

REGISTRATION

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

Office of the Registrar

Locations/Phone: SVC 1034; (813) 974-2000

Web Address: 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 publishes the University *Schedule of Classes* (online only), coordinate registration and drop/add activities, process grade information each semester, and prepare transcripts. Registrar's staff process graduation applications and also review and act upon student requests for reclassification of residency and process changes of name and student I.D. number. USF diplomas are outsourced, and beginning Spring 2011, so are enrollment verifications and degree certifications. See our website for more information.

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.

The Registrar's Office provides information and services to students via OASIS, the University's Online Access Student Information System. Using their Net ID and self-declared password, 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 provides 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

For immunization information, see the Immunization Policy located in the Student Affairs section of the catalog.

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, using the OASIS system. Appointment times and instructions for all registration periods are online for the appropriate semester at www.registrar.usf.edu.

Prior to initial registration, all newly admitted undergraduate students are *required* to participate in an orientation/academic advising program on the USF campus to which they are admitted. Newly admitted students receive Orientation/Academic Advising/Registration instructions from the USF Office of Orientation.

Registered students may make course schedule adjustments from the time of their initial registration through the first week of classes. (Deadline information is available in the Academic Calendar.)

Degree-seeking students who do not register prior to the first day of classes may late-register the first week of classes, however, 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 have chosen their major area of study may visit their designated academic advising office housed in one of the ten colleges offering baccalaureate degrees. Others who have not yet declared a major should visit the TRansitional Advising Center (TRAC). TRAC also serves as a point of contact for non-degree seeking students who need information about

REGISTRATION

the University's academic policies.

All admitted students are strongly encouraged to establish an advising relationship with a college or TRAC and visit their advisors to keep abreast of any policy, procedural, or curriculum changes that may affect them. Newly admitted freshmen students are required to meet with an academic advisor: each semester until they have earned 30 credit hours. 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.

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 shown on the first class roll in Blackboard for each course section. The first day 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. Please note that the Registrar's Office does not add students to any courses. Students are required to add their course via *OASIS*. **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.**

USF's distance learning students must log-in to their course(s) during the first five (5) weekdays from the calendar start date of their online course(s). Students who are unable to log-in to their course(s) due to circumstances beyond their control must notify the instructor or the department prior to the calendar start date of the course to request waiver of the first class attendance requirement.

Course Syllabus

A syllabus is an academic agreement that establishes the academic relationship between instructors and students in a course and is used as the basis for communication and accountability. A syllabus of instruction for each course is available at the beginning of each term. Among the items communicated are course requirements, materials, and objectives; expected learning outcomes; and a general grading scale. The syllabus is subject to revision due to various exigencies or to better facilitate instruction, and will not include unreasonable additions to the workload described in the original syllabus. Contents of the syllabus are subject to change with reasonable notice and any syllabus change will be declared to all members of the course.

General Attendance

Students are expected to attend classes. An academic program or individual instructor may require a specified level of attendance as a condition for successfully completing a course. Likewise, instructors may assign a portion of final course grades based on attendance and participation. Faculty must inform students of attendance requirements on syllabi.

Instructors should accommodate excused absences by making arrangements with students ahead of time (when possible) or by providing a reasonable amount of time to make up missed work. Arranging to make up missed work is the responsibility of the student. For graded work that requires participation in situ (e.g., discussions, group activities, and some labs), instructors will attempt to provide reasonable alternatives that accomplish the same learning outcomes. Nevertheless, an instructor may determine that missing a certain amount of participation-dependent activities (whether excused or not) precludes successful accomplishment of learning outcomes. In cases like this, instructors, academic advisors, or academic deans may advise students to withdraw from such courses. In cases where excused absences are anticipated in advance, advice on successful accomplishment of learning outcomes can be given at (or before) the start of a term.

There are two categories of excused absences for which accommodations will be made: scheduled and unscheduled. Scheduled absences involve time conflicts that are known in advance, for which students have notified their instructors. Acceptable reasons for scheduled absences include observation of religious holy days, court-imposed legal obligations (e.g., jury duty and subpoenas), special requirements of other courses and university-sponsored events (e.g., performances, athletic events, judging trips), and requirements of military service. Employment schedules, athletic training and practice schedules, and personal appointments are not valid reasons for

REGISTRATION

scheduled absences. Unscheduled absences involve unforeseen emergencies such as illness, injury, hospitalization, deaths in the immediate family, consequences of severe weather, and other crises. Students should contact instructors as soon as possible in these cases. Instructors may require documentation or verification to excuse unscheduled absences.

Care will be given to schedule required classes and examinations in view of customarily observed religious holy days. 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.

Any student who believes he or she has been treated unfairly with regard to the above may seek review of a complaint through established Student Academic Governance Procedures (found in the Graduate and Undergraduate catalogs and those provided by the University's Office of Diversity and Equal Opportunity).

Procedures for Excused Absences and Make-up Work

Students must notify their instructors of scheduled absences (for approved reasons as noted above) at the beginning of each academic term. Pointing out specific conflicts with scheduled examinations or other scheduled assignments/activities should be part of this notification. In the event of an emergency unscheduled absence (as described above), students must contact their instructors as soon as possible and provide documentation if required.

If an excused absence coincides with an examination, the student (1) will be given a reasonable opportunity to make up the exam or (2) will not have that work averaged into the student's grade, as agreed to between the student and the instructor. Counting the missed examination as a lowest score to be dropped at the end of the term does not constitute a reasonable opportunity. If an excused absence coincides with other graded work (e.g., homework collection, quizzes, presentations, activities, 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.

As noted above, however, an instructor may determine that excessive absences (whether excused or not) may threaten or preclude a student's successful completion of a course. Similarly, making up work for unexcused absences may be allowed or declined entirely at the discretion of the instructor.

Documented 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.

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.

Documented Medical Attention for Illness

Students are excused for absences due to documented illnesses that require medical attention. While students should not attend class with infectious conditions, even if medical attention is not sought, the decision to excuse absences from undocumented illnesses is at the discretion of the individual instructor. Consideration should also be given to students whose dependent children experience serious illness. Extended illnesses may interfere with the successful completion of courses, and in such cases a student should contact his or her college by the deadline to drop a course. After the drop deadline, students may submit an Academic Regulations Committee (ARC) petition with proper documentation to drop a course or withdraw for medical reasons. Students may find additional information through their college ARC representative.

Alternative Academic Process for Seriously Traumatized Students

An alternative academic process is provided for those seriously traumatized students who have received assistance from the Center for Victim Advocacy and Violence Prevention or Student Health Services when the professionals of those centers have reviewed the personal and confidential information related to the student's experience to determine appropriate actions for the student. The USF Center for Victim Advocacy and Violence Prevention, the Counseling Center and Student Health Services will assist in determining appropriate actions, including waiving certain academic regulations to accommodate the student's needs. The appropriate center will send the student petition—with the recommended action—to the Associate Dean of Undergraduate Studies who will assist with the process after reviewing the request.

Early Notification of Instructor Requirement for University Sponsored Activities

REGISTRATION

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

The University recognizes the importance of participation in University-sponsored activities such as musical and theatrical performances, athletic competition, and debate. It also recognizes that such participation may result in conflicts with scheduled class times. It is the responsibility of participating students to provide a full list of anticipated conflicting days to instructors by the end of the first week of the term, and directors and advisors of University activity programs have an obligation to assist students with this task. Students are responsible for identifying potential absences specific to a particular class and notifying individual instructors of these conflicts, especially for conflicts with scheduled examinations. Please note that a general schedule for a team or ensemble does not satisfy this notification requirement. Students should provide instructors with addenda (e.g., end-of-season tournaments, newly scheduled events, or rescheduled events) that result in new conflicts as soon as they are available. Directors and advisors of University activity programs should consult with participating students prior to registration to help them choose courses that do not have excessive anticipated conflicts.

Early Notification Requirement for Observed Religious Days

USF Policy 10-045

In accordance with USF Policy 10-045, USF faculty members will try to avoid scheduling examinations on customarily observed religious holidays. Students must provide written notice to their instructors at the beginning of each academic term if they expect to be absent for a class or announced examination for the observance of religious holy days. In any case, no student shall be compelled to attend class or sit for an examination at a day or time when such activity is prohibited by his or her religious belief, as long as the student has provided timely notice.

If a student believes that an instructor or program has not responded reasonably to a timely notice of expected observance of religious days, he or she 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 <http://www.registrar.usf.edu/ssearch/search.php>.

Drops/Withdrawals

A student may drop a course(s) during the drop/add periods (first five days of classes) and no entry of the course(s) will appear on any permanent academic records. No tuition or fees will be assessed for course(s) dropped within that period.

A student may withdraw from a course(s) between the second and tenth week of the semester (except for Summer sessions - see the Summer Schedule of Classes for dates). However tuition and fees will be assessed for any course(s) withdrawn by the student after the first week. The student's academic record will reflect a "W" grade for any course(s) withdrawal between the second and tenth week of the semester. Under specific conditions, refund of tuition and fees may be requested in writing from the Office of Purchasing and Financial Services. See "Refund of Fees" under Financial Information for complete details.

Students who withdraw may not continue to attend classes.

Effective Fall 2011, all undergraduate students will be limited to a total of five course withdrawals while enrolled as a degree-seeking or a non-degree seeking undergraduate student at USF. The five course withdrawals will be limited to three course withdrawals for students with less than 60 semester credit hours, and two course withdrawals for students with more than or equal to 60 semester credit hours. Only in extenuating circumstances will approval be granted for more than five course withdrawals. Appeals for additional course withdrawals due to extenuating circumstances must be submitted to the Academic Regulations Committee in the college of the student's academic major.

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.

REGISTRATION

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.

Excess Hours Surcharge

USF Regulation 4.0102

In 2009, the Florida Legislature implemented Section 1009.286, Florida Statutes to encourage students to complete their baccalaureate degree as quickly and efficiently as possible. It established what is commonly referred to as an "Excess Credit Hour Surcharge." The provisions of this section became effective for students who entered a Florida community college or a Florida state university for the first time in the 2009-2010 academic year and thereafter.

The bill requires universities to add a surcharge to each credit hour taken in excess of the total hours calculated, based on a percentage defined in law. See the following table:

Students Entering as FTIC SUS (First Time in College State University System of Florida) or FTIC FCS (First Time in College Florida College System)	Fees to be Charged
Prior to Fall 2009	None
Fall 2009 – Summer 2011	50% for credits above 120% of total program hours
Fall 2011 – Summer 2012	100% for credits above 115% of total program hours
Fall 2012 and thereafter	100% for credits above 110% of total program hours

The surcharge is assessed only on the tuition portion of the semester hour cost, not on the fees.

The number of total program hours required for the baccalaureate degree will be identified by the student's declared major. This is typically 120 semester hours, although, some programs have been approved to require more than 120 semester hours.

For further information, visit the Registrar's website at: www.registrar.usf.edu.

Note: No institution may waive the excess hours surcharge as the language of the statute is mandatory.

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

REGISTRATION

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

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* is published on-line by the University, and, therefore, is 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 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.