

DIVISION OF STUDENT AFFAIRS & ENROLLMENT SERVICES

The University of South Florida St. Petersburg embraces USF's commitment to total student development – curricular, co-curricular, and extracurricular. Accordingly, the Division of Student Affairs and Enrollment Services is committed to the promotion of the balanced pursuit of students' intellectual, physical, personal, social, cultural, moral, and leadership development. Student Affairs and Enrollment Services designs and implements services and programs that challenge, support, and encourage student growth, empowerment, and success. The Division's programs provide opportunities for students to appreciate cultural differences, and enhance the quality and spirit of campus and community life.

USF St. Petersburg's Division of Student Affairs and Enrollment Services offers a comprehensive set of services and developmental programs that meet or exceed professional standards and are both necessary and sufficient to achieve separate accreditation. This array of services and programs will be determined by best practice and student needs assessment, and will be improved continually through outcomes assessments.

Students who attend the University of South Florida St. Petersburg are subject to University policies in addition to guidelines established by the Florida Board of Education (Section 6-C, Administrative Code of Florida), the University Board of Trustees, and the USF St. Petersburg's Campus Board. USF St. Petersburg's Regional Vice Chancellor for Student Affairs and Enrollment Services, as well as other University officials, is charged with interpreting policies of the respective Boards to students, their families, and others in the University Community.

The Division of Student Affairs and Enrollment Services comprise the Student Affairs and Enrollment Services Administration Office (BAY204) and the departments of Enrollment and Marketing Services, Financial Aid, Student Achievement, Student Life and Engagement, and Student Services. Student Affairs and Enrollment Services staff provide prospective and new students assistance in obtaining information about the University before and after they arrive on campus. The staff also offers services to students to help them cope more effectively with the many challenges of college life that can affect students' academic work: new student orientation, health education, individual and or group counseling, alcohol drug education, career planning, placement, procedures for addressing grievances and resolving problems, standards for student conduct, due process in the event of disciplinary action, and advice and or assistance in time of difficulty.

A variety of programs and services provide students with an opportunity for growth and development outside the classroom: student activities and leadership development, student government, student organizations, student publications, intramural and recreation sports, and events of special interest.

STUDENT AFFAIRS DIVERSITY STATEMENT

The Division will develop a system that will create a learning community where each individual's primary identity as a person has worth and value. Individuals from diverse ethnic, racial, religious and social backgrounds will willingly interact frequently displaying attitudes and behaviors of respect, shared purpose, commitment to common welfare, mutual cooperation and support. In this community all persons will be judged on the content of their character and all individuals will have a voice.

STUDENT SERVICES

Location/phone: RHO 116, (727) 873-5101

Office Hours: Monday through Friday 8 a.m. – 5 p.m.,

Student Advocacy

The purpose of student advocacy is to provide information and answer questions about the University and its policies. Advising is provided to students about their rights and responsibilities. Assistance is provided in navigating through issues that arise, such as guidance for non-academic concerns, and referrals to other helpful offices.

Standards of Conduct

Just as the University maintains high standards of academic performance, the members of the University community support high standards of individual conduct and human relations. Responsibility for one's own conduct and respect for the rights of others are essential conditions for the academic and personal freedom within the University community. The Student Code of Conduct sets forth a foundation of values that represent a standard of expected behavior both inside and outside the classroom. The University reserves the right to deny admission or refuse enrollment to students whose actions are contrary to the purposes of the University or impair the welfare or freedom of other members of the University community.

Judicial Procedures

Student judicial procedures are followed when a student fails to exercise his/her responsibility in an acceptable manner or commits an offense as outlined in the Student Code of Conduct found at the University web site: <http://www.stpt.usf.edu/srr/documents/COC-2009-2010.pdf>

. The University disciplinary procedures afford students the opportunity to participate in discussions of the matter and to present information in one's own behalf, to seek counsel in one's own best interest, and the right of appeal. The University Judicial procedures are described on the University web site.

For Academic Grievances: students should follow the academic grievance procedure which may be obtained from the appropriate Academic College Dean.

For Non-Academic Grievances: In order to assure students the right to redress of grievances, the Student Affairs Administration Office is responsible for a grievance procedure involving non-academic matters. Any student may file a question, complaint, or statement of grievance in the Student Affairs Administration Office, in person or in writing. A course of action or other answer will be given by the Director of Student Services, as soon as possible.

Student Disability Services

Location/phone: TER 200, Voice: (727) 873-4837
Florida Relay System for Hearing Impaired Dial 711
Office Hours: Monday through Thursday 8 a.m. – 6 p.m.,
and Friday 8 a.m. – 5 p.m.
Web address: <http://www.stpt.usf.edu/saffairs/index.htm>

The mission of Student Disability Services is to create and maintain an environment at the university that is supportive to students with special needs and will grant academic accommodations to students with documented disabilities, providing them with an equal chance of academic success.

Student Disability Services is responsible for determining eligibility of students for disability status and facilitating services and accommodations for those who qualify. Accommodations that are developed in collaboration with students and faculty, include, but are not limited to, extended time on examinations, alternate formats for printed materials, and the services of sign language interpreters.

Each student is responsible for self-identifying and applying for accommodations and services at this office. There are two essential elements to receiving accommodations and services. First, the student must identify herself/himself as a person with a disability and register with the Office of Student Disability Services (SDS). Second, the student is responsible for providing documentation of the disability to SDS, and it typically takes five working days for SDS to review the application. If the documentation is adequate, the student will be approved for accommodations. The student will be given guidelines for accessing services and a memorandum of each professor for that semester. Each semester, a memorandum of accommodation will be prepared for each professor.

The cooperation of faculty in the implementation of accommodations is an essential feature of the institutional compliance with the Americans with Disabilities Act of 1990. Examination accommodations, the most frequently needed accommodations, are the responsibility of the faculty. This office provides accommodated examinations if the faculty member is unable to do so. Faculty members are provided guidelines for accessing exam accommodations for their students. Faculty questions, concerns, and comments are welcome by SDS.

Student Housing

Location/phone: RHO 116, (727) 873-5101

Office Hours: Monday through Friday 8 a.m.-5 p.m.

USF St. Petersburg opened its first student residential facility in 2006. Residence Hall One (RHO) contains: six person triple bedroom suites, four person single bedroom suites and two person studios. The building is right on campus, close to downtown cafés, entertainment venues, museums and the waterfront. Some critical steps for students who would like to reside in on-campus housing—the student must be an accepted or currently enrolled, full time student at USF St. Petersburg and maintain 12 credit hours while in university housing. Students must submit a signed housing contract, pay the housing deposit and processing fee, and must have all immunization records up-to-date, including the Meningitis vaccine. The residence life program was developed to promote the living learning community and emphasize student development.

Volunteer Services

Location: TER 200

Phone: (727) 873-4837

Office Hours: Monday through Thursday 9 a.m. – 6 p.m., and Friday 8 a.m. – 5 p.m.

Web Address: <http://www.stpete.usf.edu/volunteer/index.htm>

The Volunteer Service Program at the University of South Florida St. Petersburg is the primary center for getting involved in the local community. Opportunities are available for individual volunteering, group community service projects and academic service-learning field work. Located in the Career Center, at Terrace 200, the volunteer service program organizes a variety of one-time events in the community throughout the year. By participating in a volunteer program, you will benefit by gaining experience, making a positive impact on society, feeling good about yourself and having fun at the same time.

Career Center

Location TER 200, (727) 873-44129

Office Hours: Monday-Friday 8:00 a.m.-5:00 p.m.

Web address: <http://www.stpete.usf.edu/career>

The Center offers a full range of services for students to assist with planning and achieving career goals and with making the transition from college to professional employment. These services include: listing of job opportunities, resume development assistance, co-op program, workshops, and career fairs.

Career Counseling

Individual counseling and workshops help students make sound career, life planning, and employment decisions. Counselors help students to choose a major, to develop career goals, and to refine and implement job search plans. To assist students with these decisions, the Center offers vocational assessment inventories for exploring interests, values and other characteristics relevant to career choice. Counselors also assist students with resume/cover letter preparation and critiques, interview skills, and job search strategies.

Recruit-A-Bull

Recruit-A-Bull is a web-based program that allows students to view job listings for full-time professional employment vacancies as well as part-time jobs, internships and cooperative education opportunities. Students may also use this program to register their resume and make it available for review by employers.

Part-time Student Employment

On- and off-campus part-time employment provides students an opportunity to gain valuable work experience, develop employability skills and earn money. Part-time jobs and temporary employment listings are maintained in the Center.

Experiential Education

Opportunities to learn outside the classroom are many at USFSP. The Career Center encourages students to get involved in volunteering, civic engagement classes, campus clubs and organizations as a way to explore interests and gain experience. Additionally, there are two formal types of experiential, practical learning experiences available to students. Both types are intended to give students hands-on experience in a work setting, assist them in obtaining practical experience, and assist them in determining a future career.

Cooperative Education: Co-op is a structured, supervised program that integrates practical, paid work experience with a student's academic program. Two types of Co-op plan are available. The Alternating Plan allows students to alternate full-time semesters of work with full-time semesters of study. The Parallel Plan allows students to take classes and work simultaneously.

Internships: Internships are credited or non-credited learning experiences that give students an opportunity to implement and enhance academic learning at an on-campus or off-campus site. Internships are typically one semester long and are supervised by the internship site supervisor and/or a faculty member.

Fairs

Career Fairs are held throughout the year bringing together employers and students. These events provide opportunities for students and employees to network and discuss employment opportunities.

Career Resource Library

A Career Resource Library contains current occupational information, and a computer lab is available to access career and employer information on the Internet. Many career related resources are also available on-line through the Center web site: <http://www.stpete.usf.edu/career/Exploringandresearchingoccupations.htm>

STUDENT ACHIEVEMENT

Location: BAY 123 (727)873-4076

Office Hours: Monday through Friday, 8:00 am – 5:00 pm

The mission of the department of Student Achievement is to enhance student learning by assisting students to define and accomplish academic, career and personal goals, to advance the health of the campus community, and to ensure equal access for students with disabilities. The department staff collaborates with academic and student affairs to assist students' overall development, facilitate students' adjustment in college, encourage students' engagement, and develop resources and collaborative networks to further students' emotional, vocational, academic, physical, and relational goals.

Center for Counseling, Health and Wellness

Center for Counseling, Health and Wellness

Location/phone: BAY 117, (727) 873-4422

Office Hours: Monday -Friday 8:00 a.m. – 5:00 p.m.

Web address: <http://www.stpete.usf.edu/saffairs/CCC/index.htm>

The Center for Counseling, Health & Wellness supports the holistic development of students, enabling them to maintain psychological and physical health, to complete their academic programs successfully, to participate in the campus community, to achieve career goals, and to thrive personally and professionally upon graduation. To this end, the Center provides a comprehensive array of professional counseling and related services, consultation and community intervention efforts that improve the quality of campus life. All services preserve the confidentiality of students. For more information about any of the following services, call 727-873-4422 or stop by BAY117.

Personal Counseling Services

The Center provides short-term individual, couples, and group counseling to enhance students' personal development. Professional counselors are available to assist students develop a clear sense of identity, establish autonomy, discover strengths and potential, and become a more insightful, self-directed person. Counseling services assist students resolve 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 substance abuse or dependency issues. If the Center does not offer the services a student needs, or if longer-term care is required, the student will be referred to other appropriate community or university services.

Crisis Counseling Services

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

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 and on our website: <http://www.stpete.usf.edu/saffairs/CCC/index.htm>.

Victims' Advocacy Service

This service 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, acquaintance or stranger rape), attempted sexual battery, stalking, or sexual harassment. The victim advocate provides information, support and guidance through 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.

Advocates are available to provide crisis intervention, assistance and referrals. Police reports are not necessary to receive services from an advocate, and services are free and confidential.

Important numbers:

St. Petersburg Police Emergency	911
USFSP Public Safety	(727) 873-4140
USF St. Petersburg Student Victim Advocate	(727) 698-2079
USF St. Petersburg Staff Victim Advocate	(813) 974-5757
Pinellas County Rape Crisis Line	(727) 530-7273
Domestic Violence Crisis Line CASA	(727) 895-4912
24-Hour Suicide Prevention Line	(727) 791-3131

Health and Wellness Services

The Center acts as a resource and referral source, conducts educational programming, and coordinates health promotion activities on campus. Information is available on the following topics: Alcohol, tobacco, and other drugs, eating disorders, exercise and fitness, nutrition, and sexual health. The Center is the contact for Student Health Insurance on campus. Health information and free condoms are available through the Center. All health and wellness services, except immunization and health insurance, are available free to USF St. Petersburg students.

Student Health Services

There is currently no student health facility located at USF St. Petersburg. USF St. Petersburg students can receive medical services at Student Health Services (SHS) at USF Tampa by paying a \$75 student health fee each semester. Student Health Services (SHS) is located east of the USF Bookstore and north of the Student Services Building. For more information about services, call (813) 974-2331 or consult the SHS web site at <http://www.shs.usf.edu/>

The Health Fee entitles students to:

- Unlimited visits to the ambulatory clinic
- Access to SHS specialty clinics at a reduced cost (Gynecology, Dermatology)
- Reduced costs for laboratory tests
- Reduced cost for medications dispensed at the SHS
- Antigen injections (If you require allergy shots, SHS can store and administer your injections. Complete written instructions must be submitted by the prescribing physician for antigen therapy to be approved by the SHS's medical director.)

Health Insurance: Health insurance is available for all students. The USF Tampa Health Center (813-974-5407) with the assistance of the Insurance Committee has contracted with a reliable insurance company to provide students with an affordable student health insurance plan for sickness and accidental injury tailored to the particular needs of college students. Health insurance can be purchased on an annual or semester basis. The Student Insurance Office assists students in understanding the available health insurance plans and encourages all registered students who do not have health insurance to consider enrolling. More information can be found at <http://www.shs.usf.edu/>. Click on the Student Health Insurance link.

At USF St. Petersburg, applications for Student Health Insurance may be obtained at The Center for Counseling, Health and Wellness, BAY 117.

STUDENT LIFE AND ENGAGEMENT

Student Life & Engagement Office

Location/Phone Campus Activities Center (CAC), (727) 873-4596

Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

<http://www.stpete.usf.edu/studentlife/index.htm>

The Student Life & Engagement 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 complement the campus out-of-classroom experience. The Department also services as the administrative liaison to student organizations. The Department is composed of the following offices and services; Leadership Programs, Multicultural Student Services, the Fitness Center, Recreation and Intramurals, Student Activities, the Waterfront, Student Publications, Student Organizations, and Facility Reservation Services.

Leadership Development

http://www.stpete.usf.edu/studentlife/leadership_development/index.htm

A variety of leadership opportunities are available to students through the Office of Leadership Programs and through involvement with student government, student organizations and on-campus employment.

Formal leadership development programs are offered through the Bishop Center for Ethical Leadership, academic courses, conferences, retreats, and workshops.

Student Organizations & Honor Societies

Student organizations of all types are present at USF St. Petersburg.

There are a variety of opportunities for involvement and new groups are added every semester based on student interest. Honor Societies recognize outstanding students for their scholastic or service achievements. Membership in honor organizations is usually by invitation.

Student Media

Location/Phone CAC128A, (727) 873-4113

The student newspaper for USF St. Petersburg, The Crow's Nest, is the campus newspaper. The newspaper provides experience for those students interested in print journalism, advertising sales, graphic design, and marketing.

Multicultural Affairs

Location/phone:CAC 130, (727) 873-4845

Office Hours: Monday through Thursday, 9:00 a.m. – 6 p.m., and Friday 8:00 a.m. – 5:00 p.m.

http://www.stpete.usf.edu/studentlife/multicultural_center/index.htm

The Multicultural Center supports and enhances the University's commitment to providing students with the requisite educational, social and personal skills to live in today's global society. Its programs and activities focus on developing students into citizens who are culturally aware and accepting of others who may be different from themselves.

Campus Activities Center (CAC)

Phone: (727) 873-4596

Hours: Monday – Thursday 8:00 a.m. - 10:00 p.m., Friday, 8:00 a.m. – 6:00 p.m., Saturday, 9:00 a.m. – 5:00 p.m., Sunday 1:00 p.m. – 5:00 p.m.

(Holiday and semester break hours vary.) 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. Offices located in the CAC include: Department of Student Life & Engagement, Reservation Services, Multicultural Student Services, Leadership Programs, Recreation & Intramural Programs, Student Government, Crow's Nest (student newspaper), Harborside Activities Board (student activities board), New Student Orientation, and student organization workspace.

The CAC features a multi-purpose room that serves as a meeting space for events and as an intramural sport athletic court. The building also houses the campus fitness center.

Campus Fitness Center

Location/Phone CAC, (727) 873-4589

Hours: Monday – Thursday 6:00 a.m. - 10:00 p.m., Friday, 6:00 a.m. – 6:00 p.m., Saturday, 9:00 a.m. – 5:00 p.m., Sunday 1:00 p.m. – 5:00 p.m.

(Holiday and semester break hours vary.) http://www.stpete.usf.edu/studentlife/campus_recreation/index.htm

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 USFSP community, and bring an awareness of realistic self-appraisal and expectations. This exercise facility has various Nautilus machines, cross-trainers, lifesteps, lifecycles, treadmills, and free weights. Many fitness and aerobics classes are offered through the Fit-4-Life Program.

Recreation equipment is also available for to check out to use at the outdoor recreational facilities which include sand volleyball courts, basketball courts and a football/soccer field.

tm

Fit-4-Life

This program, designed to raise awareness of personal health and fitness, offers members of the campus opportunities to improve their general health. Fit-4-Life is a combination of group exercise and recreational classes, including pilates, yoga, muscle toning, dance and martial arts. All levels are welcome to participate. Additional information, including classes being currently offered, is available at

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

Recreation and Intramurals

Location/Phone CAC & Waterfront (727) 873-4589 or 873-4597

http://www.stpete.usf.edu/studentlife/campus_recreation/intramurals.htm

The Intramural Sports program offers competitive and recreational tournaments in a variety of sports and recreational activities each fall and spring semester. The activities represent a broad selection of sports and include individual, team, and aquatic sports.

Waterfront Programs

Location/Phone COQ 108, (727) 873-4597

Office, Aquatic & Watercraft Hours: Monday – Sunday (Seven Days) 11:00 a.m. – 6:00 p.m. (Holiday, semester break, and winter hours vary).

<http://www.stpete.usf.edu/waterfront/Index.htm>

Waterfront programs are organized into three categories: Aquatic Programs, Watercraft Programs, and Competitive Sailing. All programs are open to students while faculty, staff, affiliate staff, active alumni, and general community members may participate in selected Aquatic and Watercraft activities. Aquatic programs offered include: open and lap swimming, water volleyball, SCUBA lessons, multiple level swimming lessons, American Red Cross courses (lifeguarding, CPR, First Aid, etc.), Triathlon Masters Swimming (SPWM) and water fitness classes. Sailboats, canoes, and kayaks may be checked out at the Haney Landing Sailing Center adjacent to the Waterfront Office. Learn to sail and advanced sailing lessons, kayak and canoe outings (day and overnight), and sailing adventures are part of Watercraft programs.

Each semester the Waterfront staff, in conjunction with student interest and demand, develops programs and activities which reach out to students and the USFSP community.

For the latest information on all programs and activities, please contact The Waterfront.

Sailing Team

<http://www.stpete.usf.edu/sailingteam/index.htm>

USF Sailing Teams are members of the Intercollegiate Sailing Association (ICSA) and actively participate in the South Atlantic Intercollegiate Sailing Association's (SAISA) racing venues. The Women's Sailing Team is a Title IX, NCAA, sport and part of the Tampa based USF Athletic Department. The Coeducational Team is a club sport sponsored by USF St. Petersburg. Both teams reside at USF St.

Petersburg and are open to all full-time undergraduate students. The teams have full-time coaching, practice three times per week, and USF sailors often are nationally ranked in the top ten of ICSA's rankings.

OTHER CAMPUS SERVICES

Student Assessment and Research

In an effort to collect data on students' perceptions of campus life and programs and services, the Division of Student Affairs has implemented a student assessment and research program. The goal of the program is to develop a comprehensive longitudinal database on student interests, needs, aspirations, attitudes and engagement in university life. This information will be a valuable resource for learning more about our students, for identifying emerging issues on campus, and for informing the development and modification of our strategic plan in the areas of teaching and learning in and outside the classroom. The program will use both in-house surveys and participation in two national assessment programs, the National Survey of Student Engagement (NSSE) and the Cooperative Institutional Research Program (CIRP).

Intercollegiate Athletics

USF St. Petersburg students may participate in intercollegiate sports both as spectators and as direct participants. Admission to all athletic events is free of charge upon presentation of the USF Card. (Student Identification.)

USF St. Petersburg hosts coed and women's sailing; all other athletic teams are based in Tampa. USF fields 18 intercollegiate sports for men and women, all at the NCAA Division I level. In men's competition, USF has baseball, basketball, football, soccer, cross country, outdoor track, golf and tennis. On the women's side are basketball, softball, tennis, golf, cross country, indoor and outdoor track, sailing, soccer and volleyball.

University Bookstore

USF St. Petersburg Bookstore

Location/Phone: Parking Garage, 5th Avenue S and 3rd Street S., (727) 873-1141

Usual Hours: Monday through Thursday 9 a.m. to 6 p.m. and Friday from 9:00 a.m. to 5:00 p.m.

The on-campus bookstore is operated by the Barnes and Nobles. The primary function of the university bookstores is to extend services to the students, faculty, staff, alumni and visitors of the university. VISA, MasterCard, Discover and American Express are accepted at all stores.

The bookstore offers textbooks and course-required supplies for USF St. Petersburg classes and a wide variety of merchandise including a large selection of writing implements, folders, binders, paper and other class supplies; college clothing, imprinted souvenirs and gift items, candy, snacks, sodas, medicine and Hallmark greeting cards. Popular computer software applications also are available at greatly reduced educational pricing (to USF students, faculty and staff members only).

Personnel are available to assist customers in finding and/or ordering course texts and general books. The USF St. Petersburg bookstore offers a buyback program during the week of final exams at the end of each semester, providing a source for cashing in used textbooks.

Regalia for graduation can be purchased at the bookstore prior to each commencement ceremony. Class ring sale representatives come on campus at various times throughout the year.