



**UNIVERSITY OF
SOUTH FLORIDA**
ST. PETERSBURG

FIRST-YEAR STUDENT SUCCESS SYLLABUS



Welcome! As a new **Bull in the 'Burg**, you'll have the support of the whole USF herd! Specifically, you'll have a dedicated success network which includes your Success Advocate, Academic Advisor, and many Peer Leaders. Collectively, they help you set and achieve your academic, professional, and personal goals. They all contribute to your success, and work with you in coordinated, but unique, ways! #USFSPHornsUp

Who is your Academic Success Team?

Your Student Success Advocate:	Emily Jakubisin e-mail: emilyjakubisin@usf.edu Location: Davis Hall, suite 134 Website: Student Success Advocacy
Your Academic Advisor:	Name: e-mail: Location: Website: Find your Advisor
Your Peer Coach:	Name: e-mail: Location: Heller Hall (HWH) 101 Website: Find your Peer Coach



Questions about this document?

Contact Undergraduate Studies at St. Petersburg!

Phone: (727) 873-4511

Email: stp-undergrad@usf.edu

Campus location: Davis Hall (DAV) 134

Website: stpetersburg.usf.edu/undergrad

More about your Academic Success Team

Pro Tip: Use [Archivum app](#) (linked) to find others on your Care Team, reach out to them directly, and to schedule a meeting with your Academic Advisor!

Your Student Success Advocate

They will contribute to your success by:

- Supporting you in developing semester goals
- Working with you to create an academic success plan
- Offering support when you are experiencing academic or personal challenges

They will expect you to:

- Utilize your Advocates' expertise and knowledge to accomplish goals related to time management, study skills, motivation, and communication
- Access campus resources including the Center for Career and Professional Development, Wellness Center, Student Success Center & Undergraduate Research

Your Academic Advisor

They will contribute to your success by:

- Providing professional advising that assists and engages you early in exploring majors and careers together with your chosen area of study
- Partnering with you in academic planning and development to ensure a successful path to timely graduation

They will expect you to:

- Engage in dialogue with your academic advisor to discuss your goals and build your curriculum and academic plan to determine a realistic pathway
- Create a flexible schedule of classes that gives priority to studying and working with outside interests and employment you enjoy
- Be honest and creative in thinking about majors, minors, classes, and options

Your Peer Leaders

They will contribute to your success by:

- Providing positive support and guidance inside and outside the classroom, by developing a peer relationship focused on helping you make a smooth transition, acclimate to campus, and establish a sense of belonging through peer mentorship.

Examples of Peer Leaders at USF St. Petersburg:

- [Peer Tutors](#)
- [Resident Assistants](#)
- [Peer Coaches](#)
- [Health Peer Educators](#)
- [Career Peer Advisors](#)

Fall 2024 Semester Calendar: Week by Week View

Week	Important Deadlines and Dates	✓ Action Items
Week 1: August 26-30	<ul style="list-style-type: none"> • August 22-30: Drop-in Hours with your Academic Advisors, no appointment needed. • August 22-30: Week of Welcome (WOW) is a week-long USF celebration to welcome new students and returning students! • August 23-25: S.A.I.L. with us at New Student Success Weekend, our annual signature event for first time in college freshmen! • August 26: First Day of Classes • August 30: <ul style="list-style-type: none"> • Fall drop/add ends at 5 PM; fee liability/tuition payment deadline—please consult your academic advisor and the Office of Financial Aid before dropping any course(s)! • Last day to submit Fall residency reclassification applications • Last day to change major for Fall 2024 term 	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in Week of Welcome and New Student Success Weekend <input type="checkbox"/> Download and read your syllabi. Make note of upcoming assignments. <input type="checkbox"/> Attend the first day of classes to avoid being dropped for non-attendance per the USF First Day Attendance policy <input type="checkbox"/> Make sure you have purchased textbooks and other required materials for your courses <input type="checkbox"/> Submit payment for Fall courses by August 30th <input type="checkbox"/> Optional: Changing your major? Visit the advisor <i>for the new major</i> (<u>not</u> your currently declared major) during drop-ins! <input type="checkbox"/> Optional: Dropped from a class for non-attendance? Use this guide to re-add the course through OASIS/Student Banner by 5 PM on 8/30/24. Visit your advisor during drop-ins if you need support!
Week 2: Sept. 2-6	<ul style="list-style-type: none"> • Sept. 2-6: Students cancelled for non-payment refer to Re-Add process • Sept. 2: Labor Day holiday; no classes & USF offices closed • Sept. 4: Career and Part-Time Job Fair 	<ul style="list-style-type: none"> <input type="checkbox"/> Check out BullsConnect to find events and groups you may want to engage in on campus! <input type="checkbox"/> Attend Career and Part-Time Job Fair
Week 3: Sept. 9-13	<ul style="list-style-type: none"> • Sept. 9-13: Students cancelled for non-payment refer to Re-Add process 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet your instructors during office hours if coursework is becoming challenging! <input type="checkbox"/> Visit the Student Success Center or use TutorMe/Pear Deck Tutoring (available through Canvas) for extra academic support.

		<input type="checkbox"/> Make an appointment with your Success Advocate if you need support with time management or study skills.
Week 4: Sept. 16-20	<ul style="list-style-type: none"> Sept. 16-30: Students cancelled for non-payment refer to Re-Add process 	<input type="checkbox"/> Make an appointment with your academic advisor to begin discussion about your academic and career goals.
Week 5: Sept. 23-27		<input type="checkbox"/> Begin midterm preparation—continue using university resources and consider forming or joining an in-person or virtual study group with classmates!
Week 6: Sept. 30-Oct. 4		<input type="checkbox"/> Continue midterm preparation—continue using university resources and consider forming or joining an in-person or virtual study group with classmates! <input type="checkbox"/> Check your OASIS for any holds that may prevent registration.
Week 7: Oct. 7-11	<ul style="list-style-type: none"> October 7-11: Wellness Week October 7-11: Midterms 	<input type="checkbox"/> Continue midterm prep as needed <input type="checkbox"/> Complete Midterms
Week 8: Oct. 14-18	<ul style="list-style-type: none"> October 14-18: Midterms Oct. 14-18: Homecoming Week Oct. 15: Homecoming Ball Oct. 16: Homecoming boat race and pool party Oct. 17: Homecoming Game Day 	<input type="checkbox"/> Continue midterm prep as needed <input type="checkbox"/> Complete Midterms <input type="checkbox"/> Make an appointment with your advisor to plan your schedule for spring semester and release your mandatory advising hold.
Week 9: Oct. 21-25	<ul style="list-style-type: none"> Oct. 22: Fall midterm grades available 	<input type="checkbox"/> Check your midterm grades! <input type="checkbox"/> Meet with your success advocate if you are not satisfied with your grades following midterms. <input type="checkbox"/> Identify your registration date for spring semester.

Week 10: Oct. 28- Nov. 1	<ul style="list-style-type: none"> • Nov. 2: Fall last day to withdraw; no refund & no academic penalty • New Student Experience (NSE) Registration Event 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure you have communicated with your academic advisor and the Office of Financial Aid <i>prior</i> to withdrawing from any classes <input type="checkbox"/> Attend NSE Registration Event to make sure you've removed holds and are ready to register for classes! <input type="checkbox"/> Save the Date: Set yourself a reminder to register for classes!
Week 11: Nov. 4-8	<ul style="list-style-type: none"> • Nov. 4: Spring registration begins for degree-seeking students • Nov. 6-15: First Generation College Student Celebration Week 	<ul style="list-style-type: none"> <input type="checkbox"/> RSVP for or attend one campus event through BullsConnect <input type="checkbox"/> Register for spring courses
Week 12: Nov. 11-15	<ul style="list-style-type: none"> • Nov. 11: Veterans Day holiday; no classes & USF offices closed 	<ul style="list-style-type: none"> <input type="checkbox"/> RSVP for or attend one campus event through BullsConnect <input type="checkbox"/> Register for spring courses
Week 13: Nov. 18-22		<ul style="list-style-type: none"> <input type="checkbox"/> Register for spring courses <input type="checkbox"/> Utilize Student Success Center and other academic supports!
Week 14: Nov. 25-29	<ul style="list-style-type: none"> • Nov. 28-29: Thanksgiving holiday; no classes & USF offices closed 	<ul style="list-style-type: none"> <input type="checkbox"/> Register for spring courses <input type="checkbox"/> Begin preparations for final exams— use your resources and consider forming or joining a virtual or in-person study group with classmates.
Week 15: Dec. 2-6	<ul style="list-style-type: none"> • Nov. 30-Dec. 6: Test Free Week • Dec 1: Applications open for USF Foundation Scholarships • Dec. 2-6: Study Center Week in the USC • Dec. 6: Fall Classes End 	<ul style="list-style-type: none"> <input type="checkbox"/> Continue studying for final exams
Week 16: Dec. 7-12	<ul style="list-style-type: none"> • Dec. 7-12: Fall Final Exam Week • Dec. 20: Fall grades visible in Student Self Service Banner (formerly OASIS) 	<ul style="list-style-type: none"> <input type="checkbox"/> Final Exams <input type="checkbox"/> Make an appointment with your academic advisor if you are concerned about academics or if you do not plan to return in the spring. <input type="checkbox"/> Apply for USF Foundation scholarships over the break!

ACADEMIC SUPPORT

ACADEMIC ADVISING

Meet at least once a semester with your academic advisor. They will assist with course planning, direct you to resources, help you reach your goals, and provide guidance regarding academic challenges. [Visit our Academic Advising page!](#)

SUCCESS ADVOCACY

Our advocates work individually with undergraduate students who may be facing barriers and review their available options. We collaborate with academic departments, colleges, and university personnel when working with students, so they may receive the most robust support. [Click here to view our Success Advocacy page!](#)

NEW STUDENT PEER LEADERS

Peer Coaches provide guidance for first time in college students and transfer students to succeed at USF St. Petersburg campus through one-on-one coaching, outreach, and engaging programs. [Meet the Peer Coaches!](#)

LIBRARY SERVICES

No college experience would be complete without time "in the stacks"! USF's libraries provide research assistance, information literacy instruction, study space, equipment loans, and other important resources to support your academic success. [Visit the USF Libraries website!](#)

REGISTRAR

The Office of the Registrar is ready to help you with class registration, proof of enrollment, transcripts and so much more. [Click here to visit the Registrar's Website!](#)

TUTORING, LEARNING & WRITING SUPPORT

Need help with study skills, tutoring, writing, and more to be successful in your classes? [Click here to visit the Student Success Center website!](#)

UNDERGRADUATE RESEARCH

When working on an inquiry or investigation that makes an intellectual or creative contribution to a given discipline, you will develop skills that are highly sought after by future employers. Check out these interesting opportunities! [Find out more about Undergraduate Research opportunities!](#)

STUDENT INVOLVEMENT OPPORTUNITIES

COMMUNITY SERVICE & CIVIC ENGAGEMENT

Volunteering in support of your community is rewarding in so many ways! It can help develop

your leadership skills and introduce you to interesting people and organizations in the community, all while benefiting the people the organizations serve. [Visit our page for opportunities to serve our community!](#)

ENVIRONMENT & SUSTAINABILITY

The Student Green Energy Fund is a student-funded university-wide initiative for greener sustainable campuses. Students, faculty and staff can propose projects and, if approved, work with the university to bring them to life. [Find out more about our sustainability efforts!](#)

EVENTS & PROGRAMS

Student organizations, colleges and Student Success departments offer countless events and programs for you to attend and enjoy. Check out what's happening at St. Petersburg and across all campuses on BullsConnect, the student engagement platform and app, then grab a friend and join in! [Click here to use BullsConnect!](#)

LEADERSHIP DEVELOPMENT

Develop leadership skills that future employers will value through engaging workshops and various activities to discover and nurture your core passions. [Find out how you can be a student leader!](#)

BELONGING DEVELOPMENT

Expand your self-awareness and create a safe and inclusive environment for all identities promoting authenticity and self-liberation. [OMA C.A.R.E.S.](#)

SPORTS & RECREATION

Meet friends while you work out, enjoy the pools and outdoor spaces, or stay on top of your game by participating in sports clubs and intramural teams. [Click here Campus Recreation opportunities.](#)

STUDENT GOVERNMENT

As a volunteer, employee, or participant, you can be a part of the governing body that serves as the voice of students at USF. As an SG constituent, you can also utilize the many programs and services they offer to students. [Click here to find out more about Student Government!](#)

STUDENT INVOLVEMENT

Do you want to do more than simply attend events? Would you like to work behind the scenes to create memorable experiences for all Bulls? There are so many ways that you can get involved with our departments and student led organizations while having fun and exploring your passions. [Get Involved in the St. Petersburg campus!](#)

STUDENT NEWSPAPER

Join the Crow's Nest to get involved on campus and stay connected with the latest events at USF St. Petersburg! The Crow's Nest is the go-to source for news and information about the

university and its surrounding community. By becoming a part of the Crow's Nest crew, you'll have the opportunity to hone your journalism skills, contribute meaningful stories, and make a significant impact on campus life. [Read the Crow's Nest.](#)

STUDENT ORGANIZATIONS

Across our campuses, USF has more than 800 official student organizations pursuing interests in everything from book club to debate club, video gaming to public health, from the tango to women's empowerment, from political groups to culturally based groups -- you get the idea! Explore your interests, meet new people and have fun! [Explore BullsConnect](#)

SUPPORT SERVICES

ACCESSIBILITY SERVICES

If you are a student with a disability and want accommodations in the classroom or to participate in any aspect of campus life, we are here to assist you. [Click here for more information about accessibility services!](#)

CAREER PREPARATION, JOBS & INTERNSHIPS

Our professional staff can help you explore possible careers to guide your education, seek a job/internship, prepare for an interview, navigate the virtual hiring process, and pursue a career position successfully. [Click here for Career and Professional Development opportunities!](#)

DEAN OF STUDENTS

Need some help and don't know where to turn? Start with the Dean of Students. Our deans are committed to helping you succeed. We support student learning and development through community building, advocacy, and student engagement to enrich your university experience. [Meet the St. Petersburg Dean of Students!](#)

FINANCIAL AID

Looking for monies available to help you pay for your educational expenses? Contact Financial Aid to explore all your options. [Click here to access the Financial Aid Office!](#)

FINANCIAL LITERACY

Want to learn more about how to better manage your personal finances? Check out our financial education program designed just for students. [Visit our financial literacy resources!](#)

FINANCIAL RESOURCES

Explore federal and state benefits and community resources through a confidential platform to help reduce economic barriers to your education. [Single Stop site](#)

HARASSMENT & DISCRIMINATION

If you experience harassment and/or discrimination on campus or off (including internships), visit this USF site for assistance. [Compliance & Ethics](#)

UNIVERSITY STUDENT CENTER

Looking for something to do? Where to get a bite to eat? A quiet place to study? A fun place to hang out with friends? Head to the student union! Its the hub of student life and it's also a great place to look for student services and activities to get involved in. [More about our Student Center.](#)

NEW STUDENT EXPERIENCE

Looking for experiences to help you build relationships and engage on campus? The New Student Experience is a space at the University of South Florida St. Petersburg campus that intentionally has programs and initiatives created for first-year, second-year, and transfer students. Each of these experiences provides unique support and transitional support to guide you through your journey. [Explore New Student Experiences here.](#)

STUDENT OMBUDS

Do you have a university-related issue or concern that you can't solve on your own? We are your confidential, impartial, independent and informal resource to guide and empower you to find a resolution, or advocate on your behalf. [Visit with your Student Ombuds!](#)

STUDENT CONDUCT & ETHICAL DEVELOPMENT

As we help students develop personal and social responsibility awareness, our mission is to make sure you understand and live by the Student Code of Conduct. [Click here for more information.](#)

VETERAN SUCCESS

Are you a veteran, reservist, active-duty member, or dependent? Our veteran-staffed office is dedicated to your success, offering numerous services and programs to get you the benefits you earned and the connections you desire. [St. Petersburg campus](#)

WELLNESS RESOURCES

ASKED FOR HELP

Everyone needs help sometimes. It can be hard to know where to go or who to ask for help. We've made it easy for you to start asking for help. Check out our [I Asked for Help](#) page for resources to some of the most common issues students face!

FOOD PANTRIES & OTHER FOOD RESOURCES

USF does not want our students having to decide between college expenses and groceries because sometimes ends just don't meet. If you find yourself in need, we have food pantries and other resources on our campuses ready to assist you confidentially and frequently.

- [Utilize the St. Petersburg campus food pantry](#)
- [Stay Afloat](#)
- [Other Resources](#)

HEALTH EDUCATION

Want to be healthy, well-balanced, and have good habits? Let us teach you how while having fun along the way! [Click here for more information!](#)

MEDICAL SERVICES

Don't suffer or miss classes when you are sick and need a doctor! Your health needs can be handled by our medical staff at no or low cost, and we are conveniently located on campus.

- [St. Petersburg campus resources](#)

MENTAL HEALTH

College is a great place to gain life skills that help you cope with situations and feelings that you need help resolving. We have trained mental health professionals that offer free one-on-one counseling or group sessions, as well as online self-services, meant to help equip you with the skills you need to get through life's struggles.

- [St. Petersburg campus resources](#)
- [TimelyCare \(24/7, free and online\)](#)
- [Togetherall \(24/7, free and online\)](#)

RECREATION & FITNESS

Do you love working out, playing sports, swimming, or being out in nature? Head to USF's recreation facilities where you can enjoy dozens of intramural sports, sport clubs, classes, and other activities. If outdoor recreation is your thing, check out our ropes course, sailing, kayaking, canoeing, and more! [St. Petersburg campus facilities and programs](#)

STUDENT OUTREACH & SUPPORT

Our goal is to ensure the safety of the student and the community by providing guidance and

supportive interventions to any student who may be troubled or whose behavior is of concern to others. Confidentially seek services or refer a student of concern. [St. Petersburg campus support.](#)

VICTIM ADVOCACY & VIOLENCE PREVENTION

If you are ever a victim of crime, violence, or abuse, turn to our professional advocates! They will inform you about all the different options you have, honor your decisions, and advocate for your rights as confidential partners on your path to recovery. We also offer education resources for violence prevention. [St. Petersburg campus resources.](#)

Technology Resources for Success

COMPUTER LABS

USF's Open Use Computer Labs are available to all USF students, faculty and staff with a valid NetID account. Find a computer lab, get hours of operation and learn about hardware, software and available equipment. [St. Petersburg Campus Computer Labs](#)

COMPUTER STORE

The USF Computer Store, located in the USF Library on the Tampa campus, offers a wide range of technology products, as well as computer repair services, to students, faculty and staff. Learn more or browse online. [Computer Store](#)

INFORMATION TECHNOLOGY

Need to find a computer lab, get your NetID, connect to the USF Network, learn about CANVAS, or buy a new PC? Find out about the technology services available through USF IT. [St. Petersburg Campus Computing](#)

THERE'S AN APP FOR THAT

Start by visiting my.usf.edu for your one-stop web resources, but you can also visit the App Store or Google Play to download these valuable USF Apps.

App	Why should you download it?
Archivum	Use this app to find your advisor and make an appointment with them.
BullsConnect	This app connects you with campus events and student organizations.
Canvas	Access your classes online through this appl

Handshake	Internship and employment opportunities at your fingertips.
Microsoft Teams	Utilize MS Teams for your virtual meetings and to contact USF staff and faculty.
MyUSF	Includes campus maps and quick access to campus resources, including Student Self Service Banner (formerly OASIS)

USF Terms to Know

- **ACADEMIC STANDING:** Students with a USF GPA above 2.0 are in “Good Standing,” while those with a GPA below 2.0 are on “Academic Probation.”
- **ARCHIVUM INSIGHTS:** Online platform used to schedule and attend advising appointments, as well as to submit Academic Regulations Committee (ARC) petitions for Late Add, Late Withdrawal, Withdrawal Limit Exception, and Total Withdrawal from courses.
- **BUILDING LEGENDS:** Most buildings are referred to by a three-letter abbreviation. [View a campus map with building legends here.](#)
- **CANVAS:** An electronic course management system that allows students to access course material online. Both traditional and online classes utilize the Canvas system.
- **CODE OF CONDUCT:** Statements of expected conduct of all USF students, [which is found here.](#) Students who register at USF agree to abide by its regulations and policies. Violation of the Code of Conduct may subject students to disciplinary action.
- **CO-REQUISITE:** A course that must be taken in conjunction with another course.
- **CURRICULUM:** The prescribed classes in a program of study needed to complete a degree at a given institution.
- **DEGREEWORKS:** Detailed list of your degree requirements that have been met and/or remain unfulfilled.
- **FULL-TIME:** A student enrolled in 12 or more semester units.
- **HOLDS:** Placed on a student’s record to prompt a specific action; can impact ability to register for or drop classes. [List of holds and their meaning can be found here.](#)
- **MAJOR:** The academic area in which students choose to study/pursue a degree.
- **MIDTERM:** An exam given in the middle of the semester to test students on material covered in the first part of the semester.
- **MYUSF:** Quick access to email, Archivum, DegreeWorks, Student Banner (“OASIS”), and other USF resources.
- **PART-TIME:** A student enrolled in fewer than 12 semester units.
- **PERMIT TO REGISTER:** The date and time when eligible students can begin registering for classes (found under OASIS at www.my.usf.edu).
- **PRE-REQUISITE:** A course which must be successfully completed before the student may enroll in a particular class.
- **REGISTRATION:** The act of enrolling in classes for a semester. Students register online using Web Registration.
- **STUDENT SELF SERVICE BANNER (AKA “OASIS”):** Portal to your USF academic records (found at www.my.usf.edu)
- **SYLLABUS:** An outline of the important information about a course. Written by the professor or instructor, it usually includes instructor contact information, important dates, assignments, expectations and policies specific to that course.
- **TRANSFER CREDIT REPORT (TCR):** credit granted for transfer courses and exams (AP, IB, etc.)