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Student handbook : 1995-1996

University of South Florida St. Petersburg.

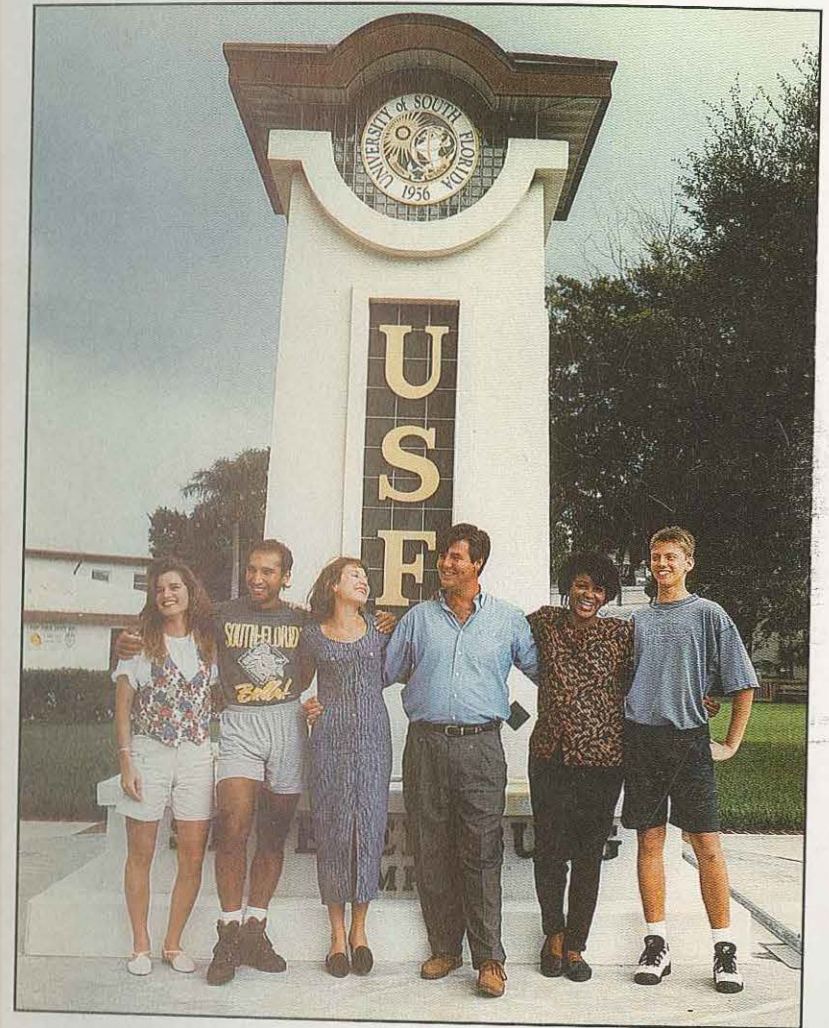
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USF
St. Petersburg



Student Handbook
1995-96

USF
St. Petersburg

140 Seventh Avenue South
St. Petersburg, FL 33701



STUDENT HANDBOOK
FALL 1995

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A word about your student handbook ...

The University of South Florida is a university with five campuses in Tampa, St. Petersburg, Sarasota, Fort Myers and Lakeland. The Tampa campus publishes a university-wide handbook, *A Handbook for Students*, that covers information for all USF students. In addition each campus publishes its own handbook. The handbook that you are now reading, the *St. Petersburg Campus Student Handbook*, is published with specific information for students on the St. Petersburg campus.

This *Student Handbook* is designed to:

- offer you a short "tour" of USF St. Petersburg;
- introduce you to the staff, faculty and students who stand ready to assist you in every way;
- acquaint you with the campus services available to you and the programs and activities that await your participation
- give you a brief overview of USF St. Petersburg's student, academic and administrative policies;
- provide you with answers to questions that most commonly arise as students engage in curricular and extra-curricular activities at USF St. Petersburg.

The *Student Handbook* is, by definition, exactly that: a book capable of being conveniently carried as a ready reference. It should be used in conjunction with — not as a substitute for — the USF catalog. A careful reading of and periodic referral to both the *Handbook* and the USF catalog should minimize any confusion or misunderstanding you may encounter. It should also help you to realize your expectations and get the most out of campus life at USF St. Petersburg both in and out of the classroom.

If you have questions or concerns that are not addressed in this *Handbook*, call or stop by the Office of the Director of Student Affairs (893-9162, DAV-118) or please consult the university-wide student handbook, *A Handbook for Students*. If the answer is not at our fingertips, we will find the answer for you or point you in the right direction.

Welcome to the University of South Florida (USF) at St. Petersburg, one of USF's five campuses and the first regional campus to be established in Florida. From its modest beginnings 30 years ago in the wood-framed original buildings, once a Merchant Marine training base that now houses one of the nation's finest marine science programs, USF St. Petersburg has evolved into what you see before you today — a beautiful campus on one of the country's loveliest waterfronts.

You are one of some 3,200 students currently attending USF St. Petersburg, a campus characterized by a friendly, intimate atmosphere and combined with the major advantages and resources of a large metropolitan university.

The majority of our students, more than half of whom are female, fall between the ages of 20 and 39. Most of you are self-supporting, and many work full time. A significant percentage support from one to four or more dependents in addition to yourselves, and approximately 25 percent of you support your dependents without the assistance of a spouse.

While students have numerous commitments off-campus, USF St. Petersburg enjoys an unusually strong student involvement and proactive participation in virtually every facet of campus life. It is this involvement and participation that has guided and influenced USF St. Petersburg's on-going endeavor to respond to the needs and interests of our wide diversity of students. We encourage you to make your needs and interests known as well — and to help to guide and influence our direction through your involvement and participation in USF St. Petersburg's many curricular and extra-curricular programs and activities.

We will be celebrating our 30th Birthday this year, and we hope that you will participate in some of the festivities planned.



Dear USF St. Petersburg Students:

Welcome to USF St. Petersburg. This campus has a lot to offer you, not only in terms of a quality education in the traditional sense, but leadership development, recreation and the opportunity to build lifelong friendships as well.

USF St. Petersburg, located along Bayboro Harbor, allows students to enjoy a scenic waterfront view in a quiet atmosphere conducive to study. It is a place where you can get involved, interact with other students, and receive that personal attention often missing on larger campuses. Still, the resources of a major university are available to you.

Our campus has many outstanding qualities: a low student/faculty ratio, scholarship opportunities, career counseling and recreational programs and facilities such as a swimming pool, a watercraft program and a fitness center with Nautilus and cardio-vascular equipment as well as a racquet ball court. This is just some of what is available to you at USF St. Petersburg.

Also, there are approximately 20 student organizations available for student participation. These organizations provide students with an opportunity to socialize, and to develop leadership skills which will be valuable in the future. Often guest speakers are invited to talk at meetings, giving students an opportunity to network with members of the business and professional world.

A Student Activities Board is currently forming to give students more input in the planning and implementation of activities on this campus. You are invited and encouraged to participate.

Our campus offers something for everyone. If you wish to make an immediate impact, you are invited to join our Student Government. This organization is involved with student concerns as well as promoting campus activities and community involvement.

Education at USF St. Petersburg is not limited to the classroom. I invite you to participate in the student life on the St. Petersburg campus, and reap the lifelong benefits this campus has to offer.

Sincerely,

Robert A. Schweickert, Jr.
Student Government President
USF St. Petersburg

ACADEMIC PROGRAMS

USF St. Petersburg offers junior, senior and graduate level programs. Most students enter at the junior level after earning 60 or more semester hours of transferable credit. Our most popular programs are listed below.

(A bachelor's level degree is noted with a B and a master's level degree is noted with an M.) Partial programs — in which many of the course requirements for a degree are offered — are noted with an asterisk. Doctoral level work is offered in Marine Science.

ARTS AND SCIENCES

English, B, M*
Criminology, B, M*
Geography, B
Government and International Affairs, B
History, B, M*
Interdisciplinary Social Sciences, B
Liberal Arts, M
Marine Science, M, Ph.D.
Mass Communications, B*
 Journalism Studies, M
Public Administration, M*
Psychology, B
Religious Studies, B*
Social Work, B*
Women's Studies, B*

BUSINESS ADMINISTRATION

Accounting, B,
Accounting, 5-year for CPA Examination
Business Administration, MBA
Economics, B*
Finance, B
General Business Administration, B
Information Systems and Decision Sciences, B
Management, B
Marketing, B

EDUCATION

Early Childhood Education, B
Educational Leadership, M
General Elementary Education, B, M
Elementary Education
 Math/Science Emphasis, M

Elementary Education
 Reading/Language Arts Emphasis, M
Counselor Education, M
English Education, B, M
Social Science Education, B
Behavior Disorders Education, B
Mental Retardation Education, B
Special Learning Disabilities Education, B
Teaching for All Children Program, B, M
Varying Exceptionalities, M

NURSING

Nursing, B

The campus offers classes in many other areas than those listed. Call the appropriate USF department for further details.

ACADEMIC ADVISORS

ARTS AND SCIENCES

GERRY DRELLER
COQ-200
By Appointment Only
PHONE: 893-9507

BUSINESS

BOB THOMPSON
DAV-233
Posted Hours and
By Appointment
PHONE: 893-9542

EDUCATION

CYNDIE COLLINS
DAV-201A
By Appointment Only
PHONE: 893-9155

NURSING

CHARLENE LONG
ONE - 301
PHONE: 553-3130

As a new student, you are required to see an academic advisor before you will be permitted to register. You are encouraged to have your tentative schedules thereafter reviewed by your advisor to be certain you have selected the appropriate course(s). If you are a graduate student, you should prepare your schedule in consultation with your *major* professor.

In addition to consulting with you about your schedule of classes, your advisor will be happy to assist you with virtually any academic problem or question you may encounter, including the following:

- confusion about the difficulty and levels of courses;
- taking a course on a pass/fail (S/U) basis;
- dropping a class;
- withdrawing from school during a semester;
- declaring or changing your major;
- missing an academic calendar deadline;
- receiving an "I" grade;
- falling below a 2.0 GPA and being placed on academic probation, final academic probation, or academic dismissal
- repeating a course in which you did poorly;
- confusion about any academic policy or requirement.
- taking a course at a community college or another university;

ACADEMIC CALENDAR 1995 - 1996

FALL SEMESTER 1995

March 1, Wednesday	Last day for international applicants to apply for admission and submit all required credentials and documents
June 5, Monday	Last day for graduate and undergraduate students to apply for admission (except international applicants)
June 5, Monday	Former Student Returning Application deadline
August 28, Monday	Classes Begin
September 1, Friday	Last day to withdraw/drop and receive full refund of registration fees
September 1, Friday	Last day to add courses
September 1, Friday	Last day for late registration
September 4, Monday	Last day to pay fees
September 8, Friday	Labor Day Holiday
September 22, Friday	CLAST Registration Deadline
September 25, Monday	Graduation Application Deadline
October 4, Wednesday	Rosh Hashanah
October 7, Saturday	Yom Kippur
October 13, Friday	CLAST Administration Day
October 27, Friday	Honors Convocation (Classes Canceled 2:00 - 5:00 p.m.)
November 10, Friday	Last day to drop or withdraw from courses without Academic Penalty
November 23-24, Thurs-Fri	Veteran's Day Holiday
December 12, Tuesday	Thanksgiving Holidays
December 13-19, Wed-Tues	Classes End
December 17, Sunday	Final Examination Week
December 18, Monday	Commencement (Tampa)
	Commencement (St. Petersburg)

SPRING SEMESTER 1996

August 1, Tuesday	Last day for international applicants to apply for admission and submit all required credentials and supporting documents
October 23, Monday	Last day for graduate and undergraduate students to apply for admission (except international applicants)
October 23, Monday	Former Student Returning Application Deadline
January 8, Monday	Classes Begin
January 12, Friday	Last day to withdraw/drop and receive full refund of registration fees
January 12, Friday	Last day to add courses
January 12, Friday	Last day for late registration
January 12, Friday	Last day to pay fees
January 15, Monday	Martin Luther King Holiday
January 19, Friday	CLAST Registration Deadline
February 2, Friday	Graduation Application Deadline
February 17, Saturday	CLAST Administration Day
March 8, Friday	Last day to drop or withdraw from courses without Academic Penalty
March 11-15, Mon-Fri	Spring Semester Break
April 25, Thursday	Classes End
April 26-May 2, Fri-Thurs	Final Examination Week
May 4, Saturday	Commencement (Tampa)
May 5, Sunday (Tentative)	Commencement (St. Petersburg)

SUMMER TERM 1996 Session A, (First Six-Week Session)

January 2, Tuesday	Last day for international applicants to apply for admission and submit all required credentials and supporting documents
March 4, Monday	Last day for graduate and undergraduate students to apply for admission (except international applicants)
March 4, Monday	Former Student Returning Application Deadline
May 3, Friday	CLAST Registration Deadline
May 13, Monday	Classes Begin
May 17, Friday	Last day to withdraw/drop and receive full refund of registration fees
May 17, Friday	Last day for late registration, to add courses and topay fees
May 27, Monday	Memorial Day Holiday
May 31, Friday	Last day to drop or withdraw from courses without Academic Penalty
June 1, Saturday	CLAST Administration Day
June 7, Friday	Graduation Application Deadline
June 21, Friday	Last day of classes
June 24-28, Mon-Fri	Summer Break between Session A and Session B
August 10, Saturday	Summer Commencement (Tampa Only)

Session B (Second Six-Week Session)

January 2, Tuesday	Last day for international applicants to apply for admission and submit all required credentials and supporting documents
March 4, Monday	Last day for graduate and undergraduate students to apply for admission(except international applicants)
March 4, Monday	Former Student Returning Application Deadline
June 7, Friday	Graduation Application Deadline
July 1, Monday	Classes Begin
July 4, Thursday	Independence Day Holiday
July 5, Friday	Last day to withdraw/drop and receive full refund of registration fees
July 5, Friday	Last day to add courses
July 5, Friday	Last day for late registration
July 5, Friday	Last day to pay fees
July 19, Friday	Last day to drop or withdraw from courses without Academic Penalty
August 9, Friday	Last day of classes
August 10, Saturday	Summer Commencement (Tampa Only)

Session C (Ten-Week Session)

January 2, Tuesday	Last day for international applicants to apply for admission and submit all required credentials and documents.
March 4, Monday	Last day for graduate and undergraduate students to apply for admission (except for international applicants)
March 4, Monday	Former Student Returning Application Deadline
May 3, Friday	CLAST Registration Deadline
May 13, Monday	Classes Begin
May 17, Friday	Last day to withdraw/drop and receive full refund of registration fees
May 17, Friday	Last day to add courses
May 17, Friday	Last day for late registration
May 17, Friday	Last day to pay fees
May 27, Monday	Memorial Day Holiday
June 1, Saturday	CLAST Administration Day
June 7, Friday	Graduation Application Deadline
June 21, Friday	Last day to drop or withdraw from courses without Academic Penalty
July 4, Thursday	Independence Day Holiday
July 19, Friday	Last day of classes
August 10, Saturday	Commencement (Tampa Campus Only)

USF ST. PETERSBURG
 140 SEVENTH AVENUE SOUTH
 (813) 893 - (+ 4 DIGITS)
SUNCOM 545 - (+ 4 DIGITS)
 FAX (Library) 893-9610

TAMPA CAMPUS
 4202 E. Fowler Avenue
 Tampa, FL 33620
 (813) 974-201
 SUNCOM 574-2011

SARASOTA CAMPUS
 5700 N. Tamiami Trail
 Sarasota, FL 34243-2197
 SUNCOM, 546- (+4 digits)

FORT MYERS CAMPUS
 College Parkway
 Ft. Myers, FL 33919
 (813) 432-5501
 SUNCOM 731-5501

LAKELAND CENTER
 3433 Winter Lake Road
 Lakeland, FL 33803
 (813) 667-7000
 SUNCOM 574-7000

CAMPUS EMERGENCY NUMBERS

FIRE.....9140
 POLICE.....9140
 AMBULANCE.....9140



"Please don't be angry
 or I'll have to transfer
 you again"

INTERCAMPUS DIALING INSTRUCTIONS
 TAMPA..... 70 + 4 + 4 DIGIT STATION NO.
 FT. MYERS..... 78 + 7 + 4 DIGIT STATION NO.
 LAKELAND..... 77 + 7 + 4 DIGIT STATION NO.
 SARASOTA..... 72 + 2 + 4 DIGIT STATION NO.

IMPORTANT CAMPUS CONTACTS

Listed below are some of the offices and departments you are most likely to visit, department head names, and telephone numbers you are most likely to need during your enrollment at USF St. Petersburg.

		PHONE	ROOM
ACADEMIC ADVISORS			
Dr. Gerry Dreller	Arts and Sciences	893-9157	COQ200A
Mr. Bob Thompson	Business	893-9154	DAV-233
Ms. Cyndie Collins	Education	893-9155	DAV-201A
Dr. Charlene Long	Nursing	553-3130	ONE -300
ACTIVITIES and RECREATION			
Dr. Timothy Grimm	Asst. Dir. Stu. Affairs	893-9562	CAC-124
Sudsy Tschiderer	Activities Coordinator	893-9598	CAC-124
Valerie Prosser	Program Specialist	893-9599	CAC-124
Bob Linde	Recreation Coordinator	893-9597	CAC-124
Sheri Beaudreau	Fitness Specialist	893-9589	CAC-124
Margaret Swearingen	Sr. Secretary	893-9569	CAC-124
ADMISSIONS OFFICE			
Ralph Campbell	Coordinator	893-9142	DAV-126
ARTS and SCIENCES			
Dr. Darryl Paulson	Program Coordinator	893-9582	DAV-249
BOOKSTORE			
Gary Stetson	Manager	893-9172/9173	COQ-101
BUSINESS ADMINISTRATION			
Dr. James Fellows	Program Coordinator	893-9587	DAV-223
BUSINESS OFFICE			
Betty Keistler	Manager	893-9106	DAV-125
Kathleen Seastrum	Cashier	893-9107	DAV-129
CAMPUS ACTIVITIES CENTER (CAC)			
Sudsy Tschiderer	Activities Coordinator	893-9598	CAC-124
CAREER DEVELOPMENT SERVICES			
Amy Hopkins	Coordinator	893-9129	DAV115
COMPUTER CENTER			
Jim Cowan	Coordinator	893-9551	DAV-251
COUNSELING and CAREER CENTER			
Dr. Diane McKinstry	Director	893-9129	DAV-115
Amy Hopkins	Counselor	893-9129	DAV-115
Sandy Blood	Sr. Health Educator	893-9127	DAV-115

DEAN'S OFFICE			
Dr. H. W. Heller	Dean & Exec. Officer	893-9151	DAV-135
Dr. Winston Bridges	Associate Dean	893-9151	DAV-134A
DINING CENTER			
Lynn DiVenuti	Manager	825-3709	COQ-102
EDUCATION			
Dr. Sonia Helton	Coord., Elementary ED	893-9537	DAV-205
Dr. Herb Karl	Coord., Special ED	893-9535	DAV-204
FINANCIAL AID			
Jennifer Clarke	Coordinator	893-9128	DAV-114
FITNESS CENTER			
Sheri Beaudreau	Manager	893-9589	COQ 107
HEALTH and WELLNESS			
Sandy Blood	Health Educator	893-9127	DAV-115
IMMUNIZATION CLINIC			
Dr. Diane McKinstry	Director	893-9127	DAV-115
LIBRARY (Poynter Memorial)			
Dr. Lanny Greaves	Director	893-9125	POY-118
MAIL ROOM			
		893-9145	POR-106
MARINE SCIENCE			
Dr. Peter Betzer	Chairperson	893-9628	MSL-102
NURSING			
Dr. Charlene Long	Program Coordinator	553-3130	ONE-300
PARKING SERVICES			
T.B.A.	Assist. Parking Dir.	893-9510	PSD
POLICE DEPARTMENT			
Capt. Bob Siwik	Director	893-9140	PSD
PROJECT THRUST			
Wayne E. Wilson	Counselor/ Advisor	893-9108	DAV-109
RECREATION and WATERCRAFT			
Bob Linde	Recreation Coordinator	893-9537	COQ-102
REGISTRAR			
Ralph Campbell	Coordinator	893-9142	DAV-126

STUDENT ACTIVITIES OFFICE

Sudsy Tschiderer Coordinator 893-9598
Valerie Prosser Program Specialist 893-9599

STUDENT AFFAIRS OFFICE

Dr. Steve Ritch Director 893-9162
Gregg Fata Administrative Asst. 893-3413

STUDENT GOVERNMENT OFFICE

Bob Schweickert President 893-9144

SWIMMING POOL

893-9136

VETERANS AFFAIRS

Jennifer Clarke Coordinator 893-9545

VICTIM'S ADVOCACY PROGRAM

Dr. Diane McKinstry Director 893-9129

CAC-124

DAV-119
DAV 118

CAC-126

COQ-110

DAV-112

DAV-115

CAMPUS POLICIES AND PROCEDURES

As is the case in all complex organizations, the St. Petersburg campus operates under a variety of policies and procedures. The central purpose of these rules is to clarify and systematize successful processes. In most cases, the rules specify fairness, concern for universal human dignity and protection or enhancement of the academic process. Although all policies pertain to all members of the campus community, several policies are of particular importance for students. These policies are listed on the following pages, and, in most cases, are presented in summary form. Should the need arise, full policies or copies of all University rules, are available in the Office of the Director of Student Affairs, located in DAV-118/119 (893-9162). For advice concerning these policies, contact the recommended individual listed in the following pages or consult the university-wide handbook, *A Handbook For Students*.

**EQUAL OPPORTUNITY POLICY STATEMENT
FROM THE OFFICE OF PRESIDENT BETTY CASTOR,
UNIVERSITY OF SOUTH FLORIDA**

The University of South Florida is committed to the principles of Equal Educational and Employment Opportunities without regard to race, color, marital status, sex, religion, national origin, handicap or age as provided by law and in accordance with the University's respect for personal dignity. The University is also committed to the employment and advancement of qualified disabled veterans and Vietnam veterans. These principals are applied in the conduct of University programs and activities, personnel and student actions, and the provision of facilities and services.

The University's *Equal Opportunity/Affirmative Action Plan* and its *Educational Equity Plan* set forth goals to achieve appropriate utilization and treatment of minorities and women in the work force and student body. Additionally, these plans ensure the inclusion of disabled persons and Vietnam veterans.

The achievement of the University's affirmative action/equal opportunity goals is the personal responsibility of each vice president, dean, director, manager and supervisor. This responsibility is part of their job, and their efforts and progress toward the achievement of these goals will be part of their overall job performance. I, as USF President, assume final responsibility for the accomplishment of equal opportunity objectives. Therefore, I expect full cooperation and assistance from everyone associated with hiring, developing and promoting personnel, and with responsibilities affecting students. The commitment includes equal opportunity and treatment for employees and applicants with respect to hiring, training, evaluation, discipline, assignments, promotion, compensation, benefits, layoff and other

personnel actions. For students and applicants for admission, equal opportunity and treatment are applicable to program and activity access, grading, discipline and other student actions.

To reaffirm the University's commitment, I have delegated the day-to-day management of equal opportunity affairs to the Director of University Equal Opportunity Programs through the Vice President for Administrative Affairs. I personally review the program periodically to ensure positive enforcement. Further, I endorse the letter and spirit of the University's Equal Opportunity/Affirmative Action Policy and encourage the cooperation of each employee, student and other University constituents in our efforts to further the principles of equal opportunity. It is the goal of the USF to create and maintain a work and study environment that is positive and free of unlawful discrimination. In order to help provide such an environment, faculty, staff and students must be aware that unlawful discrimination is unacceptable conduct that will not be tolerated at the University. Further, the University encourages the recognition of the diversity of its population and seeks to promote delivery systems, curricula, activities and programs that reflect this diversity at all levels of University life.

It shall be prohibited for any administrator, supervisor, or other employee to discriminate or to take any other retaliatory action against an individual who, in good faith, has opposed an alleged unlawful practice or has made a charge, testified, assisted or participated in any manner in an investigation or proceedings under the provisions of applicable law.

Any applicant, student, or employee who believes that he or she has not been treated in accordance with the University's Equal Educational and Employment Opportunity Policy may fill a complaint with the Director of University Equal Opportunity Programs, Administrative Building, Room 274.

POLICY ON SEXUAL HARASSMENT FROM THE OFFICE OF PRESIDENT BETTY CASTOR, UNIVERSITY OF SOUTH FLORIDA

Pursuant to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, the Florida Educational Equity Act, and in conformance with our policy of equal opportunity, it is USF's goal to create and maintain a work and study environment that is positive and free of discrimination. In order to help provide such an environment, faculty, staff and students must be aware that sexual harassment is sex discrimination and is unacceptable conduct that will not be tolerated at the University.

Sexual harassment is defined as conduct of a sexual nature or with sexual implications, which interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. This conduct may include, but is not limited to, the following:

Inappropriate touching; the display of sexually explicit or suggestive materials; use of sexually explicit or suggestive language or gestures; and subtle pressure to engage in sexual activity, or demands for sexual favors or physical assault. Sexual harassment is a serious form of abuse.

It is incumbent upon each of us — faculty, staff and student — to support and adhere to conduct that is free of harassment. The Office of Equal Opportunity Affairs is responsible for publicizing and implementing this policy within the University through publication in the *Educational Equity Plan*, the *Equal Opportunity/Affirmative Action Plan*, the *Equal Opportunity Handbook*, the employee newspaper — *Inside USF* and the *Oracle*. The office is also responsible for disseminating a copy of the policy to all University employees. Each supervisor shall be responsible for setting a positive example in his/her unit and for warning against and documenting in writing, if possible, any inappropriate behavior or conduct of subordinates as soon as it is observed or made known. An incident of sexual harassment is to be treated as a serious offense for disciplinary purposes. This disciplinary action could range from oral reprimand to dismissal from the University.

If you believe you are the victim of sexual harassment and wish to explore resolution within the University, you should take one or more of the following actions within 180 days of the incident:

- a. talk to the person whose actions you find offensive.
- b. talk to the administrative head of the department in which you are employed or enrolled.
- c. consult with one of the student advocate organizations.
- d. contact the Office of Equal Opportunity Affairs, ADM 274, 974-4373.

The Office of Equal Opportunity Affairs is committed to assisting you with the resolution of your complaint. However, should any resolution reached by the EOA office be unsatisfactory, you may request that the Director of University Equal Opportunity Programs conduct a redetermination of the complaint decision.

If you prefer to file a complaint with an external agency, you may contact one of the following within 180 days (300 days under applicable law) following the incident:

- a. U.S. Equal Employment Opportunity Commission (813) 228-2310 in Tampa.
- b. Florida Commission on Human Relations (904) 488-7082 or (1-800) 342-8170 in Tallahassee.
- c. Office of Civil Rights, U.S. Department of Education (404) 331-5938 in Atlanta.

By all means, seek help as soon after the incident as possible.

Because of the seriousness of this kind of offense, malicious, false accusations of sexual harassment can have far-reaching effects on the careers and lives of individuals and will not be tolerated.

It is prohibited for any administrator, supervisor, or other employee of USF to take any retaliatory action against an individual who, in good faith has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under provisions of applicable law.

STUDENT RIGHTS AND RESPONSIBILITIES

Academic Dishonesty

Academic dishonesty is not tolerated. It is the anathema of academic integrity and will be dealt with both fairly and severely. Examples of academic dishonesty include: plagiarism, cheating and disruption of academic process.

Persons accused of academic dishonesty are afforded due process. Factual disputes are resolved through a hearing process. For advice, consult the appropriate program coordinator.

Misconduct

Students are expected to treat others with respect and dignity. Free speech, academic freedom and personal responsibility are cornerstones of the university experience. Boundaries of behavior are quite generous. Most boundaries are best defined by common decency and avoidance of actions that impede or restrict another's development.

Examples of student misconduct are:

- False information
- Misuse of materials
- Misuse of keys
- Misuse of property
- Hazing
- Sexual harassment
- Sexual assault/rape
- Theft
- Unauthorized weapons, firearms or explosive devices
- Disruptive conduct
- Illegal use or possession of drugs

As in the case of accusations or allegations of academic dishonesty, students accused of misconduct are afforded due process. Complaints are

addressed either by administrative hearing or by a full inquiry by a University Disciplinary Committee. For advice, consult the Director of Student Affairs, DAV-118/119 (893-9162).

Grievances

Grievances related to academic processes, administrative processes, race, gender, disability discrimination or other human relationships can occur.

The best way to resolve a grievance is to discuss it with the student, faculty or staff member involved. If this has failed or is impossible to do, contact the appropriate Academic Program Coordinator or Administrative Director.

ST. PETERSBURG CAMPUS CONTACT PERSONS

ACADEMIC PROGRAM COORDINATORS

Arts and Sciences	Dr. Darryl Paulson	893-9582
Business	Dr. James Fellows	893-9587
Elementary Education	Dr. Sonia Helton	893-9537
Secondary/Special Education	Dr. Herb Karl	893-9535
Marine Science	Dr. Peter Betzer	893-9130
Nursing	Dr. Charlene Long	553-3130
Student Affairs	Dr. Stephen Ritch	893-9162
Administrative Affairs	Mr. Herman Brames	893-9152
Library	Dr. Lanny Greaves	893-9125

Although in most cases these officials will want first to discuss your grievance verbally, please be prepared to commit your grievance to writing. Information concerning the following policies and procedures can be obtained from your academic advisor:

- Academic Regulations Committee (ARC)
- College Level Academic Skills Program (CLAST)
- College Level Examination Program (CLEP)
- Gordon Rule
- Foreign Language Graduation Requirement

For more information concerning administrative policies and procedures contact the individual(s) listed:

AIDS	Dr. Diane McKinstry	893-9129
Americans with Disabilities Act	Dr. Stephen Ritch	893-9162
Alcohol	Dr. Tim Grimm Dr. Stephen Ritch	893-9562 893-9162
Drug Policy	Dr. Stephen Ritch Dr. Diane McKinstry	893-9162 893-9129
Emergency	Dr. Stephen Ritch USF Police	893-9162 893-9140
Equal Opportunity	Dr. Stephen Ritch	893-9162
Immunization	Dr. Diane McKinstry Mr. Ralph Campbell	893-9129 893-9143
Sexual Assault	Dr. Diane McKinstry USF Police	893-9129 893-9140
Sexual Harassment	Dr. Diane McKinstry Dr. Stephen Ritch	893-9129 893-9162
Student Organizations	Dr. Tim Grimm	893-9562
Student Records and Registration	Mr. Ralph Campbell	893-9143
Tuition Payment	Ms. Betty Keistler	893-9106
Use of Facilities	Dr. Stephen Ritch Mr. Herman Brames	893-9162 893-9152
Victims' Advocacy Services	Dr. Diane McKinstry Ms. Amy Hopkins Dr. Joy Clingman Dr. Harry Schaleman Ms. Valerie Prosser Dr. Tim Grimm	893-9129 893-9129 893-9558 893-9556 893-9595 893-9562

STUDENT DISCIPLINARY RULE

6C4-6.0021

(1) **Student Conduct – Offenses** – Students are responsible for compliance with all public laws as well as University rules and regulations. Students accused of a crime can be prosecuted under Florida criminal laws and also disciplined under the student disciplinary rule. The University may pursue disciplinary action even if criminal justice authorities choose not to prosecute. Any of the following actions, or the aiding, abetting or inciting of any of the following actions constitutes an offense for which a student, a group of students or a student organization may be subject to disciplinary action.

(a) **Misuse of Keys** – Unauthorized possession or use of any key or key type device to any University facility or property.

(b) **Misuse of Identification** – The use of falsified identification documents or of another's identification card/document.

(c) **False Information** – Knowingly making a false oral or written statement to any University board, committee, office or member of the University faculty, administration, staff or student body.

(d) **Misuse of Materials** – Unauthorized reading, removing, duplicating, photographing and/or forging, counterfeiting, altering or misusing of any University material, file, document or record owned or maintained by any member of the faculty, administration, staff or student body.

(e) **Response to Notice** – Failure to make a timely response to any official request from a member of the faculty, administration or staff. The University requires that each student maintain on file with the University a current address. Official University correspondence mailed to that address will be deemed sufficient as notice to the student. It is a student responsibility to notify the University immediately of any change of address.

(f) **Response to Instructions** – Failure to comply with authorized oral or written instructions from the University in accordance with their assigned job duties.

(g) **Misuse of Property** – Destruction, damage, misuse or defacing of, or unauthorized entry into University buildings or property, or private property on the campus of the University. Unauthorized and intentional damage to or destruction of any personal property, including but not limited to files, documents, records, research apparatus or library materials owned or maintained by members of the faculty, administration, staff or student body. Intentional misuse of any University fire alarm or fire fighting or safety equipment.

(h) **Theft** – The unauthorized taking, misappropriation or possession of any real, personal or intellectual property owned or maintained by the University or any person on campus.

(i) **Hazing** – Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into an affiliation with an organization. Such terms shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance or any other forced physical activity that could adversely affect the physical health or safety of the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment or any other forced activity that could adversely affect the mental health or dignity of the individual.

(j) **Weapons, Firearms or Explosive Devices** – The unauthorized possession, use or sale of any weapon, firearm, or any incendiary, explosive or destructive device, including fireworks.

(k) **Bomb threat** – Reporting false presence of an explosive incendiary device.

(l) **Illegal Use or Possession of Drugs** – Illegal possession, use, sale or attempt to obtain any drug. The term "drugs" includes any narcotic drug, central nervous system stimulant, hallucinogenic drug, barbiturate or any other substance treated as such and defined by law.

(m) **Privacy** – Failure to respect the right to privacy of any member of the University community, or prying observation, such as voyeurism, that invades the privacy of another.

(n) **Harassment** – Conduct that creates an intimidating, hostile or offensive working or education environment.

(o) **Retaliation** – Harassment of complainant or other person alleging misconduct, including but not limited to intimidation and threats.

(p) **Stalking** – To follow or harass repeatedly another person so as to put that person in fear for his/her safety.

(q) **Sexual Misconduct, including Sexual Harassment, Public Indecency and Voyeurism** – Sexual harassment is conduct of a sexual nature or with sexual implications that interferes with a student's or an employee's status or performance by creating an intimidating, hostile or offensive educational or working environment. This conduct may include

but is not limited to, the following: inappropriate and unwanted touching; the display of sexually explicit or suggestive materials; use of sexually explicit or suggestive language or gestures; and subtle pressure for sexual activity, as well as demands for sexual favors or physical assault. Public indecency is open and notorious actions that are offensive to common propriety, such as public sexual intercourse.

(r) **Disorderly Conduct** – Breach of peace, such as causing a disturbance or being unruly.

(s) **Disruptive Conduct** – Actions that impair, interfere with or obstruct the orderly conduct, processes and functions of the University. Disruptive conduct shall include but not be limited to the following:

1. Violence or threats of physical violence against or actions that endanger any member or guest of the University community;
2. Theft or willful destruction of University property or of the property of members of the University;
3. Interference with freedom of movement of any member or guest of the University;
4. Impeding or interfering with the rights of others to enter, use or leave any University facility, service or scheduled activity, or carry out their normal functions or duties;
5. Interference with academic freedom and freedom of speech of any member or guest at the University.

The persistence in any of the aforementioned activities that disrupt the orderly operation of the University, after an order to cease and desist such activity has been given by the President or his designee, may result in immediate suspension pending an emergency hearing.

(t) **Sexual Battery/Rape** – According to Florida Statute, sexual battery is the "Oral, anal, or vaginal penetration by union with a sexual organ of another or anal/vaginal penetration by another object." The act is performed against the victim's will or without his/her consent. An individual who is mentally incapacitated, asleep or physically helpless or unconscious due to alcohol or other drug consumption is considered unable to give consent. The same definition applies regardless of whether the assailant is a stranger or an acquaintance. The type of force employed may involve physical violence, coercion or threat of harm to the victim. Date or acquaintance rape is the sexual battery of an individual by someone the victim knows. Group or gang rape is the sexual battery of an individual by multiple perpetrators.

(u) **Violation of USF Alcohol Policy.**

(v) **Violation of USF traffic rules and regulations.**

(w) **Violation of any law, ordinance or rule of the Board of Regents.**

(x) **Violation or Probation** — failure to abide by conditions of probation.

(y) **Off-Campus Misconduct** — The University generally does not regulate the off-campus conduct of its students. However, misconduct occurring off-campus may be disciplined where the conduct directly impedes the effective operation of the University, as for example where the off-campus conduct constitutes a danger to the health, safety or welfare of University students or staff.

(2) **Sanctions** — Violations of the student conduct code may result in one or more of the following sanctions.

(a) **Expulsion** — Permanent termination of a student's privilege to attend the University. This may include trespass from campus and in cases where the student resides on campus, the student will be given a reasonable time to vacate the residence halls, (e.g. 24 to 48 hours). During the period of expulsion all of the student's contact with University departments/services must be through the Office of Student Affairs.

(b) **Suspension** — Termination of a student's privilege to attend the University for an indefinite or a specified period of time. This may include trespass from campus and, in cases where the student resides on campus, the student will be given a reasonable time to vacate the residence halls (e.g. 24 to 48 hours). During the period of the suspension all of the student's contact with the University departments/services must be through the Office of Student Affairs.

(c) **Probation** — An official warning that the student's conduct is in violation of the student conduct code and that continued enrollment depends upon the maintenance of satisfactory citizenship during the period of probation. A favorable recommendation normally will not be furnished by the University during a period of probation.

(d) **Restrictions** — Conditions imposed on a student that will specifically dictate and limit future presence on campus and participation in University related activities. The restrictions involved will be clearly identified and may include but are not limited to a requirement to remain on campus or in rooms during specified periods of time or a University restraining order forbidding the offender from all contact with the victim. Restrictions also may apply to denial of the privilege to operate a motor vehicle on campus, participation in certain activities, events, organizations, access to use of University services and presence in certain buildings or locations on campus.

(e) **Restitution** — A payment for injury to an innocent party in cases involving theft, destruction of property or deception.

(f) **Reprimand** — A letter that makes a matter of record an incident that reflects unfavorably on a student's file as long as he or she is a student of the University.

(g) **Warning** — An oral reprimand.

(h) **Restrictions on or revocation of financial aid** where appropriate pursuant to law or NCAA policy.

(i) **Involuntary withdrawal** — University withdrawal of student from enrollment and student status.

(j) **Immediate imposition of consequence for probation violation** — When probation is imposed as a sanction, the student should be advised of the consequences of violation of probation, e.g., suspension. In the event probation terms of conditions are violated, the Director of Student Affairs or the Campus Dean may immediately impose the consequence of the probation violation.

(k) **Other appropriate Sanctions** — such as community service hours, educational programs, written assignments, counseling and evaluation.

Hearings

(a) Prehearings

1. Written allegations or charges of violation of the conduct code should be referred to or originated in the Office of the Director of Student Affairs within a reasonable time following discovery of the violation and in no event later than six months after discovery, except in extraordinary cases (hospitalization of student, etc.).

2. The Director of Student Affairs will inform the University Police of possible serious criminal activity in cases where it is not clear that the University Police already possess the information. The Director of Student Affairs may request from the University Police and other appropriate persons or offices information concerning prior misconduct of the student.

3. If the allegation of violation(s) does not contain what the Director of Student Affairs views as enough evidence to proceed to the hearing stage, the Director of Student Affairs

will appoint a faculty or staff member to investigate the allegation of misconduct. A report containing pertinent evidence and recommendations, including recommendations concerning formal charges if any, will be forwarded to the Director of Student Affairs within ten working days of the appointment of the investigative officer, unless circumstances warrant extension of time

4. Based on the evidence or a report as provided for as in paragraph (3)(a)(2), the Director of Student Affairs shall determine if charges are to be filed, and shall provide the charged student with a written notice of these charges in sufficient detail so that the student has no less than three days to prepare a response, except in cases of emergency as specified below.

5. The Director of Student Affairs shall require a meeting with the student during which discussion shall include an explanation of the student's due process rights and a hearing of the student's response to the charges. The Director of Student Affairs may offer the charged student the option to admit the alleged misconduct and agree to an imposition of sanctions.

6. If the Director of Student Affairs does not offer informal disposition, a hearing shall be set to be held on a date not later than six weeks following Student Affairs' receipt of the allegation of misconduct, except in extraordinary cases as determined by the Director of Student Affairs. The charged student shall be provided with written notice of charges in sufficient detail to prepare for any formal hearing no less than three days before the hearing, except in cases of emergency as specified below.

7. The prehearing or informal disposition process must be completed within three weeks of Student Affairs' receipt of the complaint of misconduct, except in extraordinary cases as determined by the Director of Student Affairs.

8. The Director of Student Affairs will have meetings with alleged perpetrators of violent misconduct for the purpose of documenting such incidents in cases where the victim declines to serve as a witness unless the victim requests otherwise. The records of such meetings may be considered in future disciplinary proceedings.

9. The hearing must be set to be held on a date not later than six weeks following Student Affairs' receipt of the allegation

complaint of misconduct, except in extraordinary cases as determined by the Director of Student Affairs.

10. The USF President or the Director of Student Affairs will have the authority to suspend the student from officially representing the University in official University functions, programs, Intercollegiate competitions and other student activities during the pendency of disciplinary proceedings against the student.

(b) **Hearings** — Except in cases of emergency, the student shall have the option of a hearing before the Director of Student Affairs or a hearing before the Campus Disciplinary Board. The student may appeal the decision of any hearing body or person.

1. **Administrative Hearings** — A student who chooses a hearing before the Director of Student Affairs may request that the Director of Student Affairs appoint an alternate administrative officer to conduct the hearing. Likewise, the Director of Student Affairs will prepare and maintain a list of individuals for this purpose. The charged student shall be informed of the administrative individual within three working days of notification. An administrative officer so challenged will be excused; however, indiscriminate challenges are not permitted.

2. **Campus Disciplinary Board** — A student who chooses a hearing before the Campus Disciplinary Board will be heard by a panel composed of two faculty/staff members, one of whom shall be elected chairperson, and two students. Neither faculty nor students shall be from the charged student's major. The faculty members shall be appointed by the Campus Faculty Council and the student members shall be appointed by the Director of Student Affairs from among the members of the Student Government Judicial Branch. The charged student shall have the right to challenge the impartiality of any panel member within three days of notification. A panel member charged for impartiality will be excused; however, indiscriminate impartiality challenges shall entitle the panel to proceed without regard to the challenge. Any board member not present for the taking of testimony at the hearing may not further participate. A quorum for hearing shall consist of a simple majority of the panel. After the hearing, the board will reach its decision in executive session. A simple majority of the quorum is required for decision.

3. **Emergency Hearings** — An expedited emergency hearing may be held by the Director of Student Affairs in cases that involve the safety, health or welfare of any student or staff member, as for example in cases involving complaints of misconduct. The USF President or the Director of Student Affairs as the President's designee may immediately suspend or withdraw a student pending a hearing in emergency cases. An alternative administrative hearing officer will be appointed in cases where the Director of Student Affairs has suspended or withdrawn the student immediately.

4. Hearing an Appeal — Within five calendar days of decision of the Campus Disciplinary Board or Administrative Officer the charged student may appeal the decision, in writing, to the Campus Dean. The Dean may impose the sanction recommended at the hearing or any other sanction pending final decision on appeal. The record of the initial hearing may be considered on appeal as well as any new information that comes to the Campus Dean's attention. The Campus Dean is authorized to contact any participants in the initial hearing for clarification and the student is entitled to access to the record when appealing. The decision of the Campus Dean will be rendered within two weeks of receipt of the appeal except in extraordinary cases as determined by the Campus Dean and is the final decision of the University of South Florida.

5. Probation — When probation is imposed as a sanction, the student should be advised of the consequences of violation of the probation, such as suspension. In the event probation terms or conditions are violated, the Campus Dean or the Director of Student Affairs may immediately impose the penalty consequence of the probation violation.

(4) **General Principles Applicable to Hearings**

(a) **All hearings will be closed to spectators.** No irrelevant information, especially irrelevant sexual history, should be discussed or considered in the hearing.

(b) **Due Process Rights of Charged Student**

1. **Burden of Proof** — The burden of proof shall be on the complainant. The standard of proof for decision shall be "substantial evidence," that is, whether it is reasonable to conclude from the evidence submitted that the student did commit the violation(s) for which he or she has been charged, and shall not be the strict criminal law standard of proof beyond a reasonable doubt.

2. **Record** — The proceedings of all hearings shall be recorded.

3. **Inspection of Evidence** — The student may inspect the evidence that will be presented against him/her.

4. **Present Evidence** — The student may present evidence on his/her own behalf.

5. **Question Witnesses** — The student may hear and question adverse witnesses.

6. **Self Incrimination** — The student shall not be forced to present testimony that would be self incriminating.

7. **Advisor** — The student may have an advisor of his/her choice present, which advisor also may be a legal counsel. However, University employees who may have a potential conflict of interest will not be permitted to serve. The advisor may speak with the charged student, but not act as attorney or speak for the student or otherwise participate.

8. **Decision Based on Evidence** — The decision of the Campus Disciplinary Board or any file in the custody of Student Affairs referencing prior misconduct or meetings with the charged student.

9. **Decision in Writing** — The decision of the Campus Disciplinary Board or the Director of Student Affairs, including findings of fact and a determination of penalty or sanction if any, shall be presented to the student in writing within two weeks following the hearing. This includes any informal disposition of the case.

10. **Enrollment Status** — The student's enrollment status will remain unchanged pending final decision, except in cases of emergency, as considered above.

11. **Failure to Appear** — If a student against whom charges have been made fails to appear, the Campus Disciplinary Board or the Director of Student Affairs may proceed in his/her absence.

(c) **Rights of Complainant/Victim**

1. The complainant shall have the right to submit for consideration prior to the hearing a list of questions related to the alleged incident that she/he feels the accused should be asked during the hearing process.

2. In cases of violent misconduct, as defined by Section 16, Title 18, United States Code, the following additional rights pertain:

a) The complainant shall be entitled to the assistance and advice of a person designated by the University with substantial knowledge of the USF student disciplinary process.

- b) The complainant shall have the right to submit an impact statement to the Student Affairs disciplinary officer for use during the sanctioning portion of the discipline process.
- c) The complainant shall have the right to be present during the entire hearing notwithstanding the fact that the complainant is to be called as a witness.
- d) The complainant may have an advisor of his/her choice present, which advisor also may be a legal counsel; however, University employees who have a potential conflict of interest are not to serve. The advisor may speak with the complainant, but may not speak for the complainant, act as attorney nor otherwise participate.
- e) The Student Affairs disciplinary officer will make every reasonable effort to inform the complainant of the outcome of the disciplinary proceeding.

(5) **Regional Campuses** — All campuses of the University of South Florida have a Student Disciplinary Rule; however, non-substantive procedural modifications to reflect the particular circumstances of each campus are permitted. Information concerning these procedures is available through the Student Affairs office on each campus.

(6) **Review of Student Judicial System** — A committee consisting of student members appointed by the Student Government President and other members appointed by the Director of Student Affairs shall periodically evaluate this Student Judicial System.

CLASSROOM ASSIGNMENTS

Due to a number of factors (last-minute changes in the schedule, cancellation or addition of sections, unusually heavy or light enrollments in certain courses, etc.) classroom assignments are subject to change up to and including the first week of classes.

Classroom assignments are posted in six strategic locations:

- (1) on the bulletin board next to the Cashier's cage across from Registration (DAV-126);

- (2) on the large glassed-in bulletin board just outside the south entrance to DAV-107;
- (3) in the windows on the north and south side of DAV-107, facing out;
- (4) at the entrance to the second floor of Coquina Hall (COQ);
- (5) at the top of the stairs leading from DAV-107 to the second floor;
- (6) outside the Computer Center (DAV-251).

Changes made to room assignments after the start of classes are also posted on classroom doors.

DROP/ADD, WITHDRAWAL

Changes to your schedule (drops and/or adds) may be made during the first week of classes, which is the Late Registration and Drop/Add period. During this period you may drop courses or withdraw for the semester with a full refund. Drops and/or withdrawals will not be recorded on your academic record if they are processed during this time.

Drops and/or withdrawals after the first week of classes but before the drop/withdrawal deadline will result in a letter grade of "W" and full fee liability.

Be aware that you are permitted only three drops during the last 60 hours of your undergraduate degree program. Appeals for additional drops will be made through your academic advisor to the Academic Regulations Committee. See Academic Regulations Committee (ARC) in the following section.

Total withdrawals from the University are not counted as part of the drop limitation policy.

A word about the policy concerning Mandatory Course Attendance at First Meeting

USF's policy states that "Students are obligated to attend the first class meeting of all regularly scheduled undergraduate classes for which they have registered in order to ensure their enrollment in those classes. Non-attendance of the first class meeting may result in the student being dropped from the course and the available space may be assigned to another student."

This policy is effective 99 percent of the time, but not always. Faculty are expected to circle on their class rolls the names of the students who are not in attendance during the first class meeting, and to submit the amended class rolls to the Office of Admissions and Records so that non-attendees will be dropped from the rolls immediately. On rare occasions, faculty for one reason or another will fail to take roll during the first class meeting. When they fail to submit the names of non-attendees, the non-attendees will not be dropped from the rolls.

DO NOT ASSUME, therefore, that if you do not attend the first class meeting you automatically will be dropped from the rolls. If you register for a course and then decide to drop it and do not attend the first class meeting, you are advised to submit a drop slip during the first week of classes. If you did not attend the first class meeting and do **not** want to be dropped from the class, submit an **add** slip during the first week of classes.

PETITIONING FOR RE-ADMISSION

TEMPORARY ACADEMIC DISMISSAL

If you are temporarily academically dismissed during the semester, you are **not** permitted to enroll for classes the following semester. Exceptions to this rule may be granted with extenuating circumstances by petitioning the ARC. You should be aware that if you petition and the petition is approved then you will be readmitted to the University on a conditional registration which almost always will be more stringent than those conditions provided by the probation policy after you remain out for at least one term. You also should be aware that most petitions for immediate re-admission to the University are denied because the intent of the policy is that the student remain out one term and reflect on his/her educational goals. It is a good time for the student with financial problems and personal problems to solve those difficulties before entering the University again. Your academic advisor can assist you in reassessing your academic goals during the term you are temporarily dismissed from the University.

PERMANENT ACADEMIC DISMISSAL

Re-admission is not automatic. Permanent dismissal is in most cases permanent. If you petition the Academic Regulations Committee for readmission, you should be aware that the following questions must be answered effectively to convince the Committee that readmission to the University is in the best interest of the student.

- (1) Are all health, financial, personal and employment problems resolved so that you can succeed?

- (2) What does your high school record and transfer record show? What are your test scores (SAT, CLAST, etc.)?
- (3) Are educational goals realistic in view of the record to date?
- (4) Have you presented a realistic plan for extracting yourself from academic difficulty?
- (5) Will the performance in the future be different from the performance in the past? Why?
- (6) Have you presented your case well? Is your statement written in acceptable English without grammatical and spelling errors? Is it concise and well-reasoned?
- (7) Have you sought academic advising or career counseling to remedy your academic problems?
- (8) Have you sought personal counseling to resolve any serious personal problems?
- (9) Can you earn at least some grades of B to offset the poor grades? Is forgiveness a good option for some of the poor grades?

MECHANICS OF THE PROCESS

It is not necessary for you to be personally interviewed by the representative on the Committee. Your carefully prepared petition and all academic records speak for you. Documentation showing that personal health, financial or employment problems are resolved should accompany the petition. If you wish to keep personal problems confidential, you may be referred to the Counseling Center (DAV-115). The representative on the Academic Regulations Committee is not your advocate. The petition and its accompanying documents speak for you. The address and phone number on your petition should be current in case the representative wishes to ask you further questions or discuss your petition further. You should clearly understand that emotional appeals in the absence of a well-prepared petition are viewed with skepticism by all committee members.

If you have registered for the next semester and believe your case is strong, then you may proceed to drop and add as well as attend the classes on that schedule. You will be notified of the disposition of your petition. Your registration will not be canceled for a week or so.

ALTERNATIVES FOR PERMANENTLY DISMISSED STUDENTS

If you are denied re-admission to the University, you may speak with your advisor to discuss your alternatives. One common alternative for the student without the Associate of Arts degree is to transfer to a Florida public community college and earn it there. In this case, you may re-enter the University without petitioning. Your previous record at USF is still part of your permanent record, but you begin a new grade point average. Academic salvage is **not** automatic. A student must petition the Academic Regulations Committee (ARC) if she or he wishes to clear her/his academic record in this way. This occurs only if you earn the Associate of Arts degree.

YOU MUST MEET WITH YOUR ACADEMIC ADVISOR TO TURN IN ARC PETITION.

ARTS & SCIENCES	GERRY DRELLER	893-9507 COQ-200
BUSINESS	BOB THOMPSON	893-9542 DAV-233
EDUCATION	CYNDIE COLLINS	893-9155 DAV-201
NURSING	CHARLENE LONG	553-3130 ONE-300

PETITIONING FOR LATE DROPS AND LATE WITHDRAWALS

First, it should be emphasized that petitions for late drops or late withdrawals (all courses) will be granted for extenuating circumstances only. Failing or not doing well is **not** a reason for late dropping. If you were failing prior to the deadline, you had the opportunity to drop or withdraw. If you were passing before the drop deadline, but were failing after the drop deadline, this is merely unfortunate. You should make an appointment with your advisor to discuss ways to optimize your performance this semester as well as improve your performance next semester.

DOCUMENTATION – INSTRUCTOR STATEMENT

An instructor statement is essential in all cases except those with serious medical reasons. The form may be picked up from your academic advisor. Have your instructor complete it and then submit it with your completed petition. You must submit an instructor statement for each course you are petitioning to drop.

Documentation must accompany a petition for late drop or late withdrawal. Otherwise, the petition will be submitted to the academic regulations committee with a recommendation of disapproval.

HEALTH – If health is the reason for your difficulty, a written statement by an attending physician must accompany your petition. The statement must be on letterhead stationery specifying the dates and nature of your illness and indicating that your illness was of such severity as to affect your college work.

EMPLOYMENT – If your conditions (e.g., hours or location) of employment have significantly changed and these changes are beyond your control, then you must have a letter from your employer on letterhead stationery verifying that these changes are required. It is assumed that you were passing in your class(es) prior to these changes in employment. You must explain how these changes affect your college work.

SEVERE ILLNESS OR DEATH OF IMMEDIATE FAMILY MEMBER – If severe family illness is the reason for your petition, you must document the illness as described above and explain how this affected your studies. If the death of a family member is the reason for your petition, you must submit a death certificate or dated obituary notice. In the event that travel by a common carrier was required, it would help to have documentation of your dates of departure and return. It is assumed that you were passing your class(es) prior to the illness or death.

SEVERE PERSONAL PROBLEMS – These are varied and many. You may make an appointment to discuss these with your advisor. You should document them where possible. If confidentiality is essential or evaluation by a counseling psychologist is required, then you also will be referred to Dr. Diane McKinstry, Counseling Center (DAV-115) for a recommendation.

OTHER LEGITIMATE REASONS – There are other legitimate reasons, such as a documented advising error. You may make an appointment to discuss these. You may petition to drop if you were failing a course prior to the deadline; however, your arguments are seriously weakened and the probability of approval is small.

STUDENT USE NETWORK LINK (SUNLINK)

Continuing non-degree seeking students are eligible to use telephone registration with SUNLINK. SUNLINK was developed to provide students with the opportunity to directly access their own records.

Since the system accesses student records, several security features have been included to safeguard records from unauthorized access. A PIN (Personal Identification Number) is required for every access attempt. Each

student has only one PIN so the same one used for telephone registration is also used in accessing SUNLINK.

This application was created to permit review of grades on a term-by-term basis. All that is required is choosing a term (Spring, Summer, or Fall) by moving the cursor and then entering the 4-digit year (1994).

The application allows students to review their class schedule for the term in which courses are currently being held and also review their next term's class schedule if they are pre-registered. The screen displays course meeting days/times and building/room information. No entry is required once the security assess check has been performed.

Any student who believes that information in his/her academic record is incorrect may question it. Please contact the Registrar's Office in Tampa at 813-974-2000 with your concerns.

REGISTRATION

Approximately two-thirds of the way through the semester the schedules of classes for the next semester will become available. USF Tampa publishes a schedule of classes for all five campuses; additionally, each campus publishes its own schedule. These are available at USF St. Petersburg in the Office of Admissions and Records (DAV-126) during regular business hours. Evening students and students on campus during weekdays may pick up a copy of the schedules in the Library during regular business hours.

You may register on or after your appointment day and time during the registration period. *Under no circumstances will you be allowed to register before your appointed time.* Specific instructions and dates for telephone and on-campus registration are found in the schedules published by each campus. *Read these instructions carefully. They vary from campus to campus.* You may register by telephone or on-campus, according to the instructions in the schedule.

Consult the schedule published by the campus where you plan to take courses. Schedules published by individual regional campuses generally more up-to-date than is the information in the five-campus schedule published by USF Tampa.

DEGREE-SEEKING STUDENTS should be aware that *registering during the Late Registration and Drop/Add period will result in a late registration fee of \$100.*

You will not be charged to add or drop a course during that period, however.

STUDENT IDENTIFICATION

Each student is issued a photo identification card during the first semester he or she registers for classes at USF. You can obtain your student I.D. in the Audio/Visual department of the Nelson Poynter Memorial Library (POY-207) during regular operating hours. There is a \$5.00 fee for first time issuance and a Replacement Fee of \$10.00. Fees are paid at the Business Office (DAV 129) and the Receipt is brought to Media Center (POY 207) to obtain the Identification Card. Please provide both legal identification, such as a driver's license, and proof of course fee payment. You should retain your I.D. throughout your academic career at USF. If you lose your card, the Library will issue a replacement card for \$5.

Your student I.D. is required:

- 1) to use the library facilities on all USF campuses (it will serve as your library card)
- 2) to purchase discount tickets in the Student Activities and Organizations Office
- 3) to check out equipment from the Watercraft and Recreation program
- 4) to use the Computer Center lab
- 5) to receive discounts at local businesses where applicable
- 6) to utilize the Campus Activities Center, Fitness Center and Swimming Pool

Should it be necessary for you to have a replacement I.D. card issued, call the Media Center in the Library (893-9123) for an appointment. The Media Center is open during the Library's posted hours.

WAIVER OF ACADEMIC REGULATIONS

UNDERGRADUATES

The Academic Regulations Committee (ARC) meets regularly on the Tampa campus of USF to review petitions submitted by undergraduate students. Students must petition and secure approval of the Committee to waive University academic regulations, to return to the University after having been academically dismissed, or to waive academic deadlines.

If you wish to petition for a waiver of an academic regulation, pick up an ARC petition from your USF St. Petersburg academic advisor. If you are not in a St. Petersburg campus program, you should see your Tampa advisor and send the completed petition to the Tampa official listed on the instruction sheet accompanying the ARC form. See following pages for instruction concerning Petitioning for Re-admission and Petitioning for Late Drops and Late Withdrawals.

If your advisor is not in agreement with your petition, you will be so advised when you turn the form over to him or her. Your advisor will forward your petition to the Tampa ARC Representative, who will complete the Representative's section on the form and immediately send the petition to the Academic Regulations Committee in Tampa.

Your petition must be in Tampa by Thursday to be addressed by the Committee the following Tuesday. The decision of the Committee will be entered in the section at the bottom of the petition and a copy will be mailed to you at the address you supply on the form.

GRADUATES

Graduate students who wish to waive University academic regulations must submit a Graduate Council petition to the appropriate program chairman or director. Graduate Council petitions are available in the Office of Admissions and Records (DAV-126).

ACTIVITIES, PROGRAMS AND SERVICES

ACTIVITIES AND RECREATION DEPARTMENT

The Activities and Recreation Department at USF St. Petersburg offers an assortment of educational, recreational and cultural programs for the campus community. It coordinates the facilities, services and programs designed to meet the campus's out-of-classroom needs. The Department also serves as the administrative liaison to student clubs and organizations and the student newspaper, *The Crow's Nest*. The Department consists of the Offices of Activities and Organizations, Recreation and Watercraft, and the Fitness Center.

ACTIVITIES AND ORGANIZATIONS OFFICE

CAC-124

TELEPHONE: 893-9596

The staff of the Activities and Organizations Office coordinates the Campus Activities Center and the student activities programs and events on campus. Among the services offered by the Activities Organization Office are discount ticket sales, exhibits and conferences, advisement of the Student Activities Board and student newspaper, publication of the Calendar of Events, and international study and travel information.

The Activities, and Organizations Office also facilitates the work of student clubs and organizations, providing assistance and advice on such matters as interpreting University policies and procedures, making space reservations and maintaining records such as membership lists and charters.

If you'd like to become involved with, or would just like additional information about any of the activities and/or organizations, stop by and talk with the Activities staff.

CAMPUS ACTIVITIES CENTER

Corner of 2nd Street and 6th Avenue South
HOURS: 7 a.m. - 10 p.m. Monday - Thursday
7 a.m. - 6 p.m. Friday
9 a.m. - 5 p.m. Saturday
1 p.m. - 5 p.m. Sunday
Holiday and semester break hours may vary.
TELEPHONE: (813) 893-9596

The Campus Activities Center (CAC) is a multi-purpose facility designed to accommodate a variety of recreational, cultural and educational events. The CAC houses a gymnasium that doubles as an auditorium able to seat 1,000 people. The building also features a fitness center, locker rooms, racquetball court and kitchen. The west wing includes office space and meeting rooms for Student Government and other student groups. The building sits on 1.4 acres, part of 23 acres donated by the City of St. Petersburg. The facility is a culmination of a 10-year effort involving students, faculty and staff.

In this friendly and cheerful setting, members of the campus community promote wellness and well-being through a host of activities:

Basketball	Concerts
Volleyball	Expositions
Badminton	Aerobics
Lectures	Indoor Soccer
Table Tennis	Racquetball
Performances	...and more



"To improve our teamwork, only three of the chutes will open."

EQUIPMENT CHECK OUT

Basketballs, volleyballs, ping pong equipment and soccer balls are available for use in the CAC. Stop by the CAC Activities Office.

SPECIAL EVENTS

Requests to use the CAC may be directed to Sudsy Tschiderer, Activities Coordinator (893-9596).

CAC GENERAL USAGE

USF students, faculty and staff with a valid USF photo I. D. are eligible users of the central gymnasium. USF I.D. must be presented at the front office. Eligible users may be accompanied by their immediate family mem-

bers or by a maximum of two additional guests for central core usage. Children under 16 must be supervised at all times.

CAC users are required to check in at the Activities Office. Check in policy is for your protection and safety in addition to ensuring proper user verification.

SPECIAL EVENTS AND PROGRAMS

MINI-COURSES

Throughout the year, non-credit, mini-courses are offered on a variety of subjects. These courses generally start shortly after the beginning of the semester and last from 7 to 10 weeks; the costs per course is generally minimal (\$5-\$30). Among the courses normally offered are karate, self-defense, beginning guitar, aerobics, sailing, swimming, country line-dancing and yoga. Mini-course brochures are available at the start of each semester detailing the current offerings and may be obtained from any of the offices, the Activities and Recreation Department.

ARTS AND CRAFTS FAIRS

Seasonal arts and crafts festivals provide useful, decorative and reasonably priced merchandise for purchase. The December event combines convenient shopping with holiday celebrations. Watch for mid-summer programs, too. These events may feature live music, craft demonstrations and refreshments in addition to innovative arts and crafts.

INTERNATIONAL STUDY AND TRAVEL

Looking for new and exciting escapades? Yearning to paint watercolor in front of the Eiffel Tower? Feel like sailing on an elegant yacht over crystal blue waters? Or maybe work on a ranch in New Zealand? Are you looking for some long weekend trip ideas for adventures in your own backyard? Whatever you desire, stop by the Activities Office (CAC-124) for an armchair trek to stimulating places cataloged in the *CAC Travel, Work and Study Resource Files*.

Currently the files contain a plethora of information regarding adventurous and/or relaxing activities such as:

- General Travel throughout the U.S. and International Countries
- Special Tour Packages
- Study Abroad
- Language Schools
- Work Opportunities Abroad
- International Student I.D. Cards

There are adventures to accommodate *every* budget, too! Bon voyage!

SPECIAL EVENTS

Special events such as chamber theater productions, concerts and debates are regularly produced. Specific themes may be explored and amplified in a series format. For example, "Hot Spots" is a series which focuses on politically sensitive regions of the world; "Herstory" delineates the role of women in the evolution of world culture and civilization; and the "American Indian Forum" presents insightful commentary regarding America's native population.

TICKET SALES DISCOUNT AND SUBSIDIZATION PROGRAM

USF St. Petersburg believes that participation in cultural and recreational activities is an integral part of a student's formal education and that constructive use of leisure time is a desirable goal.

In order to augment the cultural and recreational resources on the St. Petersburg campus, student participation in many community events is directly subsidized. The program allows you to select events that will enhance your college life — and save you money. Discount and subsidized tickets are generally available for Busch Gardens, area professional sporting events, and concerts and theater events at the Bayfront center. Complete information availability and purchase of tickets is available at the Campus Activities Center front desk.

All tickets to Bayfront Center and ThunderDome events must be procured at least 24 hours prior to the event. Exchange yellow receipt for tickets at the box office.

USF ST. PETERSBURG SINGERS

The USF St. Petersburg Singers is a collection of students, staff, faculty and alumni that gather each winter and spring to perform in Christmas and St. Patrick's Day shows for area rest homes, adult psychiatric centers, veterans' hospitals, low-income housing projects and other such locations. The Singers also present each of its annual shows on the St. Petersburg campus in the Campus Activities Center or DAV-130. Other programs are often produced throughout the year upon special request.

The Singers, which formed 20 years ago with only five performers, has grown and now number almost 30 participants. The group develops themes for shows, write scripts, design choreography and make costumes and props (with a little help from friends). The only requirements for participation are the love of music and impromptu theatrics, a reasonably flexible schedule during the Christmas and St. Patrick's Day periods (for this group, the Christmas period lasts about three weeks, and involves up to 30 performances; and St. Patrick's "Day" lasts about two weeks and involves as many as 15 performances) and a lot of stamina! You don't even have to audition!

If you like to sing (even if it's just in the shower), dance or tell stories — or if you can juggle, make posters, design or sew costumes or just about anything else — go to the Activities Office and express your interest. You'll be a member of the group before you know it!

FITNESS CENTER

in the Campus Activities Center

HOURS: 7 a.m. - 10 p.m. Monday - Thursday

7 a.m. - 6 p.m. Friday

9 a.m. - 5 p.m. Saturday

1 p.m. - 5 p.m. Sunday

TELEPHONE: 893-9589

Holiday and semester break hours may vary.

The Fitness Center is available to all members of the USF community with a valid USF ID. Students and staff may sponsor a friend or relative for guest membership. All members must be at least 17 years old, and complete an orientation session before beginning their fitness program.

The Fitness Center orientation provides information regarding the use of both Nautilus and aerobic equipment. The Fitness Center has twelve Nautilus machines, a multi-exercise machine, lifesteps, lifecycles, a treadmill and free weights.

Before the orientation, potential members should have a complete physical examination, particularly those over 35 years of age or with a family history of heart disease.

The orientation lasts approximately one hour. Participants should dress for a full workout because the orientation consists of a brief warm up and introduction to the cardio-vascular equipment. This is followed by a strength-training session based on the Nautilus training principles.

The Fitness Center offers classes in yoga, tai chi chuan, and step aerobics in addition to the exercise facility and racquetball court. Information about programs is available at the Fitness Center desk. Ask about joining "Great Strides" a program which offers incentive and support toward achieving personal goals.

To accommodate everyone who wants to use the cardiovascular equipment, workouts are restricted to 25 minutes when others are waiting. A waiting list is available for patrons who want to use a cardiovascular machine.

For the benefit of all patrons, the Fitness Center staff requests that members bring a towel to clean the upholstery after using each machine. Proper athletic shoes and attire are also encouraged.

Locker room and shower facilities are available to patrons. Locker keys may be checked out daily at the Fitness Center desk with a student ID or guest pass.

Heart Rate monitors are available for cardiovascular workouts. The Fitness Center staff will provide one upon request.

The Fitness Center staff wants patrons to accomplish their fitness goals. Here are a few tips to help one stay with one's program:

- Set short term goals. People tend to get lost with a goal of six months or more. Make a goal for two or three weeks and make it specific.
- Find a friend. To keep your progress consistent, be accountable to a friend. Your friend will encourage you to do that extra repetition and continue when you don't feel like it.
- Give yourself a break. High-intensity programs have a high dropout rate, so take it easy when you are really tired. If you're really kaput, at least exercise for 20 minutes at a light intensity.
- Read while you ride. Whether you ride, run, or stairclimb, put the magazine racks to good use and either study for classes or read a goodbook.
- Record your progress. A well-kept record helps to show improvement, and also lets you know when you're slacking off.
- Count backward. Start with your target number and count backward so that you'll think of how few repetitions you have left instead of how many you've done.

We look forward to serving your recreational and cultural needs.

ENJOY YOUR CAMPUS ACTIVITIES CENTER!

RECREATION AND WATERCRAFT OFFICE

COQ-107 (893-9597)

HOURS: 9 a.m.- 6 p.m. Monday-Thursday

9 a.m.- 5 p.m. Friday

USF St. Petersburg's recreation program is growing by leaps and bounds — literally! On land or in the water, on a team or as an individual, you are certain to find a recreational activity to suit your pleasure.

RECREATIONAL EQUIPMENT is available for free check-out at the Recreation Office. Items include watercraft (sailboats and canoes), badminton equipment, tennis rackets, soccer balls, volleyballs, basketballs, golf

clubs, tents, lanterns, sleeping bags and pads, single and double burner stoves, cooksets and mess kits.

Low-cost, special-interest RECREATION-ORIENTED MINI-COURSES offered on a regular basis include CPR, American Red Cross First Aid, Lifeguard Training, Beginning Swimming, Aqua-Aerobics, Basic Sailing, and Scuba Diving. Other mini-courses may be added if there is sufficient interest. For more information and advance registration, please contact the Recreation Office.

Members of the USF community who are qualified skippers may use an assortment of WATERCRAFT. The USF St. Petersburg current campus fleet consists of a Catalina 22, a Morgan 22, a 22' Chrysler T.M.I., a Paceship 23, and a 33' Sharpie Ketch. Two canoes are also available. These boats are available free of charge to staff, faculty and students. To be placed on the approved skippers list for WATERCRAFT, you must pass a written test and successfully complete a skills test for each boat. The tests are by appointment only. Skippers must provide proof of personal health insurance.

WATERCRAFT headquarters are harborside at HANEY LANDING, just to the south and west of Coquina Hall.

USF St. Petersburg students can participate in the Sailing Club and the Bovine Sojourners Club. Additionally, the department sponsors three City League softball teams (men's "D" and "B" league and a coed team).

Additional men's and women's team Sports Clubs may be organized on request with sufficient interest.

For further information about these (and other) recreational programs and activities, stop by or call the Recreation Office at 893-9597.

SWIMMING POOL

Coquina Hall (behind Bayboro Cafe)

HOURS: 11a.m. - 7 p.m. April - November

(NOTE: Hours will vary according to the season, weather conditions, semester breaks, and holiday seasons.)

TELEPHONE: 893-9136

The pool is located on the east side of Coquina Hall, just outside the Dining Center. It is free to members of the USF community and their families or two guests. Children **under 16** must be supervised. A current, validated I.D. is required for student admission.

The water temperature in the pool is usually 80 degrees. Gas grills are available for cookouts and socials held at the pool. You may make reservations for special club events or activities at the pool by completing a reservation request form at the Student Activities Office.

You may be interested in having a short swim between classes — or swimming laps or just lounging around at leisure. Or, you might want to take advantage of one or more of the special activities centered around the pool. They include:

Aquatic Mini-Courses such as:

- Basic Swimming and Scuba Diving, among others;
- Lifeguard Training — an excellent opportunity if you are interested in becoming a lifeguard. This course is ideal for any student interested in part-time position at the USF St. Petersburg pool;
- Aqua-Aerobics — an exciting and refreshing alternative to indoor exercise;
- Stroke Improvement — ideal for any level of swimming ability;
- Basic and Emergency Water Safety Aid — ideal for people who have pools, work in an aquatic environment or as an introduction to lifeguard training;
- Water Volleyball — a long-standing tradition at USF St. Petersburg, watervolleyball is often played from noon - 1 p.m. on Tuesdays and Thursdays. Games are open to students, faculty and staff and other members of the USF community.

The pool at USF St. Petersburg campus can not be used during regular operating hours for exclusive or private parties, with the exception of University wide special events (such as the Windship Regatta, the MSL party, and the back to school splash.) The pool must be open to authorized USF patrons between the hours of 11 a.m. and 7 p.m. Exclusively private parties may be scheduled before or after these hours.

Student, faculty, alumni association members, clubs, and university organizations may request the use of the pool for special events provided that they do not prohibit patrons from using the pool. The pool is available for reservation to outside non-profit organizational use for a rental fee of \$100.

Sponsors of special events and rentals are responsible for payment of cost of staff and support services (cleaning, security, etc.) as determined by the Recreation Coordinator.

For more information about these and other pool activities and programs, call or stop by the pool or the Recreation Office.

STUDENT ACTIVITIES BOARD CAC-124

The Student Activities Board (SAB) is USF-St. Petersburg's major student programming and activities organizations. Open to any interested students, the SAB is responsible for planning lectures, concerts, social events, and visual arts (films & video) programs of interest to the student body and campus community. During the regular school year, the board meets weekly on Wednesday afternoon at 4:30 in the Campus Activities Center. Feel free to stop by and find more information on this groups and the activities planned. Among the regular programs and events sponsored by the Student Activities Board are the following.

BACK-TO-SCHOOL SPLASH

Meet members of the University community and their families while enjoying live music, barbecue, swimming, water volleyball and other activities. The "Splash" is held each September, right after Labor Day. Best of all, it's free!

CAMPUS SHOWCASE

Campus Showcase is produced in September and January by the Activities Office, in cooperation with Student Government. This day-long program acquaints students with campus clubs and features live music, give-aways, free munches and more. The Showcase also allows students to familiarize themselves with diverse campus services and resources.

FAMILY FEST

The Activities Office sponsors family-oriented events designed to provide the USF St. Petersburg community, their families and guests with some creative leisure time. Family Fests are usually held monthly on Saturdays at 10 a.m. and last approximately two to three hours. These programs are free for USF students, faculty, staff, their families and guests. Family Fest strives to provide quality family time and encourage campus family interaction and support.

A sampling of past Family Fest programs include: *Pioneer Daze*, *Magical Halloween Family Fest*, *the Little Mermaid Family Fest*, *Easterfest*, *Robotic Revelry*, *Mickey's 60th Birthday Celebration*, *"Ani Magic,"* *Puppet Workshop* and *Diggin' Dinosaurs*. Each family event is fun-filled and unique. There may be movies, food, clowns, crafts, animals, magicians or other surprises.

The Activities Office also maintains a "family fun and resource information" file. It is full of valuable ideas and references on a host of topics. Stop by and browse!

STUDENT GOVERNMENT OFFICE

CAC-126

HOURS: 9 a.m. - 6 p.m. Monday - Friday
(Hours will vary during finals and holidays)

TELEPHONE: 893-9144

Student Government (SG) at USF St. Petersburg plays a very tangible and highly respected role in representing student interests and in coordinating the activities of the entire student body on the campus.

In consultation with key Student Affairs and academic administrators, Student Government allocates, regulates and monitors the expenditure of your Activities and Service fee monies. In addition to the myriad of student activities, organizations, special programs and celebrations, your A & S fees provide support services for the Counseling and Career Development Center, the courtesy typewriters in DAV-256C and the courtesy telephone in DAV-107.

The officers and members of Student Government at USF St. Petersburg monitor campus, University, state and national issues and developments that may have implications for USF students.

Student Government serves as liaison between students and USF faculty and administrators. It interacts on a continuing basis with student government officials and members on USF's campuses in Fort Myers, Sarasota, Tampa and Lakeland in order to enhance the effectiveness of its representation of students at USF St. Petersburg.

If you would like to find out more about Student Government at USF St. Petersburg or explore opportunities for your involvement in Student Government, stop by the SG Office. You'll find our SG officers and members will be happy to talk with you.

STUDENT PUBLICATIONS

The Oracle, USF's student newspaper, is a 6-column tabloid published in Tampa Monday through Friday during semesters I and II and twice weekly (Tuesday and Thursday) during the summer term. The main *Oracle* distribution points at USF St. Petersburg are the Campus Activities Center, Davis Hall Lobby, Dining Center, the Library and the Marine Science Department.

The Crow's Nest

The St. Petersburg campus' student newspaper, *The Crow's Nest*, is a 5-column tabloid newspaper. The newspaper is published every other week and contains news pertaining to the St. Petersburg campus. The newspaper provides a vehicle for students interested in writing and/or photography. If you are interested in becoming involved with student publications, feel free

to contact the student publications advisor at the Student Activities Office (893-9596).

Other St. Petersburg campus in-house publications are produced periodically as the need or opportunity arises.

STUDENT ORGANIZATIONS

Participation in any of these organizations will broaden your college experience and provide opportunities to develop your leadership skills.

For information about the student organizations listed below, or how to start a new club, contact the Activities and Organization Office at 893-9596.

Arts and Sciences Honor Society
 Association of Black Students (ABS)
 Bayboro Geographic Society (BGS)
 Bayboro Student Nursing Organization
 Campus Women's Collective (CWC)
 Circle K International (Kiwaniis Affiliated)
 Flying Club
 Friendship Association of Chinese Students Scholars (FACSS)
 Imperial Order of Bovine Sojourners
 Information Systems Association (ISA)
 Kappa Delta Pi (Honor Society In Education)
 Legalis Society
 Marine Science Advisory Committee (MSAC)
 Phi Theta Kappa Alumni Chapter (Kappa - Honor Society)
 Psi Chi (Honor Society In Psychology)
 Sail Club
 Society of Professional Journalists
 Sports Clubs (Softball, Basketball, Etc.)
 Student Accounting and Business Organization (SAO)
 Student Chapter of the American Society for Photogrammetry and Remote Sensing
 Student Council For Exceptional Children (SCEC)
 Student Government (SG)

HONOR SOCIETIES

Honor societies recognize outstanding students for their scholastic or service achievements. Membership in honor organizations usually is by invitation. Honor organizations at USF are:

Alpha Chi	Eta Sigma Phi	Phi Mu Alpha
Alpha Epsilon Rho	Gamma Theta Upsilon	Phi Mu Epsilon
Alpha Epsilon Delta	Golden Key National	Pi Alpha Alpha
Alpha Phi Sigma	Honor Society	Phi Omega Mu
Alpha Pi Mu	Kappa Delta Pi	Phi Alpha Theta
Alpha Theta Lambda	Kappa Tau Alpha	Pi Gamma Mu
Alumni Scholars	Kosove Society	Pi Tau Sigma

Beta Alpha Psi	Mortarboard	Pi Sigma Alpha
Beta Gamma Sigma	Omicron Delta Kappa	Psi Chi
Beta Phi Mu	Order of Omega	Sigma Iota Rho
Chi Epsilon	Phi Alpha Theta	Tau Beta Pi
Delta Sigma Pi	Phi Kappa Phi	Themis Honor Soc.
Department Honors	Phi Kappa Lambda	

USF St. Petersburg has chapters of Kappa Delta Pi (Education), Psi Chi (Psychology), Phi Theta Kappa Alumni Chapter (of two year lower division institutions), and the Arts and Sciences Society. For information about USF's honor societies come by the Activities and Organizations office, or talk to your Academic program coordinator.

Arts & Science	Dr. Darryl Paulson	DAV-249	893-9582
Business	Dr. James Fellows	DAV-223	893-9587
Elementary Ed.	Dr. Sonia Helton	DAV-205	893-9537
Secondary/Special Education	Dr. Herb Karl	DAV-204	893-9535
Marine Sciences	Dr. Peter Betzer	MSL-102	893-9130

Check the bulletin boards and campus publications for information and announcements concerning USF's honor societies.

ADMISSIONS and RECORDS

DAV-126

HOURS: 8 a.m. - 5:45 p.m. Monday - Thursday

8 a.m. - 4:45 p.m. Friday

TELEPHONE: 893-9142

The Office of Admissions and Records, in addition to coordinating USF St. Petersburg registration and drop/add each semester, provides or processes virtually every academic form you will be required to complete while you are enrolled at USF St. Petersburg.

Examples of the forms and associated information available in the Office of Admissions and Records are:

- Applications for admission to USF
- S/U contracts
- Repeat course waivers

- GRE and GMAT test applications and schedules
- Graduate Council petitions
- Graduation applications
- Transcript request forms

The Admissions and Records Office posts important dates and deadlines in Student Lobby and other strategic locations throughout the campus, most notably in Davis and Coquina halls. Watch for notices about deadlines for dropping courses or withdrawing from school with full refunds, graduation information, dates for early registration, late registration and fee payment, and new course schedule availability.

If you have any questions about your academic records, final grades, registration printouts, transcript or the like, call or stop by the Office of Admissions and Records. The staff will do whatever they can to provide you with the information and/or documents you need.

AUXILIARY SERVICES

BULLETIN BOARDS

For obvious reasons, there can be no one bulletin board on campus that posts all of the information of interest to students, although there is at least one bulletin board in each building for this purpose. Take a moment to check the bulletin boards as you pass them wherever you may be on campus. If you cannot locate the information you need, don't hesitate to ask. You'll find that no matter where you are on campus, students, faculty and staff are more than willing to take the time to help you. Approval for posting on bulletin boards is required in advance. Use of non-academic bulletin boards are maintained and approved by the Activities Office in the Campus Activities Center.

COPYING

Coin-operated copiers are available for your use in the Library. Staff members will be happy to show you where the copiers are located.

COURTESY TELEPHONE (LOCATION: DAV-Lobby)

A telephone has been installed, courtesy of Student Government, in the lobby in Davis Hall (DAV-107) for your convenience in placing calls to any of USF's other four campuses.

To call the Tampa campus, dial 4, then the 4-digit number.
To call the Lakeland campus, dial 77, then the 3-digit number.
To call the Sarasota campus, dial 2, then the 4-digit number.
To call the Fort Myers campus, dial 75, then the 3-digit number.

Any malfunction of the Courtesy Telephone should be reported to the Office of Student Affairs (DAV-118) or the Student Government Office (CAC-126).

COURTESY TYPEWRITERS (LOCATION: DAV 256-C)

Two electric typewriters are available in DAV 256-C (the practice room) for student use. To use one of these typewriters, please go to the circulation desk at the Library. In exchange for your Student I.D., you will be given a key. Your I.D. will be returned when you bring the key back to the Library. *Any problems with the typewriters should be reported to (1) circulation desk staff in the library, (2) the Student Government Office (CAC-126), or (3) The Office of Student Affairs, (DAV-118).*

NOTARIES

You may have occasion to require the services of a notary in the course of completing certain University-related forms. Notaries are available to assist you, free of charge, in the Dean's Office (DAV-135), the Business Office (DAV-129), and the Office of Financial Aid (DAV-114).

BOOKSTORES

CAMPUS BOOKSTORE

COQ -101

HOURS: 9 a.m. - 6 p.m. Monday - Thursday

9 a.m. - 5 p.m. Friday

(Extended hours posted first two weeks of each semester)

TELEPHONE: 893-9141

TEXTBOOKS for St. Petersburg campus courses *only* may be purchased at the USF St. Petersburg Campus Bookstore. You are cautioned to buy your textbooks on the campus where the course is being taught; textbook requirements for a course may vary from campus to campus.

DO NOT WRITE IN YOUR BOOK until you have been to class and are sure you will need the book. A marked book (even with just your name in pencil) or a carelessly handled book is a *used* book and is non-returnable.

Mastercard and Visa Credit cards are acceptable, as are checks in the amount of purchase with appropriate identification.

The REFUND POLICY is in effect during the first two weeks of class — on required textbooks only.

Book buy-back is conducted at the USF St. Petersburg Campus Bookstore on designated days each semester during finals week.

In addition to your all-important textbooks, you may purchase school supplies, backpacks, T-shirts, greeting cards, USF gifts, posters, candy and other items from the USF Campus Bookstore.

BAYBORO BOOKS
121 - 7TH AVENUE SOUTH
HOURS: 10 a.m. - 6 p.m. Monday - Friday
11 a.m. - 3 p.m. Saturday
TELEPHONE: 821-5477

BAYBORO BOOKS, just across the street to the north of Davis Memorial Hall, offers an impressive stock of best sellers, classics, children's books, cookbooks, biographies and mysteries. Bayboro Books is not affiliated with USF, but its convenient location, within easy walking distance of anywhere on the USF St. Petersburg campus, makes it a "natural" for the kinds of items you may not be able to find at the Campus Bookstore.

BUSINESS OFFICE
DAV-129
HOURS: 9 a.m. - 6 p.m., Monday - Thursday
8 a.m. - 5 p.m., Friday
TELEPHONE: 893-9107

CANCELLATION

If fees are not paid in full by the payment deadline, a student's enrollment will be canceled for that semester. Eligible students that have received an official V.A. or Financial Aid deferment prior to the payment deadline may not have their registration canceled. Failure to attend the first class meeting should drop a student from enrollment. To ensure no fee liability for the course, the student should verify the first week he/she has been dropped, and if not drop the course and retain a copy of the drop form.

FINANCIAL AID CHECK DISBURSEMENT

Certain financial aid checks are disbursed from the Business Office, and others are mailed from Tampa. Consult with the Financial Aid or Business Office each semester to determine the method for receiving your checks. No financial aid checks are released prior to each semester's first day of classes. A check request form must be completed and filed with the Business Office for each check expected for each semester.

PAYMENT OF FEES

All registration fees and designated accounts receivable charges may be paid in this office.

Personal checks must include the student's Social Security number on the face of the check.

Payments may be made in person, placed in the drop box located outside the Poynter Library or mailed to: BUSINESS OFFICE, DAV-129, USF ST. PETERSBURG CAMPUS, 140 SEVENTH AVENUE SOUTH, ST. PETERSBURG, FLORIDA 33701.

REFUND OF FEES

After the drop/add deadline, fees will be refunded only under certain conditions. See the USF catalog for more details.

REGISTRATION FEES

Registration fees are based on the academic level of the course, the campus responsible for the course and the student's residency status. *Estimated* fees per credit hour for 1995-96 for the St. Petersburg campus are:

COURSE LEVEL	FLORIDA RESIDENT	NON-FL. RESIDENT
3000-4999 (undergraduate)	\$53.65	\$217.06
5000 and above (graduate)	\$105.57	\$358.59

Fees for courses on other USF campuses are listed in the current university catalog.

The deadline for payment of registration fees is normally 5:00 p.m. on the fifth day of each semester. Registration will be canceled if fees are not paid by this date. Checks that are mailed must be postmarked by the payment deadline.

REINSTATEMENT

A student whose registration has been canceled for non-payment may file a Petition for Reinstatement during the three week period following the cancellation deadline. A late payment fee of \$50 will be added.

I.D. CARDS

A \$5 fee is charged for the initial USF I.D. card; replacement I.D. (for lost or stolen) will be \$10. Fees are collected in the Business Office and the student takes their receipt to the Library Media Center for the photo I.D.

COMMENCEMENT CONVOCATIONS AND GRADUATION RECEPTIONS

USF St. Petersburg's schedule two major Commencement convocations for USF graduates twice each year (one in the Spring and one in the Fall).

USF St. Petersburg graduates may opt to attend Commencement convocations in Tampa, or they may prefer to participate in USF St. Petersburg's Commencement ceremonies.

Each Fall and Spring, candidates for graduation at the end of the Spring term and students scheduled to graduate in the Summer will receive from the Office of the Public Ceremonies specific information about Fall and Spring commencement ceremonies on the Tampa and the regional campuses. Students also will get instructions concerning seating arrangements, academic regalia, graduation announcements, honors sashes, graduation announcements and Senior Week activities. *Read this information carefully. Details and deadlines differ from campus to campus.*

If you have identified USF St. Petersburg as your "home campus," you will receive information concerning St. Petersburg campus commencement convocations and graduation receptions from the Activities and Organizations Office as well.

This profusion of letters, announcements and forms can all be quite daunting, so if you need an interpretation, call or stop by the Activities Office (893-9596, CAC-124 or the Office Of Student Affairs (893-9162, DAV-118).



COMPUTER CENTER

DAV-251

HOURS: 9 a.m. - 10 p.m. Monday - Thursday
9 a.m. - 5 p.m. Friday
10 a.m. - 5 p.m. Saturday and Sunday

TELEPHONE: 893-9551

The Computer Center is available on an "open-use" basis unless a class is scheduled in the Lab, in which case a notice will be posted on a calendar outside the Lab for several days prior to the scheduled class.

USF students with current, validated I.D.'s are welcome to use the Computer Center Lab, which features terminals linked into the main-frame, stand-alone PCs, Apple IIEs, and a Macintosh network.

Computer Center personnel will assist you in getting started in the Lab and will provide you with instructional manuals, but please do not ask for or expect individualized supervision or instruction. Have a working knowl-

edge of the computer you'll be using before you go to the Lab.

Please do not take any food or drink into the Lab.

Any questions about the computer center should be directed to Mike Wright, Coordinator of the Computer Center, at 893-9551.

COUNSELING AND CAREER CENTER

DAV-115

HOURS: 8 a.m. - 6 p.m. Monday and Thursday
8 a.m. - 8 p.m. Tuesday and Wednesday,
8 a.m. - 5 p.m. Friday
Appointments can be made in person
or by calling 893-9129



The Counseling and Career Center provides professional counseling services and related programs to help students make the most of the total college experience — personally, intellectually, vocationally, socially and physically. In addition, the Center is a campus resource for faculty, staff and alumni and provides information, consultation and referral for mental health, substance abuse, career development, learning skills and wellness concerns.

ALCOHOL AND DRUG ABUSE EDUCATION AND PREVENTION

The Center provides information, education and training with regard to substance abuse issues. Individuals who are concerned about their own or others substance use or dependency may receive individual consultation, assessment and referral through the Center.

The Counseling Center provides psychological assessment and screening, short-term treatment if appropriate, or referral to other treatment resources as needed. An Employee Assistance Program (EAP) is available in the Counseling Center for faculty or staff who may be experiencing drug or alcohol related difficulties. Supervisors may refer staff members or individuals may independently contact EAP.

CAREER COUNSELING

Sound career decisions are based upon understanding one's interests, abilities and values and learning about educational and career options. The Center offers individual counseling and workshops for decisions about career choice, career change and choice of major.

CAREER DEVELOPMENT SERVICES

Career development begins with the decision to enter college and continues through graduation and employment. The Center offers a full range of counseling and placement services to assist students and alumni with planning and achieving career goals.

CAREER EXPO

Each Spring semester the Center sponsors a career fair which brings more than 40 employers to campus to discuss employment opportunities with students.

CAREER PLACEMENT LISTINGS

Counselors provide assistance with resume writing, interviewing skills and developing strategies for a job search. In addition, the Center maintains job announcements for full-time, degree-related employment.

CRISIS COUNSELING SERVICES

Although appointments for counseling are encouraged, counselors are available on a walk-in or emergency basis for individuals whose concerns require immediate attention.

CONFIDENTIALITY

The Counseling and Career staff, in accordance with ethical standards and state and federal law, take every reasonable precaution to protect your privacy. The identity of those using the services, along with the personally identifiable disclosures made in counseling, are held in confidence. Confidential information is not shared with anyone outside the Center without your written consent.

EXPERIENTIAL LEARNING

The experience, knowledge and skills acquired prior to graduation improve graduates' marketability when seeking employment. Counselors can assist students in developing a plan to gain experience through part-time and summer jobs, internships, cooperative work/study programs, extracurricular activities and volunteer work.

GROUP COUNSELING AND WORKSHOPS

The Center presents a variety of workshops and counseling groups to help students achieve personal, social, career and educational goals. A brochure listing the workshops and groups is available at the beginning of each semester.

HEALTH and WELLNESS PROGRAM

The Center staff provides individual consultation and information concerning a wide range of lifestyle issues including fitness and exercise, general health, nutrition, stress management, HIV/AIDS, sexually transmitted disease, contraception, alternatives to alcohol and drug abuse, and prevention of date or acquaintance rape. Information on safer sex and free condoms are available through the office. The Center coordinates and promotes Wellness programs on campus through the USF St. Petersburg Wellness Committee. The Committee is composed of students, faculty and staff committed to increasing awareness of health and wellness issues on campus and to demonstrating the extent to which individuals can influence and control their level of personal wellness.

IMMUNIZATION CLINIC

To help students comply with state university regulations concerning measles and rubella vaccinations, two clinics are held each semester. The vaccination fee is \$30.

INTERVIEWING SKILLS DEVELOPMENT SEMINAR

During the Spring semester, the Center sponsors an interviewing seminar which places students directly in contact with employers from various occupational fields. Employers present topical information and offer interviewing tips during mock interview sessions.

PERSONAL COUNSELING SERVICES

The Center provides short-term individual and group counseling to assist students with a variety of problems such as stress, improving self-esteem, overcoming anxiety or depression, improving relationships, coping with loss, dealing with problem behaviors, resolving personal crises and dealing with one's own or other's substance abuse or dependency. Counselors also are available on a walk-in or emergency basis for individuals whose concerns require immediate assistance. If the Center does not offer the services a student needs, the student will be referred to appropriate campus or community services.

PRE-DEGREE JOB LISTINGS

The Center keeps an up-to-date listing of full and part-time jobs that do not require college degrees.

RECRUITING SERVICES

Recruiting services consist of on-campus interviewing, a resume referral service computerized jobline. Students who wish to participate in this

service may register by attending an orientation workshop and by completing the necessary paperwork as early as three semesters before graduation. Students may sign up for employment interviews which are conducted on the Tampa campus. Resume referral begins as soon as the student completes the registration process. St. Petersburg students have the option of using this service either through the Counseling and Career Center on the St. Petersburg campus or through the Career Resource Center on the Tampa campus.

RESOURCE LIBRARY

The Center maintains a Resource Library in DAV-112 with current information about careers and the job market, graduate schools, wellness, personal growth and adjustment, alcohol, drugs and recovery. Job listings and on-campus interview information is also available. The Library is staffed by trained peer counseling assistants.

A computer based comprehensive guidance and career information program is available to students as part of career counseling. The program is designed to help students explore the relationship between occupations and personal values. It contains up to date information on more than 500 careers of interest to college graduates.

STUDY SKILLS SERVICES

To assist students in becoming more effective and efficient learners, the Center offers individual consultation and workshops on time management, study skills, testing skills and on reducing test anxiety.

VICTIMS' ADVOCACY SERVICE

The Victims' Advocacy Service is coordinated by the Counseling and Career Center. It is available to assist all USF students or employees who are victims of actual or threatened violence, including but not limited to battery, assault, sexual battery (date rape, acquaintance rape, stranger rape), attempted sexual battery, stalking, or sexual harassment. The victim advocate will provide information, support and guidance including short term crisis intervention, assistance through the campus judicial process, referral to community based victim assistance programs, help in resolving academic problems resulting from victimization and referral for necessary counseling, medical, legal and social service assistance. See page 79 for additional information.

VOCATIONAL ASSESSMENT

Counselors are available to interpret individual inventories designed to measure interests, values and personality traits.

DIRECTOR OF THE DIVISION OF STUDENT AFFAIRS DAV-118

HOURS: 9 a.m. - 6 p.m. Monday - Thursday
8 a.m. - 5 p.m. Friday
TELEPHONE: 893-9162

The Student Affairs staff strives to provide a campus environment that is conducive to learning and that enhances the quality of life for students at USF St. Petersburg. The Director of Student Affairs on the St. Petersburg campus is responsible for the overall administration of the many services offered to students to help them cope more effectively with the many facets of college life that can affect students' academic work: financial aid, individual and/or group counseling, alcohol/drug education, career planning and placement, procedures for redressing grievances, standards for students' conduct, due process in the event of disciplinary action and advice and/or assistance in time of trouble.

Additionally, Student Affairs offers a variety of programs and activities to provide student development outside the classroom: student organizations, programs and activities, student government, organized sports, intra- and extra-murals and events of special interest.

ACTIVITY AND SERVICE (A & S) FEES

Your registration fees each semester include an Activities and Service (A & S) Fee (\$7.75 per credit hour at USF St. Petersburg at the present) that goes to support the vast array of student services, programs and activities designed to enhance and compliment your academic experience. These include staffing and operational support for the Activities and Recreation Departments, the Campus Activities Center, Student Government and USF St. Petersburg's many student clubs and organizations. Moreover, at any given time approximately 50 students are employed through A and S fees to provide support services to these units.

Your Student Government at USF St. Petersburg, in consultation with key Student Affairs and academic administrators, allocates, regulates and monitors the expenditures of your A & S fees.

Remember: Students are paying for these programs and services. Take advantage of them!

DISABLED STUDENT ACADEMIC SERVICES

SVC-2043 (TAMPA CAMPUS)
(VOICE/TTY)
TELEPHONE: (813) 974-4309

USF St. Petersburg works closely with the Office of Disabled Student Academic Services at USF in Tampa to provide disabled St. Petersburg campus students with academic support and related assistance. Services are provided to students with a wide range of disabilities and are determined on an individual need basis.

Qualified disabled individuals may arrange for note takers, reading services, library assistance, typing services, priority registration appointments and other supportive services through this office. Adaptive equipment such as Visualteks, FM Auditory Systems, Large Print Display Processor and other aids are available for student use. Prior to receiving any services, students must provide the DSAS with proof of their disability. For physically, visually or hearing impaired students, a letter from a physician stating a diagnosis and limitations will be sufficient.

Determination of eligibility for services through the appropriate state agency, such as Vocational Rehabilitation, Division of Blind Services or VA Vocational Rehabilitation, is also required. If you are not presently a client of such an agency, a referral for services will be made.

Eligibility for services is determined on an individual basis. An appointment should be made with the Coordinator of DSAS (813/974-4309) prior to starting classes to make plans and arrangements or to have any questions answered. As eligibility for some services must be approved and coordinated through the appropriate state agency, students must make arrangements prior to the beginning of classes to avoid any delay in the provision of services.

Should you encounter disability-related problems or need additional assistance at USF St. Petersburg that cannot be rendered by the Office of Disabled Student Academic Services in Tampa, you are urged to contact Dr. Steve Ritch, Director of Student Affairs on the St. Petersburg campus (DAV-118, 893-9162).

Note: see map section at back of handbook for wheelchair access to campus facilities.

FINANCIAL AID OFFICE

LOCATION: DAV-114
HOURS: 8 a.m. - 6 p.m. Monday - Thursday
8 a.m. - 5 p.m. Friday
TELEPHONE: 893-9128

The Financial Aid Office at USF St. Petersburg provides information and application materials associated with grants, scholarships and loans and works closely with the Financial Aid Office at USF in Tampa to process financial aid for St. Petersburg campus students. The Financial Aid Office also coordinates the St. Petersburg campus College Work Study Program, Student Government Child Care Subsidy Program, The Campus Scholarship Program and the Campus Honors and Awards Program.

Financial Aid programs fall into three broad categories: scholarships and grants, low interest loans and student employment opportunities. Eligibility for **most** financial aid programs requires that a student:

1. be a U.S. citizen or an eligible non-citizen;
2. be enrolled or accepted for enrollment in a degree program;
3. maintain satisfactory academic progress toward a degree (as defined in the financial aid brochure explaining the standards of satisfactory progress for financial aid recipients);
4. re registered with Selective Service if required to do so;
5. establish financial need through the Free Application for Federal Student Aid Form;
6. not be in default on a loan or owe a repayment on a previous financial aid award at USF or at any institution.



"Apparently you didn't read the fine print in your student loan."

The majority of financial aid programs administered by the Financial Aid Office require that you demonstrate "financial need" in order to qualify.

Financial need is the difference between the estimated cost of attendance (student budget) and the amount you and your family are expected to contribute toward these costs. USF uses a federally mandated need analysis formula to determine your family's ability to contribute. This formula considers family size, number of family members in college and age of parents (dependent students), as well as income and assets in order to assess a family's financial strength.

If you are in a pinch, and need something to tide you over until your aid arrives, ask about the Fee Deferment Contract and Fast Book Loan. For non-financial aid recipients there is an Emergency/Short Term Loan that is offered through Student Financial Services on Tampa campus. The application can be obtained in the Financial Aid Department, DAV 114.

CHILD CARE SUBSIDY

USF St. Petersburg does not have a child care center on campus, but the Office of Financial Aid (DAV-114) coordinates a unique program of direct subsidization of child care costs to student parents with pre-school children.

A limited fund is allocated by Student Government to the Child Care Subsidy Program each year. While funds are available, students who apply will be guaranteed reimbursement on child care costs by a licensed caretaker at a rate not to exceed \$7.50 per USF St. Petersburg semester hour with an additional \$2.50 for each additional child per hour up to 12 hours taken on the St. Petersburg campus. This reimbursement is offered once per semester. This may not cover total child care costs, but it'll certainly buy a book or two!

Stop by the Office of Financial Aid (DAV-114) for the child care services subsidy application or for additional information.

HONORS AND AWARDS

Each Fall and Spring, awards are presented to students designated for the following honors:

- Outstanding Seniors for USF St. Petersburg
- Who's Who Among Students in American Universities and Colleges
- Outstanding Graduate for USF at St. Petersburg
- Golden Signet Service Award

Criteria for nomination for these honors and awards include graduation in the Fall, Spring or Summer of the academic year in which the honors and awards are given, good academic standing (3.2 GPA) and significant individual participation in campus organizations, university activities and/or community work.

Nomination forms are distributed to faculty and other appropriate campus personnel each fall and spring, and also may be obtained in the Financial Aid Office, DAV-114. Nomination forms and accompanying recommendations are submitted to the Financial Aid Office by a given deadline each Fall and Spring. In addition to nominations by students, faculty and staff, student self-nominations are encouraged.

Recipients of these awards are recognized during the Graduates Reception in December, Honors Week and at the Spring Graduation Celebration in St. Petersburg.

Check the bulletin boards and read the various campus publications each semester for announcements concerning honors and awards. If you'd like additional information, stop by the Financial Aid Office (DAV 114).

SCHOLARSHIPS

PLEASE NOTE: The **deadline** for applying for 1996-97 scholarships at USF St. Petersburg is **February 16, 1996.**

USF St. Petersburg has a large and increasing number of scholarships available to its students. Scholarship recipients and scholarship donors are honored and introduced at the annual Alumni/Honors/Scholarship luncheon.

Academic requirements vary from scholarship to scholarship. Go to the Financial Aid Office and ask for a copy of the Scholarship Booklet for specific information.

Scholarship recipients must notify Financial Aid about all drops and withdrawals from classes. Failure to report may mean a loss of eligibility for the following semester (if the scholarship is for two semesters).

The Scholarship Committee reserves the right to consider the amount of other financial aid a student is receiving in determining eligibility for an award.

In applying for and accepting a scholarship from USF, the scholarship applicant agrees that his/her grade point average and other pertinent information can be included in a report prepared for Financial Aid or in publicity regarding USF activities.

USF St. Petersburg students may apply for many USF scholarships other than those listed in the USF St. Petersburg scholarship brochure. Be sure to ask for a list of those scholarships when you pick up your USF St. Petersburg campus Scholarship booklet in the Financial Aid Office.

Remember: Contact the Financial Aid Office (DAV-114) for the exact scholar-

ship deadline dates each year.

STUDENT EMPLOYMENT ON CAMPUS

There are two funding sources through which students may be employed at USF St. Petersburg. One is the College Work Study Program (CWSP) and the other is Other Personnel Services (OPS).

Students who submit an application for financial aid to the Financial Aid Office by March 1, 1995, and who can demonstrate a need for financial assistance may be awarded a CWSP position. This allocation will permit students to work on campus up to 20 hours per week during the semester and up to 40 hours per week during semester breaks. See the Financial Aid Office (DAV-114) for specific details.

Other Personnel Services (OPS) is a University temporary employment program. Students are paid hourly wages that vary with positions and may work up to 20 hours per week during the semester and up to 40 hours per week during semester breaks. Student OPS employment opportunities typically are posted in our Career Resource Library (DAV-112).

Not every unit on campus remembers to notify the Counseling and Career Center when a student employment opportunity becomes available. If you are looking for part-time employment on campus and nothing is posted in DAV-112, make your interest known to the staff, faculty and student employees with whom you interact. Sometimes the grapevine is more efficient than are the formal procedures for matching prospective student employees with on-campus jobs.

FOOD SERVICES

Bayboro Cafe

Hosted by Orange Blossom Catering
COQ-102

HOURS: 7:30 a.m. - 6 p.m. Monday - Thursday

7:30 a.m. - 2 p.m. Friday

TELEPHONE: 825-3709

The Bayboro Cafe in Coquina Hall is a great place to go for everything from a quick snack on the run to hot meals, soup and sandwiches, munchies, fresh fruit in season, build-your-own salads and hot and cold beverages.

In addition to the many items listed on its regular menu, the Bayboro Cafe features daily specials, vegetarian dishes and offers special holiday meals for Valentine's Day, Halloween, Thanksgiving and other traditional and non-traditional celebrations and events. Bayboro Cafe also provides catering service.

Students, faculty and staff comprising the USF St. Petersburg Food Service Advisory Committee monitor food quality, pricing and service in the Bayboro Cafe and meet periodically with the Orange Blossom Manager. To discuss suggestions or concerns that you'd like to bring to the attention of the Advisory Committee, stop by Student Affairs office (DAV-118) or call 893-9162.

TAVERN ON THE GREEN

120 Sixth Avenue South

HOURS: 11 a.m. to 11 p.m. Monday - Friday

11 a.m. to 3 p.m. Saturday

TELEPHONE: 821-1418

For a change of pace, you might want to stroll across the street to the Tavern on the Green adjacent to Bayboro Books, just to the north of Davis Memorial Hall. Some all-time favorites among faculty, staff and students who patronize the Tavern are the "Author's Delights," some dozen or so different (and hefty) kinds of sandwiches — or you can order your sandwich custom-made — and the Nacho Supreme. The Tavern also delivers.

The Tavern offers live entertainment on Tuesday and Thursday evenings beginning at 8 p.m. and is a popular gathering spot virtually any time of the afternoon or evening. But it's particularly nice to have the Tavern nearby after Bayboro Cafe closes at p.m. most evenings and 2 p.m. on Fridays.

Vending machines are located in the lobby in Davis Hall (DAV-107) and the Campus Activities Center. Soda machines are also located poolside and in Marine Science.

NELSON POYNTER MEMORIAL LIBRARY

POY

HOURS: 8 a.m. - 10 p.m. Monday - Thursday
9 a.m. - 5 p.m. Friday
9 a.m. - 5 p.m. Saturday
1 p.m. - 7 p.m. Sunday
(Semester break and holiday hours will be posted.)
TELEPHONE: 893-9123



The Library offers many services to students and other members of the campus community. Chief among them are the following:

- **LUIS** - Library User Information Service — the on-line catalogue accessed by USF's libraries on all five campuses. LUIS contains the catalogues of all USF Libraries and also selected periodical indexes. Library staff will be happy to show you how to use LUIS.
- **RESERVE BOOKS** — Your instructors frequently will place certain books on reserve for you. Loan periods for reserve materials vary according to the requests of the instructors. *Reserve materials cannot be renewed.*
- **INTERLIBRARY LOAN** — Any USF student may request material from any USF campus by filling out forms available at the reference desk. Undergraduate and Graduate students may request material from non-USF libraries within Florida as well.
- **REFERENCE** — A Reference Librarian is on duty any time the library is open. If you are having difficulty

finding something, *please ask.*

- **BIBLIOGRAPHIC SEARCHING** — Computer searches are available through the Reference Department. Students are charged for the actual cost of the search. Free searches are available on CD-ROM for USF students.
- **PERIODICALS** — The Library has more than 850 titles available. Periodicals do not circulate.
- **MEDIA CENTER** — The Media Center has listening and viewing facilities for records, tapes, filmstrips, slides, transparencies and videotapes. *If you don't see what you want, ask for it.*

(USF Student I.D. cards are also made at the Media Center)

In addition to its general services, the library extends numerous special services to the campus community. These include:

- **BIBLIOGRAPHIES** — Free printed bibliographies on many subjects are available near the circulation desk.
- **COLLEGE CATALOGUES** — Catalogues from hundreds of national and international schools are available on microfiche.
- **MICROPRINTS** — Coin-operated/vending card self-service printers are available in the Library.
- **PHOTOCOPYING** — Coin-operated/vending card copiers are available for use.
- **RECREATIONAL READING COLLECTION** — This collection of current best-sellers is located near the Reserve desk.
- **STUDENT I.D. CARDS** — I.D. Cards are made in the Media Center, POY-207.
- **TRANSPARENCIES** — These can be made in the Media Center for \$.50 plus tax each.

You need to be aware of the various policies governing your use of the Library:

- **BORROWING** — A USF I.D., valid for the current semester, **MUST** be presented in order to check out materials.
- **RETURNING** — Return materials to the depository at the circulation desk, or in the outside book drop near the entrance. Books checked out at other USF campus libraries may be returned or

renewed here also.

- **LOAN PERIODS** — All books with date due slips circulate for at least three weeks. Media items circulate for one week.
- **RENEWALS** — All books (except the recreational reading collection) may be renewed by bringing them to the circulation desk. Renewals are permissible unless another patron is asking for the material. In that case, the Library will recall the book.
- **HOLDS** — If a book is checked out, students may request a hold by filling out a form provided at the circulation desk. Any book that has been out for more than three weeks may be called in.
- **FINES** — Fines are accumulated at 25 cents per day per book. Reserve materials are subject to fines of 25 cents per day or 25 cents per hour, including weekends and holidays.

PARKING SERVICES

PSD (north of Campus Activities Center
on the corner of 5th Avenue and 2nd Street South)
HOURS: 9 a.m. - 10 p.m. Monday - Friday
TELEPHONE: 893-9510

Parking regulations of the University Of South Florida require that all students, staff, faculty, tenants and concessionaire personnel display a valid USF parking tag or decal on their vehicles *at all times* when parked within the boundaries of the campus. Parking tags/decals are obtainable at the Parking Services Office.

Failure to adhere to these regulations will result in the issuance of citations for violations; for example:

No current University Tag or Decal	\$20
No Permit	\$10

USF students, staff and the faculty may **not** park in the Visitor's parking spaces **for any reason** from 7 a.m. until 5:30 p.m. After 5:30 p.m., USF students, staff and faculty displaying current USF parking decals/hangtags may park in these spaces.

Transferable Hangtags must be hung from the rearview mirror bracket so that the entire surface of the hangtag is completely visible to a patrolling officer. Should your tag be on the dashboard, floor, seat or glove compartment of your vehicle, or left at home and you are ticketed for No Current USF Decal, a \$20 offense, you may bring your tag number in to the Parking Services Office and apply to have the fine lowered to \$10.

If you forget to bring your hangtag when using a substitute vehicle, you need to obtain a free temporary parking permit from the Parking Services Department *before* parking your car. To be given a permit *you will need to know your parking tag/decal number and license plate number for the vehicle that you are driving*. Failure to get this permit could result in a \$20 citation for "No Current USF Decal."

It is the registrant's responsibility to purchase the correct type parking tag and to know *when* that tag will expire. *Remote* parking tags/decals are not valid for use on the St. Petersburg campus. Hangtags and decals are not negotiable. *Do not* sell yours to another member of the campus community if you have no further need of it. *Your* name is on the registration, and you will be liable for any abuse of your hangtag or decal.

MOTORIST ASSISTANCE PROGRAM

USF Parking Services
HOURS: 24 hours a day, 7 days a week
TELEPHONE: 893-9510

Did you try to start your car and found that the battery was dead? Are you locked out of your car? Do you have a flat tire?

USF St. Petersburg Department's Motorist Assistance Program will help you by providing the following services:



- Lock-out assistance
- Jumper cables
- Battery booster service
- Temporary tire sealant
- Furnish gas can

Keep this number handy: **893-9510**. You never know when you may need it!

MAILROOM

POR-106
HOURS: 9 a.m. - 12 p.m. and 1 p.m. - 4p.m.
Monday - Friday
TELEPHONE: 893-9145

The mailroom staff will be happy to sell stamps to you and send your mail and packages via U.S. Mail. They are equipped to process First Class, Third Class, Book Rate, Certified with Return Receipt and Express Mail.

Please be sure to phone ahead to make sure there is someone there.

A courier delivers campus mail to each of the other USF campuses on a daily basis. If you wish to avail yourself of this courier service, drop your *unstamped* campus mail, properly addressed to any one of USF's five other campuses, in the large black mail bin in the Office of Admissions and Records (DAV-126), Dean's Office (DAV 134), Library (POY), Marine Science (MSL 119), and CAC before 8:00 a.m. This will insure same day delivery. Otherwise it will be delivered the following work day.

PROJECT THRUST

DAV-109

HOURS: 9 a.m. - 5 p.m. Monday - Thursday

9 a.m. - 3 p.m. Friday

TELEPHONE: 893-9108

Project Thrust is a University-wide program designed to assist minority undergraduate students at the University of South Florida to complete their education. This retention program specifically aids those students who have declared their majors. The major role of the Project Thrust Counselor/Advisor is to provide students with immediate and long-term assistance necessary to ensure the successful completion of students' academic programs.

Project Thrust provides advising and counseling, tutorial services, study skills courses and test preparation workshops at *no charge to all students*. Students at the junior and senior levels are provided assistance with preparation for graduate school, job placement, assistance in resume development and interview techniques.

TUTORING

The Project Thrust Office endeavors to provide free tutoring services to all USF St. Petersburg students. If you need assistance with any USF St. Petersburg course, contact Project Thrust. If possible, you will be matched up with a USF student tutor registered with Project Thrust's tutoring service; failing that, Project Thrust will attempt to arrange for a tutor from St. Petersburg's tutoring service. (This is not always possible in some of the more esoteric courses, but Project Thrust staff members will do whatever they can to help you.)

VETERANS SERVICES

DAV-112

HOURS: 9 a.m. - 6 p.m. Monday - Thursday

9 a.m. - 5 p.m. Friday

TELEPHONE: 893-9545

The Veterans Services staff, who share space with the Counseling and

Career Development Center staff in DAV-112, provide a point of contact for VA students attending USF St. Petersburg. They work closely with Veterans Services and the Office of the Registrar at USF in Tampa in processing students VA paperwork. Programs include VA Work-Study Program, VA Deferments of Fees and Advance Payment Program.

STUDENT HEALTH SERVICES

USF St. Petersburg does not have a student health facility on campus.

STUDENT HEALTH INSURANCE

Applications for Student Health Insurance may be obtained at various campus locations including the Recreation Office (COQ-107), Student Activities and Organizations Office (CAC-124) and the Student Government Office (CAC-126). For additional information concerning Student Health Insurance, contact the Student Government office on the Tampa Campus at 974-5407.

FIRST AID ROOMS

The Student Activities and Organizations Office maintains small first aid rooms in both Davis Hall and in the Campus Activities Center. These rooms are available should any student (or other member of the campus community) need a quiet, secluded area for rest due to illness. Access to the first aid rooms may be obtained by calling the Activities Office at 893-9596.

USF POLICE DEPARTMENT

PSD (north of Campus Activities Center
on the corner of 5th Avenue and 2nd Street South)

OPEN 24 HOURS A DAY, SEVEN DAYS A WEEK

EMERGENCY NUMBER: 893-9140 or 9911

SECURITY/EMERGENCY PHONE NUMBERS

EXT 9140 or 9911- University Police Blue Light Emergency Phones

Pick up, press red button

Procedures to Report Criminal Acts or Emergencies on Campus:

Any emergency situation involving a threat to life or property should be immediately reported to the University Police. The caller should stay on the line until the dispatcher terminates the call. *Do not hang up!* They will summon police, fire or medical assistance. Follow-up counseling services or

other trauma assistance will be arranged for the victim as needed.

Crime Prevention Responsibilities/Programs

The UP encourages all students and faculty and staff members to be involved in campus crime prevention. Information on safety and security precautions is provided to students, faculty and staff members regularly through seminars, films, bulletins, crime alert posters, brochures and University staff and student newspapers. In an ongoing effort to facilitate this process, university police officers provide crime prevention programs each semester on the following topics:

- Date/ Acquaintance Rape Programs for Men and Women
- Personal Safety – Reducing your Risks
- Drinking and Driving – DUI Information
- Burglary and Theft Prevention
- Violence in the Workplace
- Operation I.D. – Engraving
- USF Police Department – Who We Are and What We Do
- Bike Engraving and Theft Prevention
- Cash Handling and Robbery Precautions

UP are available and capable of providing for any additional crime prevention programming need that may be required to address an ongoing problem or need.

The USF Police Department, St. Petersburg campus, handles all emergency, criminal and police service calls on campus. The USFPD at St. Petersburg is comprised of a uniform patrol division and crime prevention section that offers a wide range of services to the campus community. Special event security, crime prevention programs, literature on personal safety, physical security surveys and more are at your disposal through this office.

All criminal activity, suspicious persons, personal injuries, vehicular accidents or public hazards should be reported to the university police immediately. We need your help to keep our campus safe and free from crime.

An Escort Service is provided by the University Police. Take advantage of this free service should you become uncomfortable while on campus. Additionally, there are outside emergency phones on campus that are designated by blue lights. *These yellow phone boxes need only to be opened and the red button pushed for immediate police dialing. Indicate the number on the phone for your location, and state your problem. A USF police officer will respond.*

Although the crime rate (burglaries, thefts and crimes against persons) in the area adjacent to the St. Petersburg campus is high in comparison to other areas of the city, the St. Petersburg campus is relatively crime free. However, in the past year alone USF police have been called to investigate offenses ranging from petty theft - 18 incidents, (primarily wallets, books, personal property, and bicycles), grand theft - 7 incidents, criminal mischief - 4

reports of auto theft or robbery during the past year. *Be aware of your surroundings. Protect your belongings. Do not hesitate to call the campus police department immediately should you have a problem while on campus.*

University Police Officers are State law enforcement officers and they are here to serve the campus community as well as to protect it. The USF Police Department provides a full range of public safety services to the community 24 hours a day, seven days a week on the Tampa, Sarasota and St. Petersburg campuses. All University police officers are certified by the state of Florida after completing minimum standards training from the local Regional Police Training Academy.

Services provided by the UP include car patrol, foot patrol, criminal investigation of all misdemeanors and felonies, traffic enforcement, accident investigation, special events management and crime prevention programs. The UP has an excellent working relationship with all local law enforcement agencies, which assures the delivery of professional police services. The Florida Department of Law Enforcement and other state and federal agencies are available to assist you upon request. Communication and coordination with all area law enforcement agencies is maintained on a 24-hour basis via computer networks such as the Florida Crime Information Center and the National Crime Information Center, as well as the Pinellas County Criminal Justice Information System.

Security of Campus Facilities:

USF is a public institution open to the public during the day and evening hours when classes are in session. During the times that the University is officially closed, the buildings are generally locked and only faculty, staff and students with proper identification are admitted. UP provide regular patrol of buildings and parking lots. Individuals who interfere with the orderly functioning of University business may be directed to leave the campus grounds and subject to arrest.

The Physical Plant Division maintains University buildings and grounds with a concern for the safety and security of all persons and property. Inspections are made regularly and repairs are promptly made to ensure that appropriate safety and security measures are maintained. The UP assists Physical Plant personnel by reporting potential safety and security hazards which include conducting campus lighting surveys and reporting outages. Students, faculty and staff are also encouraged to call Physical Plant to report any safety or security hazards.

A representative of the UP is involved in the review of architectural plans for new facilities or major renovations to existing buildings. Specific recommendations are made to enhance the security of all facilities before contractors begin working. The UP also conducts physical security surveys of campus facilities that may be vulnerable to criminal intrusion. Specific

incidents, burglary - 3 incidents, and auto burglary - 2 incidents. We had no

recommendations are made regarding security hardware, alarms or procedures that will serve to reduce the opportunities for crimes to occur in or around campus buildings.

ST. PETERSBURG CAMPUS LOCATION/FREQUENCY

Offense Type (Includes attempts)	1992	1993	1994
Homicide	0	0	0
Sexual Battery	0	0	0
Robbery	1	0	0
Aggravated Assault	0	1	0
Burglary	3	3	0
Larceny (Petit and Grand)	24	25	33
Motor Vehicle Theft	3	2	2

NUMBER OF ARRESTS-SELECT OFFENSES

Liquor Law Violation	0	0	0
DUI	0	0	0
Drug Abuse Violation (Sales and Possession)	0	1	1
Weapons Possession	0	0	0
Theft	2	1	2
ASSAULT			
Simple	0	2	0
Aggravated	1	0	0

VICTIMS' ADVOCACY SERVICE

The Victims' Advocacy Service is available to assist all USF students or employees who are victims of actual or threatened violence including, but not limited to battery (date rape, acquaintance rape, stranger rape) and attempted sexual battery. Police reports are encouraged; however, reports are not required for information and referral assistance.

SERVICES

The USF St. Petersburg Victims' Advocates will assist by providing information, support and guidance in the following ways:

1. Crisis intervention
2. Referral to community-based victim assistance programs
3. Help in resolving academic problems resulting from victimization
4. Assistance during the campus judicial process
5. Referral for counseling, medical, legal or social service assistance

IMPORTANT NUMBERS

City of St. Petersburg Police Emergency	911
USF Police St. Petersburg Campus	893-9140
USF St. Petersburg Victims' Advocacy Service	893-9129
Location: 115 Davis Hall	
Advocates:	
Valerie Prosser, Activities and Recreation	893-9599
Diane McKinstry, Counseling Center	893-9129
Amy Hopkins, Counseling Center	893-9129
Joy Clingman, Psychology	893-9558
	or 9156
Harry Schaleman, Geography.....	893-9556
	or 9156
Tim Grimm, Activities and Recreation	893-9562
USF Tampa Victims' Advocacy Service.....	974-5757
Rape Crisis (S.A.F.E.Center)	530-7233 (days)
	531-4664 (nights/weekends)
Crisis Intervention/Emergency Mental Health.....	791-3131

USF'S DRUG-FREE SCHOOLS AND COMMUNITIES PROGRAM

USF is committed to providing an orderly and safe environment for all students, faculty and staff. To this end, the University advises all community members that it is unlawful to manufacture, distribute, dispense, possess and/or use illegal drugs on its premises. Any violation may be cause for disciplinary action and referral for prosecution. (Please refer to *USF: A Drug-Free Workplace* and the *University of South Florida Student Handbook*.)

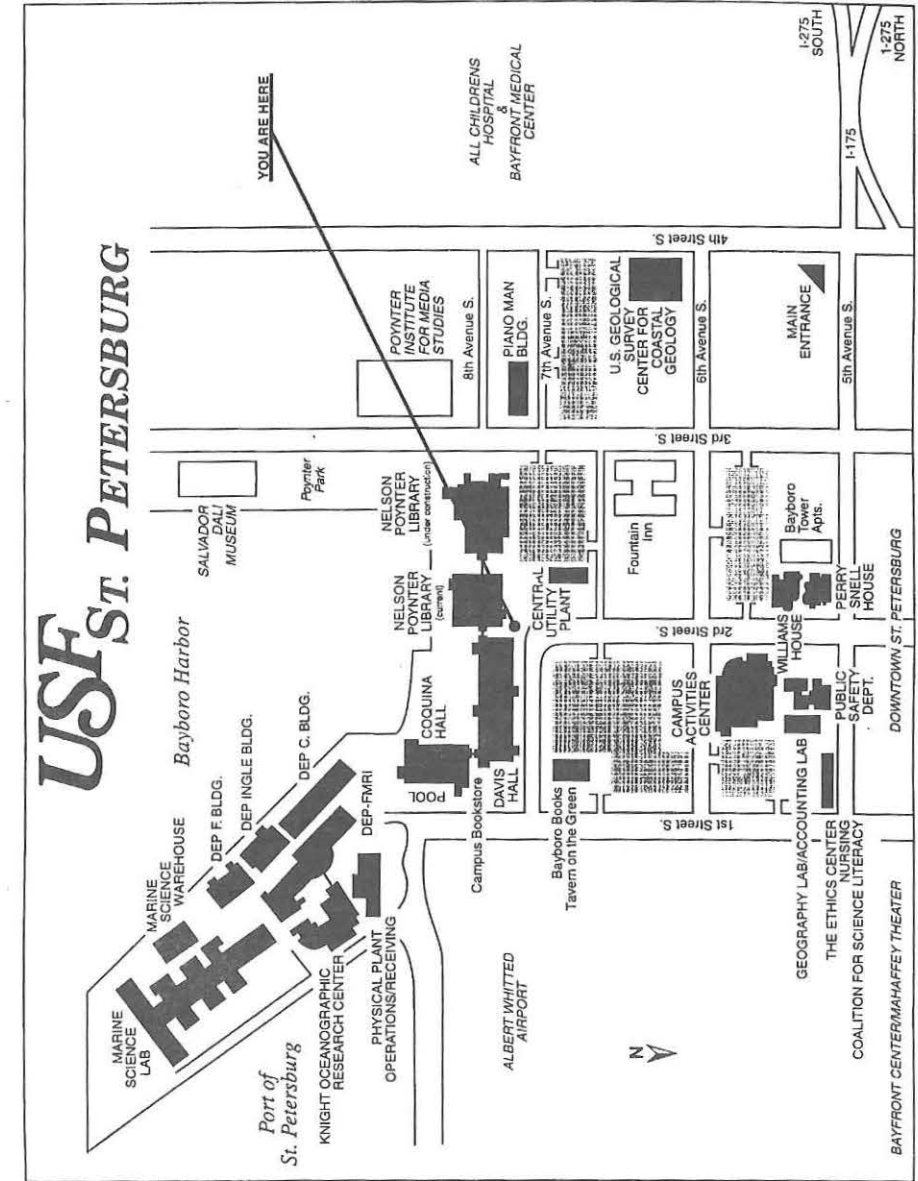
The use of alcoholic beverages by members of the University community is at all times subject to the alcoholic beverage laws of the state of Florida and USF Alcohol Policy and Guidelines. Specifically, it is unlawful for any person to sell, give, serve or permit to be served alcoholic beverages to a person under 21 years of age or to consume said beverages on licensed premises. It is also unlawful for any person to misrepresent or misstate his or her age or the age of any other person for the purpose of inducing any license or his agents or employees to sell, give, serve or deliver any alcoholic beverage to a person under 21 years of age. A violation of the preceding may be cause for disciplinary action and referral for prosecution.

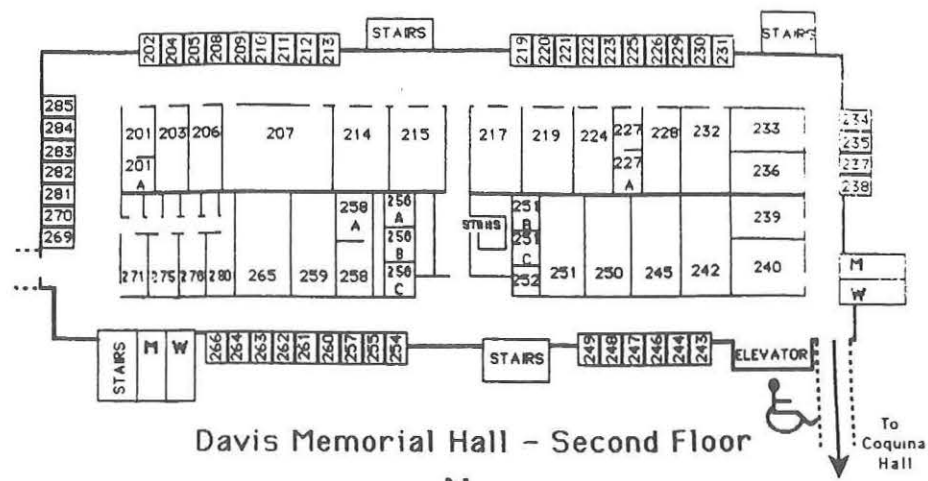
Drug and Alcohol Counseling

Programs are available to assist students and employees who may be in need of drug or alcohol counseling and treatment or rehabilitation programs. The Counseling Center receives referrals from Student Affairs administration, University Police and self referrals from individuals for alcohol and drug-related problems (see page 48).

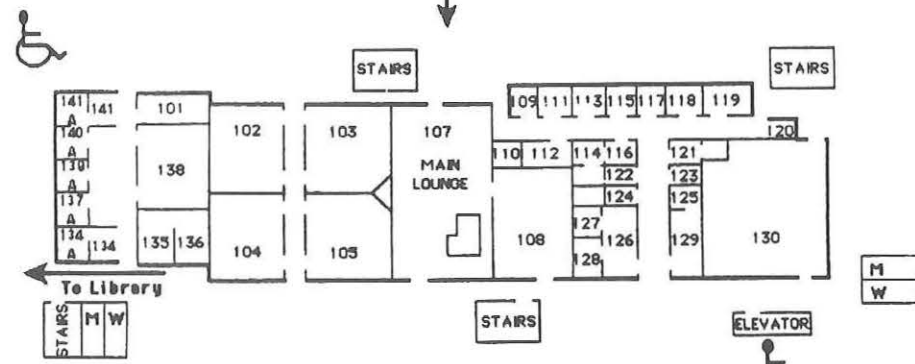
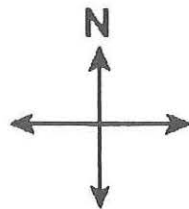
Weapons

Florida State Statute 790.06 (12) forbids the carrying of firearms on a university campus. Firearms are not allowed in USF facilities.

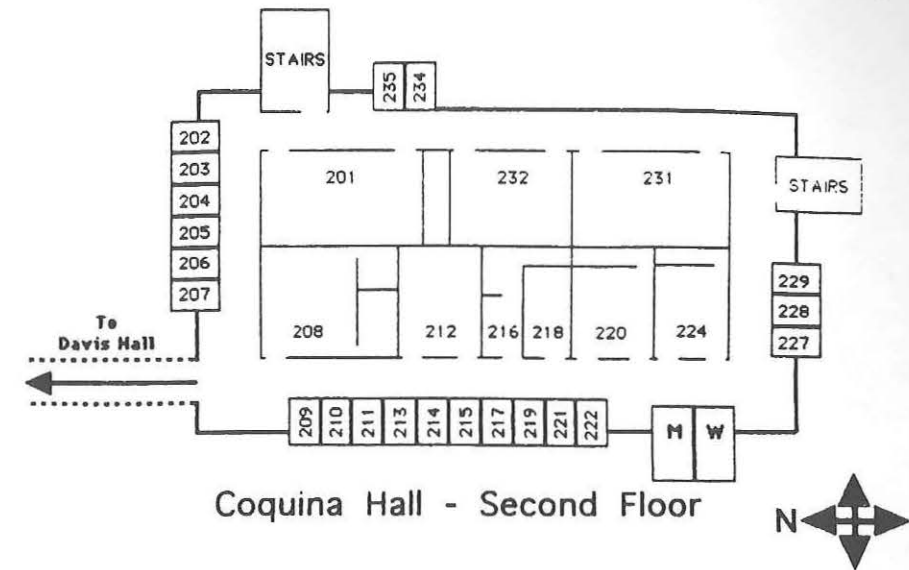




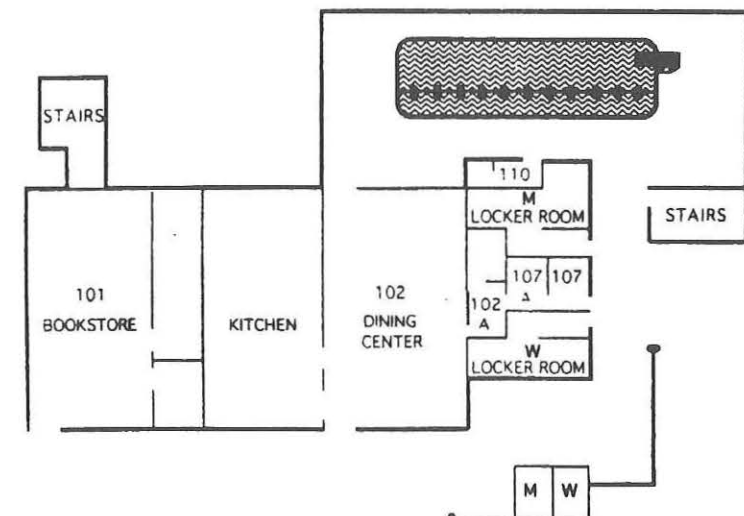
Davis Memorial Hall - Second Floor



Davis Memorial Hall - First Floor



Coquina Hall - Second Floor



Coquina Hall - First Floor