

Navigation Guide 2009-2010



UNIVERSITY OF WEST FLORIDA
A Guide to Access Information at UWF

Navigation Guide

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NAVIGATION GUIDE

Welcome

This **Navigation Guide** is designed to provide directional assistance and information regarding registration and related services at the University of West Florida. Most services, including course offerings, are available online from any web-enabled computer. All students are responsible for the policies and information provided in the *Catalog*.

To take classes at UWF, there are four things a student must do: (1) apply for admission, (2) be admitted, (3) register for classes, and (4) pay for classes. For admissions information, contact the Office of Admissions at 850-474-2230 or Graduate Studies at 850-474-7718.

Directory information will be released unless otherwise specified by the student. The University allows students the opportunity to place a privacy hold upon the release of "Directory Information" items (see "Privacy," page 14). To request a privacy hold, a student must mark the appropriate box under "Privacy Information" under the "My Info" tab in **ARGUS**. For additional information regarding student records, refer to "Student Records" within the Records and Registration section of the *Catalog*.

From admission to graduation and beyond, students at UWF are provided with direct access to their academic and financial records as well as a variety of online services. In support of UWF's efforts to provide its students with the highest level of technological resources possible, our communication efforts will be made through electronic media. Official University information will be made available through email and the Internet rather than printed materials.

While we encourage students to use online registration, a student's academic department, the University Advising Center, and the Office of the Registrar are available to assist with the registration process. The Offices of Admissions, Graduate Studies, and the Registrar are open Monday through Friday, 8:00AM to 5:00PM (CST).

We look forward to serving you!

Each UWF student is expected to:

- **Activate a UWF ArgoNet account, and log in to **ARGUS****
- **Access UWF email account (**ArgoMail**) at least 2-3 times a week**
- **Have basic word-processing knowledge**
- **Abide by Student Communications Policy (See page 3)**
- **Abide by Computing Resources Usage Agreement**

(Usage Agreements can also be found in the My ArgoNet tab of your ARGUS account)

ACADEMIC CALENDAR 2009-2010

	FALL 2009 TERM A 8/24/09-12/11/09	SPRING 2010 TERM A 1/6/10-4/30/10	SUMMER 2010 TERM A 5/10/10-8/6/10
ACADEMIC DATES & DEADLINES			
Advance Registration for currently enrolled degree-seeking students by current classification	4/6/09-4/12/09	11/2/09-11/8/09	3/22/10-3/28/10
Open Registration for currently enrolled, new transfer, new graduate students, or readmitted degree-seeking students (new undergraduate students should contact the Office of Student Transition for orientation/registration dates)	4/13/09-8/2/09	11/9/09-12/6/09	3/29/10-4/18/10
Regular Registration (non-degree and all other categories)	8/3-8/23	12/7/09-1/5/10	4/19-5/9
Registration for senior citizens with waivers	8/21-8/28	1/5-1/13	5/7-5/14
Late Registration (late registration fee assessed)	8/24-8/28	1/6-1/13	5/10-5/14
Registration for state employees with waivers	8/24-8/28	1/6-1/13	5/10-5/14
Drop/Add Period	8/24-8/28	1/6-1/13	5/10-5/14
First Day of Classes	8/24	1/6	5/10
Letter grade to pass-fail or audit deadline	8/28	1/13	5/14
Graduation application deadline (including A.A. and completion of minor)	Fall 09 – 5/14/09	Spring 10 – 8/28/09	Summer 10 – 1/13/10
Cancellation of Audit (to letter grade) deadline	9/21	2/5	6/7
Withdrawal deadline from all courses for term with partial refund; automatic grade of "WR"	9/21	2/5	6/7
Submission deadline for master's thesis to college dean	See Graduate Studies		
Withdrawal deadline from individual course or all courses for term; automatic grade of "W" (no individual course withdrawals after this date)	11/2	3/24	7/9
Cancellation of Pass-Fail (to letter grade) deadline	11/2	3/24	7/9
Submission deadline for doctoral dissertation to COPS Graduate Office	See Graduate Studies		
Withdrawal deadline from all courses for term; "W" or "WF" at instructor's discretion	12/4	4/23	8/6
Grade Forgiveness form deadline	12/4	4/23	8/6
Removal of "I" (incomplete grade) deadline from previous semester	12/4	4/23	8/6
Last Day of Classes	12/4	4/23	8/6
Final Examinations	12/7-12/11	4/26-4/30	Scheduled by instructor
Commencement	12/12	5/1	N/A
Semester grades due @9:00 a.m.	12/15	5/4	8/10
OTHER IMPORTANT DATES AND DEADLINES			
International student admission deadline	6/30	11/1	4/1
U.S. Graduate student admission deadline	6/1	10/1	3/1
U.S. Undergraduate student admission deadline	6/30	11/1	4/1
Readmission and non-degree student deadline	8/9	1/4	5/5
Deadline for qualification and submission of all documentation to change residency status (Term C deadline applies to students not attending Term A or B)	8/17	1/4	5/3
Fees due (\$100 late charge if fees not paid by this date)/Last day to receive full refund of fees	8/28	1/13	5/14
Tuition loan payment balance due	10/16	2/26	6/25
Veterans Affairs deferment payments due	10/22	3/5	7/8
Short term loans due	11/13	3/26	7/16
HOLIDAYS (classes suspended)			
Labor Day – 9/7/09 Veteran's Day – 11/11/09 Thanksgiving Holidays – 11/26/09-11/27/09 Martin Luther King Jr. Day – 1/18/10			
Spring Vacation – 3/8/10-3/12/10 Memorial Day - 5/24/10 Independence Day Holiday – 7/5/10			

Contact Registrar's Office for "E" Term deadlines.

STUDENT COMMUNICATIONS POLICY

The University of West Florida uses electronic mail (“email”) for official University Communication with students. Therefore, UWF students are responsible for information communicated through this medium. UWF students are also responsible for complying with the UWF Policy on [Electronic Mail](#).

To facilitate communication through email the University provides all enrolled students with an ArgoNet user account that includes an Email account and calendar services under the University’s [ArgoMail](#) system. An ArgoMail email address is a student’s official email address for UWF communications. UWF recognizes that many students have personal email accounts with other email providers; therefore, the ArgoMail system allows students to establish email forwarding to a non-University email account. However, UWF cannot ensure that forwarded email is ultimately delivered; therefore it’s the student’s responsibility to ensure the successful forwarding of emails from the University.

UWF students may access [ArgoMail](#) from any computer that has Internet access, including student computer labs or other student-access computers on campus. The University also provides information on how to use ArgoMail, as well as technical support for students, through the Information Technology Services ([ITS Help Desk](#)) at 850-474-2075.

NAVIGATION GUIDE

New & Readmitted Students

Prior to registration Students must apply and be admitted to the University. Students may enroll as degree-seeking or non-degree.

New freshmen and sophomores must attend *NSO (New Student Orientation)* and will register for classes during their orientation program. Information on orientation may be found at uwf.edu/orientation/.

Students transferring with 30 or more credit hours to UWF are strongly encouraged to attend *NSO for Transfer Students*. Transfer students should register during their designated registration period after being admitted and consulting with an advisor. Graduate students should contact their advisor for registration assistance.

[LightHouse](#) initially provides new and readmitted students with online access to their personal UWF information.

Twenty-four hours after the first registration, students will be able to access [ARGUS](#). [ARGUS](#) is a student’s single entry point to online information throughout the educational experience at UWF.

First time [ARGUS](#) users click the “new user” link on the [ARGUS](#) login page to activate their ArgoNet account.

How Do I Get To LightHouse?

LightHouse can be accessed from the web at lighthouse.uwf.edu.

LOGGING IN

- The default PIN is a student’s birth month and day, with leading zeros (Example: February 6th = 0206).
- After successfully entering default PIN, users are required to create a new PIN.
- Future visits to [LightHouse](#) will require the new PIN.



Login to LightHouse

UWF ID:

PIN:

Login

SECURITY

To protect personal information, users should exit the [LightHouse](#) system by clicking the “logout” icon at the top of the page.

LIGHTHOUSE SERVICES:**General Information**

- View and change mailing address
- View any holds placed on record
- View and forward email address
- Change PIN and PIN security options
- Enroll family in UWF's Parent & Family Program
- Apply for student disability resources

Enrollment Information

- View admission status
- View grades from previous enrollment periods
- Register for courses and view registration checklist
- View class schedule and add schedule to [ArgoMail](#) calendar
- View SASS Audit (degree requirements)
- Register for [New Student Orientation](#)

Financial Information

- Check fee account balance and due date of fees
- Check financial aid status and view the amount and type of awards
- View receipt history

Distance Learning / Online Campus (OLC) Students

The OLC (Online Campus) supports several fully online, PDA, CD-ROM, and Interactive Distance Learning Studio (IDLS) programs. The OLC website provides information to distance learning students to assist in planning online degrees, certificates, and educational experiences. Students can access the OLC website at onlinecampus.uwf.edu.

ONLINE CAMPUS LEARNER SUPPORT

The OLC (Online Campus) provides general support services and linkages to all campus-wide support services that may be required by a distance learning student. The OLC can serve as a first point of contact for fully online student. OLC staff can be reached at online@uwf.edu, toll-free at 1-888-529-1823, or locally at 850-473-7468. Students requiring specialized support services will be transferred internally to the appropriate point of contact. The following services may be needed by the distance learning student.

MILITARY EDUCATION ADVISING

Military students seeking distance learning certificates and degree programs may require assistance with military transcripts, ACE credits, and transfer credits. Military students needing assistance may contact the Military Education Advisor at SOC@uwf.edu.

eCOACHES

eCoaches are an integral part of the Online Campus, and are available to assist distance learning students with a variety of needs. eCoaches are available to provide ongoing assistance to make the online student experience a success. Access eCoach at eCoach@uwf.edu.

eDESKTOP

UWF's virtual computer lab allows students to access university licensed computer applications and centralized file storage areas on the Internet. eDesktop is available through the software tab of [ARGUS](#). For assistance, email the ITS Help Desk, helpdesk@uwf.edu.

LIBRARY SERVICES

The University of West Florida Library offers UWF distance learners a variety of library services, including access to the library catalog and numerous online databases. Many databases include full-text journal articles or information. To access library services and databases, you must:

1. Be a currently enrolled UWF student or a currently employed staff or faculty member; and
2. Have either a UWF Nautilus Card or a Library Access Number assigned, upon request, by the UWF [Circulation Department](#).

To learn more about how our Library can assist you, visit the Library channel in [ARGUS](#) on the "My Campus" tab. For assistance, contact the Library Information Help Desk at 850-474-2424.

CONTINUING STUDENTS

[ARGUS](#) is the University's secure, single entry point for access to web-based services and applications designed for students, faculty, and staff.

[ARGUS](#) is available 24 hours a day, except for routine maintenance, from any computer with Internet access and browser software (e.g., Internet Explorer). Students are granted access to [ARGUS](#) upon enrolling at UWF and activating their "new user" ArgoNet account at argus.uwf.edu/.

Students are encouraged to check their [ARGUS](#) Announcements, Student News, ArgoMail, and Campus Calendar for University events and information.

ARGUS SERVICES**UWF Catalog & Academic Calendar (My Campus tab)****Personal Student Records Access (My Info tab)**

- View and change mailing address
- Request privacy of "Directory Information" (see "Confidentiality," page 15)
- Buy a parking decal
- Apply for disability resources
- Search course offerings
- View holds on record
- Register for courses and view registration checklist
- Drop/add or withdraw from a class
- View class schedule
- Request enrollment or VA enrollment certifications
- Check financial aid status and view awards
- Check fee account balance and fee payment deadline
- Check grades, request current grade mailer, and view SASS Audit (degree requirements)
- Order transcript or view unofficial transcript

eLEARNING (My Info tab)

- View eLearning demo and Quick Start Guide
- Access online courses

eDESKTOP VIRTUAL LAB (Software tab)

- Access university licensed computer applications and centralized file storage via the Internet
- Download software (Software tab)

MY ARGONET (My ArgoNet tab)

- View UWF ID
- Manage ArgoNet account and password
- Access centralized file storage (H: and I: drives)
- Monitor email, printing, and file storage quotas

IT HELP (IT Help tab)

- Search the KnowledgeBase for technology-related help
- View IT Hot Topics or Chat with the ITS Help Desk
- Download software or buy a computer

How Do I Get To ARGUS?

To log in, select **ARGUS** from *Quicklinks* on the UWF home page at uwf.edu or go to argus.uwf.edu.

Note: To bookmark ARGUS, use this URL:
argus.uwf.edu/cp/render.userLayoutRootNode.uP.

GETTING STARTED

from the **ARGUS** Login Page:

- View **ARGUS** tour (flash demo)
- Check the Student Quick Start Guide
- Check the required “Internet Browser Information”
- Review “Problems Logging In” information

LOGGING IN

If you are a first time **ARGUS** user, click the “new user” link on the ARGUS login home page to activate your ArgoNet account. **Upon completion of the activation process, you will receive an ArgoNet username, password and email account.** Log into **ARGUS**, proceed to the ‘My ArgoNet’ tab to view account information or create your password security.

To protect personal information, exit ARGUS by clicking the “**logout**” icon and closing all web browser windows.



New/Readmitted/Former Students access information through LightHouse at lighthouse.uwf.edu.

Continuing Students access information through ARGUS at argus.uwf.edu.

How Do I Find Courses?

Students can access the online course search from the [UWF home page](#), [LightHouse](#), or [ARGUS](#). The online course search lists courses which are offered in a specific semester or term. The [course search](#) allows students to search for courses in a variety of ways, including by department, instructor, location, days and/or times, and title. Students can also search courses that meet General Studies, Gordon Rule, and Multicultural courses requirements.

The [course search](#) will display all courses that meet the search criteria. The information is current and accurate. The [course search](#) will default to the current semester; however additional semesters are available as schedules are finalized.

EXAMPLE:

Narrow search with a variety of criteria.

In the first box, enter:

- **course number/prefix (ENC, ANT)**
- **instructor's last name**
- **course title or keyword**
- **course reference number**

Mark the corresponding radio button and click **Search**.

To further refine the search, make selections for **days of the week**, **time of day**, or **course level**.

Specify “Online Campus” location to view **Internet courses** or search courses by campus location.

Search for courses by **Department**, **Term**, or **College**.

Make selections from the corresponding drop-down boxes:

- **Department** (the “Department” radio button must be marked).
- **Terms A - E**
- **Desired college – College of Arts and Sciences, College of Business, or College of Professional Studies**

General Studies, Gordon Rule, and Multicultural Requirement buttons allow search option for courses that meet these requirements.

The screenshot shows the 'Course Search' interface. At the top, there is a 'Search' button. Below it is a note: 'NOTE: To view all courses offered, press Search after selecting the semester, using the default for the remaining criteria.' The main search area is titled 'Enter Search String and Select Search Option'. It contains a text input field with 'ENC' entered. To the right of this field is a dropdown menu currently showing '<< NONE >>'. Below the input field are four radio buttons: 'Course Prefix/Number' (selected), 'Instructor's Last name', 'Title', and 'Course Reference Number'. To the right of these radio buttons is another radio button labeled 'Department'. Below the search options are several filter sections: 'Select courses occurring' with 'on' selected; 'selected days' with checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday; 'Search for class times' with 'starting at or after' and 'ending before' dropdowns; 'Select a location' with a dropdown set to 'All Locations'; 'Select a course level' with a dropdown set to 'All levels'; 'Select Semester' with a dropdown set to 'Fall 2009'; 'Select Term' with a dropdown set to 'All Terms'; and 'Select a college (optional)' with a dropdown. At the bottom of the main form are 'Search' and 'Reset' buttons, and a checkbox for 'Return Open Courses Only'. Below the main form is a section titled 'General Studies, Gordon Rule and Multicultural Course Search' with a 'Select Semester' dropdown set to 'Fall 2009' and three buttons: 'General Studies Courses', 'Gordon Rule Courses', and 'Multicultural Courses'. A red box highlights the search string and search options section.

A course listing matching your search criteria is displayed.

Description	Course Title	Credits
	ENC0002C_COLL_PREP_WRTG(PJC)	3.0
	ENC1101_ENGLISH_COMP_I	3.0
	ENC1102_ENGLISH_COMP_II	3.0
	ENC3240_TECHNICAL_WRITING	3.0
	ENC3250_PROFESSIONAL_WRITING	3.0
	ENC3905_DIRECTED_STUDY	0.0

To view the detailed information of the sections offered, click the course title.

To view the course description, click the Description link (book icon).

The image below represents the list of all sections of a course meeting the search criteria.

Each section contains:

- meeting time and place (unless online)
- instructor
- class size limit
- number of students currently enrolled
- number of seats available
- prerequisites, if any
- the level of technology used by the section
- link to the syllabus if available

Description		ENC1102 ENGLISH COMP II for Summer 2008									
ENC 1101											
If you have questions about the prerequisite(s) for this course, contact the department of ENGLISH/FOREIGN LANG at (850) 474-2923.											
TechCd	RefNo	Days	Time	Bldg	Room	Instructor	Limit	Enroll	Avail	Perm	Lab
	5380	T R	12:30-3:50 PM	0052	0162	OLEKSIK	25	11	14		
Final Exam		CrHrs: 3.0		Term: C (08/26/2008 - 08/08/2008)		UWF MAIN CAMPUS					
	5381					MALCOLM	25	25	0		
	Final Exam		CrHrs: 3.0		Term: C (08/26/2008 - 08/08/2008) (Closed)		ONLINE CAMPUS				

Position mouse over the column headings for a description of technology codes (TechCd), permission codes (Perm), and lab fees (Lab).

Technology Use for Classes

BASELINE COMPUTER REQUIREMENTS

- Activate a UWF ArgoNet account & log in to [ARGUS](#)
- Access UWF email account ([ArgoMail](#)) at least 2-3 times a week
- Have basic word-processing knowledge
- Abide by [Student Communications Policy](#)
- Abide by [Computing Resources Usage Agreement](#)

Students should expect that instructors may request assignments be completed on a computer and/or be submitted electronically rather than printed. For ITS Help Desk assistance, email helpdesk@uwf.edu or call (850) 474-2075.

University Course Management System

eLearning is a web-based courseware application that allows instructors to post course-related information for students and conduct courses online in a secure environment. During the first week of classes, students registered for a course utilizing eLearning may access eLearning from the eLearning channel in [ARGUS](#). Students registered for eLearning courses will not have access to online courses until they activate their ArgoNet account.

WORKING IN ELEARNING

From the [ARGUS eLearning channel](#):

- Online courses are listed in the “My eLearning Courses” box. Click on the course name to open the Course Home page.

Consult the “General Links” box in the [ARGUS eLearning channel](#) for Quick Start Guides, FAQs, eLearning demo, system check, and software viewers or converters.

Prior to Registration

- All students should meet with an academic advisor and discuss enrollment plans. Advising holds should be removed at this time.
- All students should review their registration checklist (via [LightHouse](#) or [ARGUS](#)).
- All holds must be cleared.
- All students must comply with the immunization policy. The immunization policy requires:
 - All Students are required to provide proof of the following immunizations prior to registration (please allow 2 - 3 business days for the Health Center to update a student’s record.):
 - MMR (Measles) - 2 separate injections of MMR vaccine after the first birthday.
 - All students living on campus are required to provide proof of the following immunizations, or sign a waiver refusing the vaccines:
 - Hepatitis B - 3 separate injections
 - Meningitis - 1 injection
- **Effective July 1, 2008, all new students** must provide documentation of vaccinations against meningococcal meningitis and hepatitis B or provide a signed waiver for each declined vaccination. All new students 18 or older who choose not to be vaccinated against either meningococcal meningitis or hepatitis B must sign a statement that they have been made aware of the potential fatal nature of the diseases and elect not to be vaccinated. All new minor students must provide signed parental consent to opt out of these vaccinations.

Vaccines are available in the Student Health Center or may be obtained through a personal physician. For more information and forms, go to the [Student Health Center](#) website.

Registration Holds

A registration hold will prevent any registration or schedule adjustment (drop/add). Holds must be lifted or deleted in order to process any type of registration. There are many types of registration holds including: advising holds, immunization holds, library fines, tuition holds, admission holds, Financial Aid counseling holds, etc.

Advising holds were developed to ensure that students are consulting with their academic advisor at key times. Advising holds are placed on all newly admitted, degree-seeking students. Students must consult with their advisor and have the hold lifted or deleted prior to registration.

Students' advisors are listed on the SASS Audit or students should contact the office responsible for the specific hold on [ARGUS](#) or [LightHouse](#) to have the hold removed.

In order to provide academic support and monitor academic progress, the University Advising Center keeps an Advising Hold on all students throughout the freshman year. Freshmen must see their advisor each semester prior to registration for academic advising and lifting of the hold.

Additional advising holds will be placed on some students. These holds will require deletion prior to registration:

1. A College Advising hold will be placed on students when they change majors. The hold should be deleted by the departmental advisor in the new major after advisement.
2. Undergraduate degree-seeking students with a cumulative UWF grade point average less than 2.0 will have a GPA hold placed on their records approximately one week after grades are posted for the semester. The authorization for this hold is the same as for the college advising holds. This hold may be deleted by advisor after advising and planning academic improvement.
3. At the time students advance from the University Advising Center to the major department, a college advising hold will be placed so that departmental advisors may review degree plans and program requirements with the students.

These efforts are made not to impede students' progress in registering but to assist advisors in monitoring students at critical points in their academic careers. These holds provide additional interaction with an advisor who may assist the students where needed. All students are encouraged to meet with an advisor on a regular basis to discuss academic plans and course selections.

All holds placed by Admissions, Graduate Studies, Cashier, Student Affairs, University Advising Center, or College Deans must be cleared prior to registration.

Contact the office noted for information. Students may check for holds on ARGUS or LightHouse.

How Do I Register for Courses?

The University of West Florida offers online registration. Currently enrolled students will access the system using [ARGUS](#) and new and readmitted students will access the system through [LightHouse](#). Web Registration is available 24 hours a day except during routine maintenance.

Step 1 - Academic Advising

Students should review their **SASS Audit** under the "My Info" tab of [ARGUS](#) and discuss their academic plans with an advisor prior to registration. There may be an advising hold requiring students to see an advisor. Students ultimately are responsible for knowing and fulfilling all University, college, and major requirements for graduation. In order to process registration, students will be required to acknowledge responsibility for course selection and verify that they have reviewed the academic policies and procedures as stated in the [Catalog](#).

Step 2 - Preparation

During the second month of a semester students may log in to ARGUS and follow the **Registration, Drop/Add, and Trial Schedule** link under the "My Info" tab or in the Enrollment Services section of LightHouse. Semester tabs appear at the top of the page for the current and upcoming semesters (if appropriate).

Example: **The following are available for Fall 2009.**

[Display FALL 2009 Registration Checklist](#)
[Display FALL 2009 Trial Schedule/Course Search](#)
[Registration Dates](#)
[Registration and Drop/Add for FALL 2009](#)

If students see the **Registration and Drop/Add for FALL 2009** link, this indicates that the registration period is open and they may register based on their current classification. If information for several semesters is available, students will see links to each semester.

Step 3 - Registration Checklist

The Registration Checklist

- Summarizes registration status;
- Provides information on registration;
- Provides information to verify address, and if not correct, provides link to the **Address Change** form;
- Provides alerts on items that may prevent registration. There is a checkmark by each item that is OK. Items without checks must be resolved prior to registration.

Students may review this screen any time prior to or during registration to ensure they are cleared to register.

Step 4 - Trial Schedule (optional)

The **Trial Schedule** *is a worksheet only*, consisting of a **Course Search**, the **Trial Schedule Worksheet**, and a **Course Matrix**. The **Course Search** allows students to search by course, days, times, instructor, etc. The **Trial Schedule** is a tool that allows students to plan their schedule; then, if desired, prefill the registration form

with the courses selected. Students can prefill the registration form with up to 12 sections selected from the **Trial Schedule Worksheet**. The **Trial Schedule DOES NOT** reserve any seats in a course or register students for classes. It is a worksheet only and there to assist in planning and developing a schedule. Students may select courses through the **Course Search** to add to **Trial Schedule Worksheet**. The worksheet will remain static until further changes are made. Students can get an overview of their planned schedule using the **Course Matrix**. Courses on the matrix are listed “term: course#.” Courses for which they are registered begin with an asterisk (*).

Step 5 - Registration

- On the day students are eligible to register, students can
- prefill the registration form by checking courses on the Trial Schedule Worksheet and pressing the **“Prefill Registration Form”** button, *or*
 - follow the **Registration and Drop/Add** link

If you are registering for a course that requires special permission, contact the offering department to get a Permission Authorization Code and enter that code in the box provided. Skip over the box if course does not require special permission.			
Action	Ref #	Permission Authorization Code	Grade Option - You will receive a letter grade (A-F) unless you select an available option
Add			<input type="radio"/> Letter Grade (A-F) <input type="radio"/> Audit (X)
Add			<input type="radio"/> Letter Grade (A-F) <input type="radio"/> Audit (X)

Prior to linking to the registration screen, the system will display a page of important information. Included is a statement verifying responsibility for course selections. Either method will process registration.

If the student prefills the registration form from the worksheet, reference numbers will appear in the boxes in the “Ref #” column. Students may also type in reference numbers. If registering for a course that requires special permission, contact the department offering the course to get a “Permission Authorization Code” and enter that code in the box provided. Skip this box if special permission is not required. If the student receives an error message, please contact the department offering the course. **If you attempt to enter an incorrect permission code more than 4 times, you will be locked from the registration system.**

Students have the option to receive a “Letter Grade (A-F)”, or to select the Audit option. Press the **“Submit”** button to process registration.

Step 6 - Finalize Registration

After submitting registration for processing, the results will be displayed in a table, as the example shown below. If a student cannot be registered for a section (e.g., closed, cancelled, etc.), an error message will provide information on how the situation can be resolved. Pay attention to error messages. The course may require prerequisites and students should ensure they meet the appropriate prerequisite. Questions should be directed to the department offering the course. To verify registration, go to the class schedule. This will list all courses for which the student is registered. Once the student has confirmed the new schedule, go to Account Balance to view fees and due dates.

Action	Ref #	Grade Option	Result	Course	Title	CHR	Type
Add		<input type="radio"/> Letter Grade (A-F) <input type="radio"/> Audit (X)		ENC 1102	ENGLISH COMP II	3.0	
Prerequisite(s): ENC 1101							
ERROR	1233 ENC 1116 Poetry CLOSED - you may contact the department/instructor to request permission to enter a closed section.						

NOTE: Students may not register for some courses such as thesis, directed study, internship, etc., over the web. Please contact your academic department or the [Office of the Registrar](#) for information and registration.

For questions or problems with registration or course offerings, call the Office of the Registrar (850) 474-2244 or email at registrar@uwf.edu. Contact the [ITS Help Desk](#) at (850) 474-2075 for connectivity and technical issues.

Fees

FEE SCHEDULE

The following schedule of fees lists the approved per-credit-hour fees in effect at the time of publication of this *Guide*, and is generally updated each fall semester. Fees actually charged will be in accordance with the fee schedule approved by the Florida Legislature, Florida Board of Education, and UWF's Board of Trustees. **Fees for Summer 2009 are:**

	Undergraduate Course 1000-4999	Repeat Course Surcharge (Undergraduate only 1000-4999)	Graduate Course/ Thesis Dissertation 5000-7999
<u>Pensacola Campus Courses</u>			
Florida Students	\$ 121.84	\$ 297.68	\$ 253.66
Non-Florida Students	551.22	727.06	913.31
Alabama Differential	163.84	339.68	295.66
<u>Courses at Other Locations</u>			
Florida Students	120.04	295.88	251.86
Non-Florida Students	549.42	725.26	911.51
Alabama Differential	162.04	337.88	293.86
<u>Online Campus Courses</u>			
Florida Students	135.04	310.88	266.86
Non-Florida Students	564.42	740.26	926.51
Alabama Differential	177.04	352.88	308.86

Detailed chart of fees by credit hour may be found at uwf.edu/enrserv/tuition.cfm (see page 12 for "Material & Supply Fees," as appropriate). Students may view individual fee information through the Account Balance link on [LightHouse](#) or [ARGUS](#).

Alabama Differential - The University of West Florida has been authorized to offer a special out-of-state tuition rate to residents of ALL counties of the State of Alabama (see specific requirements in the [Catalog](#)).

Payment of Fees

LATE PAYMENT OF FEES

A **late registration fee of \$100** is assessed when students do not begin registration until after the start of classes for the term. A **late payment fee of \$100** is assessed to students that have not paid their tuition in full by the designated deadline for the term (see Academic Calendar for deadlines)

METHODS OF PAYMENT

The University does not mail billing information. Student account balances and fee due dates are available on [ARGUS](#). Students are responsible for accessing this information and ensuring that fees are paid by the due date. Fees may be paid by any of the following methods:

1. Walk-in payments at the University Cashier's Office on the main campus or the NWSC/UWF Emerald Coast Campus, Monday-Friday, 8:15 AM to 4:45 PM.
2. Drop-box depositories located in Building 20 East to the left of the main entrance to the Controller's Office and at the NWSC/UWF Emerald Coast Campus Administrative Building #1.
3. By mail. All mail-in payments must be postmarked no later than midnight of the last day to pay fees. Mail-in fee payments postmarked after midnight will result in a late payment fee being assessed. Mail payments to UWF Cashier's Office, 11000 University Parkway, Building 20 East, Pensacola, FL 32514-5750.
4. Tuition, fees, and other charges may be paid online by Visa, Master Card, or American Express credit cards.

Internet fee payment option. Use of a Visa, MasterCard, or American Express to pay tuition, housing, parking fines, library debts, childcare, and other miscellaneous fees over the Internet are subject to a \$10.00 convenience fee.. First, log in to [ARGUS](#) and select "Pay by credit card" on the Services tab. Contact the Cashier's Office (474-3110) for additional information.

Students paying fees by mail or by drop-box depository methods must include their student number on all checks and include all fee payment documents (original copies of fee waiver forms, fee deferment forms, tuition aid forms, etc.) to insure proper and timely credit for payment.

Students are expected to meet all financial obligations as they become due. UWF reserves the right to cancel the registration of students who fail to promptly meet their financial obligations to the University. It is a student's responsibility to keep informed of all registration and fee payment dates, deadlines, and other requirements by referring to the academic calendar of events in the [Catalog](#), the *Navigation Guide*, the ARGUS Catalog and Academic Calendar channel, and announcements via *Student-News*, printed in the [Voyager](#), or disseminated through other media.

Student will be held liable for all fees assessed for courses remaining on the student's registration at the close of the drop/add period for which a partial payment of fees has occurred or an authorized fee deferment status has been granted. Under such circumstances, the student's registration will not be canceled. An administrative hold will be placed on the student's record until the course fees and the late fees are paid in full.

Fees for courses remaining on the student's schedule at the close of the drop/add period must be paid no later than the close of business on the last day to pay fees. Authorized deferment status may be granted under certain conditions. Authorized deferment status must be granted and processed by the University Cashier during the regular fee payment period. Failure to pay all fees or receive authorized deferred payment status by the close of the drop/add period may result in cancellation of the student's registration (see Reinstatement).

FEE PAYMENT: TERM COURSES

Fees for special courses (courses not offered in terms A, B, C, or D) are due by the close of the second class meeting date. Fees paid by mail must be postmarked by midnight on the day following the second class meeting date.

FINANCIAL AID

Students are able to view their Financial Aid information online via [ARGUS](#) or [LightHouse](#).

FINANCIAL AID DELIVERY

Financial Aid awards that are awarded prior to the beginning of each semester and available for distribution, including loans and scholarships, are processed by the Student Accounts Office by deducting tuition/fees and housing from the financial aid, any balances are then placed on [Higher One cards](#). It is the student's responsibility to ensure that all fees, housing, and other charges are paid in full by the due date. Any balance due by the student over and beyond the amount that can be covered by available financial aid must be received in the University Cashier's Office by the fee payment deadline to avoid assessment of the late payment fee. Fees postmarked by midnight on the date due will be processed without late penalty.

The netting of financial aid awards continues through the fee payment and drop/add period. Late awards of financial aid are processed in the same manner throughout each academic term and are subject to the late payment fee.

All students placed in a deferred fee payment status must confirm the deferred status with the University Cashier or Student Accounts Office. Failure to do so may result in either cancellation of student registration or the assessment of late payment fees.

TUITION LOAN PROGRAM (TLP)

Eligible students may pay registration and tuition fees in two equal installments. One-half of the total registration and tuition fees is payable by the close of the drop/add period with the remainder payable by midterm. A promissory note must be executed to pay fees on the installment plan and must be submitted to the Cashier's Office during the fee payment period. A \$15.00 service charge will be added to all TLP's. Contact the Student Accounts Office for detailed information.

Students must have a favorable credit rating with the University to be eligible for the Tuition Loan Program (TLP). Students receiving other forms of financial aid must submit TLP applications to the Student Accounts Office.

CONTRACTS AND FEES PAID BY ANOTHER AGENCY

Students who are registering for courses which will be partially or fully paid by their sponsoring agencies must bring the contracts or authorization forms and partial payments, if applicable, to the Cashier's Office during the registration period and prior to the fee payment deadline to avoid late penalty. Students must confirm the fees-pending status with the Cashier's Office during the designated fee payment period.

If the authorization is to be mailed to the Cashier's Office by the agency, it must be postmarked by midnight by the fee payment due date or will be assessed a late payment fee. Student must confirm third party billing status with the Cashier's Office during the fee payment period. Failure to meet these requirements will result in the assessment of the late payment fee.

Any change in method of fee payment after the close of the drop/add fee payment deadline will result in a late payment assessment of \$100.00. An example is to change from a VA deferment or tuition loan to another type of third party billing arrangement.

FLORIDA PREPAID COLLEGE PROGRAM

The Florida Prepaid Program was created by the State of Florida to guarantee payment of tuition, and may include optional dormitory contract guarantees. The plan excludes local fees (e.g., health, athletic, student activity, laboratory, etc.) which must be paid by the student and by the fee payment deadline to avoid late payment. The Cashier's Office will automatically bill the Florida Prepaid Program for eligible students. Students who do not want prepaid to be billed must notify the Cashier's Office each semester before the fee payment deadline. Students using the Florida Prepaid College Program are responsible for paying local fees by the last day of fee payment. A \$100 late payment fee will be assessed if fees are paid by due date.

The cost of books is not included under the Florida Prepaid College Program.

DELINQUENT BALANCES

Students who have delinquent balances at the University (loans, library fines, traffic fines, etc.) will have their diploma, grade reports, and transcripts held until the financial obligation is resolved. Students having delinquent balances of \$100 or less, and which are not more than 120 days past due, will be allowed to register. Outstanding balances due are required to be paid by the close of the fee payment period. Failure to do so will result in future registrations being held as well as holds being placed on diplomas, grades, and transcripts until account is paid in full. Current semester financial aid awards may be used to pay delinquent balances owed from a previous semester if delinquent balance is less than \$100. Balances owed from a prior semester in excess of \$100 may not be paid from current term financial aid awards.

REINSTATEMENT

Students' will be removed for nonpayment of fees during approximately the second week of classes in Fall and Spring Semesters (comparable dates will be determined for Terms B, C, D, and E and Summer Semester) if payment not made.

Students may appeal to be reinstated, but reinstatements are not automatic. Reinstatements must be approved through the [Fee Appeals](#) process and will be approved only for documented, extenuating circumstances. Appeals for reinstatement will require immediate payment and will be assessed a \$200.00 reinstatement fee. Students requesting reinstatements will be reinstated in all courses for the term.

Students may not attend classes for which they have not paid fees or from which they have withdrawn (this also prohibits use of instructional space, facilities, designated library services and equipment).

ONLINE CAMPUS FEE

An online campus fee will be assessed each semester to students participating in fully online courses, PDA courses, and CD-ROM courses. This fee covers the cost of supporting the Online Campus.

DISTANCE LEARNING FEE WAIVERS

Waivers that cover the out-of-state portion of assessed tuition and fees are available for qualified students enrolled in *specific* online degree and certificate programs. Students enrolled in the Academic Common Market are not eligible for the distance learning fee waiver. Waivers must be requested and eligibility confirmed every semester. For more information on fee waiver eligibility, participating programs, and the application form, go to onlinecampus.uwf.edu/affordable/waivers.cfm. This form is also available in **ARGUS** on the Services tab.

MATERIAL AND SUPPLY FEES

The University is authorized to assess Material and Supply Fees not to exceed the amount necessary to offset the cost of materials or supply items which are consumed in the course of the student's instructional activities, excluding the cost of equipment and equipment repairs and maintenance. Fees will be included on the student's fee assessment.

This list is valid at the time of publication. Other courses or seminars (particularly in Art) may require students to purchase supplies.

<u>Course #</u>	<u>Course Title</u>	<u>Fee\$</u>
Anthropology		
ANG 6824	Advanced Archaeological Field Methods	48.00
ANT 4121	Combined Archaeological Field Methods	48.00
ANT 4824	Terrestrial Archaeological Field Methods	48.00
ANT 4835	Maritime Archaeological Field Methods	48.00
Art		
ARE 3313C	Teaching Art in the Elementary School	48.00
ARE 3314C	Methods /Materials in Elementary Art Instr	48.00
ARE 4316C	Special Methods in Art Education	48.00
ART 1300C	Drawing I	48.00

ART 1301C	Drawing II	48.00
ART 2003C	Visual Arts Experience	20.00
ART 2201C	Two-Dimensional Design	45.00
ART 2400C	General Printmaking	48.00
ART 2500C	Painting I	48.00
ART 2600C	Computer Imaging I	48.00
ART 2701C	Sculpture I	48.00
ART 3XX0C	Principles of Graphic Art	48.00
ART 3XX1C	Sculptural Ceramics	48.00
ART 3XX2C	Advanced Sculpture: Exploring Materials	48.00
ART 3XX3C	Advanced Sculpture: Site Specific Installation	48.00
ART 3XX4C	Advanced Sculpture: Non-Place	48.00
ART 3XX5C	Advanced Sculpture: New Genre	48.00
ART 3213C	Advanced Ideas and Concepts	48.00
ART 3312C	Drawing III	48.00
ART 3313C	Drawing for Non-Majors	48.00
ART 3442C	Advanced Printmaking Intaglio	48.00
ART 3500C	Painting for Non-Majors	48.00
ART 3504C	Painting II	48.00
ART 3613C	Computer Imaging II: Image Manipulation	48.00
ART 3660C	Digital Photo Exploration	48.00
ART 3760C	Ceramics	48.00
ART 3762C	Ceramics Wheelthrow	48.00
ART 3764C	Ceramics: Handbuilding	48.00
ART 4XX0C	Printmaking: Personal Directions	48.00
ART 4XX1C	Drawing: Personal Directions	48.00
ART 4332C	Drawing IV-Advanced	48.00
ART 4333C	Drawing V-Advanced	48.00
ART 3618C	Intro to Web-based Art	48.00
ART 4619C	Digital Multimedia II	48.00
ART 4630C	Artist's Video	48.00
ART 4632	Digital Media Project	48.00
ART 4662C	Conceptual Exploration in Mixed Print Media	48.00
ART 4787C	Ceramics: Personal Directions	48.00
PGY 2401C	Photography as Art Form: Basic Camera	48.00
PGY 3420C	Photo Art II	48.00
PGY 3500C	Photographic Imaging as an Art Form	48.00
PGY 4104C	Creative Darkroom	34.00

Physics

PHY 3106L	Modern Physics Lab	15.00
PHY 4910	Independent Research	15.00

Biology

BCH 3033L	Biochemistry I Lab	48.00
BCH 3034L	Biochemistry II Lab	48.00
BOT 2010L	General Botany Lab	34.00
BOT 3601L	Plant Ecology Lab	13.00
BOT 4374L	Plant Development Lab	24.00
BOT 4404L	Aquatic Botany Lab	30.00
BOT 4406L	Marine Algae Lab	29.00
BOT 4503L	Plant Physiology Lab	29.00
BOT 4712L	Plant Taxonomy and Evolution	13.00
BOT 4734L	Plant Biotechnology Lab	48.00
BOT 5376L	Plant Development Lab	24.00
BOT 5407L	Marine Algae Lab	29.00
BOT 5506L	Plant Physiology Lab	29.00
BOT 5735L	Plant Biotechnology Lab	48.00
BSC 1005L	General Biology Lab for Non-Majors	24.00
BSC 1085L	Anatomy and Physiology I Lab	48.00
BSC 1086L	Anatomy and Physiology II Lab	48.00
BSC 2311L	Oceanography and Marine Biology Lab	29.00
BSC 3401C	Introduction to Forensic Biology	25.00
BSC 6002L	Contemporary Laboratory Skills	37.00
FAS 4000L	Aquaculture Lab	30.00

FAS 5406L	Aquaculture Lab	30.00
HSC 5512	Health Care Quality Statistics. Database Mgt	18.00
MCB 1000L	Fundamentals of Microbiology Laboratory	48.00
MCB 3020L	Microbiology Lab	45.00
MCB 4653L	Applied Microbiology Lab	45.00
MCB 4733L	Marine Microbiology Lab	24.00
MCB 5735L	Marine Microbiology Lab	24.00
PCB 2131L	Cell Biology Lab	28.00
PCB 3063L	Genetics Lab	35.00
PCB 3253L	Developmental Biology Lab	25.00
PCB 4043L	Ecology Lab	13.00
PCB 4233L	Immunology Lab	48.00
PCB 4364L	Marine Ecological Physiology Lab	48.00
PCB 4442L	Wetlands Ecology Lab	25.00
PCB 4521L	Molecular Genetics Lab	48.00
PCB 4524L	Molecular Biology Lab	48.00
PBC 4XX0L	Estuarine Ecology Lab	48.00
PCB 4723L	Comparative Animal Physiology Lab	48.00
PCB 5XX0L	Comparative Animal Physiology Grad Lab	48.00
PBC 5XX1L	Estuarine Ecology Lab	48.00
PCB 5235L	Immunology Lab	48.00
PCB 5319L	Marine Ecological Physiology Lab	48.00
PCB 5446L	Wetlands Ecology Lab	25.00
PCB 5526L	Molecular Genetics Lab	48.00
PCB 5527L	Molecular Biology Lab	48.00
PHC 6196	Computer Applications in Public Health	18.00
ZOO 1010L	General Zoology Lab	26.00
ZOO 3233L	Parasitology Lab	33.00
ZOO 4254L	Marine Invertebrate Zoology Laboratory	48.00
ZOO 4304L	Marine Vertebrate Zoology Laboratory	15.00
ZOO 4753L	Histology Laboratory	13.00
ZOO 4880C	Fisheries Biology	27.00
ZOO 5881C	Fisheries Biology	27.00

Medical Technology

MLS 4191L	Molecular Diagnostics Lab	48.00
MLS 4220L	Urinalysis I Lab	19.00
MLS 4305L	Hematology Lab	48.00
MLS 4334L	Hemostasis and Thrombosis Lab	48.00
MLS 4460L	Diagnostic Microbiology I Lab	48.00
MLS 4462L	Medical Microbiology Lab	48.00
MLS 4505L	Serology Lab	48.00
MLS 4550L	Immunohematology I Lab	48.00
MLS 4625L	Clinical Chemistry I Lab	48.00
MLS 4630L	Clinical Chemistry II Lab	48.00

Nursing

NUR 3026C	Basic Nursing Skills	45.00
NUR 4257L	Medical Surgical Nursing Lab	37.00

Chemistry

CHM 1020L	Concepts in Chemistry Lab	48.00
CHM 1032L	Fundamentals of General Chemistry Lab	48.00
CHM 2045L	General Chemistry I Lab	48.00
CHM 2046L	General Chemistry II Lab	48.00
CHM 2205L	Fundamental of Organic & Biochemistry Lab	48.00
CHM 2210L	Organic Chemistry I Lab	48.00
CHM 2211L	Organic Chemistry II Lab	48.00
CHM 3120L	Analytical Chemistry Lab	48.00
CHM 3740L	Advanced Laboratory Techniques	48.00
CHM 3741L	Physical Chemistry Laboratory	48.00
CHM 4130L	Instrumental Analysis Lab	25.00
CHM 4455L	Introduction to Polymer Science Lab	35.00
CHM 4610L	Inorganic Synthesis Lab	48.00
CHM 5XX0L	Instrumental Analysis Graduate Lab	25.00

Electrical Engineering

EEE 4306L	Electronic Circuits 2 Lab	16.00
EEL 3303L	Electric Circuits Lab	32.00
EEL 3701L	Digital Logic and Computer Systems Lab	48.00
EEL 4304L	Electronics Lab	10.00
EEL 4514L	Communication Laboratory	14.00
EEL 4657L	Linear Controls Laboratory	5.00
EEL 4663	Elements of Robotics	16.00
EEL 4712L	Digital Design Lab	19.00
EEL 4713L	Digital Computer Architecture Laboratory	19.00
EEL 4744L	Microprocessor Applications Lab	24.00
EEL 4914C	Electrical Engineering Design	20.00
EGN 4411L	Capstone Design II	27.00

Environmental Studies

EVS 6196C	Sampling/Analysis in Environmental Science	8.00
GEO 1200L	Physical Geography Lab	7.00
GEO 3210L	Geomorphology Lab	6.00
GEO 3250L	Weather & Climate Lab	5.00
GEO 3260L	Geography of Soils Lab	13.00
GEO 4164	Geostatistics	5.00
GEO 4221L	Coastal Morphology & Processes	14.00
GEO 4280L	Basic Hydrology Lab	11.00
GEO 5165	Geostatistics	5.00
GEO 5225L	Coastal Morphology & Processes	14.00
GIS 3015L	Cartographic Skills Lab	14.00
GIS 4035L	Photo Interpretation and Remote Sensing	6.00
GIS 4036	Applications in Remote Sensing	10.00
GIS 4043	Geographic Information System	14.00
GIS 4043L	Geographic Information Systems Lab	9.00
GIS 4048	Applications in GIS	20.00
GIS 4071	Meth/Tech Environmental Resource/Planning	17.00
GIS 4930	Special Topics in GIS	20.00
GIS 5039	Applications in Remote Sensing	13.00
GIS 5100	Applications in GIS	20.00
GIS 5935	Special Topics in GIS	20.00
GIS 6110	Advanced Topics in GIS	24.00
GLY 2010L	Physical Geology Lab	6.00
GLY 3031C	Environmental Geology	4.00
GLY 4240	Geochemistry	24.00
GLY 4244	Biogeochemistry	24.00
GLY 5246	Geochemistry	24.00
GLY 5266	Biogeochemistry	24.00

Music

MUE 3210	Music for the Elementary School Teacher	8.00
MUS 2360	Music Technology	19.00

Psychology

PCO 6315	Assessment in Counseling	48.00
PSB 4002	Brian, Behavior, and Experience	8.00

Theatre

THE 2925	Play Production	40.00
THE 3090	Production and Performance	40.00
TPA 2290L	Technical Theatre Lab	23.00
TPA 3230	Costume Construction	25.00
TPA 3248	Make-up and Disguise	18.00
TPA 4077	Scene Painting	28.00
TPP 2190	Rehearsal and Performance	40.00
TPP 2260	Acting for the Camera	27.00

EQUIPMENT FEES 2009-2010

The University is authorized to assess Equipment Fees not to exceed the amount necessary to offset the cost of equipment items. Fees will be included on the student's fee assessment.

This list is valid at the time of publication. Other courses or seminars (particularly in Art) may require students to purchase supplies.

<u>Course #</u>	<u>Course Title</u>	<u>Fee\$</u>
Anthropology		
ANG 4121	Combined Arch Field Methods	200.00
*ANT 4824	Terrestrial Arch Field Methods	100.00
*ANT 4835	Maritime Arch Field Methods	200.00
*ANG 6824	Adv Arch Field Methods	100.00-200.00

*Summer only course. **Summer only course, Fees vary depending on use of terrestrial (\$100) or maritime (\$200) methods.

Art

ART 2203C	Three Dimensional Design	25.00
ART 2400C	General PrintMaking	25.00
ART 2600C	Intro Digital Studio	25.00
ART 2701C	Fundamentals of Sculpture	25.00
ART 3442C	Adv PrntMkg: Intaglio	25.00
ART 3484C	Prin of Graphic Art	25.00
ART 3613C	Digital Studio Intermediate	25.00
ART 3618C	Web-based Art	25.00
ART 3660C	Digital Photo Expl	25.00
ART 3714C	Adv Sculpt: Mat	25.00
ART 3718C	Adv Sculpt: Genes	25.00
ART 3737C	Adv Sculpt: Non-Place	25.00
ART 3739C	Adv Sculpt: Site	25.00
ART 3760C	Ceramics	25.00
ART 3762C	Ceramics: Wheel Throw	25.00
ART 3764C	Ceramics: Hndblgd	25.00
ART 3769C	Sculpture Ceramics	25.00
ART 4161C	Mixed Media: Personal Dir	25.00
ART 4461C	Printmaking: Personal Dir	25.00
ART 4619C	Advanced Digital Multimedia	25.00
ART 4630C	Artists Video	25.00
ART 4632	Digital Studio Senior	25.00
ART 4633C	Web Design	25.00
ART 4662C	Mixed Print Media	25.00
ART 4712C	Sculpt: Personal Dir	25.00
ART 4787C	Ceramics: Per Direct	25.00
PGY 2401C	Photo Art: Camera	25.00
PGY 3420C	Photo Art II	25.00
PGY 4104C	Creative Darkroom	25.00
PGY 4940C	Photo/Personal Direc	25.00

Biology

BCH 3033	Biochemistry I Lab	25.00
BCH 3034	Gen Bioch Metab Lab	25.00
BOT 2010	General Botany	25.00
BOT 3601	Plant Ecology	15.00
BOT 3601	Plant Developmental Biology Lab	15.00
BOT 4374L	Aquatic Botany Lab	25.00
BOT 4503	Plant Phys Lab	25.00
BOT 4734	Plant Biotech Lab	25.00
BOT 5376L	Plant Developmental Biology Lab	25.00
BOT 5735	Plant Biotech Lab	25.00
BSC 1005L	Gen Bio/Non-Maj Lab	15.00
BSC 1085L	Anat & Phys I Lab	24.00
BSC 1086L	Anat & Phys II Lab	24.00

BSC2311L	Ocean/Mar Bio Lab	25.00
BSC 3401C	Introduction to Forensic Biology	25.00
BSC 6002L	Contemp Lab Skills	25.00
MCB 1000L	Fund of Micro Lab	25.00
MCB 3020	Microbiology Lab	25.00
OCB 4104	Marine Field Ecology	15.00
OCB 5106	Marine Field Ecology	15.00
PCB 2131L	Cell Biology	25.00
PCB 3063	Genetics Lab	25.00
PCB 3253	Developmental Biology	25.00
PCB 4043	Ecology	25.00
PCB 4048	Estuarine Ecology	25.00
PCB 4233	Immunology	25.00
PCB 4364L	Marine Ecophysiology	25.00
PCB 4374	Tropical Ecology	25.00
PCB 4521	Molecular Genetics	25.00
PCB 4524	Molecular Biology	25.00
PCB 4723	Comp Animal Phys I	25.00
PCB 5235L	Immunology	25.00
PCB 5319L	Mar Ecophysiol Lab	25.00
PCB5344	Tropical Ecology	25.00
PCB5445	Estuarine Ecology	25.00
PCB5526	Molec Genetics Lab	25.00
PCB5527	Molecular Bio Lab	25.00
ZOO 1010	General Zoology Lab	18.00
ZOO 4254	Marine Inver Zoo Lab	25.00
ZOO 4304	Marine Vert Zoo Lab	25.00
ZOO 4880C	Fisheries Biology	25.00
ZOO 5881C	Fisheries Biology	15.00

Chemistry

CHM 1020L	Concepts in Chemistry	23.00
CHM 1032L	Fund of Gen Chemistry	22.00
CHM 2045L	General Chemistry I Lab	23.00
CHM 2046L	General Chemistry II	25.00
CHM 2205L	Fund of Organic and Biochem	25.00
CHM 2210L	Organic Chemistry I	25.00
CHM 2211L	Organic Chemistry II	25.00
CHM 3120L	Analytical Chemistry	25.00
CHM 3740L	Adv Laboratory Techniques	25.00
CHM 3741L	Physical Chemistry Lab	25.00
CHM 4130L	Instrumental Analysis	25.00
CHM 4455L	Inorganic Synthesis	25.00
CHM 4610L	Inorganic Synthesis	25.00

Clinical Laboratory Sciences

MLS 4191	Mol Diag	25.00
MLS 4220	Urin/Body Fluids I	25.00
MLS 4305	Hematology I	25.00
MLS 4334	Hemostasis & Thrombo	25.00
MLS 4460	Diagnostic Micro I	9.00
MLS 4462	Medical Microbiology	25.00
MLS 4505	Serology	25.00
MLS 4550	Immunohematology I	18.00
MLS 4625	Clinical Chem I	25.00
MLS 4630	Clinical Chem II	6.00

Communication Art

FIL 3940	Practicum Film	25.00
FIL 4435	Digital Film Making	25.00
FIL 5437	Digital Film Making	25.00
JOU 3314	Environmental Report	18.00
JOU 4181	Pub Affairs Reporting	18.00
RTV 3200C	Television Production	25.00
RTV3301	Broadcast Journalism	25.00

RTV 3320C Elec Field Prod	25.00	MVK 4441 Applied Piano	25.00
RTV 3942 Prac: TV News	25.00	MVK 4442 Applied Harpsichord	25.00
Electrical & Computer Engineering		MVK 4971 Sr Recital-Keyboards	25.00
EEL 3303L Elec Circuits Lab	25.00	MVK 1311 Applied Music Percn	25.00
EEL 3701L Dig Logic & Comp Lab	25.00	MVP 2321 Applied Music Perc	25.00
EEL 4304L Electronics Lab	25.00	MVP 3331 Applied Music Percsn	25.00
EEL 4306L Elects Ckt Lab II	25.00	MVP 3970 Jr Recital Perc	25.00
EEL 4514L Communication Lab	25.00	MVP 4341 Applied Mus Percsn	25.00
EEL 4657L Linear Controls Lab	25.00	MVP 4971 Sr Recital – Percus	25.00
EEL 4712L Elements of Robotics	25.00	MVS 1311 Applied Music Violin	25.00
EEL 4713L Digital Design Lab	25.00	MVS 1312 Applied Music Viola	25.00
EEL 4744L Digital Comp Arc Lab	25.00	MVS 1313 Applied Music Cello	25.00
EEL 4411L Microproc App Lab	25.00	MVS 1314 Applied Music Bass	25.00
EGN 4411L Cap Des II	25.00	MVS 1316 Applied Music Guitar	25.00
Environmental Studies		MVS 2321 Applied Music Violin	25.00
EVS 6196C Sampling & Analysis in Env Sci	25.00	MVS 2322 Applied Music Viola	25.00
GEO 1200L Physical Geog Lab	25.00	MVS 2323 Applied Music Cello	25.00
GEO 3210L Geomorphology Lab	25.00	MVS 2324 Applied Music Bass	25.00
GEO 3250L Weather & Clim Lab	25.00	MVS 2326 Applied Music Guitar	25.00
GEO 3260L Geog of Soils Lab	25.00	MVS 3331 Applied Music Violin	25.00
GEO 4221L Coastal Mor/Proc Lab	25.00	MVS 3332 Applied Music Viola	25.00
GEO 4280L Basic Hydrology Lab	25.00	MVS 3333 Applied Music Cello	25.00
GEO 5225L Coastal Mor/Proc Lab	25.00	MVS 3334 Applied Music Bass	25.00
GIS 3015L Cartog Skills Lab	25.00	MVS 3336 Applied Music Guitar	25.00
GIS 4035L Pho Int/Rem Sen Lab	25.00	MVS 3970 Jr Recital – Strings	25.00
GIS 4043L GIS Laboratory	25.00	MVS 4341 Applied Music Violin	25.00
GLY 2010L Phys Geology Lab	25.00	MVS 4342 Applied Music Viola	25.00
GLY 3031C Environmental Geology	25.00	MVS 4343 Applied Music Cello	25.00
Music		MVS 4344 Applied Music Bass	25.00
MVB 1311 Applied Music Trmpt	25.00	MVS 4346 Applied Music Guitar	25.00
MVB 1312 Applied Music Horn	25.00	MVS 4971 Sr Recital – Strings	25.00
MVB 1313 Applied Music Trbone	25.00	MVV 1311 Applied Music Voice	25.00
MVB 1314 Applied Music Euph	25.00	MVV 2421 Applied Music Voice	25.00
MVB 1315 Applied Music Tuba	25.00	MVV 3331 Performance – Voice	25.00
MVB 2321 Applied Music Trmpet	25.00	MVV 3431 Applied Music Voice	25.00
MVB 2322 Applied Music Horn	25.00	MVV 3970 Jr Recital – Voice	25.00
MVB 2323 Applied Music Trmbn	25.00	MVV 4341 Performance – Voice	25.00
MVB 2324 Applied Music Euph	25.00	MVV 4441 Applied Voice	25.00
MVB 2325 Applied Music Tuba	25.00	MVV 4971 Sr Recital – Voice	25.00
MVB 3331 Applied Music Trpt	25.00	MVW 1311 Applied Music Flute	25.00
MVB 3332 Applied Music Horn	25.00	MVW 1312 Applied Music Oboe	25.00
MVB 3333 Applied Music Trmbn	25.00	MVW 1313 Applied Music Clarnt	25.00
MVB 3334 Applied Music Euph	25.00	MVW 1314 Applied Music Bassn	25.00
MVB 3335 Applied Music Tuba	25.00	MVW 1315 Applied Music Saxoph	25.00
MVB 3970 Jr Recital-Brass	25.00	MVW 2321 Applied Music Flute	25.00
MVB 4341 Applied Music Trumpet	25.00	MVW 2322 Applied Music Oboe	25.00
MVB 4342 Applied Music Horn	25.00	MVW 2323 Applied Music Clarnt	25.00
MVB 4343 Applied Music Trmbn	25.00	MVW 2324 Applied Music Bassn	25.00
MVB 4344 Applied Music Euph	25.00	MVW 2325 Applied Music Saxoph	25.00
MVB 4345 Applied Music Music Tuba	25.00	MVW 3331 Applied Music Flute	25.00
MVB 4971 Sr. Recital – Brass	25.00	MVW 3332 Applied Music Oboe	25.00
MVK 1311 Applied Music Piano	25.00	MVW 3333 Applied Music Clarnt	25.00
MVK 1313 Applied Music Organ	25.00	MVW 3334 Applied Music Bassn	25.00
MVK 1412 Applied Music Harpsichord	25.00	MVW 3335 Applied Music Saxoph	25.00
MVK 2223 Applied Music Organ	25.00	MVW 3970 Jr Recital Woodwinds	25.00
MVK 2421 Applied Music Piano	25.00	MVW 4341 Applied Music Flute	25.00
MVK 2422 Applied Harpsichord	25.00	MVW 4342 Applied Music Oboe	25.00
MVK 3333 Applied Music Organ	25.00	MVW 4343 Applied Music Carnt	25.00
MVK 3431 Applied Piano	25.00	MVW 4344 Applied Music Bssn	25.00
MVK 3432 Applied Harpsichord	25.00	MVW 4345 Applied Music Saxoph	25.00
MVK 3970 Jr Recital Keyboard	25.00	MVW 4971 Sr Recital – Woodwind	25.00
MVK 4343 Applied Music Organ	25.00	Physics	
		AST 3033 Astronomy 22	
		PHY 1020L Concept in Physics Lab	22.00

PHY 2048L Univ Physics Lab I	22.00
PHY 2049L Univ Physics Lab II	22.00
PHY 2053L Gen Physics Lab I	22.00
PHY 2054L Gen Physics Lab II	22.00
PHY 3106L Modern Physics Lab	25.00
PHY 3905 Directed Study	25.00
PHY 4905 Directed Study	25.00
PHY 4910 Independent Research	25.00

Engineering & Computer Tech

CET 3135 Microcntr Tech	15.00
EET 3038C Adv Ckt Analysis	15.00
EET 3218C CST	15.00
EET 3326C Communication System	15.00
EET 4356C Adv Communications	15.00
EET 4941 Intrn/Proj in ET	15.00
EST 4538 Instrumentation	15.00

Health Leisure & Exercise Science

HLP 3300 Org/Adm of Prof Prgs	25.00
HLP 3510 Measu/Eval in HLS	25.00
HSC 4104 Stress Management	25.00
HSC 4300 Health Behaviors	25.00
HSC 4572 Nutrition & Health	25.00
PEP 4113 Aging & Phys Perform	25.00
PET 2622 Adv Prev/Care Injury	25.00
PET 3330 Funct Kinesiology	25.00
PET 3351L Exer Physiology Lab	25.00
PET 4061 Motor Dev/Skill Lrng	25.00
PET 4310L Laboratory 25.00	25.00
PET 4361 SP Nutri & Wght Con	25.00
PET 4380L Ex Test & Prescr Lab	25.00
PET 4383C Phys Basis Stren Dev	25.00
PET 4623 Rehab Ath Injuries	25.00
PET 4691 Ex Test Special Pop	25.00
PET 5052 Motor Learning	25.00
PET 5389C Phys Basis Stren Dev	25.00
PET 5553 Adv Exer Test Prscrp	25.00
PET 5626 Rehab Ath Injuries	25.00
PET 5635L Therapeutic Modalities in Athletic Trng	25.00
PET 6074 Physiology of Aging	25.00
PET 6355C Adv Exercise Physiol	25.00

General Information

CAMPUS SECURITY POLICY

The “Jeanne Clery Disclosure for Campus Security Policy and Campus Crime Statistics Act” (formerly the Campus Security Act) is a federal law that requires institutions of higher education to disclose campus security information including crime statistics for the campus and surrounding area. As a current or prospective UWF student, you have a right to obtain a copy of this information about UWF. Information may be accessed at the Federal government website at ope.ed.gov/security/Search.asp or by accessing uwf.edu/uwfpolice/cleryactinfo.pdf. Students may also obtain a hard copy of this information upon request by contacting the University of West Florida Police at (850) 474-2415.

GRADES

Grade reports are not automatically mailed to students. Students may print their end of semester grades from “Check My Grades” on the [ARGUS](#) Services tab. Students may request an official grade mailer through [ARGUS](#). Official grade mailers are mailed upon request to a student’s current address and will not be mailed if the student has a financial obligation to the University.

Grade Availability Dates

Grades will be available through ARGUS after 2:00 PM:

Fall 2009	December 15
Spring 2010.....	May 4
Summer 2010 (<i>B term only</i>)	June 29
Summer 2010 (all terms)	August 10

CONFIDENTIALITY OF STUDENT RECORDS

The disclosure or publication of student information is governed by the policies of the University of West Florida and the Board of Education within the framework of State and Federal laws, including the Family Educational Rights and Privacy Act of 1974 (FERPA). See the [Catalog](#) for detailed information.

Directory Information

At its discretion, the University of West Florida may provide “directory information” in accordance with the provision of the Family Education Rights and Privacy Act of 1974 (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at UWF includes the following:

- Student’s name
- address
- telephone number
- email address
- dates of attendance and enrollment status
- most recent previous institution attended
- major field of study
- awards
- honors (includes Deans’ list)
- degrees conferred (including dates)
- past and present participation in officially recognized sports and activities
- physical factors (height, weight of athletes) .

Students may block the public disclosure of directory information (all or in part) by requesting privacy in the “My Info” tab in [ARGUS](#) .

Please consider carefully the consequences of withholding directory information. A privacy block will prevent UWF from releasing any or all of the “directory information”; therefore any future requests for such information from non-institutional persons or organizations will be refused.

UWF will honor requests to withhold directory information but cannot assume responsibility to contact student’s subsequent permission to release this information. Regardless of the effect, UWF assumes no liability as a result of honoring instructions that such information be withheld. Although the initial request may be filed at any

time, requests for privacy will be honored by the University until removed by the student.

Directory information will be released for public records requests, the Campus Directory, and for other requests, unless otherwise specified by the student. The on-line campus directory is available only internally through [ARGUS](#). Students entering UWF will automatically have their address and phone number withheld from electronic publication unless the student indicates otherwise through [ARGUS](#).

RESIDENCY FOR TUITION PURPOSES

Students may verify their residency status by reviewing their class schedule in the “My Info” tab in [ARGUS](#). Questions about residency should be directed as follows:

- New and readmitted degree-seeking students and non-degree students, contact Admissions or Graduate Admissions;
- Students who previously attended within the last 12 months and are requesting a change in residency status should contact the Office of the Registrar.

Detailed information on residency for tuition purposes may be found in the [Catalog](#).

STUDENT RECORDS –

Change of Student Information

Change of local, permanent, and emergency contact addresses or other information affecting the student’s permanent academic record may be completed by currently enrolled students through the “My Info” tab of [ARGUS](#).

Computer & eDesktop virtual Labs

The University of West Florida provides students with a variety of computing resources. Over 40 labs provide microcomputers and associated equipment configured with a variety of software packages.

ArgoAir, UWF’s wireless network, services the main Pensacola and Emerald Coast campuses. Information and coverage areas are available in the “My ArgoNet” tab of [ARGUS](#).

General Information

- Hours of operation vary and may change during the semester breaks. Users should check with the individual labs for schedules.
- Users are responsible for supplying their own computer diskettes, USB Flash drives, etc.
- Users are expected to know the policies and procedures of individual labs.

ArgoNet labs provide students with a variety of services including access to their centralized file storage for academic work and web page publishing files, email, popular desktop applications (Microsoft Office), course-specific software, the Internet, and printing services.

Students monitor printing, email, and file storage quotas in their “My ArgoNet” tab of [ARGUS](#). For more information about open access computer labs at the University, go to uwf.edu/computerlabs.

ADA Accessibility

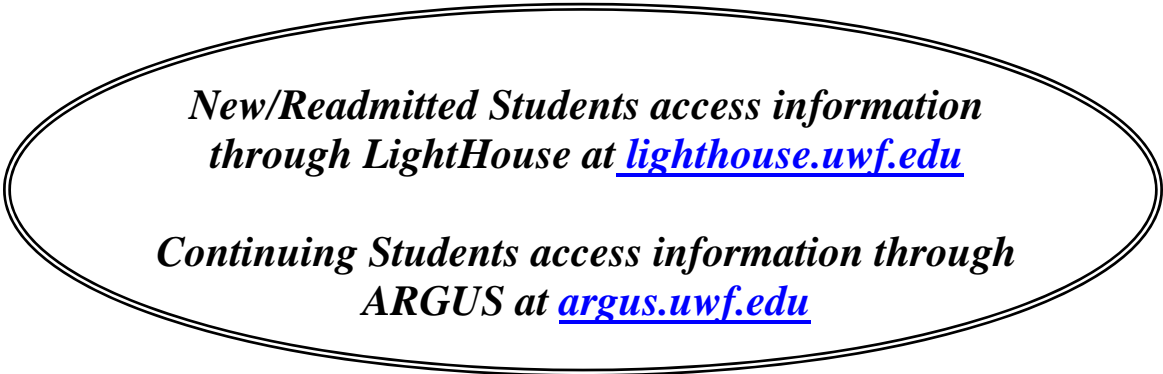
There are four ADA accessible workstations in SAIL, one in the CyberLounge, one in the Office of Disabled Student Services, and one at the Emerald Coast Computer Lab. These workstations have a variety of software specifically to assist students with special needs. Contact the [ITS Help Desk](#) or the [Student Disability Resource Center](#) for detailed information.

eDesktop,

UWF's virtual computer lab, provides students access to university licensed computer applications and centralized file storage areas via the Internet. eDesktop is available through the Software tab of [ARGUS](#). University licensed software for use on personal student computers, including anti-virus protection, may be downloaded from the **Help Software** tab.

Open access labs include the following:

<p>Cyber Lounge Commons, Building 22, Room 102 Phone: 474-2405 Hours: vary; call for schedule PCs, laser printing, 1 PC for the visually impaired Open to the UWF community</p>
<p>SAIL (Student Access to Information Lab) Building 79 Phone: 474-2075 7 days a week 100+ PCs, 3 express stations for quick email access scanning services, CD burner stations laser printing. On-site support varies by semester; printing available with NAUTILUS card. Open to all UWF students, faculty, and staff.</p>
<p>FWB Computer Lab Building 7, Room 75, Fort Walton Beach Campus Phone: 850+863-0738 Hours: Monday-Thursday, 8:00am-10:00pm Friday, 8:00am-5:00pm Saturday-Sunday, 8:30am-5:00pm 50 PCs, laser printing, scanning services, ADA compliant workstation Open to all UWF students, faculty, and Staff.</p>
<p>Eglin AFB Computer Lab UWF Education Office, Eglin Air Force Base Phone: 850+678-3727 Call for hours of operation and information.</p>



Registration Schedule - Academic Year 2009-2010

The following are the general dates for registration each semester. To avoid any misunderstanding and to keep current of all academic deadlines, please review the [Academic Calendar](#) from the UWF *Catalog* at uwf.edu/registrar/ (follow link to *Academic Calendar*). For specific dates, hours of operation, etc., visit the Registrar’s homepage at uwf.edu/registrar/.

<u>Fall 2009</u>	
Advance Registration (degree-seeking students enrolled Spring or Summer 2009 by classification)	April 6-12
Open Registration (new transfer or readmitted degree-seeking students)	April 13-August 2
Regular Registration (non-degree students and all other categories).....	August 3-23
Drop/Add and Late Registration	August 24-28
<u>Spring 2010</u>	
Advance Registration (degree-seeking students enrolled Fall 2009 by classification)	November 2-8
Open Registration (new transfer or readmitted degree-seeking students)	November 9-December 6
Regular Registration (non-degree students and all other categories).....	December 7-January 5
Drop/Add and Late Registration	January 6-13
<u>Summer 2010</u>	
Advance Registration (degree-seeking students enrolled Spring 2010 by classification)	March 22-March 28
Open Registration (new transfer or readmitted degree-seeking students)	March 29-April 18
Regular Registration (non-degree students and all other categories).....	April 19-May 9
Drop/Add and Late Registration	May 10-14

REGISTRATION INFORMATION

UWF has “terms” within each semester (classes generally meet during the length of time indicated):

- A Term = entire semester
- B Term = first half of semester
- C Term = second half of semester
- D Term = eight week term (summer only)
- E Term = dates defined by department

Students should review their class schedules carefully for term dates and note appropriate deadlines in the [Academic Calendar](#). Students may view their Class Schedule for current registration status, building and room (including links to maps), assignments, and class meeting dates.

Authorization Codes

If you are registering for a course that requires special permission, contact the department offering the course for a “Permission Authorization Code,” and enter that code in the box provided. If error message occurs, contact the department offering the course. Attempting to enter an incorrect permission code more than four (4) times will lock students out of the registration system. This lock-out will require the student to contact the Office of the Registrar.

Campus Directory Information

Campus Directory provides information regarding department contacts and services rendered. Browse options are available to search by people or department. To view a complete list of departments by division, select the department hierarchy link found on Campus Directory website, <https://nautical.uwf.edu/people/main.cfm>.