USF/FLORIDA PUBLIC COMMUNITY COLLEGE CROSS ENROLLMENT

Some undergraduate students may find it advantageous to cross enroll at a Florida public community college while attending USF. To prevent problems with financial aid and other registration issues, see a USF College advisor for detailed instructions and course approval. Procedures to permit this type of registration are available during specified times printed in the University Schedule of Classes. Credit hours for the course(s) taken at the host institution will apply toward graduation only if prior approval was received from the student’s USF advisor. The grade point average will not transfer to USF.

TRANSPORT STUDENTS

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. The transient student/cross enrollment form should be used for this purpose. First term, first time in college freshmen are not eligible for USF awarded financial aid if granted transient student status.

USF Testing Services

Location/Phone: SVC 2060; (813) 974-2742
Office Hours: 8 a.m. – 5 p.m., Monday through Friday
Web Address: http://www.outreach.usf.edu/conted/testing/
The Office of Testing Services serves three principal functions:

1. Admissions, Academic and Placement Testing: Tests required for admission to colleges, graduate and professional schools as well as many other special tests are administered by this office. Examples are the SAT, ACT, CPT, CLAST, GRE, MCAT, and LSAT.
2. Credit-By-Examination: The College-Level Examination Program (CLEP) is administered through this office. Information on other programs such as the Advanced Placement Test (APT) is available.
3. College Level Academic Skills Test (CLAST): This office, in addition to administering the CLAST, implements many of the rules and policies of the College Level Academic Skills Program (CLASP).

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

USF allows students to receive up to 45 semester hours of credit toward the baccalaureate degree upon successful completion of General and Subject College Level Examination Program (CLEP), IB, and DANTES examinations. Performance levels necessary to achieve credit have been established at a common level for all universities and community colleges in the State system. Credit earned through one examination program may not be duplicated by another examination or course. The following limitations should be recognized:

1. CLEP credit will not satisfy USF’s residency requirement.
2. Credit for the General Natural Science examination will be granted for non-majors only.

Certain General and Subject CLEP Examinations noted in the table found at http://www.outreach.usf.edu/conted/testing may apply to the General Education Liberal Arts Requirements. Some programs do not award credit toward the degree for certain CLEP examinations, and certain graduate or professional schools such as law, medicine and engineering may not grant equal recognition to students with extensive examination credits. An academic advisor should be consulted to ascertain the applicability of a specific CLEP examination toward a student’s degree requirements and the advisability of taking the examinations in a student’s specific situation.

Descriptions of the examination content and other information are available from Educational Testing Service in Princeton, New Jersey or in USF Testing Services (SVC 2060). The CLEP General and Subject Examinations are administered on a daily basis on the Tampa Campus. Testing schedules are available in USF Testing Services (SVC 2060). Prior registration is required.

For information regarding CLEP examinations, please go to the USF Testing Services web site http://www.outreach.usf.edu/conted/testing.

ADVANCED PLACEMENT CREDIT PROGRAM

The University participates in the Advanced Placement Program conducted by the College Entrance Examination Board. The Advanced Placement Exam is based on specific college level courses that are offered in a number of high schools. Interested students should contact their high school counselors or principals for additional information. Please note: not all colleges will interpret AP test results in the same manner. Consult the table below to ascertain how the University of South Florida interprets AP test results.

For information regarding CLEP examinations, please go to the USF Testing Services web site http://www.usf.edu/conted/testing.

COLLEGE REACH-OUT PROGRAM

Location/Phone: HMS 497 or 499, (813) 974-3713

College Reach-Out is an academic program designed for low-income and educationally disadvantaged middle and high school students who have the academic potential for success in a postsecondary institution and plan to pursue a postsecondary education. The focus of the program is to prepare students to meet higher education requirements established for admission to colleges and universities by providing tutoring and counseling services. Students will be exposed to a variety of personal, social, academic, educational, and career opportunities through participation in year round and summer academic enrichment programs. Admission requirements are listed below:

1. Family income must meet state guidelines.
2. Students must have completed the 5th grade.
3. Students must have a 2.0 grade average in English, mathematics, history, and science.
4. Students must attend schools in Hillsborough County.

Applications should be forwarded to the College Reach-Out Program, HMS 497 or 499, USF or mailed to USF at HMS 413.

UPWARD BOUND

Location/Phone: (813) 974-2802

Upward Bound is a pre-college program for students from low-income families who have academic potential but who have inadequate secondary school preparation or have not achieved success in school. Its purposes are to assist these students in developing goals, improving academic skills, and providing the motivation necessary to achieve success in a college or post-secondary program. To qualify, the applicant must meet the following criteria:

1. Family income must meet federal guidelines.
2. Student must be a potential first-generation college student.
3. Student must have completed the 9th grade and be enrolled in the 10th or 11th grade in an accredited high school.
4. GPA must be 2.3 (“C”) or above in basic pre-college courses.
5. Attend weekly scheduled tutorial sessions.
6. Attend the six-week summer residential component on the USF Tampa Campus.

Applications should be forwarded to Director, Project Upward Bound, USF.
INDEPENDENT STUDY
Undergraduate students wishing to take a course by independent study must contact the instructor of the course for permission. The instructor specifies the requirements to be completed by the student including tests, periodic class attendance, term papers, etc.

Not all courses in the University may be taken by independent study. The respective colleges have jurisdiction in the determination of which courses may be taken in this manner.

The regular grading system applies to all independent study students. Grades earned by independent study have the same status as those acquired through regular class attendance. Students taking a course by independent study must register for the specific course section in the regular manner.

ENROLLMENT IN EVENING COURSES
Evening courses at USF are part of the regular academic program; they are offered at times convenient to people within commuting distance who wish to continue their education at night while occupying day time with other responsibilities. Requirements for day and evening courses are the same.

COMMUNITY EXPERIENTIAL LEARNING PROGRAM
Location/Phone/Email: BEH 211, (813) 974-8452, jones@chuma1.cas.usf.edu

The Community Experiential Learning (CEL) Program offers students the opportunity to explore the relationship between their classroom learning and the broader community. With faculty guidance, students design their own community experiences and receive between one and four academic credit(s) upon completion. Students may choose to work as an intern with a community organization/agency or to explore a community issue through independent research. The community can be as close as a neighborhood just beyond the campus or on the other side of the world.

Students may participate in the CEL Program anytime during their academic career. Good standing at the University and a 2.0 GPA is required for acceptance into the Program. CEL courses are offered throughout the entire year. Ideally students should plan their CEL projects during the term prior to their implementation, but they can be added at any time during the term. Information may be obtained from Robin Jones in BEH 211, (813) 974-8452.

STATE UNIVERSITY SYSTEM CORRESPONDENCE COURSES

The University of Florida’s Division of Continuing Education’s (DOCE) Department of Correspondence Study administers all correspondence instruction for Florida’s State University System (SUS).

Correspondence study at the University of Florida is a consortium of universities within the State University System of Florida that offers high school, undergraduate and graduate courses for credit through interactive, self-directed study.

DOCE provides courses for students who wish to begin college programs early, take courses with conflicting times or closed sections, meet prerequisites, pursue professional development, or personal enrichment. DOCE courses’ content and requirements parallel their on-campus counterparts.

Enrollment in all courses is possible at any time of the year; however, prior approval of an advisor is needed if a course is to be used toward a diploma or a degree.

For more information, please contact: Department of Correspondence Study, 2209 NW 13th Street, Suite D, Gainesville, FL 32605; (352) 392-1711, or toll free at (800) 327-4218; or e-mail: learn@dce.ufl.edu. Be sure to check out the home page: http://www.correspondencestudy.ufl.edu/.

USF considers independent study by correspondence as resident credit. Grades are not transferable. Exception: grades for courses taken by Cooperative Education students while on a training period are transferred and will be used in computing the USF GPA.

FLORIDA COLLEGE EXCHANGE PROGRAM
Through an exchange agreement, students of USF, with the approval of their advisors, may elect courses at nearby Florida College. Credit for acceptable work may be transferred to USF and counted as elective credit toward graduation. Students from Florida College have a similar transfer arrangement.

Costs for students under these cross enrollment plans are based on credit hours of work taken, and payment is made to the appropriate institution in accordance with its per-hour fee rate.

Florida College students enjoy full privileges of the state-wide articulation agreement and of USF transfer student policies, such as academic renewal and full acceptance of the Associate of Arts degree.

THE WASHINGTON CENTER INTERNSHIP PROGRAM
Location/Phone/Email: BEH 211, (813) 974-8452, jones@chuma1.cas.usf.edu

All USF undergraduates seeking to live and learn in the nation’s capital are eligible to apply for the Washington Center Internship Program. Students participate in either the fall, spring or summer semesters and can earn course credit. Study at TWC consists of two major components: (1) working 35 hours per week at your selected internship and, (2) taking one seminar that meets once per week. Opportunities for internships are not limited to government positions, but include a vast array of non-profit and for-profit options.

In conjunction with The Washington Center located in Washington, D.C., students are housed in a conveniently located apartment complex within walking distance to public transportation (the Metro). The Washington Center also provides a student lecture series and a number of special events (e.g., breakfast with members of Congress, cultural events at the Kennedy Center). The costs of the program vary depending upon date of attendance. Generous scholarships are available.

Applications for the program can be obtained in the Community Initiative, SOC 346. For details on The Washington Center Internship Program, please contact Robin Jones, Faculty Liaison for TWC Internship Program, 4202 East Fowler Avenue, BEH 211, Tampa, FL 33620-8100.

Academic Services and Support

EDUCATIONAL OUTREACH
Web site: http://www.outreach.usf.edu

Educational Outreach extends the University’s academic resources to help lifelong learners meet their educational and professional goals by developing and supporting credit and noncredit programs.

Distance Learning
Educational Outreach assists USF colleges and departments offering courses, certificates, and degree programs in distance learning formats. Distance learning provides access to the university learning experience by removing barriers of time and place. Courses are available in a variety of disciplines and offer alternatives in time, place, format, or delivery systems to extend educational opportunities throughout the region and beyond. USF students may choose from a variety of technology options such as the World Wide Web, television, videoconferencing, and other technologies, which allow faculty and students to communicate at the same time or on a time-delayed basis at times that fit the student’s personal schedule. Distance learning courses are included with regular departmental offerings in OASIS and identified by distance learning icons; contact the department offering the course for more information.

Continuing Education
USF Educational Outreach’s Division of Continuing Education provides the following noncredit programs and services:
For more information, please visit our website at http://www.lib.usf.edu.

The USF Library System
Web address: http://www.lib.usf.edu
Tampa Library: (813) 974-2728 (for hours, call 974-2727)
Shimberg Health Sciences Library (Tampa Campus): MDC
1200, (813) 974-2243
Louis de la Parte Florida Mental Health Institute Library (Tampa Campus): MH
1744, (813) 974-4471
Nelson Poynter Library (St. Petersburg Campus): (727) 553-
4305
Jane Bancroft Cook Library (New College/Sarasota Campus):
(941) 359-4300
Polk Community College & USF Lakeland Campus Library:
(863) 297-1042

All six libraries within the USF Library System contain over
1.9 million volumes, 13,000 serial titles, 47,000 electronic
resources and 61,000 media materials. The state university
libraries together contain over 10,000,000 volumes of informa-
tion resources. Books and periodicals are cataloged and ar-
 ranged on open shelves using the Library of Congress Classi-
 fication System. Books may be checked out with renewal
 privileges; periodicals may not be checked out.

The USF Library System enhances teaching and learning
through the delivery of online library resources and services to
the dorm, office, or home as well as on-site at any of the USF
Libraries. Special features include the online catalog, an elec-
 tronic course reserve system, electronic journals, books and
databases. Many electronic resources are full-text, and digi-
tized historical materials such as photographs, documents, and
oral histories. There is access to numerous library services
such as interlibrary loan request forms, the ability to renew
materials, and reference assistance requests available on the
website.

The Library catalog, also available online, may be searched
by author, title, subject, and keyword to identify the libraries’
holdings. The Library catalog contains records for the USF
libraries, as well as other catalogs of libraries within the state
and worldwide. Workstations located in various USF libraries
provide access to the online catalog. Remote access to the
same catalog is also possible through any campus workstation
linked to the USF network or via dial-in procedures.

The USF libraries can obtain materials from each campus,
SUS and other libraries upon request. Students, staff and
faculty can have access to resources by requesting material
using online forms found at the USF Library System web page

More information about the USF Library System, including
the electronic resources and library services to distance learn-
ers, is available at http://www.lib.usf.edu.

TAMPA LIBRARY

Central to the philosophy of the Tampa Library is the view
that the people it serves are equally as important as the books
on its shelves. Students are encouraged to become familiar with
the collection, to master the techniques of using it, and to
achieve a familiarity with information resources that will become
lifelong learning skills.

The Tampa Library is a collection of approximately 1.2
million volumes, 10,900 periodicals and 2,797,000 microforms
to support a broad range and depth of faculty and student
research as well as personal knowledge and cultural advance-
ment.

Reference Collection: The Reference Collection is located
on the first floor of the Tampa Library in the Information Com-
mons. Reference librarians assist students and faculty with both
electronic and print resources, including government docu-
ments. Reference assistance is also available online by select-
ing the Ask-A-Librarian link on the Library website and consists
of encyclopedias, dictionaries, indexes, and abstracting ser-
 vices. Reference librarians teach information literacy classes to
students and faculty in support of teaching and research using
state-of-the-art electronic instruction and classrooms. The
Library’s instructor program focuses on the search, evaluation
and application of information via the use of print collections,
400+ databases, and World Wide Web. One-on-one consulta-
tion appointments with librarians are available to any researcher
in need of customized assistance.

Periodicals Collection: The Periodicals Collection is loc-
cated on the second floor with service provided at the Periodical
Information Desk and the Copier Assistance Desk. The collection
contains more than 3,000 current periodicals and selected
newspapers from Florida and major cities in the U.S. and foreign
countries. A large collection of periodicals and newspapers in
microform and microfilm is also located in the Periodicals
Microform Room. The Library catalog and Internet workstations
provide access to full-text databases and electronic journals.
Also located here is a fee-based copy service as well as self-
 service photocopying equipment.

Government Documents Collection: The Library is a se-
 lective depository for United States government publications
and a full depository for the public documents of Florida. The
Government Documents Collection, which is housed in the
basement of the Library, contains over 2 million items, includ-
ing a wide variety of materials in print, microform, and elec-
tronic format. The Collection is augmented by the acquisition of
United Nations committee reports on microfiche, selected publica-
tions of other public agencies, selected reference tools, and other
specialized indexes and finding aids. Assistance with the loca-
tion and use of publications in the Government Documents
Collection is provided at the Service Desk located in the
Information Commons on the first floor of the Library. For
access to a wide range of online government publications, please
visit the Government Documents website at http://
web.lib.usf.edu/tampa/govdocs/.

Special Collections and Florida Studies Center: Located
on the fourth floor, this department houses the Library’s rare
books, Florida history and other special collections, as well as
the University’s archives. Its holdings total over one million
items, with rare and unusual materials ranging from 4,000 year-
old Sumerian tablets to modern fine printing. In addition to
books, Special Collections houses thousands of historical pho-
tographs, early maps, sheet music, printed ephemera and oral
histories. The department holds a number of major archival
collections, including the papers of Florida governors, con-
gressmen and other political leaders, the Research Collection
on the Nixon Presidency, and the records of Tampa’s Spanish,
Cuban and Italian immigrant mutual aid societies. Also present
are the papers and manuscripts of literary figures like Piers
Anthony and Dion Bouiccault. The department’s strongest area
of emphasis is Florida history, but it also houses notable
collections of historical children’s literature, dime novels, early
American schoolbooks, travel literature, cigar label art, and a
number of the department’s photographs and other resources
have been digitized and are accessible on-line. Further infor-
mation is available through the department’s website at http://
www.lib.usf.edu/spcoll/.

Access Services (circulation, interlibrary services, re-
serve): Access Services is located on the first floor. The reserve
collection contains books, while all articles are on electronic
Academic Computing provides the University with High Performance, High Throughput, and Numerically Intensive Computing through its Research Computing Core Facility (RCCF) division. RCCF maintains three Beowulf class cluster computers, a Condor based grid-computing cluster and a SUN grid engine computing grid. It also maintains and supports licensing of numerically intensive software. Training in some HPC subjects is available online from the RCCF website, http://rccf.acomp.usf.edu.

Academic Computing provides the University with High Performance Computing through its Research Computing Core Facility (RCCF). RCCF maintains several Beowulf class cluster computer, Condor based grid computing, large memory SMP systems, and licenses for research and instructional software. Training in some HPC subjects is available on-line from the RCCF website, http://rccf.acomp.usf.edu.

Academic Computing supports the myUSF Portal. This Web Portal gives instructors the ability to put class materials, assessments, and discussion boards online easily. The Portal also makes available space for organizations, groups and clubs, and is customizable to make it more useful to every individual. https://my.usf.edu.

Academic Computing provides students and staff who are concerned with the security of their personal computer a variety of information guides as well as free download of McAfee VirusScan on the USF Data Security Web Site, http://security.usf.edu. Academic Computing provides all students free email storage space, complete with virus scanner detection software, and web space for personal web pages. We are also one of the few Universities in the country to offer all students their own, easy to use blog pages. Details on these are available at http://blog.usf.edu.

INFORMATION TECHNOLOGIES/CFRDC
Phone: (813) 974-2930
Web Address: http://usfweb.usf.edu/usfit/

The Division of Information Technologies (IT) supports USF’s administrative computing needs. IT operates a large-scale computing facility designated as the Central Florida Regional Data Center (CFRDC), which provides the primary administrative computing support to the University of South Florida and several other agencies. CFRD’s Tech Support staff provides a Windows/Linux administration, Database Administration and Security Management.

CFRDUC utilizes a number of SUN/Solaris servers running Oracle based applications in support of USF, FGCU, NCF, and UNF’s Student, Financial, HR, Payroll and Data Warehouse applications. Numerous Windows servers support e-mail, web servers, file and print and a variety of other applications. CFRDC administers and houses servers and/or provides tape back-up services for several USF departments.

IT is heavily involved in the management and operation of the campus-wide backbone network and the Internet2 initiative providing high-speed, quality of service access to research facilities on campus and around the world. IT also provides and supports the telephone and voice mail systems at all USF campuses, as well as other entities.

PUBLIC BROADCASTING
WUSF Public Broadcasting is a membership supported, non-commercial public service media organization that celebrates educational, cultural and artistic excellence and is an authentic source of information for the people of the greater Tampa Bay and Sarasota region. WUSF 89.7 and TV 16 and wusf.org focus programming on issues of concern to citizens such as information on Education, Transportation, the Environment, the Economy and Growth Management.

WUSF 89.7, as an NPR member station, provides non-commercial, objective, in-depth journalism from more than 700 correspondents reporting from 17 domestic and 14 foreign news bureaus. WUSF 89.7 also provides classical music, jazz...
and entertainment programs. WUSF 89.7 now offers a second audio channel of programming via HD Radio technology. The new stream called 89.72 broadcasts all news and public affairs 24 hours a day, seven days a week. Visit our website, www.wusf.org, for instructions on how to access the second audio stream. WUSF 89.7 has reached the highest audience in the station’s history with 278,800 listeners per week.

As the public television service of USF, WUSF-TV brings a broader perspective to world events through BBC World News and Deutsche Welle World News. In March, 2001, WUSF-TV moved into a new, state-of-the-art telecommunications facility housed next to WUSF 89.7 located in the center of the USF campus. It employs digital technology, allowing WUSF-TV to broadcast four channels of educational programming at one time. These channels are available over the air, via direct broadcast satellites or from cable operators. Labeled “multicasting” this capacity enables WUSF and the University to share more of its wealth of educational and cultural resources. WUSF-TV reaches more than 850,000 viewers per week.

Intellis Media is a creative division of WUSF comprised of media, communications, engineering and production professionals. This resource of talent allows WUSF to produce customized communications, production and technology solutions to USF academic and support services units as well as clients in the corporate, government, education and non-profit sectors.

The WUSF website, www.wusf.org, provides a separate archive related to state news, focusing on the pending issues before legislators and the actions taken by our elected representatives and the Governor and his cabinet. Pod casts of locally produced news stories are available along with links to other NPR programs.

WUSF Radio Reading Service is a public service of the University of South Florida and WUSF Public Broadcasting. The Radio Reading Service serves the blind, physically disabled, visually impaired and those with reading disabilities by providing vital information to encourage independent living. It is a lifeline to those who rely on the 24-hour-a-day reading of newspapers, current magazines and health information programs. The WUSF Radio Reading Service has 150 dedicated volunteers who generously donate their time reading for the visually impaired.

WUSF works closely with the School of Mass Communications to provide students with practicum experience and internships. USF’s Mass Communications students have an enlarged working studio environment where they may learn important on-the-job skills.

RESEARCH OFFICE
Location/Phone: ADM 200, (813) 974-5570
Web Address: http://www.research.usf.edu/

Creative research and scholarly activities are essential aspects of the undergraduate educational experience at USF. The promotion and administration of such are the responsibilities of the Research Office and its divisions, which provide services that enable USF faculty, staff, and students at all academic levels to be competitive in a dynamic research environment. The Research Office oversees the administration of research contracts and grants, patents and copyrights, federal and state research compliance regulations, USF’s own internal award programs, economic development initiatives, public-private partnerships, research park development, technology transfer, and research activities at affiliated hospitals and institutes.

The Research Office supports undergraduate research through the Honors College (contact Dr. Stuart Silverman, email: silverman@honors.usf.edu) and the Undergraduate Research Program (contact Dr. Georg Kleine, kleine@chuma1.cas.usf.edu). In addition, specialized research projects are supported by grants that offer financial support for students. An excellent undergraduate research experience is available through the College of Engineering’s Research Experience for Undergraduates (http://www.eng.usf.edu/REU; contact Dr. Rudy Schlaf, email: schlaf@eng.usf.edu). This program offers research assistantships supported jointly by the Office of Research and the College of Engineering, as well as select fellowships funded by the National Science Foundation. The Office of Research also supports the arts and, last year, to honor the anniversary of the discovery of DNA, sponsored an art competition for painting, computer imaging, and sculpting.

From developing a grant proposal or filing a patent, the Research Office staff are trained professionals committed to meeting the needs of USF researchers. In turn, the dedication of USF students and faculty has contributed to the phenomenal growth in research that USF has experienced. In 2004/05, USF received more than $287 million in research funding. USF got nearly half of its research funding from the federal government. In addition to the programs noted above, students can become involved in research by contacting faculty, who, with the support of private and public agencies, contribute to our knowledge about the world in which we live and apply their findings and skills to solving many of the problems facing contemporary society. Many contributions evolve from basic research—others, from practical applications of new knowledge. USF encourages research as a vital part of the University’s instructional programs. Additional information about services and programs offered by the Research Office is available at: http://www.research.usf.edu/.