

# REGISTRATION

UNIVERSITY OF SOUTH FLORIDA 2017-2018 UNDERGRADUATE CATALOG

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## OFFICE OF THE REGISTRAR

**Locations/Phone:** Student Services Building (SVC) 1034; (813) 974-2000

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

The Registrar's Office provides a wealth of student, academic, and administrative services, and is responsible for maintaining each student's academic record from the time of admission to graduation. Staff publish the University *Schedule of Classes* (online only), coordinate registration and drop/add activities, process grade information, prepare transcripts, and process graduation applications. Staff also review and act on student requests for reclassification of residency and process name changes.

The Registrar's Office provides information and services to students via OASIS, the University's Online Access Student Information System. Using their Net ID and self-declared password, students can register and drop/add courses, process address changes, access registration appointment time and hold information, request privacy, view their grades and order transcripts. Students can also browse the University *Schedule of Classes*.

Although technology is being used as an enabler to provide better service, staff provide in-person services in their lobby area as well as over the telephone.

The Office of the Registrar maintains the official academic records for all students and course registrations for currently enrolled students.

**Note:** Each student must be aware of the University's academic policies and procedures insofar as they affect him/her.

## IMMUNIZATION AND HEALTHCARE

### 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.

Immunization and vaccinations questions may be directed to [Student Health Services](#), 813-974-2331.

### Immunization Policy - USF Policy 33-002

#### 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

##### 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.

##### 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).

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## 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.

## REGISTRATION INFORMATION

### Registration for Admitted Degree-Seeking Students

Continuing degree-seeking students may register self-service via OASIS on or after their registration appointment date and time for their next semester's courses. Registration occurs during the preceding term. A Registration Demo is available at <http://www.usf.edu/registrar/resources/index.aspx>.

Prior to initial registration, all newly admitted undergraduate students are *required* to participate in an orientation/academic advising program at the USF System institution to which they are admitted. Newly admitted students receive Orientation/Academic Advising/Registration instructions from the USF Office of Orientation.

Registered students may make course schedule adjustments from the time of their initial registration through the first week of classes. (Deadline information is available in the Academic Calendar of this Catalog.)

Degree-seeking students not registered prior to the first day of classes may late-register during the drop/add week (first week of classes) however, a \$100.00 late registration fee is charged for not having initiated registration before then. (See the section on fees for additional information.) To avoid financial cancellation, fees are due for all registered courses of record on the fifth (5th) day of classes (end of drop/add week). (See Academic Calendar for dates.)

**NOTE: A Mandatory Medical History Form is required for all students (regardless of age).** According to Florida Administrative Code Rule 6C-6.001(5), "Each student accepted for admission shall, prior to registration, submit on a form, provided by the institution, a medical history signed by the student."

### Administrative Holds

A student may be placed on administrative hold by failure to meet obligations to the University. When a student is on administrative hold, he/she may not be allowed to register, receive a diploma, or receive a transcript. Settlement of financial accounts must be made at the University Cashier's Office. Each student placed on administrative hold may determine via OASIS with which office to clear the obligation.

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## Adds

After a student has completed his/her registration on the date assigned, he/she may continue to add more courses until the fifth (5th) day of classes, otherwise known as the add deadline (end of drop/add week) specified in the Academic Calendar in this catalog.

## Drops

A student may drop a course(s) during the drop/add week (first five days of classes) in order for the course(s) not to appear on any permanent academic records. No tuition or fees will be assessed for course(s) dropped by the fifth (5th) day of classes.

## Withdrawals

A student may withdraw from a course(s) between the second (2nd) and tenth (10th) week of the semester (except for summer sessions - see the Academic Calendar in this catalog for dates). However tuition and fees will not be refunded for any course(s) withdrawn by the student during this period and the student's academic record will reflect a "W" grade for any course(s). Under specific conditions, consideration for refund of tuition and fees for a withdrawn course may be requested using a Fee Adjustment Request form accompanied by verifiable written documentation to support your claim. Submit a Fee Adjustment Request form to the Office of the Registrar within six (6) months from the end of the semester to which any refund would be applicable.

Students who withdraw may not continue to attend classes.

Effective Fall 2011, all undergraduate students will be limited to a total of five course withdrawals while enrolled as a degree-seeking or a non-degree seeking undergraduate student at USF. The five course withdrawals will be limited to three course withdrawals for students with less than 60 semester credit hours, and two course withdrawals for students with more than or equal to 60 semester credit hours. Only in extenuating circumstances will approval be granted for more than five course withdrawals. Appeals for additional course withdrawals due to extenuating circumstances must be submitted to the Academic Regulations Committee in the college of the student's academic major.

The withdrawal attempts is based on attempted hours and not earned hours.

Effective Fall 2016, all undergraduate students enrolled in graduate-level courses will be limited to a total of two course withdrawals while enrolled as a degree-seeking or non-degree seeking student taking graduate courses at USF. Only in extenuating circumstances will approval be granted for more than two course withdrawals. To withdraw from a graduate course after the drop period, please submit an [ARC late withdraw petition](#) to the college of your major.

## Total Withdrawal

Students may withdraw from the USF System without academic penalty for the first ten (10) weeks of any term, except for summer sessions. To withdraw, a student must submit a completed ARC petition for total withdrawal. No entry is made on the academic record for withdrawals submitted during the regular add/drop period (first 5 days of classes). All subsequent withdrawals (through the tenth week of classes in the fall and spring semesters) are posted to the academic record with "W" grades assigned to the courses.

Withdrawal deadlines for summer sessions are listed in the Academic Calendar and are published in the USF System Schedule of Classes for summer terms.

Undergraduate students who withdraw while on final academic probation will be academically dismissed from the USF System. When a student is academically dismissed, approval of the ARC is required for reentry.

## FEE INFORMATION

### Auditing Privileges and Fees

Only an admitted student who wishes to sit in on a class to review the course material may do so; however, the student is not allowed to take exams, earn grades, or receive credit.

The student's status for that class is an audit. His/her presence in the classroom is as a listener. Audit status may only be obtained at the Office of the Registrar and only during the first five days of the term by filing an Audit Form. A date-stamped permit from the college/department at the USF System institution where the course is being offered must accompany an Audit Form to the Registrar's Office. IN-STATE fees are assessed for all audit courses.

### Cancellation before First Class Day

Students who do not drop a class via OASIS before the semester begins may only cancel their registration by notifying the Office of the Registrar in writing **prior** to the first day of classes. If fees have already been paid, the student may request a full refund of fees from the Cashier's Office.

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## Excess Hours Surcharge - USF Regulation 4.0102

In 2009, the Florida Legislature implemented Section 1009.286, Florida Statutes to encourage students to complete their baccalaureate degree as quickly and efficiently as possible. It established what is commonly referred to as an "Excess Credit Hour Surcharge." The provisions of this section became effective for students who entered a Florida community college or a Florida state university for the first time in the 2009-2010 academic year and thereafter.

The bill requires universities to add a surcharge to each credit hour attempted in excess of the total hours required to earn a baccalaureate degree. The surcharge is calculated based on a percentage defined in the statute (see the following table).

Students Entering as FTIC SUS (First Time in College State University System of Florida) or FTIC FCS (First Time in College Florida College System)	Fees to be Charged
Prior to Fall 2009	None
Fall 2009 – Summer 2011	50% for credits above 120% of total program hours
Fall 2011 – Summer 2012	100% for credits above 115% of total program hours
Fall 2012 and thereafter	100% for credits above 110% of total program hours

The surcharge is assessed only on the tuition portion of the semester hour cost, not on the fees.

The number of total program hours required for the baccalaureate degree will be identified by the student's declared major. This is typically 120 semester hours, although, some programs have been approved to require more than 120 semester hours.

For further information, visit the Registrar's website at <http://www.usf.edu/registrar/>.

Note: No institution may waive the excess hours surcharge as the language of the statute is mandatory.

## Repeat Course Surcharges

Initiated by the Florida Legislature (H.B. 1545 of 1997) to reduce costs, all state universities must monitor undergraduate student progress and charge students the "full cost of instruction" for certain repeats of undergraduate courses. This policy became effective Fall 1997 and requires USF to charge students a substantial per credit hour surcharge when they attempt a course three or more times at USF, unless the course is specifically designed to be repeated or is required to be repeated by their major. Requirements to earn a passing or higher grade than previously earned in a course do not exempt the surcharge. Students will be required to pay the surcharge in addition to the appropriate in-state or out-of-state tuition rates. It is important to note that **all** attempts count, including withdrawals after the first week of classes and courses with incomplete grades.

The University **may** grant exceptions to this rule based on extenuating circumstances and financial hardship. However, the University may only approve one appeal per course. The exceptions included in the Statute are extenuating circumstances and financial hardship and are defined as follows:

Extenuating circumstances are those circumstances determined by the University to be exceptional and beyond the control of the student and may include but not be limited to serious illness, documented medical condition preventing completion; death of an immediate family member, involuntary call to active duty; university error, other emergency circumstances or extraordinary situations. Documentation, regardless of the situation, must be submitted with the request for a waiver of this surcharge.

The criteria used by the universities for determining financial hardship should include, but not be limited to, qualification for federal need-based financial aid. Students with other documented financial hardships may also be considered.

The student must fill out a Fee Adjustment Request Form and indicate the request is for a waiver of the repeat course surcharge. They must also submit a statement that explains their request and provide all documentation relating to it. The completed form with documentation should be submitted to the Office of the Registrar for consideration.

## STUDENT RECORD INFORMATION

### Transcript Information

Transcripts may be released only by authorization of the student. By law, requests must include the student's identification number, the date and the student's signature. If ordering via OASIS, login with your Net ID and self-assigned password, which will serve as your electronic signature. Transcripts are currently \$10.00 per copy. In order for transcripts to be issued, the student must have no financial obligations to the University or any hold restricting receipt of the transcript. Transcripts are normally mailed/ready for pick-up within two working days after the request is received.

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Written requests must include: (1) date of request and student's current address; (2) student ID number and full name; (3) name and complete address of recipient; and (4) number of copies and special instructions, such as, "**hold for degree statement**" or "**hold for current term grades**," and the student's signature. Degree statements are posted approximately four to six weeks after the commencement ceremonies. Current term grades are posted approximately one week after the final exams end. If grades for the current term are needed, clearly indicate that the transcript request is to be held for grades.

To order transcripts by mail, send **payment** (\$10.00 per copy, check or money order only) and letter to:

USF Office of the Registrar  
Attn: Transcript Clerk  
4202 East Fowler Avenue, SVC 1034  
Tampa, FL 33620-6950

To order a transcript in person, hand-carry payment (check, money order or cash) and letter to USF Cashier's Office in SVC 1039.

### **Student Records Policy - USF Regulation 2.0021**

Pursuant to the provisions of the Family Educational Rights and Privacy Act ("FERPA"; 20 USC Par. 1232g), 34 CFR Par. 99.1 et seq, Florida Statutes Sub. Par. 1002.22 and 1006.52 and USF Regulation 2.0021, Florida Administrative Code, students have the right to:

1. Inspect and review their education records
2. Privacy in their education records
3. Challenge the accuracy of their education records
4. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of USF Regulation 2.0021, Florida Administrative Code.
5. Copies of the University's student records policy, USF Rule 6C4-2.0021, may be obtained from:

University Registrar	USF Agency Clerk
Office of the Registrar	Office of the General Counsel
4202 East Fowler Avenue, SVC 1034	4202 East Fowler Avenue, CGS 301
Tampa, Florida 33620	Tampa, Florida 33620

### **Release of Student Information**

Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), the following types of information, designated by law as "**directory information**," may be released via official media of USF (according to USF policy):

Student name, local and permanent addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full- and part-time status, and the most recent previous educational agency or institution attended, and other similar information.

The University Directory is, published on-line, and, therefore, is accessible to the public, as well as to students, faculty, and staff.

Students must inform the USF Office of the Registrar if they wish directory information to be withheld by changing their privacy status via <http://www.usf.edu/registrar/resources/privacy.aspx>. Such requests must be received within the first two (2) weeks of the semester and will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms.

Notification to the University of refusal to permit release of "directory information" via the University Directory must be received no later than the end of the first week of classes in the Fall Semester.

### **Confidentiality Policy**

In the interest of openness and building trust with our students, USF now affords students the right to limit data usage and sharing of their information, without having to request non-disclosure of directory information under the Family Education Rights and Privacy Act (FERPA). Pursuant to the requirements of FERPA, the following types of information designated by law as "directory information" can be released, if the student has not requested privacy or non-disclosure: Name, Date of Birth, Address, Telephone, Major, Dates of Attendance, Enrollment Status, Degrees, and Prior Institutions Attended.

All other student data is considered to be protected.

Under new University policy which is less restrictive than Privacy under FERPA, students may now request confidentiality as a way to "opt out" from having their personal contact information (i.e. name, address, telephone) disclosed to vendors, credit card companies, or outside agencies that are not providing a service that would otherwise be performed by the University. To request confidentiality, go to: <http://www.usf.edu/registrar/resources/privacy.aspx>.

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## **Education Record**

The student's USF education record shall not be changed after the student has graduated.

## **Student Information Changes**

Notifications regarding changes to name, residency, and citizenship should be filed promptly using the appropriate form(s) accompanied by verifiable supporting legal documentation with the Office of the Registrar. Changes of address may be completed via OASIS at <http://oasis.usf.edu/>.