College of Public Health (COPH)
Non Degree-Seeking Student Check List

Please follow the list below of required steps for new students. These will allow you to obtain access to the university's resources, and to prepare well in advance to resolve any outstanding registration issues <u>before</u> classes start.

☐ **Immunization** Have you completed & turned in your immunization form? Contact Student Health Services for more information (813) 974-4056, *before registering*. http://www.shs.usf.edu/

☐ **Registration Procedures Required Every Semester**

    ☐ See the COPH, Academic Affairs Web Site: http://publichealth.usf.edu/academicaffairs/ to view the current semester's Class Schedule.

    ☐ Submit Non-Degree Student Registration Worksheet - PERMIT REQUEST <u>after obtaining instructor signature or e-mail permission</u>, to the Academic Affairs Office, The WELL building MDA 1006 (Fax 813-974-8121 or email to mnoel@health.usf.edu). PERMIT will be issued within 24-48 hours.

    ☐ Complete your registration in OASIS online at: http://usfonline.admin.usf.edu/

☐ **NetID & USF Web Portal** All students must establish a NetID and <u>designate their HSC email address</u> for all official USF internet communications. Go to https://una.acomp.usf.edu/ to get your Net ID. Net ID is also required to access the myUSF portal (https://my.usf.edu) which includes a variety of on-line services and access to course materials.

☐ **Student ID Card** To obtain a Student ID Card – see Auxiliary Services, USF Marshall Center (813) 974-2357. Web Site: http://www.auxsvc.usf.edu/usfcard.html

☐ **Parking Permit** In order to park on campus, you must have a parking permit. To purchase this permit or to see the campus map for directions, go to the Parking & Transportation: http://usfweb2.usf.edu/parking_services/default.asp

☐ **Textbooks** To purchase textbooks please go to http://usfhsc.bkstore.com/ or contact the USF Health Sciences Bookstore, MDC 1150, (813) 974-4984. For information about textbooks or readings for a particular course, contact the instructor by email. This information will also be available on the first day of class.

☐ **Enrolled in an online course?**

    ☐ All online courses are supported by COPH Office of Educational Technology and Assessment (ETA). The ETA office in conjunction with course instructors, prepares Course-at-a-glance documents for all online courses. The CAGs assist students in learning more about the course, its requirements, course expectations, types of assessments and important testing dates for a given semester. To access these documents, go to http://health.usf.edu/publichealth/eta/courses.html and click on the course of interest.

    ☐ Once registered, students in all online public health courses are expected to meet certain requirements to successfully participate in their courses. Failure to meet these requirements may cause problems accessing the course materials. It is the student's responsibility to ensure all requirements are met prior to the start of the semester. For a list of technology requirements, how to access your online course website, and order course materials, visit: http://health.usf.edu/publichealth/eta/students_tech_requirements.html

☐ **Questions** Please contact the COPH Academic and Student Affairs office at 813-974-6505.