

# STUDENT AFFAIRS & STUDENT SERVICES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

The University of South Florida is committed to a holistic, multi-faceted approach to students' learning. Learning is a transformative experience that happens both inside and outside the classroom. At USF, students expand their knowledge in the classroom through coursework, laboratories, and interaction with our faculty. Out of the classroom, students have opportunities to potentially apply their knowledge, learn additional skills and broaden their perspectives through leadership and involvement in student organizations, community service, event and program attendance, athletics, residence hall life, on-campus employment, and internships. Students that are engaged in their college experience have proven to be more likely to experience success and graduate.

## DIVISION OF STUDENT AFFAIRS

As the creator and/or facilitator of many learning experiences, the Division of Student Affairs (in collaboration with colleagues across the university) contributes to the development of the educational environment that enhances students' ability to transform into effective and engaged global citizens who are prepared and committed to positively impact the world around them.

We accomplish this by:

- Offering a broad range of educational, social, psychological, and recreational programs that increase students' capacity to learn
- Providing facilities and services that foster the optimal living and learning environment on campus
- Facilitating the overall development of each student
- Enhancing the overall campus community.

Visit the Student Affairs Web site, [www.sa.usf.edu](http://www.sa.usf.edu), or contact any of the following departments for more information:

### **Office of the Vice President of Student Affairs**

[www.sa.usf.edu](http://www.sa.usf.edu)

(813) 974-5533 - ADM151

### **Campus Recreation**

[www.usf.edu/campusrec](http://www.usf.edu/campusrec)

(813) 974-3177 - REC

Intramural sports, sports clubs, fitness programs, outdoor recreation and special events highlight the many free offerings at our facilities that include a newly expanded indoor Recreation Center (with courts, running track, strength/cardio, etc.), fields, swimming pools, tennis courts, jogging trail, a ropes course, Riverfront Park, and more.

### **Center for Leadership & Civic Engagement**

[www.leadandserve.usf.edu](http://www.leadandserve.usf.edu)

(813) 974-7595 - MSC1300

Students aspiring to get ahead will connect with our dynamic center, which provides students with opportunities to develop leadership skills and serve as engaged global citizens. Find yourself and your passion through numerous leadership programs and volunteerism in local, national and global service projects.

### **Center for Student Involvement**

[www.involvement.usf.edu](http://www.involvement.usf.edu)

(813) 974-1001 - MSC3302

USF is bustling with activity created by more than 450 student organizations! Through a variety of organizations, activities, programs, events, workshops and services, we truly offer something for every student to get involved in and have fun while learning from great out-of-classroom experiences.

### **Center for Victim Advocacy & Violence Prevention**

[www.sa.usf.edu/advocacy/](http://www.sa.usf.edu/advocacy/)

(813) 974-5756 - SVC0067

Crime Victim Helpline: (813) 974-5757

Our professional Victim Services Practitioners provide free confidential services to students, faculty and staff (men and women), who experienced crime, violence, or abuse in incidents occurring on or off campus, to minimize the impact on victims' academic, personal, and professional success. We also offer preventive educational programs.

### **Counseling Center**

[www.usf.edu/counsel/](http://www.usf.edu/counsel/)

(813) 974-2831 - SVC2124

Offering comprehensive psychological services to enhance the personal, social, academic, and career success of students, our professionally staffed center provides students with personal and confidential counseling services.

### **Dean for Students**

[www.sa.usf.edu/dean/](http://www.sa.usf.edu/dean/)

(813) 974-6677 - MSC4300

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The Dean for Students Office serves as an advocate for all students. We are focused on connecting students to the resources they need to be successful in and out of the classroom, and promoting student engagement and community building. Our office also serves as a point of contact for students and families during emergency situations.

## **Fraternity and Sorority Life**

[www.usfgreeklife.com/](http://www.usfgreeklife.com/)

(813) 974-7335 - MSC2300

From social issues to academics, career preparation to community service, students prepare to become tomorrow's leaders through fraternal experiences. Our office is dedicated to providing leadership opportunities for USF students that stress integrity, learning, leadership, and service.

## **Housing & Residential Education**

[www.housing.usf.edu](http://www.housing.usf.edu)

(813) 974-0001 - RAR229

We are students' source for all information about housing and living-learning communities at USF. Focused on helping students succeed academically as well as socially, we are committed to creating a residential experience that contributes to learning, personal growth, and citizenship—not to mention memorable fun!

## **Marshall Student Center**

[www.msc.usf.edu](http://www.msc.usf.edu)

(813) 974-3180 - MSC

The hub of student life on campus, Marshall Student Center (MSC) is where USF students head to get involved in student organizations, participate in programs, attend events, enjoy alternative dining, shop, use the computer lab, study or just hang out with friends.

## **Office of Multicultural Affairs**

[www.ctr.usf.edu/multicultural/](http://www.ctr.usf.edu/multicultural/)

(813) 974-5111 - MSC3300

We excel in inspiring and educating students to develop cultural competencies and to be conscientious global citizens through a variety of educational and entertaining programs and events. We even offer a certification program for cultural competency that's unique to our university.

## **Office of Veterans Services**

[www.veterans.usf.edu/](http://www.veterans.usf.edu/)

(813) 974-2291 - SVC2127

We proudly serve the veterans, active duty servicepersons, reservists, and dependents of benefits eligible veterans enrolled with USF. We help student veterans achieve academic success by acting as liaison with faculty, staff, and the Veterans Administration, to ensure students receive earned benefits and the support they may need on campus.

## **New Student Connections**

[www.newstudent.usf.edu/](http://www.newstudent.usf.edu/)

(813) 974-2896 - MSC3200

New Student Connections helps first-year and transfer students' **transition**, **adjust** and **connect** 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.

## **The Oracle**

[www.usforacle.com](http://www.usforacle.com)

(813) 974-6242 - SVC0002

The Oracle is USF's editorially independent, student-run news outlet that produces the campus newspaper Monday through Thursday in the fall and spring semesters, and Monday and Thursday in the summer semester. Not only do we help keep students informed of campus news, we also offer learning opportunities for students who join our staff.

## **Parent and Family Programs and Services**

[www.sa.usf.edu/pfa/](http://www.sa.usf.edu/pfa/)

(813) 974-9212 - ADM151

Our office provides resources for students' families that will assist them with the growth and development of their student, while creating opportunities for parents and families to be involved in the lives of their students while at USF.

## **Student Government**

[www.sg.usf.edu](http://www.sg.usf.edu)

(813) 974-2401 - MSC4303A

Student Government at USF offers the premier opportunity for students to become engaged in our campus community by becoming part of the government, participating in our many activities, and/or utilizing the services provided, while being equally heard and represented on campus.

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## Student Health Services

[www.shs.usf.edu](http://www.shs.usf.edu)

(813) 974-2331 – SHS (just east of the Bookstore)

We are an accredited, on-campus medical clinic that provides registered students with health and wellness services. Appointments are required to see a healthcare provider. There is no out-of-pocket charge for general office visits and specialized services are charged at discounted rates. SHS accepts many health insurance plans and any expenses can be paid by Visa/Mastercard or transferred to the student's OASIS account.

## Student Rights and Responsibilities

[www.sa.usf.edu/srr](http://www.sa.usf.edu/srr)

(813) 974-9443 - RAR234

Our mission is to provide for the safety and well-being of the USF environment while encouraging individual responsibility and acceptable behavior in line with community standards and the Student Code of Conduct.

## Students with Disabilities Services

[www.sds.usf.edu](http://www.sds.usf.edu)

(813) 974-4309 - SVC1133

Students with Disabilities Services promotes effective self-advocacy and accessible academic learning for students with disabilities. Our office fosters access for students and attitudes that reflect both an awareness of disability issues and universal design principles. Contact us for information regarding the accommodations process.

## Wellness USF

[www.wellness.usf.edu](http://www.wellness.usf.edu)

(813) 974-4936 - MSC1504

Wellness USF serves as a central resource for free health and wellness information and referrals for students on campus. We coordinate awareness events, presentations, and on-line programs, as well as offer free individual consults, condoms, blood pressure screenings, weight and height readings, and more.

## Office of the Student Ombudsman

**Location/Phone:** ALN 191; (813) 974-7107

**Web Address:** <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 an 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.

## Important Policies

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.

The following are important policies all students must read, understand and agree to comply with as students of USF.

## Immunization Policy

### I. INTRODUCTION (Purpose and Intent of the Policy)

In order to ensure the health and wellbeing of the entire community, The University of South Florida System (USF System) requires the following immunizations, prior to registration and specific immunization to reside in on-campus housing.

### II. STATEMENT OF POLICY (#33-002)

#### A. ALL STUDENTS MUST HAVE PROOF OF IMMUNITY (defined in Sec. D. below) AS FOLLOWS:

MEASLES: Proof of Immunity.

RUBELLA: Proof of Immunity.

HEPATITIS B: Proof of Immunity or signed waiver declining the vaccine.

MENINGITIS: Proof of Immunity or signed waiver declining the vaccine except as listed in Sec. B. below.

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## **B. IN ADDITION, STUDENTS RESIDING IN ON-CAMPUS HOUSING MUST HAVE PROOF OF IMMUNITY AS FOLLOWS:**

**MENINGITIS:** Proof of Immunity required, as 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 and sign the USF Medical History Form.

## **D. PROOF OF IMMUNITY**

Students must provide Proof of Immunity for each disease 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 meet the proof of immunity requirement. The documented date of immunization for measles should indicate the day, month, and year. However, 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. Persons born before 1957 may be considered to have had a natural infection, and therefore meet the proof of immunity requirement. The documented date of immunization for rubella should indicate the day, month, and year. However, 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 at age 16 or later or signed waiver of the 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.

## **E. EXEMPTIONS WILL BE CONSIDERED AS FOLLOWS:**

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 and must include reason for exemption and duration of exemption.

3. **ON-LINE COURSES:** Students registered in 100% on-line courses may be exempt from the requirements of this Policy. However, if a student registers for any on-campus course at any time, the immunization requirements of this Policy will be in effect for all future courses.

In the event of a disease outbreak, students exempted from immunization requirements may be requested by the University, at the direction of 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, restricted from on-campus housing assignment, and/or a registration hold will be placed on their record. In specific circumstances a temporary override may be granted, however, vaccination requirements must be completed before further registration in subsequent terms will be permitted and current registration may be suspended if any deficiency in immunization status is identified.

## **Health Care 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.

## **First Year Live on Campus Requirement**

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The University of South Florida is committed to providing all of its students with a comprehensive educational experience. There are numerous educational and social benefits for students living in the residence halls that may not be realized by those living off campus. With this understanding, USF requires all First Year undergraduate students enrolled as full-time students, as defined in the University of South Florida Undergraduate Bulletin, to live in on-campus housing. Students first enrolling in the summer are required to live in the residence halls during the summer, fall and spring terms. Students first enrolling in the fall are required to live in the residence halls during the fall and spring semesters. Students first enrolling in the spring are required to live in the residence halls during the spring semester. Many students continue to live on campus for their remaining years at USF.

### Exemptions:

First year students may request to be exempt from the requirement to live in the residence halls if the student:

- Will reach the age of 21 prior to the first day of classes of their first term of enrollment,
- Is married,
- Has dependent family (children, parents, etc.) under the student's care,
- Resides in the principal residence of a parent or legal guardian within the counties of: Hillsborough, Pasco, or Pinellas. Students desiring this exemption must provide parent or legal guardian endorsement.

In addition, requests for exemption to the first year live-on campus requirement on the basis of compelling individual circumstances will be considered.

Requests for priority consideration of exemption must be submitted according to the following schedule:

- Summer term of first enrollment – May 1
- Fall term of first enrollment – May 1
- Spring term of first enrollment – November 1

For additional information regarding requests for exemption, contact the Assignments Office of Housing & Residential Education.

Failure to comply with the first year live-on requirement by not registering for housing, assuming occupancy in a University residence hall, and/or providing false or misleading information in connection with a request for exemption will be referred to the Office of Student's Rights and Responsibilities and may result in cancellation of enrollment and revocation of student status at the University of South Florida.

If a first year student is removed from on-campus housing due to disciplinary action, the student may also be suspended from the University. As all first year students must live in on campus housing and housing is allocated accordingly, any first year student whose conduct results in their being forced to leave on campus housing due to violations of the contract or the USF Code of Conduct shall be responsible for the ENTIRE housing fee. No refund or credit will be given to the student if removed from housing for cause.

## 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.*

### 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 Code of Conduct (<http://www.sa.usf.edu/srr>). The University conduct 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 conduct procedures are described in the student planner and on the Student Rights and Responsibilities website (<http://www.sa.usf.edu/srr>).

### 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. Forms are available in the Office of Student Rights and Responsibilities or on our website.

### For Academic Grievances

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Students should follow the academic grievance procedure which can also found in the student planner.

## 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. VISA, MasterCard, Discover and American Express are accepted at all stores. The USF Bulls Bucks may also be used for purchases in store.

### The USF Bookstore & Cafe

**Location:** On Martin Luther King Plaza between the Marshall Center and the Student Services Building.

**Phone:** (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.bncollege.com>

The bookstore offers a wide variety of books and merchandise including: all course-required supplies and textbooks (with a wide variety of purchasing options); textbook rentals and digital 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 bookstore 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. An on-line store for textbook reservations and/or delivery for every semester is also provided.

### Health Sciences Bookstore

**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.

**Web Address:** <http://usfhsc.bkstore.com>

Store features medical textbooks and equipment, professional apparel, USF-imprinted clothing, greeting cards, gifts, and a large convenience selection.

## 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>.