MPH Registration

**Mandatory First-Day Attendance Policy**

All students are required to attend class the first day a class meets, for both online and on-campus courses. Students unable to attend must contact the instructor prior to the first day to ensure they are not dropped from the course. This policy is not applicable to courses in the following categories: Educational Outreach, FEEDS Program, Community Experiential Learning (CEL), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as, directed reading/research or study, individual research, thesis, dissertation, internship, practica, etc.). Students are responsible for dropping undesired courses in these categories by the 5th day of classes to avoid fee liability and academic penalty (See USF Regulation – Registration – 4.0101).

**Instructions for Registration by Student Categories**

Visit [State of Florida Employee Tuition Waivers](#) for information relating to employee tuition waivers.

The USF Employee Tuition Program covers up to six credit hours per semester. For more information, visit: USF Human Resources webpage on [USF Employee Tuition Program](#).

**To register for courses via the USF Employee Tuition Program**

1. Select course from COPH schedule or [web course schedule](#). Students interested in campus and online courses will use the traditional reference number.
2. Login to the OASIS system to view current course offerings and registration requirements. Note that some courses may require permits from the college for registration (Please see Contract and Registration Holds below). Students should meet with their Academic Advisor(s) about course selections.
3. Contract courses and permits paperwork are due by specified college deadlines for processing.
4. **Tuition Payment**: In lieu of tuition payment, complete and submit the original signed [USF Employee Tuition form](#) to USF Cashier’s Office. Make a copy of the completed form for your records.

USF Employees are still responsible to pay any additional fees associated with registration. USF Employees are required to pay the Off-Campus fee if all COPH online courses. To verify what is owed, students can log into OASIS (via [MyUSF](#)) and pay online.

**Who is a USF Employee? How can I learn more?**

USF Human Resources webpage on the [USF Employee Tuition Program](#).

Note: [University of South Florida employees are not considered State of Florida employees](#).

For any questions related to the USF Employee Tuition Program, please contact USF Human Resources at 813-974-2970.

The Academic Common Market (ACM) is a tuition-savings program for full-time college students in the 16 Southern Regional Education Board (SREB) member states who want to pursue degrees in fields that are not offered by their in-state institutions. These students enroll full-time in out-of-state universities that offer the specialized degree programs, and they pay only the in-state tuition rates.

For information on the Academic Common Market see the [Southern Regional Education Board Academic Common Market website](#).

The Reduced Rate Program (RRP) is designed to allow Non-Florida residents who are enrolled in eligible, fully online programs and certificates to receive a discounted tuition rate. Currently out of state tuition is $877 per credit hour. With RRP, the tuition will be reduced to $525 per credit hour with a $30 per credit hour online fee. To participate in the program students must submit an electronic registration request to Archivum. All requests must be received by the posted deadline for each semester. Please review the deadlines posted below for each semester.

The following online MPH concentrations are eligible for the Reduced Rate Program:

- Public Health Practice
The following online graduate certificates are eligible for the Reduced Rate Program:

- Applied Biostatistics
- Assessing Chemical Toxicity and Public Health Risks
- Concepts & Tools of Epidemiology
- Disaster Management
- Epidemiology of Infectious Diseases
- Health, Safety and Environment
- Homeland Security
- Humanitarian Assistance
- Infection Control
- Public Health Generalist
- Public Health Policy & Programs
- Social Marketing and Social Change
- Toxicology

Deadlines

**Fall 2020 Registration Submission Deadlines:**
Registration Submission Deadline: Friday July 17, 2020
Fall Payment Deadline: Friday August 28, 2020

**Spring 2021 Registration Submission Deadlines:**
Registration Submission Deadline: Friday November 27, 2020
Spring Payment Deadline: Friday January 15, 2021

**Summer 2021 Registration Submission Deadline:**
Registration Submission Deadline: Friday April 09, 2021
Summer Payment Deadline: Friday May 21, 2021

**Please Note**

- Registration request WILL NOT be accepted after the posted deadline for the term.
- Students in RRP are registered into classes by the Academic and Student Affairs (ASA) office of the College of Public Health. By submitting your registration request, you agree that you understand the withdrawal Policy. If you do not attend, you are responsible for dropping classes before the end of Drop/Add period. You also understand non-attendance or notifying the professor does not constitute a drop or withdrawal. Students are responsible for dropping undesired courses by the 5th day of classes to avoid fee liability and academic penalty (See **USF Regulation – Registration - 4.0101**)
- While enrolled in the reduced rate program you can only take approved reduced rate courses within the College of Public Health.
- Once registered into courses you will see RRP charges as well as out-of-state charges. Once your tuition waiver is processed, the out-of-state fees will be dropped and you will only be responsible for the reduced rate fees.
- All tuition must be paid by the posted payment deadline. Failure to pay by the deadline will result in your classes being dropped for non-payment of tuition.

All questions or concerns about the program can be directed to:
Lakiecher Hall
Reduced Rate Program Administrator
rrp@usf.edu

USF Registration Information

**USF Regulation USF40101**

**To register for courses as a Traditional Student**

1. Select course from COPH schedule or web course schedule. Students interested in campus and online courses will use the traditional reference number.
2. Login to the OASIS system to view current course offerings and registration requirements. Note that some courses may require permits from the college for registration (Please see Contract and Registration Holds below). Students should meet with their Academic Advisor(s) about course selections.
3. Academic Advisors
   OASIS: You must access via MyUSF.
   Registration and Schedule Search
   USF Course Inventory System (course descriptions)
4. Contract courses and permits paperwork are due by specified college deadlines for processing.
5. Register for courses through Oasis.
General Registration Procedures

How to use Schedule Planner and to Register

College of Public Health contract courses are required for a variety of academic programs.

Please be aware that ALL contract courses require a permit prior to registration. Please use the following links to find more information on contract courses by academic program:

- MHA Contract Courses
- MPH Contract Courses
- MSPH Contract Courses

Registering for variable-credit course instructions

Consent of Instructor

- Download and complete the Consent of Instructor form.
- All students that are interested in restricted courses will need approval from instructor prior to enrolling. Submit completed and signed document to: cophpermits@usf.edu. All overrides will be issued within 48 hours.

Once a permit is issued, you will be notified via Archivum or directly from an ASA staff member via your USF email account.

For USF policy please refer to the USF Catalog.

This procedure replaces the normal OASIS registration. Students do not need to register again in OASIS. Please see our staff to assist you. Petitions submitted will take 2-3 weeks to process before a change in the OASIS system is noted.

For USF policy on Adding a Course, please refer to the USF Catalog. See USF Academic Standards and Grades Policy for more information.

After a student has completed his/her registration on the date assigned, he/she may add a course(s) during the drop/add week (i.e. through the fifth day of classes) through the OASIS system. Courses may be added with instructor approval and verification up to the last day to withdraw without academic penalty. See the Academic Calendar for deadlines. Courses may not be added after the deadline to withdraw without academic penalty or retroactively except in cases of University Administrative error.

To petition to add a course after add/drop week the form required for this action is a USF Graduate Petition. Late add petitions received after the first 10 weeks will require a personal statement. Form should be completed and sent to COPH Academic and Student Affairs for final signature and processing. Petitions submitted will take 2-3 weeks to process before a change in the OASIS system is noted. If you have additional questions please feel free to email cophpermits@usf.edu.

Drop a Course

For USF policy on Dropping a Course please refer to the USF Catalog. See USF Academic Standards and Grades Policy for more information.

You can drop a course in the OASIS system up to the final add/drop date. After the final drop date the form required for this action is a USF Graduate Petition. Form should be completed and sent to COPH Academic and Student Affairs cophpermits@usf.edu for final signature and processing. Petitions submitted will take 2-3 weeks to process before a change in the OASIS system is noted.

Withdrawal from Course Registration

For USF policy on Withdrawal, please refer to the USF Catalog. See USF Academic Standards and Grades Policy for more information.

Fee Adjustment Options

For USF policy on Fee Adjustment options, please refer to the USF Catalog.

The form required for this action is a Fee Adjustment Form. Please send this form directly to the Registrar's Office for processing. If you have additional questions please contact COPH Academic and Student Affairs cophpermits@usf.edu.

For USF policy on Deleting a Course, please refer to the USF Catalog.

The form required for this action is a USF Graduate Delete Course Form. Only non-attended courses can be deleted. Please send signed form to COPH Academic and Student Affairs coph-grad@usf.edu for final signature and processing. Petitions submitted will take 2-3 weeks to process before a change in the OASIS system is noted.

The form required for this action is a USF Graduate Petition. Student must check off even exchange and write in the course that is being dropped and the course that is being added. Form must be turned in to COPH Academic and Student Affairs coph-grad@usf.edu for final signature and processing. Petitions submitted will take 2-3 weeks to process before a change in the OASIS system is noted.

For USF Auditing policies, please refer to the USF Catalog.
The form required for this action is a Course Audit Form. Please send signed form to COPH Academic and Student Affairs cophpermits@usf.edu for date stamp and processing.

Still have questions? Contact Academic and Student Affairs office via phone at 813-974-6505.

Please send feedback on the MPH Guidebook.