

STUDENT AFFAIRS & STUDENT SERVICES

UNIVERSITY OF SOUTH FLORIDA - 2009/2010 UNDERGRADUATE CATALOG

The University of South Florida is committed to a holistic, integrated, multi-faceted approach to students' learning. Learning is a transformative experience that happens inside and outside the classroom, through coursework, laboratories, student employment, residence halls, student organizations, leadership opportunities, internships, athletics, and volunteerism. The Division of Student Affairs contributes to the development of the educational environment that enhances students' ability to grow and develop into effective and engaged citizens who are prepared and committed to positively impact the world around them. Student Affairs is committed to promoting student development and learning, providing quality services for students, and fostering a sense of community.

DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs is committed to creating a student-centered learning community distinguished by collaborative relationships with colleagues across the university. The Division provides opportunities to prepare students for lifelong success in a diverse multicultural, and international world. Comprised of twenty-three departments, Student Affairs staff members are dedicated to the values of integrity, collaboration, open communication, and mutual respect.

The role of the Division of Student Affairs is to provide a broad range of educational, social, psychological, physical, and spiritual programs that increase students' capacity to learn; to provide facilities and fundamental services that foster the optimal living and learning environment on campus; to facilitate the overall development of each student; and, to enhance the overall campus community. The Division provides students with opportunities to become involved in the life of the University outside of the classroom, students who are more engaged with and involved in their college experience are more likely to experience success and graduate.

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 of Student Affairs, along with other University officials, is charged with interpreting the policies of the Board of Trustees to students, their families, and others in the University community. To prepare students for successful lives after graduation, Student Affairs staff members foster an environment where students are challenged and supported to make good decisions and to learn from the outcomes of those decisions. Students are expected to take primary responsibility for their education: they are accountable to know and fulfill academic requirements, meet financial obligations, and adhere to the University's expectations for appropriate conduct.

Students with Disabilities Services

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

Location/Phone:

Tampa Campus: 4202 E. Fowler Ave, SVC 1133, Tampa, FL 33620; Voice: (813) 974-4309; TTY: (813) 974-5651; VP: (813) 974-1585

USF Sarasota-Manatee: 8350 N Tamiami Trail, SMC, C107 - Sarasota, Florida 34243-2197; Voice: (941) 359-4714; TTY: (941) 359-4666; Web address: <http://www.sarasota.usf.edu/disability/>

USF Polytechnic: Students with Disabilities Services - 3433 Winter Lake Road, LTB 1155 - Lakeland, FL 33803; Voice: (863) 667-7063; Web address: http://www.polytechnic.usf.edu/Departments/Student_Services/disability_services.html

The University recognizes and values students with disabilities. Students with disabilities participate in all aspects of university life. Academic accommodations are arranged through the Students with Disabilities Services office. Students with Disabilities Services (SDS) makes the final determination as to the type of academic accommodations 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.

The student initiates the process by identifying herself/himself to the SDS office and completing an application. 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 enrollment 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 within two weeks of receiving the letter.

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

A nationally 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.

Office of the Student Ombudsman

Location: MSC 4301 (813) 974-6677

<http://www.sa.usf.edu/dontstopdontdrop/index.htm>

The Office of the Student Ombudsman serves as a confidential, neutral third party providing information, advice, intervention and referrals to all USF students. The Student Ombudsman works with students to resolve a variety of problems.

Don't Stop, Don't Drop! is a new USF initiative of the Office of the Student Ombudsman and was created to assist USF students who find themselves challenged by the economic downturn. This initiative works to find solutions to students' immediate financial need or to help locate with other resources for students. Please visit the Student Ombudsman for additional guidance, analysis of need and recommendation for resolution.

Parents and Family Association

Location/phone: 3702 Spectrum Blvd., Suite 170, (813) 974- 1663

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 opportunities 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 enhance the student experience; and support the mission and priorities of the University.

Parents may become involved by joining the Association or by contributing to the Parents Fund and by attending the Family Weekend program or other events sponsored by the Association.

The Association is a part of the Division of Student Affairs and works closely with the University Office of Advancement.

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 board certified primary care physicians, 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. Student Health Services accepts only Visa or MasterCard. Unpaid fees will be transferred to OASIS and payment may be made at the Cashier's Office.

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

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- 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 USF 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 Promotion Programs:

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 services are provided free of charge unless otherwise stated, and offered upon request.

Individual Educational Sessions:

- HIV Antibody, Syphilis, Herpes Testing - Confidential testing is available to USF students for a fee. Referrals are made to local community agencies for anonymous HIV testing.
- Nutrition Counseling - One-on-one consultations are available to USF students. Topics include general nutrition, weight management, disordered eating, cardio vascular nutrition, diabetes, vegetarianism, or other nutrition-related issues.
- Other Individual Education Counseling - Consultations and referrals are available on other topics including STIs, birth control options, sexual health, and alcohol and other drugs.

Outreach:

- 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 Promotion staff are frequently found around campus distributing information and materials.
- Awareness Campaigns - Throughout the year, Health Promotion develops and organizes various events, activities and materials in recognition of national awareness campaigns, including National Collegiate Alcohol Awareness Week, National Eating Disorders Awareness Week, and Sexual Responsibility Week.

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

REACH Peer Educators (PEs) are selected and trained to provide innovative and interactive educational programs and activities regarding sexual responsibility, sexually transmitted infections, contraception, alcohol and other drug awareness, and general college health to fellow students. Programs are presented in residence halls, in academic classes, and to student organizations. PEs are also involved with various health promotion activities and awareness campaigns. Students can get involved with the program as staff members or volunteers.

For more information about Health Promotion, stop by the SHS Annex, located next to the main SHS building in the lower level of the Marshall Center (beside Book Buyback) or call 813-974-4936.

Immunization Policy

1) Introduction

The University of South Florida requires the following immunizations for registration and specific immunization in order to be eligible for on-campus housing.

2) Statement of Policy

A) ALL STUDENTS MUST HAVE:

- MEASLES - proof of immunity if born after 12/31/1956

- RUBELLA - proof of immunity if born after 12/31/1956
- HEPATITIS B - proof of immunity or signed waiver declining the vaccine
- MENINGITIS - proof of immunity or signed waiver declining the vaccine except as listed below

B) IN ADDITION, STUDENTS ELECTING TO LIVE IN ON-CAMPUS HOUSING MUST HAVE:

- MENINGITIS -Medical documentation of immunization with Meningitis vaccine

Declining by waiver of this vaccine is not acceptable for students in on-campus housing. No student will be assigned housing without proof of vaccine.

C) HEALTH HISTORY FORM

All students must complete the USF Mandatory Immunization Health History Form (<http://www.shs.usf.edu/>)

D) PROOF OF IMMUNIZATION

Proof of immunity that will be accepted for each disease is as follows:

1. MEASLES:

- a. Medical documentation of immunization with TWO (2) DOSES of live measles virus vaccine on or after the first birthday and administered at least 28 days apart. 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. The documented date of immunization for measles 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. OR,
- b. Copy of laboratory (serologic) evidence of measles immunity (IgG rubeola titer) OR,
- c. A written, dated statement signed by a physician on his/her stationery that specifies the date seen and stating that the person has had an illness characterized by a generalized rash lasting three (3) or more days, a fever of 101° Fahrenheit or greater, a cough, and conjunctivitis, and, in the physician's opinion, is diagnosed to have had the 10 day measles (rubeola).

2. RUBELLA:

- a. Medical documentation of immunization with live rubella virus vaccine on, or after, the first birthday. The documented date of immunization for 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. OR,
- b. Copy of laboratory (serologic) evidence of rubella immunity (IgG rubella titer).

3. HEPATITIS B:

- a. Medical documentation of immunization with 3 doses of Hepatitis B vaccine OR
- b. Copy of laboratory (serologic) evidence of Hepatitis B immunity (anti-HBs titer).

4. MENINGITIS:

Medical documentation of immunization with Meningitis vaccine.

E) EXEMPTIONS:

1. RELIGIOUS: Religious exemptions - contact USF Student Health Services for an application.
2. MEDICAL: Requests for temporary or permanent medical exemptions must be submitted to USF Student Health Services by the attending physician, must include reason for exemption and duration of exemption.

In the event of a disease outbreak, students exempted from immunization requirements may be requested by the University, at the direction of the public health officials, to show titer proof of immunity, become immunized, or remain off campus for the duration of the outbreak.

All requests for exemptions will be reviewed to ensure consistency in application.

F) CONSEQUENCES:

Students who fail to comply with the requirements as stated above will be blocked from registration and/or on-campus housing assignment. In specific circumstances, a temporary override may be granted; however, vaccination requirements must be completed before any further registration in subsequent terms will be permitted and current registration may be suspended if any deficiency in immunization status is identified.

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.

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Marshall Student Center

Location: In the center of campus, near the USF Bookstore

Web address: www.msc.usf.edu

The new Marshall Student Center opened in 2008 and is the student union at USF. As the student union, it serves as the focal point for daily activity for students, staff, faculty, alumni and visitors. The Marshall Student 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.

The offices and activities housed in the Marshall Student Center provide many of the social activities on campus. From Patio Tuesdays to concerts and shows to community service projects, the Office of Student Programming has plenty of activities for the campus to enjoy. Whether it's the Campus Activities Board, the Office of Greek Life, the Center for Leadership Studies, the Center for Civic Engagement and Volunteerism, Homecoming, Student Government or the Office of Multicultural Affairs, there are many social and educational activities to enjoy on campus. Many events take place throughout the Marshall Student Center and MLK Plaza.

On the first floor is the new Food Court. With a variety of offerings including Sbarro's Italian Eatery, Chick-Fil-A, Bleeker St. Deli, Moe's Southwest Grill, Miso Sushi and Noodle bar, and more, the Food Court is a great stop on campus. Other dining venues in the Marshall Student Center include Einstein Bros. Bagels, Ben & Jerry's Ice Cream and the third floor, all-you-can-eat buffet, "On Top of the Palms" restaurant. The MSC also includes the first Beef O'Brady's restaurant on a college campus. It can be found on the first floor on the south side near the theater buildings.

For other diversions, visitors can stop by Centre Gallery, a student run art space with various exhibits throughout each semester. There are plenty of lounges throughout the building for relaxing, studying, meeting with friends or just to unwind with peace and quiet.

In the retail section 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 two ATM's. The retail section also includes the USF Computer Store, the new Bulls Country Pharmacy and USF Dining Services where you can purchase meal plans or add to a declining balance account. On the first floor near the Information Desk is the new box office for ticket sales including discounts to Tampa and Orlando area attractions and a Ticketmaster outlet. 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.

In the center of the atrium in the Marshall Student Center is the Information Desk. The Information Desk provides phone numbers, directions, bus route information and more. The Marshall Student Center offers a wide variety of events, programs and services for the entire USF community.

Student Government

Location/phone: MSC 4300, (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, and SG Computer Services. 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 \$10 million) which supports many student-centered services, programs and activities, such as Marshall Center, Campus Recreation, Campus Activities Board, University Lecture Series, SG Branches and Agencies, College Councils, and over 150 student organizations. Student Government strives to assist students with all student issues, so please take the time to get to know your Student Government and find out how they can serve you.

Office of Fraternity & Sorority Life

Location/phone: MSC 2300, (813) 97G-REEK (4-7335)

Office Hours: Monday & Thursday, 9 a.m. – 7 p.m., Tuesday & Wednesday, 9 a.m. - 9 p.m. and Fridays 9 a.m. – 5 p.m.

The Office of Greek Life advises and works with the almost 40 social/service based fraternities and sororities and their respective governing councils in areas of programming, leadership development, recruitment/intake, new member education and self-governance.

Office of Multicultural Affairs (OMA)

Location/phone: MSC 3300, (813) 974-5111

Office Hours: Monday through Thursday, 8 a.m. – 11 p.m. and Fridays 8 a.m. – 5 p.m.

OMA helps to advance the cultural competence of students through the art of cultivating interpersonal and cross-cultural relationships. By way of community building, diversity awareness programming, advising, advocacy and global leadership, OMA provides inclusive and holistic development for ALL USF students.

Office of Student Programs

Location/phone: MSC 2306, (813) 974-1001

Office Hours: Monday through Friday, 9 a.m. – 5 p.m.

The Office of Student Programs offers students, faculty, staff, alumni, and community members the opportunity to have unique on-campus experiences. The variety of student-run programs offered helps the campus community to see and hear things they would not otherwise encounter. To accomplish this goal, the office is dedicated to programming diverse social, cultural, artistic, recreational, and school-spirited events. The areas that comprise the Office of Student Programs are: Basement Band Series, Campus Activities Board, Centre Gallery, Homecoming Steering Committee, and University Lecture Series. The types of events planned by these areas include concerts, comedy shows, movie screenings, art exhibits and receptions, hypnotist shows, and many more. These events range in size from small, intimate settings to large arena shows.

Center for Student Involvement

Location/phone: MSC 3300, (813) 974-7595

Office Hours: Monday through Friday, 8 a.m. – 6 p.m.

The Center for Student Involvement is THE place students to learn about opportunities to get involved in campus life. Through activities, programs, events, workshops, and courses, CSI provides opportunities to learn intellectually, socially, and emotionally as part of the student life experience at USF. Departments comprised mainly of students plan and execute a variety of programs including lectures, concerts, and more. Departments include the Office of Student Programs and the Office of Student Organizations. With hundreds of ways for students to be involved, visit the CSI website for more information at www.involvement.usf.edu.

This is also where you will find the H.Y.P.E. Resource Center. H.Y.P.E. stands for How You Promote Events and it is where registered student organizations can utilize computers, copiers and color printers to promote and market their events to the USF campus.

Center for Student Leadership & Civic Engagement

Location/phone: MSC 1300, (813) 974-7595

Web Address: www.studentleader.usf.edu

Office Hours: Monday through Friday, 8 a.m. – 5 p.m.

This department is dedicated to enhancing each student's capacity and aspiration for leadership. Students who participate will learn valuable life and professional skills that will better prepare them for all their future aspirations. Opportunities include workshops, conferences, peer education, courses for credit, and individual or group trainings. Students can become "Certified Student Leaders" which will signify to future employers or graduate schools that they have been trained and are prepared to be valuable assets to any team or initiative. Visit the Center to find out how to maximize your leadership potential.

They also provide opportunities for students to participate in community service, service-learning and civic leadership programs. Through these programs, the Center provides opportunities to connect to the community, gain real-life experience, learn intellectually, socially and emotionally and gain leadership skills.

Office of New Student Connections

Phone: 813-974-2896

WEB Address: newstudent@sa.usf.edu - www.newstudent.usf.edu

The Office of New Student Connections at the University of South Florida facilitates the successful transition, adjustment and connection of first-year and transfer students to the campus community. Through programs, partnerships, and mentoring, we offer opportunities for students to form meaningful connections that provide a foundation for success in their first year and throughout their college experience.

New Student Connections helps new students...

- o Discover ways to feel connected to the campus community.
- o Learn techniques on how to successfully navigate the campus.
- o Develop meaningful relationships with peers, student leaders, staff and faculty.
- o Utilize available academic and support resources.
- o Find out about important University dates & deadlines.

Some examples of programs and services include: UConnect - the academic and social online community for first-year students, Week of Welcome (WOW), academic and social organizations for first-year and transfer students, and Peer Advisor Leaders (PALs). For additional assistance contact the Office of New Student Connections at 813-974-2896 or email newstudent.usf.edu.

Campus Recreation

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

The Campus Recreation Department 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

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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.

Standards and Student Conduct 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.

Conduct Procedures

Student Conduct 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 planner (<http://www.sa.usf.edu/srr>). 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 an advisor 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 disciplinary procedures are described in the student planner.

For Non-Academic Grievances: In order to assure that student rights are preserved in our community, the Office of Student Rights and Responsibilities administers the University Student Code of Conduct. Any student may file a question, complaint, or statement of grievance in the Office of Student Rights and Responsibilities, in person or in writing.

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

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 USF-St. Petersburg Campus Bookstore is located on the USF-St. Petersburg Campus. VISA, MasterCard, Discover and American Express are accepted at all stores. The USF Bulls Bucks 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

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 internet café on our second level for lunch or a coffee break.

Personnel are available to assist customers in finding and/or ordering course texts and general books. A year-round 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.

Polytechnic Bookstore

Polytechnic students purchase their books on-line at www.bookstore.usf.edu or from the link on OASIS. Buyback dates are scheduled at the end of each semester.

Sarasota-Manatee 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-Manatee campus offers textbooks for Sarasota-Manatee classes, general books, clothing, gifts, school supplies and a variety of general merchandise items.

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 Bull Buck machines located around campus. For additional information: <http://it.usf.edu/services/usfcard>