

WELCOME TO USF!

Here are a few steps you'll need to complete before joining us.

STEP 1: ACTIVATE YOUR NET ID & USF EMAIL

If you haven't already, **activate your NetID** and USF email address (it will be used by all university offices for official communication).

STEP 2: VERIFY RESIDENCY

You can verify your residency in your Student Self-Service account by navigating to "Student" > "Student Records" > "View Student Information" and selecting your term of entry. You should then be able to see your status under "Residence." If you feel your residency status is incorrect, complete this **form** and send to us at nondegree@usf.edu.

STEP 3: SUBMIT IMMUNIZATION RECORD

Visit **Immunizations for Non-Degree Students** to electronically submit and upload your medical history and immunization record. If your courses are 100 percent online, you do not need to submit immunizations to register.

STEP 4: REGISTER FOR CLASSES

Search for open courses using the online **Dynamic Schedule** search. A **video tutorial** is available for tips on using the tool. Log in to **MyUSF** on or after your **appointment time** and register through Student Self-Service. If you receive a registration error, visit **Course Permits** for further information.

STEP 5: GET TO KNOW CANVAS

Log in to **myUSF** to access Canvas, USF's learning management system. Familiarize yourself with how to use it before the semester starts.

STEP 6: PURCHASE A USF ID CARD

If you will be taking classes on campus, **obtain a USF ID card**.

STEP 7: PURCHASE A PARKING PERMIT

If you will be taking classes on campus and need to park your car, obtain a USF parking permit for your home campus.

- **Purchase a Tampa campus permit**
- **Purchase a St. Petersburg campus permit**
- **Purchase a Sarasota-Manatee campus permit**

STEP 8: BUY TEXTBOOKS

Purchase your course textbooks through the **USF Bookstore**.

STEP 9: PAY TUITION

Log in to MyUSF to view and pay your tuition by **USF's payment deadline**. Please note: USF's payment deadline may differ from the one at your home institution. Questions about financial aid?

STEP 10: REVIEW USF DEADLINES & POLICIES

Familiarize yourself with **USF's drop/add and withdrawal deadlines** and **first day attendance policy**. They may differ from those at your home institution.