

# REGISTRATION

UNIVERSITY OF SOUTH FLORIDA - 2009/2010 UNDERGRADUATE CATALOG

## Office of the Registrar

### Locations/phones:

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

Sarasota-Manatee Campus: (941) 359-4641

USF Polytechnic Campus: (863) 667-7026

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

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 the University *Schedule of Classes* (online only), 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 on the web and in the Registrar's Office.

The Registrar's Office provides information and services to students via OASIS, the University's Online Access Student Information System. Using their self-declared personal identification number (PIN), students can register and drop/add, process address changes, access registration appointment and hold information, request privacy, view their grades and order transcripts. 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.

The Office of the Registrar maintains the official academic records for all students and course registrations for currently enrolled students. Students are encouraged to contact the Office of the Registrar about general questions concerning academic policies and procedures of their current registration or academic record.

**Note:** Each student must be aware of the University's academic policies and procedures insofar as they affect him/her.

## Immunization Policy

### 1) Introduction

The University of South Florida requires the following immunizations for registration and specific immunization in order to be eligible for on-campus housing.

### 2) Statement of Policy

#### A) ALL STUDENTS MUST HAVE:

- MEASLES- proof of immunity if born after 12/31/1956
- RUBELLA - proof of immunity if born after 12/31/1956
- HEPATITIS B - proof of immunity or signed waiver declining the vaccine
- MENINGITIS - proof of immunity or signed waiver declining the vaccine except as listed below

#### B) IN ADDITION, STUDENTS ELECTING TO LIVE IN ON-CAMPUS HOUSING MUST HAVE:

- MENINGITIS -Medical documentation of immunization with Meningitis vaccine

Declining by waiver of this vaccine is not acceptable for students in on-campus housing. No student will be assigned housing without proof of vaccine.

#### C) HEALTH HISTORY FORM

All students must complete the USF Mandatory Immunization Health History Form (<http://www.shs.usf.edu/>).

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

**D) PROOF OF IMMUNIZATION**

Proof of immunity that will be accepted for each disease is as follows:

**1. MEASLES:**

- a. Medical documentation of immunization with TWO (2) DOSES of live measles virus vaccine on or after the first birthday and administered at least 28 days apart. 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. The documented date of immunization for measles 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. OR,
- b. Copy of laboratory (serologic) evidence of measles immunity (IgG rubeola titer) OR,
- c. A written, dated statement signed by a physician on his/her stationery that specifies the date seen and stating that the person has had an illness characterized by a generalized rash lasting three (3) or more days, a fever of 101° Fahrenheit or greater, a cough, and conjunctivitis, and, in the physician's opinion, is diagnosed to have had the 10 day measles (rubeola).

**2. RUBELLA:**

- a. Medical documentation of immunization with live rubella virus vaccine on, or after, the first birthday. The documented date of immunization for 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. OR,
- b. Copy of laboratory (serologic) evidence of rubella immunity (IgG rubella titer).

**3. HEPATITIS B:**

- a. Medical documentation of immunization with 3 doses of Hepatitis B vaccine OR
- b. Copy of laboratory (serologic) evidence of Hepatitis B immunity (anti-HBs titer).

**4. MENINGITIS:**

Medical documentation of immunization with Meningitis vaccine.

**E EXEMPTIONS:**

1. RELIGIOUS: Religious exemptions - contact USF Student Health Services for an application.
2. MEDICAL: Requests for temporary or permanent medical exemptions must be submitted to USF Student Health Services by the attending physician, must include reason for exemption and duration of exemption.

In the event of a disease outbreak, students exempted from immunization requirements may be requested by the University, at the direction of the public health officials, to show titer proof of immunity, become immunized, or remain off campus for the duration of the outbreak.

All requests for exemptions will be reviewed to ensure consistency in application.

**F. CONSEQUENCES:**

Students who fail to comply with the requirements as stated above will be blocked from registration and/or on-campus housing assignment. In specific circumstances, a temporary override may be granted; however, vaccination requirements must be completed before any further registration in subsequent terms will be permitted and current registration may be suspended if any deficiency in immunization status is identified.

**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.

**Registration for Admitted Degree-Seeking Students**

Continuing degree-seeking students register by appointment for their next semester's courses during the preceding term, either by web or in person (regional campuses only). Appointment times and instructions for all registration periods are online in the **Schedule of Classes** for the appropriate semester at [www.registrar.usf.edu](http://www.registrar.usf.edu).

Prior to initial registration, all newly admitted undergraduate students and readmitted former undergraduate students returning are *required* to participate in an orientation/academic advising program on the USF campus where they will take all or the majority of courses. Newly admitted students and readmitted Former Students Returning receive Orientation/Academic Advising/Registration instructions from the USF Office of Orientation.

Registered students may make schedule adjustments in the regular registration period during the preceding term or in the drop/add period during the first week of classes. (Deadline information is available in the Academic Calendar.)

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Degree-seeking students who do not register prior to the first day of classes may late-register the first week of classes. A \$100.00 late registration fee is charged during this week. (See the section on fees for additional information and the appropriate term's **Schedule of Classes** for dates.) To avoid cancellation of registration, fees are due and payable for all registered courses of record on the fifth day of classes (end of drop/add period). (See Academic Calendar for dates.)

**NOTE: A Mandatory Medical History Form is required for all students (regardless of age).** According to Florida Administrative Code Rule 6C-6.001(5), "Each student accepted for admission shall, prior to registration, submit on a form, provided by the institution, a medical history signed by the student."

### Academic Advising for Undergraduate Students

USF seeks to guide all students in selecting programs and courses best suited to their personal abilities, educational interests, and career objectives. Students who have been admitted to the University and their major area of study may visit their designated academic advising office housed in each of the six colleges offering baccalaureate degrees. Others who have not yet declared a major or students taking lower-level coursework in a limited access program should visit the TRansitional Advising Center (TRac). TRac also serves as an initial point of contact for non-admitted, prospective, and/or non-degree seeking students who need information about the University's academic structure.

All students are encouraged to establish an advising relationship with a college or TRac and periodically visit their advisors to keep abreast of any policy, procedural, or curriculum changes that may affect them. In fact, some colleges require advisor approval of student programs each semester. It is important for students to keep in mind that although the University provides advising services to assist students with academic planning, it is each student's responsibility to see that all graduation requirements are met.

### Orientation and Initial Advising

It is necessary that all students attend the University-mandated Orientation Program. The purpose of this initial contact is to assign an academic advisor and to provide the advising unit with routine information to assist it in collecting and maintaining the necessary records to assure the student's proper progress toward education goals. Transfer students should bring an unofficial or student record copy of their transcript(s) at the time of orientation.

### Advising for Limited Access Programs

Students are cautioned that admission to the University does not imply admission to all the programs and courses offered by the individual colleges; this is especially true with respect to colleges with limited access programs. Colleges such as Business, Education, Engineering, and Nursing have been designated as limited access colleges and require completion of certain prerequisites before a student may declare a major in one of them. It is important that students check the college sections of the catalog for advising and admission requirements. Students planning to enter a limited access program should be aware that their admission by the college may be denied or delayed and should be prepared with alternative plans of action. Students seeking admission to limited access programs must demonstrate successful academic progress toward meeting the limited access requirements in order to remain undeclared beyond 45 semester hours of credit.

Lower-level transfer students (entering the University with fewer than 60 semester hours) and upper-level transfer students (entering with 60 or more semester hours) who do not meet the requirements of a limited access major are assigned initially to the Transitional Advising Center. Upper-level transfer students (entering the University with 60 semester hours or more) who meet the admission requirements of a major are assigned to the college of that major for advising.

### Advising for Non-Limited Access Programs

In the case of non-limited access colleges, students may declare a major by completing a form in the appropriate college advising office, usually during one of the orientations required by the University. Students who do not wish to declare a major or who cannot meet the necessary prerequisites of a limited access major are advised by the Transitional Advising Center. Upper-level transfer students (entering the University with 60 semester hours or more) who meet the admission requirements of a major are assigned to the college of that major for advising.

### Course Attendance at First Class Meeting

This policy has been put into effect so that USF may effectively utilize classroom space and to insure that all students have maximum opportunity to enroll in classes where demand exceeds availability of seats.

Students are required to attend the first class meeting of undergraduate courses for which they registered **prior** to the first day of the term. Names of students who register prior to the first day of the term are printed on the first class roll for each course section. The first class roll is used by professors to drop students who do not attend the first day of class. Students having extenuating circumstances beyond their control and who are unable to attend the first class meeting must notify the instructor or the department prior to the first class meeting to request waiver of the first class attendance requirement. Students who add courses or late-register during the first week of classes will **not** be on the first class roll and, therefore, will not be dropped for non-attendance by the instructor. Please note that the Registrar's Office does not add students whose names are handwritten on the first day class rolls to courses, and these students are required to add the course by OAS/S. **To avoid fee liability and academic penalty, the student is responsible for insuring that he/she has dropped or been dropped from all undesired courses by the end of the 5th day of classes.**

This policy is not applicable to courses in the following categories: Educational Outreach, Open University (TV), FEEDS Program, Community Experiential Learning (CEL), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as, directed reading, or study, individual research, thesis, dissertation, internship, practica, etc.). **Students are responsible for dropping undesired courses in these categories by the 5th day of classes to avoid fee liability and academic penalty.**

### General Attendance

Only officially registered students or students approved to audit a class are entitled to attend class. Students are responsible for being aware of all instructor-based and University issued attendance policies and the requirements of the registrar for enrollment, drop/add and fee liability. Students are responsible for completing the academic requirements of each class as defined by the instructor and as set forth in any class syllabus. An instructor may make attendance mandatory and may impose penalties, including failing a class, for excessive absences. It is university policy that student absences will be excused for military duty, jury duty, and religious days (as set forth in University policy 10-045). Excused absences for other documented reasons may be allowed at the discretion of the instructor. Though excused, the student is responsible for completing all academic work, examinations, assignments and labs in a timely fashion.

### Jury Duty

The University respects the need for all citizens to serve on a jury when called to duty. If a student serves as a juror, class absences will be considered excused when the student provides advance notice to the instructor, the instructor acknowledges the request, and the student provides written verification of jury selection and proof of service. It is important to note that excused absence only applies to physical presence, and not to the academic work missed. A student, though excused, is responsible for all academic work, examinations, assignments and labs if applicable. These issues are unique to University students and clearly may present undue hardship for a student to serve while enrolled in an active course of study.

Any potential student juror may notify the court of conflicts or undue hardship and request an excuse from service. The individual student must make the decision as to whether jury service will present an undue hardship and then take the affirmative action to request to be excused from service and may need to provide a written explanation to the court. If a student does not request to be excused and is selected to serve, the student may miss a prolonged period of time resulting in the inability to complete the academic requirements of classes.

### Religious Days

The university has an official Attendance Policy for the Observance of Religious Days (University policy 10-045) which provides that all students, faculty, and staff at the University have a right to expect that the University will reasonably accommodate their religious observances, practices and beliefs.

Students are expected to attend classes and take examinations as determined by the University. The University will, at the beginning of each academic term, provide written notice of the class schedule and formal examination periods. The university, through its faculty, will make every attempt to schedule required classes and examinations in view of customarily observed religious holidays of those religious groups or communities comprising the University's constituency. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief.

Students are expected to notify their instructors at the beginning of each academic term or as provided in the course syllabus if they intend to be absent for a class or announced examination, in accordance with this policy. Students absent for religious reasons will be given reasonable opportunities to make up any work missed in the event that a student is absent for religious reasons on a day when the instructor collects work for purposes of grading (homework, pop quiz, etc), the student shall be given a reasonable opportunity to make up such work or shall not have that work averaged into the student's grade at the discretion of the instructor. Any student who believes that he or she has been treated unfairly with regard to the above may seek review of a complaint through established University Academic Grievance Procedures (found in the Graduate and Undergraduate Catalogs) and those provided by the University's Office of Diversity and Equal Opportunity.

### Adds

After a student has completed his/her registration on the date assigned, he/she may add courses until the add deadline specified in the Academic Calendar. See the appropriate semester's University **Schedule of Classes** for detailed instructions and dates online at [www.registrar.usf.edu/ssearch/search.php](http://www.registrar.usf.edu/ssearch/search.php).

### Drops

A student may drop a course(s) during the regular registration and drop/add periods (first five days of classes). No entry of the course(s) will appear on any permanent academic records and full refund of fees is due for course(s) dropped within those periods.

A student may also drop a course(s) between the second and tenth week of the semester (except for Summer sessions - see the Summer Schedule of Classes for dates). Registration fees must be paid for the course(s) and the academic record will reflect a "W" grade for the dropped course(s).

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### Auditing Privileges and Fees

A student who wishes to sit in on a class to review the course material may do so; however, the student is not allowed to take exams, earn grades, or receive credit.

The student's status for that class is an audit and his/her presence in the classroom is as a listener. Audit status must be obtained only during the first five days of the term by filing an Audit Form and a date-stamped permit from the college/department on the campus where the course is being offered, with the Registrar's Office. IN-STATE fees are assessed for all audit courses.

### Cancellation Before First Class Day

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

### Withdrawal

A student may withdraw from the University without academic penalty during the first ten weeks of any term (except for Summer Sessions). He/she must submit a completed Withdrawal Form to the Office of the Registrar. No entry is made on the academic record for withdrawals submitted during the first week of the term. All subsequent withdrawals (through the tenth week of classes in the Fall and Spring Semesters) are posted to the academic record with "W" grades assigned to the courses. Withdrawal deadlines for the Summer sessions are listed in the Academic Calendar and are published in the **Schedule of Classes** for the Summer Term. Students who withdraw may not continue to attend classes.

Students who withdraw during the drop/add period as stated in the Academic Calendar may receive a full refund of fees. All refunds must be requested in writing from the Office of Purchasing and Financial Services. No refund is allowed after this period except for specified reasons. See "Refund of Fees" under Financial Information for complete details.

### Repeat Course Surcharges

Initiated by the Florida Legislature (H.B. 1545 of 1997) to reduce costs, all state universities must monitor undergraduate student progress and charge students the "full cost of instruction" for certain repeats of undergraduate courses. This policy became effective Fall 1997 and requires USF to charge students a substantial per credit hour surcharge when they attempt a course three or more times at USF, unless the course is specifically designed to be repeated or is required to be repeated by their major. Requirements to earn a passing or higher grade than previously earned in a course do not exempt the surcharge. Students will be required to pay the surcharge in addition to the appropriate in-state or out-of-state tuition rates. It is important to note that **all** attempts count, including withdrawals after the first week of classes and courses with incomplete grades.

The University **may** grant exceptions to this rule based on extenuating circumstances and financial hardship. However, the University may only approve one appeal per course. The exceptions included in the Statute are extenuating circumstances and financial hardship and are defined as follows:

Extenuating circumstances are those circumstances determined by the University to be exceptional and beyond the control of the student and may include but not be limited to serious illness, documented medical condition preventing completion; death of an immediate family member, involuntary call to active duty; university error, other emergency circumstances or extraordinary situations. Documentation, regardless of the situation, must be submitted with the request for a waiver of this surcharge.

The criteria used by the universities for determining financial hardship should include, but not be limited to, qualification for federal need-based financial aid. Students with other documented financial hardships may also be considered.

The student must fill out a Fee Adjustment Request Form and indicate the request is for a waiver of the repeat course surcharge. They must also submit a statement that explains their request and provide all documentation relating to it. The completed form with documentation should be submitted to the Office of the Registrar for consideration.

### Student Academic Support System (SASS)

**Location/phone:** SVC 2054, (813) 974-4505

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

The Student Academic Support System (SASS) is the State University System (SUS) computer-assisted advising system that enhances undergraduate education. The report produced by this system is available to each undergraduate student through the student's advisor, advising office, and FACTS (Florida Academic Counseling & Tracking for Students) Network. FACTS can be accessed by modem, open-use computer labs, the Registrar's office (SVC 1034, Tampa Campus), and the TRansitional Advising Center (SVC 2011, Tampa Campus). FACTS is a unique network that provides access to the computing resources of Florida's higher education institutions. You can access FACTS directly at <http://www.facts.org>. The SASS audit matches the student's academic record (both USF and transfer courses) against the requirements of the student's degree program. There is a different SASS audit for each degree program. Students can explore different degree programs thru FACTS by selecting "Degree Program Shopping at your Home Institution" from the FACTS-Academic Advising link. The central SASS office maintains the data and trains appropriate college personnel.

### Transcript Information

Transcripts of a student's USF academic record may be released only by authorization of the student online at <http://usfonline.admin.usf.edu/> or in person or by writing to the Office of the Registrar. By law, requests must include the student's identification number, the date and the student's signature or must be affected online via the student's 6-digit self-assigned

personal identification number (PIN), which is essentially the student's electronic signature. In order for transcripts to be issued, the student must have no financial obligations to the University. Transcripts are normally mailed/ready for pick-up within two working days after the request is received.

Letter requests must include: (1) date of request and student's current address; (2) student ID number and full name; (3) name and complete address of recipient; and (4) number of copies and special instructions, such as, "hold for degree statement" or "hold for current term grades," and the student's signature. Degree statements are posted approximately four to six weeks after the graduation ceremony. Current term grades are posted approximately one week after the final exams end. If grades for the current term are needed, clearly indicate -that the transcript request is to be held for grades.

To order transcripts by mail, send **payment** (\$10.00 per copy, check or money order only) and letter to:

Transcript Clerk, Registrar's Office  
USF- SVC 1034  
4202 E. Fowler Avenue  
Tampa, FL 33620-6950

To order a transcript in person, hand-carry payment (check, money order or cash) and letter to a USF Cashier's Office at any of the following Campus locations:

Tampa - ADM 131  
Sarasota-Manatee - Lobby, Building D  
USF Polytechnic (Drop Box) - Bldg. E, Rm. 2127

Students may complete the request process in one stop at the cashier's offices.

Note: Transcript fees are subject to change.

### Student Records Policy

Pursuant to the provisions of the Family Educational Rights and Privacy Act ("FERPA"; 20 USC Par. 1232g), 34 CFR Par. 99.1 et seq, Florida Statutes Sub. Par. 1002.22 and 1006.52 and USF Rule 6C4-2.0021, Florida Administrative Code, students have the right to:

1. Inspect and review their education records
2. Privacy in their education records
3. Challenge the accuracy of their education records
4. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of Rule 6C4-2.001, Florida Administrative Code.
5. Copies of the University's student records policy, USF Rule 6C4-2.0021, may be obtained from:

University Registrar	or	USF Agency Clerk
SVC 1034		Office of the General Counsel
4202 Fowler Avenue		4202 Fowler Avenue -ADM 254
Tampa, Florida 33620		Tampa, Florida 33620

### Release of Student Information

Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), the following types of information, designated by law as "directory information," may be released via official media of USF (according to USF policy):

Student name, local and permanent addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full- and part-time status, and the most recent previous educational agency or institution attended, and other similar information.

The *University Directory*, published annually by the University, contains only the following information, however: student name, local and permanent address, telephone listing, classification, and major field of study. The Directory and other listings of "directory information" are circulated in the course of University business and, therefore, are accessible to the public, as well as to students, faculty, and staff.

Students must inform the USF Office of the Registrar in writing (forms available for that purpose), if they wish directory information to be withheld. Such requests must be received within the first two (2) weeks of the semester and will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms.

Notification to the University of refusal to permit release of "directory information" via the *University Directory* must be received no later than the end of the first week of classes in the Fall Semester.

### Confidentiality Policy

In the interest of openness and building trust with our students, USF now affords students the right to limit data usage and sharing of their information, without having to request non-disclosure of directory information under the Family Education Rights and Privacy Act (FERPA). Pursuant to the requirements of FERPA, the following types of information designated by law as "directory information" can be released, if the student has not requested privacy or non-disclosure: Name, Date of Birth, Address, Telephone, Major, Dates of Attendance, Enrollment Status, Degrees, and Prior Institutions Attended. \*All other student data is considered to be protected.

Under new University policy which is less restrictive than Privacy under FERPA, students may now request confidentiality as a way to "opt out" from having their personal contact information (i.e. name, address, telephone) disclosed to vendors, credit

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card companies, or outside agencies that are not providing a service that would otherwise be performed by the University. To request confidentiality, go to: <https://www.registrar.usf.edu/privacy/>.

### **Academic Record**

The student's academic record shall not be changed after the student has graduated.

### **Administrative Holds**

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

### **Student Information Changes**

Notifications regarding changes of address, name, residency, and citizenship should be filed promptly with the Office of the Registrar.