



2023-24 TRANSFER ENROLLMENT PACKET



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***** Enrollment Instructions Insert

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, 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 28, 2023.

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 or admissions@up.edu if you have any questions. You are also welcome to schedule an in-person or virtual visit at up.edu/visit. We look forward to welcoming you to University of Portland.

Best Wishes,

Office of Admissions

Dates to Know

Available October 1

The 2023-24 Free Application for Federal Student Aid (FAFSA) becomes available at studentaid.gov/h/apply-for-aid/fafsa 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 2021 tax returns. Estimated offer letters will start being mailed in early December. If your family's financial circumstances have changed since filing your 2021 federal taxes, contact Financial Aid for guidance.

Available November 1

Oregon Residents: Go to oregonstudentaid.gov to apply for 500+ scholarships from the Office of Student Access and Completion (OSAC). You are encouraged to apply at the same time you file your FAFSA or Oregon Student Aid Application (ORSAA) and as soon after October 1 as possible. The early bird deadline is February 15 and the final deadline is March 1.

January 15

Priority FAFSA receipt deadline. Date for the Office of Financial Aid to receive your FAFSA for maximum consideration. You may still complete a FAFSA after this date and be considered for aid, however, your aid could be delayed.

March 15

Priority deadline for new incoming students to submit additional information, verification materials, and any other forms the the Office of Financial Aid has requested.

July 21

Priority deadline for all students to complete loan application processes for most loans (Direct Subsidized/Unsubsidized, PLUS, Nursing, and Alternative loans) for the fall semester.

Scholarships

If you qualify for a UP transfer scholarship, your award is included in your acceptance letter. Please contact the Office of Admissions if you have questions.

Are you interested in music, theater, Air Force or Army ROTC, or D-I athletics?

Find out about scholarship opportunities on the following web pages: Music & Theater — college.up.edu/pfa/prospective-students; Air Force & Army ROTC — up.edu/finaid/other-aid/rotc; Division I Athletics — portlandpilots.com and click on "Inside Athletics" to find coach contacts and prospective student-athlete questionnaires.

Outside scholarships come from a wide variety of sources, such as high schools, local clubs, national organizations, foundations, and many others. Scholarship search services provide students with an efficient way to search for scholarships and should always be free. If you receive a private scholarship, let the Office of Financial Aid know by submitting an Outside Scholarship Reporting Form. More information can be found at up.edu/finaid/scholarships-and-grants/outside-scholarships.

Questions? Contact Financial Aid: 503.943.7311; finaid@up.edu; up.edu/finaid

Questions about Veterans Benefits? veterans@up.edu; up.edu/veterans

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 and Multi-Factor Authentication (MFA).

Log in 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 links to recommended free 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 your email address) and the password you set up for PilotsUP. If you need to change your password, go to the Information Services website at up.edu/is/support/passwords. If you are assigned campus housing, you will receive your room assignment and roommate contact information via your UP email in the summer. Check out our roommate finder, RoomeeZ, on eRezLife. The preferred deadline to submit your housing application is May 10. You may attend a Visitation Day or Weekend on The Bluff to view some of our residence halls and rooms. One hall is visited on weekday campus tours. 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 Campus Safety: Cars, Bikes, and Public Transportation

Portland is a bike-friendly city that is easily accessible without a car. However, if you need to bring a car to campus, please contact the Department of Campus Safety to register your vehicle. Resident first-year students may not have cars on campus.

The Department of Campus 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.

Questions? Contact the Department of Campus Safety:

503.943.7161; campussafety@up.edu; up.edu/campussafety

Mailing Packages to Campus for Move-in and Beyond

Printing and Mailing Services will accept packages for students living on campus in Fall 2023 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; packages@up.edu; up.edu/mail

COURSE REGISTRATION PROCESS

Start the registration process by completing the New Student Registration and Advising Survey available in Spring 2023. A link will be emailed to your UP email address. Each professional school and the College of Arts and Sciences work to create schedules toward the completion of a bachelor's degree based on academic requirements. Program counselors build schedules between May 10 and August 1. 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 UP school starting May 10, 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 college transcripts and AP and IB test scores to the Office of Admissions by July 1. If scores or transcripts aren't available until after July 1, please 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.

School Contacts

College of Arts and Sciences will call incoming students to schedule a June phone or on-campus appointment starting in early May.

Aimee Davidse: 503.943.7221; davidse@up.edu

Dr. Robert B. Pamplin, Jr. School of Business will contact incoming students to discuss transfer courses and prerequisites, then students will be notified when their fall schedules are ready.

503.943.7224; psoba@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 will create a preliminary schedule for transfer students based on official AP/IB scores and college transcripts confirming prerequisites. Your program counselor will contact you to set up an initial advising appointment to confirm your schedule. Engineering and computer science curricula are fairly set to best prepare you for completing graduation requirements. Instructions on accessing your schedule will be emailed to you as soon as you are registered.

Tyler Ciokiewicz: 503.943.7180; ciokiewi@up.edu

Rebecca Neal: 503.943.7612; neal@up.edu

School of Nursing & Health Innovations registration for integrative health & wellness begins on May 10.

Integrative Health & Wellness majors: Your program counselor will contact you to discuss transfer courses and prerequisites; you will be notified when your fall schedule is ready.

Kyara Pagkatipunan: 503.943.8141; pagkatip@up.edu; general questions can be addressed to integrativehealth@up.edu

CHECK OFF YOUR TO DO LIST

Get Started

☐ **Confirm Enrollment**

Transfer students must submit the enrollment deposit prior to registering for courses and the start of the academic year (*enrollment instructions on insert*).

☐ **Access the PilotsUP Portal**

Instructions will be emailed to your preferred email address within five days of confirming enrollment.

☐ **Apply for Housing** (*if applicable*)

Available December 1; preferred deadline 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 begin the accommodation request process by scheduling an appointment with AES once they have confirmed enrollment at UP. Please visit the AES webpage at up.edu/aes for detailed information about requesting accommodations and required documentation. 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 Students Registration and Advising Survey**

A link will be emailed to your UP email address.

☐ **Take the Math Placement Test for Calculus** (*if required for your major and you do not have college-level calculus credit*)

Available March 15; due May 10, if you have confirmed your enrollment prior to this date. Majors requiring MTH 201 (Calculus 1) and the Calculus Placement Test are chemistry, computer science, engineering, environmental science, math, and physics. Please email mathplacement@up.edu to request access to the exam and further information on our calculus placement process.

☐ **Take the Language Placement Exam** (*if applicable*)

Due May 10, if you have confirmed your enrollment prior to this date. Contact your UP school in early May if you are interested in taking language courses in Chinese, French, or Spanish. As there is no placement exam for German, email Dr. Alexandra Stewart for help with placement in the right class at stewart@up.edu. 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.

CHECK OFF YOUR TO DO LIST

☐ **Course Registration**

Registration begins May 10 for fall semester. See pages 5 & 6 for more information.

☐ **Pre-Order Textbooks**

After your class schedule is finalized 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. College transcripts, AP, IB, A-level, and AS-level test scores. AP scores of 4 and 5 and IB scores of 5, 6, and 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

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

☐ **Pay Your Fall Tuition**

Due August 7. 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 studentaid.gov/h/apply-for-aid/fafsa**

Available October 1. File the Free Application for Federal Student Aid (FAFSA) by January 15 for maximum consideration.

☐ **Immunization Records** (*required*)

Input your immunization records in the student health portal at hccportal.up.edu.

☐ **Health Insurance Waiver** (*if applicable*)

Available mid July; due September 1, 2023. 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.

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 student account refunds, paychecks, volunteer stipends, and miscellaneous reimbursements, set up direct deposit at pilots.up.edu/group/controller/direct-deposit.
- ☐ **View the Technology Orientation Presentation**
Visit up.edu/is/support/new-student to find out what equipment to bring, what software to download, and what technology we offer.
- ☐ **Pick Up Your UP ID Card**
Any time after confirming your enrollment, bring a government-issued photo ID to Campus Safety to get your photo taken for your UP ID. And, you'll miss the lines during Orientation Weekend!
- ☐ **International Student Orientation**
New international students are required to attend orientation sessions on August 23 & 24. 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 24; Orientation begins that evening and ends Sunday, August 27. Information about Orientation activities will be available in March and specific details will follow in late July. You will take an online pre-orientation course prior to your in-person Orientation. This includes details about campus culture, the core curriculum and academic resources, student support, and campus involvement. Once completed, you will receive a checklist to help you prepare for your arrival on campus. More information can be found at up.edu/orientation.
Classes begin Monday, August 28.

☐ **Weekend on The Bluff — April 1**

An Admissions welcome for accepted students and families! Meet the University's leadership, faculty and staff, current students, and prospective classmates. Attend academic, campus experience, and campus services sessions. Tours are available throughout the day. Look for a link to online registration in your personal email inbox by early March. Visit up.edu/admissions/visit/weekend-on-the-bluff for more information.

☐ **Leaven: Incoming Students Retreat — July (Dates TBD)**

Pre-Orientation immersion for students interested in developing their spiritual lives while at UP. There is no cost to attend and all faith backgrounds are welcome. More information at up.edu/campusministry. Click on "Retreats and Pilgrimages."

☐ **UP Bridge — August 22 & 23**

A pre-orientation program designed to support Black, Indigenous, People of Color (BIPOC), first-generation, mixed-raced, LGBTQ2SIA+, and historically underrepresented students in transitioning to UP. All are welcome to apply. Throughout the academic year, UP Bridge will partner with FGGEN, International Student Services, Study Abroad, and other offices on campus to provide connections, resources, and tools for new students to engage with the University and make the most out of their first year on The Bluff. For more information, visit up.edu/inclusion/dip/up-bridge. Please email oiedi@up.edu with any questions.

☐ **Plunge Into Your Neighborhood Experience — August 22-24**

A three-day event for incoming first-year and transfer students. We connect with nonprofits in our neighborhood and serve alongside one another through projects like food box assembly, community gardening, landscaping, and a variety of behind-the-scenes tasks that help local agencies support our community. Visit up.edu/moreaucenter to learn more about service and justice at UP.

☐ **Outdoor Pursuits Orientations — July & August (Dates TBD)**

An opportunity to make meaningful connections and experience recreational opportunities in Oregon. Each excursion is seven days long. Participants will stay in the residence halls at the start and end of the experience. Five days of each excursion will be spent in the backcountry and sleeping in tents. Visit up.edu/recservices/outdoor-pursuits/outdoor-pursuits-orientation for more information.

☐ **Pilots VIP, University Bookstore — August (Date TBD; during Orientation), 4:30 p.m. - 7 p.m.**

During Orientation, get to know our campus bookstore by enjoying games, food, music, special discounts, and prize drawings! You may also pick up your textbooks while you are there.

Check out up.edu/orientation/preorientation.html for more information about most pre-orientation programs.

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

Air Force ROTC

503.943.7216
up.edu/afrotc
rotc695@up.edu

Army ROTC

503.943.7353
up.edu/armyrotc
armyrotc@up.edu

Athletics

503.943.8420
PortlandPilots.com

Bookstore

503.943.7125
uportland.bncollege.com
bksuportland@bncollege.com

Campus Ministry

503.943.7131
up.edu/campusministry
ministry@up.edu

Campus Safety

503.943.7161
up.edu/campussafety
campussafety@up.edu

College of Arts and Sciences

503.943.7221
college.up.edu
cas@up.edu

Financial Aid

503.943.7311
up.edu/finaid
finaid@up.edu

First Generation Student Programs

503.943.7895
up.edu/fgn
firstgen@up.edu

Health and Counseling Center

503.943.7134
up.edu/healthcenter
hcc@up.edu

International Education, Diversity, and Inclusion

503.943.7857
up.edu/inclusion
oiedi@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

Pamplin School of Business

503.943.7224
business.up.edu
psoba@up.edu

Residence Life

503.943.7205
up.edu/residencelife
reslife@up.edu

School of Education

503.943.7135
education.up.edu
soed@up.edu

School of Nursing & Health Innovations

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

Shiley School of Engineering

503.943.7292
engineering.up.edu
engineering@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

Study Abroad

503.943.7857
up.edu/studyabroad
studiesabroad@up.edu

Technology Help Desk

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