

# STUDENT RESOURCES

UNIVERSITY OF SOUTH FLORIDA 2015-2016 UNDERGRADUATE CATALOG

## OFFICE OF THE DEAN, UNDERGRADUATE STUDIES

**Location/Phone:** SVC 2003; (813) 974-4051

**Web Address:** <http://www.ugs.usf.edu/ugs.htm>

The Office of Undergraduate Studies (UGS) works in partnership with the academic colleges in the development, review and enhancement of the undergraduate programs to assist faculty to provide outstanding undergraduate education for students. The members of the UGS team work with faculty to establish and administer academic policies, assist with undergraduate curriculum development and review, and support proposals for new and revised programs and courses through the various approval processes. In addition to assisting with the academic programs offered by the colleges, Undergraduate Studies offers a number of academic programs, including the Bachelor of Science in Applied Sciences, the Bachelor of General Studies, the Leadership Studies minor, and the Army, Air Force and Naval Reserve Officer Training Corps programs.

Undergraduate Studies provides a strong set of student success programs designed to make it more likely that students will successfully navigate the complexities of the transition to college and the baccalaureate experience. (It integrates academic endeavors with meaningful experiences within a myriad of student development programs.) Together, they aim to provide coordinated opportunities for students to develop their identities and intellectual competencies for successful careers and lifelong learning. Those services include: the Academic Success Center, First-Year and Transfer Student Orientation, the Transitional Advising Center, the Office of Academic Advocacy, the Academic Foundations Course, First Generation Access and Pre-Collegiate Programs, the Office for Undergraduate Research, the Joint Military Leadership Center, and the Academic Enrichment Center for Student Athletes.

The Dean is committed to providing vision and leadership in undergraduate education and to serving the needs of all undergraduate students, including those with non-traditional and diverse backgrounds.

## Center for Victim Advocacy & Violence Prevention

The Center for Victim Advocacy & Violence Prevention (part of the Division of Student Affairs) provides free and confidential services to students, faculty and staff (both men and women), who have experienced crime, violence, or abuse for incidents occurring on or off campus, recently or in the past. Services are provided by professional Victims Services Practitioners and may include: crisis intervention, emotional support, personal and systems advocacy, court accompaniment, victim helpline, safety planning, and assistance filing for injunctions (protective orders) and crime victim's compensation claims. We also provide prevention and education presentations, programs and events.

Appointments are available in our office or other safe locations on campus. Walk-ins are welcomed, Monday – Friday, 8:00 a.m. to 5:00 p.m. After hours, weekends and holidays, an advocate is available for victims of violent crimes through the Victim Helpline.

### Important Contact Information

Victim Helpline: (813) 974-5757; Office: (813) 974-5756; SVC 0067; [www.sa.usf.edu/advocacy/](http://www.sa.usf.edu/advocacy/)

## Veteran's Services

**Location/Phone:** Grace and Allen Building (ALN) 130; (813) 974-2291

USF is approved for the education of veterans, eligible dependents/spouses, members of the selected reserve, and active-duty personnel who are eligible for benefits under public laws now in effect. All degree programs currently offered at USF are approved by the Department of Veterans Affairs. Students who may be eligible for benefits are urged to contact Veterans Services, (813) 974-2291 or [vetserve@usf.edu](mailto:vetserve@usf.edu), for information, procedures, and forms as early as possible. To initiate, change, or renew benefits at USF, a request must be submitted through that office.

VA regulations require that students take only courses that are applicable to their degree program or other approved programs and make satisfactory progress toward their degree. Students should log on to USF Veterans Services web site: <http://www.usf.edu/student-affairs/veterans/> for information on various programs/services, and VA rules and regulations. Under no circumstances will the VA pay benefits to a student taking a course by audit. *It is the student's responsibility to inquire concerning all VA rules and regulations and to report any change in number of registered hours, change of majors, or adding a double major or dual degree.* Additionally, VA benefits will be terminated for students who are dismissed for academic reasons and can only be reinstated after academic counseling and approval from the Academic Regulations Committee.

Veterans with a service-connected disability approved for benefits under Chapter 31 may contact the Office of Veterans Services no earlier than two weeks prior to the start of classes for a book and supplies voucher. The VA toll-free number is 1-888-442-4551.

## Students with Disabilities Services

In accordance with Section 504 Of the Rehabilitation Act, The Americans with Disabilities Act and The ADA Amendments Act, the University of South Florida provides reasonable classroom accommodations for otherwise qualified students who have documented disabilities. Students seeking accommodations must register with the Services for Students with Disabilities Office. See <http://www.sds.usf.edu> for a list of common accommodations and

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more information on the accommodations process.

**Admissions:** Students with disabilities apply under the same guidelines as all students through the Offices of Undergraduate or Graduate Admissions.

**Course Substitution:** Students with disabilities requesting substitution of coursework for General Education, or Foreign language requirements should contact Students with Disabilities Services. Students with declared majors requesting substitution of departmental graduation requirements will need to contact the chair of their department. In either case, students will be requested to submit documentation to SDS to support their request for an exception.

**Parking:** Students with state parking privileges need only supply their state card as documentation for eligibility to Parking and Transportation Services. Students without state privileges need medical documentation to be considered for on-campus parking. Contact: [http://www.usf.edu/parking\\_services](http://www.usf.edu/parking_services).

**Housing:** Accessible on-campus residence hall housing is available for students with special needs. Specific information is available through Housing and Residential Education. Contact: <http://www.housing.usf.edu>.

**Diversity Inclusion and Equal Opportunity:** Students with disabilities are encouraged to participate fully in all University events, programs, and other campus activities. Information on whom to contact to request accommodation or assistance should be listed on program information and advertisements. If unable to secure the requested assistance or if additional help with accessibility is needed, contact the ADA Coordinator in Diversity Inclusion and Equal Opportunity (DIEO) at <http://usfweb2.usf.edu/EOA/>.

## **USF - Reasonable Academic Accommodations and Services for Students**

Ms. Deborah McCarthy, Director, 4202 E. Fowler Avenue, SVC 1133, Tampa, FL 33620-6500  
(813) 974-4309 (Voice), Email Contact: [dmccarthy@usf.edu](mailto:dmccarthy@usf.edu), Web Contact: [www.sds.usf.edu](http://www.sds.usf.edu)

## **USF Testing Services**

**Location/Phone:** Northwest Education Complex (NEC) 116 / (813) 974-2742

**Office Hours:** 7:30 a.m. – 5 pm. Monday through Friday and 7:30 a.m.-1 p.m. most Saturdays

**Web address:** <http://www.usf.edu/testing-services/>

USF Testing Services provides high quality proctoring services for the following exams:

1. Entrance and Placement: Tests required for admission to colleges, graduate and professional schools and/or for placement into a course(s). Examples are the ACT, SAT, CPT, GRE, LSAT, EDT, MAT, PRAXIS and TOEFL.
2. Credit-By-Examination: The College Level Examination Program (CLEP) and DANES Subject Standardized Tests-DSST.
3. Professional certification/licensure such as CHES/MCHES, FTCE, IT, MPRE, PRAXIS, Six Sigma, Castle, Kryterion and Prov.
4. Distance Learning Course Proctoring (DLCP): As a member of the Consortium of College Testing Centers (CCTC), USF – Testing Services provides proctoring services for students taking distance learning courses from other colleges or institutions. We proctor both paper and computer based exams.
5. USF Online Course Exam Proctoring (OCEP): USF Testing Services proctors course exams for USF students enrolled in specified/eligible online courses.
6. Pre-employment: Performance/skill assessment exams used for employment screening by PAN (Performance Assessment Network) clients.

## **College Level Examination Program (CLEP)**

USF allows students to receive up to 45 semester hours of credit towards the baccalaureate degree upon successful completion of Advanced Placement (AP), Advanced International Certificate of Education Program (AICE), International Baccalaureate (IB), General and Subject College Level Examination Program (CLEP), DSST (formerly DANES), Caribbean Advanced Proficiency Exams (CAPE), Global Certificate of Education (GCE), Global Assessment Certificate (GAC), German Abitur (ABITUR) and Excelsior (EXCEL) College examinations. Performance levels necessary to achieve credit have been established at a common level for all universities and community colleges in the State system. For information on credit-by-exam equivalents, please visit the following URL:

<http://www.ugs.usf.edu/student/crbyexam/exams.cfm>. Credit earned through one examination program may not be duplicated by another examination or course.

The following limitations should be recognized: CLEP credit will not satisfy USF's residency requirement and Credit for the General Natural Science examination will be granted for non-majors only.

Certain General and Subject CLEP Examinations noted in the table found at <http://www.uc.usf.edu/testing/> may apply to the General Education Liberal Arts Requirements. Some programs do not award credit toward the degree for certain CLEP examinations, and certain graduate or professional schools such as law, medicine and engineering may not grant equal recognition to students with extensive examination credits.

An academic advisor should be consulted to ascertain the applicability of a specific CLEP examination toward a student's degree requirements and the advisability of taking the examinations in a student's specific situation.

All CLEP Subject Examinations are administered at USF Testing Services every day; schedules are available at the

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USF Testing Services website (<http://www.uc.usf.edu/testing>). Prior registration is required before scheduling an appointment for information regarding CLEP examinations, please go to the USF Testing Services website <http://www.uc.usf.edu/testing/>.

## Office for Undergraduate Research

**Location/Phone:** LIB 210; (813) 974-6842

**Web Address:** <http://www.lib.usf.edu/undergraduate-research/>

**Contact Email:** [ur@ur.usf.edu](mailto:ur@ur.usf.edu)

USF is a "Global Research University Dedicated to Student Success". The Office for Undergraduate Research (OUR) is uniquely positioned to support this mission and prepare students to have a competitive advantage for job and graduate/professional school admissions. The OUR promotes mentored research across all disciplines by partnering with faculty and staff in all academic programs, administrative units and within the community. The office assists students, faculty, staff, administrators and community leaders in establishing research experiences that are designed to enhance a student's academic progression and foster deeper immersion in the field. Since 2012, the OUR has facilitated the training and engagement for thousands of undergraduates in research activities across all disciplines. Each year the OUR provides:

- Comprehensive "Getting Started in Research" workshops to inspire action and engagement
- Personalized assistance to help students market themselves and "Engage in the Conversation of Research" with potential mentors
- Innovative initiatives to increase capacity for all students to obtain an authentic research experience
- Professional Development workshops to support presentation, publication and job preparation.
- Several mechanisms to obtain funding for strategic research priorities
- The Undergraduate Research and Arts Colloquium to provide all students an outlet to credential their research and showcase their activities to the USF community.

The Office for Undergraduate Research hosts the annual Undergraduate Research and Art Colloquium every April. This event provides an opportunity for undergraduate students across all disciplines to present their current research and interact with faculty, community leaders and peers. Students who participate in undergraduate research and utilize the services of the OUR will develop critical thinking skills, show better academic performance, gain invaluable experience, learn to bring research to their conversation and develop mentoring relationships that last for a lifetime.

## USF/FLORIDA COLLEGE SYSTEM - Cross Enrollment/Transient Student

A transient student form is used when a student wishes to take courses at an institution outside of the University of South Florida System. Students wishing to take courses at **public institutions in Florida** must complete the [Transient Form online](#). This form can be used to request approval for courses taken as cross enrollment (enrollment at USF **and** the other institution) or transient enrollment (courses taken only at another institution). Once the form is completed, it will be automatically sent within three business days to your advisor/college office and to the Office of the Registrar. The form is typically reviewed within 24-48 hours.

Students interested in taking courses at a private or out-of-state institution must complete the Transient Form located on the Registrar's website at [http://www.registrar.usf.edu/forms/TransientStudentForm2009-02-11\\_15\\_02\\_38.pdf](http://www.registrar.usf.edu/forms/TransientStudentForm2009-02-11_15_02_38.pdf) following the instructions on the form.

Please keep in mind that transient or cross enrollment in courses that are available in the USF system during **Fall and Spring semesters** will only be approved in very extenuating circumstances. However, transient enrollment in the **Summer** will be approved if the student resides and the courses are offered at institutions outside of Pinellas, Pasco and Hillsborough counties. **First term, first time in college freshmen are not eligible for USF awarded financial aid if granted transient student status.**

Visit <http://www.ugs.usf.edu/student/transient.html> for further information.

## State University System Correspondence Courses - Flexible Learning

The University of Florida's Division of Continuing Education's (DCE) administers all correspondence instruction for Florida's State University System (SUS). Correspondence study at the University of Florida is a consortium of universities within the State University System of Florida that offers high school, undergraduate and graduate courses for credit through interactive, self-directed study. DCE provides courses for students who wish to begin college programs early, take courses with conflicting times or closed sections, meet prerequisites, pursue professional development, or personal enrichment. DCE courses' content and requirements parallel their on-campus counterparts.

Enrollment in all courses is possible at any time of the year; however, prior approval of an advisor is needed if a course is to be used toward a diploma or a degree. USF considers independent study by correspondence as resident credit. Grades are not transferable. Exception: grades for courses taken by Cooperative Education students while on

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a training period are transferred and will be used in computing the USF GPA.

For more information, contact: Division of Continuing Education, P.O. Box 113172, Gainesville, FL 32611-3172; (352) 392-1711, or visit their website at <http://flexible.dce.ufl.edu/>.

## Independent Study

Undergraduate students wishing to take a course by independent study must contact the instructor of the course for permission. The instructor specifies the requirements to be completed by the student including tests, periodic class attendance, term papers, etc. Not all courses in the University may be taken by independent study. The respective colleges have jurisdiction in the determination of which courses may be taken in this manner. The regular grading system applies to all independent study students. Grades earned by independent study have the same status as those acquired through regular class attendance. Students taking a course by independent study must register for the specific course section in the regular manner.

## First Year Academic Programs

**Location/Phone:** SVC 2043; (813) 974-2645

**Web Address:** <http://ugs.usf.edu/academic-foundations/>

To support incoming students in their pursuit of academic and personal success, First Year Academic Programs offers two courses: University Experience and Academic Foundations Seminar. The elective credit earned from these courses can be applied to any undergraduate degree program.

SLS 1101 University Experience and SLS 2901 Academic Foundations are designed specifically for first-year students to acclimate them to USF. The courses provide the necessary support and assistance needed during a student's transition to university life. Student success is of utmost importance and USF created this curriculum specifically to address the many unknowns related to new responsibilities, expectations and academic challenges. USF wants to make sure that you have the tools you need to succeed at a high impact, research institution. Data continues to show us that students at USF who take these courses earn higher grades and graduate faster.

The goals of SLS 1101 and SLS 2901 are to help students build community, learn about campus resources, develop effective academic skills, and explore personal character and values. Course topics include: goal setting, time management, career development, occupational exploration, learning and problem solving strategies, financial literacy, personal wellness, university resources, research opportunities and involvement in the campus community. Each class consists of approximately 25 students.

## U-First Program

**Location/Phone:** SVC 2043; (813) 974-4227

**Web Address:** <http://www.ugs.usf.edu/fsi/fsi.htm>

U-First is a mentoring and academic success program for first-time in college (FTIC) students dedicated to helping students make the most of their college experience. New students are provided with opportunities for individualized advising/coaching throughout their first year at USF. Students will benefit from one-on-one personalized coaching, acquiring an understanding of personal strengths and learning styles, and individual support as they adapt to the dynamics of the college environment at a high-impact research university. U-First professional staff are committed to student development and dedicated to providing transitional services to guide and coach students to success throughout their first year of college. Staff will focus on assisting students in achieving their academic and personal goals. This program provides additional support for first-year students to enhance student effectiveness.

## College Reach-Out Program (CROP)

**Location/Phone:** SVC 2011; (813) 974-3713

**Web Address:** <http://www.ugs.usf.edu/crop/crop.htm>

The College Reach-Out Program (CROP) is a statewide program designed to increase the number of students who successfully complete a postsecondary institution. The program's primary objective is to strengthen the educational motivation and preparation of low-income and educationally disadvantaged students in grades 8 through 11, representing various cultural backgrounds, who otherwise would be unlikely to seek admission to a community college, state university, or independent post-secondary institution without special support and recruitment efforts.

The goals of CROP are to motivate students to pursue a postsecondary institution, develop students' basic learning skills, strengthen students' and parents' understanding of the benefits of postsecondary education, and foster academic, personal, and career development through supplemental instruction.

## Upward Bound Program

**Location/Phone:** SVC 2011; (813) 974-9138; Fax: (813) 974-2022

**Web Address:** <http://www.ugs.usf.edu/upbound/upbound.htm>

The Upward Bound Program (UBP) at the University of South Florida provides fundamental support to participants

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in their preparation for college placement. The program provides opportunities for participants to succeed in their pre-college performance and ultimately in their higher education pursuits. UBP serves high school students (grades 9 through 12) from low-income and first-generation college households.

The goal of UBP is to increase the rates at which high school students enroll in and graduate from institutions of post-secondary education. The purpose of UBP is to provide assistances in developing goals, improving academic skills, and providing the motivation necessary to achieve success in a college or post-secondary program. The program serves 165 students from 5 target schools in the Hillsborough County School District that have been determined to have a high need for academic support.

## Student Support Services

**Location/Phone:** SVC 2011; (813) 974-4301

**Web Address:** <http://www.ugs.usf.edu/sss/sss.htm>

Student Support Services (SSS) is a federally funded retention program designed to help students make a smooth transition from high school to the University of South Florida. The program provides academic and personal support for students during their first two years of enrollment. A student is eligible to participate in Student Support Services if the student meets all of the following requirements:

- A. Is a citizen or national of the United States or meets the residency requirements for Federal student financial assistance;
- B. Is enrolled at the grantee institution or accepted for enrollment in the next academic term at that institution;
- C. Has a need for academic support (SAT below 520 on a section or ACT below 23 or high school grade point average below 3.40);
- D. Is 1) a low income individual; 2) a first generation college student (the student's parents did not earn a four year degree); or 3) an individual with disabilities.

Student Support Services provides a six-week summer program to ease the transition from high school to college, enhance self-confidence, establish a strong foundation during the summer semester, and expose students to university resources and facilities. Students receive a comprehensive summer orientation, individualized advising, college survival skills and course credit toward graduation. Other services provided include ongoing individual counseling, midterm assessment, pre-registration, success workshops, financial assistance, tutorial assistance, laptop loan program, computer lab, career programs, and scholarship opportunities. Research reveals that USF's Student Support Services Program has been recognized nationally for its positive impact on student retention and graduation rates. In fact, 80-90% of program participants are in good academic standing at the end of each semester.

## Community Experiential Learning Program

**Location/Phone:** School of Public Affairs; SOC 007; (813) 974-7276

The Community Experiential Learning (CEL) Program offers students the opportunity to explore the relationship between their classroom learning and the broader community. With faculty guidance, students design their own community experiences and receive between one and three academic credit(s) upon completion. Students may choose to work as an intern with a community organization/agency or to explore a community issue through independent research. The community can be as close as a neighborhood just beyond the campus or on the other side of the world. Students may participate in the CEL Program anytime during their academic career. Good standing at the University and a 2.0 GPA is required for acceptance into the Program. CEL courses are offered throughout the entire year. Students must plan their CEL projects during the term prior to their implementation to allow for possible background checks, interviews with agency personnel, or prepare a brief prospectus of the goals of their community placement.

## Academic Enrichment Center for Student Athletes

The Academic Enrichment Program at the University of South Florida is a full service program designed with the goal of enhancing the total development of the USF student-athlete. The program is focused on the unique needs and demands of student-athletes at USF and fosters the cultivation of skills that allow for the development of potential in the classroom, on the field and for the future.

The Academic Enrichment Program provides a variety of support mechanisms for all student-athletes by way of specific events and activities designed to promote academic success, athletic success, community service, career development and personal development.

Because we are committed to academic success and to providing the appropriate level of support for all our students-athletes, the academic component of our Enrichment Program is considered most vital. Focus is placed on identifying and meeting the needs and challenges faced by our student-athletes through providing assistance programs, workshops, tutoring and mentoring made available throughout the academic year. Emphasis is placed on encouraging student-athletes to take responsibility for their academic careers and for being productive and successful members of the USF academic community.

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## Career Services

**Location/Phone:** SVC 2088; (813) 974-2171

**Web Address:** <http://www.usf.edu/career-services/>

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

Career Services' numerous services are clustered into the areas of career planning, career-related work experience, job search preparation, and making contact with employers.

### Career Planning

- Sessions with a career counselor are available to help students make an informed decision about a potential career and major.
- Career Assessment Surveys are available to help students identify their interests, skills, work values and personality profile.
- Career Decision-making Seminars, offered online, teach students about the career development process and how to choose a career and academic major.
- Career Reference Library contains information on career fields, including job descriptions, working conditions, educational requirements, salary information and projected employment outlook.

### Career-Related Work Experience

- Part-time Jobs, off campus, are posted on the [Career Services' website](#) via Employ-A-Bull
- Cooperative Education ("Co-op") a structured, academic program of paid, practical work experience related to a student's major is administered by the Career Center. Eligibility and program details are located on the [Career Services' website](#).
- Internships are advertised on the [Career Services' website](#). Internships for academic credit are coordinated through the student's sponsoring academic department.

### Job Search Preparation

- Sessions with a career counselor are available for assistance with resume/cover letter preparation; interview techniques; and various other job search strategies.
- Job Search Seminars are available on topics such as resume writing, interview techniques and other job search strategies.
- Job Search Reference Library contains resources on resume writing, interviewing and job search strategies employer directories and salary information.
- Job Search Computer Lab, located in the Career Services' reference library, is equipped with computers with Internet access for conducting an on-line job search, scheduling on-campus interviews and researching employers.
- Practice interviews are available to help students polish and perfect their interview skills

### Making Contact with Employers

- On-Campus Interviews for Internships and full-time positions are conducted in the Career Center by recruiters from numerous types of organizations. All majors are eligible to participate.
- Resume Referral is available to students with a resume uploaded in the Career Center's online resume database.
- Students can electronically refer their resume to apply for both on-campus interviews, and employment opportunities advertised in the Career Services' job listing database.
- Employer Information Sessions allows students a chance to learn about employment opportunities, hiring criteria and the organization's workplace directly from the employer.
- Career Networking Fairs and Part-time Job Fairs, held each semester, bring students and employers together to network and discuss employment opportunities.
- Job Listings are posted daily on Employ-A-Bull, the Career Services' on online recruitment system, and include part-time jobs, internships, Cooperative Education and full-time professional positions.
- A Credential Service is available through a partnership between Career Services and Interfolio, Inc., an on-line service available to students applying to graduate or professional schools, or applying for jobs requiring a credential file, dossier or portfolio.

### Alumni Services

Career Services' *Alumni Career Services* assists USF alumni in career planning, career management and job search strategies critical for navigating today's competitive job market. *Alumni Career Services* are exclusively for USF graduates who have completed a minimum of a bachelor's degree.

## Undergraduate Studies Office of Academic Advising Initiatives

**Location/Phone:** SVC 2002; (813) 974-4051

**Web Address:** <http://www.ugs.usf.edu/aa/aa.htm>

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The Office of Academic Advising Initiatives in Undergraduate Studies is dedicated to enhancing student academic success by supporting advisors, developing systems, and improving academic policy and processes with the goal of increasing student persistence, progression, graduation and the overall student experience. We collaborate with institutional partners from the state and community colleges and with our institutional departments to improve persistence and progression to graduation.

The Senior Director of Tracking and Academic Advising along with our Academic Support Services Administrator work to enhance academic advising systems and support the professional development of all academic advisors. The Assistant Director of State and Community College Relations works with our regional partners and the advising community to develop improvements for student in the process of transitioning to USF. The Office of Academic Advocacy (OAA) consists of Academic Success Advocates and the Freshman Retention Advocate. They assist in identifying policy, process, and student barriers to persistence, progression, or graduation. Major advisors and University department staff may refer a student to OAA when it is perceived the student is experiencing an academic barrier needing additional support or consultation.

Referrals may be sent to [academicadvocacy@usf.edu](mailto:academicadvocacy@usf.edu).

## Transitional Advising Center (TRAC)

**Location/Phone:** SVC 2043; (813) 974-2645

**Web Address:** <http://www.ugs.usf.edu/trac/trac.htm>

The Transitional Advising Center is dedicated to promoting the successful achievement of transitional students' academic goals through comprehensive advising services.

TRAC specializes in focusing on undergraduate students who are selecting the Exploratory Curriculum Major (ECM), pursuing the Bachelor of Science in Applied Science (BSAS) degree, or are preparing to enter the USF/SM Hospitality Management major, hosted by USF/Tampa. The staff also certifies all students seeking Associate of Arts certificates.

TRAC is also available to students who need assistance with re-selecting a major. Sometimes a student's original major of choice is no longer an option because of limited access programs, minimum GPA standards, or a realization that one is no longer on the right path. Whether this decision is voluntary or determined by academic requirements, TRAC advisors can assist with the selection of a new major.

Appointments can be scheduled online at: <http://usfweb3.usf.edu/appointments/StudentSignon.asp>.

## Academic Success Center

**Location/Phone:** LIB 206; (813) 974-2713

**Web Address:** <http://www.lib.usf.edu/tutoring/>

The Academic Success Center is part of the Library Learning Commons and is located on the second floor, LIB 206. Offering a variety of academic support services, the mission of the department is to support student learning. Tutoring is free and available in many different subject areas including math, science, and languages. Students can select from several drop-in centers or make an appointment. The center also offers individual Academic Coaching appointments designed to help students customize their approach to learning. Several credited academic enhancement courses are offered each semester as well as including Strategic Learning (REA 2604), Improving College Writing (ENC 1130) and Advanced Reading (REA 1205).

## The Writing Studio

**Location/Phone:** LIB 233; (813) 974-8293

**Web Address:** <http://www.usf.edu/writing>

The Writing Studio is a place for writers of all skill levels to take chances, ask questions, and develop their abilities. The Writing Studio is an academic support partner in the Library Learning Commons and is located on the second floor, at LIB 233. Writing support is free to all registered USF students. In order to support writing across the curriculum, writing consultants are graduate students from a wide range of departments including English, Communications, World Languages, and several STEM fields. Help is available for all levels of students from first-year undergraduate to doctoral level, including staff and faculty. Appointments are needed and can be scheduled by phone, in person, or online.

## SMART Lab

**Location/Phone:** LIB 232; (813) 974-9944

**Web Address:** <http://www.usf.edu/smartlab>

The SMART (Science, Math, and Research Technology) Lab is equipped with 324 computer workstations to provide learning support and testing services to students in introductory mathematics courses including College Algebra, Pre-Calculus, Finite Math and Business Calculus. In addition, students in Calculus, Statistics and Physics courses can receive tutoring assistance in various drop-in areas around the lab. No appointment is needed for tutoring in any SMART Lab areas.

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## Aerospace Studies - Air Force ROTC

**Location/Phone:** CWY 407, (813) 974-3367

**Web Address:** <http://web.usf.edu/airforce/>

**Contact Email:** [afrotc@usf.edu](mailto:afrotc@usf.edu)

Here at USF, we are Detachment 158 of the Air Force Reserve Officer Training Corps (AFROTC) – Home of the “Flying Bulls.” The AFROTC curriculum we offer includes 16 credit hours of instruction by active duty Air Force officers. A cadet who successfully completes the AFROTC program and a Bachelor’s degree will earn an Air Force commission and enter active duty in the United States Air Force as a Second Lieutenant. AFROTC is offered in a variety of three- to-five year programs and cadets must be enrolled full-time; i.e., carry at least 12 credit hours each fall and spring semester. In addition to their academic work, AFROTC cadets are also required to take a 2-hour non-credit leadership laboratory (LLAB) each semester. Cadets wear Air Force uniforms during LLAB, plan and execute leadership training, and learn Air Force customs and courtesies. Furthermore, AFROTC cadets must attend two physical training sessions on Tuesdays and Thursdays of each week to prepare them to successfully complete the Air Force Physical Fitness Assessment each semester. Physical training sessions are an hour long and begin at 5:45 am.

AFROTC scholarships may be available for eligible applicants who meet highly competitive nationwide criteria established by AFROTC Headquarters. The scholarships may pay all tuition, fees, books, and a \$300 - \$500 per month tax-free stipend. For more information about scholarship criteria, contact us or visit [www.afrotc.com](http://www.afrotc.com) for the most current scholarship information. An AFROTC scholarship is not required to enter or even complete the AFROTC program.

Students may join AFROTC at the beginning of the fall or spring semester. To get more information about our program or to start the process of becoming an AFROTC cadet, please contact our Air Force ROTC Office at USF via [afrotc@usf.edu](mailto:afrotc@usf.edu), phone 813-974-3367, or visit us in person on the 4<sup>th</sup> floor of the CWY Building, just north of the USF Campus Recreation Center on Maple Drive.

### Air Force ROTC Programs

To ensure maximum flexibility for our cadets, we offer a variety of tailored programs to match their academic progress toward a bachelor’s degree. The table below depicts the flow of AFROTC coursework based on the number of years of academic coursework remaining before receiving a bachelor’s degree. Note that there is no military commitment until after Field Training (if you do not have a scholarship) or until your second year in the program (if you do have a scholarship). Also, physical training twice weekly is required during the fall and spring semesters as long as you’re a cadet in the program.

| AFROTC Programs   | 3-Year AFROTC Program               | 3 ½ -Year AFROTC Program         | 4 or 5-Year AFROTC Program          |
|---|-------------------------------------|----------------------------------|-------------------------------------|
| <b>Time remaining until you’ll receive your bachelor’s degree</b> | 2 ½ or 3 years<br>(Fall Start only) | 3 ½ years<br>(Spring Start only) | 4 to 5 years<br>(Fall Start only)   |
| <b>Year 1 Classes - Fall</b>                                      | LLAB, AFR 1101, AFR 2130            | N/A                              | LLAB, AFR 1101                      |
| <b>Year 1 Classes - Spring</b>                                    | LLAB, AFR 1120, AFR 2140            | LLAB, AFR 1120                   | LLAB, AFR 1120                      |
| <b>Year 1 – Summer</b>  | <b>FIELD TRAINING</b>               | <b>NONE</b>                      | <b>NONE</b>                         |
| <b>Year 2 Classes – Fall</b>                                      | LLAB, AFR 3220                      | LLAB, AFR 1101, AFR 2130         | LLAB, AFR 2130                      |
| <b>Year 2 Classes – Spring</b>                                    | LLAB, AFR 3231                      | LLAB, AFR 2140                   | LLAB, AFR 2140                      |
| <b>Year 2 – Summer</b>  | <b>NONE</b>                         | <b>FIELD TRAINING</b>            | <b>FIELD TRAINING</b>               |
| <b>Year 3 Classes – Fall</b>                                      | LLAB, AFR 4201                      | LLAB, AFR 3220                   | LLAB, AFR 3220                      |
| <b>Year 3 Classes – Spring</b>                                    | LLAB, AFR 4211                      | LLAB, AFR 3231                   | LLAB, AFR 3231                      |
| <b>Year 4 Classes – Fall</b>                                      | N/A                                 | LLAB, AFR 4201                   | LLAB, AFR 4201                      |
| <b>Year 4 Classes – Spring</b>                                    | N/A                                 | LLAB, AFR 4211                   | LLAB, AFR 4211                      |
| <b>Year 5 Classes - Fall</b>                                      | N/A                                 | N/A                              | <i>LLAB only for 5 year program</i> |
| <b>Year 5 Classes - Spring</b>                                    | N/A                                 | N/A                              | <i>LLAB only for 5 year program</i> |



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## General Military Course (GMC)

The GMC consists of four one-hour courses offered in the spring and fall only. Each semester you are in GMC must include a two-hour LLAB and physical fitness sessions twice weekly. As seen in the AFROTC Programs table, it is possible to take these 1-hour courses simultaneously to compress the GMC period from 2 years to 1 ½, or even 1 year; however, the 2-year program is the preferred approach. During GMC, cadets are introduced to the structure and core values of the U.S. Air Force as well as its storied history. Unless you are a scholarship cadet and in your second year of the program, you have no military obligation whatsoever and can leave at any time while in GMC. The program is designed like this so you can see if a career as an Air Force officer is right for you.

### GMC Courses:

- **AFR 1101 (Fall) -- Foundations of the United States Air Force Part 1** (1 credit)
- **AFR 1120 (Spring) -- Foundations of the United States Air Force Part 2** (1 credit)
- **AFR 2130 (Fall) -- The Evolution of USAF Air and Space Power, Part I** (1 credit)
- **AFR 2140 (Spring) -- The Evolution of USAF Air and Space Power, Part II** (1 credit)

## Field Training (FT)

Prior to entering the Professional Officer Corps, cadets must successfully complete a four-week Field Training course at Maxwell Air Force Base, Montgomery, Alabama which will test their leadership potential. Earning a FT slot is competitive and selection is based on several performance criteria such as GPA, standardized test scores, and Physical Fitness Assessment scores.

## Professional Officer Course (POC)

The POC consists of four semesters of three-hour courses offered only in the fall and spring. Each semester you are in POC must include a two-hour LLAB and physical fitness sessions twice weekly. Unlike GMC, the POC cannot be compressed and requires 2 years to complete. POC cadets learn and apply leadership and time management principles and are responsible for the design and execution of all cadet activities. Active duty officers are available full time to guide and mentor POC cadets to ensure they provide quality training for all the cadets in the program. POC cadets conduct the leadership seminars and manage the cadet corps. To develop POC cadets and prepare them to enter active duty, emphasis is placed on small group discussions and presentations on topics such as management, communication skills and national defense policy. As a POC cadet, you sign an Air Force Reserve contract, and this entitles you to a monthly stipend of \$300 to \$500 during the academic year whether or not you receive an AFROTC scholarship.

### POC Courses:

- **AFR 3220 (Fall) -- Air Force Management and Leadership I** (3 credits)
- **AFR 3231 (Spring) -- Air Force Management and Leadership II** (3 credits)
- **AFR 4201 (Fall) -- National Security Affairs and Preparation for Active Duty Part I** (3 credits)
- **AFR 4211 (Spring) -- National Security Affairs and Preparation for Active Duty Part II** (3 credits)

## AFR 2001 (Fall/Spring) -- AFROTC Leadership Lab (0 credit – S/U grade only)

Just like physical training, all Air Force ROTC cadets must participate in LLAB every semester. LLAB is a cadet-run course that provides excellent opportunities to develop your leadership and followership skills. Our goal in AFROTC is to develop leaders for the Air Force, so LLAB is an essential piece of your development as a future Air Force officer.

## Furnished Items

The Air Force ROTC detachment provides all materials free of charge that you'll need in the program to include a variety of uniforms and all AFR course textbooks.

## Air Force Careers

In addition to pilot careers, there are a multitude of USAF officer careers for our cadets to choose from. To assist cadets in selecting an Air Force career, we bring in active duty officers from various career fields each semester to talk with our cadets. We also visit nearby military bases and coordinate for orientation flights in actual USAF aircraft. With this background, cadets can make an informed decision on the careers that interest them most. Competition for flying careers occur in the first year of the POC. The selection for non-flying careers occurs at the beginning of the second year in POC.

## Military Science - Army Reserve Officers Training Corps (ROTC)

**Location/Phone:** CWY 405; (813) 974-4065

**Web Address:** <http://armyrotc.com/edu/univsouthfl>

**Contact Email:** [arotcgbr@usf.edu](mailto:arotcgbr@usf.edu)

The Department of Military Science for Army Reserve Officers Training Corps (AROTC) was established to select and prepare students to serve as officers in the Regular and Reserve components of the United States Army. The

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curriculum is designed to develop students' leadership potential and improve students' planning, organizational, and managerial skills.

Army ROTC training is divided into two phases: the first two years constitute the Basic Course; the last two the Advanced Course. The Department offers both a four- and a two-year program, each leading to a commission as a Second Lieutenant in the United States Army. The four-year program requires completion of the Basic Course, a five-week field training course, and the Advanced Course. Students with prior active military service or previous training at military schools may be exempt from some or all of the Basic Course. Students with questions concerning the various options should contact the Professor of Military Science for more information. Enrollment is open to qualified students at all levels, including graduate students. Offerings are published each semester.

Army ROTC training provides scholarships, pay, free uniforms and textbooks for scholarship and/or contracted Cadets. Scholarships are awarded on a competitive basis in all academic majors. The scholarship pays full tuition or room and board, books, lab and mandatory fees, and certain other academic expenses.

## Additional Skills Training

Airborne School, Air Assault School, and the Northern Warfare School are available to both Basic and Advanced Course students during semester breaks. Additional skills training is also available during the academic year to include first aid, rappelling, orienteering, etc.

## Basic Course

The Basic Course consists of four semesters of classroom instruction of one and a half hour each week and a leadership lab. Students incur no military commitment by participating in the Basic Course. In lieu of attending the basic course classroom instruction, a student may attend the four-week Leadership Training Course at Fort Knox, Kentucky during the summer of the student's sophomore year.

## Advanced Course

The Advanced Course consists of four semesters of classroom instruction of three hours each week, leadership lab, physical fitness and field training exercises, and a five-week training phase at Leadership Development and Assessment Course. Students registering for the Advanced Course must have met all requirements for Basic Course completion. The Advanced Course is designed to prepare the student who desires to be a Professional Army Officer for duty in the Active Army, Reserve or National Guard. Additional training is available to selected Cadets at both US based and overseas active Army units.

## Job Opportunities

The newly commissioned Officer can be guaranteed Reserve or National Guard duty, or compete for an Active Duty commission. Prior to commissioning, the student may request to serve in a number of career fields to include aviation, infantry, armor, engineering, medical, law enforcement, logistics, and personnel administration.

## Requirements for an ROTC Commission

Students who desire to earn a commission as a Second Lieutenant in the United States Army must meet the following requirements: four semesters of the ROTC Advanced Course, successful completion of the Professional Military Education Courses (written communication skills, computer literacy, and military history), attendance at Leadership Development and Assessment Course, maintain and graduate with a minimum of a 2.0 GPA, successful completion of the Army Physical Fitness Test, compliance with the Army height and weight standards, and other requirements of the United States Army.

## Naval Science - Naval ROTC

**Location/Phone:** CWY 406; (813) 974-4789

**Web Address:** <http://web.usf.edu/nrotc>

**Contact Email:** [naval@nrotc.usf.edu](mailto:naval@nrotc.usf.edu)

The Naval Science Program at the University of South Florida is administered by the Naval Reserve Officers Training Corps (NROTC) Unit. This program affords selected men and women the opportunity to receive instruction in Navy specified courses which, in conjunction with the baccalaureate degree, will qualify them for a commission in the United States Navy or Marine Corps. Students enrolled in the university who are physically and mentally qualified are eligible to apply for the NROTC program. As naval officers, USF NROTC graduates become eligible for varied careers, serving in aviation squadrons, on surface ships, on submarines in the nuclear power program, at naval installations all over the world, or in the numerous sub-specialties as an officer of the Marines Corps. With the consent of the Professor of Naval Science, any student, although not enrolled in the NROTC program, is eligible for enrollment in naval science courses. The USF NROTC Unit offers participation through three programs: (1) the Navy-Marine Corps Scholarship Program, (2) the Navy-Marine Corps College Program, and (3) the Three-Year/Two-Year NROTC Scholarship Program.

## The Navy-Marine Corps Four-Year Scholarship Program

The NROTC National Scholarship Program is open to young men and women of all races, creeds, and national

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origin who are United States citizens. Students are selected on their own merit to become officers in the United States Navy and Marine Corps. Scholarship students are appointed Midshipmen, U.S. Navy Reserve. The Navy pays for tuition, fees, textbooks, uniforms, and a monthly subsistence allowance of up to \$400.00 for four years. Scholarship students are normally selected through national competition during their senior year in high school. Although it is not a requirement, a student in the NROTC Scholarship Program is encouraged to pursue a major in engineering, mathematics, chemistry, or physics to meet the technological requirements of the Navy. Other fields of study for a major leading to a Baccalaureate degree are permitted, with the approval of the Professor of Naval Science. Regardless of the major, every scholarship student must complete one year of physics and one year of calculus.

Students must include certain Navy specified courses in their program and complete a program of courses as prescribed by the professor of naval science. Upon graduation, and successful completion of the naval science curriculum, the midshipman will receive a commission as Ensign in the U.S. Navy or Second Lieutenant in the U.S. Marine Corps and serve on active duty for a minimum of five years for Navy option and Marine option.

## **The Navy-Marine Corps Four-Year College Program**

The NROTC College Program is designed to train and educate well-qualified young men and women for commissioning. Students in the College Program compete for 3-year or 2-year scholarships which must be earned prior to commencement of junior year. The Navy pays for uniforms and naval science textbooks for the freshman and sophomores each year. Each student is eligible to apply for a two- or three-year Sideload Scholarship through the NROTC unit based on past academic performance, potential, physical fitness and advisor evaluations. This scholarship covers tuition, fees, books and a stipend akin to the 4-Year Scholarship Program. Other students may receive Advanced Standing which only provides a stipend. Those students who do not obtain a Sideload Scholarship or Advanced Standing by their junior year will be dropped from the program. A college program midshipman only acquires a military service obligation after entering the advanced courses at the beginning of the junior year.

Although there are no restrictions on the major college program students may pursue, it is highly recommended that they pursue a course of study similar to that of scholarship students. Students must also include in their program certain Navy specified courses and a program of courses in naval science. Students, upon graduation and successful completion of the naval science curriculum, receive a commission as an Ensign in the U.S. Navy or a Second Lieutenant in the U.S. Marine Corps and serve on active duty for a minimum of five years.

## **Three-Year/Two-Year NROTC Scholarship Program**

The three-year/two-year scholarship program is offered on a limited basis specifically for students commencing their second or third year of college, who were not enrolled in the NROTC program during their freshman and sophomore years. Applications must be submitted during the sophomore year by May 31st. Qualifications for acceptance to this program include demonstrated ability to excel in a math, physical science, or engineering major and who has demonstrated above average performance in integral calculus.

Regardless of the major, every scholarship student must complete one year of calculus-based physics and one year of calculus. Students must include certain Navy specified courses in their program and complete a program of courses as prescribed by the Professor of Naval Science. Upon graduation, and successful completion of the naval science curriculum, the midshipman will receive a commission as an Ensign in the U.S. Navy and serve on active duty for a minimum of five years for Navy option and Marine option.

## **Summer Training**

The NROTC Scholarship Program student is required to complete training of approximately four weeks during each of the three summer recesses. During the first summer period, each scholarship student will receive instruction in aviation training, marine combat training, surface warfare indoctrination, and submarine indoctrination either in Norfolk, Virginia or San Diego, California. The second summer training period will be performed aboard operational ships of the U.S. Fleet. During the third summer, candidates for U.S. Navy commissions will perform training aboard operational ships or aviation squadrons as a junior officer. The student who qualifies for nuclear propulsion training may elect to cruise on nuclear powered ships or submarines. Some midshipmen cruise with allied navies through the Midshipman Foreign Exchange Program. Transportation costs to and from the training sites, subsistence, quarters, and pay of approximately \$365 per month will be paid to every participating student. The candidates for U.S. Marine Corps commissions will perform training at the U.S. Marine Corps Base, Quantico, Virginia. The Marine Option NROTC Summer Training Program, "OCS," is a six-week training program designed to prepare mid-shipmen for appointment to commissioned grade by providing basic military instruction and physical training. An evaluation of midshipmen is made to ensure that they possess the leadership, academic, and physical qualifications required for appointment to commissioned grade in the Marine Corps Reserve. Female midshipmen participate in all NROTC curriculum requirements and activities, including cruises aboard selected ships. A woman who has qualified for Marine Option NROTC Summer Training at Quantico attends the Woman Officer Candidate Course in Quantico, Virginia.

## **Specified University Courses**

In addition to satisfying requirements for a Baccalaureate degree, the student must satisfactorily complete the following four-year curriculum guide, including required naval science courses and specified university courses.

### **Freshman Year:**

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- NSC 1110 Introduction to Naval Science (See Note 1)
- NSC 1101L Naval Science Laboratory
- NSC 1140 Sea Power and Maritime Affairs (See Note 1)

## **Sophomore Year:**

- (MAC 2311 Calculus I and MAC 2312 Calculus II) **or** (MAC 2281 Engineering Calculus I and MAC 2282 Engineering Calculus II) (See Note 4)
- NSC 1101L Naval Science Laboratory
- NSC 2212C Navigation/Naval Operations I: Navigation (See Note 2)
- NSC 2220 Evolution of Warfare (See Note 3)
- NSC 2231 Principles of Naval Management I (See Note 1)

## **Junior Year:**

- NSC 1101L Naval Science Laboratory
- NSC 2121 Naval Ships System I (See Note 2)
- NSC 3123 Naval Ships Systems II (See Note 2)
- PHY 2048 and PHY 2049 Physics I and II (See Note 4)

## **Senior Year:**

- NSC 1101L Naval Science Laboratory
- NSC 3214C Navigation/Naval Operations II: Seamanship & Ship Operations (See Note 2)
- NSC 4224 Amphibious Warfare (See Note 3)
- NSC 4232 Principles of Naval Management II (Leadership and Ethics)

## **NOTES:**

1. Undergraduate Naval Sciences required to be completed for all students before Fall semester junior year.
2. Upper-division Naval Science courses required of Navy Options and not required of Marine Options.
3. Required of Marine Option midshipmen only.
4. One year of each calculus and calculus-based physics is required for every Navy option scholarship student. It is recommended, but optional for College Program and Marine Options.

## **Furnished Items**

All uniforms, textbooks, and equipment needed by the student for naval science courses are furnished by the Navy.

## **Use of Navy Science Courses as University Electives**

Academic departments within the university may, according to their own policies, accept naval science courses as electives to fulfill requirements in their academic program.