

STUDENT AFFAIRS & STUDENT SERVICES

UNIVERSITY OF SOUTH FLORIDA - 2005/2006 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 **Student Life and Wellness** and the **University Police Department**. A variety of programs and services are offered by the Student Affairs staff to provide opportunities for students to become involved in college life outside the classroom: advisors in residence hall, student organizations and Phyllis P. Marshall Center programs and activities, student government, student health education/ wellness programs, and events of special interest. Of utmost importance, the Division of Student Affairs provides for the safety of students and employees.

The Student Affairs 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: health services, individual and/or group counseling, alcohol/drug education, procedures for redressing grievances, standards for students' conduct, due process in the event of disciplinary action, and advice and/or assistance in times of difficulty.

The staff of the Division of Student Affairs at USF 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, 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 of Student Affairs embraces a learning community in which each individual's primary identity as a person has worth and value. Individuals from diverse ethnic, racial, religious and social backgrounds will willingly interact 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.

Student Disability Services

Location/phone: SVC 1133, Voice: (813) 974-4309; TDD: (813) 974-5651

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

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: 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.

Parents Association

Location/phone: ALC 100, (813) 974-1907

Web address: www.usf.edu/ua/parents

The Parents Association's mission is to enhance the quality of life for students who attend the University of South Florida as well as provide a focal point for developing and implementing programs that will involve parents and legal guardians in ways that are meaningful to them and beneficial to the University.

The Parents Association provides a forum for parents to obtain information, ask questions and offer suggestions; serves as an advocate on issues; consistently communicates with parents; enhances the student experience; and supports the mission and priorities of the University.

Parents may become involved by joining the Association or one of its committees: Career, Family Weekend, Membership, Student Life, Student Recruitment and the Parents Fund.

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

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 L.E.A.R.N. Program (Learning Enhancement and Academic Resources Network) offers a student-centered environment dedicated to helping students develop their academic skills and strategies for success in college and life-long learning. Support is provided through three accredited courses: *Critical Reading and Writing* (REA 1105), which also qualifies as a Gordon Rule requirement, *Learning Strategies* (REA 1605), and *Academic Strategies* (REA 2930), offered at mid-semester for students who are performing below expectations. Additionally, a variety of free workshops are offered each semester, which focus on specific learning strategies such as textbook reading, test-preparation and test-taking, note-taking, and time management.

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 as part of the counseling process.

The **Outreach and Workshop Program** offers a Student Success Series of workshops and groups on a variety of topics such as life planning, stress management, test and performance anxiety, relationships, anger management, depression, and self esteem. Workshops are listed in the Oracle and schedules for each semester are posted on the Counseling Center's website. Consultation and liaison relationships are maintained with student groups and staff/faculty.

The Center for Addiction and Substance Abuse (CASA) is a source of information, educational programming, consultation, and therapy for addiction and substance abuse concerns for the USF community. CASA consultation and education services include presentations for campus groups or classes, consultation with campus organizations and committees, and informational materials. CASA clinical services include assessment of addiction or substance abuse problems, consultation, intervention, referrals, and individual and group therapy resources. CASA also provides the Alcohol 101 and Attitudes and Alternatives Program for students in violation of University alcohol and other drug policy.

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). For further information, contact the staff in SVC 2127, call 974-2291, or visit our web page (<http://usfweb.usf.edu/vetserve/>).

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.

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)
- 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
- 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) 974-0001.

Office Hours: Monday through Thursday, 9:00 a.m. - 5:00 p.m. and on Fridays from 10:00 a.m. - 4:00 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, Cypress, 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 Halls 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.

The Andros Complex consists of nine smaller halls with suite arrangements. Delta, Eta, Epsilon, Kappa and Zeta Halls are double occupancy while Iota, Lambda, Mu and Theta are single occupancy. Theta hall is designated as the Leadership House, a program for students interested in leadership development. Each suite includes a study area and bathroom shared by 4 (single occupancy) or 8 (double occupancy) residents of the suite.

Cypress and Maple Halls also provide suite style living. These halls offer double bedrooms with a shared bathroom space between two rooms (4 people).

Holly, Magnolia and Cypress Apartments offer opportunities for students to live in apartment style housing including 4 single bedroom apartments with living room, kitchen, and two bathrooms. A limited number of 2 and 3 bedroom apartments are also available in Holly and Magnolia respectively. A small number of 2 bedroom unfurnished family units are available in Magnolia for students who are married or have children.

Kosove Apartments offers apartment accommodations housing 2-5 people in both double and single bedrooms. Students share a living room, kitchenette, and one bathroom.

Greek housing is available for fourteen recognized fraternities and sororities on campus. Each Greek housing unit houses 20-28 students and consists of double room accommodations with community bathrooms and a large living room/kitchen space.

All student housing is air-conditioned and carpeted. All rooms are furnished with a bed, desk, chair, dresser and closet for each resident. Apartment style halls include a couch and chair in the living area. All rooms provide basic telephone service, voice mail, cable TV, 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 have the opportunity to become involved in planning activities for their hall by joining the Residence Hall Association.

Off-Campus Housing

Location/phone: Marshall Center 240, (813) 974-7613

Email: offcampushousing@sg.usf.edu

Office Hours: Monday - Friday 9 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 on-line apartment listings on our website at <http://www.sg.usf.edu/sra/offcampus.html>

Phyllis P. Marshall Center

Location: In the center of campus, adjacent to the Bookstore

Web address: www.ctr.usf.edu

The Phyllis P. Marshall Center is the student union center at USF. As the student union, it serves as the focal point for daily activity for students, staff, faculty, alumni and visitors. The Marshall Center seeks to add another dimension to campus life by providing programs, events, services and other extra-curricular activities to add to the overall experience at USF. It is the place to meet with friends, relax and unwind between classes and study sessions. It's where one can go grab a bite to eat, get involved in student organizations, play a game of pool and much more.

Student Activities, housed in the Marshall Center, provides many of the social activities on campus. From Patio Tuesdays to concerts and shows to community service projects, Student Activities has plenty of activities for the campus to enjoy. Whether it's the Campus Activities Board, Greek Life, Leadership Studies, Volunteer USF, Homecoming or the Office of Multicultural Activities, there are many social activities to enjoy on campus. Many events take place throughout the Marshall Center, MLK Plaza and the Special Events Center.

On the first floor is the Tampa Room Food Court. With a variety of offerings including pasta, pizza, Chick-Fil-A, sandwiches, salads and sushi, the Tampa Room is great stop on campus. Other dining venues in the Marshall Center include Einstein Bros. Bagels, Freshens Smoothie Company and the fourth floor, all-you-can-eat buffet, On Top of the Palms.

For other diversions, visitors can stop by Centre Gallery, a student run art space with various exhibits throughout each semester. There is also the Games Room with billiards, ping-pong and video games. The lounge on the first floor features computers for checking e-mail and plenty of space for meeting friends and relaxing.

Also in the lounge is the USF ID Card Center, where students, staff and faculty acquire their university ID cards. A satellite branch of the USF Federal Credit Union is also located on the first floor with teller windows and two ATM's. The first floor also includes STA Travel Agency, a cellular phone store and a box office for ticket sales.

USF Dining Services office is located on the lower level of the Marshall Center which student go to sign up for meal plans and declining balance accounts for use at USF Dining Services locations throughout campus.

Through the main doors of the Marshall Center is the Information Desk. The Information Desk provides phone numbers, directions, bus route information and more. It is also where the Bull Market desk can be found. The Bull Market is held every Wednesday on Sessum's Mall near Cooper Hall.

The Marshall Center offers a wide variety of events, programs and services for the entire USF community.

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: www.sg.usf.edu

Any registered student may apply for membership in Student Government (SG) which consists of over 150 elected, appointed, and hired student leaders. SG is made up of three branches: the Executive (President, Vice President, and Cabinet Officers), Legislative (Student Senate), and Judicial (Supreme Court). SG also employs several Agencies to serve student needs including SAFE Team, Student Resource Agency, WBUL Radio, SG Computer Services, and Homecoming. Student Government represents all student interests in programs, plans, policies, and procedures of the University and secures student representation to University governance. SG allocates and oversees the Activity & Service Fee Fund (over \$8.2 million) which supports the Marshall Center, Campus Recreation, *The Oracle* newspaper, Campus Activities Board, University Lecture Series, SG Branches and Agencies, College Councils, and over 130 student organizations. Student Government strives to assist students with any type of grievance, so please take the time to get to know your Student Government and find out how they can serve you.

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.

Student Activities provides advising and activities for students to experience growth outside the classroom. Through activities, programs, events, workshops and courses, Student Activities provides opportunities to learn intellectually, socially and emotionally as a part of the experience at USF. The Leadership Studies program through Student Activities gives students an opportunity to study the skills to become a leader.

Departments comprised mainly of students plan and execute a variety of programs including lectures, concerts, convocations and more. Student Activities departments include Campus Activities Board (CAB), Greek Life, Homecoming, Office of Multicultural Activities, University Lecture Series (ULS) and Volunteer USF. Professional advisors are on staff to help students with the wide variety of programs each year.

There are also more than 300 registered student organizations on campus. From honors councils to multicultural organizations to service and recreational organizations there are a variety to choose from. It's also very easy to start a student organization. Visit the Student Activities web site for a list of organizations and information to start a new organization; www.ctr.usf.edu/sa.

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. Profes-

sional 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. The department's website is: www.usf.edu/campusrec.

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 profes-

sional 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 ranks 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 which opened 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 receive free admission to all regular season competitions and 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 St. Petersburg Campus. VISA, MasterCard, Discover and American Express are accepted at all stores. The USF Debit Card may also be used for purchases in the Tampa Campus store.

The USF Bookstore & Cafe

Location/phone: On Martin Luther King Plaza between the Marshall Center and the Student Services Building. Customer Service: (813) 974-2631, Toll-Free: (800) 873-8114

Usual Hours: Monday through Thursday from 8:00 a.m. - 7:00 p.m., Friday from 8:00 a.m. - 5:00 p.m. and Saturday from 10:00 a.m. - 4:00 p.m. 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. The Main Bookstore at the Tampa Campus also features a full service café proudly serving Starbucks products. Visit the café for lunch or a coffee break.

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. We also provide an on-line store for textbook reservations and/or delivery for every semester.

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. Extended hours at the beginning of each term.

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

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

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) 553-1141

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. Extended hours at beginning of each term.

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

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.

Lakeland Bookstore

Location/Phone: LAC 111 on the Lakeland Campus at 3433 Winter Lake Rd., (863) 665-8431

Usual Hours: Monday through Thursday 7:45 a.m. to 6:30 p.m. and Friday from 7:45 a.m. to 5:00 p.m. Longer hours are scheduled during registration periods and the first week of each term.

Follett, Inc. provides bookstore services to the Lakeland campus. The bookstore offers textbooks for Lakeland campus, school supplies, gift items and clothing (imprinted and non-imprinted).

Sarasota Bookstore

Location/Phone: 6301 Tamiami Trail, (941) 355-5252

Usual Hours: Monday through Thursday 9:00 a.m. to 5:00 p.m. and Friday from 9:00 a.m. to 3:00 p.m.

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

The USF Bookstore at the Sarasota campus offers textbooks for Sarasota classes, general books, clothing, 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/usfcard.html>