

STUDENT REGISTRATION AND RECORDS

UNIVERSITY OF SOUTH FLORIDA 2018-2019 UNDERGRADUATE CATALOG

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Office of the Registrar

Office of the Registrar

4202 E. Fowler Avenue, SVC 1034

Tampa, FL 33620

(813) 974-2000

asktheregistrar@usf.edu

<http://www.usf.edu/registrar/>

Location: Student Services Building (SVC) 1034

The Office of the Registrar provides student, academic, and administrative services, and is responsible for maintaining each student's academic record from the time of admission through graduation. Staff coordinate registration and drop/add activities, process grades, prepare transcripts, and process graduation applications. Staff also review and act on student requests for reclassification of residency, name changes and other student record information updates.

The Office of the Registrar provides information and services to students in the University's Online Access Student Information System (OASIS). Using their Net ID and 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 available courses through Schedule Planner (http://www.usf.edu/registrar/resources/baseline_banner_search.aspx).

Although technology is leveraged to provide better service, staff provide service in-person and via phone and email.

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



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Getting Started

NetID and USF e-mail address-- (<http://www.usf.edu/it/services/netid.aspx>) Almost all online activity at USF including MyUSF, Canvas and student email requires your USF NetID. Create a student NetID to activate your official USF student email account with Google Apps for Education.

MyUSF – USF’s Portal (<https://my.usf.edu/Pages/Home.aspx>) MyUSF is the window to all of your technology needs including access to Canvas.

Canvas – Access Canvas through MyUSF. Canvas is a single sign-on portal that enables you to complete class assignments, read course documents, post discussions, communicate with classmates, and check your grades for each assignment, and access your email. Virtually all professors use Canvas as a way to communicate noteworthy information to their students.

OASIS – Student self-service access via MyUSF. OASIS provides online access to your personal student information and self-service functionality. In OASIS, you can register, pay tuition and fees, and see Mid-term and final grades as well as dates and deadlines.

Network Access

Before you begin using the USF network, your computer or mobile device must be registered. Once registered, you are able to surf the USF network. The following items are needed:

- A valid USF email address
- Computer’s network adapter address (also known as physical address or mac address)
- A non-USF email address
- A valid phone number

For any university technology questions or concerns, contact the Information Technology Help Desk (<http://www.usf.edu/it/about-us/helpdesk.aspx>) at (813) 974-1222.

Registration Information

Registration for Admitted Degree-Seeking Students

Continuing degree-seeking students may register via OASIS on or after their registration appointment date and time for their next term’s courses. Registration occurs during the preceding term. A registration demo is available at <http://www.usf.edu/registrar/register/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, and registration instructions from the Office of Orientation (<http://www.usf.edu/orientation/>).

Registered students may make course schedule adjustments from the time of their initial registration through the first week of classes. Deadlines for each term are published on the Office of the Registrar webpages: <http://www.usf.edu/registrar/calendars/index.aspx>.

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 on time. To avoid financial cancellation, fees are due for all registered courses of record on the fifth day of classes (end of drop/add period).

A mandatory medical history form is required for all students, regardless of age, per Florida Administrative Code Rule 6C-6.001(5). Prior to registration, each new student must submit a completed medical history form to Student Health Services.

Credit-by-Exam Equivalents

<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-017.pdf>

Incoming students may receive up to 45 semester hours of credit towards the baccalaureate degree upon successful completion of approved examination programs. Credit earned through one examination program may not be duplicated by another examination or course. See <https://www.systemacademics.usf.edu/credit-by-exam/> for a list of Credit-by-Exam programs. Performance levels necessary to achieve credit are listed by exam program.

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Administrative Holds

A student may be placed on administrative hold by failure to meet obligations to the University. Students with administrative holds may not be allowed to register, receive a diploma, or receive an official transcript. Settlement of financial accounts must be made at the University Cashier's Office. Each student placed on administrative hold may determine via OASIS which office to contact in order to clear the obligation.

Listed below are the common administrative holds and general instructions related to the hold. If the student has a registration hold that is not on this list, they can find more information from their OASIS account.

- AA** Mandatory Undergraduate Academic Advising hold. Meet with your academic advisor both Fall and Spring semester to discuss your academic course work for the next semester and clear this hold.
- AF** Major Declaration hold for Former Students Returning (FSRs) Meet with your academic advisor to declare a major and clear this registration hold on. All Former Students Returning (FSRs) are required to see their academic advisors before registering for their first semester term back at USF.
- AP** Academic Probation hold. See your academic advisor before to start the process of removing this hold.
- AR** Academic Records hold. Log in to OASIS to view your admissions record to identify the missing items required. If you need additional assistance, please contact the Office of Admissions (<http://www.usf.edu/admissions/>).
- BC** Returned Check hold. Contact the Cashier's Office, SVC 1039, (813) 974-6056, regarding this hold.
- CC** Cash Collections hold. Log in to OASIS, and review your Check Account Summary by Term; pay the balance to release this hold.
- FB** Hold specifically for College of the Arts (<http://www.usf.edu/arts/>), FAH 110, (813) 974-2301
- IM/MH** Immunization Records hold. Submit your immunization information and paperwork to Student Health Services (<http://www.usf.edu/student-affairs/student-health-services/>), SHS 100, (813) 974-2331.
- LE** Student Financial Services hold. Contact the University Scholarships & Financial Aid Services (http://www.usf.edu/financial_aid/questions/), SVC 1102, (813) 974-4700
- MJ** Major Declaration hold. You must declare a major after registering for the 36th semester hour. If you received the MJ hold because you did not meet the requirements for a limited access major, you must declare a new major. Visit the Office of Academic Advocacy to meet with an academic advisor to discuss major options (<http://www.usf.edu/undergrad/academic-advocacy/>) in SVC 2043, (813) 974-2645.
- OB** Remediation hold. See your academic advisor for assistance regarding required remediation.
- OS** Special Services hold. To resolve this hold, contact Student Support Services (<http://www.usf.edu/undergrad/academic-advocacy/>) in the Office of Undergraduate Studies, SVC 2011, (813) 974-4301.
- PF** Parking Services hold. Contact Parking Services (<http://www.usf.edu/administrative-services/parking/>) for instructions, PSB 101, (813) 974-3990.
- PT** Hold specifically for Freshman Summer Institute (FSI) students. Contact the FSI office (<http://www.usf.edu/summer/>) regarding this hold. SVC2011, (813) 974-4227
- SD** Student Discipline hold. See the Office of Student Rights and Responsibilities (<http://www.usf.edu/student-affairs/student-rights-responsibilities/>), ALA 109, (813) 974-9443.
- SF** Another type of Student Discipline hold. See the Office of Student Rights and Responsibilities (<http://www.usf.edu/student-affairs/student-rights-responsibilities/index.aspx>), ALA 109, (813) 974-9443. This hold does not prevent you from ordering your official transcript.
- SI** Student Health Insurance hold. For more information, contact Student Health Services (<http://www.usf.edu/student-affairs/student-health-services/>), (813) 974-2331.
- ST** Start Registration/Registration Appointment Time hold. View the date and time next to this hold in OASIS to determine when you can begin registration. When the student's registration appointment time is reached, your ST hold will be removed, and you can begin registration. For incoming transfer students, the ST hold will be the same as your registered orientation date. If you are an incoming transfer (or returning USF) student and do not have a date/time listed with the ST hold, contact the Office of Orientation (<http://www.usf.edu/orientation/>), ALN 102, (813) 974-3060.

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Late Registration

<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0101.pdf>

All eligible students* attempting to register for the first time after active registration ends must:

1. Obtain approval from the authorized college/department Academic Regulations Committee.
2. Have the registration processed at the Office of the Registrar (<http://www.usf.edu/registrar/>), SVC 1034.

*An eligible student must be:

1. A continuing USF student,
2. A new student admitted late, or
3. A late readmitted former student returning after three or more semesters.

Late Payment of Fees

All degree-seeking students who wait to initiate or attempt registration for the first time during the Late Registration (Drop/Add period) will be automatically assessed a \$100.00 late registration fee.

All non-degree seeking students who have not registered for any courses by the end of Late Registration (Drop/Add period) will automatically be assessed a \$100.00 late registration fee.

Any students who successfully petition for late registration or reinstatement following financial cancellation will be automatically assessed a \$100.00 late registration fee.

Requests to waive the \$100 late registration fee must be submitted to the Office of the Registrar using the Late Registration Fee Waiver Request form (<http://www.usf.edu/registrar/documents/forms/late-reg-fee-waiver.pdf>).

Waiver of Late Fees

USF will approve a waiver of the Late Payment fee if the student is unable to make payment on time due to circumstances determined by the University to be exceptional and beyond the control of the student. Requests for a waiver must meet one of the conditions listed below to be considered:

- University error which precludes timely payment of registration fees. A letter (on University letterhead) signed by an appropriate University official from the department responsible or an appropriate official University document must be included with your petition.
- Extraordinary circumstances such as severe illness, death of an immediate family member (parent, spouse, child or sibling), and involuntary call to or return from active military duty that precludes timely payment of registration fees. Appropriate documentation (note from physician, copy of military orders, etc.) must be included with your petition.
- Other documented exceptional circumstances beyond the control of the student that precludes timely payment of registration fees. Appropriate documentation and a written explanation must be included with your petition.

If you have any questions, contact the Cashier's Office at 813-974-6056. Return the completed and signed petition form (http://www.usf.edu/business-finance/controller/student-services/late_pay_waiver.pdf) and all relevant documentation to SVC 1039. You can also email, FAX or mail your packet:

Email: sfscommittee@usf.edu

Mailing Address: Student Financial Services
University of South Florida
4202 E. Fowler Ave, ALN 147
Tampa, FL 33620

Course Information

Course Load/Maximum Hours

A normal enrollment for undergraduates is defined as 15 credit hours per semester. With academic advisor approval, students are allowed to take a maximum number of 18 credit hours per semester in Fall and Spring and 14 credit hours in the Summer session.

Students may request an exemption to the maximum amount of credit hours allowed per semester through their academic advisor.

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Course Prerequisites/Co-requisites

- **Prerequisite** - A course in which credit must be earned prior to enrollment in another course.
- **Co-requisite** - A course that must be taken concurrently with another course.
- **Concurrent prerequisite** - May be taken either prior to or at the same time (concurrently) as another course.

It is the student's responsibility to review prerequisite and co-requisite information as stated in the course description. Non-degree students should contact the academic department for permission to enter any course that requires a prerequisite or co-requisite. USF reserves the right to drop a student who does not meet the course requisites from the appropriate course(s). A student whose registration is cancelled will receive an email notification from the Office of the Registrar to their USF email account.

Courses Outside Degree Programs

Unless otherwise stipulated by external accreditation agreements, students whose academic programs require courses in other disciplines shall be given the same access to those courses as students in those majors.

Directed Independent Study

Students who wish to study or do research under the direction of a faculty member for topics or areas not detailed in regularly scheduled courses may make arrangements for such study as a directed independent study. Credit hours and requirements are determined by the director of the study.

Registration requires the approval of the faculty member who will supervise the study and the department chair, in addition to the completion of the USF Contract for Independent Study & Directed Research. Each College and/or Department has their own form; students should contact their Major area of study Advisor for more information.

Directed studies are available for approved subject area prefixes and levels and are designated by the last three digits of the course number. For example, ARH 4905 designates a senior level directed independent study in art history.

Adds

After a student has completed registration on the date assigned, the student may continue to add more courses until the fifth day of classes, otherwise known as the end of drop/add period outline on the Office of the Registrar's webpages: <http://www.usf.edu/registrar/calendars/index.aspx>.

For undergraduate students requesting that certain University policies be waived through the Academic Regulations Committee (ARC) petition process, this process can be used to late add a course after the add/drop deadline, limited to second week of classes. Waivers received after the second week of classes will not be processed.

The ARC petition process occurs at the college level. Contact and submit relevant documentation to the ARC representative in the college of your declared major. It is the student's responsibility to obtain, complete and submit all documentation required by this process. Incomplete petitions will not be considered.

The process and forms are available on the ARC website (<http://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/index.aspx>).

The ARC Petition form (<http://www.usf.edu/undergrad/documents/usf-arc-petition-form.pdf>).

The Instructor's Documentation Form (<http://www.usf.edu/undergrad/documents/usf-arc-instructors-documentation-form.pdf>) are required.

Drops

A student may drop courses during the drop/add period in order for the courses not to appear on the student's academic transcript. No tuition or fees will be assessed for courses dropped by the fifth day of classes.

Withdrawals

A student may withdraw from courses between the second and tenth week of the semester; these weeks are different for courses in Summer session and alternative calendars. See the Office of the Registrar's webpages for more information (<http://www.usf.edu/registrar/calendars/index.aspx>).

Tuition and fees will not be refunded for any course withdrawals, and the student's academic record will reflect a "W" grade for each course withdrawal. Under specific conditions, consideration for refund of tuition and fees for course withdrawals may be requested using a Fee Adjustment Request form

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(<http://www.usf.edu/registrar/documents/forms/fee-adjust-form.pdf>) accompanied by supporting documentation. Submit a Fee Adjustment Request form to the Office of the Registrar (<http://www.usf.edu/registrar/index.aspx>) within six months from the end of the applicable term. Students who withdraw may not continue to attend classes.

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. 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.

Students should be mindful of the Excess Hour Surcharge Policy when requesting late adds or late withdrawals. (see <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0102.pdf>).

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, submit an ARC Late Withdraw Petition (<http://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/>) to the college of your major.

Individual Class Withdrawal

A student who withdraws may receive a grade of "W" up until the posted deadline to withdraw without academic penalty each semester. Summer semester is comprised of three sessions; each session during Summer semester has a deadline to withdraw without academic penalty. Withdrawals from individual courses are ineligible for refund of tuition and fees.

Student withdrawals from individual courses are self-service via OASIS after the end of Drop/Add; beginning the sixth day of classes each semester. A student may withdraw from all classes (total withdrawal) self-service via OASIS. For questions regarding total withdrawal, please contact the University Registrar's Office at asktheregistrar@usf.edu. To be eligible for a 25% refund of registration fees and tuition paid, less building and capital improvement fees. Total withdrawals must be processed before the end of the fourth week of Spring or Fall semester (end of the third week in Summer semester).

A student who receives financial aid and withdraws or drops courses which result in a refund will have all financial aid grants, scholarships and student loans reimbursed by any refund until those programs are paid in full. This does not include private loans. For more information, go to <http://www.usf.edu/finaid>.

Courses from which a student successfully withdraws remain on their USF academic transcript indicating a grade of "W" awarded.

Withdrawals for Active Duty Military

Any student enrolled in a college credit course shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. Except in cases where the student and faculty member agree that completion is imminent and possible, the USF System encourages withdrawal and possible eligible refund without academic penalty when a student is performing military service. If the course is no longer offered when the student seeks to resume study, an equivalent course may be selected. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service.

The provisions of this section shall apply to:

1. Students who are currently on active duty with any unit of the United States Armed Forces who receive orders that require reassignment to a different duty station or absence from class for an extended period of time during the semester in which they are enrolled; and
2. Students who are members of a National Guard, Air National Guard, or other military reserve unit who receive orders calling them to active duty for operational or training purposes during the semester in which they are enrolled, excluding any regularly scheduled weekend and annual training duty; and
3. Students who are veterans of the United States Armed Forces and who are recalled to active duty during the semester in which they are enrolled; and

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4. Students who enlist in any branch of the United States Armed Forces and whose induction date falls within the semester in which they are enrolled.

Contact the Office of Veteran Success (<http://www.usf.edu/student-affairs/veterans/>) for assistance at ALN 130 or (813) 974-2291.

Medical Withdrawals

The Academic Regulations Committee (ARC) Petition process occurs at the college level. Students engaging in this process should contact and submit the relevant documentation to the ARC representative in the college of their declared major. It is the student's responsibility to obtain, complete and submit all required documentation required; incomplete petitions will not be considered.

Petitions may be approved if the ARC determines that you experienced extenuating circumstances beyond your control of such severity that the physical or mental ability to drop by the drop deadline was impaired. Such circumstances need to be supported by independent, objective and verifiable documentation. Petitions should be submitted as soon as possible in accordance with action requested and within six months of the end of the semester during which the petition-able event occurred. If a petition is submitted outside of that timeframe, it is critical to explain the reason and provide documentation for the delayed request.

All submitted documentation is subject to verification. Submission of false, forged or fraudulent information will result in a referral to the Office of Student Rights and Responsibilities.

When possible, the student is responsible for ensuring that all applicable courses are dropped or withdrawn from before beginning this process. See <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0101.pdf>.

Instructions:

1. Complete Part 1 of the ARC Petition with (<http://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/forms.aspx>)
2. Complete Part 2; be sure to indicate the year and term for which you are petitioning. Petitions are limited to one term per petition. Requests for multiple terms (Fall and Spring semester and Summer session) require multiple petitions. Check the appropriate box to indicate whether you are petitioning for a "Late Withdrawal," "Total Withdrawal," or "Withdrawal Limit Exception." Ensure that you complete information in Part 2 for each course included in your petition.
3. Students requesting for withdrawals for medical reasons do not typically need to include instructor documentation forms with their petition, but you should be prepared to obtain these forms if requested by your college's ARC. If requested, for all courses included in your petition, complete Parts 1 and 2 of the Instructor's Documentation form with your information, and have the course instructor fill out Part 3, sign the form and return it to you. If the instructor has left the University, the student make seek assistance from the applicable Department Chairperson.
4. If you are petitioning for a Late Withdrawal, Total Withdrawal or Withdrawal Limit Exception for medical reasons, complete Part 1 of the Medical Documentation Form (PDF), and have Part 2 completed by your physician. The Medical Documentation Form should be returned in a sealed envelope from the physician's office (see instructions on form).
5. All petition requests should be accompanied by a personal statement detailing the nature of your request, and a clear statement of why you feel that you should be granted the requested exception. This statement should include what happened and when it happened, with relevant dates included. You should also include any supporting documentation that can substantiate the claims made in your personal statement.
 - a. If you are petitioning to withdraw from select courses in a semester, yet keep other courses, you will need to explicitly address why your situation impacted only those courses to be dropped and not the others.
 - b. If you stop attending class and have no documentation addressing what prevented a timely withdrawal from the class, your petition will be denied.
6. Ensure that ALL forms are filled out completely with all the relevant information for your petition type, and that all the proper signatures are obtained. Submit original copies of all the completed forms, your personal statement, and any supporting documentation to the ARC representative in the college of your major (see listing of ARC representatives on the ARC Petition form). Retain copies for your own records.
7. Decisions regarding ARC petitions can be expected within two weeks of submission, if the ARC package is complete.

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8. Approved petitions for medical withdrawals will result in a "WC" grade for all applicable courses; "WC" grades denote withdrawals for extenuating circumstances. ARC decisions do not affect fee liability. Students must complete a Fee Adjustment Request through the Office of the Registrar to address fee liability.
9. ARC petition decisions by the College ARC may be appealed to the next level in the college. Final appeals to the college decision can be made to the Office of Undergraduate Studies (<http://www.usf.edu/undergrad/>) in SVC 2002, (813) 974-4051.

Withdrawal Appeal Policy

The Academic Regulations Committee (ARC) Petition process occurs at the college level. Students engaging in this process should contact and submit the relevant documentation to the ARC representative in the college of their declared major. It is the student's responsibility to obtain, complete and submit all required documentation required; incomplete petitions will not be considered.

Students should be mindful of the Excess Hour Surcharge Policy when requesting late withdrawals (see <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0102.pdf>).

Petitions may be approved if a documented University error has occurred or if the committee determines that you experienced extenuating circumstances beyond your control of such severity that the physical or mental ability to drop by the drop deadline was impaired. Such circumstances need to be supported by independent, objective and verifiable documentation. Petitions should be submitted as soon as possible in accordance with action requested and within six months of the end of the semester during which the petitionable event occurred. If a petition is submitted outside of that timeframe, it is critical to explain the reason and provide documentation for the delayed request.

All submitted documentation is subject to verification. Submission of false, forged or fraudulent information will result in a referral to the Office of Student Rights and Responsibilities. The student is responsible for ensuring that all applicable courses are dropped or withdrawn from before beginning this process.

STEPS:

1. Complete Part 1 of the ARC Petition with (<http://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/forms.aspx>)
2. Complete Part 2; be sure to indicate the year and term for which you are petitioning. Petitions are limited to one term per petition. Requests for multiple terms (Fall and Spring semester and Summer session) require multiple petitions. Check the appropriate box to indicate whether you are petitioning for a "Late Withdrawal," "Total Withdrawal," "Withdrawal Limit Exception," or "Other." Ensure that you complete information in Part 2 for each course included in your petition.
3. For all courses included in your petition, also complete Parts 1 and 2 of the Instructor's Documentation form with your information, and have the course instructor fill out Part 3, sign the form and return it to you. Each course listed on the ARC Petition needs its own Instructor's Documentation Form. If the instructor has left the University, the student make seek assistance from the applicable Department Chairperson.
4. If you are petitioning for a Late Withdrawal (resulting in a W or WC grade on official transcript), Total Withdrawal or Withdrawal Limit Exception for medical reasons, complete Part 1 of the Medical Documentation form, and have Part 2 completed by your physician. The Medical Documentation Form should be returned in a sealed envelope from the physician's office. Students petitioning for withdrawals for medical reasons do not typically need to include instructor documentation forms with their petition, but should be prepared to obtain these forms if requested by the committee.
5. All petition requests should be accompanied by a personal statement detailing the nature of your request, and a clear statement of why you feel that you should be granted the requested exception. This statement should include what happened and when it happened, with relevant dates included. You should also include any supporting documentation that can substantiate the claims made in your personal statement.
6. If you are petitioning to withdraw from select courses in a semester, yet keep other courses, you will need to explicitly address why your situation impacted only those courses to be dropped and not the others.
7. If you stop attending class and have no documentation addressing what prevented a timely withdrawal from the class, your petition will be denied.
8. Ensure that ALL forms are filled out completely with all the relevant information for your petition type, and that all the proper signatures are obtained. Submit original copies of all the completed forms, your personal statement, and any supporting documentation to the ARC representative in the college of your major (see listing of ARC representatives on the Academic Regulations Petition). Retain copies for your own records.

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9. Decisions regarding ARC petitions can be expected within two weeks of submission, if the ARC package is complete.
10. ARC decisions do not affect fee liability. Students must complete a Fee Adjustment Request through the Office of the Registrar to address fee liability.
11. ARC Petition decisions may be appealed to the next level in the college. Final appeals to the college decision can be made to the Office of Undergraduate Studies (<http://www.usf.edu/undergrad/>) in SVC 2002, (813) 974-4051.

Student Records/Transcripts

Student Academic Records and Transcripts

Students' academic records, including official transcripts, are maintained by the Office of the Registrar and protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). See <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf2.0021.pdf>.

The University of South Florida has retained *Credentials Solutions* to accept online transcript orders. Students may also request copies of their official USF transcripts by providing signed release the Office of the Registrar.

See <http://www.usf.edu/registrar/resources/transcript.aspx> for information on transcript requests and student records.

Transcript Request

Transcripts may be released only by authorization of the student.

Visit <http://www.usf.edu/registrar/resources/transcript.aspx> to order a transcript online. NOTE: All holds preventing release of a transcript must be resolved before 30 days, or your request will be cancelled.

Students may also request copies of their official USF transcripts by supplying the Office of the Registrar with a signed authorization. By law, a request must include the student's signature and date. The student must have no hold or financial obligation preventing release of the transcript. A Transcript Request form is available in the Office of the Registrar and also online: <http://www.usf.edu/registrar/documents/forms/transcript-request-form.pdf>.

Transcripts may be requested in person Monday - Friday, between the hours of 9 a.m. - 4:30 p.m. During non-peak hours, transcripts are normally mailed/ready for pick-up from the Tampa campus within two working days after the request is received.

Explain any special instructions such as "hold for your degree to be posted," "hold for your current term grades to be posted," or "hold for a grade change to be processed." Degrees post to transcripts approximately six weeks after commencement ceremonies. If you are currently enrolled, term grades are posted approximately one week after all final exams end.

To order a transcript by mail, send \$10.00 per copy payment by check or money order and the USF Transcript Request form to:

Office of the Registrar
4202 E. Fowler Avenue, SVC 1034
Tampa, FL 33620-6950

To order a transcript in person, bring \$10.00 per copy payment and the Transcript Request form to a USF Cashier's Office or pay online via OASIS.

Official transcripts for students who previously attended New College of USF or participated in the M.D. program of the College of Medicine must be requested directly from those institutions:

New College of Florida
Office of Records and Registration
5800 Bay Shore Road, Building D-115
Sarasota, FL 34243-2109

USF College of Medicine
Office of the Registrar
12901 Bruce B. Downs Blvd., MDC 32
Tampa, FL 33612-3742

STUDENT REGISTRATION AND RECORDS

UNIVERSITY OF SOUTH FLORIDA 2018-2019 UNDERGRADUATE CATALOG

Student Records Policy

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. See USF System Regulation 2.0021 - Student Records (<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf2.0021.pdf>). USF System Policy 30-020 Parental Notification <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-30-020.pdf>.

Student name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and full- and part-time status. The University's Directory (<http://directory.usf.edu/>) is published online, and is therefore accessible to the public, students, faculty, and staff.

Students must inform the Office of the Registrar if they wish directory information to be withheld by changing their privacy status (<http://www.usf.edu/registrar/resources/privacy.aspx>) Such requests must be received within the first two weeks of the semester and will remain in effect until the next academic term..

Confidentiality Policy

In the interest of openness and building trust with our students, USF 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:

- The student's name.
- The student's classification and major field of study.
- The student's participation in officially recognized activities and sports.
- The weight and height of members of athletic teams.
- The student's dates of attendance, part-time or full-time status, and degrees and awards received.
- The student's photographic image independent of any additional personal identifiers

All other student data is considered to be protected.

For more information, see <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf2.0021.pdf>

Students must notify the Office of the Registrar in writing if they refuse to permit the University to: 1. Include their information and other designated elements in the online student directory. 2. Release directory information about themselves to any third party. Such notification must be received by the Office of the Registrar no later than the end of the second week of classes of the academic term or the student will be deemed to have waived his/her right of refusal until the next academic term To request confidentiality, go to <http://www.usf.edu/registrar/documents/forms/ferpa-waiver.pdf>.

STUDENT REGISTRATION AND RECORDS

UNIVERSITY OF SOUTH FLORIDA 2018-2019 UNDERGRADUATE CATALOG

Education Record

USF System Regulation 2.0021 - Student Records (<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf2.0021.pdf>)

The policies and procedures outlined in this Regulation are designed to implement the provisions of the Family Educational Rights and Privacy Act ["FERPA," 20 U. S. C. s.1232g] and Sections 1002.225 and 1006.52, Florida Statutes pursuant to which the University of South Florida System (USF System) is obligated to inform students and parents of their rights to review and inspect education records, to challenge and seek to amend education records, to control disclosure of education records, and to complain to the FERPA Office (violations of FERPA) or to the appropriate court for violations of privacy if applicable. The USF System has placed the responsibility for administration of this Regulation with its FERPA Coordinator who is the University Registrar (<http://www.usf.edu/registrar/>)

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 (<http://www.usf.edu/registrar/>). Change of local, permanent, and emergency contact addresses; name; or other information affecting the student's permanent academic record may be completed by currently enrolled students by using selecting the appropriate form at <http://www.usf.edu/registrar/resources/forms.aspx>.

Changes of address may also be completed via OASIS at <http://oasis.usf.edu/>.