

Business and Auxiliary Services

# Essential Campus Services



UNIVERSITY OF WEST FLORIDA | 2025 EDITION





James Adams, Director  
Business and Auxiliary Services

“ 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:

Nautilus Card (Official Student ID)

Argo Food Co. (Dining & Catering Services)

Postal & Passport Services

UWF Bookstore

Parking & Transportation Services

Vending Services

uPrint Student Printing

Copy Services

Trademark Licensing

Records Management

Argonaut Village

Building 20W, Room 159

850.474.3012

[auxservices@uwf.edu](mailto:auxservices@uwf.edu)

[uwf.edu/auxservices](http://uwf.edu/auxservices)

Facebook | UWF Campus Services

Instagram | @UWFCampusSvc

### Download our Apps!



**Touchnet 360u**  
Your Nautilus Card  
at the Touch of a  
Button



**Passio GO!**  
Real Time Trolley and  
Bus Tracking



**RAVEGuardian**  
The UWF Police  
Mobile Safety App



**Nautilus Card**

**Argo Food Co.**

**Postal Services**

**UWF Bookstore**

**Parking Services**

**Key Terms**

**ARGObucks - Funds you deposit to your Nautilus Card that can be used for a variety of campus services, sometimes also referred to as, general funds.**

**FTIC - First-Time-In-College**

**LPR - License Plate Recognition**



# Argonaut Village



HOTWORX



HOTWORX infrared therapy and infrared sauna workout sessions are perfect for college students, nurses, those on the go, or busy parents. You can workout at a time that works with your schedule without compromising quality, efficacy, or intensity.



### Herbal Nail and Spa

Herbal Nails and Spa offers a variety of nail care and waxing services, focusing on natural products and herbal gelous nail applications.



### Bagelheads

Delicious doughs that feel good to eat. Bagelheads is the best local digs for breakfast and lunch in Pensacola, featuring espresso, deli and bakery items. Accepting **ARGObucks**.



### Eurasian Bistro

Offering a variety of menu items with Vietnamese-infused flavors. Eurasian Bistro offers quality ingredients and innovative culinary techniques in a welcoming atmosphere. Accepting **ARGObucks**.



# Nautilus Card ID

**The Nautilus Card is the official University of West Florida ID.** Your UWF Nautilus Card provides ease of access to your meal plan and Dining Dollars, library rentals and resources, and your **ARGObucks**.

## **Make Purchases Across Campus with ARGObucks**

Argo Food Co. (Dining Services)  
Bookstore  
Postal and Passport Services  
Vended Snacks and Beverages  
Printing, Copying, FAX and Scanning  
Campus Laundry Facilities

## **Gain Access Where You Need It**

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

## **Access your Meal Plans with Ease**

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 voluntary plan, you will use your Nautilus Card to access meal swipes and dining dollars. Details about meal plan options, costs and how to make meal plan changes can be found in the Dining Services section on pages 9-16.

## **Deposit ARGObucks to Your Card**

**ARGObucks** are funds deposited personally onto your Nautilus Card general account. Swiping your card is a safe and convenient way to make purchases with your **ARGObucks** on campus. Unused **ARGObucks** do not expire.

## **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 (balance, meal plan swipes, and card swipe history) is also available online anytime you want to check it on MyUWF via the "Nautilus Card Balance & Swipe History" app or in the TouchNet 360u.



Follow along and write notes and/or questions as needed here....



Scan to deposit with ease!



**There are 4 ways to make deposit ARGObucks to your General Account.**

1. **Deposits may be made online via MyUWF.** Search for “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 the convenient Automatic Deposit Machine (ADM) located in John C. Pace Library (Building 32, 1<sup>st</sup> Floor).
3. **Deposits may be made in person using check or cash** at the Commons Service Desk in Building 22. No transaction fee.
4. **Deposit funds via TouchNet 360u app** (convenience fee applies) Sign into the TouchNet 360u app with your ArgoNet credentials, then touch the “wallet” at the bottom of the screen. Go to the **ARGObucks** “General” account and touch the “Add Funds” button. You are now in the Online Deposit area.



# Many Ways to Use Your Nautilus ID Card

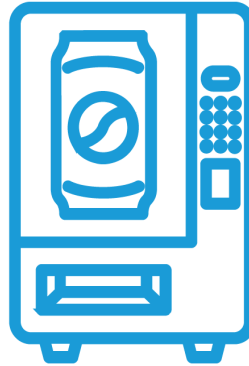
## ARGObucks or 'General Funds'

Shop across campus with ease! **ARGObucks** create an all-in-one shopping experience. Not only does your Nautilus Card house your meal plan and dining dollars, but unlock potential from vending, bookstore, postal, printing and so much more.



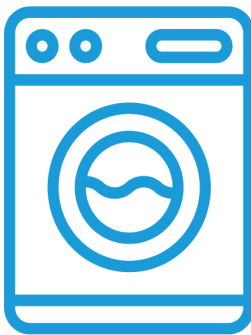
### uPrint

uPrint are easy to use, self-service printing stations located all across campus, especially in high-traffic areas. uPrint only accepts Nautilus Card **ARGObucks**.



### Vending Services

Utilize the various vending options across campus with ease! UWF offers both snack and beverage vending options.

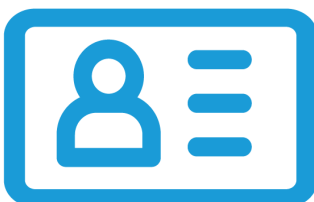


### Laundry

Facilities are available for use at each resident hall located on campus and only accept **ARGObucks**.

### Meal Swipes and Dining Dollars

Your Nautilus Card houses your Meal Swipes and Dining Dollars that can be used at the retail dining locations across campus.



## General Access Card

Your Nautilus Card provides access to the HLS facility, Aquatic Center, on campus high-tech labs, residence halls, resources at the UWF Library, fine arts, sporting events, and more!

## How to Obtain a Nautilus Card

Official identification is required when obtaining a Nautilus Card. Please bring a valid government issued picture ID when acquiring your Nautilus Card (driver's license, state identification card, passport, etc.) The Nautilus Card Office will not be able to create your card without it.

FTIC/Freshman students attending an in-person orientation will receive their Nautilus Card during their on campus orientation. Your Nautilus Card Student ID is included in your orientation cost.

FTICS/Freshman students attending a virtual orientation can get their Nautilus Card when they come to campus after registering for the current semester. Your Nautilus Card Student ID is included in your orientation cost.

**All other new UWF students will need to first register for courses and then will need to pay the \$10 annual fee in the Cashier's Office located at building 20E, with cash, check, or a money order.** After the payment is complete, then you will be ready to complete the ID making process in the Nautilus Card Office, located at 20W.

## 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 for Academic Engagement and Student Affairs.

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

## Nautilus ID Card

850.474.3324  
idcard@uwf.edu  
uwf.edu/idcard

Follow along and write notes and/or questions as needed here....



# Argo Food Co.

**Argo Food Co. specializes in providing dining experiences that cultivate community and build lasting memories over meals.** Dining options include an all-you-care-to-eat facility with multiple food stations as well as up to 12 retail dining services establishments.

**The Nautilus Market** is located in the University Commons, Building 22, features a variety of nutritionally balanced entrees, grill items, ethnic cuisine, sides, desserts and beverages. The Nautilus Market is the campus meal plan dining facility. **\*The door price is less per swipe with the meal plans offered by Argo Food Co.**

**Entry to the Nautilus Market is via one meal swipe or the door price\***

**Breakfast \$10.49**

**Lunch \$12.44**

**Dinner \$12.66**

**We recognize and accommodate your dietary needs in a way that's personalized, sensitive and supportive.**

For more information or dietary needs, please contact us via email at **dining@uwf.edu**. Our Residential Dining Manager or Chef will meet with you to discuss the dining options available to fit your needs.

**UWF Meal Plans are convenient, flexible, and loaded with options.** Depending on which plan you choose, meal plans come with three components, **Meal Swipes, Guest Swipes and Dining Dollars.**

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

**Guest Swipes** are for meal plan participants with an Argo 15 meal plan. They 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.

**Dining Dollars work like cash.** Dining Dollars may be used at any of the Argo Food Co. locations on campus and roll over from fall to spring to summer semester and expire at the end of the summer term.

If you use all of your Dining Dollars before the end of the semester, you may add funds to your Nautilus Card account which can be used anywhere on campus. You can also purchase the Argo \$300 Dining Dollars or Argo \$500 Dining Dollars plans at any time.

**There are three meal periods per day Monday to Thursday.**

**Breakfast:** 7:30 a.m. - 10:30 a.m.

**Lunch:** 10:30 a.m. - 4 p.m.

**Dinner:** 4:00 p.m. - 8 p.m.

**Friday**

**Breakfast:** 7:30 a.m. - 10:30 a.m.

**Lunch:** 10:30 a.m. - 4 p.m.

**Dinner:** 4:00 p.m. - 7 p.m.













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

**Brunch:** 11 a.m. - 4 p.m.

**Dinner:** 4:00 p.m. - 7 p.m.

## **Voluntary Meal Plans**

If you would like to purchase a meal or block plan, you may purchase online via MyUWF and using the "Meal Plan Purchases & Nautilus Card Deposits" app. Deposit funds to your Nautilus Card account first, then use those funds to purchase the meal plan of your choice.

Argo 15		Unlimited Silver		Unlimited Gold	
	15		Unlimited		Unlimited
Meal Swipes Per Week		Meal Swipes Per Week		Meal Swipes Per Week	
	\$300		\$100		\$300
Dining Dollars Per Semester		Dining Dollars Per Semester		Dining Dollars Per Semester	
	Yes		No, but unlimited entry to the market		No, but unlimited entry to the market
To-Go Meals Available		To-Go Meals Available		To-Go Meals Available	
	\$2,568		\$2,887		\$2,987
Cost Per Semester		Cost Per Semester		Cost Per Semester	

### 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 15, Argo Unlimited Silver, or Argo Unlimited Gold meal plan during housing sign-up. One meal swipe is allowed per meal period (does not apply to Unlimited 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 or 800.263.1074 to verify if they are FTIC students.

### 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 "Transact - Pay Your Bills" app in MyUWF. Then access the "Nautilus Card Services" app and select "Voluntary Meal Plan." The form that appears will list the meal plan options that you have sufficient funds to cover. You can then select which plan you prefer and proceed with the purchase.

**Meal Swipes and Guest Swipes expire at the end of each semester.**

# How to use your meal plan

## Argo 15 Meal Plan

The student's specified number of meal swipes **per week** is to be used in the Nautilus Market located in the Commons, Building 22. You may use one meal swipe from your meal plan during each meal period. The 15 Meal Plan is 15 meal swipes per week. The weekly meal total resets each Sunday.

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

## Argo Unlimited Meal Plans

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

- Meal periods and to-go meals do not apply to the Argo Unlimited Meal Plan.
- Unlimited Meal Plans expire at the end of each semester.
- To check your Dining Dollar balance, login to MyUWF and select the "Nautilus Card Balance and Swipe History" app.

## Block Plans

The number of swipes in your block plan are **per semester** and may be used in the Nautilus Market, located in the Commons, Building 22.

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

Follow along and write notes and/or questions as needed here....



# MEAL PLANS AVAILABLE FOR FALL 2025 AND SPRING 2026

## MANDATORY PLAN OPTIONS

Mandatory for FTIC resident students their first two semesters in UWF Housing.

**Argo 15** - Meals Per Week + \$300 Dining Dollars \$2,568

**Argo Unlimited Silver** - Unlimited Meals Per Week with \$100 Dining Dollars \$2,887

**Argo Unlimited Gold** - Unlimited Meals Per Week with \$300 Dining Dollars \$2,987

\* Argo Unlimited Silver and Argo Unlimited Gold do not include guest swipes or to-go meals.

## VOLUNTARY PLAN OPTIONS - DINING DOLLARS ONLY

Available to all students as well as the Argo 15 and Unlimited plans above.

**Argo \$300 DD** + \$30 Bonus Dining Dollars + 5 Nautilus Market Swipes \$301 (\$380 value)

**Argo \$500 DD** + \$50 Bonus Dining Dollars + 10 Nautilus Market Swipes \$501 (\$650 value)

## VOLUNTARY PLAN OPTIONS - CREATE YOUR OWN MEAL PLAN

To create your own meal plan, first decide what meal swipe block you would like. These meal swipes can only be used at the Nautilus Market and can be used at anytime for yourself or for a friend or family member. Then, select what amount of Dining Dollars you would like with your preferred Block selection. Dining Dollars can be used at any retail dining location.

### BLOCK 25 OPTIONS

25 meal swipes + \$50 Dining Dollars \$318

25 meal swipes + \$100 Dining Dollars \$368

25 meal swipes + \$150 Dining Dollars \$418

### BLOCK 50 OPTIONS

50 meal swipes + \$50 Dining Dollars \$577

50 meal swipes + \$100 Dining Dollars \$627

50 meal swipes + \$150 Dining Dollars \$677

### BLOCK 100 OPTIONS

100 meal swipes + \$50 Dining Dollars \$1,088

100 meal swipes + \$100 Dining Dollars \$1,138

100 meal swipes + \$150 Dining Dollars \$1,188

### BLOCK 150 OPTIONS

150 meal swipes + \$50 Dining Dollars \$1,582

150 meal swipes + \$100 Dining Dollars \$1,632

150 meal swipes + \$150 Dining Dollars \$1,682



58c Market

58c  
Lab Science Annex



PACE LIBRARY  
COFFEE HOUSE

\*newly renovated

Chick-fil-A

WHICH WICH?  
SUPERIOR SANDWICHES

TWISTED TACO

Nautilus  
Market

32

John C. Pace  
Library

76A

22

University  
Commons

4

Science and  
Engineering

ARGO REFUEL

72

HLS Facility Gym



Argo Food Co.  
UNIVERSITY of WEST FLORIDA



Locate all of your retail dining favorites

# Campus Dining Map



922  
Presidents Hall

witz Café



Argonaut Village Accepts  
Dining Dollars



urAsian  
istro



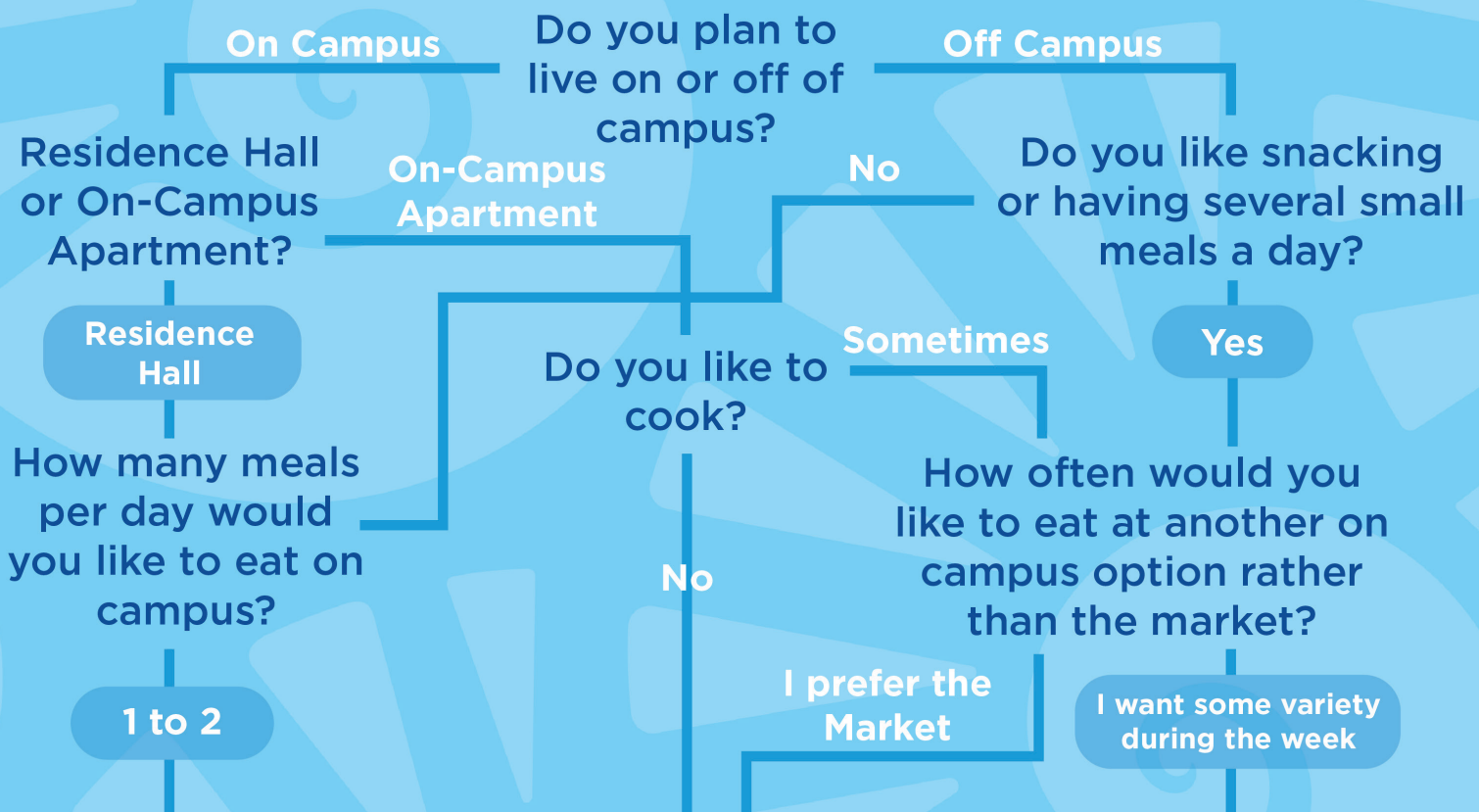
**BAGELHEADS**  
FEED YOUR HEAD

Argonaut Village is not affiliated with Argo Food Co. and is managed by Business and Auxiliary Services.





# Which is right for you?



ARGO 15

CREATE  
YOUR OWN

DINING  
DOLLAR PLAN

**Fall Mandatory Meal Plans** will be available for payment after July 15. Pay on your UWF Account Balance using MyUWF and select the “Transact - Pay Your Bills” app.

**Fall Voluntary Meal & Block Plans** go on sale after July 15. Pay using MyUWF and select the “Meal Plan Purchases & Nautilus Card Deposits” app or purchase at the Cashier’s Office with cash or check.

### Meal Plan Changes

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

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

**If a change in your meal or block plan is desired, contact the Nautilus Card office at 850.474.3324 or email [idcard@uwf.edu](mailto:idcard@uwf.edu).**

*Meal plans will be available for purchase online starting July 15 by using MyUWF and following “Meal Plan Purchase” instructions. All Fall 2025 meal plans begin Friday, August 22, 2025 in conjunction with UWF housing move-in day. Classes begin Monday, August 25, 2025.*

**Argo Food Co.**

850.474.3198

[dining@uwf.edu](mailto:dining@uwf.edu)

[uwf.edu/dining](http://uwf.edu/dining)

[@UWFDining](https://www.instagram.com/UWFDining)

[uwf.campusdish.com](http://uwf.campusdish.com)

## Never Miss an Event!



**MONTHLY  
THEMES**



**SURPRISE  
AND  
DELIGHT**



**HEALTH  
AND  
WELLNESS**



**CREATE  
KITCHEN**



# Postal and Passport Services

**The UWF Post Office is located in the University Commons (Building 22) and is an official USPS contract station as well as a Passport Acceptance Facility. The UWF Post Office is now accepting debit, credit, and Nautilus Cards as forms of payment.**

## Post Office Hours of Operation

**Open Monday–Friday**

**8:00 a.m. to 4 p.m.**

- Resident student mail is boxed by 10 a.m. Monday to Friday.
- Mail is dispatched at 7:30 a.m. and 3:30 p.m. on weekdays.

## Addressing Mail to Resident Students

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

Student Name  
University of West Florida  
XXXXX\* Campus Drive  
Pensacola, FL 32514

\* XXXXX: 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 emailed to the student.

## 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](mailto:postal@uwf.edu) or by calling 850.474.2436. Your 9-digit UWF ID number will be required at the time of mailbox assignment.

## UWF mailboxes have combination locks.

After a mailbox has been assigned to you, the combination can be found online via MyUWF > search for "Postal Information."

## Moving-Out for the Semester?

### Remember to fill out a Change of Address request form.

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

## Postal and Passport Services

850.474.2436  
[postal@uwf.edu](mailto:postal@uwf.edu)  
[uwf.edu/postal](http://uwf.edu/postal)



### Apply for a U.S. Passport with Ease!

UWF Postal Services is now an authorized Passport Acceptance Facility for students, faculty, staff and the public. This service is perfect for those who are preparing to study or travel abroad.

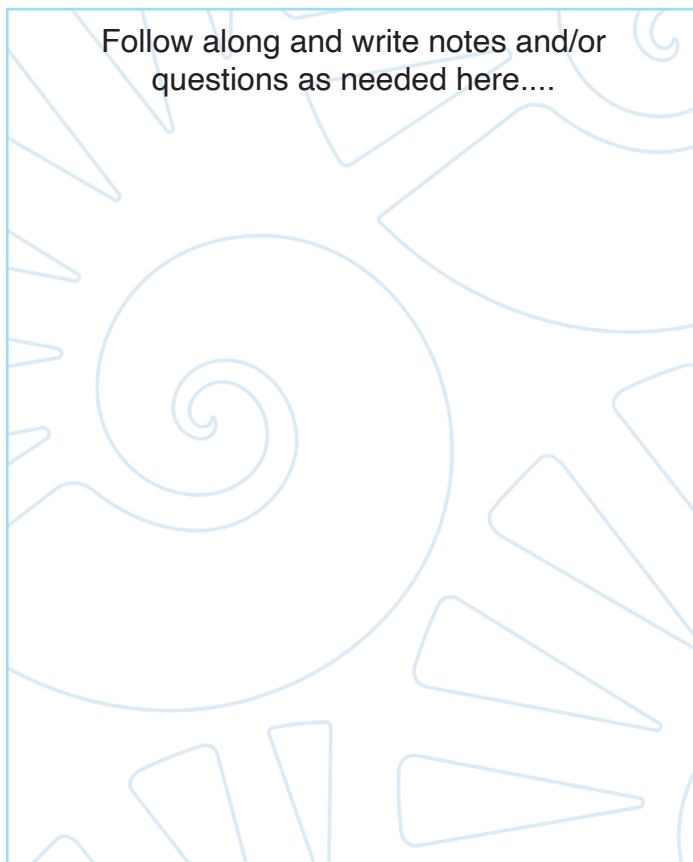


The facility is located at UWF Postal Services Office in the UWF Commons (Building 22).

### Appointment Hours

Monday to Friday, 9 a.m. to 2:30 p.m.  
Appointments are **required** and can be made by calling 850.474.2436.

Follow along and write notes and/or questions as needed here....







[uwfshop.com](http://uwfshop.com)



# DON'T TAILGATE WITHOUT — THE ESSENTIALS —

Shop the UWF Bookstore online or in-person now





# UWF Bookstore

## **The UWF Bookstore is your official source for course materials and Argo Gear.**

It offers competitively priced computers, including Apple, and academically priced software available to students, faculty, staff and alumni. We are here to ensure that students have access to the required and/or recommended course materials as specified by their UWF professors, striving to have all course materials available for purchase 3 to 4 weeks prior to the first day of class.

**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.

**Follett Access** is a partnership between the University of West Florida and Follett that allows you to purchase digital textbooks at a reduced cost. The charge is posted directly to your course charges and can be paid along with your other University charges or using financial aid. For any questions about Follett Access, please contact us at [askuwfbookstore@uwf.edu](mailto:askuwfbookstore@uwf.edu).

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

**Buy or Rent Used Books Early.** Demand for used books generally exceeds supply; for that reason, it’s a good idea to buy/rent your course materials as soon as possible.

Welcome to UWF!

Visit the Bookstore for

**20% Off\***

a single apparel or gift item.

\* Valid thru 09/30/2025. 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 ware, and professional reference. Void if copied, transferred, and where prohibited by law. See store for details. REF: Orientation 2025.

## **BOOKSTORE TEXTBOOK DEFERMENT**

**PROGRAM:** Purchase before aid is disbursed!

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

**The Maximum Bookstore Deferment Amount is \$800.**

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

## **PURCHASE ONLINE WHEN YOU REGISTER**

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

### **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

## **DIGITAL TEXTBOOKS via BRYTEWAVE powered by RedShelf.**

BryteWave™ is a digital textbook platform that provides tools to use digital textbooks in ways that you have never been able to before. You can easily search an entire text for specific information in a matter of seconds, take notes directly in the text, bookmark important pages, and highlight information for easy recall.

BryteWave™ offers a three-day **Try Before You Buy** option on select titles. Visit <https://shelf.brytewave.com/#/user/signin>. You will be required to create a BryteWave Reader account to activate the trial but will not be required to provide your credit card number.

## **UWF Bookstore**

850.474.2150

[askuwfbookstore@uwf.edu](mailto:askuwfbookstore@uwf.edu)

[uwfshop.com](http://uwfshop.com)

Follow along and write notes and/or questions as needed here....



# UWF Campus Trolley Schedule

**Begin:** 6:55am

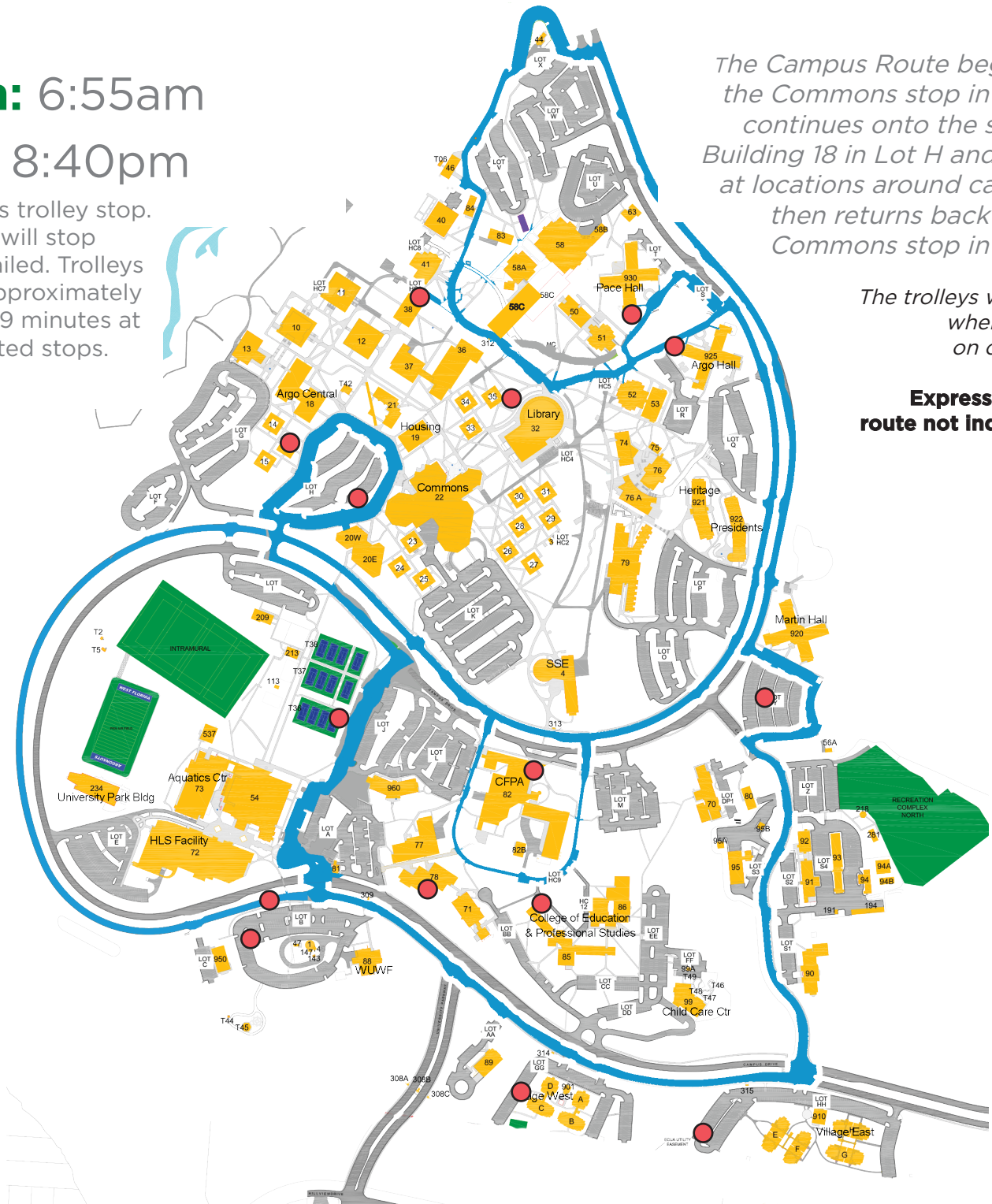
**Stop:** 8:40pm

● Indicates trolley stop.  
Trolleys will stop when hailed. Trolleys arrive approximately every 7-9 minutes at designated stops.

*The Campus Route begins at the Commons stop in Lot H, continues onto the stop at Building 18 in Lot H and stops at locations around campus, then returns back to the Commons stop in Lot H.*

*The trolleys will stop when hailed on campus.*

**Express Trolley route not indicated.**



# Campus Express Schedule

## Monday - Friday

### Weather and the Trolley

The UWF Trolley is operated under contract with Escambia County Area Transit (ECAT). In the event that a Tornado Warning is issued for Escambia County, the UWF trolley service, as well as other county vehicles, will be stopped until the Tornado Warning is lifted or severe weather has passed.

WALMART	TARGET	SP2 (Remote Lot)	ARGONAUT VILLAGE	COMMONS
730	740	750	800	810
820	830	840	850	900
910	920	930	940	950
1000	1010	1020	1030	1040
1050	1100	1110	1120	1130
1140	1150	1200	1210	1220
1230	1240	1250	100	110
120	130	140	150	200
210	220	230	240	250
300	310	320	330	340
350	400	410	420	430
440	450	500	510	520
530	540	550	600	610
620	630	640	650	700
710	720	730	740	750
800	810	820	830	840

## Campus Express Saturday

WALMART	TARGET	ARGONAUT VILLAGE	MARTIN HALL	COMMONS
1000	1005	1025	1035	1045
1100	1120	1140	1150	1200
1215	1220	1240	1250	100
115	120	140	150	200
215	220	240	250	300
315	320	340	350	400



# Parking and Transportation



There are more than 40 parking lots on the Pensacola Campus. Each lot is designated with a letter name and is available to specific user groups, indicated by color. Check the parking map to determine in which lots you are allowed to park with your permit type.

## VIRTUAL PARKING PERMITS

Virtual Permits for the 2025-26 academic year are available for purchase after the first week of August. Purchase your virtual permit online via MyUWF using the “Parking Transaction Portal,” where your license plate is linked to your virtual permit. **All students and employees who park on the UWF Pensacola Campus are required to register their vehicle(s) and purchase a UWF parking permit.**

\$

### VIRTUAL PERMIT TYPE

### 2025-26 ANNUAL PRICE\*

**Resident** (blue or black)

\$ 145.00

**Commuter** (green)

\$ 114.00

**Motorcycle** (brown)

\$ 73.00

**Faculty/Staff** (yellow)

\$ 145.00

**Reserved/Administration**

\$ 363.00

\* Semester permits or permits for additional vehicles may be purchased at half (1/2) the annual permit price. Permit price includes Florida sales tax.

Enforcement is handled by vehicles equipped with LPR cameras that drive through the lots. You'll need to park your vehicle "nose in" so your license plate is visible to the cameras.

### Resident Student Parking

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

**Pace, Argo, Heritage, Presidents and Martin Halls – Blue Zones**

**Village East and Village West – Black Zones**

### Commuter Student Parking

The majority of the parking spaces on campus are available to commuters, students that live **off** campus. Commuters may also park in open lots, faculty/staff areas after 4:30 p.m., and may park in numbered, reserved spaces after 5:30 p.m.

**Resident lots and spaces never become open to other permit types.**

### Open Lots

There are open lots available to all permit holders. These lots include B, E, J, L, M, Z, EE, FF, SP1 and SP2.

### How to Purchase a Virtual Parking Permit

To purchase a virtual parking permit, visit MyUWF and search for the "Parking Transaction Portal" app. Use the UWF login and follow the prompt to "Get Permits."

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

**UWF Parking Regulations**  
Familiarize yourself with UWF parking rules and regulations.  
[Regulations](#)

**UWF Campus Services** [uwf.edu/parking](#)

**UWF Parking Portal**  
Welcome! Purchase your permit, print a temporary permit, pay or appeal citations, and manage your parking account

**CITATIONS**

<a href="#">View Your Citations</a>	12
<a href="#">View Your Appeals</a>	0
<a href="#">View Your Letters</a>	10

**PERMITS**

<a href="#">View Your Permits</a>	1
-----------------------------------	---

**Search Citations**

Citation Number:

-OR-

State:  Plate Number:

[Get Permits](#)

### UWF / Temporary Permits

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

### 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".

### Visitor / Temporary Permits

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

**Parking Services endeavors to protect resident student property, but UWF is not responsible for loss or damage to vehicles or their contents.**



## UWF Trolley Information

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



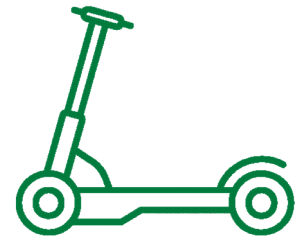
The UWF Express trolley route includes off campus stops at the Wal Mart Neighborhood Market, University Town Center shopping area (Target/Publix on Nine Mile Rd.) and Argonaut Village (at the east entrance to campus) as well as stops at the Remote Lot and the Commons. Anyone on campus may ride the trolley as often as they like. There are many trolley stops across campus, but the trolley will generally stop when hailed on campus. A trolley schedule can be found on pgs. 19-20.

## Trolley and ECAT Bus Trackers

Track the ECAT Bus on your computer or smart phone in real time on the ECAT website (<https://goecat.com>). Once there, select the “Find a Bus” real-time tracker app button to find the bus route you need. Download the Passio Go! app today to track the trolley with ease.

## Micromobility

**Devices** are defined by UWF as a small human powered or motorized transportation device or vehicle used to travel short distances and that is not capable of traveling at a speed greater than 20 miles per hour on level ground. These devices include bicycles, electric bicycles (e-bikes), push scooters, electric scooters (e-scooters), Segways, mopeds, hoverboards, skateboards, electric skateboards, RipSticks, roller skates, inline skates, and other small, lightweight motorized or non-motorized wheeled conveyances given this designation by the University.



**Automobiles, motorcycles, and wheelchairs and other mobility devices used by persons with disabilities are excluded from this definition.**

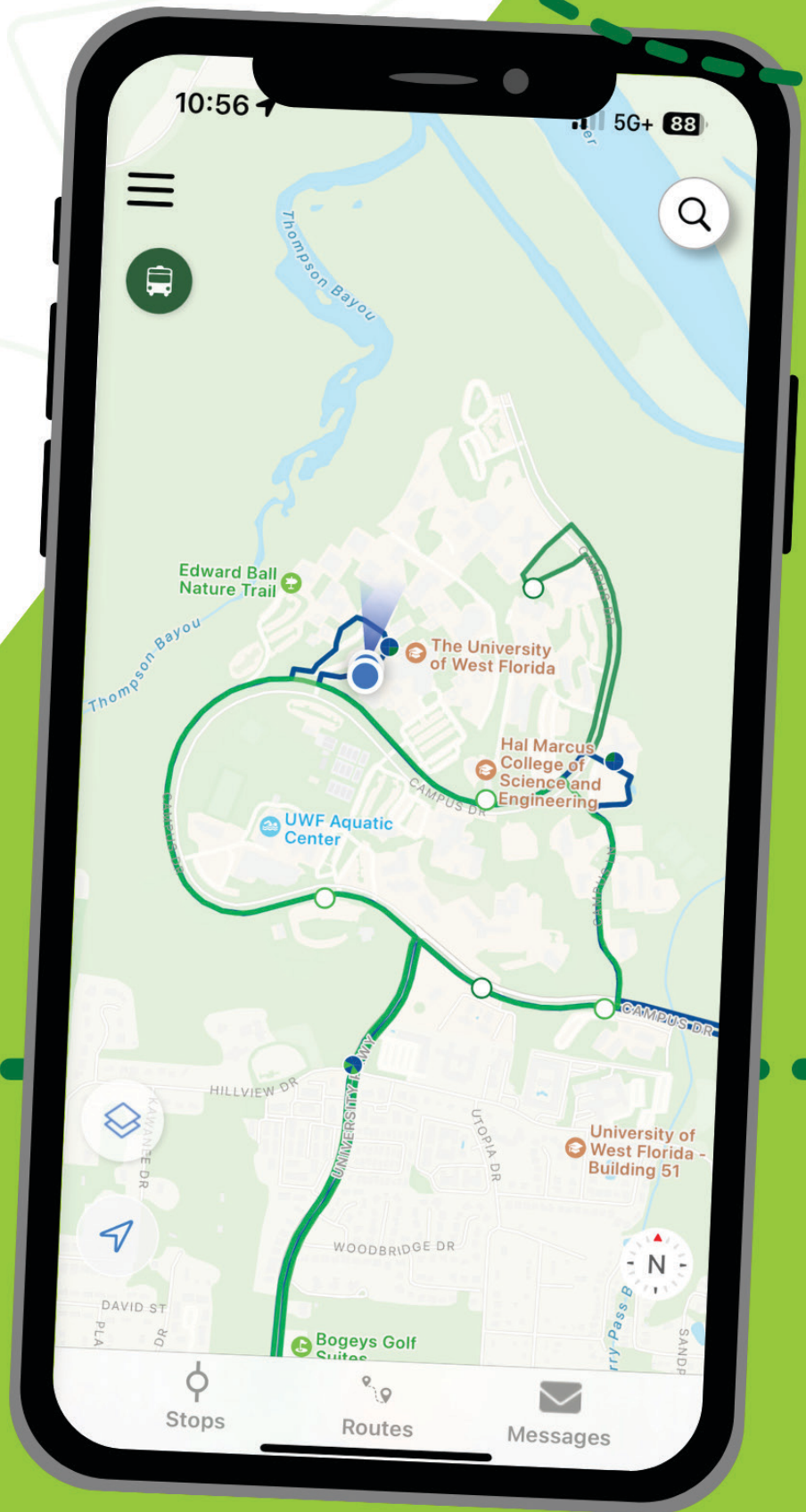
### Micromobility Devices are prohibited from use in the following areas:

1. Ramps into buildings, curbs, benches, steps, stairs, or other such structures;
2. Parking lots and roads;
3. Within 10 feet of all building entrances;
4. Covered sidewalks; and
5. Inside all buildings. (Charging Micromobility Devices is prohibited within 10 feet or inside all buildings.)

Follow along and write notes and/or questions as needed here....

# A *NEW* Way to Track Your Trolley!

Download Passio Go!





# NEVER MISS A STOP OR SPOT

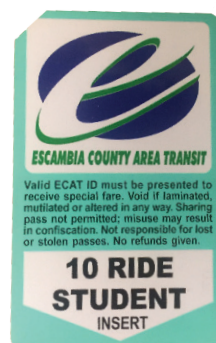


Scan or visit [uwf.edu/map](https://uwf.edu/map)  
for the digital interactive  
map.

Easily find everything  
campus has to offer from  
bus stops, parking lots to  
on campus art installations.



**Escambia County Area Transit (ECAT) Bus Program** runs through campus Monday through Saturday each week as part of Route 43. UWF students registered for the current semester may receive a free ten (10) ride bus pass once per week by visiting Parking Services (Building 20W, 151) 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 on the ECAT map.**



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

## Parking and Transportation Services

850.473.7711  
[parking@uwf.edu](mailto:parking@uwf.edu)  
[uwf.edu/parking](https://uwf.edu/parking)





**We're here to help!**

Meet the team and  
get your questions  
answered all in one.

Argo Food Co.  
UWF Bookstore  
Postal & Passport  
Parking & Transport.

Nautilus Card  
Vending Services  
Student Printing  
UWF Police

# Essential Campus Services Fair

University Commons | September 4th | 11 a.m. to 2 p.m.





# Bike PATROL

The University Bike Patrol Program is dedicated to ensuring a safe and secure campus environment. Comprised of a trained officer who patrol on a bicycle, this program allows for quicker response times, greater visibility, and a more approachable presence within our campus community. Whether it's assisting students, providing safety escorts, or responding to incidents, the Bike Patrol is an essential part of our commitment to fostering a safe, welcoming atmosphere for everyone within the UWF Community.

## **Let's Fight Crime Together!**

The University has taken specific measures to ensure that you enjoy the safest possible living and learning environment. We encourage you to take an active role in making the University community safe.

Safety programs and mechanical alarm systems cannot be fully effective against crime without the cooperation of the citizens they are designed to protect. Alertness, common-sense precautions, and concern for fellow students, faculty, and employees are keys to preventing crime and helping us ensure that experiences at UWF are positive and enjoyable.

## **UWF Police Department**

850.474.2415

[uwfpolice@uwf.edu](mailto:uwfpolice@uwf.edu)

[uwf.edu/police](http://uwf.edu/police)







**Never miss  
an event**



*Coffee and Cocoa  
with a Cop*



*Pack the Patrol Car  
for the Argo Pantry*



*Pizza with the  
Police*



*Cookies with Cops*

“

*On a busy university campus, staying aware of your surroundings and looking out for your safety is everyone's responsibility. Being prepared and mindful can make all the difference in keeping our community safe.*

”

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The Emergency Management Department at University of West Florida is committed to ensuring the safety and well-being of our campus community. Administering a comprehensive program in partnership with UWF administration, operations divisions, support organizations, academic departments, staff, and community partners in order to mitigate against, prepare for, respond to and recover from all hazards and threats.

**Enroll in mobile alerts  
through MyUWF.**

**Emergency Management**

850.474.3274  
ermgt@uwf.edu  
uwf.edu/ermgt



# UWF Campus Services FAQs

## UWF Bookstore

**Q: After I register, what is the fastest way to find which course materials I'll need for my classes?**

A: You may Shop by Author in-store or online! Create your customized book list by entering your student ID number at the kiosk located by using your smartphone or computer and entering [www.txbk.info/uwf](http://www.txbk.info/uwf).

**Q: Is it possible to buy my books before financial aid is dispersed?**

A: Yes, if you will have sufficient funds after tuition and fees are paid. You may shop online or in store with the Bookstore's Financial Aid Deferment program.

**Q: How much should I expect to spend on textbooks?**

A: Expect to pay about \$425-495 for course books each semester. The average textbook price is \$75-80.

**Q: When are textbooks available?**

A: Textbooks are generally available 3 to 4 weeks prior to the first day of class. Shop early for the best selection.

## Argo Food Co.

**Q: How will meal plans work during early move-in before meal plans become active?**

A: Students will be able to use their **ARGObucks** or Dining Dollars or pay the door rate at the Nautilus Market prior to Friday, August 18, 2024, when meal plans begin.

**Q: Can I change my meal plan after the semester starts?**

A: 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. Email the Nautilus Card office to change your plan at [idcard@uwf.edu](mailto:idcard@uwf.edu). To change your meal plan before the semester starts, please contact Housing.

**Q: Do meal/block swipes and Dining Dollars expire?**

A: Yes! Meal/block swipes expire at the end of each week/semester. Dining Dollars roll over from fall to spring to summer semester and expire at the end of the summer term.

**Q: Who may I speak to about dietary concerns?**

A: We pride ourselves on working with you to make sure you can find the food that fits YOUR life. For more information or special dietary needs, please contact our Dining General Manager, Jack Miller (850.474.2839; [dining@uwf.edu](mailto:dining@uwf.edu)), to discuss dining options available to accommodate your needs.

## Student Printing

**Q: What forms of payment are accepted?**

A: Payment is by Nautilus Card **ARGObucks** only.

**Q: What should I do if I get bad prints or copies?**

A: Email [auxservices@uwf.edu](mailto:auxservices@uwf.edu) with your username, ID number, uPrint location, description of issue and how many pages of what size were affected.

## Nautilus Card

**Q: How important is my Nautilus Card?**

A: Your Nautilus Card is used daily. Allowing your entrance to your residence halls, buildings and classrooms, and your meal plan. Your card can also be loaded with funds allowing you to make transactions across campus without the need of your wallet.

**Q: How to purchase a replacement card? What do I do if my ID Card is misplaced?**

A: There are a couple of ways a replacement IDs can be purchased. In the Cashier's Office (20 E) with cash, check or money order Or online via MyUWF in the Nautilus Deposit app with card or electronic check.

**Q: Is there a digital option?**

A: Yes, but there are limitations to the use of your Nautilus Card without the physical copy in hand. The Touchnet 360u app provides digital access to your card and may be used at all dining locations. However, this does not grant you door access or often event access, a physical card will still be required.

**Q: I already have a Nautilus Card, why am I being charged for another one?**

A: An annual Nautilus Card fee of \$10 is assessed to each student registered for on campus classes every academic year. The fee covers the cost of ongoing services provided by the Nautilus Card program. It does not include a new card.

**Q: If I put money on my card, can I get it back?**

A: When you graduate, transfer or separate from UWF, you may request a refund of your Nautilus Card **ARGObucks** balance by emailing [icard@uwf.edu](mailto:icard@uwf.edu) or calling 850.474.3324.

## Parking and Transportation Services

**Q: How and when can I purchase a Virtual Parking Permit?**

A: Make all payments through the Parking Portal via MyUWF. Permits will go on sale on or after August 7, 2025.

**Q: My car broke down and my permit was in my car. I'm borrowing a car. What do I do?**

A: Temporary permits are available in Building 20W, Room 151, Parking Services.

**Q: Can I share a permit/carpool?**

A: You may not share a permit. If you would like to carpool, the owner of the permit will be responsible for any citations incurred by the vehicle registered, regardless of who is driving. Any vehicle used with a permit should be registered to that permit.

**Q: I received a citation. What do I do?**

A: Citations are paid and appealed through the Parking Portal via MyUWF. Appeals are handled on a case-by-case basis.

## Postal and Passport Services

**Q: I mailed a package to the Amazon Locker on campus. How do I retrieve it?**

A: Once a package is ready for pickup, customers receive an e-mail with a unique 6 digit code that they'll use to remove the package from the designated slot. Find the Amazon Hub Locker Amorino at UWF just outside the Commons (Building 22) main doors and to the right of the Nautilus Market.



# Contacts



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**Meghan Kochevar**

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Nautilus Card & Meal Plans  
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850.474.3325



**Amazon Hub Locker is Available at UWF**

The Locker is easy to use – customers simply add the Amorino Amazon Locker to their Amazon address book and select the location as the shipping address during checkout. Once a package is ready for pickup, customers receive an e-mail with a unique 6 digit code that they'll use to remove the package from the designated slot. Find the Amazon Hub Locker at UWF outside the UWF Commons (Building 22) to the right of the Nautilus Market. There is a designated parking space available near the Commons in Lot H.



Business and  
Auxiliary Services  
UNIVERSITY of WEST FLORIDA

11000 University Parkway  
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auxservices@uwf.edu  
uwf.edu/auxservices