

Online Graduate Courses

**Sponsored Institute  
(CDC/USPHS)**

**Registration Packet**

**Summer Semester, 2011 (Session C)**



College of Public Health  
University of South Florida  
13201 Bruce B. Downs Blvd.  
Tampa, FL 33612-3805

Toll-Free: 1-888-USF-COPH (873-2674), Press # 5

Phone: (813) 974-6606

Fax: (813) 974-7190

Email: [php@health.usf.edu](mailto:php@health.usf.edu)

Web address: <http://health.usf.edu/publichealth/php/home.html>



Dear Sponsored Institute (CDC/USPHS) Student,

Thank you for your interest in the College of Public Health online graduate courses.

**Summer Semester 2011 begins on May 16- July 22 (Session C).**

*3 Credit Hours:*

- ◆ Epidemiology .....(PHC 6000)
- ◆ Biostatistics I .....(PHC 6050)
- ◆ Principles of Health Policy & Management.....(PHC 6102)
- ◆ Environmental & Occupational Health.....(PHC 6357)
- ◆ Social & Behavioral Sciences Applied to Health .....(PHC 6410)
- ◆ Environmental Risk Assessment .....(PHC 6353)
- ◆ Protecting PH: Bioterrorism and Biodefense .....(PHC 6373)
- ◆ Industrial Toxicology .....(PHC 6369)
- ◆ Pathobiology of Human Disease.....(PHC 6557)
- ◆ Health Care Financial Management .....(PHC 6160)
- ◆ Management of Public Health Programs .....(PHC 6104)
- ◆ Infection Control Program Design .....(PHC 6314)
- ◆ Community Partnerships and Advocacy .....(PHC 6120)
- ◆ Biostatistics II .....(PHC 6051)
- ◆ Mental Health Informatics.....(MHS 6640)

The following are **independent study** courses:  
 Call Somer Burke at 813-974-6606 for Registration Numbers

*PHP degree accepted students only:*

- ◆ **Supervised Field Experience** - 1 credit hour ..... (PHC 6945)
- ◆ **Special Project** - 3 credit hour..... (PHC 6977)

Enclosed is the Summer Semester 2011 registration information for Sponsored Institute students. All dates pertain to Summer Session C Semester Dates and Deadlines. **Remember to send (email or fax) the completed Student Data form in this packet along with proof of your affiliation with an SI participant to:**

**Public Health Practice Program**  
**Fax: 813-974-7190**  
**Email: [php@health.usf.edu](mailto:php@health.usf.edu)**

**To pay for a Sponsored Institute course**, please visit: <http://shop.usf.edu>. Click on the 'College of Public Health' Link and then click on the link for the 'Summer Courses'. Select the course(s) you have chosen to process your payment. MasterCard and VISA are accepted.

*Note: Students in need of accommodations for the registration process should contact the Public Health Practice Coordinator at [php@health.usf.edu](mailto:php@health.usf.edu) or 813-974-6606*

**The registration forms and payment must be received by Friday, April 22, 2011**

## Sponsored Institute Students Summer Semester 2011 (Session C) Tuition Information

USF fees should be paid by VISA or Mastercard.

**Important!!**

**FULL PAYMENT must be received through <http://shop.usf.edu>  
before registration can be processed.**

All Forms & Tuition Payments must be received by **April 22, 2011**.

<u>GRADUATE-LEVEL</u>	<u>TUITION &amp; FEES</u>	<u>TUITION DUE DATE</u>
1 credit hour	\$ 363.33	April 22, 2011
1 course (3 credits)	\$ 1090.00	April 22, 2011
2 courses (6 credits)	\$ 2180.00	April 22, 2011

**Tuition is:**

**\$333.33 for a 1 credit course,  
\$666.66 for a 2 credit course,  
and \$1,000 for a 3 credit course.**

**A \$30 per credit hour fee is now assessed as an off-campus fee  
for technical support in on-line courses**

(Contract courses such as Field Experience & Special Project are exempt)

**For a 3 credit course the fee is \$90.**

**Students registering for 6 credits will have \$180 added.**

For more information, <http://health.usf.edu/publichealth/eta/tuition.htm>

**Non-degree seeking students accepted into a graduate certificate program  
have a different fee structure and registration numbers.**

**Contact Academic Affairs at 813-974-6505.**

## Non-Degree Seeking Option

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. **For these students, a maximum of 12 hours and grades of "B" or higher will be transferred towards your degree the semester your acceptance is validated. (B- is below a B and will not be transferred)**

Students may be in this status for a number of reasons:

- they are awaiting admission (and may complete up to 12 credits while doing so)
- they are already admitted to another degree program at another institution and are taking public health coursework as electives
- they have a particular interest in the course being offered, but are not interested in pursuing a degree.

**Non-degree seeking students who have never registered at the University of South Florida or who have not been enrolled at USF within the last 12 months must submit the forms listed below.**

## New Non-Degree Seeking Students

### FORMS NEEDED:

#### 1. 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.

#### 2. Mandatory Medical History Form:

[http://www.shs.usf.edu/userfiles/files/MedicalHistory\\_req.pdf](http://www.shs.usf.edu/userfiles/files/MedicalHistory_req.pdf)

All incoming students must fill out the Immunization History Form (above) You will meet the minimum requirement if you decline the Hepatitis B and Meningitis inoculations and sign the form. Admitted students born after 1956 must provide proof of immunization of measles before they register for their second semester.

#### 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

## COURSE SCHEDULE AND REGISTRATION PROCEDURE FOR SPONSORED INSTITUTE (CDC/USPHS) STUDENTS

Summer 2011 Public Health Online Course Schedule:

<http://health.usf.edu/publichealth/eta/courses.htm>

For more information about each web course, click on the title of the course on the web page mentioned above to open the “**Course at a Glance**” document, which you can download and print. Each “**Course at a Glance**” document is an abbreviated syllabus and it includes textbook ordering information.

### To register for courses:

1. Fill out the **SI Student Registration Form** within this packet.
2. Fill out the above form with the **Course Number**, **Course Name** and **Reference Number** of the course(s) you want to take. Get these numbers from page 1 of this Registration Packet.
3. Attach your proof of Sponsored Institute (SI) affiliation.
4. Mail or Fax Registration/Affidavit Forms & Student Data Form, to:

Public Health Practice Program  
Fax Number: 813-974-7190  
Email: [php@health.usf.edu](mailto:php@health.usf.edu)

5. Course payment is made through the USF Store at <http://shop.usf.edu>. Click on the ‘**College of Public Health**’ Link and then click on the link for the ‘**Summer Courses**’. Select the course(s) you have chosen to process your payment. MasterCard and VISA are accepted. (Registration will not be processed until payment is submitted.)

### Summer 2011 Semester Registration Deadlines for CDC/USPHS Students

<b>Send in Registration Paperwork and Pay for Course</b> <ul style="list-style-type: none"> <li>• It is imperative that you send in your registration paperwork by the deadline, in order for the College of Public Health to process your Registration before the USF deadlines.</li> </ul>	<b>April 22, 2011</b>
<b>USF \$100 Late Registration Fee</b> (If the College of Public Health does not receive your paperwork in time to get your registration processed by this deadline, USF will charge you a late fee.)	<b>May 13, 2011 (by 5 pm ET)</b>
<b>Drop/Add Week</b> (period to drop courses and add additional courses)	<b>May 16 – May 20, 2011</b>
<b>Drop or withdraw for a full refund of tuition</b> <b>Add courses, change course schedule</b>	<b>May 20, 2011 (by 5 pm ET)</b>
<b>Last Day to Withdraw without Academic Penalty</b>	<b>July 2, 2011 (Session C)</b>

For other Important Dates and Deadlines:

<http://health.usf.edu/publichealth/academicaffairs/Summerdates.html>

# SI Student Registration Form



University of South Florida – College of Public Health – Public Health Practice Program

## SECTION I: LIST COURSES:

Course Prefix	Course Number	Course Name
PHC	99999	Introduction to Public Health

## SECTION II: LIST PERSONAL INFORMATION:

NAME: \_\_\_\_\_ ID# (U-number): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ WORK TELEPHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

## SECTION III: STUDENT STATUS (CHOOSE ONE)

- DEGREE-ACCEPTED STUDENTS** A degree-accepted student is one who has received an Official Letter of Acceptance from USF. Please check degree concentration below:
  - Public Health Practice**
  - Public Health Administration**
  - Disaster Management**(Only degree seeking students in the Public Health Practice concentration can register through this program. Students in other concentrations should contact Academic Affairs for registration numbers at 813-974-6505 or online at: <http://health.usf.edu/publichealth/academicaffairs/>)
- NON-DEGREE-SEEKING STUDENTS** A non-degree seeking student is one who has not formally applied or has not been accepted for entry from USF.
- CERTIFICATE STUDENTS** A certificate student is one who has been accepted into a graduate certificate program.

**Note: For non-degree seeking students, a maximum of 12 hours and grades of "B" or higher will be transferred towards your degree the semester your acceptance is validated.**

## SECTION IV: RESIDENCY STATEMENT: NON-FLORIDA RESIDENTS

*I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for some future term it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida Residency.*

Signature in Ink: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION V: PROFESSIONAL DATA

Employer: \_\_\_\_\_

Position/Job Title: \_\_\_\_\_

Number of years in public health: \_\_\_\_\_ Number of years in a health care field: \_\_\_\_\_

**\*Please include proof of your affiliation with one of the Sponsored Institute participants. Proof can include a copy of your military, CDC, USPHS, or other organization's ID card.**

## SECTION VI: TECHNOLOGY REQUIREMENTS

Yes  I understand and meet all the Technology Requirements for this course.

(For technology requirements go to: [http://health.usf.edu/publichealth/eta/students\\_tech\\_requirements.htm](http://health.usf.edu/publichealth/eta/students_tech_requirements.htm))

## New Student Check List

- ❑ **Technology Requirements:** All students in online classes must meet the basic technology requirements. For list of requirements: [http://health.usf.edu/publichealth/eta/students\\_tech\\_requirements.htm](http://health.usf.edu/publichealth/eta/students_tech_requirements.htm)
- ❑ **Student ID Card:** The USF Identification Card is a requirement for all students who are enrolled at the University of South Florida, including Distance Learning students.
  - Apply for USF Card and pay online (Mastercard or Visa):  
[https://diablo.forest.usf.edu/ustores/web/product\\_detail.jsp?PRODUCTID=2488](https://diablo.forest.usf.edu/ustores/web/product_detail.jsp?PRODUCTID=2488)
  - Mail or E-mail to the addresses provided on the above website:
    1. Copy of valid driver's license
    2. Recent passport photo
  - Call the USF Card office at (813) 974-2357 to verify they received your application and payment. Once they receive your payment, you will receive your card in the mail in approximately 1 week.
- ❑ **USF E-mail Account:** All registered students must sign up for an official USF email account.  
**Instructions:** [http://health.usf.edu/publichealth/eta/pdf/MyUSF\\_Email.pdf](http://health.usf.edu/publichealth/eta/pdf/MyUSF_Email.pdf)
- ❑ **HSC E-mail Account:** All CPH students must obtain an e-mail account with USF Health Information Systems. The college will send out important information relevant to CPH students, i.e., deadlines, scholarships, etc. You will need your USF ID card to complete the account request. It may take up to 72 hrs for account requests to be processed.  
**Instructions:** [http://health.usf.edu/publichealth/eta/pdf/MyUSF\\_Email.pdf](http://health.usf.edu/publichealth/eta/pdf/MyUSF_Email.pdf)  
Please check your HSC e-mail regularly: <https://webmail.health.usf.edu>
- ❑ **HIPAA (Health Insurance Portability and Accountability Act):** According to federal guidelines all students are required to complete the USF Health HIPAA training. You must complete your training in order to receive registration permits for your classes. There are three sections that must be completed: Privacy Overview, Privacy in Patient Care and Privacy in Research. Please print out the certificate of completion for each section and send it in with your registration packet.
  - To complete the training go to: <http://health.usf.edu/hipaa/index.htm>
  - You must have your USF Health e-mail to complete HIPAA.
- ❑ **NetID:** The NetID will give you access to the USF Portal (the gateway to your course on Blackboard).  
**Instructions:** [http://health.usf.edu/publichealth/eta/pdf/MyUSF\\_Email.pdf](http://health.usf.edu/publichealth/eta/pdf/MyUSF_Email.pdf)
- ❑ **USF Portal:** The University Web Portal, myUSF, is the entryway to your course on Blackboard. The myUSF portal is a consolidation of online services to be provided via the web for USF faculty, staff and students. Some of these services include: Blackboard, OASIS, USF communities and organizations online, access to email, libraries, Campus Bookstore, etc.
  - To gain access to the USF Portal you will need your NetID username and password.
  - **Enter the USF Portal:** <https://my.usf.edu/>
- ❑ **Textbooks:**
  - For information about textbooks or supplemental readings required for a particular course: go to the Current Semester Web Course Schedule: <http://health.usf.edu/publichealth/eta/courses.htm> , and then click on the name of the course to bring up the "Course at a Glance" document.
  - All Public Health textbooks are available through the USF Health Sciences Bookstore, within the College of Medicine, MDC 1050, (813) 974-4984, <http://usfhsc.bkstore.com/>.
  - Links to Order Forms for textbooks and supplemental reading packets are listed within the "Course at a Glance" documents. You can also find links to textbook order forms on our student resources web page: [http://health.usf.edu/publichealth/eta/student\\_resources.htm](http://health.usf.edu/publichealth/eta/student_resources.htm)