



Welcome to The Bluff!

The fall semester is almost here, and very soon you will be leaving home to start your college education - talk about crazy! To help you transition well to life on the Bluff, the Shepard Academic Resource Center will communicate with you on a regular basis to ensure you have all the information you need to be successful. This monthly newsletter is designed to inform you about UP and about how to make the most of your freshman year. Some of our upcoming newsletters will tell you about:

- General information about the school.
- Critical academic information.
- How to get involved on campus.

Who are we?

The Shepard Academic Resource Center (aka the SARC), a one-stop shop for all your first year questions, concerns and troubles. Conveniently located in Buckley Center (BC) #101, we are available for you if you need any help! Our services include:

- [Accessible Education Services](#)
- [Learning Assistance Counseling](#)
- [Learning Commons](#)
- [General & Undeclared Advising](#)
- [First Year Programs](#)
- [Parent & Family Resources](#)
- [First Generation Student Services](#)

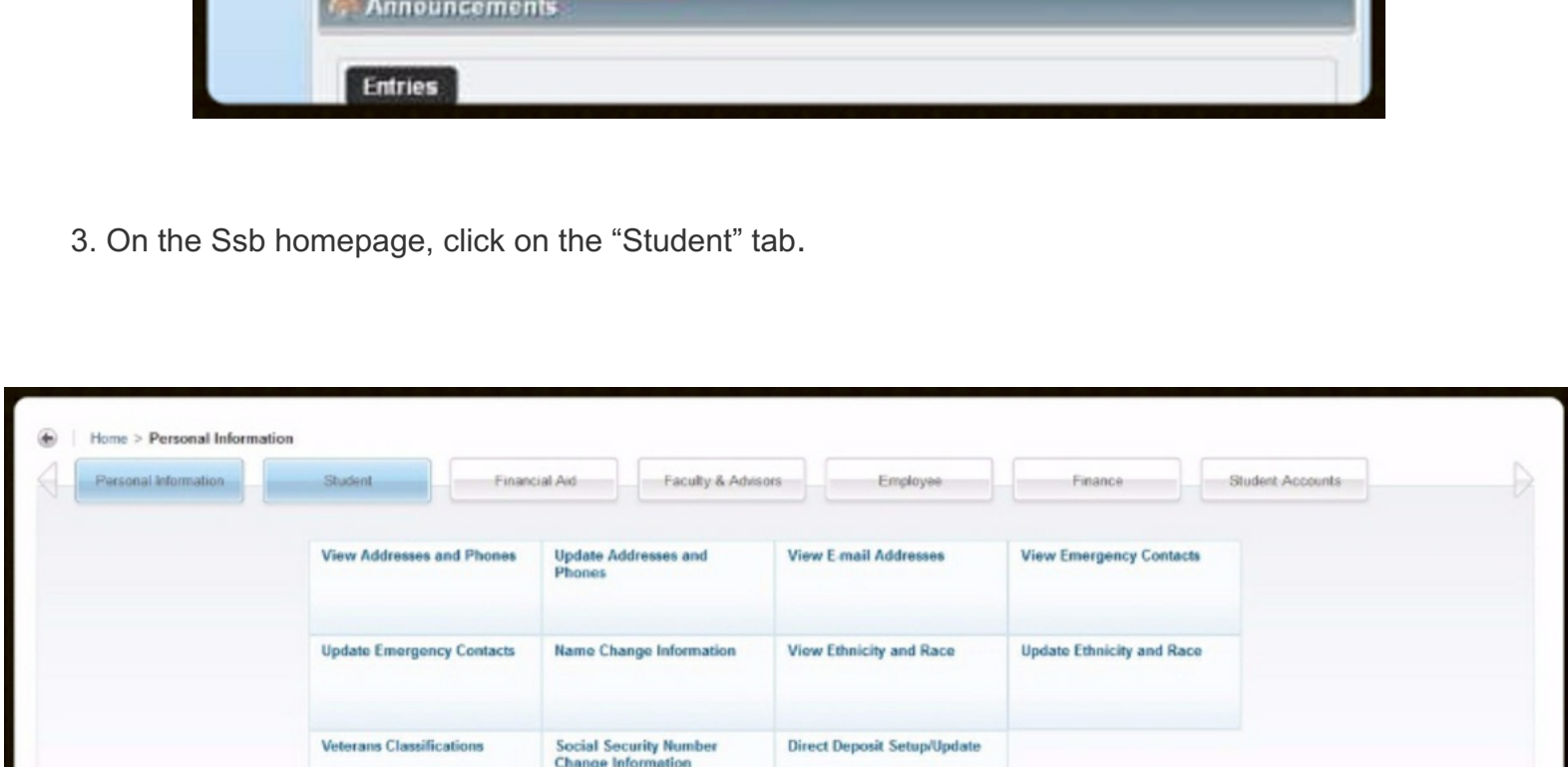
Feel free to stop by with any questions you may have, enjoy hot drinks and candy, and relax in our popular lounge. Our helpful staff and relaxed office keep students coming back, even after their freshman year.

Follow us on Twitter @UPSARC

Check Your Class Schedule Online

Your schedule is likely complete by now. Keep in mind, if you have credits you're hoping to get transferred but haven't yet, it's important to get those in in case your schedule needs to be adjusted. You can check your class schedule online using the UP Portal! Here are the steps you need to take in order to successfully check your class schedule.

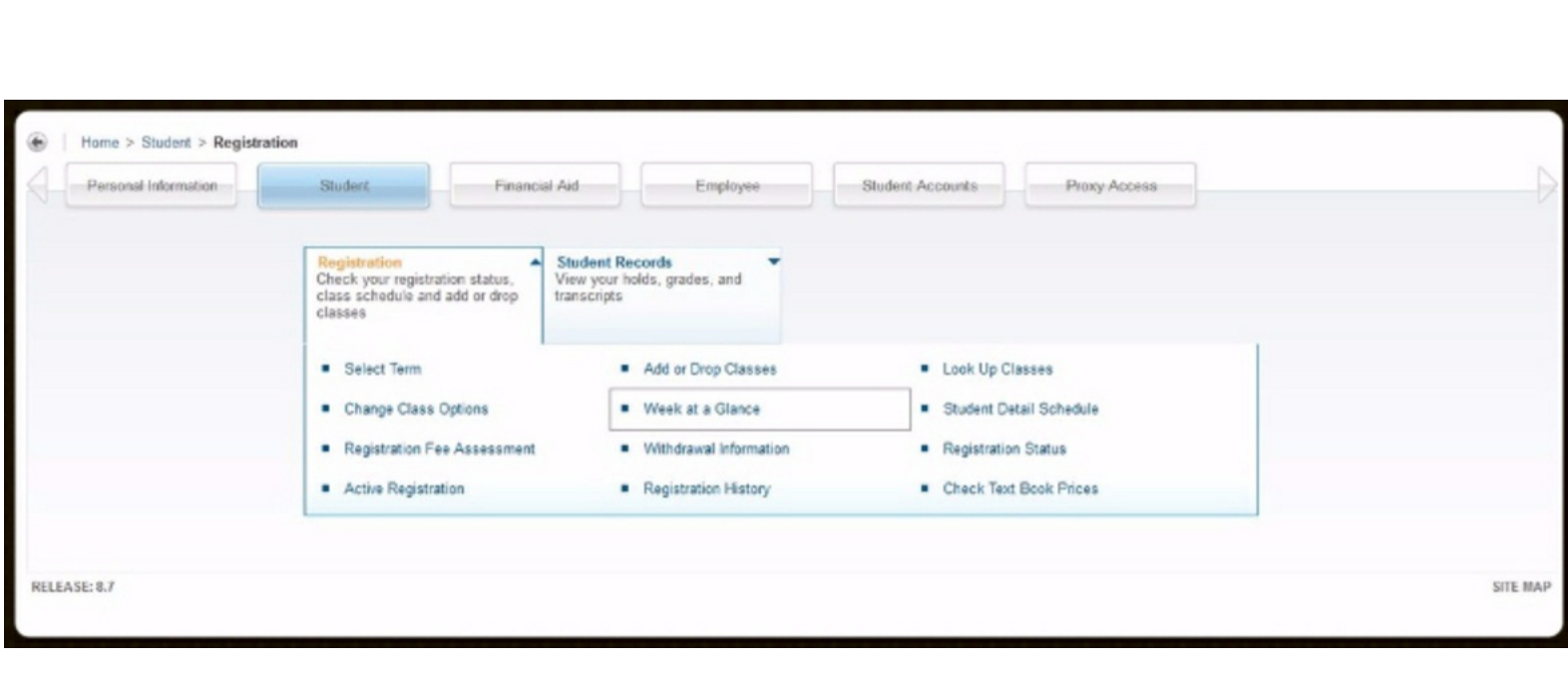
1. Sign in to pilots.up.edu



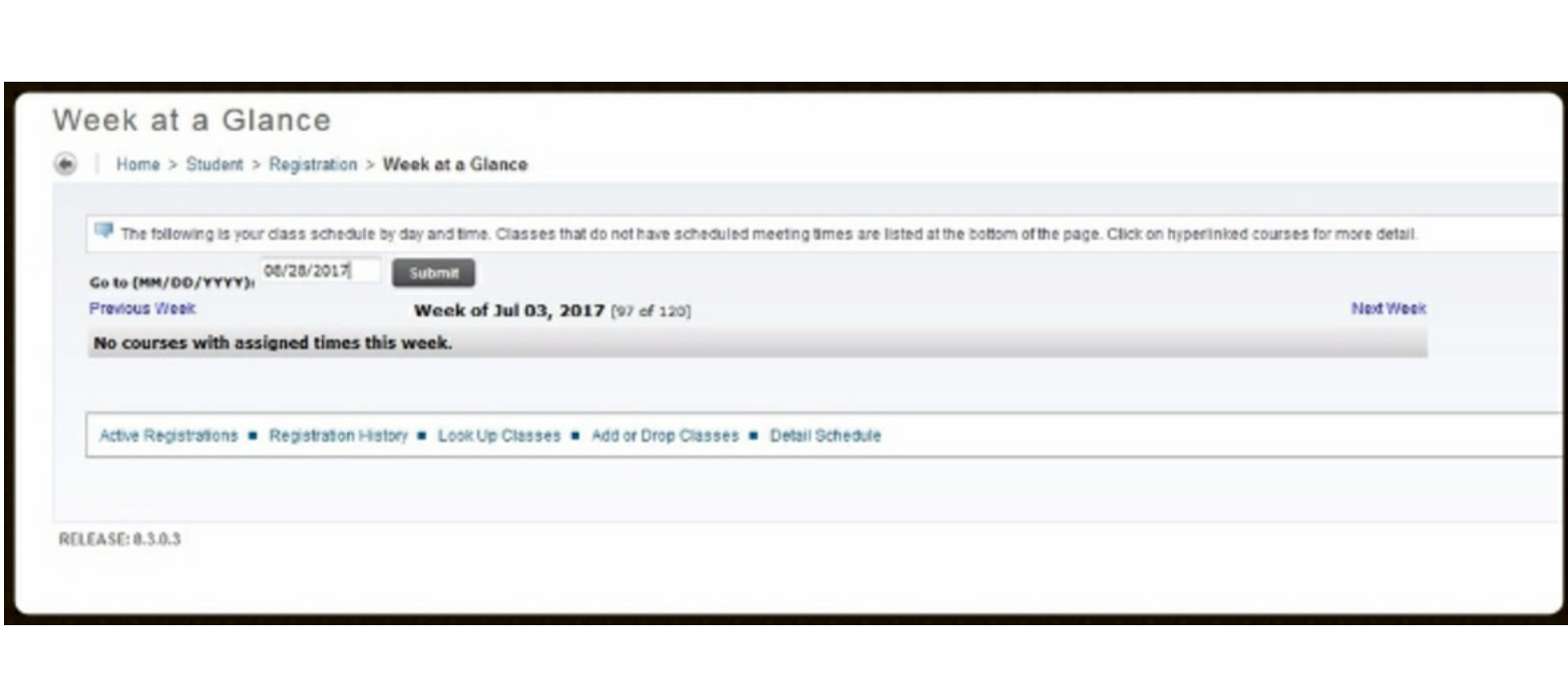
2. Click on the "Ssb" tab, which directs you to your "Self-Serve" account. Your Ssb account is where you will access your midterm and final grades, examine financial award letter notifications, and utilize many other resources while at UP.



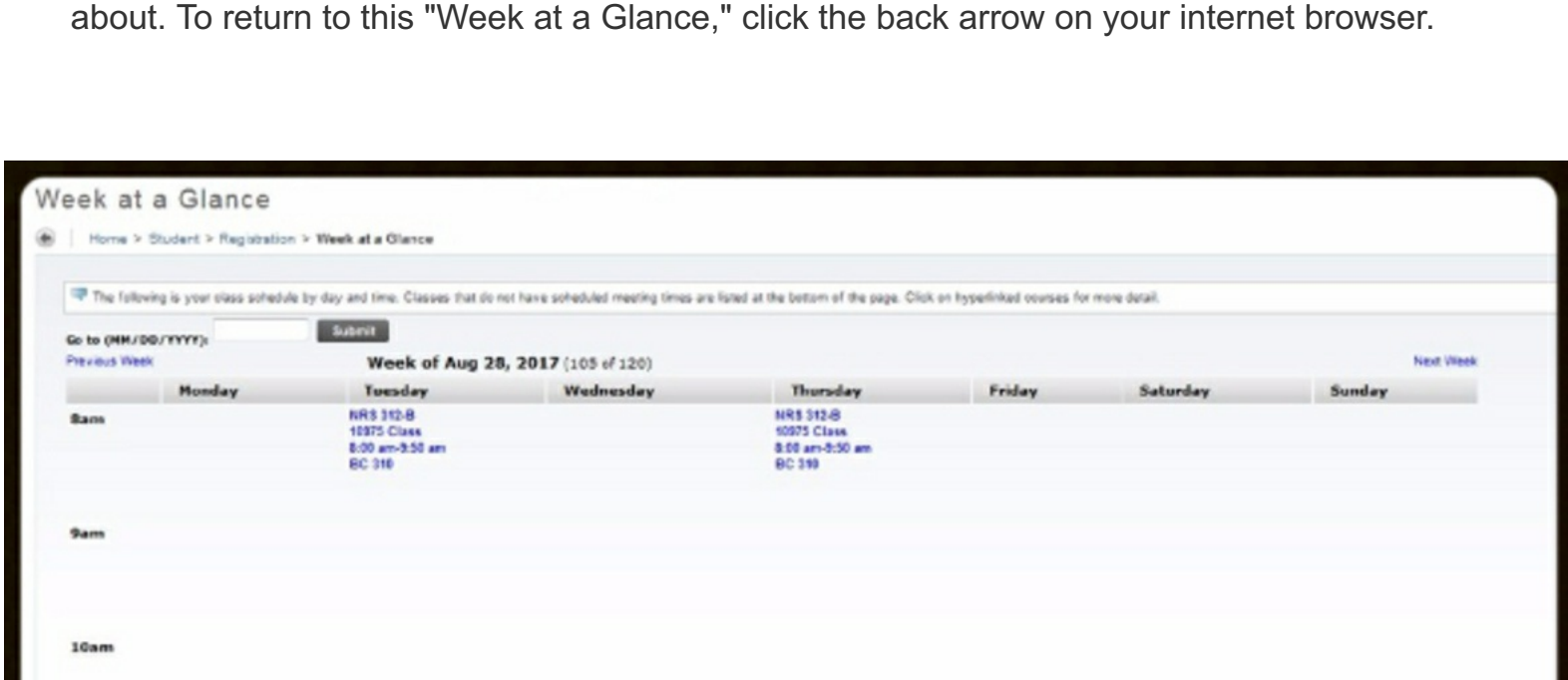
3. On the Ssb homepage, click on the "Student" tab.



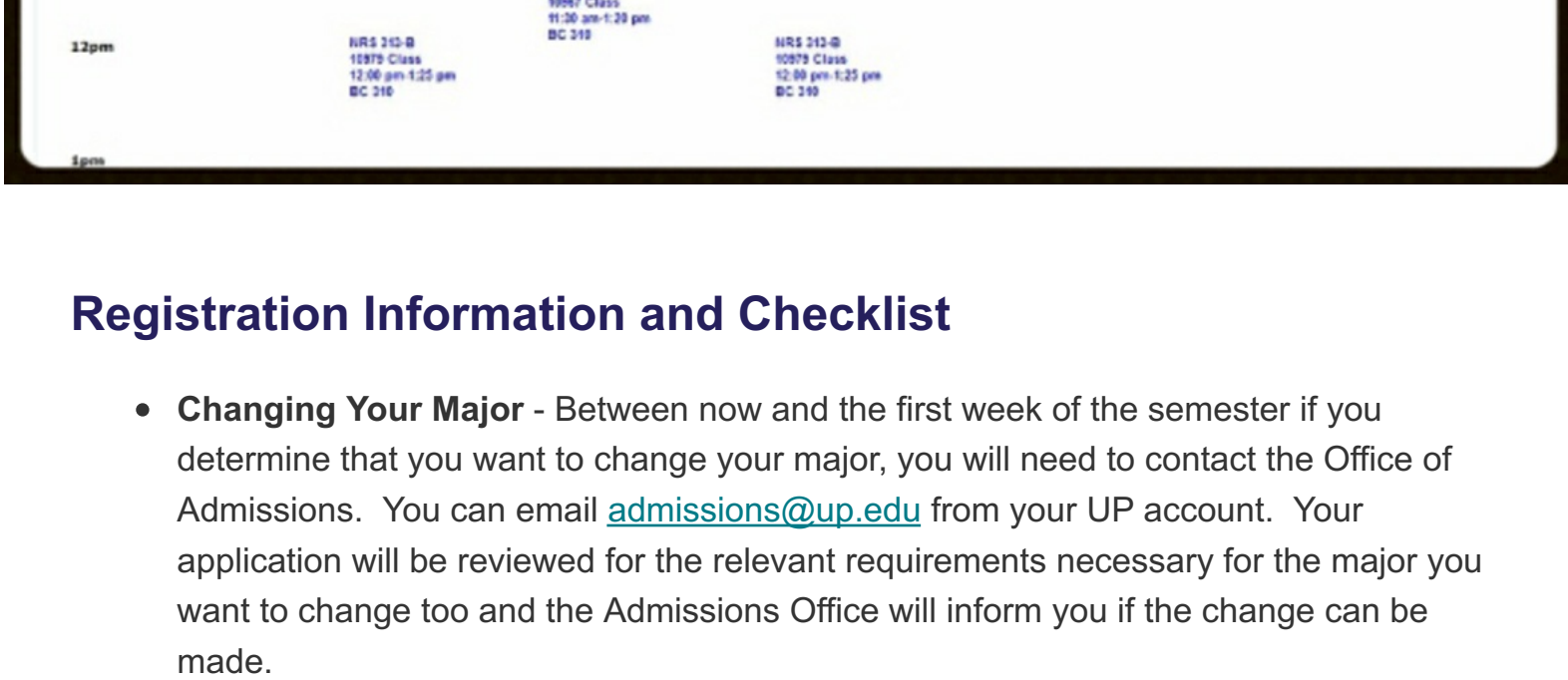
4. On the following page, click on the "Registration" tab.



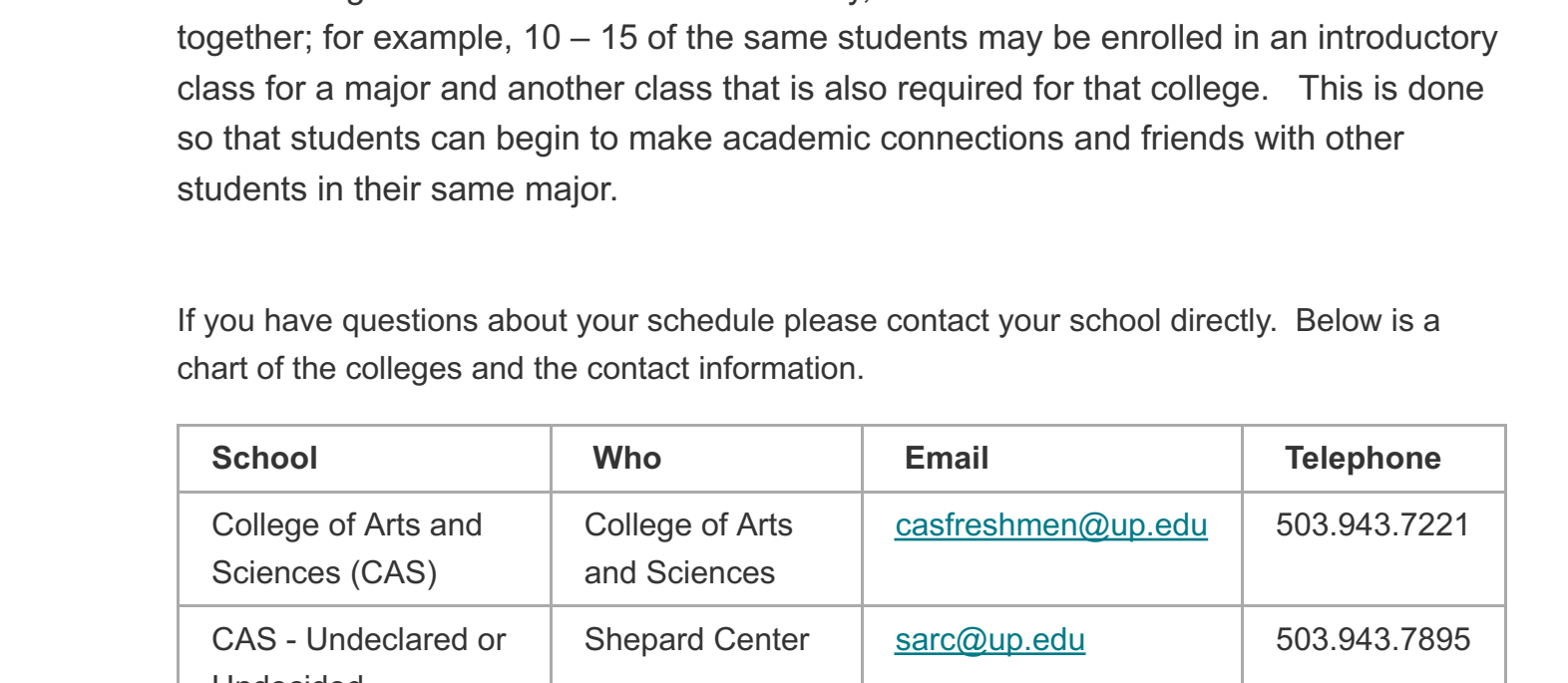
5. Click on the "Week at a Glance" link.



6. Type "08/28/2017" into the empty date text box and hit "Submit."



7. This next page provides a layout of your class schedule by day and time. To see details about the class, professor, and credits, click on the class that you would like to learn more about. To return to this "Week at a Glance," click the back arrow on your internet browser.



Registration Information and Checklist

- **Changing Your Major** - Between now and the first week of the semester if you determine that you want to change your major, you will need to contact the Office of Admissions. You can email admissions@up.edu from your UP account. Your application will be reviewed for the relevant requirements necessary for the major you want to change too and the Admissions Office will inform you if the change can be made.
 - **Changing your schedule:** Every semester, changes can be made to your schedule up through the Friday of first week of class; that means changes can be made now through August. Many classes are filled to capacity, so switching sections may not be possible at this time. As we get closer to the start of the year, spaces may open up into other sections. Since the schools and colleges registered incoming students for their classes, new students are not able to make the changes themselves, these must be done by the school or college. When you register for your next semester classes, you will be able to register yourself and make schedule changes on-line.
- Please note that there are some classes required for majors in this first semester, so these changes cannot be made. Additionally, students are cohorted into some classes together; for example, 10 – 15 of the same students may be enrolled in an introductory class for a major and another class that is also required for that college. This is done so that students can begin to make academic connections and friends with other students in their same major.

If you have questions about your schedule register your school directly. Below is a chart of the colleges and the contact information.

School	Who	Email	Telephone
College of Arts and Sciences (CAS)	College of Arts and Sciences	casfreshmen@up.edu	503.943.7221
CAS - Undeclared or Undecided	Shepard Center	sarc@up.edu	503.943.7895
Business	Molly Cullen	cullenm@up.edu	503.943.7224
Nursing	Elisa Majors	majorse@up.edu	503.943.7211
Education	Annie Popoff	popoff@up.edu	503.943.8124
Engineering	Lindsay Chelton	chelton@up.edu	503.943.7180

- Most first term, first year students are taking at least 5 three credit classes for 15 credit hours. Some majors are taking 16 - 17 credits due to labs and other college requirements. Over 18 hours requires permission of the Dean.
- Classes that are 3 credit hours are either three days a week for 1 hour, 2 days a week for 1.5 hours or one day a week for 3 hours.
- Classes that are 1 credit hour can be one day a week for one hour, or in the case of labs, one day a week for three hours.
- "R" on your schedule designates Thursday. Therefore, if a class lists days as "TR," then the class meets on Tuesdays and Thursdays.
- If you have received college credit, or AP or IB credit for a course, please send an official transcript or College Board report to the Admissions Office by August 1st to evaluate your fall registration for higher placement. (AP scores of 4&5 may be eligible for college credit and IB scores of 5,6, or 7 may be eligible for college credit.)

First Year Workshop

First Year Workshop assists UP first-time freshmen with their transition into higher education. The workshop provides: a basis for developing the dexterity needed for academic success in higher education, an orientation to new level of intellectual engagement, and an understanding of college academic requirements. All first year students are enrolled in a first year workshop and the class lasts for the first ten weeks of the semester. The class is only offered at 7:10 pm or 8:10 pm. All materials for workshop will be provided to you by the instructor or through Moodle. No supplemental purchases are necessary.

The students enrolled in workshop are the same students enrolled in one of your introductory or core classes. Below is a chart showing the class that corresponds to the workshop.

Sections A and AA have been used as examples; however, the corresponding sections could be any letter of the alphabet.

First Year Workshop	Corresponds With	School or College
BUS 001 A or AA	BUS 100 A	Pamplin School of Business
EGR 001 A or AA	EGR 110 A	Shiley School of Engineering
NRS 001 A or AA	NRS 101 A	School of Nursing
EDS 001 A or AA	ED 150 A	School of Education
CST 011 A or B	CST 101 A or B	College of Arts and Sciences
PHL 001 A or AA	PHL 150 A	College of Arts and Sciences
MTH 001 A or AA	MTH 161 A	College of Arts and Sciences
CST 001 A or AA	CST 107 A	College of Arts and Sciences
ENG 001 A or AA	ENG 112 A	College of Arts and Sciences

Learning about FERPA

FERPA and the Parent Proxy Form: The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. This means that schools generally must have written permission from students for parents to inspect or review academic records or for faculty and administrators to discuss a student's progress with parents.

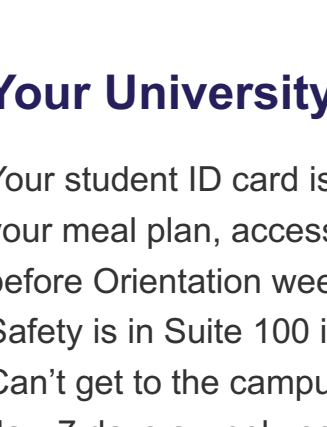
One of the first transitions students and their parents experience begins now. You may be used to having to have your parents' approval to do things or your parents being able to 'do things for you' such as call and take care of paperwork, change classes, ask about your student account, etc. As the college student, you are now the person the University has as the primary relationship. While your parents may still be a part of your life and your academic future, this means that if there is paperwork to do, things to complete on-line, or if you want to make changes to your schedule, you as the student are the one to do the changing or making the call.

Students can use the Parent Proxy application to authorize a parent or other individual (Proxy) to view certain portions of their UP Self Service student information. Students will have the option of sharing information such as student account invoices, tax information, payment options, financial aid award and summary information, unofficial transcripts, class schedules, and contact information with their designated Proxy(s).

You can let the University know about whom you want us to be able to share information – this is called Student Information Release. Click this link to see the process of using the [Student Information Release System](#) and [Banner Proxy Access](#).

Career and Major Advice

Congratulations and welcome to the University of Portland! Take a moment to meet Max and Chelsea from the Career Center. You have not even started at UP, yet people may already be asking you, "so, what do you want to do when you finish college?" You are embarking on a new and exciting journey unlike any other and whether you know your destination or not, we can help. *We are here to help and we do not judge.*



Max Kalchthaler

Max Kalchthaler has been helping students in the Career Center at UP since 2009. He loves the outdoors and you can ask him about hikes in the area. Max would eat Mexican food or pizza everyday if he had the chance.

- Undergraduate Major: History and Philosophy
- Master of Arts in Teaching



Chelsea Chase

Chelsea Chase recently joined UP last fall and worked in Career Center since 2010. She is originally from Colorado and loves the Denver Broncos. Chelsea likes to explore Portland by trying new restaurants and you can ask her for vegetarian recommendations.

- Undergraduate Major: Human Development and Family Studies
- Master of Arts in Counseling

You might be thinking that if you have declared a major, you have declared a career. You are not alone in that thought, but the good news (and the bad news) is that is simply not the case. Career planning goes beyond what you study in school. Spend time learning more about the career paths that best meet your goals and individual interests. There are more options today than there ever have been, and those options will only continue to grow while you are in college.

You can even start today! Check out these resources to help you explore careers and interests.

- [What Can I Do With My Major?](#)
- [O*NET Online](#)
- [Bureau of Labor Statistics](#)

This link will take you to information on the required classes for each major and the potential career options for that major.

This link will take you to a self-assessment, career exploration tool that can help you discover the type of work activities and occupations that you may like and find exciting.

The staff at the Career Center is open Monday through Friday from 8:30 am to 4:30 pm and can be reached by phone at 503-943-7201 or by email at career@up.edu.

Orientation Weekend – Save the Date

Orientation begins Thursday, August 24, 2017. Orientation is a very special time because we welcome you into our community and assist you in making the smoothest transition possible. Orientation will help you form relationships with other new students, returning students, staff, and faculty. Orientation is also a time for your parents and guardians to learn more about the University; there are Orientation sessions that are specifically for family members. To learn more about Orientation weekend, please go to this link: <https://www1.up.edu/orientation/index.html>. You will find the following resources:

- Tentative Schedule
- Pre-Orientation Programs
- Check List of Tasks
- Information for Families of New Students

If you have any questions about the Orientation programs, please check website or contact the Office of Student Activities by calling 503.943.7470 or by e-mailing stuacti@up.edu.

Jobs on Campus – Student Employment

Students interested in working for UP should attend one of the student employment sessions held on Sunday afternoon during Orientation weekend. You can see the Orientation schedule for specific times. As of August 1, available positions for fall will be listed online on the University's [Student Job Board](#).

Before a new student employee can work on campus, identification must be presented to the financial aid office in order to complete the I-9 Form and W-4 Form. The student must bring two acceptable pieces of identification which include:

- A U.S. passport OR an *original* Social Security card OR an *original* birth certificate.

AND

- A valid driver's license or University ID card.

If you are planning on working on campus at any time while you are a student at UP, you might consider bringing these documents during Orientation weekend to complete the I-9 and W-4 forms. If you have questions regarding student employment, please email studentemployment@up.edu.

Your University of Portland ID Card

Your student ID card is used for many things on campus: access to sporting events, using your meal plan, access to your residence hall, etc. If you are going to be in the Portland area before Orientation weekend, be sure to stop by Public Safety to get your ID card. Public Safety is in Suite 100 in Haggerty Hall, just across from the Chiles Center on N. Warren Ave. Can't get to the campus before Orientation? No problem. Public Safety is open 24 hours a day, 7 days a week, so you can get your ID card at any time during Orientation.

Contact us!

If you have any questions, comments, or concerns about your upcoming freshman year, feel free to email us at sarc@up.edu or give us a call at (503) 943-7895. We're here to help!

