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Welcome to UP!

Congratulations on your acceptance to University of Portland!

Please use this packet to help you complete the enrollment process to become a student at UP. Soon after you submit your enrollment confirmation and deposit (postmark deadline May 1), you will be able to access PilotsUP, our student portal. There, you can apply for housing and complete forms, so you are ready for the start of Fall semester on August 28, 2017. Read through this information carefully and review when items need to be completed on the “Check Off Your To Do List” pages.

As always, please do not hesitate to contact us in the Office of Admissions at 503.943.7147 or 888.627.5601 if you have any questions. We look forward to personally welcoming you to University of Portland.

Best Wishes,

Office of Admissions
Financial Aid and Scholarship Opportunities

Dates to Know

Available October 1
The 2017-18 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 2015 tax returns. Estimated award letters will start being mailed early December.

Available November 1
Oregon Residents: Go to oregonstudentaid.gov to apply for the Office of Student Access and Completion (OSAC) 500+ scholarships. The early bird deadline is February 15.

January 15
Financial Aid Application: Date for the Office of Financial Aid to receive your FAFSA for consideration of priority processing and maximum consideration for certain limited funds.

Scholarships
If you qualify for a UP merit-based or International Student scholarship, your award will be included with your acceptance letter. Contact Admissions if you have questions.

Are you interested in Music, Theater, Air Force or Army ROTC, D-I Athletics, and scholarship possibilities? Contact these departments directly for details.

UP honors outside scholarships. Contact 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.

Login regularly to PilotsUP to access your UP email; it is how all departments will communicate with you.

After you have accessed PilotsUP, make sure you land on the New Students page with the Apply for Housing button and New Student forms. There, you can also view information about orientation and important links as you get ready to attend UP.

Before coming to campus, visit up.edu/is and select the ‘New Student’ link. You’ll get information about services, support, and recommendations of what technology you may wish to bring with you to campus. Please note that we provide Microsoft Office and Symantec 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 award and class schedule.

Questions? Contact the Help Desk:
503.943.7000; help@up.edu; up.edu/is
Living on Campus

Housing Application available December 1
After confirming enrollment and setting up access to your PilotsUP portal, login to pilots.up.edu to apply for housing. 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 freshman 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 TriMet
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, freshmen are not allowed to have cars in their first year unless approved with a Freshman Exception Form.

The Department of Public Safety offers free bike registration tags, sells bike locks (we recommend U-Locks) and discounted TriMet passes for bus, streetcar and MAX.

UP also offers a free shuttle on the weekends to grocery stores and main MAX lines, as well as a school break shuttle 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
The mail center will accept packages for students living on campus this fall starting August 14. When addressing, include first and last name (no nicknames), University of Portland, residence hall and room number, and the University street (5000 N Willamette Blvd, Portland OR 97203).
Register for Classes

Start the registration process by completing the Registration and Advising Survey available March 1. A link will be emailed to you. 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. 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 15, when we begin creating schedules.

A typical schedule has five courses, totaling 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.

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.

Once your schedule is complete, view it on your PilotsUP portal.

School Contacts
College of Arts and Sciences will call incoming students to schedule a June phone appointment starting early May.

First-year declared majors:
503.943.7221, casfreshmen@up.edu

First-year undeclared and undecided majors:
503.943.7895, sarc@up.edu

Dr. Robert B. Pamplin, Jr. School of Business will call incoming students to schedule a June phone appointment starting early May.
Molly Cullen: 503.943.7224, cullenm@up.edu
Register for Classes

School of Education will call incoming students to set up a June appointment in-person or over the phone to discuss classes and field experience.  
*Maribeth McGowan: 503.943.8124, mcgowan@up.edu*

Donald P. Shiley School of Engineering registration begins on May 15; engineering and computer science curricula for the first year is a fairly set schedule to best prepare you for completing graduation requirements. Instructions on accessing your schedule will be emailed to you. Science and math courses are based on the results of your Calculus Placement Test (see checklist).  
*Lindsay C. Chelton: 503.943.7180, chelton@up.edu*

School of Nursing registration begins on May 15; 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.  
*Elisa Majors: 503.943.7211, majorse@up.edu*
Check Off Your To Do List

Get Started

☐ Confirm Enrollment
   Deposit must be postmarked by May 1 (*return envelope enclosed*)

☐ Access the PilotsUP Portal
   Instructions emailed shortly after confirming enrollment

☐ Apply for Housing
   Available December 1; Due May 10.
   Login to pilots.up.edu and click on the Apply for Housing button.

☐ 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 Melanie Gangle: 503.943.8236; gangle@up.edu.

Get Going

☐ International Students Apply for a Visa or Transfer SEVIS Record
   Applicable support documents are included with your acceptance letter.
   Contact International Student Services: 503.943.7367; iss@up.edu

☐ Complete the 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 1; Due May 10. Instructions will be emailed to your UP email address and the test will be accessed on PilotsUP. Majors requiring calculus (Math 201) and the Calculus Placement Test: chemistry, computer science, engineering, environmental science, math, and physics. Questions?
   Email mathplacement@up.edu.

☐ Take the Language Placement Exam (*if applicable*)
   Due May 10. Contact your school in early May if you are interested in taking language courses in Chinese, French, German, or Spanish.
Check Off Your To Do List

College of Arts & Sciences B.A degree programs require intermediate level mastery of a 2nd language. More information about language requirements can be found at: https://college.up.edu/ilc/about/placement-and-assessment.html.

International students will be notified in August if they must sit for the English placement exam, which is administered during the first week of classes.

☐ Register & Review your schedule
    Registration begins May 15. Go to pilots.up.edu to review schedule.

☐ Pre-Order Textbooks
    Once you have your class schedule, go to uportland.bncollege.com to order textbooks. Email bksuportland@bncollege.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 may be eligible for college credit; 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 send transcripts and test scores to:

    **Office of Admissions MSC 159**
    University of Portland, 5000 N Willamette Blvd, Portland OR 97203

Complete Forms

☐ File a FAFSA at fafsa.gov *(required)*
    Available October 1. File by January 15 for priority processing and maximum consideration.

☐ Health History Form and Measles Immunization Dates *(required)*
    Visit the Health Center Online Portal at up.medicatconnect.com.

☐ Health Insurance Waiver *(if applicable)*
    Available July 14; due September 1. If you have comparable existing health insurance you may complete a waiver form so you won’t be billed for University group insurance. Information available at: up.edu/studentaccounts/health-insurance/.

☐ Student Release of Information *(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 (included with acceptance letter) 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.

Get Here!

☐ Pay Your Bill
Due August 4. First invoice is mailed early July.
Go to up.edu/studentaccounts for information on payment options.

☐ Sign up for Direct Deposit
To receive loan disbursements, student account refunds, paychecks, etc.,
go to up.edu/controller/ and select “Direct Deposit” and complete the form.

☐ 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 Admissions (or class schedule) to the Department of Public Safety and say “cheese!”

☐ Move-In and Attend Orientation
Residence Halls open at 9 a.m. on Thursday, August 24; Orientation begins that evening (materials mailed in late-July) and ends Sunday, August 27.
Classes begin August 28.

☐ International Student Orientation
New international students are required to attend orientation sessions on August 23 & 24. Early move-in access and airport pick-ups will be available, details will be sent in July.
On-Campus Opportunities

☐ **Weekend on The Bluff April 8 & 9**
Open House for accepted students. Meet deans, professors, current students, and prospective classmates. Link to online registration sent to your UP email early March.

☐ **Campus Ministry Leaven: Incoming Freshmen Retreat July 24-27**
Pre-Orientation immersion for students interested in developing their spiritual lives while at UP. More information at up.edu/campusministry. Click on ‘Retreats.’

☐ **Ohana Multicultural Program August 22-24**
Pre-Orientation retreat for multicultural students. Online registration available June 1 at up.edu/activities/ohana.

☐ **Service Plunge August 22-24**
Pre-Orientation service-learning experience. Online registration available June 12 at up.edu/moreaucenter.
How to Contact Us

Accessible Education Services
503.943.8985
up.edu/aes
aes-sarc@up.edu

Admissions
503.943.7147
up.edu/admissions
admissions@up.edu

Athletics
503.943.7117
portlandpilots.com
sports@up.edu

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
casfreshmen@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 Center
503.943.7134
up.edu/healthcenter
health@up.edu

Help Desk (Technical Support)
503.943.7000
up.edu/techsupport
help@up.edu

International Student Services
503.943.7367
up.edu/iss
iss@up.edu

Moreau Center
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/housing
reslife@up.edu

Pamplin School of Business
503.943.7224
business.up.edu
bus-up@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

Shepard Academic Resource Center
503.943.7895
up.edu/sarc
sarc@up.edu

Student Accounts
503.943.7347
up.edu/studentaccounts
stu-acct@up.edu

Student Activities
503.943.7470
up.edu/activities
stuact@up.edu

Studies Abroad
503.943.7857
up.edu/studyabroad
studiesabroad@up.edu