Services You Can Use

for a successful UWF campus experience...

Nautilus Card Student ID
Dining Services
UWF Bookstore
Parking and Transportation Services
Postal Services
Student Printing
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
The Nautilus Card is the official University of West Florida I.D. 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**
- On-Campus Residence Halls
- High Tech Labs and Selected Classrooms
- Fitness and Aquatic Centers
- Campus Events
- Online Library Databases
- Local Area Network (LAN)

**Use it for meal plans and 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, page 11. Details about how to purchase a meal plan can be found in the Making Purchases section, pages 29-30.

**Nautilus Card declining balance account**
The Nautilus Card offers a declining balance account that can be used to make purchases on campus. A deposit of $200-$300 is the suggested amount to allow for the purchase of miscellaneous goods and services. Adding funds to the declining balance account and the amount you deposit is at your discretion.

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.
3. **Deposits may be made in person** using cash or check at the Commons Service Desk in Building 22.

**It’s easy to keep track of your Nautilus Card account balance**
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 card balance, card swipe history (financial and access) and meal plan information.

**Declining balance account refunds**
If you have money in your declining balance Nautilus Card 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**

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. Do not punch a hole or bend your card.

The cost for a Nautilus Card replacement is $15.

**If your card is lost or stolen**

Please 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 Student Affairs for students and the Office of the General Counsel for employees.

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.

**Contact: Nautilus Card**

phone 850.474.3324 | email idcard@uwf.edu | web uwf.edu/idcard

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**Dining Services**

Dining Services is pleased to offer exceptional quality, variety, convenience and flexibility for the UWF campus community. Dining options include an all-you-care-to-eat facility with multiple food stations as well as ten retail dining establishments located throughout campus.

In addition, Dining Services operates the Starbucks located in Argonaut Village at the east entrance to campus.
One all-you-care-to eat market... or choose from several retail dining locations

THE NAUTILUS MARKET features a variety of nutritionally balanced hot and cold entrees, grill favorites, ethnic cuisine, sandwiches, sides, desserts and beverages. Our chef keeps it fresh by offering themed meals during the year. The Nautilus Market is the campus all-you-care-to-eat and meal plan dining facility.

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. (Building 22)

- **Argo Galley** is a casual restaurant offering breakfast, lunch and dinner. A self-serve beverage station is also available. The Galley is the campus gathering place with great food and fun events. An **On-the-Go** A La Carte cooler is located in the Galley and offers on-the-go salads, sandwiches, wraps, Sushi with Gusto - made fresh daily, parfaits, fruit and vegetable cups and more. (Building 22)

- **Chick-n-Grill** is the tasty way to stay healthy with no Trans-Fat or MSG! Menu options include marinated grilled chicken, served in a variety of homemade quesadillas, wraps and bowls. Fried chicken strips and waffle fries are also on the menu. (Building 22)

- **“We Proudly Serve” Starbucks** is our full service coffee house featuring Starbucks coffee beverages and hot and cold drinks. An **On-the-Go** A La Carte cooler is also located in Starbucks and offers freshly prepared sandwiches, salads and pastries. (Building 32)

- **Sub Generation** subs start with fresh baked bread, packed with the finest sliced meats, cheeses, signature spreads, spices and wholesome toppings. (Building 86)

- **Outtakes** offers grab & go salads, sandwiches, wraps. Sushi with Gusto - made fresh daily and parfaits; beverages, snacks, coffee, cappuccinos and blended creamies. (Building 4)

- **Switz Café** offers grab & go salads, sandwiches, wraps. Sushi with Gusto - made fresh daily and parfaits; beverages, snacks, coffee, cappuccinos and blended creamies. (Building 76A)

- **Terra Blendz** is a smoothie and healthy juice drink concept offering great beverages, power bars, snacks, wraps, salads, bagels, fruits and grab & go items. (Building 72)

- **Bistro Blue** is an outdoor food truck that features student favorites: Philly Cheesesteaks, build your own grilled cheese, chicken tenders, and more. Its home is next to the deck between Buildings 12 and 18.

- **Papa John’s** Enjoy “Better Ingredients. Better Pizza,” with Papa John’s! Order pizza, breadsticks and other Papa John’s favorites. The **On-the-Go** A La Carte coolers offer grab & go salads, sandwiches, wraps and Sushi with Gusto - made fresh daily; snacks and convenience items. A Coke Freestyle fountain drink machine and an F’Real Milkshake machine are favorites at this location. (Presidents Hall)

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### About meal plans and block plans

Meal plans allow students to enjoy up to the specified number of guaranteed meals each week during the semester. Block plans are the purchase of a specific number of meals to be used anytime during the semester. Meal/block plans are programmed to be redeemed using swipes on your Nautilus Card. Swipes may only be used in the Nautilus Market, which is the all-you-care-to-eat dining facility. Each time you use a meal, it is subtracted from your weekly or semester balance.

### 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 meal plan during housing sign-up. One meal swipe is allowed per meal period (does not apply to Unlimited or block plans). 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.

### Dining Dollars

Dining Dollars are flexible dollars that come with each meal/block plan (except the Unlimited) and are accepted like cash in all dining locations. We recommend using your Dining Dollars for grab & go snacks or to purchase meals at campus dining venues other than the Nautilus Market. Unused Dining Dollars expire at the end of the semester.

If you use all of your Dining Dollars before the end of the semester and want to continue using your Nautilus Card, you may add funds to your Nautilus Card declining balance account and use it anywhere on campus, including Dining Services. 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).

### Guest meal swipes

Meal plan participants with an Argo 19, 15, or 12 meal plan will receive 2 free meal swipes each semester that can be used to pay for guest meals. A regular meal swipe must be used at the same time as a guest swipe.

### Voluntary meal plans

If you would like to purchase a meal or block plan, you may purchase online via MyUWF. Search for 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 meal plans that you have sufficient funds to cover will populate the form as options to purchase.

How to use a meal plan
The student’s specified number of meal swipes (5, 12, 15, 19) are available in the Nautilus Market, UWF’s all-you-care-to-eat dining facility 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: 7:15am-10:30am
  - Lunch: 10:31am-4pm
  - Dinner: Monday-Thursday, 4:01pm-9pm; Friday, 4:01pm-7pm
- There are two meal periods per day Saturday and Sunday.
  - Brunch: 11am-4pm
  - Dinner: 4:01pm-7pm
- To-go meals (including 1 free eco-clamshell, a reusable plastic container) are available with all meal plans, except the Unlimited meal plan.
- Meal plan participants with the Argo 12, Argo 15, or Argo 19 receive 2 free meal swipes each semester that can be used to pay for guest meals.
- Dining Dollars may be used at any UWF campus dining venue.
- Meal plans and Dining Dollars expire at the end of each semester.
- To check your meal plan swipes or Dining Dollar balances, login to MyUWF > “Nautilus Card Balance and Swipe History” app.

How to use an unlimited meal plan
Unlimited swipes are available in the Nautilus Market, UWF’s all-you-care-to-eat and meal plan dining facility 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 use login to MyUWF > “Nautilus Card Balance and Swipe History” app.

How to use a block plan
The block number of swipes are per semester and available in the Nautilus Market, UWF’s all-you-care-to-eat and meal plan dining facility, located in the Commons, Building 22.

- Meal periods do not apply to block plans.
- Block plan holders may use a meal swipe for a guest. This will deduct an additional meal from the block number of meals for the semester.
- To-go meals (including 1 free eco-clamshell) are available with block plans.
- Block plans and Dining Dollars expire at the end of each semester.
- To check your block plan swipes or Dining Dollar balances, simply go to MyUWF > “Nautilus Card Balance and Swipe History” app.

Meal plans available for fall 2017 / spring 2018 semesters
Meal/block plan swipes are used in the Nautilus Market. Dining Dollars may be used at any campus retail dining location.

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
  (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

- 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 + $100 Dining Dollars $ 910

When to Purchase and Begin Using Your Fall 2017 Meal or Block Plan
- Fall mandatory meal plans will be available for payment after July 1. Pay on your Account Balance using the “CashNet - Pay Your Bills” app in MyUWF.
- Fall voluntary meal & block plans go on sale after July 1. Pay via MyUWF > Meal Plan Purchases & Nautilus Card Deposits app.
- All Fall 2017 plans begin Friday, August 25, 2017 in conjunction with UWF housing move-in day.

Meal Plan Changes
If you purchase a meal or block plan and quickly discover that you need more or less meals, 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.
Dietary concerns
If you have special dietary concerns, such as Celiac Disease, please contact Nelson Velez via email at nvelez@uwf.edu. He is the executive chef and will meet with you to discuss the dining options we have to accommodate your needs. Also, visit our “Avoiding Gluten” station in the Nautilus Market.

Let’s keep in touch!
- The “Dine on Campus” app allows students to access menus, detailed nutritional info, specials, events and more.
- Visit us on social media.
  - facebook | UWF Dining
  - twitter | @UWFDining
  - instagram | uwfdining
  - snapchat | @UWFDining
- “Text2Solve” allows students to text the Nautilus Market manager with feedback/questions. (Text: 850.426.4717)

Contact: Dining Services
phone 850.474.3198 | email dining@uwf.edu
web www.dineoncampus.com/uwf

Coffee before the lecture. Always a good idea.
Crafting your favorite beverages at UWF Argonaut Village. Located at the East entrance of campus.

UWF Trolley transportation is available!
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.

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. The first time you rent, you will be required to complete an online registration form. Just look for the “For Rent” sign beside your assigned course materials to determine if they are available for rent.

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 DEFERMENT PROGRAM - 65 percent of UWF students receive some form of financial aid. Student Financial Services strives to have all eligible financial aid refunded by the end of the second week of classes. All debts (tuition, housing and meal plan charges) owed to the University are paid first then any “excess” financial aid over and above these expenses is applied as a refund to the student. Excess financial aid can be used to buy books.

For students who have excess financial aid available, the Deferment Program will allow 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. The maximum Bookstore deferment amount is $800. To check the amount of the deferment funds you have available, log in to MyUWF and search for the “CashNet – Pay Your Bills” app. 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 GUARANTEE - The UWF Bookstore will match against Amazon, Barnes & Noble, Chegg, or a local competitor; in-store only. Price adjustments will be made at time of purchase or within 7 days with a receipt. Purchase and price adjustment differences will be provided on a store gift card. Learn more at uwfshop.com. Look for the Price Match Guarantee under “Books.”

BRYTEWAVE DIGITAL TEXTBOOK PLATFORM - Purchasing digital textbooks through BryteWave makes it easy to 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. Using the BryteWave Reader, you can read, note, study & share, all in one place.

To use the service, simply activate the digital course materials purchased at the UWF Bookstore. You can even take your books with you with BryteWave Reader for mobile devices. Visit reader.brytewave.com to “try before you buy.”

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. The average limit is 30% of the book.
- 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.
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.

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

Welcome to the University of West Florida!

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

* Valid thru 09/30/17. 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, online purchases, calculators, computer hardware, supplies and software, and professional references. Void if copied, transferred, and where prohibited by law. See store for details.

Parking & Transportation Services

All students and employees who park on the University of West Florida 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 indicates where you can park legally. Parking regulations enforcement begins the first day of class!

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

Permits for the 2017-18 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>2017-18 ANNUAL PRICE*</th>
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<tbody>
<tr>
<td>Resident</td>
<td>$ 145.00</td>
</tr>
<tr>
<td>Commuter</td>
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<tr>
<td>Remote (Lot SP2 only)</td>
<td>$ 57.00</td>
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<tr>
<td>Motorcycle</td>
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<tr>
<td>Faculty/Staff</td>
<td>$ 145.00</td>
</tr>
<tr>
<td>Reserved/Admin</td>
<td>$ 363.00</td>
</tr>
</tbody>
</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.

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
- Village East and Village West – BLACK

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. 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

Resident students, commuter students, faculty and staff can choose the remote parking permit option at a reduced price point - half the cost of an annual commuter permit. The remote parking area is Lot SP2 in the Sports Complex by the baseball and soccer fields. Remote permits are RED. 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 receive your permit by mail or pick it up in 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”.

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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).

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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).

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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).

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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”.

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KNOW WHERE YOU CAN PARK

Heritage, Presidents, Martin, Pace, and Argo Halls (blue permit)

Village East & Village West (black permit)

Commuter (green permit)

Open Lots/Spaces - for overflow parking (pink on map; any permit except remote)

Faculty & Staff (yellow permit)

Remote - Lot SP2 (red permit)

To Purchase a Permit, Pay a Citation, or Appeal a Citation, visit MyUWF > Parking Portal app
**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 three trolleys that serve the UWF Campus only. 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 web site, uwf.edu/parking.

**DoubleMap Bus Tracker (real-time trolley locations)**

To keep track of the UWF trolley 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.

**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 location: 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
Post Office hours of operation
Open Monday–Friday, 7:45am to 4pm
• Student mail is boxed by 10am Monday-Saturday.
• Mail is dispatched at 7:30am and 3:30pm on weekdays.
Package pick-up is available on Saturdays, 7:30-11:30am
• Because the Commons building opens at 10am on Saturdays, students may ring the buzzer for assistance at the loading dock in back of the building from 7:30-10am to pick-up packages.

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 Residence Halls as follows:

Student Name
University of West Florida
3XXXX* Campus Drive
Pensacola, FL 32514
* 3XXXX: Insert the student’s 5-digit mailbox number here.

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 box. For security reasons, only the addressee may pick up packages and photo identification, such as your Nautilus Card, will be required.

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 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 the “Postal Information” app.

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 Residence Halls 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.

Contact: UWF Postal Services
phone 850.474.2436 | email postal@uwf.edu | web uwf.edu/postal
Several 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. Printing kiosks can be found in the UWF Library and many other convenient locations. Simply send the documents you want to print to the UWF 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 8.5” x 11” pages in black and white or full color, and select one-sided or two-sided prints. Prints are value-priced with students in mind.

**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 credit card payments but do not accept cash.

**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.

**Contact: Student Printing**

phone 850.474.3324 | email studentprinting@uwf.edu
web uwf.edu/studentprinting

Look for ARGO INFO tables and volunteers around campus during Argo Arrival in the fall!
Quick Reference: Making Purchases and Payments

**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.
- Retail dining services locations: Pay with cash, debit/credit card, Dining Dollars 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 cash/coins, or 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 applied automatically to your meal plan if you have a sufficient amount after tuition and housing are paid.

**Meal Plan - Voluntary Meal Plan 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. (2.75% 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. Click on “Voluntary Meal Plan.” The meal plans that you have sufficient funds to cover will populate the form as options to purchase.

**Nautilus Card: Purchase a Replacement Card**
- Pay in Cashier’s Office with 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 with 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.)
- Use an Automatic Deposit Machine (ADM) 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.

**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: Cash or check.
- 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 or with debit/credit card.
Quick Reference: BAS Contacts

Ellen Till
Director
Business & Auxiliary Services
etill@uwf.edu
850.474.2080

Jack Broach
Associate Director
Postal Services
jbroach@uwf.edu
850.474.2437

Maera Bradberry
Assistant Director
Marketing / Copy Services
maerabradberry@uwf.edu
850.857.6071

Joy Ward
Assistant Director
Marketing
jward@uwf.edu
850.474.2431

Gerald Gatto
Director
UWF Dining Services
ggatto@uwf.edu
850.857.6095

Kalesha Bogan
Marketing
UWF Dining Services
kbogan@uwf.edu
850.474.3198

Michelle Bryant
Store Manager
UWF Bookstore
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850.474.3100

Joyce Hughes
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jhughes@uwf.edu
850.474.3325

Pam Newton
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850.474.3324

Chip Chism
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850.473.7711

Linda Quina
Program Manager
Vending Services / Licensing
lquina@uwf.edu
850.474.2640

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.
sea change

a profound transformation

It’s how we define the heart and purpose of the University of West Florida: to make waves on campus, in our community and around the world.