

# STUDENT AFFAIRS & STUDENT SERVICES

UNIVERSITY OF SOUTH FLORIDA - 1999/2000 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. The programs of the University are presented according to the guidelines established by the Florida Board of Regents (Section 6-C, Administrative Code of Florida).

Students who attend the University of South Florida are admitted to the University under guidelines as well as policies and procedures of the University. 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.** The Division is committed to creating a student-focused learning community distinguished by shared purpose, collaboration, open and timely communication, mutual respect, trust and inclusiveness. Student Affairs 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 those who serve them. In partnership with University faculty and staff and the community, the staff will reach beyond 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. The achievement of this vision will contribute to making the University of South Florida the university of first choice.

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 service, 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, 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.

## Division of 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

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, including students with disabilities, student athletes, students admitted under alternative admissions criteria, and other underrepresented groups.

## Center for Academic 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 minority students. The staff prepares students for entrance into all limited access majors (e.g. Engineering, Business, Nursing, and Mass Communications), and evaluates and certifies all students seeking Associate of Arts certificates.

## Student Disability Services

Student Disability Services exists to ensure that students with disabilities have the technical, academic, and emotional support necessary to achieve academic and personal success at the University of South Florida. Course related assistance and academic accommodations are provided to eligible students with documented disabilities. Services may include advocacy, reader services, interpreters, alternate exam administration, note takers, and adaptive equipment such as FM systems, large print computer access, and Visualteks. Students are encouraged to contact the office as early as possible prior to enrollment to make arrangements for appropriate services.

## McNair Scholars Program

The Ronald E. McNair Post-Baccalaureate Scholars Program is designed to prepare economically disadvantaged and underrepresented (Hispanic, African American and Native American) 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. These students are awarded scholarship stipends when they participate in the Summer Research Institute and during their research internship in their senior year. Opportunities to attend and present their research at national and regional conferences are also provided. The criteria for this very competitive scholars program are as

follows: 2.8 minimum cumulative GPA, declared major, a minimum of 45 earned credit hours, current enrollment at USF at the junior or senior level, US citizenship, and a completed McNair application with faculty recommendations.

### Project Thrust

Project Thrust is a university-wide retention program designed to assist undergraduate students, minority students, and students admitted "by exception" (pursuant to §240.233(2) Fla. Statutes) at USF achieve their baccalaureate education. Assigned to four of the undergraduate colleges, the major role of the Project Thrust advisors is to 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

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 skill, improved functioning in the campus environment and enhancing the self-esteem of the participants.

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 admissions 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 at college. This intensive summer experience provides course credit toward graduation while enhancing personal and academic success at the University of South Florida.

### Student Academic Support System

The Student Academic Support System (SASS) is the State University System computer assisted advising system which enhances undergraduate education. The report produced by this system is available to each undergraduate student through the student's advisor, advising office or SUNLINK. It matches the student's academic record against the requirements of the student's degree program. The central SASS office maintains the data and trains appropriate college personnel.

### Student Support Services Program

Student Support Services (SSS) is a federally funded retention program designed to provide academic and personal support to alternatively admitted first generation, low income, and students with disabilities. 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 semesterly services regarding 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

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. The office is open Monday, Thursday and Friday 8 a.m. until 5 p.m. and Tuesday and Wednesday 8 a.m. until 6 p.m. The Office of Admissions is located in the Student Services Building (SVC) 1036, 813/974-3350. Admission services are also available at all regional campuses.

### Adult and Transfer Student Services

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 of their educational goals by developing 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 office is located in the Student Services Building (SVC), Room 1001, with hours of operation Monday through Thursday, 8am to 7pm; Friday, 8am to 5pm; and Saturday, 9am to 1pm. For more information, call (813) 974-6444.

### The Career Center

The Career Center assists students in making the transition from academic life to professional employment. Staff help students plan, refine and implement their career goals and job search plan. The Center also provides information on employment opportunities and creates venues for students to network and interview with local, state, national and international employers. The Career Center, located in the Student Services Building, room 2088, is open Monday - Friday from 8:00 am to 5:00 pm. The telephone number is 813-974-2171 and the web address is [www.career.usf.edu](http://www.career.usf.edu).

### 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

Careerships are one semester, paid work experiences that allow students the opportunity to explore and/or affirm career

choices while gaining career-related skills, knowledge and experience in an on-site work setting. Careerships may be on or off campus. Since Careerships are not linked to the academic calendar, they may begin at any time during the year.

**Internships** are one-semester, for-credit learning experiences which implement educational goals in an alternative learning environment. Credit, approved and granted by the academic department, is not given for working pre se but for attaining learning objectives and competencies, which are evaluated by the faculty member. Internships may or may not be paid. The Career Center, in partnership with the sponsoring academic department, assists students in identifying and connecting with employers offering internships.

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

#### 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 Consultations/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 the hidden job market.

#### 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 Careerships, 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 attending a Career Center Orientation session and submitting a completed 1<sup>st</sup> Place Electronic Resume disk, which may be obtained from the Career Center.

#### Candidate Resume Referral

Throughout the year employers, who choose not to conduct on-campus interviews contact the Career Center to request resumes of students in the Center's Electronic Resume database. Approximately 11,000 candidate resumes are electronically transferred to employers each year.

#### Career Networking/Job Fairs

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

#### Computerized JobLine

Each year thousands of Part-time jobs, Careerships, Internships, Cooperative Education and Full-time Professional employment vacancies are advertised on the Career Center's JobLine. Students may access the JobLine, via the Center's homepage.

#### Career & Employer Reference Library

The Career & Employer Reference Library maintains current employer information in print, video, CD and computerized form. Videos, printed and computerized reference materials are also available on resume writing, job search strategies, interview techniques and the labor market.

#### Financial Aid

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

The Office of Financial Aid provides assistance to students by offering a variety of services including literature specific to the application process, program specific brochures, a Web site, a voice response telephone system that allows a student to access his or her own financial aid file, and assigned counselors based on the last four digits of students' social security numbers. Counselors and advisors are available by telephone, by appointment, and students may also e-mail counselors via the Web site (<http://usfweb.usf.edu/enroll/finaid/finaid.htm>). General questions may be directed to the office-wide e-mail address - [financialaid2@admin.usf.edu](mailto:financialaid2@admin.usf.edu).

FastWeb and ExPAN, nationwide scholarship searches, are available via the Web site (in addition to scholarship information specific to USF). Students may also complete their Free Application for Federal Student Aid (FAFSA) electronically. A link from the Financial Aid Web site provides either a version students can download, or a Web version. Students may also complete the FAFSA in the Office of Financial Aid lobby during regular business hours.

Both OASIS (On-line Access Student Information System) Web and OASIS VR allow students the opportunity to view and hear their awards for each semester, to see if their financial aid files are complete, to see what additional documents are required and more. A link to OASIS Web is available on our Web site.

The Office of Financial Aid is located in the Student Services Building (SVC) 1102, 813/974-4700. Financial aid services are also provided on all regional campuses.

#### Orientation

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 for all new students and former students who were readmitted to the University.

In an effort to aid new students in their transition to USF, the office provides information tents during the first week of classes, Welcome Week activities, and daily campus tours. The Orientation Office is located in the Student Services Building (SVC) 1037. Call (813) 974-3060 for more information. Orientation programs are available on all regional campuses.

#### Office of the Registrar

The Registrar's Office provides a wealth of student, academic, and administrative services. The Registrar's Office is responsible for maintaining the 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 and distribute 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.

The Registrar's Office also makes available forms and is a repository of information. The Registrar's Office provides forms and makes known the policies and procedures to petition the Academic Regulations Committee (ARC), to request fee adjustments, late registration fee waivers, or posting of a grade forgiveness. 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, access registration appointment and hold information, view their grades, as well as update their permanent and local addresses. 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. The Registrar's Office is located on the Tampa Campus in the Student Services Building (SVC) 1034, (813)974-2000. 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.

The subdivision of Student Life and Wellness consists of the following Departments:

- Residence Services
- Student Health Services
- Counseling Center for Human Development
- Phyllis P. Marshall Center
- Campus Recreation
- Student Publications
- Student Activities
- Student Government
- Student Judicial Services
- Student Relations

### Counseling Center for Human Development

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, stop by SVC (Student Services) 2124, or visit our web page (<http://usfweb.usf.edu/counsel>). Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday (except University holidays).

**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 also offers two credit-bearing courses—Advanced Reading (3 credits) and Learning Strategies within Academic Disciplines (2 credits). Workshops are offered each semester for study skills and for the individual sections of the CLAST. CLAST groups are also offered for students seeking remediation in the different areas of CLAST. 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 the Office of Disabled Student 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 Alcohol 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

Student Health Services (SHS) at USF is provided as an integral part of the students academic life and furnishes health service specifically designed to meet the needs of the students and the community in which the students will be residing and studying. Having SHS available is essential because adding several thousand young adults into a community health care system can overload the local system and result in inadequate care for the students involved.

Here at USF we provide a professional staff that understands the imperatives students face and can work within those. The academic calendars, the sense of urgency, the sense of immortality, for example, can make the encounters with our patients into valuable educational opportunities instead of simply visits to treat the perceived symptoms. It is our belief that college health is about treating the ailment and at the same time assessing and intervening with that student's behavioral and medical health risks. It is about preventing illness in students who never visit our health center. It is about instilling healthy lifestyles in all students on campus. Our service is about our relationship and links to the many academic and university departments that may serve this student. In addition, college health is about teaching this model of care to the health care community and studying our services and care in an academic model.

Our staff has a public health sensitivity that can see the issues of living in residence halls, eating in dining halls, worrying about all the extracurricular activities and the possibility of future employment. The student faces difficulties when relating to faculty, exposing themselves to risks, and doing all without very many significant adults in their lives to provide a foundation on which they can build that health style they will have to rely on for the rest of their lives. We add an educational component which helps to carry the message beyond the clinic and into life.

We have the belief and the driving passion that college health encompasses the ability to assess student's physical, emotional, and social health in the context of their cultural and academic influences. This service encompasses and interacts within the campus community, and includes the best of health promotion and prevention. In addition, this care must be provided within a multidisciplinary team that includes medical, nursing, counseling, health promotion, and ancillary services staff.

The SHS staff is comprised of licensed general practice M.D.s, registered nurses, an advanced registered nurse practitioner, a board certified physician's assistant, licensed practical nurses and assistants, licensed laboratory technologists, certified health educators, a registered dietitian, and administrative personnel.

### Location and Hours

SHS is located east of the USF Bookstore and north of the Student Services Building. Hours are Monday through Friday 8:00 a.m. to 5:30 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).

### Eligibility and Fees

SHS provides services to any health fee paying registered student with a valid student ID card. USF Tampa Campus students are assessed a health fee that is included in their tuition each semester. Students registered on campuses other than Tampa may pay a voluntary health fee. Students taking a semester off may elect to pay a health fee at SHS 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 prescriptions
- 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 the most frequently prescribed medications at the time of the visit. If the medication prescribed is not available in the inventory, a prescription will be written which can be filled at any local pharmacy.

### Health Insurance

You should not wait until you are ill to visit Student Health Services. 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 you in understanding the student health insurance plan and encourages all registered students who do not have health insurance to enroll. Remember a visit to the Student Insurance Office in Room 103 at the Student Health Services can remove your worries regarding health insurance and assist you in your pursuit of a successful academic career.

### 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 is 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

### Medical History Form:

**A Mandatory Medical History Form is 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  
Fax: (813) 974-5888  
Telephone: (813) 974-4056 or 974-2331

#### SUS Immunization Policy and requirements for registration:

As a prerequisite to matriculation or registration, the State University System of Florida shall require all students born after 1956 to present documented proof of immunity to **RUBEOLA** (measles). All students less than 40 years of age shall present documented proof of immunity to **RUBELLA**. Consistent with Department of Health and Rehabilitative Services guidelines, acceptable proof of immunity is as follows:

**(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. 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 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 degrees Fahrenheit or greater, a cough, and conjunctivitis, and, in the physician's opinion, is diagnosed to have had the 10 day measles).

**RUBELLA (GERMAN MEASLES):** Students are considered immune to Rubella only if they have documentation as follows:

- 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 thirty (30) days, and no more than three (3) months later. It is recommended that both doses of measles vaccine be given as a combined measles-mumps-rubella (MMR) vaccine.

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.

**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.
- **VACCINATIONS AND BLOOD TITERS ARE AVAILABLE AT STUDENT HEALTH SERVICES.**
- For off-campus term exemptions, contact Registrar 974-2000.

USF Student Health Services, 4202 East Fowler Avenue, SHS 100 Tampa FL 33620-6750, (813) 974-2331, FAX (813) 974-5888.

#### SUS Health Insurance Requirement for International Students

The Board of Regents of the State University System in Florida requires that all international students have medical insurance in order to register for classes at USF. The Florida State University System's International Student Health Insurance Requirement is as follows:

As of Fall, 1992, no foreign student in F-1, F-2, J-1, or J-2 non-immigrant status shall be permitted to register, or to continue enrollment without demonstrating that (s)he has ad-

equate medical coverage for illness or accidental injury. An appropriate health insurance policy must have the following elements present:

1. 52 weeks continuous coverage
2. Basic benefits: room, board, hospital services, physician fees, surgeon fees, ambulance, out-patient services and out-patient fees paid at 80% of usual, customary, and reasonable (UCR) charge after deductible is met.
3. In-patient mental health care: 50% of UCR charges with a thirty (30) day cap.
4. Out-patient mental health care: 50% of UCR charges with a \$100.00 cap
5. Maternity benefits: treated as any other medical condition
6. In-patient/Out-patient prescription medication
7. Repatriation: \$7,500.00 coverage to return remains to the home country in the event of death.
8. Medical evacuation: \$10,000.00 coverage to permit patient to be returned to home country for medical treatment.
9. Exclusion period for preexisting conditions: six months.
10. Deductible: \$50.00 per illness/accident if treatment is given at USF Student Health Services; \$100.00 per illness/accident if treatment is given elsewhere.
11. Aggregate cap: \$200,000.00 per illness/accident.

Students must show proof of appropriate health insurance coverage before registration. An insurance policy is available at Student Health Services which is recommended by the ISSS at USF.

Exchange visitors, such as visiting research scholars must follow Federal Regulations regarding their insurance. These regulations implementing the Mutual Educational and Cultural Exchange Act of 1961 as amended by Public Law 87-256 require that all exchange visitors in J-1 non-immigration status and their dependents in J-2 non-immigration status must also demonstrate the possession of adequate medical insurance for illness or accidental injury.

#### Residence Hall Living

The Residence Hall program is an integral part of the total educational experience offered to USF students. Professional and Graduate staff members and Resident Assistants strive to serve our mission to provide students with intellectual and social experiences in a conveniently located residence hall community supported by a concerned and informed staff...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 on a monthly basis. Students are encouraged to submit their Student Housing Contract immediately upon receipt to insure that housing preferences can be accommodated better. 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 three centers of community activity - the Argos, Andros, 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 Gamma Halls offer traditional student residential living. Gamma houses women, and Beta houses men. The traditional living arrangement in these halls provides room accommodations designed for both sleeping and studying. 40-50 residents of a double occupancy living

unit or 20-25 residents of a single occupancy living unit share common bath facilities which are cleaned on a regular basis by the hall's housekeeping staff. Each hall also offers laundry facilities, kitchens, community rooms, and snack machines.

Alpha Apartments house 3-5 students per apartment in single or double occupancy rooms. Sophomores, juniors, seniors and graduate students are eligible to live in Alpha Apartments.

The *Andros Complex* consists of nine smaller halls with suite arrangements. Delta, Iota, and Epsilon Halls are co-ed and double occupancy. Delta and Epsilon are the designated halls for the Residential Learning Community. In addition, Epsilon Hall houses honors students and International/Exchange program students. Zeta and Eta Halls are all female and double occupancy. Eta Hall houses residential programs for Women's Studies students as well as women with interests in science and math. Theta, Lambda, and Mu Halls are co-ed and single occupancy. Theta is designated as the Leadership House, a program for students interested in leadership development. Kappa Hall is all female and single occupancy. 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 Iota 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, Kappa, 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 (20-41 students) shares a kitchen/lounge and small laundry room. The housekeeping staff cleans study areas and bathrooms.

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.

All student housing is air-conditioned. All rooms are carpeted, and all rooms are furnished with a bed, desk, chair, dresser, closet, and bookshelf for each resident. All rooms provide basic telephone service 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.

For more information, contact the Residence Services Assignment Office at (813) 974-4310. The Residence Services Assignment Office is open Monday through Thursday from 9:00 a.m. to 5:00 p.m. and on Fridays from 10 a.m. to 4 p.m.

#### Off-Campus Housing

The Off Campus Housing Office, located in the Marshall Center, 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

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 Office of Student Activities (OSA) provides leadership development programs and opportunities through numerous programs including Volunteer USF, the Campus Activities Board, Multicultural Council, 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, a Craft Shop, 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, and Centre Gallery, a student directed art exhibition space.

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 Taco Bell and Pizza Hut, and Good Stuff, Etc. 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, Centre Studios, Bike Shop, 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. Centre Studios is available to students and non-students with classes offered in ceramics, photography, silkscreening and more. The Bike Shop, located on the lower level west end, provides bicycle repair, supplies, parts and accessories.

The weekly Flea Market is coordinated every Wednesday by the Marshall Center. The Market offers vendors, food and a social atmosphere for students.

Other Marshall Center services include a stamp machine, library bookdrop, and U-Ship automated shipping service.

#### Special Events Center

The Special Events Center adds a special 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

Student Government (SG) is made up of three branches: the Executive (President, Vice President, Cabinet officers and agencies), Legislative (Student Senate) and Judiciary (Student Supreme Court) in which membership is open to any registered student. Student-wide elections occur in April each year. Student Government represents all student interests in programs, plans, policies, and procedures of the University and secures student representation to University governance. The SG office oversees the Activity and Service Fee Fund, which is allocated to student organizations and supports several services which SG offers. SG's agencies include SAFE Team, Computer Services, SoberRide, Student Information Services, WBUL Radio Station, 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. To find out more information, please contact the Student Government Office in the Marshall Center, room 203 or call 974-2401.

### Student Activities

The Office of Student Activities, on the second floor of the Marshall Center, 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 student volunteers, 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.

### Clubs and Other Organizations

The clubs, councils, and organizations formed by students represent a wide variety of interests. With over 270 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 on the second floor of the Marshall Center.

### Academic

Academic organizations have grown and will continue to grow as the needs of students studying in each of the academic areas increases. These groups include Africana Studies Club, Anthropology Club, Association of Computing Machinery, Association of Library and Information Science Studies, Association of Marketing Students, Association of Medical Science Graduate Students, Association of Minority Communicators, Colloquia for Literature and Linguistics, Economics Club, Engineering Transition Society, Geography Club, Geology Club, Graduate Business Association, Marine and Life Science Consortium, Mathematical Association Student Chapter, Microbiology Club, Minority Organization of Students in Education, National Student Speech Language Association, Minority Organization of Students in Education, Phi Mu Alpha Sinfonia,

Religious Studies Community Forum, Sigma Alpha Iota, Social Sciences Education Club, Student Council for Exceptional Children, Student Finance Association, and University Psychology 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 Architecture College Council, Argos Events Council, Arts and Sciences Student Council, Black Pan-Hellenic Council, Black Student Union, Business College Council, College of Education Student Council, College of Medicine Student Council, Cooperative Education Advisory Council, Council of Honor Societies, Engineering College Council, Graduate Student Association, Homecoming Steering Committee, Honors Program Student Council, Interfraternity Council, Latino Student Council, Organization of Student Representatives, Panhellenic Council, and Public Health Student Association.

### Greek

There are currently 17 national fraternities and 12 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 through the Interfraternity Council, Panhellenic Council, and Black 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 sororities include Alpha Delta Pi, Alpha Kappa Alpha, Alpha Omicron Pi, Chi Omega, Delta Delta Delta, Delta Gamma, Delta Sigma Theta, Kappa Delta, Sigma Gamma Rho, Sigma Delta Tau, and Sigma Lambda Gamma.

The fraternities include Alpha Phi Alpha, Alpha Tau Omega, Beta Theta Pi, Chi Phi, Kappa Sigma, Lambda Chi Alpha, Phi Delta Theta, Pi Kappa Alpha, Omega Psi Phi, Sigma Alpha Epsilon, Sigma Alpha Mu, Sigma Chi, Sigma Lambda Beta, Sigma Nu, Sigma Phi Epsilon, Sigma Tau Gamma, and Zeta Beta Tau.

The Greek recognition society is the National Order of Omega.

### 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, Alpha Phi Sigma, Alpha Pi Mu, Arts and Science Honors Society, Beta Alpha Psi, Chi Epsilon, Gamma Theta Upsilon, Golden Key, Kappa Delta Pi, Mortar Board, Omega Chi Epsilon, Order of Omega, Phi Eta Sigma, Phi Alpha Theta, Phi Kappa Phi, Phi Sigma Iota, Pi Gamma Mu, Pi Sigma Alpha, Psi Chi, and 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 Association of Filipino Students, Caribbean Cultural Exchange, Chinese International Cultural Exchange, Chinese Student Union, Circolo Culturale Italiano, French Club, Friendship Association of Chinese Students and Scholars, German Club, Hellenic Student Association, International Festival Planning Committee, Korean Student Association, Latin American Student Association, Muslim

Students Association, National Students Support Council for Africa, Odin Associates, Persian Cultural Society, Spic Macay, Students of India Association, Turkish Students Association, and Vietnamese Student Association.

### Political

Organizations for political and social change include College Republicans, College Democrats, Conservative Society, and Youth for Gramm.

### Professional

The professional societies at USF focus their groups on profession oriented needs and interests of students. They include Accountants National Black Association, Advertising Club, American Chemical Society, American College of Health Care Executives, American Criminal Justice Association, American Institute of Aeronautics and Astronautics, American Institute of Chemical Engineers, American Medical Association, American Medical Student Association, American Medical Womens Association/Women in Medicine, American Society of Civil Engineers, American Society of Mechanical Engineers, Association of Students for Public Administration, Black Graduate and Professional Student Organization, College Music Educators Conference, 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, Legal Brief, Mathematics Education Club, Management Information Systems Society, Minority Preprofessional and Sciences Society, Pi Mu Epsilon, Pre-Dental Society, Pre-Nursing Society, Semper Fi Society, Society for Technical Communications, Society of Professional Journalists, Society of Women Engineers, Special Libraries Association, Student Broadcasting Association, Student National Medical Association, and University Film and Video Association.

### Religious

The University has encouraged student religious organizations to develop. Currently some of the religious groups are members of the Campus Ministry Association (CMA). The members of CMA include Baptist Campus Ministry, 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: Alpha Omega, Association of Pagan Expression (APEX), Baha'i Club, Campus Advance for Christ, Campus Bible Fellowship, Catholic Student Union, Chi Alpha, Dynamis, Fellowship of Christian Students, Friends of Israel Gospel Ministry, International Fellowship, Intersarsity Christian Fellowship, Latter Day Saints Student Association, New Generation Campus Ministry, Pagan Allied Network, Students of Biblical Research, Winner's Circle, Young Israel Jewish Student Union, and Young Life 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 Amnesty International Adoption Group, BACCHUS, Best Buddies, Big Brothers/Big Sisters, Campus Activities Board, Circle K International, Gold Council, Greeks Advocating Mature Management of Alcohol (GAMMA), H.O.P.E. Hispanic Organization Promoting Education, Paraprofessional Counseling Service, Peer Advisory Council, Project World Health, Student Government Comptroller, S.G. Computer Services, S.G. Election Rules Agency, S.G. Executive Board, S.G. Insurance, S.G. Senate, S.G. Supreme Court, S.G. Student Information Services, Student Organization Advisory Board, Students Taking An Active Role in Society, USF Ambassadors, and USF Colors.

### Special Interest

Special-interest organizations cover a wide range of diverse activities. Those of the Tampa campus include Adventurer's Guild, AFROTC, Alpha Sigma Lambda, Bull Spirits, Campus Ecology, Classics Society, Club Creole, Comic Denominator, Gay/Lesbian/Bi-sexual Coalition, Florida Water Environment Association, Greek Week Committee, Groove Team, International Studies Organization, Meditation Society, USF, Minority Business Association, Model United Nations, NASW Sub Unit (National Association of Social Workers), Non Traditional Students, NOW (National Organization for Women), Rhythmic Motives, Student Admissions Representatives, Student Dance Production Board, Student Support Services Club, Students Organized Against Rape (SOAR), Students Taking An Active Role in Society, USF Gospel Choir, USF Middle Eastern Dance Association, USF Radio and Electronics Club, Vegetarian Dinner Club, Virtual Reality Exploration Society, WBUL, Student Radio, Wellness Committee, and Women's Studies Student Association.

### 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, Barbender's Club, Baseline Bulls "Zoo Crew", Bicycle Club, Bicycle Racing Club, Bowling Club, Chito Ryu Karate, Crew Team, Ice Hockey Club, Karate Club, Lacrosse Club, Rugby Football Club, Sailing and Windsurfing Club, Scuba Club, Surf Club, Table Tennis Club, Ultimate Frisbee Club, USF Men's Volleyball, Wado Kai Karate/Taijutsu Club, Water Ski Club, and Women's Rugby.

### Campus Recreation

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, varying from those of a noncompetitive type 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 has encouraged a program of campus communication through two publications. These publications are all-University in approach and coverage. They are staffed by students under the general supervision of the Office of Student Publications.

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

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.

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.

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.

### Grievance Procedure

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 Associate Dean for Student Relations, as soon as possible. For academic grievances, the student should see the college dean in which the cause for the grievance occurred.

### 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, indoor

and outdoor track, golf and tennis. On the women's side are basketball, softball, tennis, golf, cross country, indoor and outdoor track, 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** - The USF Bookstore is located on Martin Luther King Plaza between the Marshall Center and the Student Services Building.

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. Macintosh and IBM 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. The store is open 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. During the beginning of each term, the store has extended hours and additional registers open to provide the fastest service possible. Ample parking is available in the Crescent Hill Parking Facility.

**Health Sciences Bookstore** - Located in the Medical Center (MDC 1021), the Health Sciences Bookstore offers medical textbooks. Supplies, greeting cards, clothing, candy and other items are also provided. The Health Sciences Bookstore is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

**St. Petersburg Bookstore** - The USF Bookstore at the St. Petersburg campus is located in Coquina Hall 101 and offers textbooks for St. Petersburg classes, general books, clothing, school supplies and a variety of general merchandise items. Store hours are from 9:00 a.m. to 6:00 p.m. Monday through Thursday and Friday from 9:00 a.m. to 5:00 p.m.

### Campus Dining Services

USF Meal Plans offer a wide array of dining options. Convenience, flexibility and value are built into each plan. So no matter how hectic your schedule may be, we've got a plan to fit your time table, lifestyle and budget.

We offer 13 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

If you are a new freshman and will be living on campus or a transfer or returning student living on campus for the first time, you 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. They will not be lost; however, all 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 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.

**Andros Center Dining** (Andros Center) - Brand new to the USF campus! (So new we haven't had a chance to name it yet.)

**The Corner Grocery** (Andros Center) - Serving the resident student's needs seven days a week.

### Other Campus Dining Locations

**Tampa Room** (Marshall Center) - An exciting food court featuring Taco Bell and Pizza Hut.

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

**The Corner Store** (USF Bookstore Complex) - Located adjacent to the Bookstore and the Copy Center, another convenient store for all (or most) of your grocery needs.

**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.

For More Information, call our toll free number 1 (800) 775-MEAL (6325). In Tampa call 974-4385. When visiting campus, stop by our office located in the Argos Center adjacent to Crossroads or view <http://www.auxsvc.usf.edu/>.

### USFCard

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 campusMCI calling card. For additional information: <http://www.auxsvc.usf.edu/>