

**Office of Graduate Studies
College of Business
University of South Florida
(813) 974-3335**

REGISTRATION INFORMATION FOR SPRING 2012

One week courses:

MAN 6930 – Management Thru Constructive Persuasion: (Pre-semester Jan 3 –Jan 7)

- Drop/Add Via OASIS prior to the first day of class to be non-fee liable
- Will not be automatically dropped for non-attendance. Must drop via OASIS

GEB 6930 - Lean Six Sigma: (Spring Break March 12 – 17)

- Drop deadline to avoid fee liability is March 9 at 4:00pm. Must drop via the Graduate Studies Office (BSN 103)
- Will not be automatically dropped for non-attendance
- Add via Enrollment Assistant after January 13 at 5:00pm
- Fee payment deadline: January 13 at 5:00pm (pay via OASIS)

1st 8 week courses: January 9 – March 2

- Drop/add: via OASIS (ends January 13 at 5:00pm)
- Last day to drop and receive a grade of W (fee-liable) is February 10–using OASIS
- May be automatically dropped for non-attendance (please confirm via OASIS)

4 week courses: January 9 – February 4

- Drop/add: Via OASIS until January 13 at 5:00 pm
- Last day to drop and receive a grade of W (fee-liable) is January 23– USE OASIS
- May be automatically dropped for non-attendance (please confirm via OASIS)

12 week courses: February 6 – April 27 plus finals week

- Drop/add: Via OASIS until January 13 at 5:00pm
- After January 13th:
 - Drop/Exchange Week: February 6 – 10 – DO NOT USE OASIS
 - Contact College of Business Graduate Studies Office
 - Will NOT be automatically dropped for non-attendance
- Add: After January 13th via Enrollment Assistant
- Last day to drop and receive a grade of W (fee liable) is March 23– using OASIS

2nd 8 week courses: March 5 – April 27 plus finals week

- Drop/add: Via OASIS until January 13 at 5:00 pm
 - ❖ Drop/Exchange week: March 5 – March 9: DO NOT use OASIS
 - Contact College of Business Graduate Studies
 - Will NOT be automatically dropped for non-attendance
 - ❖ Add: After January 13 via Enrollment Assistant
- Last day to drop and receive a grade of W (fee-liable) is April 13–DO NOT use OASIS (Contact College of Business Office of Graduate Studies for paperwork)

16 week courses: January 9 – April 27 plus finals week

- Drop/add: via OASIS until January 13 at 5:00pm
- Last day to drop and receive a grade of W (fee-liable) is March 24–using OASIS
- May be automatically dropped for non-attendance (please confirm via OASIS)

Final Exams: April 28th – May 4th

DROP/ADD

If you do not complete the formal drop process, you will be given a grade of “F” for the course. This is University Policy. **Do not count on being automatically dropped.**

To add a course after January 13, use Enrollment Assistant at:

https://www.registrar.usf.edu/applications/alternative_calendar/

Late Registration Fee

Last Day for degree seeking students to register to avoid \$100 late fee is January 6 at 5:00 pm.

Tuition Payment

Deadline: January 13 at 5:00pm

Fees are due by the fee payment deadline for all courses you are registered for by January 13 at 5:00pm. Information concerning fees and payments will be provided via OASIS.

Official Holidays

New Year’s Day (observed)	January 2
Martin Luther King, Jr.	January 16

Spring Break

March 12 - 17

Commencement

Commencement is May 5th. Additional information is available at the commencement website at: <http://usfweb2.usf.edu/commencement/>

Spring 2012 Graduates

If you plan to graduate at the end of the spring 2012 semester and would like a graduation check done prior to the start of the semester, you must submit your Application for Degree and Graduation Check Form indicating the tracks you plan to complete before December 2nd. **The absolute deadline for applying for degree for spring 2012 is February 3rd.** You must register and have a final schedule prior to completing your graduation check and application.

Web Registration

Web Registration for currently enrolled degree seeking students begins October 31. The Registrar will send out appointment times - <http://oasis.usf.edu/>