



2020-21 FIRST-YEAR ENROLLMENT PACKET



TABLE OF CONTENTS

- 2 Financial Aid
- 3 PilotsUP Portal and Email
- 4 Living on Campus
- 5 Register for Classes
- 7 To-Do Checklist
- 10 On-Campus Opportunities
- 11 How to Contact Us
- * Enrollment Instructions Enclosed

Congratulations on your acceptance to University of Portland!

Please use this packet to help you complete the enrollment process in becoming a student at UP. Soon after you submit your enrollment confirmation and deposit (postmark or submission deadline May 1), you will be able to access PilotsUP, our student portal and central location for accessing the tools needed during your time here on The Bluff. Read through this information carefully and review when items need to be completed on the “Check Off Your To Do List” pages so you are ready for the start of the fall semester on August 24, 2020.

Check out our Admitted Undergraduates page for more detailed information about becoming a UP student at up.edu/admissions/admitted-undergraduates. There you will also find a link to the University Calendar to see semester start and end dates, as well as University of Portland vacation days.

As always, please do not hesitate to contact us in the Office of Admissions at 503.943.7147, 888.627.5601, or admissions@up.edu if you have any questions. Stop by our office if you are in the area or schedule a visit of your choice at up.edu/visit. We look forward to personally welcoming you to University of Portland.

Best Wishes,

Office of Admissions

Dates to Know

Available October 1

The 2020-21 Free Application for Federal Student Aid (FAFSA) becomes available at fafsa.gov and is the only application necessary to apply for financial aid at UP. Students are encouraged to complete the FAFSA in October. FAFSA income information is based on 2018 tax returns. Estimated offer letters will start being mailed in early December.

Available November 1

Oregon Residents: Go to oregonstudentaid.gov to apply for 500+ scholarships from the Office of Student Access and Completion (OSAC). The early bird deadline is February 15.

January 15

Priority FAFSA receipt deadline: Date for the Office of Financial Aid to receive your FAFSA for priority processing and maximum consideration for certain limited funds.

July 10

Priority paperwork deadline: Submit additional paperwork, such as loan applications and verification documents (if selected), to the Office of Financial Aid for processing prior to the start of fall semester.

Scholarships

If you qualify for a UP merit-based or international student scholarship, your award will be included with your acceptance letter. Contact the Office of Admissions if you have questions.

Are you interested in music, theater, Air Force or Army ROTC, or D-I athletics scholarship possibilities? Contact these departments directly for details.

University of Portland honors outside scholarships. Contact the Office of Financial Aid to see how outside scholarships will affect your financial aid package. Explore scholarship options at up.edu/finaid/scholarships-and-grants.

Questions? Contact Financial Aid:

503.943.7311; finaid@up.edu; up.edu/finaid

ACCESS YOUR PILOTSUP PORTAL AND EMAIL

Shortly after you submit your enrollment confirmation and deposit, you will be emailed a UP username, email address, and instructions on how to access your PilotsUP portal from the Office of Admissions. At that time you will set up your University network password.

Login regularly to PilotsUP to view important announcements and access your UP email and other important tools. Departments will use your UP email to communicate with you.

Before coming to campus, visit up.edu/is/support/new-student. You will find information about services, support, and recommended technology you may wish to bring with you to campus. Please note that we provide Microsoft Office and anti-virus software to all current students. An anti-virus product must be installed on your personal computer to access the campus network.

We also have a website for parents at up.edu/parents. You can authorize a parent or other proxy to view some of your UP Self-Serve student information, such as payment options, your financial aid offer, and class schedule.

**Questions? Contact the Technology Help Desk:
503.943.7000; help@up.edu; up.edu/is/support**

Housing Application available December 1

After confirming enrollment and setting up access to your PilotsUP portal, go to up.edu/residencelife and click on the link “Apply - New Student” or go directly to the application at up.erezlife.com. You will need your UP username (not email address) and password you set up for PilotsUP. You will receive your room assignment and roommate contact information via your UP email in July. The preferred deadline to submit your housing application is May 10. As a first-year student, you are guaranteed housing, but if you apply after May 10 we may not be able to honor roommate requests. To tour our residence halls, you can attend a visitation day or Weekend on The Bluff. Videos of each hall are also on up.edu/residencelife.

Questions? Contact Residence Life:

503.943.7205; reslife@up.edu; up.edu/residencelife

Department of Public Safety: Cars, Bikes, and Public Transportation

Portland is a bike-friendly city that is easily accessible without a car. UP works with the city of Portland to reduce the amount of vehicle traffic it contributes to the metro area. Therefore, first-year students are not allowed to have cars on campus unless approved with an Application for Exception.

The Department of Public Safety offers free bike registration tags and sells bike locks (we recommend U-Locks). Other options for getting around town are taking the bus, streetcar, and MAX (light rail) with a Hop Fastpass. Information can be found at myhopcard.com.

UP also offers a free shuttle on the weekends to the St. Johns neighborhood where students can shop at grocery stores, go to movies, and enjoy coffee shops and restaurants. School break shuttles run to the airport, bus, and train stations.

Questions? Contact the Department of Public Safety:

503.943.7161; publicsafety@up.edu; up.edu/publicsafety

Mailing Packages to Campus for move-in and beyond

Printing and Mailing Services will accept packages for students living on campus in fall 2020 starting August 10. When addressing packages, include first or preferred first name and last name, University of Portland, residence hall and room number, and the University street address (5000 N Willamette Blvd, Portland OR 97203).

Printing and Mailing Services is open Orientation weekend from 9 a.m. to 3 p.m. if you would like to pick up packages you mailed to campus.

Questions? Contact Printing & Mailing Services: 503.943.7179;

mailcenter@up.edu; up.edu/mail

COURSE REGISTRATION PROCESS

Start the registration process by completing the New Student Registration and Advising Survey available in spring 2020. A link will be emailed to your UP email address. Please complete the survey by May 10 (see checklist). Each professional school and the College of Arts and Sciences work to create schedules toward the completion of a four-year degree based on academic requirements and survey responses. Program counselors build schedules between May 11 and July 31. Schedules are subject to change through the first week of classes, due to multiple factors such as receipt of AP scores and college transcripts for credit. If you have interests beyond a traditional program (e.g. NCAA athlete, ROTC participant, taking an international language, participating in music), please contact your school starting May 11, when we begin creating schedules.

A typical schedule includes 15-18 credit hours per week. Classes are offered one, two, three, and sometimes four days per week.

Send all final high school transcripts, AP and IB test scores, and transfer credits to the Office of Admissions by July 1. If scores or transcripts aren't available until after July 1, send them as soon as they are available.

Changing Your Major

Contact the Office of Admissions as soon as possible if you plan to request a change of major (admissions@up.edu). All major change requests through the first week of fall semester must be made through the Office of Admissions. Please note: After May 15, students will be unable to change their major to nursing if requested.

School Contacts

College of Arts and Sciences will call incoming students to begin the registration process starting in early May.

First-year declared and undeclared majors:

503.943.7221, cas@up.edu

Dr. Robert B. Pamplin, Jr. School of Business will call incoming students to schedule a June phone appointment starting in mid-May.

Molly Cullen: 503.943.7224, cullenm@up.edu

COURSE REGISTRATION PROCESS

School of Education will contact incoming students to discuss classes and field experience. Students will be emailed when their fall schedules are ready.

503.943.8124, soed@up.edu

Donald P. Shiley School of Engineering Engineering and computer science curricula for the first year is a fairly set schedule to best prepare you for completing graduation requirements. Note that your math and science courses in your first semester are based on the results of your Calculus Placement Test (see checklist on page 7 for more information), which is required for all incoming first-year students, including those who may have credit for Calculus through AP/IB exams or college transcripts. Your schedule will be emailed to you.

Jamie Merritt: 503.943.7612, merrittj@up.edu

School of Nursing registration for both integrative health & wellness studies and nursing begins on May 11.

Integrative Health & Wellness majors: Your program counselor will contact you to discuss class schedules.

503.943.7211, integrativehealth@up.edu

Nursing majors: The nursing curriculum for the first year is a fairly set schedule to best prepare you for completing graduation requirements. Your schedule will be emailed to you. Please note: After May 15, students will be unable to change their major to nursing if requested.

503.943.7211, nursing@up.edu

CHECK OFF YOUR TO DO LIST

Get Started

Confirm Enrollment

Deposit must be submitted or postmarked by May 1 (*enrollment instructions enclosed*).

Access the PilotsUP Portal

Instructions emailed to your preferred email address shortly after confirming enrollment.

Apply for Housing

Available December 1; due May 10. Go to up.edu/residencelife and click on the link “Apply - New Student” or go directly to the application at up.erezlife.com.

Contact Accessible Education Services (AES) to request accommodations (*if applicable*)

Students with disabilities should contact AES upon confirming enrollment to UP and submit documentation of disability to formulate an accommodation plan. Requests for housing accommodations are due May 10. Contact Accessible Education Services: 503.943.8985, aes@up.edu.

Get Going

International Students Apply for a Visa or Transfer SEVIS Record

Applicable support documents will be requested or included with your acceptance letter. Contact International Student Services: 503.943.7367, iss@up.edu.

Complete the New Student Registration and Advising Survey

Due May 10. A link will be emailed to your UP email address.

Take the Math Placement Test for Calculus (*if required*)

Available March 15; due May 10. All students interested in or required to take MTH 201 (Calculus) are required to take the math placement test regardless of AP or IB credit for calculus. If you are in a major requiring calculus (chemistry, computer science, engineering, environmental science, math, and physics), instructions will be emailed to you and the test will be accessible online on Moodle. If you are not in a major requiring calculus, but need to take Math 201, please email mathplacement@up.edu and request access to the exam.

Take the Language Placement Exam (*if applicable*)

Due May 10. Contact your UP school in early May if you are interested in taking language courses in Chinese, French, German, or Spanish. College of Arts & Sciences B.A. degree programs require intermediate-level mastery of a second language. More information about language requirements can be found at: college.up.edu/ilc/placement-and-assessment.html.

CHECK OFF YOUR TO DO LIST

Course Registration

Registration begins May 11. See pages 5 & 6 for more information.

Pre-Order Textbooks

After your class schedule is finalized (generally August 1), go to uportland.bnccollege.com or up.edu and select the bookstore link on the menu to order textbooks. Email bksuportland@bnccollege.com with questions.

Send official documents to Admissions (*required*)

Due July 1. Final High School Transcripts, College Transcripts, AP, IB & A-level and AS-level Test Scores. AP scores of 4 & 5 and IB scores of 5, 6, or 7 (HL only) may be eligible for college credit. Advanced Level (A-level) or Advanced Level Subsidiary (AS-level) exams with a passing grade may be eligible for college credit. Please have transcripts sent electronically or mailed to:

Office of Admissions MSC 159

University of Portland, 5000 N Willamette Blvd, Portland OR 97203

Pay Your Bill

Due August 3. First invoice is emailed to your up.edu email account in early July. Go to up.edu/studentaccounts for information on payment options.

Complete Forms

File a FAFSA at fafsa.gov

Available October 1. File by January 15 for priority processing and maximum consideration.

Measles Immunization Dates (*required*)

Visit the Health and Counseling Center online portal at hccportal.up.edu.

Health Insurance Waiver (*if applicable*)

Available July 10; due August 28, 2020. If you have comparable existing health insurance, you may complete a waiver so you will not be billed for University group insurance. Your insurance will be audited to verify it meets the University definition of comparable coverage offering both emergency and non-emergency care in the Portland area. Plans not providing coverage in the Portland area will not be accepted. Information available at: up.edu/healthcenter/primary-care/costs-and-insurance.

Student Release of Information and Parent Proxy (*recommended*)

Authorize a parent or other individual to view portions of your UP Self-Serve information. Go to up.edu/parents for instructions.

CHECK OFF YOUR TO DO LIST

Items for International Students

- Immigration Information & International Student Declaration of Finances Worksheet** (Will be included with acceptance letter if not submitted by the time of admission.) Required before the University can issue the US immigration forms I-20 or DS-2019.
- SEVIS Transfer Release Form**
Required of international students coming to UP from another US institution.
- Non-Native English Speakers Take the English Placement Exam**
Notification to be sent in August, and the exam is administered during the first week of classes.

Get Here!

- Sign up for Direct Deposit**
To receive loan disbursements, student account refunds, paychecks, etc., set up direct deposit at up.edu/controller/direct-deposit.
- Complete the New Student Technology Checklist**
Visit up.edu/is/support/new-student and follow the instructions.
- Pick up your UP ID Card**
Any time after confirming your enrollment, you can bring a government-issued photo ID and confirmation deposit receipt from the Office of Admissions (or class schedule) to the Department of Public Safety and say “cheese!”
- International Student Orientation**
New international students are required to attend orientation sessions on August 19 & 20. Early move-in access will be available; details will be sent in July.
- Move-In and Attend Orientation**
Residence Halls open at 9 a.m. on Thursday, August 20; Orientation begins that evening (materials sent to you in late-July) and ends Sunday, August 23. Classes begin August 24.

□ **Weekend on The Bluff – April 4**

President’s reception for accepted students. Meet the University’s president, deans, professors, current students, and prospective classmates. Attend academic, campus services, and campus experience sessions. Tours are available throughout the day. A link to online registration will be sent to the email address on your admissions application by March 1. An overnight program is available for students who register by March 10. If the maximum capacity for the overnight program is reached before March 10, we will need to close the overnight registration early.

□ **Leaven: Incoming Students Retreat – July 20-23**

Pre-Orientation immersion for students interested in developing their spiritual lives while at UP. More information at up.edu/campusministry. Click on “Retreats and Pilgrimages”.

□ **Summer Launch! FGEN Pre-Orientation (Summer dates TBD)**

Incoming first-generation (FGEN) students are invited to campus for an overnight orientation program. Get to know others with similar circumstances and backgrounds before classes start. Experience “real-life college day(s)” and be introduced to the supportive FGEN community on The Bluff! Links to the application will be emailed to all incoming first-year FGEN students in early summer.

□ **UP Connections – August 18-20**

Pre-Orientation retreat to provide support for first-generation, multicultural, out of state, LGBTQA+, underrepresented, and students of color. This retreat is open to any entering first-year student; however, space is limited. Please email upconnections@up.edu with any questions. Online registration is available in early June at up.edu/activities/dip/up-connections.

□ **Service Plunge – August 18-20**

Pre-Orientation opportunity sponsored by the Moreau Center for Service and Justice. Spend your first days as a UP student volunteering with local service agencies and experiencing simplicity and solidarity, key values of the Moreau Center. Online registration is available May 15 at tinyurl.com/serviceplunge.

□ **Pilots VIP Night, University Bookstore – August 21, 9 p.m. – 11 p.m.**

Get to know our campus bookstore with games, food, music, special discounts, and prize drawings. Pick up your textbooks while you are there.

HOW TO CONTACT US

Accessible Education Services

503.943.8985
up.edu/aes
aes@up.edu

Admissions

503.943.7147
up.edu/admissions
admissions@up.edu

Athletics

503.943.8420
PortlandPilots.com

Air Force ROTC

503.943.7216
up.edu/afrotc
rotc695@up.edu

Army ROTC

503.943.7353
up.edu/armyrotc
armyrotc@up.edu

Bookstore

503.943.7125
uportland.bkstore.com
bksuportland@bncollege.com

Campus Ministry

503.943.7131
up.edu/campusministry
ministry@up.edu

College of Arts and Sciences

503.943.7221
college.up.edu
cas@up.edu

Diversity and Multicultural Programs

503.943.8198
up.edu/activities
multiculturalprograms@up.edu

Financial Aid

503.943.7311
up.edu/finaid
finaid@up.edu

Health and Counseling Center

503.943.7134
up.edu/healthcenter
hcc@up.edu

International Student Services

503.943.7367
up.edu/iss
iss@up.edu

Moreau Center for Service and Justice

503.943.7132
up.edu/moreaucenter
moreaucenter@up.edu

Public Safety

503.943.7161
up.edu/publicsafety
publicsafety@up.edu

Residence Life

503.943.7205
up.edu/residencelife
reslife@up.edu

Pamplin School of Business

503.943.7224
business.up.edu
psoba@up.edu

School of Education

503.943.7135
education.up.edu
soed@up.edu

Shiley School of Engineering

503.943.7292
engineering.up.edu
engineering@up.edu

School of Nursing

503.943.7211
nursing.up.edu
nursing@up.edu
integrativehealth@up.edu

Shepard Academic Resource Center

503.943.7895
up.edu/sarc
sarc@up.edu

Student Accounts

503.943.7347
up.edu/studentaccounts
stu-act@up.edu

Student Activities

503.943.7470
up.edu/activities
stuaact@up.edu

Studies Abroad

503.943.7857
up.edu/studyabroad
studiesabroad@up.edu

Technology Help Desk

503.943.7000
up.edu/is/support
help@up.edu

