

CHAPTER 10: UNIVERSITY SERVICES

INSTRUCTIONAL MEDIA SERVICES

The Instructional Media Center is located on the second floor of the Nelson Poynter Library. The primary responsibility of the Instructional Media Department is to provide services that support the teaching and research efforts of the University of South Florida St. Petersburg. This includes the development and support of "state of the art" media resources, systems, networks, and equipment. To help support this mission, our professional staff provides Audio/Visual technologies in all on-site classrooms. Each classroom is equipped, at minimum, with an overhead projector, television monitor, and VCR. Instructors may arrange for other standard Audio/Visual equipment as needed through a written or ONLINE request. The Media Center staff can also assist with film showings, videotaping services, portable public address systems, and other Audio/Visual support for institutional activities. Website: <http://www.nelson.usf.edu/im/>
Phone: (727) 873-4409

BANKING SERVICES

The USF Federal Credit Union is a full-service credit union for faculty, staff and students at USF. The credit union operates from a main office off of Fletcher Avenue on North Palm Drive. The main office includes drive-through service for member convenience. There is also a branch in the Marshall Center and at USF St. Petersburg. Automatic Teller Machines are located at the main office, Phyllis Marshall Center, Health Science Center, H. Lee Moffitt Cancer Center, Sun Dome, USF Embassy Suites lobby.

USF St. Petersburg's Credit Union Branch office is located on the ground level of the Parking Structure at 5103 3rd Street South, Suite 130.

BOOKSTORE

The Barnes and Noble at USF St. Petersburg bookstore is located on the ground level of the Parking Structure at 500 3rd Street South, FPF 100. The bookstore provides a full array of merchandise including textbooks, supplies, general books, gifts, cards, and USF and USF St. Petersburg imprinted items. The Barnes and Noble bookstore is open from 7:45 a.m. to 8:00 p.m. Monday through Friday; from 9:00 a.m. to 6:00 p.m. Saturday; and closed on Sunday.

To order books for your classes and other research projects, contact your college office. The bookstore also carries logo merchandise, as well as supplies, study aides, gifts, greeting cards, other USF and USF St. Petersburg imprinted items and all of your favorite convenience snacks and drink.

Visit the Web site for additional information on special events and services:

<http://usfstpete.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=15053&catalogId=10001&langId=->

CAMPUS ACTIVITIES CENTER

Phone (727) 873-4569

Website: http://www.stpete.usf.edu/studentlife/campus_activities_center/index.htm

This is a multipurpose facility designed to accommodate a variety of recreational, cultural and educational events. The building features a several campus departments and offices, a gymnasium/auditorium, a fitness center, locker rooms, meeting rooms and kitchen.

Persons with a valid USF or USFSP Student, Staff or Faculty ID are permitted to access the Campus Activities Center.

SERVICES, OFFICES, AND DEPARTMENTS

The following Departments, offices and services are located in the Campus Activities Center:

- Department of Student Life & Engagement Offices
- Information Desk
- Office of Multicultural Affairs
- Leadership Programs
- Fitness Center
- Student Government
- The Crow's Nest
- Harborside Activities Board
- Student Organizations
- Reservation Services
- New Student Orientation
- Special Events
- CAC Core – Multipurpose Room
- Recreation Areas

Hours: Monday through Thursday from 7:00 a.m. - 10:00 p.m.; Friday from 7:00 a.m. to 6:00 p.m.; Saturday from 9:00 a.m. - 5:00 p.m.; and Sunday from 1:00 to 5:00 p.m. (Holiday and semester break hours vary).

FITNESS CENTER

Phone (727) 873-4589

Web Site http://www.stpete.usf.edu/studentlife/campus_recreation/index.htm

The mission of the USFSP 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.

The use of the Fitness Center is free to all registered students. Non students are required to purchase a membership to utilize the Fitness Center.

Services:

This exercise facility has various Nautilus machines, cross-trainers, Lifesteps, Lifecycles, treadmills, and free weights. Services offered include intramural sports, aerobics, personal training and other fitness classes. A fitness equipment orientation is available by appointment. Those who are unfamiliar with the safe use of the equipment are strongly encouraged to utilize this service.

WATERFRONT

Coquina Hall

Phone (727) 873-4597

Hours: Monday through Sunday from 11:00 a.m. to 7:00 p.m.

(Seasonal, holiday and semester break hours vary.)

The Waterfront office strives to offer students and other members of the campus community opportunities to enjoy the water surrounding the campus. Those with a valid USF ID card may use waterfront equipment and facilities. All non-student users are required to pay a nominal fee for use of the equipment

Services:

Sailboards, canoes, kayaks, recreation equipment and camping gear are available for use at the Waterfront. Note: To use the boats, you must complete a one-time sailing/swim test and facility introduction.

SWIMMING POOL

The campus pool is open year round and heated in the winter. A lifeguard is always on duty. The 80' x 40' pool has a diving board and swimming lanes. Swimming, lifeguard and additional water fitness classes are offered occasionally. Please inquire at COQ 108 regarding schedules.

COUNSELING, HEALTH AND WELLNESS CENTER

The Center for Counseling, Health & Wellness (CCHW) supports the holistic development of University of South Florida, St. Petersburg (USFSP) community by providing a comprehensive array of professional services. Our services are provided to assist the USFSP community in achieving and maintaining balanced living in regards to physical, emotional, vocational and relational functioning, with an emphasis on collaboration, prevention, and wellness.

It is the philosophy of the **Employee Assistance Program** that many of the personal, family, and/or workplace distress that faculty and staff may encounter can be managed effectively through counseling, and that alleviation of such problems can result in improved functioning for both the individual and the university.

The Employee Assistance Program offers a variety of services designed to assist USFSP faculty and staff with personal, family, or workplace problems including:

- Initial assessments
- Consultation
- Crisis intervention
- Referral Assistance
- Workshops and Groups
- Crisis stabilization and debriefing following traumatic events involving employees

The **Victim Assistance Program** is available to all USFSP 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) or attempted sexual battery. Although USFSP has a low crime rate and is a relatively safe campus, we recognize that victimization may occur anywhere. Therefore, VAP services are available whether the crime occurs on or off campus. A victim advocate is available on-call 24 hours/day, 7 days/week. Confidentiality is maintained, except for communications between the victim advocate and the clinical director of the Counseling Center. This communication usually occurs for information purposes and to coordinate care. If faculty and staff have questions about victim assistance, they can call the Center for Counseling, Health & Wellness and consult with the clinical director.

The Victims' Assistance Program offers many services including:

- Crisis intervention
- Information
- Consultation
- Referrals to USF and community resources

- Assistance in Filing Crime Compensation Forms

Confidentiality

All counseling records are maintained in the strictest confidence. As required by Florida law, information shared with the CCHW will not be disclosed to anyone outside the Center's professional staff without the employee's written permission. Exceptions to this policy occur only when an imminent danger to the employee or someone else exists, or if the CCHW is ordered by a judge to release information. In addition the CCHW is required by law to report any suspected or disclosed abuse of persons over the age of 60, persons with developmental delays or children less than 18 years of age. Under no circumstances are counseling records ever made a part of an employee's personnel file.

Eligibility

All current employees at USFSP are eligible to receive EAP services

Fees

There is no cost for services provided directly by the Counseling Center. However, the employee is responsible for the costs of any counseling they may receive in the community. The CCHW staff will work with the employee to find providers covered under their insurance.

Our Staff

Two licensed psychologists who are trained and experienced in providing assistance for a wide array of personal and work-related problems staff the Counseling Center. In addition to counseling, Center professionals are available for consultation to university departments and organizations, as well as in-class presentations and workshops.

Telephone Numbers

For Employee Assistance: 727-873-4422
Victims' Advocacy Program:
On-call victim advocate- 727-612-2861
Domestic Violence (CASA) - 727-898-3671
Florida Domestic Violence Hotline - 800-500-3671
Rape Crisis - 727-530-7233
Pinellas County Helpline 727-562-1542

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

The International Affairs Office, located at USF Tampa, has system-wide responsibilities and authorities. They advise faculty members and scholars on immigration compliance, visa status maintenance, and provide guidance to employees interested in U.S. Permanent Residency based on USF employment. The USF St. Petersburg Office of Human Resources is the liaison with the International Affairs Office.

OFFICE OF HUMAN RESOURCES

The role of USF's EOA office is to facilitate or otherwise ensure compliance of the University with federal, state, and Board of Regents regulations regarding Equal Education Opportunity, Educational Equity, Equal Employment Opportunity, Employment Accountability, Affirmative Action, and public requests for Accommodation for Individuals with Disabilities. The Office formulates policies for consideration by the President of the University, organizes and conducts training and awareness sessions for students and employees; provides counseling services to students and employees; provides consultation services to supervisors and managers; monitor admission, recruitment selection, hiring, promotion and termination processes; resolve equal opportunity disputes through mediation, conciliation or investigation of discrimination complaints; develops affirmative

action and equal opportunity plans in cooperation with the various units of the University; and monitors administration of EO/AA programs and evaluates their effectiveness.

OFFICE OF THE GENERAL COUNSEL

The USF System [Office of the General Counsel](#) provides legal services to the University and certain University direct-support organizations including the USF Foundation and the Sun Dome, Inc. The System General Counsel does not represent individual students or staff in their personal/non-USFSP concerns. The System General Counsel's staff drafts and reviews contracts; coordinates responses to subpoenas/court orders and public records and other requests; answers legal questions; trains and educates USFSP staff & faculty; represents the USF System, including USFSP in judicial and administrative forums; and promulgates all USF System policies and procedures.

USF ST. PETERSBURG IDENTIFICATION CARD

Is a multi-functional identification card with a digitized photo, provides electronic identification and validation for a variety of University services and functions such as library services and access to recreational facilities. It may also be used in campus copy machines or ATM purchases through the USF Credit Union. All faculty and staff must obtain and carry the USF St. Petersburg ID Card while on campus. The card costs \$10 and can be obtained at the Poynter Library.

How do I obtain a USFSP ID Card?

- Visit USFSP ID Card Office – Library POY 207
- Pay the \$10.00 fee
- Present your letter of appointment or other official appointment paper plus legal identification (i.e. passport, driver's license, state/government photo identification.)

For further information including System Policies regarding the USF ID card, visit:
<http://www.nelson.usf.edu/im/studentids.html>

NELSON POYNTER LIBRARY

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

The Nelson Poynter Memorial Library, with a complement of 21 professional librarians and other staff, houses an extensive collection of over 300,000 items, including monographs, journals, newspapers, microforms, and audiovisual materials. USFSP faculty, staff, and students also have efficient interlibrary loan access to resources of all libraries of the USF System and worldwide. The shared electronic resources of the libraries of the USF System are available 24/7 remotely and on-site and include over 800 proprietary databases, 26,000 electronic journals, 353,000 electronic books, and 1,348,700 images. Special Collections and Archives focuses on developing collections in marine science, local and regional history, and journalism and media studies. The Libraries of the USF System use the Aleph system, with ExLibris as its public face for circulation and the online catalog. The library provides an extensive networked computing information commons for student and faculty use, as well as having laptops available for checkout. A twenty-five station networked computing classroom with projection provides support for bibliographic instruction and campus training. In addition, the Assistive Technologies room provides a computing environment where individuals with special physical needs can utilize library materials more effectively.

Group study rooms are available for groups of students or faculty to work together in a technology-enhanced environment.

Reference and Instruction

Professional librarians provide individual instruction to library users on a walk-in basis at the reference desk, as well as by phone, email, or chat. They also work with student advisors and faculty to provide classroom instruction for individual classes. Students and faculty can make an appointment for a Reference Assistance Program (RAP) session in which they meet one-on-one with a librarian for more in-depth questions or research assistance.

Media and Distance Learning

The Instructional Media Services (IMS) department of the Nelson Poynter Memorial Library provides access to a large array of media and distance education technologies, including a broadcast studio for recording, transmitting, and receiving Webinars, conferences and USFSP credit classes. IMS also has six large and small group listening and viewing rooms for all audio and video formats, a graphics lab, digitalization facility, production room, dubbing and archive room, and storage and repair rooms. Additional audiovisual equipment, such as slide and data projectors, video cameras, digital still cameras, or CD players is available for checkout. IMS staff also provides and maintains audiovisual classroom teaching technologies throughout USFSP. Each classroom is equipped, at a minimum, with an overhead projector, television monitor, and VCR. Computer data projectors, DVDs, or document cameras are also provided in selected classrooms. (Computers in classrooms are maintained by Campus Computing.) Highly trained IMS staff also assist faculty with the design, delivery, and/or maintenance of fully online distance learning or hybrid courses, including recording and digitizing class content, professional editing, website design, and effective use of the Blackboard course management software.

PARKING SERVICES

The USF St. Petersburg Parking Services Department, located on the first floor in Bayboro Hall in the Cashier's Office, is responsible for the sale of USFSP parking permits to students, faculty, staff, vendors and visitors; distributing campus maps and parking brochures.

Parking permits are required on campus 24 hours a day, 7 days a week. Any vehicle parked on the USF St. Petersburg campus must visibly display on the front windshield, in the lower left corner (driver's side) a current and valid USF permit. Any vehicle without a valid permit will be issued a fine. Permits can be ordered on-line by clicking on the following link: http://www.stpete.usf.edu/parking_services/index.htm

USF ST. PETERSBURG POLICE SERVICES DEPARTMENT

Phone: (727) 873-4140; Emergency: Dial 911

USFSP PD is a professional state law enforcement agency serving and protecting the university community. The officers patrol the campus and surrounding areas 24 hrs a day, 7 days a week using cars, scooters, bicycles and foot patrol. They are dedicated to providing a safe environment for and in partnership with the community, while remaining committed to assisting with personal and professional development of department members. University Police officers are professional state law enforcement officers, drawing authority from State Statute 240.268. All officers are certified by the state of Florida after completing training from the State Regional Police Training Academy.

Services:

- Respond to all emergencies - police, fire, medical
- Investigate all misdemeanor and felony crimes
- Assist victims of crime
- Investigate traffic accidents
- Monitor alarms for intrusion, robber, and fire
- Maintain police records information
- Provide motorist and citizen assistance
- Contact and refer individuals to other campus and community human services agencies
- Assist and cooperate with all local, county and state emergency service agencies.
- Plan and manage special events
- Handle special security requests
- Offer security consultations and surveys
- Receive and return lost and found property
- Provide fingerprints for job applicants.

VICTIMS' ADVOCACY

The Victim's Advocacy Program is available to assist all USFSP students, employees and visitors who are victims of actual or threatened violence and abuse. This includes but is not limited to battery, assault, domestic/relationship violence, sexual harassment, stalking, sexual battery (date rape, acquaintance rape, stranger rape), attempted sexual battery, childhood victimization, sexual violence, robbery and prior assault. The Victims' Advocacy Program provides 24-hour crisis intervention, support and referrals. Police involvement is not necessary to receive services from an advocate.

The goal of the Program is to reduce secondary victimization and to facilitate recovery by helping individuals to identify their needs, providing them with options and referring them to the appropriate resources within the community. Referrals are made to the USF St. Petersburg Counseling, Health and Wellness Center for students and the Employee Assistance Program for employees as well as individual therapists and support groups within the surrounding area. The victims' advocate can be a liaison at the request of the victim with an employer, parent, landlord, creditor, professor, or any other campus or community related entity to assist with the financial, emotional, physical and academic hardships that often follow victimization.

Staff members of the Victims' Advocacy Program are available to speak to your campus and community groups about the Victims' Advocacy Program and other related topics.

USF St. Petersburg's Victims' Advocacy Program assures confidentiality to persons who utilize program services. Clients' names, faces, identifying information and personal information will be kept confidential, unless an advocate receives written permission to release the information to a third party or unless one of the following exceptions is met: knowledge of suicidal or homicidal thoughts, knowledge that child/elder abuse has occurred, information court ordered by a judge, evidence of sexual harassment.

WUSF PUBLIC BROADCASTING

WUSF radio and television serve combined weekly audiences of more than 1.2 million people in the 10-county greater Tampa Bay area on Florida's West Coast.

WUSF-TV provides educational and learning technology services to the 13th largest market in the country and is a leader in developing interactive multi-media learning courseware and

two-way educational teleconferences. Telecourses on WUSF-TV16 serve more than 6,000 students each year.

WUSF-FM (89.1 mhz) is a full-service public radio station offering an alternative to commercial radio stations in the area. Its program schedule includes classical music and jazz as well as local and National Public Radio (NPR) news.