COMMUNITY COLLEGE COUNSELING MANUAL
2001-2002

University of South Florida

UNDERGRADUATE STUDIES
AND
COMMUNITY COLLEGE RELATIONS

4202 E. Fowler Avenue, SVC 2002
Tampa, FL 33620-6920
(813) 974-4051
SUNCOM 574-4051

FAX (813) 974-0945 SUNCOM FAX 574-0945
This manual was compiled and edited by the Office of Undergraduate Studies and Community College Relations, University of South Florida, Tampa, Florida. Its purpose is to facilitate the planning and transfer of community college students in their progress toward a baccalaureate degree at USF. Should any discrepancy occur between this manual and the 2001-2002 USF undergraduate catalog, the catalog takes precedence.

The University of South Florida and all colleges, departments, and programs therein establish certain academic requirements which must be met before a degree is granted. These requirements concern such things as curricula and courses, majors and minors, and academic residence. Advisors, directors, department chairs, and deans are available to help the student understand and arrange to meet these requirements, but the student is responsible for fulfilling them. At the end of a student's course of study, if requirements for graduation have not been satisfied, the degree will not be granted. For this reason it is important for all students to acquaint themselves with all regulations and to remain currently informed throughout their college careers and to be responsible for completing requirements. Courses, programs, and requirements described in this counseling manual may be suspended, deleted, restricted, supplemented, or changed in any other manner at any time at the sole discretion of the University and the USF Board of Trustees.

The University of South Florida is committed to the principles of equal education and employment opportunities without regard to race, color, marital status, sex, religion, national origin, disability, age, Vietnam or disabled veteran status as provided by law and in accordance with the University’s respect for personal dignity. These principles are applied in the conduct of University programs and activities and the provision of facilities and services.
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# UNIVERSITY OF SOUTH FLORIDA

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TAMPA CAMPUS: 4202 E. FOWLER AVENUE
TAMPA, FLORIDA 33620

RESOURCE AREAS       SUNCOM 574-(+ 4-digit extension)

Academic Advising:          (813) 974-2503
Arts and Sciences          (813) 974-4290
Business Administration     (813) 974-2458
Education                  (813) 974-2684
Engineering                (813) 974-3660
Fine Arts                  (813) 974-9305
Nursing                    (813) 974-2645
Undecided                  (813) 974-3350
Admissions, Office of       (813) 974-6444
Adult and Transfer Student Services
Registrar, Office of        (813) 974-2000
Financial Aids             (813) 974-4700
Housing & Food Service      (813) 974-2761
Project Thrust             (813) 974-4227

LAKELAND CAMPUS: 3343 WINTER LAKE ROAD
LAKELAND, FLORIDA 33919

RESOURCE AREAS       SUNCOM 574-(+ 4-digit extension)

Academic Advising:          (941) 667-7025
Arts and Sciences          (941) 667-7063
Business                  (941) 667-7023
Education                 (941) 667-7029
Admission, Office of       (941) 667-7025
Financial Aid             (941) 667-7025
Information               (941) 667-7000

SARASOTA CAMPUS: 5700 NORTH TAMIAIMI TRAIL
SARASOTA, FLORIDA 34243-2197

RESOURCE AREAS       SUNCOM 546-(+ 4-digit extension)

Academic Advising (all programs) (941) 359-4331
Admissions             (941) 359-4330
Financial Aid          (941) 359-4255
Records and Registration (941) 359-4230

ST. PETERSBURG CAMPUS: 140 SEVENTH AVENUE, SO.
ST. PETERSBURG, FLORIDA 33701

RESOURCE AREAS       SUNCOM 545-(+ 4-digit extension)

Academic Advising:          (727) 553-1507
Arts and Sciences          (727) 553-1542
Business Administration     (727) 553-1581
Education                  (727) 553-1142
Admissions                 (727) 553-1128
Financial Aid             (727) 553-1108
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Transfer students should apply as early as possible within a year of expected AA degree date.

Quota programs (as well as some graduate programs) may impose earlier application deadlines. Consult specific manual page or the general university bulletin (catalog).

All campuses observe the same admissions deadlines, but registration times do differ. Check with appropriate campus admissions office.

Provisional Acceptance

USF sends a “provisional acceptance” letter to transfer students upon receipt of their applications. However, it is imperative that students meet the terms listed on the acceptance letter and send an official “final” transcript as soon as possible to the USF Admissions office. Provisionally admitted students who do not receive the AA degree or do not have at least 60 transferable hours (as determined by the USF Admissions office) will have to meet freshman entrance requirements for admission.

AA Except for CLAST

Students who have failed one or more subtests of the CLAST but have completed all other AA degree requirements will be admitted to the University of South Florida and given full benefit for the AA degree. A transcript should be sent to USF with “all AA degree requirements met except for CLAST,” statement posted. Such students must register for and take CLAST during their first term of enrollment at USF.

Normally, courses designed specifically for AS degree programs will not be accepted in transfer to USF except as follows:

(1) When the community college has allowed the AS courses to be counted toward award of an AA degree, those course credits comprising a portion of the minimum 60 credits required for the AA will be transferred as "undistributed elective credit." Credits counted as "undistributed electives" will not fulfill any degree requirements except free elective credit toward the minimum degree requirement of 120 credits. In addition, the grades for those courses will not be calculated in the students’ transfer or overall grade point averages.

(2) In selected programs a department/college’s faculty may determine that certain AS degree courses are sufficiently equivalent to lower level requirements at USF and may then recommend the credits count toward course requirements at USF. In those instances, the grades for the transferred courses will be counted in the students’ transfer and overall grade point averages.

(3) When AS degree programs are articulated with BA or BS programs, either on a statewide or institutional basis, specific AS courses will be specified as acceptable toward the articulated baccalaureate degree. In those instances, the grades for the transferred courses will be counted in the students’ transfer and overall grade point averages. If the student changes major to a non articulated degree the AS credits will be considered under options #1 or #2 above.

CLAST Policies at USF

If all subtests of the CLAST have not been passed by the time students reach 70 semester hours (including transfer hours from the community college) they may not register for classes until they have scheduled a remedial course covering the content of the failed subtest(s) and have registered for the CLAST.

Students who have reached 96 semester hours and have not passed all four subtests of CLAST will be placed on administrative hold and will be permitted to register only for classes to remediate their CLAST deficiency.

If a student has completed 96 hours, has taken CLAST five times and has participated in at least three terms of remediation,
application for CLAST waiver may be made. For application details, contact the Office of Evaluation and Testing, 974-2741.

When students successfully complete all subsections of CLAST, they should apply to their community college for their AA degree and have a transcript sent to USF indicating the awarding of the AA degree. This ensures that the community college awards students the degree to which they are entitled.

Repeat/Forgiveness

In order for repeated courses to qualify for the forgiveness policy, the repeated course must have been taken at the same institution as the initial course, and the institution where the course was taken must have a forgiveness policy. However, USF will honor repeat course forgiveness between institutions if they are part of the AA degree.

Courses Taken After the AA

Courses taken after the AA degree will be re-calculated into the GPA by the Office of Admissions. In some cases this could drop the overall admissions GPA below the 2.00 required for admission. Therefore, it is recommended that students complete all necessary coursework (both AA degree requirements and limited access program criteria) within the framework of the AA degree.

Reciprocity Rule for Residency

Effective immediately USF will accept the sending community college’s residency determination for their students who are applicants to the University. This is in accordance with the newly adopted statewide Residency for Tuition Purpose Reciprocity Rule.

Foreign Language Entry Requirement (FLENT)

All students entering the University of South Florida are affected by Section 240.233 of the Florida Statutes. Under this Statute, students must complete two years of the same foreign language in high school or the equivalent (eight to ten semester hours of the same language at the postsecondary level) prior to admission to a Florida public university. However, state universities have been allowed to admit students before completion of this requirement with the stipulation that those students must satisfy the requirement before they can receive a Baccalaureate degree. (Students who entered a Florida community/junior college prior to August 1, 1989 and maintained continuous enrollment until admission to USF are exempt from this entrance requirement.)

NOTE: American Sign Language will meet the foreign language entry requirement.

Students who have not met the foreign language entry requirement in high school are encouraged to complete the requirement (8-10 semester hours) at the community college they are currently attending, if possible.

Verification of Foreign Language Entry Requirement

To verify completion of this requirement, students must have an official high school transcript or an official college or university transcript mailed to the USF Office of Admissions as soon as possible upon making application to the University.

Foreign Language Exit Requirement

USF also has a foreign language exit (or graduation) requirement for the Bachelor of Arts (B.A.) degree that is separate from the foreign language entry requirement described above. Two years of high school level foreign language courses do not meet USF exit requirements. However, completing eight to ten semester hours of the same college-level foreign language with a grade of “C” or higher at a Florida public community college will satisfy both the entrance and exit requirements at USF.

Only the B.A. degree has a foreign language requirement for graduation. This requirement may be met by

• Completing one academic year (8-10 S/H) of the same college-level foreign language with “C” or higher.
• Passing departmental competency/placement examination.
• Achieving appropriate qualifying scores on CLEP.
• Obtaining a score of 500 or higher on the TOEFL examination for non-English speaking students.

NOTE: Some departments allow American Sign Language to meet the requirement, but appropriate departmental approval must be granted.

Limited Access Programs

Several high demand programs have additional admission criteria beyond general university admission requirements. Specific guidelines for admission to limited access programs provide equal access to AA degree holders from Florida community colleges, transfers from other SUS institutions, and USF students of equivalent status. Most programs require at least a minimum 2.5 overall college GPA. Potential transfer students with 90 or more hours will not be admitted to the University unless they meet the GPA requirement of their chosen limited access program major at the time of application. The following colleges and
UNIVERSITY OF SOUTH FLORIDA

programs are limited access:
College of Business (all majors)  Liberal Studies
College of Education  Mass Communications
College of Fine Arts (Dance B.F.A.)  Mathematics (Accelerated BA/MA)
College of Nursing (all majors)  Social Work

ORIENTATION

The Orientation Program is designed to introduce students to the campus and to the USF community. Orientation is mandatory on all USF campuses. Times and formats differ at each campus. During orientation students will receive academic counseling, select their courses, register for classes and become acquainted with the campus. Students should have personal copies of their college transcripts with them during their advising sessions. The earlier students attend the orientation sessions the more likely they will obtain the classes needed. Students will receive their orientation packet in the mail shortly after their Official Acceptance Letter arrives. For more information contact the Orientation Office at (813) 974-3060.

IMMUNIZATION POLICY

As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documented proof of immunity to RUBEOLA (measles) and RUBELLA (German measles). The documented date of immunization for both measles and rubella should indicate the day, month, and year. However, only month and year will suffice if the month and year indicate that the immunization was given at least 13 months after the month of birth. Exceptions to this policy may be granted in the event of valid medical contraindications, or for religious reasons. Consistent with Department of Health and Rehabilitative Services guidelines, acceptable proof of immunity for Rubeola (measles) and Rubella (German Measles) are as follows:

A) RUBEOLA (MEASLES): Students can be considered immune to measles only if they have documentation of at least one of the following:
1. Documentation of immunization with two (2) doses of live measles virus vaccine on or after the first birthday. Note: Persons vaccinated with killed or an unknown vaccine prior to 1968 must be revaccinated. Persons born before 1957 may be considered to have had a natural infection and, therefore, do not need measles vaccine.
2. Laboratory serologic [IgG] evidence of measles immunity.
3. A written, dated statement signed by a physician on his or her stationery, that specifies the date seen, and states that the person has had an illness characterized by a generalized rash lasting three (3) or more days, a fever of 101 degrees Fahrenheit or greater, a cough, and conjunctivitis, and, in the physician's opinion, is diagnosed to have had the 10 day measles.

B) RUBELLA (GERMAN MEASLES): Students are considered immune to Rubella only if they have documentation of immunization with live rubella virus vaccine on or after the first birthday or Laboratory (serologic) [IgG] evidence of rubella immunity. If the student has no documentation of any doses of measles vaccine, vaccine should be given at the time of entry and the second dose no less than twenty-eight (28) days later. It is recommended that both doses of measles vaccine be given as a combined measles-mumps-rubella (MMR) vaccine. Vaccinations and blood titers are available at student health services.

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

Temporary Medical exemptions must be submitted by the attending physician and must include reason for exemption and duration of exemption.
• For religious exemption applications, contact Student Health Services.
• For off-campus term exemptions, contact Registrar 974-2000.

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

HOUSING

While attending USF, a student may choose to live either on or off campus. A housing application is sent with the acceptance letter. If a student chooses to live on campus, the housing application should be mailed with a copy of the acceptance letter to the housing office ASAP to secure a housing reservation. For information on campus housing, contact the Housing Office at (813) 974-4310.

The Off-Campus Housing Program provides vacancy listings of rooms, apartments, condos, and homes. It also offers roommate referral, information on renter’s insurance, furniture rental, and apartment discounts. Contact the Off-Campus Housing Program at (813) 974-3749.

INFORMATION SESSIONS AND CAMPUS TOURS

The Office of Admissions conducts Admissions Information Sessions on the Tampa campus every Monday through Friday (except University holidays) at 1:00 p.m. An appointment is not necessary to attend. These sessions conclude with a student-guided tour of campus and housing facilities. Comprehensive campus visitation programs are available on various dates throughout the year. More information about these expanded programs can be obtained by contacting the Office of Admissions at (813) 974-3350.
FINANCIAL AID AT USF
http://usfweb.usf.edu/enroll/finaid/finaid.htm

USF GENERAL EDUCATION PROGRAM

All new students and Former Students Returning will be required to take 45 semester hours to satisfy the complete liberal arts requirements. Thirty-six (36) semester hours will satisfy the general education course requirements and 9 semester hours will satisfy the exit requirements. These requirements are distributed as follows:

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>6</td>
</tr>
<tr>
<td>Quantitative Methods</td>
<td>6</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Historical Perspectives</td>
<td>6</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>African, Latin American, Middle Eastern or Asian Perspectives</td>
<td>3</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Exit Requirements</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Works and Major Issues</td>
<td>6</td>
</tr>
<tr>
<td>Literature and Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

Courses, as much as possible, will incorporate the dimensions of values and ethics, race and ethnicity, gender, and international and environmental perspectives. In addition, whenever relevant to the specific discipline, all courses are expected to require conceptual, analytical, and creative thinking and to promote creativity and discipline in writing and speaking.

NOTE: In accordance with the articulation agreement, Florida community college students will be under the General Distribution Requirements in the USF catalog at the time the student first entered the community college, provided the student maintains continuous enrollment. Also, Florida community college transfer students who have the AA degree or whose transcripts state that they have satisfactorily completed general education requirements at another Florida public college or university will have met USF’s general education requirements under the articulation agreement. However, USF recommends that community college students who plan to transfer to USF take courses within their general education programs at the community colleges that meet as much as possible the University’s general education requirements.

STUDENT BILL OF RIGHTS

Florida Community College Associate in Arts graduates are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

1. Admission to one of the nine (9) state universities, except to limited access programs*.
2. Acceptance of at least 60 credit hours by the state universities toward the baccalaureate degree.
3. Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college, provided the student maintains continuous enrollment.
4. Transfer of equivalent courses under the Statewide Course Numbering System.
5. Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, PEP, Dual Enrollment, Early Admission and International Baccalaureate).
6. No additional General Education Core requirements.
7. Advance knowledge of selection criteria for limited access programs.

Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right of appeal. Each state university and community college shall make available established appeal procedures through the respective articulation officers.

*Limited Access is the designation given to programs that require additional admissions requirements which are more selective than general admission requirements. These may include the following: increased total GPA and test scores; additional courses and prerequisites; and auditions and portfolios.
Communicating With The University

Communications regarding the services and programs listed below should be directed by letter or by phone to the appropriate office on the Tampa, St. Petersburg, Lakeland, or Sarasota campuses. Mailing addresses and general telephone numbers for the campuses are given on the previous page. The offices listed below (on the Tampa Campus unless otherwise indicated) may be dialed direct at the telephone numbers shown.

Academic Advising (for Undeclared and Undecided Students)
Academic Advising, SVC 2011
http://www.sa.usf.edu/advising/

974-2645

Academic Advising (for upperclassmen)
Arts & Sciences, SOC 102
http://www.cas.usf.edu/
Business Admin., BSN 1406
http://www.cob.usf.edu/
Education, EDU 106
http://www.coedu.usf.edu/
Eng, ENC 100
http://www.eng.usf.edu/main.asp
Fine Arts, FAH 120
http://www.fas.usf.edu/
Health Science, MHSA 106
http://www.hsc.usf.edu/hsc/
Library Resources
Lakeland Campus: Office of the University Librarian
http://www.lib.usf.edu/
Tampa Campus: Office of the Director of Libraries, LIB 207
(813) 974-2721
http://www.lib.usf.edu/parking_services/

974-2900

Applications and Admissions
Office of Admissions, SVC 1036
http://www.mlt.usf.edu/enroll/admissions.html
bulleye@admin.usf.edu
New College
http://www.newcollege.usf.edu/
Office of Admissions (Sarasota)
359-4269

974-2674

Athletics (Intercolligate)
Director of Athletics, PED 214
http://www.goufbulls.com

974-4309

Bachelor of Independent Studies Program
External Degree Program, FAO 285
http://www.cas.usf.edu/bis/index.html

974-4058

Career Development Counseling
Center for Human Development, SVC 2124
http://www.mlt.usf.edu/counsel/

974-2381

Career Center
Cooperative Education Program, SVC 2088
http://www.mlt.usf.edu/enroll/latexa/
Career Job Search Assistance, SVC 2088
http://www.career.usf.edu/

974-2125

College Level Examination Program (CLEP tests)
Office of Evaluation and Testing Services, SVC 2054
http://www.usf.edu/gradandprov/latexa/

974-2403

Community College and Transfer Students
Adult and Transfer Student Services, SVC 1001
http://www.mlt.usf.edu/enroll/latexa/
Continuing Education Courses and Conferences
Continuing Education, MGZ 144
Division of Conferences and Institutes, MHH 1116
English Language Institute, CPR 107
http://www.conted.usf.edu/

974-2741

Counseling
Counseling Center for Human Development, SVC 2124
http://www.mlt.usf.edu/counsel/

974-2873

Educational Outreach
Office of the Dean, MHSA 116
http://www.outreach.usf.edu/

974-4057

Financial Assistance (scholarships, loans, employment)
Office of Financial Aid, SVC 1102
http://usfweb.usf.edu/financialaid/

974-4700

Graduate Studies
Office of the Dean, FAO 126
http://www.grad.usf.edu/

974-2846

Health Services (Student)
Health Center, SHS 101
http://www.shs.usf.edu/

974-2331

Housing: Campus Residence Halls
Office of Residence Life, RAR 229
http://www.reserv.usf.edu/

974-2761

Housing: Off-Campus
Student Government Office, CTR 203
http://sg.usf.edu/

974-3749

International Student and Scholar Services
Office of the Advisor, CTR 259
http://web.usf.edu/icc/default.htm

974-5102

International, Mature, Minority, and Transfer Students
International, Mature, Minority, and Transfer Students
http://www.newcollege.usf.edu/

(941) 297-1042

Minority Student Advising
Center for Academic Advising, SVC 2011
http://www.sa.usf.edu/advising/

974-2645

Orientation
Office of the Director, SVC 1037
http://www.mlt.usf.edu/enroll/orient/orient.htm

974-3060

Parking and Traffic Services
Parking Services, PSB 101
http://www.mlt.usf.edu/parking_services/

974-3990

Pre-Admission Advising for Prospective Freshman
International, Mature, Minority, and Transfer Students
Office of Admissions, SVC 1036
http://www.mlt.usf.edu/enroll/admissions.html
bulleye@admin.usf.edu

974-3360

Records, Registration
Office of the Registrar, SVC 1034
http://www.mlt.usf.edu/registration/transcript.htm
regquest@admin.usf.edu

974-2000

Student Affairs
Office of the Vice President, ADM 151
974-5563

Transcripts USF
Office of the Registrar, SVC 1034
http://www.mlt.usf.edu/registration/transcript.htm

974-2000

Tuition Waiver For Senior Citizens
Division of Lifelong Learning, MGZ 144
http://www.ml.t.usf.edu/accreditations.htm

974-2403

Undergraduate Studies
Office of the Dean, SVC 2002
http://www.ugs.usf.edu/ugs.htm

974-4051

Veterans Services
Office of Veterans Services, SVC 2127
http://usfweb.usf.edu/vetservice/

974-2291

WebCat@admin.usf.edu

974-4051

Veterans Services
http://www1.va.gov/va fraction/