



SHEPARD ACADEMIC RESOURCE CENTER NEWS
June 2017

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Dear Parents,

Congratulations on the acceptance of your son or daughter to the University of Portland, and welcome to the UP family! We in the Shepard Academic Resource Center are gearing up for your child's first year at UP, and we look forward to working with you as well.

Who are we? We are a starting place for first-year questions, concerns, and troubles, both for freshmen and for parents of freshmen. We know there are many great resources to be found on campus and our goal is to help students and families navigate the transition. We are conveniently located in Buckley Center 101, and walk-ins are welcome. We can also be reached at 503.943.7895 and sarc@up.edu. We are available for you Monday through Thursday from 9 – 5 pm, and Friday from 9 – 4 pm. We are happy to help if you need any assistance.

This parent newsletter is the first of several newsletters you will receive over the course of your student's freshman year; we'll send you one each month beginning in the fall semester, and one every other month in the spring. Each newsletter contains information and advice about the transition your child is experiencing and the resources available on campus to assist them. This first newsletter will highlight some of the important happenings in the coming months, including registration, orientation, and offices on campus. The newsletter is sent via mail but you can opt to receive an email copy of the newsletter by visiting the Shepard Academic Resource Center website, www.up.edu/sarc.

The First-Year Parent and Family Website *For next year (2018), consider renaming this. Parents are confused between the UP Parent website and the SARC parent & family resource section of the website. No link is stated in this paragraph – put SARC web page links to match certain information so parents can find it easily.

The Shepard Academic Resource Center is a starting place for University of Portland freshmen students to ask questions. However, please also consider it an office for you, the parents of our first-year students. One of the ways we partner with parents is through the First-Year Parent and Family website. This website provides dynamic information for parents on common issues students encounter throughout the academic year, timely campus events and happenings, and answers to frequently asked parent questions.

Features include:

- Common student issues and potential parent responses, suggested readings for the parents of first-year students
- Articles for parents on resources, insight into your student's experience, and campus happenings
- Parent FAQs and Parent Newsletters (mailed to home addresses monthly unless you sign up for email, also posted on website)
- Information on access to your student's educational, judicial, financial aid, and health records
- Links to helpful UP resources, including:

- Academic calendar
- Event calendar
- Academic websites
- Campus Life websites
- Student Handbook
- Care Packages
- The Beacon, UP's student newspaper

We also recognize that parents are often the first to hear about a concern from their students, or recognize a problem with which their students are struggling. Therefore, you are one of our best resources for knowing what is happening in the lives of our students, and the Shepard Academic Resource Center is one of your best resources for helping your student to be successful. Parents who have academic, personal, medical, or other concerns about their son or daughter are welcome to contact the Shepard Center.

Registration

Registration for Fall 2017 classes for University of Portland first-year students began on May 15, 2017. The registration process differs slightly for each of the professional schools and the College of Arts and Sciences, as each program has different requirements for their majors. The College of Arts and Sciences, the Pamplin School of Business, and the School of Education will conduct an appointment with your student to determine the best courses before emailing or mailing a copy of his or her schedule home. The Shiley School of Engineering and the School of Nursing will send your student a copy of his or her schedule in the mail or via email, as the first-semester courses for these majors are fairly set. Undeclared students are advised by the Shepard Academic Resource Center, and so these students have already received calls from us to set up an appointment. After we speak with these students, we will create their schedules and email them a copy. If your students have questions before or after they receive their schedules, please encourage them to contact their academic advisor. Contact information is in the enrollment packet, which was mailed and is also available online on the Admissions web page.

Orientation

Orientation will be here before you know it, so we'd like to share a few important things to know so you can prepare. First, you should have received a postcard from the University of Portland asking you to "Save the Dates" for Orientation weekend; these dates are Thursday, August 24th through Sunday, August 27th. Keep in mind that UP's Orientation is for parents as well. You'll find that while your student is in a meeting with his or her fellow classmates, there are concurrent sessions for you, allowing you to get to know the various resources available here at UP. If you are able to attend, we strongly encourage you to do so, as it's a worthwhile Orientation experience for you as well as your student. You can see the tentative Orientation schedule at www.up.edu/orientation/.

A few additional tips: the longest line you will face during Orientation weekend will be at Public Safety, where your student will receive his or her student ID card. If you are local, feel free to stop by over the summer to get this taken care of; if your first trip here will be for Orientation, be sure to take care of this early. Public Safety is open 24 hours a day and 7 days a week. Also, if you're looking to book a hotel for the weekend, check out our list of local hotels; the list can be found under "Visit UP" on the Admissions website (www.up.edu/admissions). Finally, understand that the Orientation weekend will be an incredibly busy one, for both you and your student – so try to get as much done ahead of time as possible (think purchases for your student's residence hall room, ordering books, and submitting a Health History form). Check out the Parent Checklist (attached) for more information.

A note from the Health and Counseling Center (HCC) to assist with student transition to the University of Portland.

Our dedicated staff is here to help your student stay well and address their physical and mental health needs while here on campus. We provide confidential medical and mental health services to all full time students. We are open Monday through Friday from 8:30 am to 4:30 pm. You can reach us at 503-943-7134.

What we provide:

- General Medical Care, including evaluation and treatment of illness, injury and preventative care (e.g., physical examinations).
- Health and Counseling Consultation Services for Students, Parents, Faculty and Staff
- Short Term Counseling Services for Students
- Students requesting weekly/ongoing counseling sessions will be assisted with referrals to an off campus provider.
- After hours mental health consultative support for students, parents, faculty and staff. Call 503-943-7134 option 3.

Referral to Community Providers – the following is a list of the most common:

- Psychiatry and Mental Health
- Dermatology
- Orthopedics
- ENT/Allergy
- Endocrinology
- Neurology
- Gynecology
- Physical therapy
- Dentistry

Planning for chronic or ongoing medical or mental health concerns:

- If a student has a chronic medical or psychiatric condition in which they are seeing a specialist at home, it is highly suggested the student find a specialist in the Portland area to consult with upon arrival to Portland. Scheduling an appointment with a specialist can take 4-6 weeks. We advise scheduling this appointment in advance of arrival to campus. Please contact the Health and Counseling Center for referrals.
- If a student is on a controlled medicine for a diagnosis (e.g., ADHD, chronic pain), they will need to find a provider in the Portland area to prescribe these controlled medications. The Health and Counseling Center does not prescribe for chronic use controlled medications.
- If your student is currently on medications that will continue while they are away from home, we recommend discussing continuation of these medications with their home provider.
- Is your students' provider willing to call this medication into a pharmacy in the Portland area? Please be advised, depending on licensure restrictions their provider may not be able to call a prescription in to a pharmacy in Portland. It is best to ask questions now and make the plan in advance of arriving on campus.
- Will your student need routine monitoring while on a medication from your provider at home? If so, please discuss these plans with your home provider before coming to Portland.

Health insurance is not required to see a professional at the Health and Counseling Center. However, the University believes that a solid health plan providing for urgent and non-urgent care is vital to the wellbeing of our students. As such, all full time undergraduate students are required to carry health insurance. If your personal health insurance does not cover your student for non-emergency care in the Portland area, your student will automatically be enrolled in the Student Insurance Plan. Benefit details of the

Student Insurance Plan can be found on the Health and Counseling Center and Student Accounts websites.

Regardless of insurance status, all students are welcome in the Health and Counseling Center. Visits with all providers are free, with nominal charges for tangible items such as medications.

Contact the Health and Counseling Center for more information about insurance, the waiver process, or services available. You can reach us at 503-943-7134 or visit our website at www.up.edu/healthcenter/.

A Note from Residence Life

Residence halls at the University of Portland offer our students an amazing opportunity to succeed. Students have told us that they love living on campus because our halls provide them a place to live that promotes the values that their parents instilled in them. In other words, our halls help them to feel "at home." Through the care of our professional and pastoral hall staff, we take the time to get to know your son or daughter by name. This is one of the things you will come to recognize among our signature characteristics. As a community founded by the Congregation of Holy Cross, our staff will walk with your student through their time on campus, and the residence hall will prove to be their home away from home, a great venue for learning, formation, and leadership. Parents have even told us that after gaining a glimpse of what their student experiences, they too wish they were able to move in and experience a UP residential education. Welcome to the Bluff!

Starting December 1st, incoming students were able to apply for housing online. The priority period for Residence Life Housing Applications is December 1st to May 10th. Students are welcome to apply for housing after May 10th; however, please note that applications received after May 10th will be outside the priority period and housing requests won't be accommodated. If your child is under the age of 18, housing application will contain a portion for your electronic signature as a co-signer.

We base our assignments on a couple pieces of information. One is the lifestyle questionnaire your son or daughter filled out with their application. We do our best to match roommates based on how the student filled out that information. Please have your son or daughter complete this questionnaire rather than completing it on their behalf. We also take a look at their top choices for hall. We do not factor in the exact date the application was submitted; all applications submitted by the May 10th deadline will go into the same pool together. Please note that completing the housing application by the priority deadline doesn't guarantee a student their top choice in residence hall. This year over 40% of our incoming class requested Lund Family Hall as their top choice, and there simply isn't enough room for everyone to live in our newest hall! Each of our halls is unique and a wonderful place to live. You can assist your student by sharing with them that, even if they don't get their top choice, the community they have been assigned has great things to offer. We find that a student's attitude makes a much bigger difference in how satisfied they are with their housing situation than the specific hall to which they're assigned.

We anticipate a large incoming class this year, and this means that many of our freshmen will have more than one roommate. In past years we've found that students often have apprehension before move-in about sharing a space with multiple people, but that when their first year is over, they say it actually helped them to meet people and make friends more quickly than if they'd had only one roommate.

Hall assignments, complete with room and roommate information, will be emailed to the students' UP email addresses by mid-July. When that time comes, we encourage your student to call and email his or her roommate(s) to begin the process of getting to know them better. We also encourage students to resist the urge to "get to know them" by looking them up on Facebook. Although Facebook and other social media can give you some interesting information, your son or daughter can learn a lot more through personal interaction.

We very much look forward to your arrival on August 24th! Our hall staffs are eagerly awaiting the arrival of our new students come August! In the meantime, we hope you and your family have a wonderful summer. As a partner in the care and education of your student, please know that you can contact our office anytime at 503-943-7205 or reslife@up.edu.

A note regarding Student Employment

Here are a few quick notes for any of your students who are planning to participate in University of Portland Student Employment. For questions or further information, please contact the Office of Financial Aid at 503.943.7311 or financial@up.edu.

As with any job, your student will need to complete a W-4 tax form and a Federal Form I-9 prior to working.

In order to complete the Federal Form I-9 your student will have to present original, unexpired documents establishing identity and eligibility to work in the United States.

Any student interested in Student Employment should bring their original and unexpired passport, Social Security Card, birth certificate, or other appropriate documentation listed on the back of the Form I-9. These forms must be completed before a student is allowed to begin working but may be completed prior to the student finding a position on-campus.

The Student Job Board can be found at <http://up.hiretouch.com/search-jobs/student-jobs>. Jobs available to incoming freshman will be listed here beginning August 1st.

Federal Work Study is not required to work on-campus; all students enrolled at least half-time in a degree program are eligible to work on campus.

Students, including students with Federal Work Study, are not guaranteed a Student Employment position and students are not placed in positions. All students are responsible for seeking out and applying for Student Employment themselves.

Students are encouraged to apply early and apply often for Student Employment positions once they are posted.

And finally...

Attached please find 2 documents that may be useful to plan for your student's freshman year. The first is the fall academic calendar so you are aware of the major events happening over the course of the semester, and the second is a Parent Checklist, which we have compiled to help you prepare for the transition this first semester.

If you find that you have questions for specific offices over the summer, please also know we maintain an online directory. It can be found on the UP website (www.up.edu). "Directory" can be found next to the search bar on the upper right-hand side of the screen; here, you can search for the phone numbers and email addresses of offices and particular people on campus.

If you have any questions at all, please feel free to call us at 503.943.7895 or email us at sarc@up.edu. We look forward to meeting you in the fall!

Parent Checklist

1. Make sure your student has submitted his or her final high school transcript to the Admissions Office.
2. This is required and will prevent your student from being able to register for the spring semester if it is not received.
3. Review Orientation Weekend schedule and book a hotel for yourself if you are planning to attend.
4. Participation in Orientation Weekend by both student and parents are highly encouraged. See the Orientation schedule on the Student Activities website (<http://www.up.edu/orientation/>). Check out local hotels on the Admission website under "Visit UP" (www.up.edu/admissions).
5. Plan a shopping trip to purchase items necessary for college.
6. Academic supplies like notebooks will be necessary, as well as items for your student's residence hall room. Looking for a list of things to buy? Search the Internet. Questioning whether a particular item is necessary? Visit the "FAQs" section of the Housing and Residence Life website (www.up.edu/housing).
7. Make a plan regarding finances and help your student to create a budget.
8. Who will pay for what? (Common expenses include car insurance payments, cell phone bills, entertainment expenses, etc.) Does your student need a local bank account? A list of local banks will be included in the Orientation Handbook.
9. Familiarize yourself with the Office of Financial Aid and the Office of Student Accounts at the University of Portland.
10. Speaking of finances, it's not a bad idea for you as a parent to know about these offices and what they do for you and your student. Visit their websites at <http://www.up.edu/financial/> and <http://www.up.edu/studentaccounts/>.
11. Establish a health insurance plan for your student and make a plan for mental and physical health care needs.
12. The University of Portland requires students to have health insurance coverage, and offers a health insurance plan. Your student will be automatically enrolled and billed unless he or she provides proof of current insurance coverage. See the Enrollment Packet for more information or the Student Accounts website at <http://www.up.edu/studentaccounts/>.
13. Make a plan for filling prescriptions locally. Check with the Center for Health and Counseling to see if your needs can be met on campus, or establish relationships with local medical and mental health providers.
14. If your student has not done so yet, teach him or her to do laundry.
15. It is a necessary skill once students are here on campus!
16. Establish a communication plan between you and your student.
17. How often will you and your student talk? Will you text, email, and/or Skype? Talking about this early and figuring out what works for both you and your student establishes an expectation that you both can be happy with (though you can expect the frequency of contact to be higher in the first weeks, and wane around midterms!).
18. Encourage your student to order their books.
19. Though your students can buy books from wherever they choose, they can only find the necessary books to order at the University Bookstore's website. See the Enrollment Packet for more information.
20. Begin the process of letting go.
21. Not an easy thing to do, we know. Know that the process is often as difficult for your student as it is for you. If you are accustomed to scheduling appointments or making calls for your son or daughter, this summer would be a good time to have him or her practice these skills prior to arriving at UP. Once students arrive on campus, they will be responsible for managing their lives in this academic environment. The Shepard Academic Resource Center at the University of Portland is available for both of you during this transition.