How-To Apply and Register as a Non-Degree Seeking Student in Public health Practice

Students may apply for the degree or take classes as a non-degree seeking student. USF provides a non-degree option for students who would like to register for classes on a space available basis to enhance their skills. This option may also be selected by students who are in the process of applying to the College of Public Health but who do not have all of their admission requirements completed. Students who attend courses as a non-degree seeking student and received a grade of “B” of higher may apply to have a maximum of 12 credit hours towards a degree once your acceptance has been validated.

If this is your first time to register as a non-degree student, or if you have not attended in more than a year, you must complete a Non-Degree Student Enrollment Application, Residency Affidavit, and a registration worksheet

Non-Degree Student Enrollment Application (online): https://www.grad.usf.edu/fastapp.html
This form must be completed online. You will receive an email receipt after submitting the application. There is no fee for this application.

Mandatory Medical History Form: http://www.grad.usf.edu/ImmForm.pdf
Off-campus students are temporarily exempt from the immunization requirement. However, first time registrants MUST fill out and sign the Mandatory Medical History Form (on the left side of the immunization form). Off-campus students who take an on-campus course must meet USF immunization policy.

Mail or Fax to:
University of South Florida
Student Health Services
Attn: Immunizations
4202 E. Fowler Ave SHS 100
Tampa, FL 33620-6750
FAX # (813) 974-5888 OR SC 574-7181

Find a List of Courses for the Current Semester on “Course at a Glance”
ETA website has a Course at a Glance site, which offers general information about the structure of the course, assignments, and course materials. You will need the CRN when you register for the course in OASIS. http://health.usf.edu/publichealth/eta/courses.htm

Complete a Registration Worksheet
http://publichealth.usf.edu/academicaffairs/registration/nondegreeseeking.html
Online Students should submit registration worksheets before 5:00pm EST on the Wednesday before the start of the semester, and register online no later than 5:00pm EST on the Friday before the start of the semester. Allow a couple days for your Registration Worksheet to be processed and then you will be able to register on OASIS.

How-to Register on OASIS

General Access Instructions

- Select Oasis Login from the Secured Access Menu. http://usfonline.admin.usf.edu
• Enter your USF-ID (for example, U12345678) and your six-digit Personal Identification Number (PIN) for access to the USF On-Line Student Information System (OASIS). When you are finished, click the Login button. If you do not yet know your USF-ID, enter your Social Security Number (for example, 123456789) as your User ID. This will allow you to login and see your USF-ID for future use.

• If this is the first time you have accessed the system and do not yet have a PIN, enter your date of birth (for example, 070165). You will then be prompted to designate a new PIN number.

• Your PIN must be 6 digits in length. Do NOT re-use your birth date (forward or backward), any portion of your social security number or USF ID, or any other readily identifiable personal information.

• Select the menu item of your choice.

**Registration Instructions**

• Select Registration Menu

• Select Drop/Add Classes.

• Select the term for which you are registering from the pull-down menu and click Submit Term.

• To ADD a course enter the five-digit reference number (CRN) in the Add Class portion of the page and click Submit Changes.

• To DROP a course click on the Action pull-down menu next to the CRN, select drop, then Submit Changes.

• Click EXIT when finished and close your browser.

**Special Notes**

• Do not use the Back or Forward buttons for navigation when you are using OASIS, except as noted.

• Use the Help buttons for additional information on each page.