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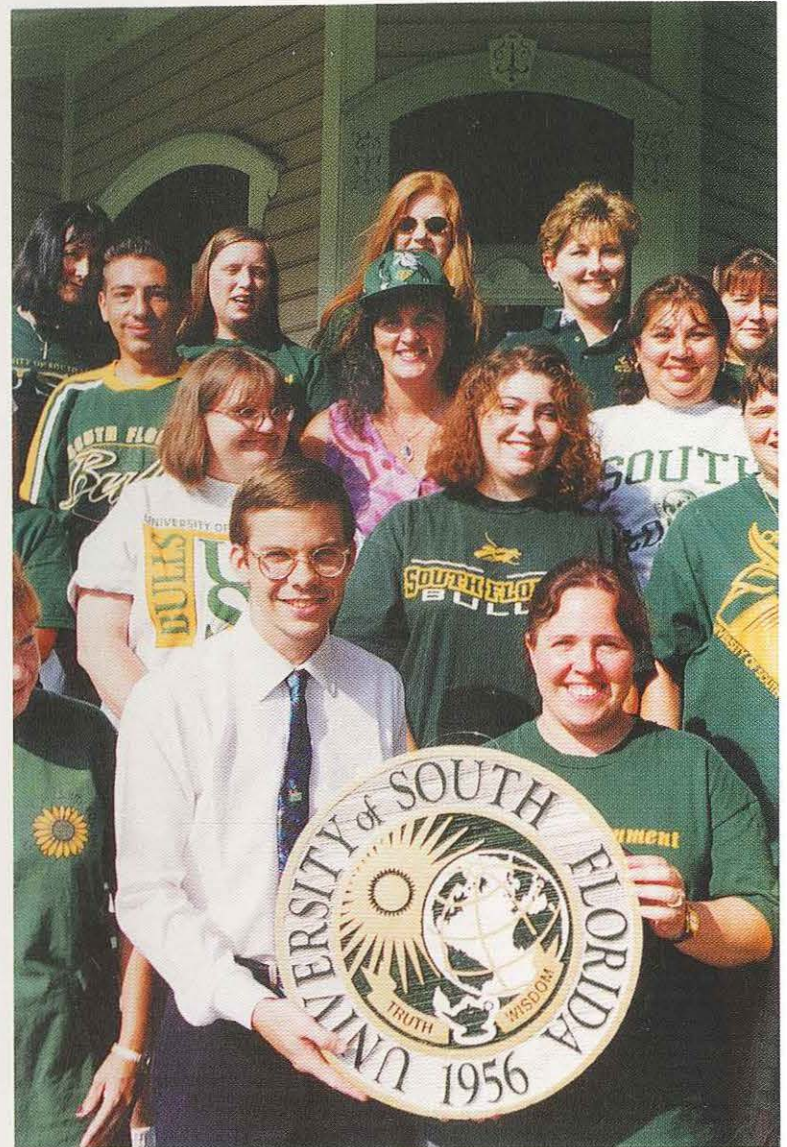
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Student Handbook

1998-1999



USF University of
South Florida
St. Petersburg

140 Seventh Avenue South
St. Petersburg, FL 33701

USF University of
South Florida
St. Petersburg



STUDENT HANDBOOK

1998-99

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A word about your student handbook ...

The University of South Florida includes four campuses in Tampa, St. Petersburg, Sarasota and Lakeland. The Tampa campus publishes a university-wide handbook, *A Handbook for Students*, that contains information for all USF students. In addition each campus publishes its own handbook. The *USF St. Petersburg Student Handbook* contains information specific to this campus.

This handbook will:

- offer you a brief overview of USF St. Petersburg
- introduce you to the staff, faculty and students who are willing to assist you
- acquaint you with the campus services, programs and activities
- give you a brief overview of USF St. Petersburg's student, academic and administrative policies and
- provide you with answers to questions about curricular and extracurricular activities at USF St. Petersburg.

The *Student Handbook* can be conveniently carried for reference. It should be used in conjunction with — not as a substitute for — the USF catalog. A careful reading of both books should minimize confusion for you. It should also help you 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 Student Affairs ([727] 553-1162, BAY-111).

Dear Student:

I welcome you to USF's St. Petersburg campus. This is a very special campus, made up of excellent faculty, staff and students like yourself who are working together to ensure that the learning experience gained is rewarding and meaningful.

At USF St. Petersburg, you will find professors and advisors who know your name and who care about you as a person and as a student. You will find small classes that open you up to a world of ideas and opportunities. You will find helpful staff members who can assist you academically through the registration and advising process, and financially through grants, loans and scholarships. You'll find our support staff — indeed everyone who works here — making sure your time here is warm and successful.

Your physical and emotional wellness is also a priority to us. We offer you a host of athletic venues, from our impressive fitness center and swimming pool to our racquet ball and basketball courts. Personal and career counseling is readily available to all students; and campus clubs and organizations help provide social interaction.

Above all, USF St. Petersburg is an invitational campus where all people and all points of view are welcome and appreciated. We strive to enable all of our students to reach their full potential, regardless of disability, ethnic background, work status or age.

We're very pleased you selected USF St. Petersburg, and look forward to your sharing time with us. Best wishes for much success!

Sincerely,



H. William Heller
Executive Officer and Dean

Dear Student:

On behalf of the Division of Student Affairs, it is my pleasure to welcome you to USF St. Petersburg for the 1998-99 academic year.

I am delighted to tell you about four new and exciting programs and services which are available to you and the community-at-large. First, beginning this fall, USF St. Petersburg will initiate a Learning Community program. This interdisciplinary program will bring freshmen to campus, thereby making it possible for some students to complete four years of college here at USF St. Petersburg. Second, St. Petersburg Junior College is offering more than 20 courses on our campus, which will allow more SPJC students to take classes on our campus.


Third, there is a USF/YWCA joint venture which focuses on child care for preschool children. Finally, there will be a Service Learning pilot program which will combine academics with volunteerism.

USF's primary objective is to provide students with varied opportunities for intellectual growth, personal development and career preparation. The faculty are generally interested in you and your educational pursuits. Likewise, there are a host of student organizations and activities that need student leaders and volunteers. As a community-based University, you will discover a unique educational experience where practical and theoretical knowledge combine to increase your lifelong learning process.

I invite you to take advantage of the University services which encourage your learning, aid in your adjustment to University life and/or assist you with your plans for the future. This handbook contains information on Activities and Recreation, Counseling and Career Services, Financial Aid, Student Development, Student Rights and Responsibilities, and other areas as well as University policies. I ask that you become familiar with this handbook, and should you have questions, please feel comfortable calling any of the persons/offices listed.

May you have success for the coming academic year. It will be, I am certain, a most challenging and productive one.

With Best Regard,



Stephen W. Ritch, Ph.D.
Director of Student Affairs

Dear Students:

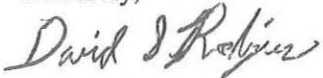
Welcome to the beautiful St. Petersburg campus of USF. The opportunities offered to you here are endless. You can develop outstanding leadership development, take advantage of recreational activities, and achieve an excellent education.

The paternal USF St. Petersburg is a lot like home. We have a low student/faculty ratio that allows for personalized attention from our faculty and staff. Students may have career counseling, seek job opportunities and relief from their daily troubles at the Counseling and Career Center. In addition, we offer fine computer assistance in our state-of-the-art computer lab. Watercraft and swimming lessons are also available, along with the chance to compete on a nationally ranked sailing team. We have a Campus Activities Center that offers weight training, basketball, volleyball and a host of other activities.

With our diverse student body, there are many different clubs and organizations to choose from, related to almost every area of study our campus offers. Please stop by the Campus Activities Center's information desk for more details. I hope that you will find many new, good friends on our campus.

We want to offer you a quality education and a great time at USF St. Petersburg. Please take the opportunity to make your campus a better place by becoming actively involved. And please give me the opportunity to become even more proud to call USF St. Petersburg our home.

Sincerely,



David S. Rodrigues
Student Government President

ACADEMIC PROGRAMS

USF St. Petersburg offers a liberal arts curriculum called the Learning Community for freshmen and sophomores, as well as a wide range of junior, senior and graduate 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 degree is noted with a B and a master's 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

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

BUSINESS ADMINISTRATION

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

EDUCATION

Early Childhood Education, B
Educational Leadership, M

General Elementary Education, B, M
 Math/Science emphasis, M
 Dual Track, M (*For students holding
 Bachelor's degrees from other colleges*)

English Education, B, M
 Social Science Education, B*
 Teachers for All Children Program, M
 (*Master's in Varying Exceptionalities and
 Certification in Elementary Education 1-6*)

Special Education
 Behavior Disorders, B
 Mental Retardation, B*
 Special Learning Disabilities Education, B
 Varying Exceptionalities, M

NURSING

Nursing, B

LEARNING COMMUNITY

General Education Requirements:

English Composition	6
Quantitative Methods	6
Natural Sciences	6
Social Sciences	6
Historical Perspectives	6
Fine Arts	6
African, Latin American, Middle Eastern or Asian Perspectives	6

Sub-total hours	36

In fall 1998, USF St. Petersburg admitted freshmen in the new Learning Community Program. Students in the Learning Community complete their general education requirements through linked courses and seminars. This interdisciplinary approach enables students to understand the educational experience as a cohesive, comprehensive effort to develop insights, knowledge and forms of expression. Faculty and staff mentors assist Learning Community students with study skills, academic advising and career and personal counseling.

Activities are organized for both on-campus and off-campus learning. Service Learning is also a component of the program. Planned social events and participation in campus organizations and events help foster team work and build community within the Learning Community and the campus.

ACADEMIC ADVISERS

As a new student, you are required to see an academic adviser before you will be permitted to register. You are encouraged to have your tentative schedules thereafter reviewed by your adviser 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.

Your adviser can assist you with these academic problems or questions:

- 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 Incomplete (I) grade;
- falling below a 2.0 Grade Point Average (GPA) and being placed on academic probation, final academic probation or 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.

The Academic Advisers are:

ARTS AND SCIENCES:

GERRY DRELLER
 DAV-139A
 By Appointment Only
 Phone: (727) 553-1511

BUSINESS:

BOB THOMPSON
 DAV-140A
 Posted Hours and
 By Appointment
 Phone: (727) 553-1511

EDUCATION:

CYNDIE COLLINS
 DAV-134A
 By Appointment Only
 Phone: (727) 553-1511

JUSTINE SCHULTZ
 DAV-137A
 By Appointment Only
 Phone: (727) 553-1511

LEARNING COMMUNITY:

SUSAN FERNANDEZ
 DAV-264
 By Appointment Only
 Phone: (727) 553-3727 St. Petersburg
 (813) 974-6212 Tampa

NURSING:

CHARLENE LONG
 BAY-119
 By Appointment Only
 Phone: (727) 553-3130

ACADEMIC CALENDAR 1998 - 1999
FALL SEMESTER 1998

March 2	Last day for international applicants to apply for admission and submit all required credentials and documents
June 1	Last day for graduate and undergraduate students to apply for admission (except international applicants); former student returning application deadline
August 24	Classes begin
August 28	Last day to withdraw/drop and receive full refund of registration fees
August 28	Last day to add courses
August 28	Last day for late registration
August 28	Last day to pay fees
September 4	CLAST registration deadline
September 7	Labor Day Holiday
September 18	Graduation Application Deadline
September 21	Rosh Hashanah
September 30	Yom Kippur
October 3	CLAST administration day
October 23	Last day to drop or withdraw from courses without academic penalty
October 30	Honors Convocation (classes canceled 2- 5 p.m.)
November 11	Veteran's Day Holiday
November 26-27	Thanksgiving Holidays
December 4	Classes end
December 5-11	Final examinations
December 12	Commencement (Tampa)
December 14	Commencement (St. Petersburg)
December 15	Commencement (Sarasota)

SPRING SEMESTER 1999

August 3	Last day for international applicants to apply for admission and submit all required credentials and supporting documents
October 19	Last day for graduate and undergraduate students to apply for admission (except international applicants); former student returning application deadline
January 5	Classes begin
January 11	Last day to withdraw/drop and receive full refund of registration fees
January 11	Last day to add courses
January 11	Last day for late registration
January 11	Last day to pay fees
January 18	Martin Luther King Holiday
January 22	CLAST registration deadline
February 1	Graduation application deadline
February 1	CLAST administration day
March 5	Last day to drop or withdraw from courses without academic penalty
March 8-12	Spring semester break
April 23	Classes end
April 24-30	Final examinations
May 1	Commencement (Tampa)
May 9	Commencement (St. Petersburg)
May 14	Commencement (Sarasota)

**SUMMER TERM 1999 Session A
(First Six-Week Session)**

January 4	Last day for international applicants to apply for admission and submit all required credentials and documents
April 5	Last day for graduate and undergraduate students to apply for admission (except international applicants); former student returning application deadline
May 7	CLAST registration deadline
May 10	Classes begin
May 14	Last day to withdraw/drop and receive full refund of registration fees
May 14	Last day for late registration
May 14	Last day to add courses
May 14	Last day to pay fees
May 28	Last day to drop or withdraw from courses without academic penalty
May 31	Memorial Day Holiday
June 4	Graduation application deadline
June 5	CLAST administration day
June 18	Last day of classes
June 21-25	Summer break between Session A and Session B
August 7	Summer Commencement (Tampa)

Session B (Second Six-Week Session)

January 4	Last day for international applicants to apply for admission and submit all required credentials and supporting documents
April 5	Last day for graduate and undergraduate students to apply for admission (except international applicants); former student returning application deadline
June 4	Graduation application deadline
June 28	Classes begin
July 2	Last day to withdraw/drop and receive full refund of registration fees
July 2	Last day to add courses
July 2	Last day for late registration
July 2	Last day to pay fees
July 5	Independence Day Holiday
July 16	Last day to drop or withdraw from courses without academic penalty
August 6	Last day of classes
August 7	Summer Commencement (Tampa)

Session C (10-Week Session)

January 4	Last day for international applicants to apply for admission and submit all required credentials and documents.
April 5	Last day for graduate and undergraduate students to apply for admission (except for international applicants); former student returning application deadline
May 7	CLAST registration deadline
May 10	Classes begin
May 14	Last day to withdraw/drop and receive full refund of registration fees
May 14	Last day to add courses
May 14	Last day for late registration
May 14	Last day to pay fees
May 31	Memorial Day Holiday
June 4	Graduation application deadline
June 5	CLAST administration day
June 18	Last day to drop or withdraw from courses without academic penalty
July 5	Independence Day Holiday
July 16	Last day of classes
August 7	Commencement (Tampa)

IMPORTANT CAMPUS CONTACTS

ACADEMIC ADVISERS

	PHONE	ROOM
Gerry Dreller Arts/Sciences	(727) 553-1511	DAV-139A
Bob Thompson Business	(727) 553-1511	DAV-140A
Cyndie Collins Education	(727) 553-1511	DAV-134A
Justine Schultz Education	(727) 553-1511	DAV-137A
Charlene Long Nursing	(727) 553-3130	BAY-119

ACTIVITIES and RECREATION

CAC Coordinator	(727) 553-1598	CAC-124
Program Specialist	(727) 553-1599	CAC-124
Recreation Coord.	(727) 553-1597	CAC-124
Fitness Specialist	(727) 553-1589	CAC-124
Sr. Fiscal Assistant	(727) 553-1569	CAC-124

ADMISSIONS OFFICE

Ralph Campbell	(727) 553-1142	BAY-102
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ARTS and SCIENCES

Dr. Darryl Paulson	(727) 553-1582	DAV-249
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BOOKSTORE

Manager	(727) 553-1172	COQ-101
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BUSINESS ADMINISTRATION

Dr. Warren DeBord	(727) 553-1550	DAV-234
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BUSINESS OFFICE

Betty Keistler	(727) 553-1106	BAY-131
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CAMPUS ACTIVITIES CENTER (CAC)

Gilbert Correa	(727) 553-1598	CAC-124
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CAREER DEVELOPMENT SERVICES

Amy Hopkins	(727) 553-1129	DAV-115
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CHILDCARE DEVELOPMENT CENTER

Jane Mulligan	(727) 827-0357	CDC 100
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COMPUTER CENTER

Jeff Reisberg	(727) 553-1552	BAY-226
Berrie Watson	(727) 553-1551	BAY-226

COUNSELING/ CAREER

Dr. Diane McKinstry	(727) 553-1129	DAV-115
Amy Hopkins	(727) 553-1129	DAV-115
Sandy Blood	(727) 553-1129	DAV-118

DEAN'S OFFICE

Dr. Bill Heller, Dean	(727) 553-1151	BAY-214
Dr. Winston Bridges	(727) 553-1151	BAY-215

DINING CENTER

Food Service Manager	(727) 892-9955	COQ-102
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EDUCATION

Dr. Sonia Helton	(727) 553-1537	DAV-205
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ETHICS CENTER

Dr. Peter French	(727) 553-3170	ONE-203
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FINANCIAL AID

Jennifer Clarke	(727) 553-1128	BAY-105
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FITNESS CENTER

Sheri Beaudreau	(727) 553-1589	CAC-109
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HEALTH and WELLNESS

Sandy Blood	(727) 553-1129	DAV-118
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IMMUNIZATION CLINIC

Dr. Diane McKinstry	(727) 553-9127	DAV-115
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LEARNING COMMUNITY

Dr. Susan Fernandez	(727) 553-3727	DAV-264
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LIBRARY (Poynter Memorial)

Dr. Lanny Greaves	(727) 553-3401	POY-318
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MAIL ROOM

(727) 553-1145	POR-105
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MARINE SCIENCE

Dr. Peter Betzer	(727) 553-1628	KRC-102
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NURSING

Dr. Charlene Long	(727) 553-3130	BAY-119
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PARKING SERVICES

Karen O'Brien	(727) 553-1510	PSD-001
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POLICE DEPARTMENT

Capt. Bob Siwik (727) 553-1140 PSD-001

PROJECT THRUST

Wayne E. Wilson (727) 553-1108 DAV-141A

RECREATION/WATERCRAFT

Bob Linde (727) 553-1537 COQ-102

REGISTRAR

Ralph Campbell (727) 553-1142 BAY-102

STUDENT AFFAIRS OFFICE

Dr. Steve Ritch, Director (727) 553-1162 BAY-111

Anthony J. Joiner, Asst. Director (727) 553-1162 BAY-111

Joneen Maczisz, Admin. Asst. (727) 553-1162 BAY-111

STUDENT GOVERNMENT

President (727) 553-1144 DAV-115

SWIMMING POOL

(727) 553-1136 COQ-110

VETERANS AFFAIRS

Jennifer Clarke (727) 553-1545 BAY-105

VICTIM'S ADVOCACY

Diane McKinstry (727) 553-1129 DAV-115

CAMPUS EMERGENCY NUMBERS

FIRE	1140
POLICE	1140
AMBULANCE	1140

USF MAIN TELEPHONE NUMBERS**USF ST. PETERSBURG**

140 Seventh Avenue S.
St. Petersburg, FL 33701
(727) 553- (+ 4 digits)
SUNCOM 545- (4 digits)

SARASOTA CAMPUS

5700 N. Tamiami Trail
Sarasota, FL 34243-2197
(941) 359-4200
SUNCOM 546- (+ 4 digits)

TAMPA CAMPUS

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

LAKELAND CAMPUS

3433 WINTER LAKE ROAD
LAKELAND, FL 33803
(813) 667-7000
SUNCOM 574-7000

CAMPUS POLICIES AND PROCEDURES

Like most complex organizations, the St. Petersburg campus operates under a variety of policies and procedures. Most rules specify fairness, concern for universal human dignity and protection or enhancement of the academic process. Although all policies apply to all members of the campus community, several policies are of particular importance for students. They are listed on the following pages, mostly in summary form. Full policies or copies of all University rules are available in the Office of the Director of Student Affairs, located in BAY-111 ((727) 553-1162). 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. USF is also committed to the employment and advancement of qualified disabled veterans and Vietnam veterans. These principles 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 Opportu-

nity 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 file 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, (813) 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, proceed-

ing, or hearing under provisions of applicable law.

AIDS POLICY

In accordance with the State University System (SUS), USF seeks to clarify the education and employment rights of students and university employees with Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS) with the rights of other students and university employees to an environment in which they are protected from contracting the disease. In the belief that education will prevent the spread of HIV/AIDS and help the public to respond in a reasoned manner, the SUS is committed to providing the university communities and the communities at large with education on the nature and transmission of the disease and the rights of individuals with HIV/AIDS.

If you would like to know more about HIV and AIDS, talk to your health professional, local health department or hospital. In addition you can get helpful, confidential information at the numbers below.

At USF...

Campus HIV/AIDS Education Coordinators:

St. Petersburg Campus	Diane McKinstry, Ph.D.	(727) 553-1129
Sarasota Campus	Anne Fisher, Ph.D.	(941) 395-4254
Tampa Campus	Gwen Ritter-Randolph, MPH	(813) 974-4936
Lakeland Campus	To be announced	(941) 667-7010

In the Community...

AIDS Coalition Pinellas	(727) 898-3705
Tampa AIDS Network (TAN)	(813) 237-1919

In the State of Florida...

Florida AIDS Hotline	1-800-FLA -AIDS
Spanish Hotline	1-800-344-SIDA
Hearing Impaired Hotline	1-800-AIDS-TTY
Pinellas County Public Health Department	(727) 824-6900
Hillsborough County Public Health Department	(813) 272-6154

STUDENT RIGHTS AND RESPONSIBILITIES

Academic Dishonesty

Academic dishonesty is not tolerated. It is anathema to 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 Student Affairs Director, BAY-111 ([727] 553-1162).

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 CONTACT PERSONS

ACADEMIC PROGRAM COORDINATORS

Arts/Sciences	Dr. Darryl Paulson	(727) 553-1582
Business	Dr. James Fellows	(727) 553-1587
Education	Dr. Sonia Helton	(727) 553-1537
Marine Science	Dr. Peter Betzer	(727) 553-1130
Nursing	Dr. Charlene Long	(727) 553-3130
Student Affairs	Dr. Stephen Ritch	(727) 553-1162
Administration	Herman Brames	(727) 553-1152
Library	Dr. Lanny Greaves	(727) 553-1125

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 adviser:

- 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	(727) 553-1129
ADA	Dr. Tim Langston	(727) 553-1162
Alcohol	Anthony J. Joiner Dr. Stephen Ritch	(727) 553-1162 (727) 553-1162
Drug Policy	Dr. Stephen Ritch Dr. Diane McKinstry	(727) 553-1162 (727) 553-1129
Emergency	Dr. Stephen Ritch USF Police	(727) 553-1162 (727) 553-1140

Equal Opportunity	Dr. Stephen Ritch	(727) 553-1162
Immunization	Dr. Diane McKinstry Ralph Campbell	(727) 553-1129 (727) 553-1143
Sexual Assault	Dr. Diane McKinstry USF Police	(727) 553-1129 (727) 553-1140
Sexual Harassment	Dr. Diane McKinstry Dr. Stephen Ritch	(727) 553-1129 (727) 553-1162
Student I.D.s	David Brodosi	(727) 553-3409
Student Organizations	Gilbert Correa	(727) 553-1598
Student Records and Registration	Ralph Campbell	(727) 553-1143
Tuition Payment	Betty Keistler	(727) 553-1106
Use of Facilities	Dr. Stephen Ritch Herman Brames	(727) 553-1162 (727) 553-1152
Victims' Advocacy Services	Diane McKinstry Amy Hopkins Joy Clingman Gilbert Correa	(727) 553-1129 (727) 553-1129 (727) 553-1558 (727) 553-1598

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 its 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 or 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, offensive working or educational 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 would 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 and 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.

(3) **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 10 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. **Adviser** — The student may have an adviser of his/her choice present, which adviser also may be a legal counsel. However, University employees who may have a potential conflict of interest will not be permitted to serve. The adviser 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 adviser of his/her choice present, which adviser also may be a legal counsel; however, University employees who have a potential conflict of interest are not to serve. The adviser may speak with the complainant, but may not speak for the complainant, act as attorney or 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.

ADMISSIONS and REGISTRATION

BAY-102

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

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

TELEPHONE: (727) 553-1142

The Office of Admissions and Registration, 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 here.

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

- University catalog
- Schedule of classes
- Applications for admission to USF
- Student/University contracts
- Repeat course waivers
- GRE and GMAT test applications/schedules
- Graduate Council petitions
- Graduation applications
- Transcript request forms

The Admissions and Registration Office posts important dates and deadlines in the 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 Registration.

CLASSROOM ASSIGNMENTS

Because of things like last-minute changes in the schedule, cancellation or addition of sections, and unusually heavy or light enrollments in certain courses, classroom assignments are subject to change up to and including the first week of classes.

Classroom assignments are posted in strategic locations:

- (1) on the large glassed-in bulletin board just outside the south entrance to DAV-107;
- (2) at the entrance to the second floor of Coquina Hall (COQ);

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. 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 adviser to the Academic Regulations Committee. See Academic Regulations Committee (ARC).

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 Registration 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. 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 adviser 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 re-admission, you should be

aware that the following questions must be answered effectively to convince the Committee that re-admission 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 the forgiveness policy 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 address and phone number on your petition should be current in case the representative wishes to ask you questions or discuss your petition further. *Emotional appeals in the absence of a well-prepared petition are viewed with skepticism by the committee.*

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 adviser 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 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 adviser to turn in the petition.

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 adviser 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 adviser. 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 adviser. 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 access their own records directly.

Because the system accesses student records, several security features 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. To do this, you choose a term (spring, summer or fall) by moving the cursor and then entering the 4-digit year (19_ _).

You can also review your class schedule for the current term and review your next term's class schedule if you 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

About two-thirds of the way through the semester the schedule of classes for the next semester becomes available. USF Tampa publishes a schedule of classes for all five campuses. Each campus also publishes its own schedule, available at

USF St. Petersburg in the Office of Admissions and Registration (BAY-102) during regular business hours. Evening students and students on campus during weekends can find schedules in the library during regular business hours.

All presently enrolled students should register by phone on or after your appointment day and time during the early registration period. *Under no circumstances will you be allowed to register before your appointed time.* Specific instructions and dates for telephone registration are found in your campus schedule. *Read these instructions carefully. They vary from campus to campus.* All students enrolling for the first time will register on campus after meeting with an academic adviser.

Schedules published by individual regional campuses generally are more up-to-date than the information in the five-campus schedule.

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.

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 \$10 fee. Fees are paid at the Business Office (BAY 129) and the receipt is brought to the library's Media Center 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 your card is lost or stolen, or you have a name change, there is a replacement fee of \$10.

Your student I.D. is required:

- 1) to borrow materials from 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 various local businesses
- 6) to utilize the Campus Activities Center, Fitness Center and Swimming Pool

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 adviser. If you are not in a St. Petersburg campus program, you should see your Tampa adviser and send the completed petition to the Tampa official listed on the instruction sheet accompanying the ARC form. See previous pages for instruction concerning Petitioning for Re-admission and Petitioning for Late Drops and Late Withdrawals.

If your adviser is not in agreement with your petition, you will be so advised when you turn the form over to him or her. Your adviser 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 chair or director. Graduate Council petitions are available in the Office of Admissions and Registration (BAY-102).

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. The Department consists of Activities and Organizations, Recreation and Watercraft, and the Fitness Center.

ACTIVITIES AND ORGANIZATIONS OFFICE

CAC-124
TELEPHONE: (727) 553-1596

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 are discount ticket sales, exhibits and conferences, advisement of the

Student Activities Board, and publication of the Calendar of Events.

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

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: (727) 553-1596

The Campus Activities Center (CAC) is a multipurpose facility designed to accommodate a variety of recreational, cultural and educational events. The CAC houses a gymnasium that doubles as an auditorium that seats 1,000 people. The building also features a fitness center, locker rooms, racquetball court and a kitchen. The west wing includes office space and meeting rooms for Student Government and other student groups.

You will find:

- | | | |
|---------------|--------------|--------------|
| Basketball | Aerobics | Concerts |
| Volleyball | Racquetball | Expositions |
| Badminton | Table Tennis | Lectures |
| Indoor Soccer | | Performances |

EQUIPMENT CHECK OUT

Basketballs, volleyballs, ping-pong equipment and soccer balls are available for use in the CAC. Stop by the CAC Activities Office. A USF ID is required.

SPECIAL EVENTS

Requests to use the CAC may be directed to Gilbert Correa, Student Affairs Coordinator ((727) 553-1596).

CAC GENERAL USE

USF students, faculty and staff with a valid USF photo I.D. are eligible users of the central gymnasium and are required to sign in at the information desk. USF I.D. must be presented at the CAC Activities office.

Eligible users may be accompanied by their immediate family members or by a maximum of two additional guests for central use. Children under 16 must be supervised at all times.

SPECIAL EVENTS AND PROGRAMS

NONCREDIT COURSES

Throughout the year, noncredit 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 cost per course is minimal (\$5-\$30). Among the courses normally offered are karate, boxing, self-defense, aerobics, sailing, swimming and yoga. Brochures detailing the current noncredit offerings are available at the start of each semester and may be obtained from any of the offices in 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 midsummer programs, too. These events may feature live music, craft demonstrations and refreshments.

SPECIAL EVENTS

Special events such as chamber theater productions, concerts and debates are regularly produced. Specific themes may be explored in a series format. For example, "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 indigenous population.

TICKET DISCOUNT PROGRAM

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

USF ST. PETERSBURG SINGERS

The USF St. Petersburg Singers comprises students, staff, faculty and alumni who 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 similar locations. The Singers also present annual shows on the St. Petersburg campus. Other programs are produced throughout the year upon special request.

Formed 20 years ago with only five performers, the Singers now have about 30 participants. 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: (727) 553-1589

Holiday and semester break hours may vary.

The mission of the Campus Fitness Center is to enhance the educational experience by promoting the pursuit of high quality physical, social and personal well-being through comprehensive fitness and wellness programs. These programs are designed to meet the diverse needs of the USF community, and bring an awareness of realistic self-appraisal and expectations.

In fulfilling its mission, the Campus Fitness Center offers programs that focus on the many aspects of wellness and fitness including exercise, nutrition, stress reduction, relaxation, the prevention of illness and injury, the development of cardiovascular conditioning, strength, endurance and flexibility.

The concept of a healthy body and mind is emphasized in a non-competitive environment that promotes social interaction, self-esteem and human development. This commitment promotes the styles of living that encourage health and wellness, and enhances the quality of life.

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 a guest membership at a cost of \$53.50 per semester. Daily guest passes are available for \$5.35; weekly for \$10.70; and monthly for \$21.40. All members must be at least 16 years old and complete an orientation session before beginning their fitness program.

Orientation provides information on the use of both Nautilus and aerobic equipment. The Fitness Center has various Nautilus machines, a cross-trainer, lifesteps, lifecycles, treadmills and free weights. It offers a variety of activities and non-credit courses, in addition to the exercise facility and racquetball court.

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 cardiovascular equipment. This is followed by a strength-training session based on the Nautilus training principles.

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 rooms 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. Lockers also may be rented for \$10.70 per semester.

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

The Fitness Center staff wants you to accomplish your fitness goals. Here are a few tips to help stay with a 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 good book.

- 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.

RECREATION AND WATERCRAFT OFFICE

COQ-107 (727) 553-1597

Haney Landing Sailing Center

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

9 a.m.- 5:30 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 will find a recreational activity to suit your pleasure.

RECREATIONAL EQUIPMENT is available for a small check-out fee at the Recreation Office. Items include watercraft (sailboats and canoes), badminton equipment, tennis rackets, soccer balls, volleyballs, golf clubs, tents, lanterns, sleeping bags and pads, single and double burner stoves, cooksets, horseshoes and croquet.

Low-cost, special-interest noncredit recreation courses offered on a regular basis include CPR, American Red Cross First Aid, Lifeguard Training, Aqua-Aerobics, Basic and Intermediate Sailing, Coastal Navigation and Power Boating. Other courses may be added if there is sufficient interest. In addition, canoeing, camping, fishing and water-skiing trips are offered on a periodic basis throughout the year. 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 fleet consists of cruising, racing and training sailboats, canoes and windsurfers. These craft are available to staff, faculty, students and alumni. 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.

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. The department also sponsors two City League, coed softball teams.

Additional men's and women's team sports clubs may be organized on request. For more information about these and other recreational activities, stop by or call the Recreation Office at 553-1597.

SWIMMING POOL

Coquina Hall (behind Bayboro Cafe)

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

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

TELEPHONE: (727) 553-1136

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 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 request form at the Student Activities Office.

You may be interested in taking a short swim between classes. You may want to swim laps or just lounge around the pool. Or, you can take advantage of some of these special pool activities:

- 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;
- Water Volleyball — a tradition on campus, water volleyball is often played from noon to 2 p.m. on Tuesdays and Thursdays. Games are open to members of the USF community.

The pool is available for parties and may be reserved by USF students, staff or faculty. The pool remains open to all swimmers except during University-sponsored special events, such as the Windship Regatta, the MSL party, and the Back-to-School Splash.

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 nonprofit 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.

STUDENT ACTIVITIES BOARD

CAC-124

The Student Activities Board (SAB) is USF St. Petersburg's major student programming and activities organization. The opportunity to become involved with SAB is open to any interested student. SAB is responsible for planning lectures,

concerts, social events, movies, theater events and other programs of interest to the student body and campus community. During the Fall and Spring sessions, the board holds regular meetings in the Campus Activities Center. Please feel free to stop by the CAC to obtain information on this organization. We welcome the possibility to introduce ourselves and our organization to all interested USF St. Petersburg students.

The following describes some of our most popular student programming:

Campus Showcase — This event is designed to orient new students to all clubs, organizations and services available on the St. Petersburg campus. It is held in September and again in January at each semester's beginning.

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, during the first weeks of the fall session.

Halloween Ball — An Adult Masquerade Halloween Ball is scheduled for Friday, Oct. 31. Make plans to spend an exciting and spooky evening at the Campus Activities Center.

Fall Festival — This Nov. 15 festival will offer activities for all ages. Pony rides, face painting, a petting zoo, moon bouncer, games and more will be available for children young and old. Live music will be on hand. Please join us for this fun-filled day.

St. Patrick's Day Party — This party is spring celebration of St. Patrick's Day and the coming end of the spring semester. It's a "don't miss" event!

CAMPUS LECTURES

Throughout the year, several major lectures are coordinated. Watch the Crow's Nest for specific dates and times.

MOVIES

Movies are available to the campus community. This year we are viewing our movies outdoors on the lawn. Please join us!

COMEDY & VARIETY

A monthly comedy club is in the works. Additional variety programming will be offered throughout the year.

Please contact SAB to find out more about the many student activities that are planned for the year. You can also call our Hot Line at (727) 553-1840 for a monthly update of campus events.

STUDENT GOVERNMENT OFFICE

CAC-126

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

(Hours will vary during finals and holidays)

TELEPHONE: (727) 553-1144

Student Government (SG) at USF St. Petersburg plays a very tangible and 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 student activities, organizations, special programs and celebrations, your A & S fees provide support services for the Counseling and Career Development Center, 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 Sarasota, Tampa and Lakeland. If you would like to find out more about Student Government at USF St. Petersburg or explore opportunities for your involvement, stop by the SG Office.

STUDENT PUBLICATIONS

The *USF 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, Bayboro Cafe, Library and Marine Science Department.

The Crow's Nest

The St. Petersburg campus' student newspaper, *The Crow's Nest*, is a 5-column tabloid published bi-weekly. The newspaper welcomes students interested in writing, reporting campus news and photography. If you are interested in becoming involved with student publications, feel free to contact the student publications adviser at the Student Activities Office ([727] 553-3113). The administrative liaison to the Crow's Nest is the Assistant Director of Student Affairs ([727] 553-1162).

STUDENT ORGANIZATIONS

For information about the student organizations listed below, or how to start a new club, contact the Activities and Organization Office at (727) 553-1596.

Anthopology Club
Association of Black Students (ABS)
Baptist Student Ministries
Bayboro Geographic Society (BGS)
Bayboro Student Nuring Organization
Campus Women's Collective
Circle K International (Kiwanis Affiliated)
College Sports Club
Friendship Association of Chinese Students Scholars (FACSS)
Kappa Delta Pi (Honor Society In Education)
Lambda Alpha Epsilon (American Criminal Justice Association)
Legalis Society
Marine Science Advisory Committee (MSAC)
Omni Cultural Society
Phi Theta Kappa Alumni Chapter
(Kappa —Honor Society)
Sailing Club
Scuba Club
Slipped Disc Ultimate
Society of Professional Journalists
Student Accounting and Business Organization (SAO)
Student Education Association (SEA)
Student Council For Exceptional Children (SCEC)
Student Government (SG)
Suncoast Flying Club

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 (scholastic)	— Eta Sigma Phi (classics)	— Phi Mu Alpha
— Alpha Epsilon Delta (pre-med)	— Gamma Theta Upsilon (geography)	— Phi Mu Epsilon (math)
— Alpha Epsilon Rho (broadcasting)	— Golden Key National (honor society)	— Pi Alpha Alpha
— Alpha Phi Sigma (criminal justice)	— Kappa Delta Pi (education)	— Phi Omega Mu
— Alpha Pi Mu (industrial engineering)	— Kappa Tau Alpha (mass communications)	— Phi Alpha Theta (history)
— Alpha Theta Lambda (pre-law)	— KOSOVE Society	— Pi Gamma Mu (social sci)
— Beta Alpha Psi (accounting)	— Mortarboard (leadership/scholastic)	— Pi Tau Sigma (mec. eng.)
— Beta Gamma Sigma (business administration)	— Omicron Delta Kappa (leadership)	— Pi Sigma Alpha (poli sci)
— Beta Phi Mu (library science)	— Order of Omega (Greek leadership)	— Psi Chi (psychology)
— Chi Epsilon (civil engineering)	— Phi Kappa Theta	— Sigma Iota Rho (internat. student)
— Delta Signa Pi	— Phi Kappa Phi (senior)	— Tau Beta Pi (engineering)
— Department Honors (intradepartmental programs)	— Phi Kappa Lambda	— Themis Honor (freshman)

For information about USF's honor societies come by the Activities and Organizations office, or talk to your academic program coordinator or check the bulletin boards and campus publications.

Arts & Science	Dr. Darryl Paulson	DAV-249	(727) 553-1582
Business	Dr. Warren DeBord	DAV-234	(727) 553-1550
Education	Dr. Sonia Helton	DAV-205	(727) 553-1537
Marine Sciences	Dr. Peter Betzer	KRC-3109	(727) 553-3940

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. 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 willing to take the time to help you. Approval for posting on bulletin boards is required in advance. Use of nonacademic bulletin boards is approved by the Activities Office in the Campus Activities Center.

COPYING

Coin-operated copiers are available for your use in the library and in the Davis Hall Lobby. Staff members will be happy to show you where the copiers are located.

COURTESY TELEPHONE (Davis Hall and Campus Activities Center Lobbies)

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

Any malfunction of the Courtesy Telephone should be reported to the Office of Student Affairs (BAY-111) or the Student Government Office (CAC-126).

NOTARIES

You may have occasion to require services of a notary when you complete certain University-related forms. Notaries are available free of charge in the Dean's Office (BAY-212); the Business Office (BAY-132) and the Financial Aid Office (BAY-105).

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: (727) 553-1141

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 nonreturnable.

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 at the end of each semester during final exam week (as listed in the USF catalog).

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

BAYBORO BOOKS

121 - 7TH AVENUE SOUTH

HOURS: 10 a.m. - 6 p.m. Monday - Friday

11 a.m. - 3 p.m. Saturday

TELEPHONE: (727) 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 also buys and sells textbooks related to courses offered at USF St. Petersburg. Bayboro Books is not affiliated with USF, but its convenient location, within easy walking distance of anywhere on campus, makes it a "natural" for the kinds of items you may not be able to find at the Campus Bookstore.

CASHIER'S OFFICE

BAY-132

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

8 a.m. - 5 p.m., Friday

TELEPHONE: (727) 553-1107

CANCELLATION

If fees are not paid in full by the payment deadline, a student's enrollment will be canceled for that semester. Eligible students who 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 Cashier's Office, and others are mailed from Tampa. Consult with the Financial Aid or Cashier's 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.

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 to the right of the entrance to Bayboro Hall (the entrance facing Davis Hall) or mailed to:

CASHIER'S OFFICE, BAY-132
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 1997-98 for the St. Petersburg campus are:

COURSE LEVEL	FLORIDA	NON-FLORIDA
<u>RESIDENT</u>	<u>RESIDENT</u>	<u>RESIDENT</u>
3000-4999 (undergraduate)	\$60.63	\$257.85
5000 and above (graduate)	\$125.44	\$430.83

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

The deadline for payment of registration fees is normally 5 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 bear a U.S. postmark by the payment deadline. Drop box payments will be accepted until 8 a.m. of the Monday following the deadline, if the deadline falls on a Friday.

REINSTATEMENT

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

CHILD DEVELOPMENT CENTER

The YWCA/USF Family Village Child Development Center is conveniently located just down the street from the USF St. Petersburg campus at 429 Sixth Avenue South in Building 1. The Child Development Center is a state-of-the-art facility, providing education and care to infants (beginning at 2 months old) through children 5 years of age.

The philosophy and environment reflects the most up-to-date research in child development and education. The curriculum is based on developmentally appropriate practices. There are daily opportunities for exploration, discovery and creativity. The program emphasizes hands-on, active learning and challenges the whole child. Family involvement is encouraged. Parenting materials and related educational workshops will be available.

University students are given priority registration and are offered both full-time and part-time opportunities for care if children are preregistered and space is available.

For more information, call the Child Development Center at (727) 827-0357.

COMMENCEMENT /GRADUATION RECEPTIONS

USF St. Petersburg schedules two major Commencement convocations for USF graduates each year (spring and fall).

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

Candidates for graduation at the end of the fall and spring terms and students scheduled to graduate in summer will receive from the Office of the Public Ceremonies specific information about commencement ceremonies on the Tampa and regional campuses. Summer graduates may participate in the spring ceremony in St. Petersburg or the summer ceremony in Tampa. 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 commencements and graduation receptions from the Activities and Organizations Office.

This profusion of letters, announcements and forms can be quite daunting, so if you need an interpretation, call or stop by the Activities Office ((727) 553-1596, CAC-124) or the Office Of Student Affairs ((727) 553-1162, BAY-111).

CAMPUS COMPUTER SERVICES

BAY-226

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

10 a.m. - 5 p.m. Friday-Saturday

Current Lab Hours: (727) 553-1551

All USF St. Petersburg computer/data communications activities are coordinated by the Office of Campus Computer Services. They include the following:

Computer Center

The Computer Center provides registered USF students who have a valid USF ID with a free computer account for electronic mail, Sun/UNIX and dial-up (PPP) access. In addition to instructional and research computer timesharing services, the center provides a computer repair depot, network service center, NCS test scoring, NT and UNIX system administration services, and dispatch services for faculty, student and administrative computer printouts.

Computer Store

The discount computer store offers special higher education pricing for Dell and Apple hardware products to qualified faculty, staff and students. Demonstration units are available for a test drive in the open-use computer labs. All prices are listed on the web site www.stpt.usf.edu.

Employment Opportunities

The Computer Lab offers part-time employment opportunities each semester to

students with knowledge of commonly used computer applications and above-average people skills. Stop by Bayboro Hall 226 for more information and an job application.

Open-Use Computer Labs

The open-use computer labs are located in BAY-226 and BAY-205 and provide instructional and research computing support to faculty and students. Accessible hardware includes 90 Pentium-based PCs running Windows NT 4.0; nine PC's running Windows 95, and 34 Macintosh microcomputers. Docking stations are also available for laptop users. Services of most interest to students include: introductory seminars and workshops on the most widely used equipment and software; comprehensive documentation libraries; peer and professional consultation on various computer-related matters within the limits defined by the academic departments.

Food and drink are not permitted in the open-use computer labs, and a valid USF ID is required.

Sunday lab hours are available prior to mid-term and final exam periods.

COUNSELING AND CAREER CENTER

DAV-115

HOURS: 9 a.m.- 6 p.m. Monday, Wednesday and Thursday

9 a.m.- 8 p.m. Tuesday

8 a.m.-5 p.m. Friday

Appointments can be made in person

or by calling (727) 553-1129

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. The Center is a campus resource for the campus community and provides information, consultation and referral for mental health, substance abuse, career development, learning skills and wellness.

CONFIDENTIALITY

Information revealed in counseling, even the information that a student has made appointments, is not disclosed to others unless the student provides written authorization for information to be released. The exceptions to this practice are when a counselor believes that the student is an imminent danger to self or others; when a child is being subjected to abuse, neglect or exploitation; or when the disclosure is made necessary by legal proceedings.

PERSONAL COUNSELING SERVICES

The Center provides short-term individual, couple, 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 others' substance abuse or dependency. Counselors also are available on a walk-in or emergency basis for indi-

viduals 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.

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.

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.

TUTORING NETWORK

The Tutoring Network is a clearinghouse through which students can find qualified tutors for assistance with writing, reading and mathematics assignments. Tutoring can be used for gaining mastery, for review, for clarification for study skills and for reinforcement as a student does assignments.

When a student makes a request for a tutor through the Tutoring Network, they receive a list of tutors qualified in the desired subjects. The following information is included:

Tutor Name	Fees
Phone Numbers	E-mail address

It is the student's responsibility to contact the tutor to set up a tutoring appointment.

GROUP COUNSELING AND WORKSHOPS

The Center presents 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.

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.

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.

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.

VOCATIONAL ASSESSMENT

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

SIGI PLUS

This comprehensive computer-based 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.

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.

PRE-DEGREE JOB LISTINGS

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

EXPERIENTIAL LEARNING

The experience, knowledge and skills acquired before 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.

RECRUITING SERVICES

Recruiting services comprise on-campus interviewing, a resume referral service and a 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 through either the Counseling and Career Center on the St. Petersburg campus or the Career Resource Center on the Tampa campus.

HEALTH and WELLNESS SERVICES

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, alcohol and drug abuse prevention, 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 in cooperation with the Campus Fitness Center.

HEALTH FAIR

Each Fall, in conjunction with Campus Showcase, the Center sponsors a health fair where students can participate in free health assessment testing and talk to health care providers about lifestyle and treatment choices.

IMMUNIZATION CLINIC

To help students comply with state university regulations concerning measles and rubella vaccinations, immunization clinics are held periodically every semester. The vaccination fee is \$35.

ALCOHOL/DRUG ABUSE EDUCATION & PREVENTION

The Center provides information, education and training on substance abuse issues. Individuals who are concerned about their own or others' substance use or dependency may receive individual consultation, assessment, short-term treatment if appropriate, or referral to other treatment resources as needed.

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.

DIRECTOR OF THE DIVISION OF STUDENT AFFAIRS

BAY-111

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

TELEPHONE: (727) 553-1162

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 services offered to help students cope more effectively with the facets of college life that can affect 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 (\$9.16 per credit hour at USF St. Petersburg) that goes to support the services described above. These include staffing and operational support for the Activities and Recreation Departments, the Campus Activities Center, Student Government and USF St. Petersburg's student clubs and organizations. Moreover, at any given time approximately 50 students are employed through A & S fees to provide support services to these units.

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

STUDENT DISABILITY SERVICES

TELEPHONE: (727) 553-1621

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

Qualified disabled individuals may arrange for academic accommodations, such as note takers, reading services, library assistance, priority registration appointments and other supportive services through this office. Adaptive equipment such as Visualeks, FM Auditory Systems, Large Print Display Processors and other aids are available for student use. Before receiving any services, students must provide the OSDS with proof of their impairment. 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 Student Disability Services ([727] 553-1621) before starting classes to make plans and arrangements to have any questions answered. As eligibility for some services must be approved and coordinated through the appropriate state agency, students must make arrangements before classes begin to avoid any delay in services.

If you encounter disability-related problems or need additional assistance at USF St. Petersburg, contact Dr. Tim Langston, Coordinator of Student Disability Services on the St. Petersburg campus (BAY-110, [727] 553-1621).

See the map section at the back of handbook for wheelchair access to campus facilities.

FINANCIAL AID OFFICE

LOCATION: BAY-105

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

8 a.m. - 5 p.m. Friday

8 a.m. - 5 p.m. between semesters

TELEPHONE: (727) 553-1128

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, Campus Scholarship Program and Campus Honors and Awards Program.

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

1. be a U.S. citizen or an eligible noncitizen;
2. be accepted for enrollment in a degree program;
3. maintain satisfactory academic progress toward a degree (as defined in the financial aid brochure);
4. be 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.

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.

SHORT-TERM TUITION LOAN

A short-term tuition loan is available each semester to those not receiving financial aid. The Financial Aid Office coordinates the loan program on this campus. Applications are available about a month before each semester starts and the deadline is at the end of the Drop/Add period Friday during the first week of classes.

The loan requires a cosigner who is gainfully employed and cannot be a spouse, student or retiree. The cosigner must be a Florida resident at least 18 years old. The applicant must be admitted to a degree program and be enrolled for at least 6 credit hours as an undergraduate or 5 credit hours as a graduate student. The applicant also must be in good academic standing and have at least a 2.0 GPA. The amount that can be borrowed on this loan is equal to the amount of tuition to a maximum of \$800 and can be used for tuition purposes only.

CHILD CARE SUBSIDY

The Office of Financial Aid (BAY-105) coordinates a unique program of direct subsidization of child care costs to student parents.

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 given reimbursement on a portion of their child-care costs provided by a licensed caretaker. 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 (BAY-105) for the child care 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 St. Petersburg

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 and significant individual participation in campus organizations, university activities and/or community work.

Nomination forms are mailed to graduating seniors each fall and spring, are distributed to appropriate campus personnel and also may be obtained in the Financial Aid Office (BAY-105). 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. A committee of faculty and peers make the selections on these nominations.

Recipients of these awards are recognized during the commencement ceremony each Fall and Spring.

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 (BAY-105).

SCHOLARSHIPS

PLEASE NOTE: The **deadline** for applying for 1999-2000 scholarships at USF St. Petersburg is **March 5, 1999**.

The Financial Aid Office coordinates the campus scholarship program and offers a booklet listing all scholarships available at USF St. Petersburg.

The Financial Aid Office also receives scholarship information from various companies and organizations. Stop by and check out the scholarship bulletin board from time to time.

There is also a scholarship search program on the Internet called Fast WEB, available free to students. Fast WEB's address is <http://www.rmit.usf.edu/enroll/finaid/finaid.htm>

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 (BAY-105) for the exact scholarship 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, 1998, 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 (BAY-105) 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 COQ-102

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

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

TELEPHONE: (727) 892-9955

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 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 on the USF St. Petersburg Food Service Advisory Committee monitor food quality, pricing and service in the Bayboro Cafe and meet periodically with the food service manager. To discuss suggestions or concerns that you'd like to bring to the attention of the Advisory Committee, stop by Student Affairs office (BAY-111) or call 553-1162.

TAVERN ON THE GREEN

120 Sixth Avenue South

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

11 a.m. - 3 p.m. Saturday

TELEPHONE: (727) 821-1418

For a change of pace, you may want to stroll across the street to the Tavern on the Green adjacent to Bayboro Books, just to the north of Davis Hall. The Tavern specializes in "Author's Delights," which are hefty sandwiches named after famous authors. You can also order your sandwich custom-made, or try the other delicious items on the menu. The Tavern also delivers.

The Tavern offers live entertainment on 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 6 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 the Marine Science building.

NELSON POYNTER MEMORIAL LIBRARY

HOURS: 8 a.m. - 10 p.m. Monday - Thursday

8 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: (727) 553-1123

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

• **ELECTRONIC RESOURCES:**— The on-line catalog Web LUIS provides access to all of the USF libraries as well as to the holdings of all state universities in Florida. In addition, the USF Virtual Library (<http://www.lib.usf.edu/virtual/>) provides access to a wide variety of electronic resources including full-text journal and newspaper articles, bibliographic indexes and web sites. Library staff are happy to show you

how to use LUIS.

- **RESERVE ITEMS:** Your instructors frequently will place certain items 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 current 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 INSTRUCTION:** The library offers two 3-credit courses, LIS 2001 Information Resources and Research, and LIS 2002 Introduction to the Internet. Classroom or library presentations in library research in specific subject areas are conducted when scheduled by instructors. In addition, students may request library orientation and/or help in database and other information resources searching techniques.
- **PERIODICALS:** The library has more than 850 titles available. Periodicals do not circulate. Numerous full-text electronic journals are available through the Virtual Library.
- **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.*

The library also extends numerous special services to the campus community. These include:

- **BIBLIOGRAPHIES** — Free printed bibliographies on many subjects are available near the circulation desk.
- **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 on the first floor.
- **STUDENT I.D. CARDS** — I.D. Cards are made in the Media Center.

- **TRANSPARENCIES** — Coin-operated/vending card self-service transparency copy machine is available for use.

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. E-mail renewals are also available.
- **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.
- **COMPUTERS** — The Poynter Library provides numerous computers that may be used to access the Virtual Library, CD-ROM network and research-oriented Internet sites.

PARKING SERVICES

PSD (north of Campus Activities Center
on the corner of 5th Avenue and 2nd Street South)
HOURS: 9 a.m. - 6 p.m. Monday - Friday
TELEPHONE: (727) 553-1510

Parking regulations 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/decal 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.

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 your responsibility to purchase the correct type parking tag and 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: (727) 553-1510

Did you try to start your car and found that the battery was dead? Are you locked out of your car?

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

- Escort to car during evening hours
- Lock-out assistance
- Jumper cables
- Battery booster service
- Furnish gas can

MAIL ROOM

POR-106

HOURS: 9 a.m. - 12 p.m. and 1 p.m. - 4p.m.

Monday - Friday

TELEPHONE: (727) 553-1145

The mailroom staff sells stamps and sends mail and packages via U.S. Mail. The staff can process First Class, Third Class, Book Rate, Certified with Return Receipt and Express Mail. Please phone ahead to make sure someone is there. Packages over one pound must be taken to the U.S. Post Office.

A courier delivers campus mail daily to each of the other USF campuses. To use this courier service, drop your *unstamped* campus mail, properly addressed DAV-126, in the Office of Admissions and Registration (BAY-102), Dean's Office (BAY208), Library (POY), Marine Science (MSL 119), or the CAC before 8 a.m., or the USF Mail Room (POR 106) by 9 a.m. This will ensure same day delivery. Otherwise, it will be delivered the following work day.

PROJECT THRUST

DAV-141A

TELEPHONE: (727) 553-1108

Project Thrust is a University-wide program designed to assist minority undergraduate students at USF complete their education. This retention program specifically aids those students who have declared their majors.

The major role of the Project Thrust counselor/adviser 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 attempts to provide free tutoring services to all USF St. Petersburg students. If you need assistance, contact Project Thrust. You will be matched up with a USF student tutor registered with Project Thrust's tutoring service.

VETERANS SERVICES

BAY- 05
HOURS: 9 a.m. - 6 p.m. Monday - Thursday
9 a.m. - 5 p.m. Friday
TELEPHONE: (727) 553- 545

The Veterans Services staff, who share space with the Financial Aid staff in BAY- 05, 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 Work-Study, Deferments of Fees and Advance Payment. This office is staffed with VA work-study students who are very familiar with the VA process and are eager to help students resolve their problems.

STUDENT HEALTH SERVICES

USF St. Petersburg does not have a student health facility on campus. **In case of a medical emergency, call 911.**

STUDENT HEALTH INSURANCE

Applications for Student Health Insurance may be obtained at various campus locations including the Recreation Office (COQ- 07), Student Activities and Organizations Office (CAC- 24) and the Student Government Office (CAC- 26). For additional information concerning Student Health Insurance, contact the Student Government office on the Tampa campus at (8 3) 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 (727) 553- 596.

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: (727) 553-1140 or (727) 553-1510

SECURITY/EMERGENCY PHONE NUMBERS

EXT 1140 - University Police Blue Light Emergency Phones
Pick up, press red button

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 (UP). The caller should stay on the line until the dispatcher terminates the call. *Do not hang up!* The dispatcher 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

All students, faculty and staff should 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

The USF Police Department handles all emergency, criminal and police service calls on campus. It comprises 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.

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.

Police Escort Service

An Escort Service is provided by the UP. Take advantage of this free service if you become uncomfortable 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.*

ST. PETERSBURG CAMPUS LOCATION/FREQUENCY

Offense Type (Includes attempts)	1995	1996	1997
Homicide	0	0	0
Sexual Battery	0	0	0
Robbery	0	0	0
Assault			
Simple	0	1	1
Aggravated	4	0	0
Burglary	7	7	2
Larceny (Petit and Grand)	35	35	25
Motor Vehicle Theft	0	3	0
Bomb Threat	0	1	0
Crime Against Computer User	0	2	0
DUI	3	2	3

NUMBER OF ARRESTS-SELECT OFFENSES

Liquor Law Violation	0	0	0
DUI	3	2	3
Drug Abuse Violation (Sales and Possession)	0	0	2
Weapons Possession	0	0	1
Theft	1	2	0
Assault:			
Simple	0	1	1
Aggravated	4	0	0
Burglary	0	1	0
Trespass	0	4	0
Warrant	0	1	0

University Police officers are state law enforcement officers here to serve the campus community as well as to protect it. 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. 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 are 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 are 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 made promptly to ensure that 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.

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:

- Crisis intervention
- Referral to community-based victim assistance programs

- Help in resolving academic problems resulting from victimization
- Assistance during the campus judicial process
- Referral for counseling, medical, legal or social service assistance.

IMPORTANT NUMBERS

City of St. Petersburg Police Emergency	911
USF Police St. Petersburg Campus	(727) 553-1140
USF St. Petersburg Victims' Advocacy Service Location: 115 Davis Hall	(727) 553-1129
Advocates	
Diane McKinstry, Counseling Center	(727) 553-1129
Amy Hopkins, Counseling Center.	(727) 553-1129
Joy Clingman, Psychology	(727) 553-1558 or 1156
Rebecca Johns, Geography.....	(727) 553-1556 or 1156
Gilbert Correa, Activities and Recreation.....	(727) 553-1598
USF Tampa Victims' Advocacy Service.....	(813) 974-5757
Rape Crisis (S.A.F.E.Center)	(727) 530-7233 (days)
Crisis Intervention/Emergency Mental Health....	(727) 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*.)

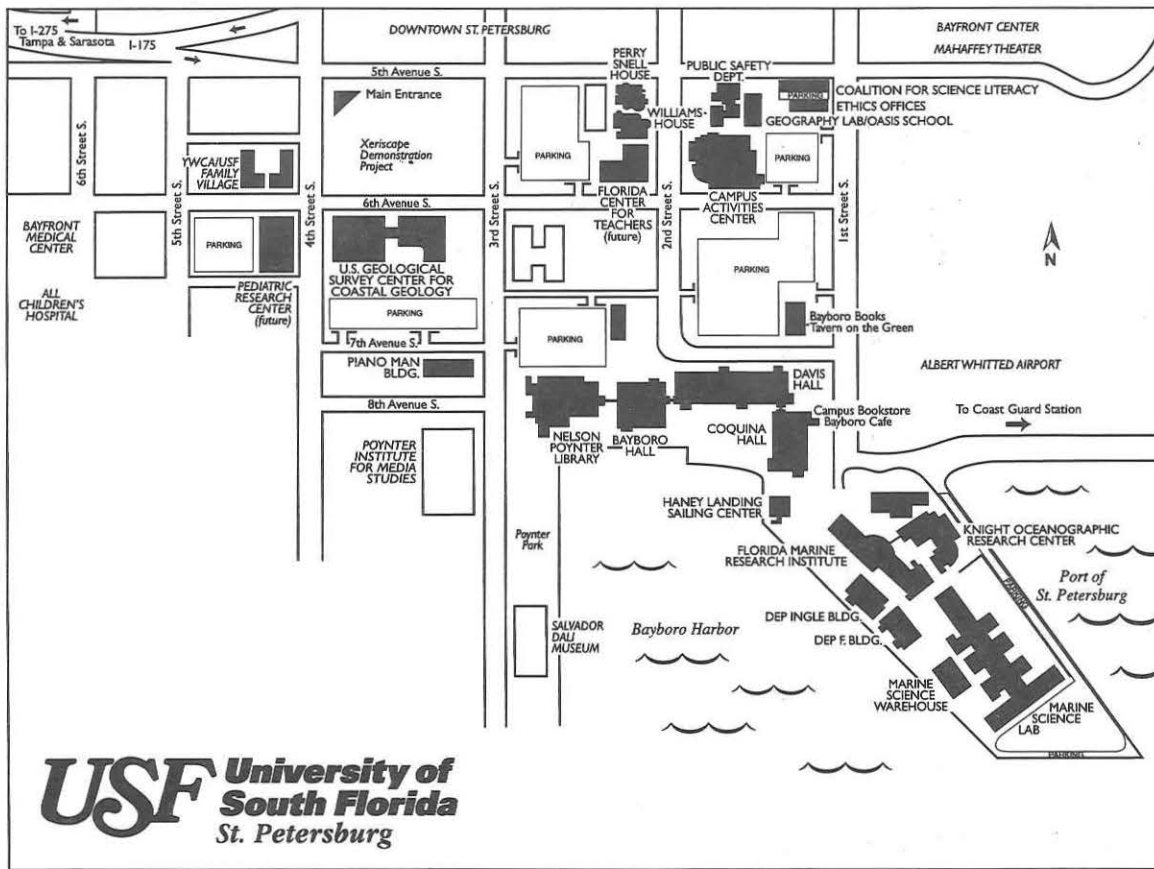
The use of alcoholic beverages by members of the University community is at all times subject to the alcoholic beverage laws of the state of Florida and USF Alcohol Policy and Guidelines. Specifically, it is unlawful for any person to sell, give, serve or permit to be served alcoholic beverages to a 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 licensee 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.

Weapons

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



USF University of
South Florida
 St. Petersburg