University of Portland
NEW STUDENT CHECKLIST

This checklist is provided to help you keep track of the important tasks that should be completed within your first few days on campus.

○ **Health History Form**

All new students must have a Health History and Immunization Record on file with the University Health Center (UHC) prior to matriculation. Failure to turn in the form will automatically result in a hold placed on your records, which will prevent you from registering for the subsequent semester. If you have not turned in your *completed* form, please do so as soon as possible. If you need assistance or have questions, please call the University Health Center at (503) 943-7134.

○ **Registration & Drop/Add**

Registration for classes or making changes in your schedule ("drop/add") take place in the main office of your college or school. If this is necessary, please visit: Pamplin School of Business, Franz 425; School of Education, Franz 427; Shiley School of Engineering, Shiley 227; School of Nursing, Buckley Center 315; College of Arts and Sciences, Buckley Center 217.

○ **Update Permanent and/or Local Address**

Students must have a permanent or home address on file at the Registrar's Office. If this address has changed recently (especially since your admissions application), be sure to visit the Registrar's Office on the first floor of Waldschmidt Hall to update your records. Off-campus students must have their current local address on file, so if you are not living at your permanent address while you are attending University of Portland, please notify the Registrar with the address and phone number of your location here in Portland. Please do this by the first day of classes. On-campus addresses are automatically updated.

○ **Financial Aid Process**

If you are planning on receiving financial aid, you should check in with the Office of Financial Aid or view the Financial Aid section of Pilots Self-Serve to make sure that all paperwork and requirements are complete. If you need immediate assistance, or have questions, please contact the Office of Financial Aid at 503-943-7311 or 800-227-4568 or by e-mail at finaid@up.edu.

○ **Financial Aid Loan Process**

If you are planning on utilizing your Federal Direct Student Loans, you will be required to complete loan entrance counseling and a Master Promissory Note. To begin the process, please first accept your financial aid award. Then proceed to www.studentloans.gov where the entrance counseling and MPN can be completed. To complete the Federal Direct PLUS loan a Master Promissory Note and application will be required. These items can be completed at the same website. If you need immediate assistance, or have questions, please contact the Office of Financial Aid at 503-943-7311 or 800-227-4568 or by e-mail at finaid@up.edu.

○ **Payments, Loans, & Clearing Your Account**

If you have not yet paid tuition, room, board and other necessary fees, go to the Office of Student Accounts on the first floor of Waldschmidt Hall. Spring semester tuition is due on Tuesday, January 4, 2013, and late fees will be applied to all accounts with an outstanding balance (see enrollment packet for more information). You may have to establish a payment plan in order to clear your account. The University of Portland has partnered with Tuition Management Systems (TMS) to offer e-billing and an on-line payment option for students. If you would like more information, please contact Student Accounts at 503-943-7347 or view the department's website at www.up.edu/studentaccounts.

○ **Health Insurance Program**

The University's health insurance program is required of all full-time undergraduate students. However, if you already have health insurance coverage, you may waive the University's insurance charge by completing the Waiver of Student Fees at www.aetnastudenthealth.com. After completing the form, you will receive an email notification that the waiver was completed and accepted. Please complete this process by January 18, 2013.

○ **Student ID Card**

All students must have an ID picture taken to produce their University identification card. When validated, your ID card serves as your main source of ID on campus. It should be carried at all times, and it must be shown to any University official or public safety officer upon request. The ID card also serves a wide variety of other purposes:

- Resident students use the ID card as a key to enter their residence halls.
- Meal plans purchased through Bon Appétit are identified and verified by use of the ID card.
- ID cards serve as tickets and verification of attendance at athletic and student events.
- ID cards serve as library cards and are used to check out materials. Use your student ID number for off-campus access to the library's on-line resources.
- ID cards are used to gain access to the recreational facilities in Howard Hall.
- ID cards are used to gain access to computer labs and the 24 hour study lounge in the Pilot House.

To have your picture taken for you ID card, you must have your class schedule and invoice or payment receipt with you. The public safety department is located on 5408 North Warren Street, and is open 24 hours a day, 7 days per week.

NOTE: If you lose your ID card, report your lost or stolen card to the Office of Public Safety. In addition, if you are on a meal plan or have dining dollars on your card, report your lost or stolen card to the Bon Appétit office in The Commons immediately so they can issue you a temporary meal pass.

○ **Validation of your Student ID Card**

The Office of Public Safety will validate your student ID card when it is issued if you have a stamped receipt from Student Accounts. If you have not cleared your account (see entry "Payments, Loans, and Clearing Your Account" above), you can still pick up your student ID card and Student Accounts will validate it once you are cleared.

○ **Meal Plan**

Spring semester meal plans will be activated on Sunday, January 13, 2013. You may use your dining points at any Bon Appétit venue on campus. To learn more about the various venues, including hours of operation, log on to Bon Appetite's Web site at http://www.cafebonappetit.com/up. Meal plans and Munch Money, also declining balance points, are available to non-resident students.

Resident students select their meal plan when they sign a housing contract. Housing contracts are available at the Office of Residence Life on the first floor of Buckley Center. Their office hours are 8:30 a.m. to 4:30 p.m., Monday-Friday. Off-campus students wishing to purchase meal points should visit the Bon Appétit office in The Commons between 8:30 a.m. and 4:30 p.m. on weekdays.

○ **Parking Permits**

Any vehicle parked on campus from 8:00 a.m. to 4:00 p.m. when classes are being held must have a parking permit. Permits may be purchased at Public Safety on 5408 N Warren Street. A valid driver's license, vehicle registration or title, and proof of insurance must be shown when you obtain your parking permit.

All students must register cars they bring to school, whether parking on or off campus. Freshman resident students may not bring a car to school without permission from the Office of Public Safety, nor may they park on city streets near the University. The University also has other restrictions concerning parking in the neighborhood. For more detailed information, get a copy of the parking and traffic regulations from Public Safety or at the Information Center located in the Pilot House. An electronic copy can also be found on the Office of Public Safety website by going to the following link http://www.up.edu/publicsafety.

○ **Computer Accounts**

You should have already received your letter from the Office of Admissions with instructions on how to activate your free University computer account, set your password, and access PilotsUP, the campus portal. A University network account is required for students to use the computer labs and your professors and others will communicate via your University email account. To sign up for your computer account after Orientation weekend, you may visit the Help Desk in Buckley Center Room 18 on weekdays during office hours.

○ **Textbooks**

It is important to purchase your textbooks before you attend class. Many faculty members will assign reading during your first class. You can pre-order your textbooks at www.uportland.bncollege.com or purchase your textbooks and supplies at the University Bookstore in the Pilot House. The hours for the bookstore during orientation and the first week of school are listed below.

- Friday, January 11th – 8:30 am to 5:00 pm
- Saturday, January 12th - 10:00 am to 5:00 pm
- Sunday, January 13th - 11:00 am to 6:00 pm
- Monday, January 14th thru Thursday, January 17th - 8:30 am to7:00 pm
- Friday, January 18th - 8:30 am to 6:00 pm
- Saturday, January 19th - 11:00 am to 3:00 pm

○ **FERPA and the Student Consent Disclosure Form**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. This means that schools generally must have written permission from students for parents to inspect or review academic records or for faculty and administrators to discuss students' progress with parents. At the University, we believe a student's success in education begins by establishing a partnership among the student, his or her parents, and the University. This is a relationship in which communication should be honest and unhindered. The Student Consent Disclosure Form can now be accessed and signed online on the University of Portland Portal (PilotsUP). The form as well as more information about FERPA can be found once you sign-in to your personal PilotsUP account at https://pilots.up.edu/group/main/ferpa. It is strongly recommended that you discuss this form as a family. If you decide to sign the form, you may go online and submit it electronically. More information about FERPA can be found in the Student Handbook, which can be found online at the following link http://www.up.edu/campuslife/default.aspx?cid=9554.