

# Transfer Orientation Step-by-Step Guide

Go to: <http://www.cas.usf.edu/students/advising/transfer/>

1. Watch the College of Arts and Sciences College Overview
2. View major specific information
3. Schedule an advising appointment using the eScheduler (Who is my Advisor handout?)

## I. Declare your Major

1. You will want to review the Degree Progression Policy: <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-505.pdf>
  - a. Transfer students with 60 or more credits are required to graduate within **4** semesters\*
    - i. Not counting towards the 4 semesters: summer semesters and part time semesters (<12 credits)
    - ii. **IMPORTANT:** After your initial major declaration, you may **only** be eligible to change majors if you can still graduate within the originally allotted **4** Fall/Spring semesters at USF
2. If you have questions about the degree progression policy or which major to choose, plan to meet with your academic advisor prior to declaring your major
3. Once you are ready, you can declare your major here: <http://www.cas.usf.edu/students/ug/declare/> or with your advisor during your advising appointment.
  - Note: this declaration will take about 48 hours to process in the system.
4. *If you intent to pursue a Health Professions Career (i.e. Med School, Pharmacy School, etc):*  
Please ALSO declare your pre-health intent here: <http://www.cas.usf.edu/healthprofessions/form/pre.aspx> (you will do this in addition to declaring your major).

## II. My Orientation Video

Learn how to register for classes! <https://www.youtube.com/watch?v=2AZe8FT9kXk>

## III. Registering for Classes

1. Open the following 3 tabs from your desktop & login using your Net ID and password
  - (1) USF DegreeWorks
  - (2) OASIS Registration
  - (3) OASIS Schedule Search
2. Review the **Florida Common Course Coding information** on the back of this sheet to note any equivalencies.
3. Review your **Degreeworks**. Are any courses missing that you have completed or are currently enrolled in?
  - (1) **No:** move to step 4.
  - (2) **Yes:** This means that we currently do not have those courses in our system (you need to send your transcripts showing completion **or** they are currently being processed- takes 6-8 weeks). Please note that you will be **unable to register** for any course for which we do not have confirmation that you have successfully completed the pre-requisite. Therefore, (for example) if you intend to register for CHM 2046 (General Chemistry II) and your CHM 1045 or CHM 2045 (General Chemistry I) credit is not in our system you will be unable to register for the course without a permit. Please see the **Course Evaluation and Permits** handout in your folder for instructions on submitting a permit request.
4. Did you take any Chemistry, Biology, Physics or Math coursework at an out-of-state institution?
  - (1) **No:** move to step 5.
  - (2) **Yes:** You must submit course evaluations for each of these courses. Please review the **Course Evaluation and Permits** handout in your folder for instructions and submit ASAP. You will be unable to register for any courses in which your out-of-state coursework was a pre-requisite until the evaluation process is complete.
5. Review the degree sheet for your intended major to see what courses are required for graduation (Who is my Advisor handout?). Make notes of the courses you have already completed.
6. Turn the page to being planning your schedule using the **Course Selection Table**.



# Course Selection

The table below should assist you in planning your courses for the upcoming semester. Use the degree sheets and Degreeworks to assist you. First, you will select your science or concentration coursework (the first two boxes) and then move on to your non-science (FKL, electives, capstone, etc.) courses. **Plan to see an advisor if you have questions!**

## Full Time Student Schedule (13-16 credits total- no more than 9 credits of science coursework)

<b>SCIENCE</b> (Chemistry, Biology, Physics, Math) <b>or CONCENTRATION COURSE</b> <i>Note: if taking a corresponding lab, this course will be included below</i>	<b>SCIENCE</b> (Chemistry, Biology, Physics, Math) <b>or CONCENTRATION COURSE</b> <i>Note: if taking a corresponding lab, this course will be included below</i>	<b>FKL*</b> <u>or</u> <b>3000+ ELECTIVE</b> <u>or</u> <b>CAPSTONE</b> <u>or</u> <b>HEALTH SCIENCE COURSE</b> (health science majors only)	<b>FKL*</b> <u>or</u> <b>3000+ ELECTIVE</b> <u>or</u> <b>WRITING INTEN.</b> <u>or</u> <b>HEALTH SCIENCE COURSE</b> (health science majors only)

\* Remember that students who have an AA degree from a Florida Public University or Community College will have any remaining FKL courses waived and, therefore, you should not register for FKL courses.

**Note: If you are intending to be a part time student, we recommend taking at least 1 science course each semester.**

## Examples of recommended Transfer Student Schedules

BMS and Biology Major Example	
CHM 2210	3 cr
PCB 3063	3 cr
PCB 3063L	1 cr
Capstone OR Writing Int.	3 cr
3000+ elective	3 cr
<i>Optional:3000+ elective</i>	<i>3 cr</i>
<b>TOTAL</b>	<b>13-16 credits</b>

Health Science Major Example	
Concentration course*	3 cr
Concentration course*	3 cr
CLT 3040	3 cr
HSC 2000	3 cr
Capstone or Writing Int.	3 cr
<b>TOTAL</b>	<b>15 credits</b>

\* Pre-PT & PA students should select science courses

## Florida Common Course Coding

This numbering system is used by all public postsecondary institutions in Florida and 27 participating nonpublic institutions as a way to facilitate the transfer of courses between participating institutions. Florida Common Course Numbering means that the first 3 letters and last 3 numbers are the same between institutions. Examples are below:

Course Title	Transfer	USF equivalency
General Chemistry I	CHM X045 (CHM 1045, CHM 2045)	CHM 2045
Biology I lecture/lab	BSC X010C <b>-OR-</b> BSC X010 and BSC X010L (BSC 1010C, BSC 2010C, or BSC 1010, BSC 2010 & lab)	BSC 2010 and BSC 2010L
General Microbiology	MCB 1000 and MCB 1000L <b>-OR-</b> MCB 1010C	MCB 2000 and MCB 2010L (NOT MCB 3020C)

Note: a "C" at the end of a course designates a lecture/lab combo course