic academic and personal goals, to locate student support programs and resources, and to meet faculty, staff, and continuing students. Orientation is required of all new students and former students who are readmitted to the University.

In an effort to aid new students in their transition to USF, the office also coordinates Welcome Week activities. Orientation programs are available on all regional campuses.

**Office of the Registrar****Locations/phones:**

*Tampa Campus:* SVC 1034, (813) 974-2000

*St. Petersburg Campus:* (727) 553-1142

*Sarasota Campus:* (941) 359-4641

*Lakeland Campus:* (863) 667-7026

**Web address:** <http://usfweb.usf.edu/enroll/regist/regist.htm>

The Registrar's Office provides a wealth of student, academic, and administrative services. The Registrar's Office is responsible for maintaining each student's academic record from the time of admission to degree. Therefore, virtually every

USF student is a consumer of services provided by the Registrar's Office.

Registrar's staff publish and distribute the University *Schedule of Classes*, coordinate registration and drop/add activities, process grade information each semester, prepare transcripts and diplomas, as well as certify student enrollment status. Registrar's staff also review and act upon student requests for reclassification of residency and process changes of name and student I.D. number.

Students interested in petitioning the Academic Regulations Committee (ARC), requesting fee adjustments, late registration fee waivers, or posting of grade forgiveness will find information and forms in the Registrar's Office. A form is also available to request privacy.

The Registrar's Office provides information and services to students via OASIS, the University's Online Access Student Information System. On-line technology services are also available over the telephone and on the Web. Using their self-declared personal identification number (PIN), students can register and drop/add, process address changes, access registration appointment and hold information and view their grades. Students can also browse the University *Schedule of Classes*. Information and services are continually being added for students.

Although technology is being used as an enabler to provide better service, Registrar's staff provide in-person information and services in its lobby area as well as over the telephone. Records and Registration offices are also located on every regional campus.

**Student Life and Wellness**

Student Life and Wellness is a subdivision of the Division of Student Affairs. This subdivision is committed to promoting a diverse community characterized by collaboration, open communication, and values that affirm the worth of individuals. Through shared purpose, critical thinking, and life-long learning, the staff will create a wellness-enhancing environment conducive to student development and academic achievement. The staff will strive to provide leadership that develops caring citizens who value individual differences, the pursuit of excellence and shared responsibility for enhancing the human condition.

**Student Relations**

**Location/phone:** Argos 234, (813) 974-9089

Student Relations is a student-oriented office that serves the USF community in an ombudsperson's role for student services. Student Relations assists with university related issues in which resolution is needed, peer mediation, the reinstatement process for non-payment of fees, advocacy for students experiencing crisis, etc. This office strives to maintain a high level of respect, trustworthiness, and responsiveness to students.

**Counseling Center for Human Development**

**Location/phone:** SVC 2124, (813) 974-2831

**Web address:** <http://usfweb.usf.edu/counsel>

The Counseling Center is a comprehensive, student-oriented facility providing services in educational skill enhancement, career development, and mental health to the USF community. The Center offers individual treatment on a time-limited basis and makes referrals to in-house therapy groups or to community settings for appropriate management of problems requiring longer-term care. All services preserve the confidentiality of students. For more information about any of the following services, call 974-2831 or stop by SVC 2124.

**The Career Counseling Service** is designed to assist students in choosing a major and an appropriate career goal. Major emphasis is given to the development of realistic educational and career goals through greater self understanding, reality-based decision-making, and effective problem-solving. Services include intake evaluation; assessment of abilities,

interests, and other relevant characteristics; individual and group counseling; informational services; and consultation. In addition, SIGI PLUS, FOCUS, and CAREER FINDER, computerized career information and guidance support systems, are available to assist students in the process of self-assessment and career exploration. A Career Information Library containing current occupational resources is available for student use.

**The Personal Counseling Service** is designed to enhance the personal and career development of university students. Professional counselors assist the student to develop a clear sense of identity, establish autonomy, discover strengths and potential, and become a more insightful, self-directing person. Services, aimed at early detection of potential mental health problems, are as follows: Intake evaluation and disposition, crisis intervention, psychological assessment, time-limited individual psychotherapy, couples therapy, personal growth groups, and both time-limited and ongoing psychotherapy groups. Adjunctive services include psychiatric consultation, anxiety management, and skill-enhancement workshops.

**The Reading and Learning Program** provides coursework, workshops, and individual instruction in the learning strategies and reading skills necessary for academic success. The program offers three credit-bearing courses—Advanced Reading (3 credits), Learning Strategies within Academic Disciplines (2 credits), and Academic Strategies (1 credit). Workshops are offered each semester for study skills and for the individual sections of the CLAST. The learning lab offers software and print materials for general re-reading, and academic improvement preparation materials for graduate school exams such as the GRE, MCAT, LSAT and GMAT. Additionally, diagnostic services and individual instruction are available to assist individuals in reading comprehension and study skills.

**Testing and Assessment Services** enhance the effectiveness of counseling by providing objective information about students. Tests of abilities, aptitudes, career interests, personality, reading comprehension, study skills, and other complex psychological attributes are available. Additionally, the Learning Disabilities Testing Program receives referrals from Student Disability Services and identifies students with specific learning disabilities.

**The Outreach Program** aims at understanding the needs of the University community and developing programs to meet those needs. Structured groups, workshops and presentations are provided for students and staff as methods of primary prevention and education. Through a monthly newsletter, student publications, posters, advertisements, and presentations to student organizations and other groups, Center staff provide information about a wide range of mental health, psychosocial and educational issues that concern students.

Specialized programs include the **Center for Addiction and Substance Abuse (CASA)** and **Vocational Rehabilitation Services**. CASA focuses on research, prevention, and treatment with regard to alcohol and other drug use/abuse. Vocational Rehabilitation services are available for qualifying students and include vocational evaluation, vocational and personal counseling and guidance, coordination of services, training assistance, provision of books and supplies, and treatment.

**Veterans Services** provides specialized services and programs to veterans, eligible dependents, active duty personnel, and members of the Selected Reserve. The staff assists students with their use of Department of Veterans Affairs (VA) Educational Benefits, and serve as information and referral resources. Veterans Services was established to act as a liaison, whenever possible, between the VA students and the VA or various USF offices in order to help resolve problems. Veterans Services is the point where students submit all paperwork concerning VA Educational Benefits. Programs to help students financially include VA Work-Study Program, VA Deferral of Fees, Advance Payment Program and VA Tutorial Assistance. **Office Hours:** 8:00 a.m. to 5:00 p.m., Monday through Friday (except University holidays). Under special circumstances, it is possible to call to arrange for an after-hours appointment. For further information, contact the staff in SVC

2127, call 974-2291, or visit our web page (<http://usfweb.usf.edu/vetserve/>).

### Student Health Services

**Location/phone:** SHS is located east of the USF Bookstore and north of the Student Services Building, (813) 974-2331, FAX (813) 974-8391.

**Address:** 4202 East Fowler Avenue, SHS 100 Tampa FL 33620-6750

**Internet:** [www.shsweb.shs.usf.edu](http://www.shsweb.shs.usf.edu)

**Office Hours:** Monday through Friday 8:30 a.m. to 5:00 p.m. (hours may vary on holidays and semester breaks). SHS is closed on weekends.

**After Hours Consultation:** An SHS physician is available by telephone after hours to provide medical advice and direction for currently enrolled USF students. The on-call physician may be contacted at the SHS telephone number, 974-2331.

**Emergency Services:** SHS does not provide ambulance services. If students require emergency services or immediate medical attention after hours, two nearby facilities are the University Community Hospital (971-6000) on Fletcher Avenue (north of campus) and the Doctor's walk-in Clinic (977-2777) on Bruce B. Downs Boulevard (west of campus).

Student Health Services (SHS) provides primary health care and health education services to all eligible registered students.

The SHS staff is comprised of general practice physicians, board certified specialists, advanced registered nurse practitioners, board certified physician assistants, registered nurses, licensed practical nurses and assistants, licensed laboratory technologists, certified health educators, a registered dietitian, and administrative personnel. SHS strives to provide the best possible care for the university student community.

**Eligibility and Fees:** SHS provides services to any registered student with a valid student ID card who has paid the Tampa campus health fee. USF Tampa Campus students are assessed this health fee and it is included in their tuition each semester. Students registered on campuses other than Tampa may volunteer to pay this health fee. Students taking a semester off may also elect to pay this health fee, entitling them to the same benefits as any student who is currently registered.

### The Health Fee entitles students to

- Unlimited visits to the ambulatory clinic
- Access to SHS specialty clinics at a reduced cost (Gynecology, Dermatology)
- Reduced cost for laboratory tests
- Reduced cost for medications dispensed at SHS
- Limited visits to the Counseling Center at no charge
- Unlimited access to all health education programs at no cost (some specialty services will have a minimal co-payment)
- Antigen injections (If you require allergy shots, SHS can store and administer your injections. Complete written instructions must be submitted by the prescribing physician for antigen therapy to be approved by SHS's medical director.)

**Prescriptions:** SHS does not operate a pharmacy; the physicians dispense frequently prescribed medications at the time of the visit. If the necessary medication prescribed is not available in the inventory, a prescription will be written which can be filled at any local pharmacy.

**Health Insurance:** For Student Health Services to provide optimal service to students, it is important that they have adequate health insurance. The Student Insurance Office (SIO) with the assistance of the Insurance Committee has contracted a reliable health insurance company to provide our students with an affordable student health insurance plan for sickness and accidental injury tailored to the particular needs of college students. The SIO is there to assist students in understanding the available health insurance plans and encourages all registered students who do not have health insurance to visit the

office located just west of SHS in the lower level of the Bookstore building (next to textbook buyback).

**Health Education Programs:** Student Health Services Health Education Department staffed by Certified Health Educators, a Licensed Registered Dietitian, and other support personnel provides services to assist students in obtaining a high level of health and well being. Staff members are available for student consultations on an individual or group basis. Programs can be tailored to fit the special needs of your group or organization.

### Mandatory Medical Requirements for Registration

#### 1) Medical History Form (required for all students, regardless of age)

According to Florida Administrative Code Rule 6C-6.001(4) "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 a Medical History/Immunization 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 East Fowler Avenue, SHS 100  
Tampa, FL 33620-6750  
Immunization Fax: (813) 974-5888  
Telephone: (813) 974-4056

#### 2) SUS Immunization Policy

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 **RUBEOLA** (measles) and **RUBELLA** (German measles). The documented date of immunization for both measles and rubella should indicate the day, month, and year. However, only 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. Exceptions to this policy may be granted in the event of valid medical contraindications, or for religious reasons.

Consistent with Department of Health and Rehabilitative Services guidelines, acceptable proof of immunity for Rubeola (measles) and Rubella (German Measles) are as follows:

**A) RUBEOLA (MEASLES):** Students can be considered immune to measles only if they have documentation of at least one of the following:

1. Documentation of immunization with two (2) doses of live measles virus vaccine on or after the first birthday. *Note: 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, do not need measles vaccine.*
2. Laboratory serologic [IgG] evidence of measles immunity.
3. A written, dated statement signed by a physician on his or her stationery, that specifies the date seen, and states that the person has had an illness characterized by a generalized rash lasting three (3) or more days, a fever of 101 degrees Fahrenheit or greater, a cough, and conjunctivitis, and, in the physician's opinion, is diagnosed to have had the 10 day measles.

**B) RUBELLA (GERMAN MEASLES):** Students are considered immune to Rubella only if they have documentation of immunization with live rubella virus vaccine on or after the first birthday or Laboratory (serologic) [IgG] evidence of rubella immunity.

**If the student has no documentation** of any doses of measles vaccine, vaccine should be given at the time of entry and the second dose no less than twenty-eight (28) days later. It is recommended that both doses of measles vaccine be given as a combined measles-mumps-rubella (MMR) vaccine. **Vacci-**

**nations and blood titers are available at student health services.**

**PLEASE NOTE: ALL FEMALES SHOULD BE AWARE THAT THEY SHOULD NOT BE VACCINATED IF THERE IS ANY POSSIBILITY OF PREGNANCY.**

Temporary Medical exemptions must be submitted by the attending physician and must include reason for exemption and duration of exemption.

- For religious exemption applications, contact Student Health Services.
- For off-campus term exemptions, contact Registrar 974-2000.

Records will be kept in electronic (computer) form. Hard Copy proof submitted by students will not be available for return.

### SUS Health Insurance Requirement for International Students

The State University System of Florida requires that all international students have medical insurance in order to register for classes at USF.

### Residence Services

**Location/phone:** RAR 229, (813) 974-4310.

**Office Hours:** Monday through Thursday, 9:00 a.m. - 5:00 p.m. and on Fridays from 10 a.m. - 4 p.m.

The Residence Hall program is an integral part of the total educational experience offered to USF students and is staffed by caring, informed professionals, graduate students, and resident assistants. The Office of Residence Services strives to provide students with intellectual and social experiences in a conveniently-located residence hall community and to promote a safe, secure, and healthy living-learning environment where individual differences are appreciated and respected.

Whether considering the convenient location, the availability of resources and amenities, or the student-oriented personnel associated with the residence hall program at USF, campus living has a lot to offer. Every enrolled degree-seeking student is eligible to live on-campus. Housing information, including a student housing contract, is sent to all accepted students. Students are encouraged to submit their student housing contract immediately upon receipt to insure that housing preferences may be accommodated. Florida Prepaid College Program participants with a Prepaid Dormitory Contract should note the Prepaid Dormitory Contract number in the space allotted on the Student Housing Contract.

### On-Campus Housing Facilities

Student housing facilities on the Tampa campus are clustered in four centers of community activity - the Argos, Andros, Holly, and Village Complexes. Each area provides a core of services for its residents including a central service desk, mail delivery, laundry facilities, snack facilities, and swimming pool. Although the complexes provide the same basic services, they represent distinctly different options in campus living.

In the *Argos Complex*, Beta and Castor Hall offer traditional student residential living. Beta is co-ed while Castor is an all-female hall. The traditional living arrangement in these halls provides room accommodations designed for both sleeping and studying. In each of these halls, students share common bath facilities that are cleaned on a regular basis by the hall's housekeeping staff. It also offers laundry facilities, kitchens, community rooms, and snack machines.

Kosove Apartments house 3-5 students per apartment in single or double occupancy rooms. Upperclass students are eligible to live in Kosove Apartments.

The *Andros Complex* consists of nine smaller halls with suite arrangements. Delta, Epsilon and Kappa Halls are co-ed and double occupancy. Delta is the designated hall for the Residential Learning Community. Epsilon Hall houses honors students and International/Exchange program students. Zeta and Eta Halls are all female and double occupancy. Eta Hall houses a

residential program for women with interests in Math, Science, and Engineering. Theta, Lambda, Mu and Iota Halls are co-ed and single occupancy. Theta is designated as the Leadership House, a program for students interested in leadership development. Each suite in Delta, Epsilon, Zeta, and Eta accommodates two students per room, four students per study area, and eight students per bathroom, which includes two sinks, two showers, and toilets. Each suite in Kappa accommodates two students per room, four students per study area, and eight students per bathroom, which includes two sinks, one shower, and two toilets. Each suite in Theta, Iota, Lambda, and Mu accommodates one student per room, two students per study area, and four students per bathroom, which includes two sinks, one shower, and two toilets. Each Andros Complex living unit (30-41 students) shares a kitchen/lounge and small laundry room.

The *Village Complex* consists of 30 individual one-story buildings, each containing 10 efficiency apartments. Both single and double occupancy apartments are available. These facilities are reserved for students who have attained sophomore, junior, senior, or graduate class standing or have reached 21 years of age. Each fully carpeted apartment has its own private entry and is furnished with a bed, desk, wardrobe, and bookcase for each resident. A refrigerator, cooking facilities, bathroom facilities, and individually controlled apartment heating and air-conditioning units are also provided. Within the Village Complex, the residents have access to a swimming pool, snack machines, recreation room, multi-purpose/study room, laundromat, and a wooded picnic/barbecue area.

*Holly Apartments* houses 728 students in an apartment setting. Each apartment houses 4 students and includes 4 single bedrooms, 2 bathrooms, a full kitchen and a living room. A few 2 student/2 bedroom apartments are also available. Each apartment has a private entry and is fully carpeted. Furnishings include single beds, dressers, and desks in each bedroom and a 3 seat sofa and 2 chairs in the living room. Appliances in the kitchen are full-size. The Holly complex also includes 2 laundry areas, a mailroom, a desk area, a multipurpose/study room, and a computer lab.

*Magnolia Apartments* houses single undergraduate students over the age of 23 or graduate or professional students in 3 or 4 bedroom apartments. Each bedroom is equipped with a bed, desk, chair, dresser and closet. The shared living/dining room and kitchen contains a couch, one chair and two bar stools. Students who are married or have dependent children living with them are eligible for the family units, which have 2 bedrooms, a bathroom, living/dining room and kitchen. Services include convenient parking, a playground, cable TV, computer connections, computer labs, telephone service, mail and a laundry facility. A Community Manager and Community Assistants will work with residents to respond to concerns, plan get-togethers and programs and assist otherwise as needed.

All student housing is air-conditioned. All rooms are carpeted, and all rooms are furnished with a bed, desk, chair, dresser and closet for each resident. All rooms provide basic telephone service, voice mail and cable TV with a movie channel. Food service facilities are conveniently located in the Argos and Andros Complexes. Nearby swimming pools as well as basketball, tennis and racquetball courts await students seeking leisure-time recreation. In addition, students have access to Residence Services Computer Labs and the opportunity to become involved in planning activities for their hall by joining Residence Hall organizations such as RHA.

### Off-Campus Housing

**Location/phone:** RAR 234, (813) 974-3749

**Office Hours:** Monday through Thursday 9 a.m. – 6 p.m., and Friday 10 a.m. – 3 p.m.

The Off Campus Housing Office maintains lists of university-area apartments, homes, condos, and other rental properties available to the public. In addition, the agency accepts roommate and rental property listings from private individuals who do

not discriminate because of race, color, or national origin. The office is open throughout the year.

### Phyllis P. Marshall Center

**Location:** middle of campus, at the apex of Cedar Drive

**Web address:** <http://ctr.usf.edu>

The Phyllis P. Marshall Center, more so than any other campus facility, serves as a focal point of daily activity for students, faculty, staff, alumni, guests and visitors. Located at the heart of campus at the apex of Cedar Drive, it is the *community center* of the University, providing a multitude of services and programs. The Marshall Center seeks to add another dimension to the educational experience by providing an environment for informal association outside the classroom. The Marshall Center was designed with the extracurricular life of the student in mind, to provide a sense of central place and identity for the USF student. It is the place to meet new friends, engage in lively discussions, or take advantage of valuable services designed to improve the quality of life of the USF student. In addition, it is the goal of the Marshall Center to provide meeting space for faculty, alumni and staff, to provide recreational and informational services to the public and to foster a spirit of enthusiasm and community at USF.

Student Activities brings the Marshall Center to life. We are the "home" to over 200 student organizations. The Marshall Center Student Activities Office provides leadership development programs and opportunities through numerous programs including Volunteer USF, the Campus Activities Board, Multicultural Activities, Homecoming Committee, Greek Life and the Student Organization Advisory Board.

The Marshall Center houses a diversity of programs and services: food services, organizational offices, meeting rooms, Game Room, study lounges, a travel service, and much more.

The Information Desk, located in the first level lobby, serves as the information center for student activities in the Center and the University. Services available through the Information Desk are discount and other ticket sales, residence hall voice mail sign-ups, Tampa area bus schedules, official USF lost and found, and current events information. Other services located on the first level include a USF Federal Credit Union branch with two automatic teller machines, the USF Card Center, STA Travel, food court, Centre Gallery, a student directed art exhibition space, and the Box Office.

The Marshall Center's conference and meeting facilities are available through the Reservations office. Meeting rooms hold from 12 to 2,250 people. Large rooms, such as the 1956 Ballroom, are perfect for dinners, social functions and large conferences.

Food service areas in the Marshall Center include the Tampa Room Food Court, with Chick-Fil-A Express, Pizza Hut Express, Good Stuff, Etc., and Good-to-Go on the first level. The Campus View restaurant is located on the fourth floor and offers an all-you-can-eat lunch buffet. Catering for events held in the Marshall Center is available through USF Dining Services for those wishing to hold a luncheon, reception or formal dinner.

The Marshall Center lower level houses WBUL Student Radio Station, SG Computer Services, the games and arcade area, Sonic Boom CD store, vending machines, SAFE Team/SoberRide Offices and CYbor City. The Game Room area has billiard tables, video, computer, and pinball games, foosball, table tennis, chess, checkers, and card tables. Various collegiate tournaments are also coordinated through the games area.

The weekly Bull Market is coordinated every Wednesday by the Marshall Center. The Market offers vendors, food and a social atmosphere for students and is physically located on Sessum's Mall, near Cooper Hall.

Other Marshall Center services include a stamp machine, library bookdrop.

**Special Events Center****Location/phone:** CTR 246, (813) 974-5213**Box Office:** (813) 974-3184

The Special Events Center adds a distinctive dimension of entertainment to the USF Campus. With spacious stage and orchestra areas, auditorium-style seating, exceptional acoustics and high quality lighting equipment, this center is ideal for a wide variety of programs. The center, which accommodates 2,250, hosts concerts, cultural events, lecture series, musical and theatrical performances, as well as all types of special events, and is also available for private functions. The Special Events Center is connected to the Marshall Center by a Skyway over Cedar Drive.

**Student Government****Location/phone:** CTR 203, (813) 974-2401**Web address:** <http://www.sg.usf.edu>

Any registered student may become a member of Student Government (SG). Student-wide elections occur in April each year. Student Government is made up of three branches: the Executive (President, Vice President, Cabinet officers and agencies), Legislative (Student Senate) and Judiciary (Student Supreme Court). Student Government represents all student interests in programs, plans, policies, and procedures of the University and secures student representation to University governance. SG oversees the Activity and Service Fee Fund, which supports the Marshall Center, Campus Recreation, the student newspaper *The Oracle*, Campus Activities Board, University Lecture Series, SG Branches and Agencies, College Councils, and over 100 student organizations. SG's agencies include SAFE Team, Computer Services, SoberRide, Student Information Services, Internet Administration Services, and the Homecoming Steering committee. Student Government will assist students with any type of grievance by acting as a liaison between students and University administration.

**Student Activities****Location/phone:** CTR 259, (813) 974-7595**Office Hours:** Monday through Thursday, 8 a.m. – 6 p.m. and Fridays 8 a.m. – 5 p.m.

The Student Activities Office provides advising and activities for students to experience growth outside the classroom setting. This office is an outlet for students to learn emotionally, intellectually, and physically while participating within a group. Services are provided to more than 270 student organizations. Traditional USF activities such as Honors Week, Greek Week, and Student Organizations Showcase are coordinated through this office. The Student Organization Advisory Board (SOAB), an all-student committee, is made up of students representing the various organizations and serves as a resource to all organizations in regard to their programs, problems and general welfare. The Campus Activities Board (CAB) is a unique programming organization. Made up entirely of students, CAB offers students the opportunity to participate in planning and implementing a variety of programs for the University while developing valuable skills in marketing, budgeting, and program planning. Professional advisors are also available to counsel students on their programming needs.

Through the Office of Student Activities the Leadership Center hosts a leadership resource library, as well as leadership classes offered through the College of Business.

**Clubs and Other Organizations**

The clubs, councils, and organizations formed by students represent a wide variety of interests. With over 300 student organizations, the Tampa campus of USF has groups organized for all types of activities.

New organizations are continually being formed. Professional staff members are available to assist individuals forming an organization, and to advise registered groups. For a current list of all organizations, or information on forming a group, contact the Office of Student Activities, located in Marshall Center, Room 259.

**Academic**

Advertising Club, Africana Studies Club, Air Force ROTC, Alpha Kappa Psi, American Chemical Society, American Concrete Institute, American Institute of Aeronautics and Astronautics, American Institute of Architecture Students, American Institute of Chemical Engineers, American Library Association (ALA), American Medical Association, American Medical Student Association, American Medical Women's Association, American Society for Information Science and Technology, American Society of Civil Engineers (ASCE), American Society of Heating, Refrigerating & Air-Conditioning Engineers, Inc., American Society of Mechanical Engineers, American Studies Graduate Student Association, American Water Resources Association, American Water Works Association, Anthropology Club, Association of College Student Affairs, Association of Marketing Students (AMS), Association of Medical Science Graduate Students, Classics Club, Collegiate American Choral Directors Association, Community College Higher Education Student Organization (CCHESO), Delta Sigma Pi, Economics Club, Engineering College Council, Engineering Transition Society, Family Practice Student Organization, Florida Engineering Society, Florida Medical Association, Flying Club, Geology Club, Health Occupations Students of America (HOSA), Human Factors and Ergonomics Society Chapter, Industrial Organizational & Organizational Behavior, Infectious Disease Association, Institute of Electrical and Electronics Engineers - Computer Society (IEEE-CS), Institute of Electrical and Electronics Engineers (IEEE), Institute of Industrial Engineers (IIE), Institute of Transportation Engineers (ITE), International Business Board (IBB), International Studies Organization, Latin American Studies Student Organization, Mathematical Association of America (MAA), Minority Business Association, Minority Pre-professional Science Society (MPSS), Multicultural Organization of Students in Education (MOSE), National Association of Black Accountants, National Association of Black Journalists, National Association of Social Workers-Subunit, National Society of Black Engineers (NSBE), National Student Speech Language and Hearing Association (NSSLHA), Philosophy Graduate Student Organization, Physical Therapy Club (PT), Pre-Dental Society, Pre-Law Society, Pre-Medical American Medical Student Association, Pre-Nursing Society, Pre-Veterinary Society, Public Administration Student Association, Public Relations Student Society of America (PRSSA), Quiz Bowl, Radio and Television News Directors Association, Religious Studies Club, S Club: Students Striving to be Successful Scholars, School Psychology Student Association, Second Language Acquisition Student Organization (SLAQ), Society of Automotive Engineers, Society of Hispanic Professional Engineers, Society of Physics Students, Society of Women Engineers, Special Libraries Association (SLA), Student Association for the Education of Young Children (SAEYC), Student Business Group (SBG), Student Council for Exceptional Children, Student Environmental Association (SEA), Student Finance Association, Student Society for Technical Communication, Student Theatre Productions, ToastMasters, University Film and Video Association.

**Councils**

Various councils exist on the Tampa campus. Several of these councils unite organizations or people with similar purpose. Others represent specific colleges at USF and coordinate academic, honor, and professional organizations within their colleges. Councils present on campus include Arts and Sciences College Council, College of Education Student Council, College of Nursing Student Council, Communication Council, Education College Council, National Pan-Hellenic Council, United Cultural Council.

**Greek**

There are currently 19 national fraternities and 11 national sororities on the Tampa campus. These organizations provide a variety of social, educational, service, and recreational programs for their members. Support for these programs is coordinated.

minated through the Interfraternity Council, Panhellenic Council, and National Pan-Hellenic Council with the advice of faculty and staff members. Membership is open to any student through a program called Rush. Rush serves as an introduction to Greek life, allowing students to meet members of fraternities and sororities in formal and informal settings. Interfraternity Council Rush is held the first week of school in both the Fall and Spring semesters. Black Pan-Hellenic rush varies among each chapter. Panhellenic holds formal Rush the week prior to Fall Semester. The Greek recognition society is the National Order of Omega.

USF current fraternities and sororities are Alpha Delta Pi Sorority, Alpha Epsilon Pi Fraternity, Alpha Kappa Alpha Sorority, Alpha Omicron Pi Sorority, Alpha Phi Alpha Fraternity, Beta Theta Pi Fraternity, Chi Omega Sorority, Chi Phi Fraternity, Delta Chi Fraternity, Delta Delta Delta, Delta Gamma, Delta Sigma Theta Sorority, Inc., Interfraternity Council (ICF), Kappa Alpha Psi Fraternity, Kappa Delta Sorority, Kappa Sigma Fraternity, Lambda Chi Alpha Fraternity, Lambda Psi Delta Sorority, Lambda Theta Alpha, Latin Sorority, Inc., Lambda Theta Phi, Latin Fraternity, Inc., Panhellenic Council, Phi Beta Sigma Fraternity, Phi Delta Theta, Pi Kappa Alpha Fraternity, Sigma Alpha Epsilon Fraternity, Sigma Chi Fraternity, Sigma Delta Tau Sorority, Sigma Gamma Rho Sorority, Sigma Lambda Beta Fraternity, Sigma Lambda Gamma Sorority, Sigma Nu Fraternity, Sigma Phi Epsilon Fraternity

#### Honor Societies

Honor societies recognize outstanding students for their scholastic or service achievements. Membership in honor organizations is usually by invitation. Honor organizations include Alpha Epsilon Delta, Arts and Sciences Honor Society, Beta Alpha Psi, Beta Gamma Sigma (Honorary), Chi Epsilon, Council of Honor Societies, Dobro Slovo (Honorary), Eta Kappa Nu, Eta Sigma Phi, Gamma Theta Upsilon, Golden Key International Honour Society, Honors Program Student Council, Kappa Delta Pi (Honorary), Kappa Tau Alpha (Honorary), Mortar Board Honor Society, National Residence Hall Honorary, National Society of Collegiate Scholars (NSCS), Omega Chi Epsilon, Phi Kappa Phi (Honorary), Phi Sigma Theta, Phi Theta Kappa, Pi Gamma Mu, Pi Mu Epsilon, Pi Sigma Alpha, Pi Tau Sigma, Psi Chi, Sigma Pi Sigma, Silver Key Honor Society, Tau Beta Pi.

#### International

International student organizations help meet the needs of international students and to increase the awareness of the University and the community about international students. International organizations include Asian Students in America (ASIA), Association of Filipino Students, Belizean Association of Friends United (BAFU), Black Student Union (BSU), Caribbean Cultural Exchange (CCE), Club Creole, Cuba Vive, Falun Dafa, Freethinkers, Friends of Internationals, Friends of Sri Lanka Club, Friendship Association of Chinese Students and Scholars (FACSS), Hellenic Society, InterCultural Organization (ICO), Italian Cultural Club (Circolo Culturale Italiano), JPOP, Lambda Zeta Nu, Latin American Student Association (LASA), Pakistan Students Association, Persian and American Cultural Club, Polish-American Students Association, Spanish Club, Students of India Association, Turkish Student Association.

#### Political

Organizations for political and social change include Campus Greens, Coalition of Progressive Student Organizations, College Democrats, College Republicans, Free the Planet!, NAACP-USF College Chapter, National Organization for the Reform of Marijuana Laws (NORML), Students for the Ethical Treatment of Animals, Young Republicans.

#### Professional

The professional societies at USF focus their groups on profession-oriented needs and interests of students. They include Advertising Club, American Chemical Society, American Criminal Justice Association, American Institute of Aero-

navics and Astronautics, American Institute of Chemical Engineers, American Medical Association, American Medical Student Association, American Medical Women's Association/Women in Medicine, American Society of Civil Engineers, American Society of Mechanical Engineers, College of Nursing Student Council, Delta Sigma Pi, Family Practice Student Organization, Florida Engineering Society, Florida Medical Association, Graduate International Business Board, IEEE Computer Society, Institute of Electrical and Electronics Engineers, Institute of Industrial Engineers, Mathematics Education Club, Management Information Systems Society, Minority Preprofessional and Sciences Society, National Association of Black Accountants, Pi Mu Epsilon, Pre-Dental Society, Pre-Nursing Society, Society of Women Engineers and University Film and Video Association.

#### Religious

Currently some of the religious groups are members of the Campus Ministry Association (CMA). The members of CMA include Baptist Campus Ministry, Crosswinds-The USF Wesley Foundation, Episcopal Student Center, and Hillel Foundation Navigators. In addition to the Campus Ministries, there are diverse student religious organizations on campus. The religious organizations are Baha'i Club, Baptist Collegiate Ministries, Campus Advent, Campus Ministry of Bible-Based (CMOBB), Catholic Student Union, Chi Alpha Christian Fellowship, Christian Medical Association, Christians in Action (CIA), Christians on Campus, Friends of Israel Gospel Ministry, Impact Christian Fellowship, International Fellowship, Intervarsity Christian Fellowship, Koinonia Covenant Campus Ministry, Latter-day Saint Student Association, Lotus Buddhist Society, Lutheran Student Fellowship, Muslim Students Association (MSA), Navigators, Organization of Hindu Minds, Students for Krishna Consciousness, Unfolding Students Faith, United Pagan Allied Network, Warriors for Christ, Young Israel Jewish Student Center, Young Life College Leadership.

#### Service/Resource

The many service/resource organizations at USF provide volunteer services and functions for the University and Tampa Bay area. The service/resource organizations offer aid and support to further enhance students' needs and special interests. Service and resource organizations include Ambassadors, Athletes Demanding it Better (ADB), Brothers in Destiny, Circle K Club, Coalition of Leaders Organized to Recruit Students (COLORS), Color Guard, Greek Week Committee, Inroads Student Association, Jewels of Tau Service Organization, Leadership House Conference Committee, Mexican American Student Association, Project World Health, Random Acts, SISTUHS, Inc., Student Admissions Representatives (STARS), Student Athlete Advisory Committee (SAAC), Student National Medical Association, VOX : Voices for Planned Parenthood : Students for Choice, Yoga for Recovery.

#### Special Interest

Special-interest organizations cover a wide range of diverse activities. Those of the Tampa campus include American Sign Language Club, Arts Emissaries, Ballroom Dance Club, Bull Charge, Club Infinity, Delta Phi Llama, Drill Team, Ebony Ice Dance Troupe, Engineering Expo, Eternal Legendary Kings (ELK), F-Troop Student Association, Geography Club, Gospel Choir, Indian Classical Music Society (ICMS), Life Science Club, Lil' Muddy's Fun Bunch (LMFB), Model United Nations (MUN), National Organization for Women, One Accord Dance Troupe, Onyx, Pep Club, Photo Club, Physicians for Human Rights, PRIDE Alliance, Ranger Club, Responsible Education and Action for Campus Health (REACH), Scabbard and Blade, Sigma Beta Rho (Interest Fraternity), Sister's United Muslim Association, Student Dance Production Board, Student Writers' Ink, Students Organized Against Rape (SOAR), SWEETIE, Tau Kappa Epsilon (Interest Fraternity), University Psychology Association, What's Your Problem?

### Sports and Recreation

Sports and recreational organizations offer students the opportunity to enhance their physical well-being as well as their social lives. The Tampa campus has many organizations dedicated to leisure activities. Sports and recreational organizations include Aikido Club, Badminton Club, Bicycle Club, Campus Crusade for Christ, Capoeira Volta Ao Mundo, Chapel Center, Chito Ryu Karate Club, Christian Student Association, Crew Team, Crosswinds, Floorball Club, Hillel Jewish Student Union, Improvisational Acting Society, Karate Club, Kyokushin Karate Club, Lacrosse Men's Club, Lacrosse Women's Club, Pool and Billiards Club, Racquetball Club, Rollerhockey, Rugby Football Club, Sailing and Windsurfing Club, Scuba Club, Surf Club, Swing Dance Society at USF, Table Tennis Club, Tae Kwon Do Club, Ultimate Frisbee Club, Wakeboard Club, Water Polo Club, Wushu/Kung-Fu Club,.

### Campus Recreation

**Location/phone:** Northwest of the Sun Dome, (813) 974-3177.

The Campus Recreation Program is designed to provide opportunities for participation in a wide variety of sports and recreational activities for the entire University community.

The Campus Recreation Department offers five distinct divisions: informal recreation, outdoor recreation, intramurals, fitness/noncredit instruction, and sports clubs. The informal recreation division administers all recreational facilities. The division assists groups in reservations and ensures availability of recreational facilities for informal, drop-in use. Facilities include indoor and outdoor pools, gymnasiums, weight room/activity rooms, tennis courts, racquetball courts, intramural fields, and jogging trail.

Through the fitness/noncredit instruction division, students have the opportunity to take a wide variety of noncredit classes ranging from aerobics to scuba. Also, the Campus Recreation Center offers the opportunity to work out in a state-of-the-art weight room as well as participate in racquetball on six 4-wall courts.

The Outdoor Recreation Division offers students the opportunity to become involved in adventure trips (sailing, hiking canoeing, skiing, etc.) as participants or as group leaders. The division also administers a fully equipped outdoor rental center and resource center. In addition, the division is responsible for the USF Riverfront Park, a complete riverfront recreational site located on the Hillsborough River, which includes a ropes/challenge course.

The Intramural program offers competitive and recreational tournaments in a variety of sports and recreational activities. The activities represent a broad selection of sports and include individual, team, and aquatic sports.

The sports clubs program supports student-organized groups ranging from aerobics to yoga. The sports clubs provide for instruction, recreation, and competition in various sports activities.

Injuries occurring in any of the Campus Recreation programs are not covered by the University or the Campus Recreation Office.

Information about any of the above activities can be found at the USF Campus Recreation Center, located directly northwest of the Sun Dome, or by calling 974-3177.

### Student Publications

The University encourages a program of campus communication through two publications staffed by students under the general supervision of the Office of Student Publications. These publications are all-University in approach and coverage. A tabloid campus newspaper, the *Oracle*, is published five times weekly, Monday through Friday during the Fall and Spring, and two times weekly, Monday and Thursday, during the Summer. Containing 12 to 20 pages in each issue, it provides professional experience for those students interested in print journalism.

*Omnibus*, a literary magazine, published annually, contains prose, poetry, photos, and graphics produced by students.

Interested students are invited to apply for staff positions on both publications.

## Standards and Student Judicial Procedures

### Standards of Conduct

Just as the University maintains high standards of academic performance, the members of the University community support high standards of individual conduct and human relations. Responsibility for one's own conduct and respect for the rights of others are essential conditions for the academic and personal freedom within the University community. Self-discipline and sensitivity to the rights and interests of others are the principal elements of the University Student Code of Conduct. The Student Code of Conduct sets forth a foundation of values that represent a standard of expected behavior both inside and outside the classroom. *The University reserves the right to deny admission or refuse enrollment to students whose actions are contrary to the purposes of the University or impair the welfare or freedom of other members of the University community.*

Students have often asked for advice on standards of dress and personal appearance. The University does not have a formal dress code but campus attire is expected to be appropriate for the activity in which the individual is engaged.

### Judicial Procedures

Student judicial procedures are followed when a student fails to exercise his/her responsibility in an acceptable manner or commits an offense as outlined in the student handbook. The University disciplinary procedures afford students the opportunity to participate in discussions of the matter and to present information in one's own behalf, to seek counsel in one's own best interest, and the right of appeal. Students are entitled to participate in the development of standards of conduct supporting their interests in the purpose of the University. The University Judicial procedures are described in the student handbook.

**For Non-Academic Grievances:** In order to assure students the right to redress of grievances, the Office of Student Relations is responsible for a grievance procedure involving non-academic matters. Any student may file a question, complaint, or statement of grievance in the Office of Student Relations, in person or in writing. A course of action or other answer will be given by the Office of Student Relations, as soon as possible.

**For Academic Grievances:** Students should follow the academic grievance procedure.

## OTHER STUDENT SERVICES

### Intercollegiate Athletics

USF fields 18 intercollegiate sports for men and women, all at the NCAA Division I level. In men's competition, USF has baseball, basketball, football, soccer, cross country, outdoor track, golf and tennis. On the women's side are basketball, softball, tennis, golf, cross country, indoor and outdoor track, sailing, soccer and volleyball.

The school became a charter member of ConferenceUSA in 1995.

The athletic facilities at USF are also second to none. The Sun Dome, opened for the 1980-81 basketball season, is undoubtedly one of the most unique and dynamic multipurpose facilities in the Southeast. Lighted stadiums for the school's softball, baseball, soccer, and track team provides pleasant conditions for both the athletes and the spectators. The school also has an 18-hole championship golf course, and varsity tennis courts. The Bulls football team competes in a state of the art stadium opened in 1998 and shared with the Tampa Bay Buccaneers.

## University Bookstores

The on-campus bookstores are owned and operated by the University of South Florida and are self-supporting auxiliaries. The primary function of the university bookstores is to extend services to the students, faculty, staff, alumni and visitors of the university. The USF Bookstore and the Health Sciences Bookstore are located on the Tampa Campus. The St. Petersburg Campus Bookstore is located on the Bayboro Campus. VISA, MasterCard, Discover and American Express are accepted at all stores. The USFCard may also be used for purchases in the Tampa Campus store.

### The USF Bookstore

**Location/phone:** On Martin Luther King Plaza between the Marshall Center and the Student Services Building. Customer Service: (813) 974-5413, Toll-Free: (800) 873-8114

**Usual Hours:** Monday through Thursday from 8:00 a.m. - 7:00 p.m., Friday from 8:00 a.m. - 5:00 p.m. and Saturday from 10:00 a.m. - 4:00 p.m. Extended hours and additional registers open at the beginning of each term.

**Web address:** <http://www.bookstore.usf.edu>

The bookstore offers a wide variety of books and merchandise including: all course-required supplies and textbooks; a complete selection of writing implements, folders, paper and other class supplies; a wide selection of fiction, nonfiction and magazine titles; college clothing; class rings; compact discs; imprinted souvenirs and gift items. Computers, as well as most popular software applications, are available at greatly reduced educational pricing, only to USF students, faculty and staff members.

Personnel are available to assist customers in finding and/or ordering course texts and general books. A continuous Buyback Program offers a source for cashing in used textbooks.

### Health Sciences Bookstore

**Location/Phone:** Medical Center (MDC 1021), (813) 974-4984

**Usual Hours:** Monday through Friday from 8:00 a.m. to 5:00 p.m.

Features medical textbooks as well as supplies, greeting cards, clothing, candy and other items.

### St. Petersburg Bookstore

**Location/Phone:** Coquina Hall (COQ 101) on the St. Petersburg USF Campus, (727) 553-1172

**Usual Hours:** Monday through Thursday 9 a.m. to 6 p.m. and Friday from 9:00 a.m. to 5:00 p.m.

The USF Bookstore at the St. Petersburg campus offers textbooks for St. Petersburg classes, general books, clothing, school supplies and a variety of general merchandise items.

## Campus Dining Services

**Dining Office Location/Phone(s):** Argos Center adjacent to Crossroads Café. Campus-wide: (800) 775-MEAL (6325). In Tampa call 974-4385

**Web address:** <http://www.auxsvc.usf.edu/>

USF Meal Plans offer a wide array of dining options. Convenience, flexibility and value are built into each plan. So no matter how hectic student schedules may be, we've got a plan to fit several different time tables, lifestyles and budgets.

We offer 15 plans for resident students. New freshmen resident students and other students living on campus for the first time have eight plans to choose from. Returning residents can choose from this list of eight or select from an additional five plans.

**Freshmen and Other New Resident Meal Plans:** New freshman planning to live on campus or a transfer or returning student living on campus for the first time must select from one of the following eight meal plans: Carte Blanche with \$100 flex bucks, Carte Blanche, 14 Meal Plan with \$250 flex bucks, 14

Meal Plan with \$150 flex bucks, 150 Block with \$125 flex bucks, Straight 14 Meal Plan, 10 Meal Plan with \$80 flex bucks, and Straight 10 Meal Plan.

**Please note:** Any unused flex bucks will be carried over from the fall to spring semester with purchase of a Spring Plan. Unused flex bucks at the end of Spring semester will be forfeited.

**Returning Resident Meal Plans:** In addition to all the meal plans listed above, returning students can select from a list of five additional meal plan choices: 8 Meal Plan with \$350 flex bucks, 8 Meal Plan with \$250 flex bucks, 8 Meal Plan with \$100 flex bucks, 100 Block Plan with \$100 flex bucks, and \$915, \$795 and \$550 Full Declining Balance Program.

### Resident Dining

**Crossroads Café** (located in the Argos Center) - Crossroads offers breakfast, lunch and dinner seven days a week on an "all-you-can eat" basis.

**Café Good Eats** (Andros Center) - This restaurant serves dinner and late dining Monday - Thursday.

**The Corner Grocery** (Andros Center) - Serving the resident student's needs Monday - Thursday.

### Other Campus Dining Locations

**Tampa Room** (Marshall Center) - An exciting food court featuring Pizza Hut, International Cuisine, Chick-Fil-A, and Sub-Connection.

**Good Stuff, etc.** (Marshall Center) - USF's own gourmet coffee shop. Featuring espresso based coffee drinks, Freshen's frozen yogurt and smoothies, Manhattan bagels, French pastries and much, much more.

**The Campus View** (Marshall Center) - Located on the fourth floor of the Phyllis P. Marshall Center, offers buffet style dining with a spectacular view.

**Cooper Café** (Cooper Hall) - Featuring the Bay area's largest Subway sandwich shop.

**Firehouse Grill** (College of Business) - Located conveniently in the College of Business Administration, serving great burgers, chicken sandwiches, fries and a whole lot more.

**The Gourmet Bean** (USF Library) - Fresh brewed gourmet coffee, sandwiches, salads, bagels, snacks and more.

**Fast Break I** (College of Engineering) - Pizza Hut pizza, sandwiches, salads, soup, bagels, snacks and more.

**Fast Break II** (College of Health Sciences) - Same as Fast Break I but located in the Health Sciences Complex.

**Smoothie King** (USF Recreation Center) - Looking for a healthy snack or beverage? Stop by before or after your workout.

## USF I.D. Card

The USFCard is the official I.D. card of the University of South Florida. University policies require that all student, faculty and staff members carry the USFCard while on campus. Students may be denied services if they do not have one. The USFCard may also be used to make purchases from on-campus copiers, snack and vending machines equipped with card readers. Value can be added to the vend stripe at Cash-to-card machines located around campus and at most coin/card copiers in the Library. This eliminates the need to carry coins and even saves money. If a student has an account with the USF Federal Credit Union, the USFCard can be used as an ATM card. The USFCard can also serve as a campus-MCI calling card. For additional information: <http://www.auxsvc.usf.edu/>