Services You Can Use
for a successful campus experience

Nautilus Card Student ID
Dining Services
UWF Bookstore
Parking & Transportation Services
Postal Services
Student Printing

uwf.edu/auxservices

Business and Auxiliary Services
UNIVERSITY OF WEST FLORIDA
On behalf of the Business & Auxiliary Services department, I would like to welcome each of you to campus. Our department consists of a variety of business operations that provide support services to the University of West Florida students, faculty and staff. Our goal is to provide top quality goods and services and a great experience every time you interact with any of the operations we oversee.

Our primary operations include:

- Bookstore
- Copy Services
- Dining & Catering Services
- Licensing
- Nautilus Card (Official Student ID)
- Parking & Transportation Services
- Postal Services
- Records Management
- Student Printing
- Vending Services

Location | Building 20W, Room 151
Phone | 850.474.3012
Fax | 850.474.2096
Email | auxservices@uwf.edu
Web | uwf.edu/auxservices
Facebook | UWF Campus Services
Twitter | UWFCampusSvcs
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The **Nautilus Card** is the official University of West Florida ID Card. It also functions as a library card, meal plan card, access card and declining balance card. Use it to make convenient, secure purchases and to gain access to facilities, services and activities on campus.

**Use it to make purchases**
- Dining Services
- Bookstore
- Postal Services
- Vended Snacks and Beverages
- Prints at Printing Kiosks
- Laundry
- Copies / Scans
- FAX Services
- Counseling & Wellness Services

**Use it to gain access**
- UWF On-Campus Communities
- High Tech Labs and Selected Classrooms
- Fitness and Aquatic Centers
- Campus Events
- Online Library Databases
- Local Area Network (LAN)

**Use it for meal-per-week plans and meal-per-semester block plans**
Whether you are a First-Time-In-College (FTIC) student living on campus and required to purchase a meal plan, or you choose to purchase a meal or block plan, you will use your Nautilus Card to access the meals.

Details about meal plan options, costs and how to make meal plan changes can be found in the Dining Services section, pages 9-11.

Details about how to purchase a meal plan can be found in the Making Purchases section, pages 26-27.
Use your Nautilus Card as a declining balance account

The Nautilus Card can be used as a declining balance card. Swiping your card is a safe and convenient way to make purchases on campus. A deposit of $200-$300 is the suggested amount to allow for the purchase of miscellaneous goods and services for a semester. Unused money in the declining balance account rolls over to the next semester. Consider making a small deposit to determine if you find purchasing with a Nautilus Card convenient.

There are 3 ways to make deposits to your declining balance account.

1. **Deposits may be made online via MyUWF.** Search for the “Meal Plan Purchases & Nautilus Card Deposits” app. Log in and select “ADD CASH” from the menu. MasterCard, Visa or Discover cards are accepted. Deposits made online via debit/credit card are subject to a 2.5% convenience fee. E-checks are also accepted and subject to a $1.49 transaction fee.

2. **Deposits may be made in person using cash** at one of the convenient Automatic Deposit Machines (ADMs) located around campus. ADMs are located in Bldgs. 22, 32 (2), 72 and 86. ADMs accept ones, fives, tens and twenties. Funds deposited at an ADM are added to the Nautilus Card account and are available immediately. There is no transaction fee to use an ADM.

3. **Deposits may be made in person using cash or check** at the Commons Service Desk in Building 22. No transaction fee.

It’s easy to keep track of your Nautilus Card account balances

Each time you make a purchase using your Nautilus Card, your account balance is displayed at the point of purchase. Your account information is also available online anytime you want to check it via MyUWF. Search for the “Nautilus Card Balance & Swipe History” app to view your declining account balance, meal plan account balance and card swipe history.

Declining balance account refunds

If you have money in your Nautilus Card declining balance account at the end of the semester, it will be carried over into the next semester's balance. You may not withdraw cash from a Nautilus Card account.

**Refunds Upon Separation:** To receive funds left on a Nautilus Card declining balance account, the cardholder should request, in writing, a refund of any remaining balance within six (6) months after separation from the University. Any unclaimed balance remaining on the account after this period will be forfeited.

How to obtain a Nautilus Card

Freshmen attending orientation will receive their Nautilus Card as part of that process. Other new students registered for classes on the UWF Pensacola campus are required to get a Nautilus Card in order to have full access to student services.

The annual Nautilus Card program fee of $10 may be paid via cash or check in the Cashier’s Office, Building 20E. Bring your receipt and an official government issued photo ID to the Nautilus Card Office, Building 20W, to have your card made.
**Caring for your Nautilus Card**

Do not punch a hole or bend your card. Keep your card in a safe, clean, dry, secure place, preferably in a card protection sleeve or cardholder. Keep it away from magnetic objects that can demagnetize the stripe on your card. The cost for a Nautilus Card replacement is $15.

*If your card is lost or stolen, contact the Nautilus Card office immediately at 850.474.3324.*

We will place a hold on your card until it is found or replaced. Office hours are Monday through Friday, 8am-5pm. After regular business hours, please contact the University Police Department at 850.474.2415. UWF is not responsible for cash balances of lost cards.

Do not lend your card to anyone. Only you may use your Nautilus Card.

**Nautilus Card policies**

Official identification is required when obtaining a Nautilus Card, whether it is a new card or a replacement card. A driver’s license, state or government issued photo I.D. or passport are acceptable forms of identification.

The information contained in the Nautilus Card system, including your photo, can be used by the University of West Florida for internal University business purposes as deemed appropriate and approved by the Vice President of Enrollment and Student Affairs.

An annual Nautilus Card program fee of $10 will be assessed for each student registering for on-campus classes the first semester they register. The fee will recur annually thereafter each fall semester. The fee covers the cost of ongoing services provided by the Nautilus Card program. It does not include a new card each semester or year.

**Contact: Nautilus Card**

phone 850.474.3324  
email idcard@uwf.edu  
web uwf.edu/idcard
Dining Services is a critical part of the student experience at the University of West Florida. Offering a variety of dining options from our all-you-care-to-eat residential restaurant to national retail dining locations, coffee houses and convenience items; students will have everything they need within walking distance across campus. UWF Dining specializes in providing exceptional dining experiences that cultivate community and build lasting memories over meals.

**A VARIETY OF CHOICES**

If you’re looking for it, most likely it is here. UWF Dining has twelve dining locations, to include Starbucks located in Argonaut Village at the east entrance to campus.

You’ll find an abundant variety of fresh foods, prepared your way each day. Our chefs stand ready to serve up a changing menu of specialties including hand-tossed pizza, sandwiches, and more cooked to your liking! Daily features include traditional home-style meals, fresh cooked pastas and simmering sauces. Enjoy hot and hearty traditional and vegetarian soups, bisques and chowders and an abundant salad bar.

**Entry to the Nautilus Market is via one meal swipe or the door price - $8.00 for breakfast, $9.50 for lunch, $9.75 for dinner.**

**This is our “Healthy for Life” philosophy:**

It’s simple. We believe that good food is essential to a healthy life. Our commitment is to help you power your life on campus with good food and a dining program that makes it easy for you to eat right.

It’s why we have healthy and wholesome choices available every day and it’s why we have nutrition and wellness programs that help take some of the mystery out of healthy living.

**Individual support and attention for students with food allergies.**

We recognize and accommodate your dietary needs in a way that’s personalized, sensitive and supportive. In fact, we pride ourselves on working with you to make sure you can find the food that fits YOUR life. For more information or special dietary needs, please contact UWF Dining Services via email at dining@uwf.edu. Our food service director will meet with you to discuss the dining options available to accommodate your needs.
CONVENIENCE

Whether you want a quick bite or need a place to sit and chat with friends, we provide convenient dining opportunities spread throughout campus.

- Starbucks® at Argonaut Village at the east entrance to campus offers high-quality coffees, hand-crafted espresso beverages, teas, smoothies as well as a variety of pastries, prepackaged snacks, and breakfast sandwiches.

DINING LOCATIONS

There are 7 other dining establishments that you will love and enjoy. Grab a snack, sandwich or salad. There's no need to leave campus to eat.

- Pace Library Coffeehouse (John C. Library, Building 32) We Proudly Serve Starbucks coffee beverages, teas and smoothies as well as a variety of pastries, snacks, and breakfast sandwiches.
- Argo Express (Hal Marcus College of Science and Engineering, Building 4) We Proudly Serve Starbucks coffee beverages, grab & go salads, sandwiches, wraps, parfaits, drinks, and sweet or salty snacks.
- Switz Café (College of Business, Building 76A) We Proudly Serve Starbucks coffee, cappuccinos, grab & go salads, sandwiches, wraps, parfaits, drinks, and sweet or salty snacks.
- Argo Refuel (HLS Facility, Building 72) is a smoothie and healthy juice drink cafe offering great beverages, power bars, snacks, wraps, salads, bagels, fruits and grab & go items.
- C-Store (Presidents Hall) will offer large assortment of dairy, grab and go meal solutions, frozen foods, bottled beverages, salty snacks, health & beauty items, and much more, along with Coke products and f’real milkshakes. The location will be open 10am until 11pm. A pizza concept is anticipated to be in place in October.
- Argie’s Deli (College of Education and Professional Studies, Building 86) offers subs with fresh baked bread, packed with the finest sliced baked bread, packed with the finest sliced meats, cheeses, signature spreads, spices and wholesome toppings.
- Bistro Blue food truck is most often parked next to the deck between Buildings 12 and 18, but occasionally travels to other campus locations. The menu rotates with a variety of foods meant to be enjoyed in the great outdoors and will begin fall semester with a Tex-Mex menu.

NEW FAST CASUAL RESTAURANTS

Commons Food Court (Commons, Building 22), formerly Argo Galley, is “the” campus gathering place with great food and fun events.

- Which-Wich® Superior Sandwiches is committed to creating the best sandwiches available. We offer more than 50 varieties of customizable “wiches.” The Which-Wich menu also includes plenty of vegetarian options and several healthywiches for less than 400 calories each. (Opening late Fall 2018)
- Twisted Taco® is an American Mexican Cantina fusing new American and bold Mexican flavors to form a one of a kind “Twist” on Mexican cuisine. (Opening late Fall 2018)
- Chick-fil-A® is the home of the original chicken sandwich with two pickles on a toasted butter bun. Over the years they have grown to specialize in a variety of chicken sandwiches, breakfasts, salads, sides and frozen treats. (Opening Spring 2019)
FLEXIBILITY

UWF Meal Plans are convenient, flexible, and loaded with options. Meal plans let you eat anywhere on campus at any time of the day saving time and energy to focus on the other many moving parts of the UWF college experience. Depending on which plan you choose, meal plans come with three components, Meal Swipes, Guest Swipes and Dining Dollars.

Meal Swipes are reserved for Nautilus Market, our all-you-care-to-eat residential restaurant, and are redeemed using your Nautilus Card. Each time you use a meal swipe, it is subtracted from your weekly or semester balance.

Guest Swipes are for meal plan participants with an Argo 19, 15, or 12 meal plan. Students with these plans receive 2 free meal swipes each semester that can be used to pay for guest meals. Meal plan participants must accompany guests during the meal period.

Dining Dollars work like cash, but there's no need to carry cash around! The Dining Dollars loaded on your Nautilus Card with your meal plan may be used at any of the Dining Services locations on campus.

If you use all of your Dining Dollars before the end of the semester, you may add funds to your Nautilus Card declining balance account which can be used anywhere on campus. Declining balance account funds roll over from semester to semester. Funds can be added via MyUWF (convenience fee applies), one of the Automatic Deposit Machines (ADMs) located around campus or at the Commons Service Desk in Building 22 (no convenience fee).

Meal Swipes and Guest Swipes expire at the end of each semester. Dining Dollars roll over from fall to spring to summer semester and expire at the end of the summer term.

WHO NEEDS A MEAL PLAN? YOU! Eating made easy for EVERYONE

Mandatory meal plans

All First-Time-In-College (FTIC) students living in University housing are required to participate in the mandatory meal plan their first two semesters on campus (summer residence not included). FTIC students select either the Argo Unlimited, 19, 15, or 12 meals per week plan during housing sign-up. One meal swipe is allowed per meal period (does not apply to Unlimited plan). There are three meal periods on weekdays and two meal periods on Saturday and Sunday. The weekly meal total resets each Sunday and unused meals do not roll over to the next week.

The mandatory meal plan can apply to some transfer students.

A student’s status as FTIC is not the same as a classification indicating academic progress. Students who have earned fewer than 12 semester hours of transferable college credit since graduating from high school should contact the Undergraduate Admissions Office at 850.474.2230 to verify if they are FTIC students.

Voluntary meal plans

Investing in a UWF Meal Plan has significant benefits for every UWF student. If you would like to purchase a meal or block plan, you may purchase online via MyUWF and use the “Meal Plan Purchases & Nautilus Card Deposits” app. Deposit funds to your Nautilus Card declining balance account first, then use those funds to purchase the meal plan of your choice.

You may use excess Financial Aid funds to purchase a voluntary meal plan.

First, you will need to verify the amount of...
excess Financial Aid you have available. You may check your remaining Financial Aid after tuition, housing and fees are paid using the “CashNet - Pay Your Bills” app in MyUWF. Then access the “Nautilus Card Services” app and select “Voluntary Meal Plan.” The form that appears will list the meal plan options that you have sufficient funds to cover. You can then select which plan you prefer and proceed with the purchase.

**How to use an Argo 5, 12, 15, or 19 meal plan**

The student’s specified number of meal swipes per week is available in the Nautilus Market located in the Commons, Building 22. You may use one meal swipe from your meal plan during each meal period.

**There are three meal periods per day Monday-Friday.**

- **Breakfast:** 7:15 am-10:30 am
- **Lunch:** 10:31 am-4 pm
- **Dinner:** Monday-Thursday, 4:01 pm-9 pm; Friday, 4:01 pm-7 pm

**There are two meal periods per day Saturday and Sunday.**

- **Brunch:** 11 am-4 pm
- **Dinner:** 4:01 pm-7 pm

- To-go meals are available with the Argo 5, 12, 15 or 19 meal plans. Students with these plans may request 1 free reusable clamshell per semester for to-go meals.
- 2 free guest meal swipes are available with the Argo 12, 15 or 19 meal plans. Meal plan participants must accompany guests during the meal period.
- Dining Dollars may be used at any UWF campus dining venue.
- Meal plans expire at the end of each semester. Dining Dollars roll over from fall to spring to summer semester and expire at the end of the summer term.
- To check your meal plan swipes or Dining Dollar balances, login to MyUWF and select the “Nautilus Card Balance and Swipe History” app.

**How to use an unlimited meal plan**

Unlimited swipes are available in the Nautilus Market located in the Commons, Building 22.

- Meal periods, to-go meals and Dining Dollars do not apply to the Argo Unlimited meal plan.
- Unlimited meal plans expire at the end of each semester.
- To check your meal plan swipes or Dining Dollar balances, login to MyUWF and select the “Nautilus Card Balance and Swipe History” app.

**How to use a block plan**

The numbers of swipes in your block plan are per semester, and available in the Nautilus Market, located in the Commons, Building 22.

- Meal periods do not apply to block plans.
- Block plan holders may use meal swipes for guests, which will be deducted from the block number of meals for the semester.
- To-go meals are available with block plans. Get 1 free reusable to-go clamshell.
- Block plans expire at the end of each semester.
- Dining Dollars may be used at any UWF campus dining venue and roll over from fall to spring to summer semester and expire at the end of the summer term.
- To check your block plan swipes or Dining Dollar balances, login to MyUWF and select the “Nautilus Card Balance and Swipe History” app.
Dollar balances, login to MyUWF and select the “Nautilus Card Balance and Swipe History” app.

How to purchase and begin using your Fall 2018 meal or block plan:

Fall mandatory meal plans will be available for payment after July 1. Pay on your UWF Account Balance using MyUWF and select the “CashNet - Pay Your Bills” app.

Fall voluntary meal & block plans go on sale after July 1. Pay using MyUWF and select the “Meal Plan Purchases & Nautilus Card Deposits” app or purchase at the Cashier’s Office with cash or check.

All Fall 2018 meal plans begin Friday, August 24, 2018 in conjunction with UWF housing move-in day. Classes begin Monday, August 27, 2018.

Meal Plan Changes
If you purchase a meal plan and quickly discover that you need to make an adjustment, you may make a change. Students are allowed to select a different meal or block plan through the first two weeks after the start of classes, or after they purchase the plan, whichever is later.

At the beginning of the second semester, remember to check your meal plan account. Meal plans default to the plan each student had at the beginning of their first semester. You will again have two weeks to make a change.

If a change in your meal or block plan is desired, please contact the Nautilus Card Office at 850.474.3324 or email idcard@uwf.edu.

Stay connected.
Visit us on social media.
facebook | UWF Dining
twitter | @UWFDining
instagram | uwfdining

Contact: Dining Services

VALUE
Meal plans available for Fall 2018 and Spring 2019

Meal plan swipes expire at the end of each semester. Dining Dollars may be used at any campus dining location and roll over from fall to spring to summer semester and expire at the end of the summer term.

MANDATORY PLAN OPTIONS
Mandatory for FTIC resident students their first two semesters.

Argo 12 - meals per week
+ $300 Dining Dollars
$ 1,890

Argo 15 - meals per week
+ $300 Dining Dollars
$ 2,022

Argo 19 - meals per week
+ $50 Dining Dollars
$ 2,031

Argo Unlimited - unlimited meals per week
$ 2,131 *

* Argo Unlimited does not include Dining Dollars, guest swipes or to-go meals.

VOLUNTARY PLAN OPTIONS
Available to all students as well as the Argo 12, 15, 19 and Unlimited plans above.

Argo 5 - meals per week
+ $100 Dining Dollars
$ 762

Block 25 - meals per semester
+ $50 Dining Dollars
$ 260

Block 50 - meals per semester
+ $100 Dining Dollars
$ 515

Block 100 - meals per semester
Welcome to the University of West Florida!

Visit the Bookstore for 20% Off* a single apparel or gift item.

* Valid thru 09/30/18. May not be combined with any other offer. Valid in-store and on selected items only. Limit one coupon per customer. Excludes textbooks, gift cards, diploma frames, clearance items, promotional items, previous and online purchases, calculators, computer hardware, supplies and software, and professional reference. Void if copied, transferred, and where prohibited by law. See store for details.

The UWF Bookstore is your official source for course materials and Argonaut emblematic gear. It offers competitively priced computers, including Apple, and academically priced software available to students, faculty, staff and alumni.

The primary purpose of the Bookstore is to ensure that students have access to the required and/or recommended course materials as specified by their UWF professors. The staff strives to have all course materials available for purchase two weeks prior to the beginning of each semester.

**Course materials**

Course materials come in many forms these days; books, software packages, digital subscriptions, as well as art and lab supplies. Most course materials are available new or used and have the option to buy, or rent them for the semester. The one thing your course materials have in common is that your professors selected them with your academic success in mind.

**Shop By Author**

Textbooks are shelved in alphabetical order by author. No bouncing around from shelf to shelf looking for your courses. Create and print your customized book list by entering your student id number at the kiosk located in the text section of the store or by using your smartphone and entering www.txbk.info/uwf.

**Rent books, new or used**

To “rent” a book, you pay a reduced price in exchange for agreeing to return the material at the end of the semester. Just look for the “RENT this BOOK” sign beside your assigned course materials to determine if they are available for rent. The first time you rent either in the store or online, you will be required to complete a rental agreement form.
Buy or rent used books early

Demand for used books generally exceeds supply; for that reason, it's a good idea to buy/rent your course materials as soon as possible.

SAVINGS COMPARISONS

Buy used
Save 25% over the new book price

Rent new or used
Save 50% over the new book price

Buy or rent digital
Save 40-80% over the new book price

UWF Bookstore programs

BOOKSTORE TEXTBOOK DEFERMENT PROGRAM

The majority of UWF students receive some form of financial aid. For each student receiving aid, the Student Accounts office calculates an estimate of all debt (tuition & fees, housing, meal plan, etc.) owed to the University. This debt is paid first then any “excess” financial aid over and above debt to UWF is sent as a refund to the student’s BankMobile account. This disbursement usually occurs by the end of the second week of classes.

For students who have excess financial aid available, the Textbook Deferment Program allows you to seamlessly purchase your course materials at the UWF Bookstore before the refund is disbursed. You can have your books in-hand for the first day of class. The Bookstore Deferment Program may be used to purchase course materials in-store or online up to the last day of the Drop/Add period each semester.

The maximum Bookstore deferment amount is $800.

To check the estimated amount of the deferment funds you have available, log in to MyUWF and search for the “CashNet – Pay Your Bills” app. Or, look for an email notice from Student Accounts that will be sent to your UWF email address. You must be enrolled for the minimum number of hours required to receive your financial aid award. If your financial aid status changes, you will be responsible for purchases made under this program.

PURCHASE ONLINE WHEN YOU REGISTER

UWF’s online registration system connects directly to the UWF Bookstore, allowing students to buy/rent course materials online immediately after registering for classes. Once you finalize your schedule online, click on the “Purchase Textbooks” button. The system transfers you to the Bookstore and provides a pre-populated list of required and recommended course materials based on your class schedule. You decide which books to purchase or rent. Orders will be filled and ready for pick up at the Bookstore or can be shipped to you.

PRICE MATCH

The UWF Bookstore will match against Amazon, Barnes & Noble, or a local competitor; in-store only. Price adjustments will be made at time of purchase or within 7 days of original purchase with an original receipt. The lower-priced item must match the exact ISBN and edition purchased or rented, including accompanying CDs, online access codes, student manuals, etc. Purchase and price adjustment differences will be provided on a store gift card. Learn more at uwfshop.com. Look for Price Match Guarantee under “Books” at the bottom of the webpage.
DIGITAL TEXTBOOKS via BRYTEWAVE powered by VitalSource
BryteWave™ is a digital textbook platform that provides tools to use digital textbooks in ways that you have never been able to before. You can easily search an entire text for specific information in a matter of seconds, take notes directly in the text, bookmark important pages, and highlight information for easy recall.

BryteWave™ offers a three-day Try Before You Buy option (if the publisher allows it). Visit https://shelf.brytewave.com/#/user/signin. You will be required to create a BryteWave Reader account to activate the trial but will not be required to provide your credit card number.

FREQUENTLY ASKED QUESTIONS:

- Can I copy and paste or print digital textbook content from a purchased digital textbook? Yes. But, publishers limit the amount of content you can export or print.

- How long do I have access to a BryteWave digital textbook? With BryteWave, there are two purchase models – rental and ownership.
  
  A rented digital textbook allows you to use the book for 180 days after activation. Rental books cannot be converted to purchase but you can always rent the book again and your notes and highlights remain available.

  A purchased digital textbook gives you ownership of the textbook within the BryteWave reader and will not expire.

- Is there an app for Brytewave? Yes, You can access BryteWave Mobile by downloading the BryteWave Mobile Reader app at the Apple® App Store, Google Play or at brytewave.com.

TEXTBOOK BUYBACK
Buyback is your opportunity to sell your course materials back to the Bookstore. Buyback typically occurs during the designated buyback period at the end of the semester. The earlier you sell your books back, the more they’ll be worth and the more likely the Bookstore will buy them. However, the Bookstore buys back books every day, year-round.

There are two ways to sell your books back to the Bookstore; in store or online. Bring the books that you no longer need to the store for fast cash back. Sell your books back online at uwfshop.com and look for “Cash for Books” under Books. Shipping is free and you receive a check in the mail.

The price the Bookstore offers is based on the book’s future value. A book is more valuable if a professor has selected it for use the next semester and if it’s in saleable condition. Demand for the book and the number of copies already in stock also determine the value. Typically, if the text is being used in the upcoming semester and the Bookstore has not reached the quantity demanded, you will receive 50% of the new textbook price back.

Contact: Bookstore
phone 850.474.2150
email bookstore@uwf.edu
web uwfshop.com
PARKING PERMITS

Permits for the 2018-19 school year are available for purchase after the first week of August. Purchase your permit online via MyUWF using the “Parking Transaction Portal” app. You may choose either a decal or hangtag style permit for your vehicle.

<table>
<thead>
<tr>
<th>PERMIT TYPE</th>
<th>2018-19 ANNUAL PRICE*</th>
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</thead>
<tbody>
<tr>
<td>Resident (blue or black)</td>
<td>$145.00</td>
</tr>
<tr>
<td>Commuter (green)</td>
<td>$114.00</td>
</tr>
<tr>
<td>Remote (Lot SP2 only) (red)</td>
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<td>Motorcycle (brown)</td>
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<tr>
<td>Faculty/Staff (gold)</td>
<td>$145.00</td>
</tr>
<tr>
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<td>$363.00</td>
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</table>

* Semester permits or permits for additional vehicles may be purchased at half (1/2) the annual permit price. Permit price includes Florida sales tax.
All students and employees who park on the UWF Pensacola campus are required to register their vehicle(s) and purchase a UWF parking permit.

The University manages more than 40 parking lots on the Pensacola Campus. Each lot is designated with a letter name and is available to specific user groups. Your parking permit type is color-coded to indicate your user group. Check the parking map to determine which lots you are allowed to park in with your permit type. Parking regulations enforcement begins the first day of class!

**Parking Regulations**

To get familiar with the UWF Parking Regulations visit the Parking & Transportation Services website at uwf.edu/parking.

**Resident student parking**

Resident parking is designated by residence hall and color. Permits are only valid in the specific lots as indicated:

- **Pace, Argo, Heritage, Presidents and Martin Halls - blue permit**
- **Village East and Village West - black permit**

Parking Services endeavors to protect resident student property, but UWF is not responsible for loss or damage to vehicles or their contents.
Commuter student parking
The vast majority of the parking spaces on campus are available to commuters, who are students that live off campus. Commuter permits are green. Commuter areas are designated by signage with the word COMM in a text box. Commuters may also park in open lots, faculty/staff areas after 4:30pm, and may park in numbered, reserved spaces after 5:30pm. Resident lots and spaces never become open to other permit types.

Remote parking
Any student, faculty or staff may choose the remote parking permit option, which is half the cost of an annual commuter permit but is limited to one lot. Remote permits are red. The remote parking area is Lot SP2 in the Sports Complex by the baseball and soccer fields. The UWF trolley runs to and from the remote parking area to the core campus daily on a regular schedule from 6:55am until 9pm, or when classes are finished for the day, during fall and spring semesters.

Overflow parking
There are open and overflow lots available to all permit holders except remote lot permit holders. These lots include B, E, J, L, M, Z, EE, FF and SP1.

How to purchase a parking permit
To purchase a parking permit, visit MyUWF and search for the “Parking Transaction Portal” app. Use the UWF login and follow the prompt to “Get Permits.” You will have the option to select a hangtag or decal and to receive your permit by mail or pick it up at Parking Services (Building 91). You may only purchase one permit at a time.

Accepted methods of online payment include debit/credit card (2.75% convenience fee) or via E-check (No convenience fee).

UWF / temporary permits
If unforeseen circumstances arise, students have the option to print a two-week temporary permit to use until the situation is resolved and you have a proper permit. Visit MyUWF > “Parking Transaction Portal” app and print your temporary permit. One two-week temporary permit will be available to you each semester.

Also, students or employees needing a short-term temporary permit may pick one up at Parking Services (Building 91). After hours, temporary permits are available from the UWF Police (Building 94).

Visitor / temporary permits
The UWF Visitors Center (Building 81) issues temporary permits to visitors such as parents and family members free of charge.

How to pay a parking citation
If you get a parking citation and need to pay or appeal the citation, visit MyUWF > “Parking Transaction Portal” app and follow the prompts to “View Your Citations”.
UWF trolley information

Four trolleys serve the UWF campus during the fall and spring semesters, Monday through Thursday until 9pm. On Fridays, two trolleys serve the campus with service ending at 9pm or when classes are finished for the day. On Saturdays, one trolley serves the campus, ending at 4:05pm. Trolley service is not provided on Sundays, during the breaks between semesters, or on holidays. During the summer semester, one trolley serves the campus.

Students may ride the trolley as often as they like. The trolley is free to ride for the campus community. There are 21 official trolley stops on campus but the trolley will stop when hailed. The UWF Express trolley route includes off campus stops at the University Town Center shopping area (Target/Publix on Nine Mile Rd) and Argonaut Village (at the east entrance to campus) as well as stops at the Remote Lot and the Commons. A trolley schedule can be found on the Parking Services website, uwf.edu/parking.

Trolley and ECAT Bus Tracker

To keep track of the UWF trolley and ECAT bus locations on your smart phone, download the DoubleMap Bus Tracker app free for iOS or Android via the App Store or Google Play. Once in the app, navigate to “ECAT” and then “UWF Trolley” to view UWF trolley routes, stops and current locations and “Route 43” to view the ECAT bus location.

To track the UWF trolley and ECAT bus locations on a computer, go to https://ecat.doublemap.com/map/.

Escambia County Area Transit (ECAT) bus program

Don’t have a car? ECAT buses can take you around town!

Escambia County Area Transit (ECAT) buses run through campus Monday through Saturday each week as part of Route 43. UWF students registered for the current semester may receive two free bus passes each day by visiting Auxiliary Services (Building 20W) or Parking Services (Building 91) and showing their student Nautilus Card. The ECAT bus passes are available for pick up Monday through Friday, excluding semester breaks and holidays. This program is a service of UWF Parking & Transportation Services.

UWF has 3 bus stops indicated by ECAT on Route 43 as stop number 5.

Each stop is in front of the following locations: Village West (Building 901); School of Science & Engineering (Building 4); and WUWF Public Media (Building 88), in that order. To view the bus schedule and map for Route 43, serving UWF, visit https://goecat.com/routes-maps/.

Contact: Parking and Transportation Services

phone 850.473.7711
email parking@uwf.edu
web uwf.edu/parking
The parking map can be found online at uwf.edu/parking. To purchase a permit, pay a citation, or appeal a citation, visit MyUWF and search for the "Parking Permits, Citations and Appeals" app.

- Commuter Student Parking (green permit)
- Open Lots - Overflow Parking (indicated in pink on map)
- Faculty and Staff Parking (yellow permits)
- Remote Parking - Lot SP2 Only (red permit)
- Village East and Village West Apartments (black permit)
- Heritage, Presidents, Martin, Pace, and Argo Residence Halls (blue permit)
The parking map can be found online at uwf.edu/parking.
To purchase a permit, pay a citation, or appeal a citation, visit MyUWF and search for the “Parking Permits, Citations and Appeals” app.

- **Commuter Student Parking (green permit)**
- **Open Lots - Overflow Parking (indicated in pink on map)**
- **Faculty and Staff Parking (yellow permits)**
- **Remote Parking - Lot SP2 Only (red permit)**

Village East and Village West Apartments (black permit)
Heritage, Presidents, Martin, Pace, and Argo Residence Halls (blue permit)
Postal Services

The UWF Post Office is located in the University Commons (Building 22) and is an official USPS contract station with all of the capabilities of a regular postal facility.

Operations include mailbox assignments, the sale of stamps; parcel mailing; package wrapping assistance; express, certified, registered, C.O.D. and insured mail.

Visit the UWF Postal Services website at uwf.edu/postal to get zip codes, postage rates, track packages, find US Passport information and much more.

Post Office hours of operation

Open Monday–Friday, 7:45am to 4pm

- Resident student mail is boxed by 10am Monday-Saturday.
- Mail is dispatched at 7:30am and 3:30pm on weekdays.

The Post Office windows are not open on Saturdays, however package pick-up is available from 7:45-11:30am.

To pick up packages before the Commons opens at 10am on Saturdays, resident students may ring the buzzer for assistance at the loading dock in back of the building.

To pick up packages from 10am to 11:30am, just ring the buzzer located on wall in the Post Office lobby.
Addressing mail to resident students

To ensure proper handling of your mail and packages, and to avoid delays, please address mail to students living in UWF resident communities as follows:

Student Name  
University of West Florida  
3XXXX* Campus Drive  
Pensacola, FL 32514

* 3XXXX: Insert the student’s 5-digit mailbox number here.

How to request a student mailbox

Resident students may request a mailbox in person by visiting the UWF Post Office upon arrival on campus. Mailboxes can also be pre-assigned by submitting an email request to postal@uwf.edu or by calling 850.474.2436. Your 9-digit Nautilus Card ID number will be required at the time of mailbox assignment.

UWF mailboxes have combination locks. After a mailbox has been assigned to you, the combination can be found online via MyUWF > search for “Postal Information.”

Moving out for the semester?

Remember to fill out a Change of Address request form.

If you are moving off campus or leaving for the summer, you must fill out a Change of Address form in person at the Post Office or online via uwf.edu/postal > For Resident Students > Change of Address Request. If you are not on the current housing list for a UWF Community or Village East or West and have not left a forwarding address, your mail will be returned to sender. Be sure to notify Records and Registration of your address change as well.

UWF resident student mail

Mailboxes are available to current resident students after signing up for campus housing. Students’ mail is placed in individually assigned mailboxes located in the Post Office in the Commons.

Larger packages are shelved inside the Post Office and can be picked up at the front counter. Notices for package pickup or for mail requiring a signature will be placed in the student mailbox. For security reasons, only the addressee may pick up packages and photo identification, such as your Nautilus Card, will be required.

Contact: UWF Postal Services
phone 850.474.2436
email postal@uwf.edu
web uwf.edu/postal
More than 20 WEPA printers are available for students to use on the UWF campus. Student Printing Services allows students to print term papers, homework and the like with ease. WEPA printing kiosks can be found in the UWF Library, University Commons and other convenient locations. Simply send the documents you want to print to the WEPA cloud-based print site, then use the closest printing kiosk to retrieve the prints. Login at a printing kiosk with your UWF username and password, or swipe your Nautilus Card to identify yourself and print your pages. You will be able to choose high quality black and white or full color prints that are value-priced with students in mind.

- Single-side black and white, $.12
- Two-sided black and white, $.19
- Single-side color, $.52
- Two-sided color, $.83
**Student printing account**

Your UWF Student Printing Account is linked to your Nautilus Card declining balance account and your ArgoNet account (for sign-in), allowing you to swipe your card at printing kiosks and to pay with Nautilus Card declining balance funds. The kiosks also accept funds placed on a WEPA account set up at wepanow.com, or from your personal credit card. The kiosks do not accept cash.

**Getting Started**

**Activate your account by:**

1. Using a computer lab computer to print a document using the pre-installed WEPA print drivers, or

When you do one of the above, using your UWF email address and Argonet password to login, your account is activated and ready to use!

After getting your account activated, you will be able to login at any kiosk with your UWF email address and Argonet password or simply swipe your Nautilus Card to retrieve and print your documents.

**Frequently asked questions**

**What is my user name?** Your username is typically your full UWF email address.

**What is my password?** Your password is the same as your Argonet password.

**How long will my print job be available at WEPA kiosks after I send it to print?** The file is available in the cloud for 24 hours.

**Contact: Student Printing**

phone 850.474.3324
e-mail studentprinting@uwf.edu
web uwf.edu/studentprinting
HOW TO MAKE PURCHASES AND PAYMENTS AT A GLANCE:

UWF Bookstore
- Pay in-store with cash, check, money order, debit/credit card, Nautilus Card declining balance account or Bookstore Gift Card.
- Pay online with debit/credit card or Bookstore Gift Card.
- Use a Bookstore Deferment if excess financial aid is available in your student account. Check your balance using MyUWF > “CashNet – Pay Your Bills” app.
- Bookstore Deferment purchases may be made in-store or online.

Copiers on Campus
- Purchase copies, scans or prints with your Nautilus Card declining balance account.

Dining Services
- Nautilus Market meal plans and block plans: Pay with your Nautilus Card.
- Nautilus Market: Pay the door rate with cash, debit/credit card or a Nautilus Card declining balance account.

HLS Fitness Center & Aquatic Center
- Pay with cash, check or debit/credit card.

Laundry (Washers & Dryers)
- Pay with your Nautilus Card declining balance account.

Meal Plan - Mandatory
Mandatory meal plans will automatically post to the student’s account balance. Your balance may be viewed via MyUWF > “CashNet – Pay Your Bills” app.
- Pay online via MyUWF > “CashNet – Pay Your Bills” app. Debit/credit cards accepted include MC, VISA, Discover, AmEx and JCB. (2.75% convenience fee applies.) Pay with E-check option. (No convenience fee.)
- Pay in Cashier’s Office with cash, check, or money order. (No convenience fee.)
- Payment with Financial Aid will be automatically applied to your meal plan (the second week of classes) if you have a sufficient amount after tuition and housing are paid.

Meal Plan - Voluntary Meal or Block Plan
- Pay online via MyUWF > “Meal Plan Purchases & Nautilus Card Deposits” app. Make a deposit to your Nautilus Card in the amount of the meal plan you wish to purchase. Debit/credit cards accepted include MC, VISA and Discover (2.5% convenience fee applies.) E-checks are also accepted. ($1.49 transaction fee applies.) Purchase your meal plan using your Nautilus Card.
• Pay in Cashier’s Office with cash, check, or money order. (No convenience fee.)
• Pay with excess Financial Aid via MyUWF > “Nautilus Card Services” app. Select “Voluntary Meal Plan.” The form that appears will list the meal plan options that you have sufficient funds to cover. You can then select which plan you prefer.

**Nautilus Card: Purchase a Replacement Card**
• Pay in Cashier’s Office via cash, check, or money order.
• Pay in Nautilus Card office via funds on your Nautilus Card.

**Nautilus Card: Make a Deposit to your Declining Balance Account**
• Pay online via MyUWF > “Meal Plan Purchase & Nautilus Card Deposits” app. Debit/credit cards are accepted. (2.5% convenience fee applies.) E-checks are also accepted. ($1.49 transaction fee applies.)

**Parking Services: Purchase Permit or Pay Citation**
• Pay online with debit/credit card via MyUWF > “Parking Transaction Portal” app. (2.75% convenience fee applies.)
• Pay online via E-check: no convenience fee.

**Postal Services: Purchase**
• Pay with cash, check or Nautilus Card declining balance account.

**Student Health Services**
• Pay with debit/credit card or Nautilus Card declining balance account.

**UWF Tuition, Housing & Fees**
• Pay in Cashiers Office via cash, check, or money order
• Pay online via MyUWF > “CashNet – Pay Your Bills” app. (With debit/credit card, 2.75% convenience fee applies. With E-check, no fee.)
• By Mail: Check must be received by due date to be considered on time.

**Vending Machines**
• Pay with cash/coins, Nautilus Card declining balance account or debit/credit card.

**Student Printing Kiosks**
• Pay with Nautilus Card declining balance account, WEPA account, or with debit/credit card.

• Use Automatic Deposit Machines (ADMs) located in Buildings 22, 32, 72 and 86 to deposit cash into your declining balance account. Credit is immediate.
• Make a deposit with cash or check at the Commons Service Desk in Building 22.
## Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellen Till</td>
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</tbody>
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Services You Can Use is an annual publication of the Business & Auxiliary Services department. An online adaptation of the publication is updated frequently throughout the year and may be accessed from uwf.edu/auxservices > Resources.