

STUDENT AFFAIRS & STUDENT SERVICES

UNIVERSITY OF SOUTH FLORIDA - 2004/2005 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.

Students who attend the University of South Florida are subject to University policies in addition to guidelines established by the Board of Trustees of the University of South Florida. 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 Trustees 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, Student Life and Wellness,** and the **University Police Department.** 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 services, 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, advisors in 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. In addition, the Division of Student Affairs provides for the safety of students and employees.

The staff of the Division of Student Affairs at the University is committed to creating a student-focused learning community distinguished by shared purpose, collaboration, open and timely communication, mutual respect, trust and inclusiveness.

The Division 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 of those who serve them. In partnership with University faculty and staff and the community, we will reach beyond our 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.

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.

Center for Academic Advising

Location/phone: SVC 2011, (813) 974-2645

Web address: <http://www.sa.usf.edu/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 under-represented students. The staff prepares students for entrance into all limited access majors (e.g. Education, Engineering, Business, Nursing, and Mass Communications), and evaluates and certifies all students seeking Associate of Arts certificates.

Student Disability Services

Location/phone:

Tampa Campus: SVC 1133, Voice (813) 974-4309; TDD (813) 974-5661 and (813) 974-1585; Fax (813) 974-7337

St Petersburg Campus: Volunteer and Disability Services - 140 7th Ave S - St. Petersburg, FL 33701 - (727) 553-4162

Sarasota Campus: Office of Student Services - 5700 N Tamiami Trail, USS805D - Sarasota, Florida 34243-2197 - (941) 359-4330

Lakeland Campus: Student Disability Services - 3433 Winter Lake Road - Lakeland, FL 33803 - (863) 667-7063

Web Address: <http://www.sds.usf.edu>

The University recognizes and values students with disabilities. The faculty and administration strive to ensure that students with disabilities participate in all aspects of university life. Academic accommodations are arranged through the Office of Student Disability Services. Student Disability Services (SDS) makes the final determination as to the type of need and the type of assistance that can be rendered for students with disabilities. Each student is responsible for self-identifying and applying for accommodations and services at this office. The process of applying for services is described in detail in the SDS website www.sds.usf.edu. Information Sessions are provided for students, parents, and other concerned persons. The dates and times of these Information Sessions are on the SDS website.

There are two essential elements to receiving reasonable accommodations and services. First, the student must identify herself/himself as a person with a disability and, second, the student must apply for services with the Office of Student Disability Services (SDS). The student identifies herself/himself and applies for accommodations by providing to SDS documentation both of the disability and the significant impact of that disability on academic performance. SDS staff and other experts will review the documentation, a process that typically takes ten working days. To summarize, a student interested in having accommodations for a disability should:

- 1) Visit our website <http://www.sds.usf.edu>
- 2) Present documentation of her/his disability to our office as soon as possible
- 3) Attend an Information Session

If the documentation provides the necessary information and demonstrates the need for reasonable accommodations, the student will be invited to an intake meeting with a coordinator. The purpose of the meeting is for the coordinator to fashion reasonable accommodations with the student. At this meeting

the student will be given information about the process for having a memorandum of accommodation for each professor for that semester. It is the student's responsibility to present the memorandum of accommodation to each professor.

At the start of each semester, the student is responsible for providing feedback about the effectiveness of the accommodations to date and registering for accommodations for the new semester. Each semester the student is responsible for giving each of her/his professors a memorandum of accommodation for that semester.

Examination accommodations, the most frequently needed accommodations, are the responsibility of the professor. However, this office provides accommodated examinations if a professor is unable to do so. The directions for this process are on the SDS website.

A certified American Sign Language interpreter is on the SDS staff. Interpreting services are available for classroom and class-related activities for students with hearing impairments. The process for accessing these services is described on the SDS website.

Federal laws require that persons with disabilities receive reasonable accommodations in order to fully participate in all aspects of society. Specifically, the Americans with Disabilities Act of 1990 (ADA) addresses this issue and provides relief for persons who do not receive reasonable accommodations.

McNair Scholars Program

Location/phone: SVC 2049, (813) 974-1605

Web address: <http://www.sa.usf.edu/McNair>

The Ronald E. McNair Post-Baccalaureate Scholars Program is designed to prepare economically disadvantaged and traditionally underrepresented 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.

McNair Scholars are awarded scholarship stipends when they participate in the Summer Research Institute and during their research internship in their senior year. The Program also provides students with opportunities to attend and present academic papers at national and regional conferences. The criteria for this very competitive scholars program are as follows: 3.0 minimum cumulative GPA, declared major, a minimum of 45 earned credit hours, current enrollment at USF at the junior or senior level, United States citizenship/resident alien status and a completed Ronald McNair application with faculty recommendations.

George Jenkins Scholars Program

Location/phone: SVC 2049, (813) 974-1605

Web address: <http://www.sa.usf.edu/jenkins/>

The Jenkins Scholars Program is one of the highest funded academic scholarships at USF. The George Jenkins Scholarships are funded through the George Jenkins Foundation, which was founded by the late George Jenkins, the initial founder and owner of Publix Supermarkets.

A select group of Jenkins Scholars are elected annually from a statewide competition of high school seniors who are admitted to USF as freshmen. All of these scholars are economically disadvantaged, but are usually in the top five percent of their high school senior class.

The Jenkins Scholars Program is designed to provide academic and personal support services for all scholars, freshmen through senior year. The scholars participate in various scholarly and cultural activities, such as academic monitoring,

mentoring activities, academic/personal development seminars, career advising, graduate school assistance and planned cultural activities with the Jenkins family.

Kosove Scholarship Program

Location/phone: FAO 274, (813) 974-3087

Web address: <http://www.usf.edu/finaid2/Website/Kosove.htm> or <http://giving.usf.edu/scholarships/Kosove.asp>

The Kosove Scholarship

The Kosove Scholarship Program makes annual, renewable scholarship awards to undergraduate and graduate students. These awards pay the full cost of Florida-resident tuition, books, housing and food service, or the equivalent costs for students living off-campus. Awards are made for four academic years (fall and spring) to undergraduate freshman, for two academic years to currently enrolled students and transfers, and for two academic years to graduate students.

Academic criteria are used as starting points in the selection process. Assuming academic criteria are met, Kosove Scholars are selected through a rigorous examination of leadership abilities, commitment to community service and demonstrated concern for the global society.

Goals of the Kosove Society

When A. Harrison and Ruth Kosove founded the Kosove Society in 1983, they envisioned a close network of individuals from all professions and fields of study working together as leaders in building a better community for the Tampa Bay area and beyond. The Kosove Society is comprised of current and past Kosove scholarship recipients. To achieve these ambitious and important goals, members of the Kosove Society must be willing to bear a continuing responsibility to service throughout their lives.

- To assume a role of leadership in the USF community by promoting responsible inquiry and debate over issues of genuine concern to the university population.
- To exemplify responsibility as educated citizens through active community service.
- To strengthen and sustain the friendship network which exists between all members of the Kosove Society through social activities and the induction of motivated members.

Parents Association

Location/phone: ALC 000, (813) 974-2651

Web address: <http://www.sa.usf.edu/parents/>

The Parents Association is designed to provide opportunities for parents of students enrolled at USF to become involved in special projects, recruitment, scholarships and fund raising activities.

The Parents Association elects Board members consisting of President, Vice President and Secretary/Treasurer. The Association has an allocated budget to conduct mailouts, newsletters, and sponsor student related activities and fund the annual Family Weekend Activities, which usually occurs in October.

The Association works closely with Residence Services, Admissions, Orientation, Student Affairs and the University Development Office.

Project Thrust

Location/phone: SVC 2034, (813) 974-4227

Project Thrust is a support program established to provide personal, and academic support to undergraduates at the University. Its mission is to provide programs and activities that enhance students' opportunities to attain their education and career objectives. Utilizing established partnerships with programs, departments and colleges, Project Thrust helps the University to create an atmosphere of collaboration, mutual respect, and trust for its students, faculty and staff. The program's holistic approach to student development helps students to persist and graduate. This program contributes

significantly to the University's commitment to create an environment of intellectual excellence and a culturally diverse academic community.

Project Thrust has advisors in the following colleges: Arts and Sciences, Business, Education and Visual and Performing Arts. In addition to providing advising, counseling and retention activities, Project Thrust advisors coordinate various activities to provide academic and career support.

Personal Excellence Program

Location/phone: SVC 2034, (813) 974-4227

Freshman year is the most crucial period for student retention and may determine the likelihood of graduation. The Freshman Summer Institute at USF promotes the academic success of first-year students and encourages higher graduation rates by providing academic support and coordinating campus services.

Freshman Summer Institute (FSI) students enter the program by participating in a six-week summer residential program. During summer semester, FSI introduces a select group of incoming freshmen to the USF community and transitions them into college life. The experience resembles a typical semester; students attend an orientation, complete a series of classes and seminars for a head start on the fall curriculum, and complete up to ten academic credits toward graduation. Support is continued fall and spring semesters for all students successfully completing the summer program.

The FSI tackles the challenges of freshman year with an active concern for students' personal and academic welfare, enhancing their academic enrichment and better orienting them to the university environment. Counselors, a crucial element of the program, personally advise, counsel, and monitor students' progress throughout the first year. Personalized attention, combined with a holistic approach for student growth, distinguishes the Freshman Summer Institute as a unique student resource

Student Academic Support System (SASS)

Location/phone: SVC 2008, (813) 974-4505

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

Used at major universities throughout the state of Florida, the Student Academic Support System (SASS) is a computer assisted advising program designed to help students track their progress toward meeting general education and undergraduate degree requirements. Each SASS report is specific in that it matches a student's academic record against the requirements of the student's degree program. SASS reports are available to each undergraduate student through the student's advisor, advising office, or OASIS on FACTS (<http://www.facts.org/>). The central SASS office maintains the data and trains appropriate college personnel.

Student Support Services Program

Location/phone: SVC 2042, (813) 974-4301

Web address: <http://www.sa.usf.edu/sss/>

Student Support Services (SSS) is a federally funded retention program designed to provide academic and personal support to students admitted via profile assessment, individuals who qualify as either having disabilities or as low income, "first generation" college students ("first generation" means that the students' parents did not earn a four year degree). 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 services that recur each semester, including registration, financial aid, academic advising, 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

Locations/Phones:

Tampa Campus: SVC 1036, (813) 974-3350

St. Petersburg Campus: BAY 102, (727) 553-1142

Sarasota Campus: PMC 101, (941) 359-4330

Lakeland Campus: LLC 2100, (863) 667-7026

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. Admission services are also available at all regional campuses.

Adult and Transfer Student Services

Location/phone: SVC 1001, (813) 974-6444

Office Hours: Monday - Thursday, 8 a.m. - 7 p.m.; Friday, 8 a.m. - 5 p.m.; Saturday, 9 a.m. - 1 p.m.

Web address: <http://www.atss.usf.edu>

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 toward their educational goals through a scholarship program, organization for transfers and adult learning, and activities to help transfer students and adult learners make a successful transition and feel a part of USF. Staff members develop 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 Career Center

Location/phone: SVC 2088, (813) 974-2171, 8-5, Mon-Fri.

Web address: <http://www.career.usf.edu>

The Career Center provides USF students with comprehensive career planning and job search services. A staff of experienced Career Center professionals is available to help students choose a career; gain career-related work experience and prepare for an effective job search. The Career center also provides information on employment opportunities and creates venues where students can network and interview with local, state and national employers.

The Career Center's numerous services are clustered into the areas of career planning, career-related work experience, job search preparation, and connecting with employers.

Career Planning

Individual Career Advising Appointments may be made with a career specialist to help students make an informed decision about a potential career and academic major.

Career Assessment Surveys are available to help students identify their interests, skills and work values. Both pen and paper and web-based assessments are available.

Career Decision-making Workshops teach students about the career development process and the steps to be taken in order to choose a career and academic major.

Career Reference Library contains information on career fields, including job descriptions, working conditions, educational requirements, salary information and projected employment outlook.

Graduate & Professional School Fair provides an opportunity for students thinking about continuing their education to talk to Admissions representatives from graduate and professional schools.

Career-related Work Experience

Part-time Jobs, both on and off campus, including Federal Work Study Program (FWSP) jobs are posted on the Career Center web site.

Cooperative Education ("Co-op") is a structured, academic program of paid, practical work experience related to a student's major. See the Career Center web site for eligibility criteria and program details.

Internships from on and off-campus employers are advertised on the Career Center web site. Internships for academic credit are coordinated through the student's sponsoring academic department.

Job Search Preparation

Individual Career Advising Appointments may be scheduled for assistance with resume/cover letter preparation; interview techniques; and various other job search strategies.

Walk-in Advising is available to answer questions about careers, job search or Career Center services. These fifteen-minute sessions are available Monday-Thursday (8:30-4:30) during fall and spring semesters.

Job Search Workshops are available on topics such as resume writing, interview techniques and other job search strategies, and include one on how to participate in the on-campus interview program.

Job Search Reference Library contains resources on resume writing, interviewing and job search strategies, as well as employer directories and salary information.

Job Search Computer Lab, located in the Career Center reference library, is equipped with computers with Internet access for conducting a cyberspace job search, scheduling on-campus interviews and researching employers.

Connecting with Employers

On-Campus Interviews for Internships and Full-time Positions are conducted in the Career Center by local, state and national recruiters from numerous types of organizations to fill their internship and full-time professional positions. All majors are eligible to participate.

Resume Referral is available to students who have uploaded a resume in the Career Center's electronic resume database. The Career Center will forward resumes of students matching the employer's hiring criteria, upon the employer's request.

Virtual Video Interview (VVI) allows students to visually market their skills, experiences and qualifications to a potential employer by making a web-based video, accessible to employers via the web from anywhere in the world. The VVI, linked to the student's uploaded resume, is the latest technology for screening interviews.

Career Networking Fairs, held each semester, bring students and employers together to network and discuss employment opportunities.

Job Listings are posted on the Career Center's web site daily and include part-time jobs, internships, Cooperative Education and full-time professional vacancies.

Credential Service is available to graduate students seeking employment in higher education and/or research institutions. Up to five reference letters and a transcript may be stored in the Career Center and mailed to prospective employers upon request.

Financial Aid

Location/phone:

Toll Free: 1-877-USF-BULL

Tampa Campus: SVC 1102, (813) 974-4700

St. Petersburg Campus: BAY 105, (727) 553-1128

Sarasota Campus: USS-C, (941) 359-4330

Lakeland Campus: LLC 2101, (863) 667-7028

Web Addresses:

Financial Aid Web: <http://www.usf.edu/finaid/>

OASIS Web: <http://usfonline.admin.usf.edu>

FAFSA Web: <http://www.fafsa.ed.gov>

Email: <http://www.usf.edu/askusfl/>

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

USF's Financial Aid Web site provides step-by-step guidance through the financial aid application process. USF's Online Access Student Information System (OASIS Web) allows students to monitor the status of their financial aid from application to disbursement of funds.

All students wishing to receive financial aid are encouraged to start the financial aid process as early as possible. The first step, each year, is to complete and submit the Free Application for Student Financial Aid (FAFSA) online. For more detailed guidance and information, log onto the Financial Aid Website, stop by the Financial Aid office and/or call and request a *2002-2003 Financial Aid @ USF Handbook*.

Orientation

Location/phone: SVC 1138, (813) 974-3060

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 of all new students and former students who are readmitted to the University.

Orientation programs are available on all regional campuses.

Office of the Registrar

Locations/phones:

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

St. Petersburg Campus: (727) 553-1142

Sarasota Campus: (941) 359-4641

Lakeland Campus: (863) 667-7026

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

The Registrar's Office provides a wealth of student, academic, and administrative services. The Registrar's Office is responsible for maintaining each student's academic record from the time of admission to degree. Therefore, virtually every USF student is a consumer of services provided by the Registrar's Office.

Registrar's staff publish and distribute the University *Schedule of Classes*, coordinate registration and drop/add activities, process grade information each semester, prepare transcripts and diplomas, as well as certify student enrollment status.

Registrar's staff also review and act upon student requests for reclassification of residency and process changes of name and student I.D. number.

Students interested in petitioning the Academic Regulations Committee (ARC), requesting fee adjustments, late registration fee waivers, or posting of grade forgiveness will find information and forms on the web and in the registrar's office.

The Registrar's Office provides information and services to students via OASIS, the University's Online Access Student Information System. Using their self-declared personal identification number (PIN), students can register and drop/add, process address changes, access registration appointment and hold information, request privacy and view their grades. Students can also browse the University *Schedule of Classes*. Information and services are continually being added for students.

Although technology is being used as an enabler to provide better service, Registrar's staff provide in-person information and services in its lobby area as well as over the telephone. Records and Registration offices are also located on every regional campus.

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.

Student Relations

Location/phone: Argos 234, (813) 974-9089

Student Relations is a student-oriented office that serves the USF community in an ombudsperson's role for student services. Student Relations assists with university related issues in which resolution is needed, peer mediation, the reinstatement process for non-payment of fees, advocacy for students experiencing crisis, etc. This office strives to maintain a high level of respect, trustworthiness, and responsiveness to students.

Counseling Center for Human Development

Location/phone: SVC 2124, (813) 974-2831

Web address: <http://usfweb.usf.edu/counsel>

The Counseling Center is a comprehensive, student-oriented facility providing services in educational skill enhancement, life planning, 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 or stop by SVC 2124.

Counseling Services are designed to enhance the personal, academic, emotional, social, career and life planning effectiveness of students. Fully accredited by the International Association of Counseling Services (IACS), the USF Counseling Center is staffed by professional psychologists and psychiatrists licensed to practice in the state of Florida. These professionals assist students in developing a clearer sense of identity, establishing greater autonomy, discovering strengths and weaknesses, identifying realistic educational and career goals, and becoming more insightful, self-directing individuals. Services aimed at early detection, greater self-understanding, effective problem-solving and informed decision-making include: 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 offers three credit-bearing courses—Advanced Reading (3 credits), Learning Strategies within Academic Disciplines (2 credits), and Academic Strategies (1 credit). Workshops are offered each semester for study skills and for the individual sections of the CLAST. The learning lab offers software and print materials for general reading, and academic improvement preparation materials for graduate school exams such as the GRE, MCAT, LSAT and GMAT. 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 Student Disability 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 Addiction 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

Location/phone: SHS is located east of the USF Bookstore and north of the Student Services Building, (813) 974-2331, FAX (813) 974-8391.

Address: 4202 East Fowler Avenue, SHS 100 Tampa FL 33620-6750

Internet: www.shsweb.shs.usf.edu

Office Hours: Monday through Friday 8:30 a.m. to 5:00 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).

Student Health Services (SHS) provides primary health care and health education services to all eligible registered students.

The SHS staff is comprised of general practice physicians, board certified specialists, advanced registered nurse practitioners, board certified physician assistants, registered nurses, licensed practical nurses and assistants, licensed laboratory technologists, certified health educators, a registered dietitian, and administrative personnel. SHS strives to provide the best possible care for the university student community.

Eligibility and Fees: SHS provides services to any registered student with a valid student ID card who has paid the Tampa campus health fee. USF Tampa Campus students are assessed this health fee and it is included in their tuition each semester. Students registered on campuses other than Tampa may volunteer to pay this health fee. Students taking a semester off may also elect to pay this health fee, 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 medications dispensed at SHS
- 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 frequently prescribed medications at the time of the visit. If the necessary medication prescribed is not available in the inventory, a prescription will be written which can be filled at any local pharmacy.

Health Insurance: 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 students in understanding the available health insurance plans and encourages all registered students who do not have health insurance to visit the office located just west of SHS in the lower level of the Bookstore building (next to textbook buyback).

Health Education Programs:

The Health Education functions as a resource for the university community regarding health and wellness issues and encourages responsible decision making and positive lifestyle choices. The Department is staffed by health educators, a registered and licensed dietitian, and other support personnel. A variety of information on health topics, as well as free blood pressure, height and weight readings are available. The following describes some other services provided. All are free and offered upon request, unless otherwise stated. For more information, call (813) 974-4936.

Individual Counseling

- HIV Antibody Testing – Confidential HIV Antibody testing is available to USF students for a fee. Referrals are made to local community agencies for anonymous testing.
- Nutrition Counseling – One-on-one nutrition counseling is available to USF students. Topics may include nutrition myths and facts, nutrition for wellness, disordered eating, weight management, cardiovascular nutrition, diabetes, dietary supplement facts, vegetarianism or other nutrition-related issues. Visits are free of charge.
- Individual consultations and referrals are available on other topics including STI's (sexually transmitted infections), sexual responsibility, alcohol and other drugs, and body image.

Outreach Education

- Educational Programs – Staff members are available for educational outreach programs. Programs can be tailored to meet the special needs of a group or organization.
- Health Promotion Activities – Health Ed. Staff are frequently found around campus distributing information and materials.
- Awareness Campaigns – Throughout the year, the Health Ed Department develops and organizes various events, activities and materials in recognition of national awareness campaigns, including National Collegiate Alcohol Awareness Week, National Nutrition Month, National Eating Disorders Awareness Week, and Sexual Responsibility Week.

REACH Peer Education Program (Responsible Education and Action for Campus Health)

REACH Peer Educators are selected and trained to provide innovative, non-threatening educational programs and activities regarding sexual responsibility, STI's, contraception, alcohol and other drug awareness and general college health issues to fellow students. Workshops are presented in residence halls, academic classes, and to university student organizations. Peer educators are also involved with various health promotion activities and awareness campaigns. Students can get involved with the program as staff members or volunteers.

Mandatory Medical Requirements for Registration

1) Medical History Form (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
Immunization Fax: (813) 974-5888
Telephone: (813) 974-4056

2) SUS 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.

3) Requirements for Students Residing on Campus
Florida Statute 339, Section 1006.69

An individual enrolled in a post secondary educational institution who will be residing in on-campus housing shall provide documentation of vaccinations against meningococcal meningitis and hepatitis B unless the individual, 18 years of age or older or the individual's parents, if the individual is a minor, declines the vaccination by signing a separate waiver for each of these vaccines, provided by the institution acknowledging receipt and review of the information provided.

SUS Health Insurance Requirement for International Students

The State University System of Florida requires that all international students have medical insurance in order to register for classes at USF.

Residence Services

Location/phone: RAR 229, (813) 974-4310.

Office Hours: Monday through Thursday, 8:00 a.m. - 5:00 p.m. and on Fridays from 8:00 a.m. - 5:00 p.m.

The Residence Hall program is an integral part of the total educational experience offered to USF students and is staffed by caring, informed professionals, graduate students, and resident assistants. The Office of Residence Services strives to

provide students with intellectual and social experiences in a conveniently-located residence hall community and 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. Students are encouraged to submit their student housing contract immediately upon receipt to insure that housing preferences may be accommodated. 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 five centers of community activity - the Argos, Andros, Maple, Holly, and Magnolia 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 Castor Hall offer traditional student residential living. Beta is co-ed while Castor is an all-female hall. The traditional living arrangement in these halls provides room accommodations designed for both sleeping and studying. In each of these halls, students share common bath facilities that are cleaned on a regular basis by the hall's housekeeping staff. It also offers laundry facilities, kitchens, community rooms, and snack machines. Also added to the Argos Area in Fall 2003 will be the Maple Suites. Maple will be a coed hall offering double occupancy suites.

Kosove Apartments house 3-5 students per apartment in single or double occupancy rooms. Upperclass students are eligible to live in Kosove Apartments.

The Maple Complex houses 830 students in double occupancy suite style halls as well as single occupancy apartments. In the suite style halls, 4 students share a bathroom between 2 rooms. In the Maple Apartments, 4 students have single bedrooms and share a living room, kitchen and two bathrooms.

The *Andros Complex* consists of nine smaller halls with suite arrangements. Delta, Eta, Epsilon, Kappa and Zeta Halls are co-ed and double occupancy. Delta is the designated hall for the Residential Learning Community. Epsilon Hall houses honors students and International/Exchange program students. Eta Hall is all female and double occupancy. Eta Hall houses a residential program for women with interests in Math, Science, and Engineering. Theta, Lambda, Mu and Iota Halls are co-ed and single occupancy. Theta is designated as the Leadership House, a program for students interested in leadership development. 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 Kappa 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, Iota, 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 (30-41 students) shares a kitchen/lounge.

Holly Apartments houses 728 students in an apartment setting. Each apartment houses 4 students and includes 4 single bedrooms, 2 bathrooms, a full kitchen and a living room. A few 2 student/2 bedroom apartments are also available. Each apartment has a private entry and is fully carpeted. Furnishings include single beds, dressers, and desks in each bedroom and a 3-seat sofa and 2 chairs in the living room. Appliances in the kitchen are full-size. The Holly complex also includes 2 laundry

areas, a mailroom, a desk area, a multipurpose/study room, and a computer lab.

Magnolia Apartments houses students in 3 or 4 bedroom apartments. Each bedroom is equipped with a bed, desk, chair, dresser and closet. The shared living/dining room and kitchen contains a couch, one chair and two barstools. Students who are married or have dependent children living with them are eligible for the family units, which have 2 bedrooms, a bathroom, living/dining room and kitchen. Services include convenient parking, a playground, cable TV, computer connections, computer labs, telephone service, mail and a laundry facility. A Community Manager and Community Assistants will work with residents to respond to concerns, plan get-togethers and programs and assist otherwise as needed.

All student housing is air-conditioned. All rooms are carpeted, and all rooms are furnished with a bed, desk, chair, dresser and closet for each resident. All rooms provide basic telephone service, voice mail and cable TV with a movie channel and ethernet access. 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.

Off-Campus Housing

Location/phone: RAR 234, (813) 974-7613

Office Hours: Monday through Thursday 10 a.m. – 5 p.m., and Friday 10 a.m. – 5 p.m.

The Off Campus Housing Office 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. You may also search the online apartment listings at www.reserv.usf.edu/offcampushousing.

Phyllis P. Marshall Center

Location: middle of campus, at the apex of Cedar Drive

Web address: <http://ctr.usf.edu>

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 300 student organizations. The Marshall Center Student Activities Office provides leadership development programs and opportunities through numerous programs including Volunteer USF, the Campus Activities Board, Multicultural Activities, 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, 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, Centre Gallery, a student directed art exhibition space, and the Box Office.

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 Chick-Fil-A Express, Pizza Hut Express and Einstein Bagels on the first level. On Top of the Palms 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, vending machines, SAFE Team and the USF Dining Services office. 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.

The weekly Bull Market is coordinated every Wednesday by the Marshall Center. The Market offers vendors, food and a social atmosphere for students and is physically located on Sessum's Mall, near Cooper Hall.

Other Marshall Center services include a stamp machine, library book drop.

Special Events Center

Location/phone: CTR 246, (813) 974-5213

Box Office: (813) 974-3184

The Special Events Center adds a distinctive 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

Location/phone: CTR 203, (813) 974-2401

Web address: <http://www.sg.usf.edu>

Any registered student may become a member of Student Government (SG). Student-wide elections occur in April each year. Student Government is made up of three branches: the Executive (President, Vice President, Cabinet officers and agencies), Legislative (Student Senate) and Judiciary (Student Supreme Court). Student Government represents all student interests in programs, plans, policies, and procedures of the University and secures student representation to University governance. SG oversees the Activity and Service Fee Fund, which supports the Marshall Center, Campus Recreation, the student newspaper *The Oracle*, Campus Activities Board, University Lecture Series, SG Branches and Agencies, College Councils, and over 100 student organizations. SG's agencies include SAFE Team, Computer Services, SoberRide, Student Information Services, 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.

Student Activities

Location/phone: CTR 259, (813) 974-7595

Office Hours: Monday through Thursday, 8 a.m. – 6 p.m. and Fridays 8 a.m. – 5 p.m.

The Student Activities Office 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 300 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 students, 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.

Through the Office of Student Activities the Leadership Center hosts a leadership resource library, as well as leadership classes offered through the College of Business.

Clubs and Other Organizations

The clubs, councils, and organizations formed by students represent a wide variety of interests. With over 300 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 in Marshall Center, Room 259 or call (813) 974-7595.

For a detailed list of all the student organizations on campus visit the Student Organization Look-Up web site at www.ctr.usf.edu and click on the Student Organization Look-Up link. From there you can browse through the more than 300 active student organizations on campus and their contact information. If an organization is on the list and is no longer active, they can always be started up again. An entirely new organization can be started as well; it's really easy and it's all up to you.

USF has more than 300 registered student organizations. These organizations fall within twelve different categories: Academic, Council, Cultural, Graduate, Greek, Honors, Political, Programming, Recreation, Religious, Service and Special Interest. Log on to www.ctr.usf.edu and see the current list of organizations on campus.

Campus Recreation

Location/phone: Northwest of the Sun Dome, (813) 974-3177.

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 (hiking, canoeing, camping, 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, primitive camping, and a disc golf 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 and include individual, team, and aquatic sports.

The sports clubs program supports a wide range of student-organized groups. 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 encourages a program of campus communication through two publications staffed by students under the general supervision of the Office of Student Publications. These publications are all-University in approach and coverage. 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

Standards of Conduct

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. *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.

Judicial Procedures

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 (www.sa.usf.edu/sjs). 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.

For Non-Academic Grievances: 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 Office of Student Relations, as soon as possible.

For Academic Grievances: Students should follow the academic grievance procedure.

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, outdoor track, golf and tennis. Women's competition includes basketball, softball, tennis, golf, cross country, indoor and outdoor track, sailing, soccer and volleyball.

USF became a charter member of ConferenceUSA in 1995, and will be joining the leagues of Syracuse, Pittsburgh and Georgetown in the Big East Conference beginning in 2005/06.

The athletic facilities at USF are second to none. We are excited about the addition of our brand new 103,000 square foot Athletic Training Facility slated to open in the spring of 2004. 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 provide 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 Raymond James Stadium, a state of the art stadium opened in 1998 and shared with the Tampa Bay Buccaneers. All USF students are offered free bus transportation from the Marshall Center to the stadium for all home games. Buses return to USF at the end of the game.

University Bookstores

The on-campus bookstores are owned by the University of South Florida and operated by Barnes & Noble College Bookstores, Inc. 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

Location/phone: On Martin Luther King Plaza between the Marshall Center and the Student Services Building. Customer Service: (813) 974-5413, Toll-Free: (800) 873-8114

Usual Hours: Monday through Thursday from 8:00 a.m. - 7:00 p.m., Friday from 8:30 a.m. - 5:00 p.m. and Saturday from 10:00 a.m. - 4:00 p.m. Extended hours and additional registers open at the beginning of each term.

Web address: <http://sftampa.bkstore.com>

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; imprinted souvenirs and gift items. 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.

Health Sciences Bookstore & Cafe

Location/Phone: Medical Center (MDC 1050), (813) 974-4984
Usual Store Hours: Monday through Friday from 7:30 a.m. to 5:00 p.m.

Usual Cafe Hours: Monday through Friday from 7:30 a.m. to 2:00 p.m.

Store features medical textbooks and equipment, professional apparel, USF-imprinted clothing, greeting cards, balloons, gifts, candy, snacks, cold drinks and other items.

St. Petersburg Bookstore

Location/Phone: Coquina Hall (COQ 101) on the St. Petersburg USF Campus, (727) 553-1172

Usual Hours: Monday through Thursday 9:00 a.m. to 6:00 p.m. and Friday from 9:00 a.m. to 5:00 p.m.

The USF Bookstore at the St. Petersburg campus offers textbooks for St. Petersburg classes, general books, clothing, greeting cards, gifts, school supplies and a variety of general merchandise items.

USF Dining Services

Location Information: <http://www.usfdiningservices.com>

Due to the numerous renovations and planned dining locations, this information is subject to change. For the latest updates, please visit our website.

Sales Office (Marshall Center Lower Level Room 40) - Open a meal plan, start or add to a Declining Balance or ask questions. 813-974-4499 or 813-974-5922.

Great Food on Campus

No matter what you are looking for, USF Dining Services has all kinds of great places for you to eat on campus! Save time and money by opening a meal plan or Declining Balance account. Visit www.usfdiningservices.com or come by our Sales Office (lower level of the Marshall Center) for more information.

All-You-Care-To-Eat Dining

Fresh Food Company (Argos Center) - Offers unlimited servings from stations such as American Diner, Mediterranean Kitchen, Fresh Produce, and Accents. There is no kitchen - all stations feature exhibition-style cooking using only the freshest of ingredients!

Andros Dining Center (Andros Center) - Offers unlimited servings of home-style foods, grill items, pizza, salads, and desserts. Try out our late night breakfast buffet!

A La Carte Dining

Tampa Room (Marshall Center 1st Floor) - Choose from selections at Montague's Deli, Chick-fil-A, Bene Pizza and Pasta, Salad Garden, and SUSHI.

Einstein Bros. Bagels (Marshall Center 1st Floor) - A national bagel brand offering bagels, sandwiches, Bagel Dogs, salads, desserts, and more.

Freshens Smoothies (Marshall Center 1st Floor) - Popular for ice cream and juice smoothies - all made with fresh fruit. Also try a variety of Freshens scoop ice cream and soft serve frozen yogurt.

On Top of the Palms (Marshall Center 4th Floor) - A sophisticated dining restaurant with a gorgeous view of the campus. Offers buffet selections, carving station, exhibition cooking, plated entrees, and assorted desserts.

Burger King (Sessums Mall) - Get any of your favorite grilled sandwiches without leaving campus!

Starbucks (Library) - A popular coffee chain offering coffee, espresso, tea, and pastries.

Business Administration Café (College of Business)– Grab a cup of joe, a smoothie, or pastries at the Java City or a gourmet sandwich from Montague's Deli.

Subway (Cooper Hall)– Get any of your favorite Subway subs right here on campus!

C3 Convenience Store / Ben & Jerry's (Andros Center)– Full convenience store for all of your grocery needs including beverages, snacks, frozen foods, dry goods, bulk candy and more! Or get a scoop of Ben & Jerry's famous ice cream!

Express Shop (Engineering)– Offers a variety of grab-n-go items such as sandwiches, salads, sweet and salty snacks, and beverages.

Health Sciences Café (Health Science Bookstore)– Choose from a selection of grab-n-go items and get a cup of Java City coffee or smoothie.

USF I.D. Card

The USFCard is the official I.D. card of the University of South Florida. It provides electronic verification and validation for a variety of University services and functions. 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. 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 an ECCI calling card. For additional information: <http://www.auxsvc.usf.edu/>