

2021-22 TRANSFER 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 Insert

WELCOME TO UP!

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 23, 2021.

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.

We are optimistic that the University of Portland campus will be open for Fall 2021. However, if the status of the coronavirus prevents us from holding certain in-person experiences or classes, we will keep you informed of changes via email and the University website. The health and safety of our campus community is our top priority.

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

FINANCIAL AID AND SCHOLARSHIP OPPORTUNITIES

Dates to Know

Available October 1

The 2021-22 Free Application for Federal Student Aid (FAFSA) becomes available at studentaid.gov/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 2019 tax returns. Estimated offer letters will start being mailed in early December. If your family's financial circumstances have changed since filing your 2019 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). 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 consideration of priority processing and maximum consideration for certain limited funds.

July 12

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 transfer or international student scholarship, your award is included in 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

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.

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 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

Chat Support available at support.up.edu

LIVING ON CAMPUS

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. If you are assigned campus housing, you will receive your room assignment and roommate contact information via your UP email in June. The preferred deadline to submit the application is May 10. If you are interested in seeing residence halls, attend Weekend on The Bluff in April, or visit up.edu/residencelife to see videos of each hall.

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.

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 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 2021 starting August 9. 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 2021. 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 July 30. 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 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.

Alison Knoedler: 503.943.7224; knoedler@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 pre-requisites. Engineering and computer science curricula is 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.

Jamie Merritt: 503.943.7612; merrittj@up.edu

School of Nursing registration for integrative health & wellness studies begins on May 10. Integrative Health & Wellness majors: Your program counselor will contact you to discuss class schedules.

503.943.7211; 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 emailed to your preferred email address shortly after confirming enrollment.

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

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 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 calculus (MTH 201) 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.

☐ **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, 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.

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.bncollege.com or up.edu and select the bookstore link on the menu to order textbooks. Email bksuportland@bncollege.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 & 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

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

☐ **Pay Your Fall Tuition**

Due August 2. 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/fafsa**

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 12; due August 27, 2021. 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 student account refunds, paychecks, volunteer stipends, and miscellaneous reimbursements, set up direct deposit at <https://pilots.up.edu/group/controller/direct-deposit>.
- ☐ **Complete the New Student Technology Checklist**
Visit up.edu/is/support/new-student and follow the instructions.
- ☐ **Submit your photo and pick up your UP ID Card**
Instructions will be sent this spring about how to take and submit a photo for your UP ID. Your UP ID will be waiting for you when you arrive for fall semester.
- ☐ **International Student Orientation**
New international students are required to attend orientation sessions on August 18 & 19. 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 19; Orientation begins that evening and ends Sunday, August 22. If the University is under restrictions due to COVID-19, we may change move-in dates and times. Information about Orientation activities will be available in March and specific details will follow in late-July. More information can be found at up.edu/orientation. Classes begin Monday, August 23.

ON-CAMPUS OPPORTUNITIES

☐ **Weekend on The Bluff – April 10**

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 early March.

☐ **Leaven: Incoming Students Retreat – July 2021 (Dates TBD)**

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."

☐ **UP Connections Retreat & Yearlong Mentorship Program – Retreat August 17-19**

UP Connections is a yearlong mentorship program that kicks off with an overnight retreat during pre-orientation. It is designed to support Queer, Trans, Black, Indigenous, People of Color (QTBIPOC), first generation, mixed raced, and historically underrepresented students with their transition to UP. Space is limited; please email upconnections@up.edu with any questions. Online registration is available mid-June. For more information, visit our website at up.edu/activities/dip/up-connections.

☐ **Plunge Into Your Neighborhood Experience – August 17-19**

Pre-Orientation opportunity sponsored by the Moreau Center for Service and Justice. Online registration is on a first-come, first-served basis beginning May 15 at up.edu/moreaucenter.

☐ **Pilots VIP Night, University Bookstore – August 20, 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

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

Diversity and Multicultural Programs

503.943.8198
up.edu/activities
multiculturalprograms@up.edu

Financial Aid

503.943.7311
up.edu/finaid
finaid@up.edu

First Generation Student Programs

503.943.7895
up.edu/fgen
firstgen@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

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-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

Technology Help Desk

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

