# ACADEMIC CALENDAR

## Fall 2013

### APRIL
- 29 Fall class schedule available online

### MAY
- 13 Pre-term registration begins

### SEPTEMBER
- 30 Classes begin

### OCTOBER
- 6 Last day of 100% refund period
- 6 Last day to add classes or make section changes online without instructor approval
- 7-13 70% refund period
- 11 Last day to submit application for undergraduate degree or certificate for Winter graduation
- 11 Last day to add classes (instructor approval required)
- 13 Last day to drop without course appearing on transcript
- 13 Last day to adjust enrollment for financial aid purposes
- 14-20 40% refund period
- 21-27 20% refund period

### NOVEMBER
- 11 Veterans Day Holiday - University closed
- 12 Pre-term registration for Winter begins
- 12 Last day to change grading option
- 12 Last day to withdraw (course recorded as W on transcript)
- 28-29 Thanksgiving Holiday - University closed. (Classes meet as scheduled on Wednesday evening and Saturday.)

### DECEMBER
- 8 Classes end
- 9-14 Final exams
- 13 Last day to clear outstanding balances to avoid $100 Late Payment Fee
- 18 Grades available online (revisions posted daily)

## Winter 2014

### OCTOBER
- 28 Winter class schedule available online

### NOVEMBER
- 12 Pre-term registration begins

### JANUARY
- 6 Classes begin
- 12 Last day of 100% refund period
- 12 Last day to add classes or make section changes online without instructor approval
- 13-19 70% refund period
- 17 Last day to submit application for undergraduate degree or certificate for Spring graduation
- 17 Last day to add classes (instructor approval required)
- 19 Last day to drop without course appearing on transcript
- 19 Last day to adjust enrollment for financial aid purposes
- 20 Martin Luther King, Jr. Holiday - University closed
- 20-26 40% refund period
- 1/27-2/2 20% refund period

### FEBRUARY
- 17 Pre-term registration for Spring begins
- 23 Last day to change grading option
- 23 Last day to withdraw (course recorded as W on transcript)

### MARCH
- 16 Classes end
- 17-22 Final exams
- 21 Last day to clear outstanding balances to avoid $100 Late Payment Fee
- 26 Grades available online (revisions posted daily)

### APRIL
- 6 Last day of 100% refund period
- 6 Last day to add classes or make section changes online without instructor approval
- 7-13 70% refund period
- 11 Last day to submit application for undergraduate degree or certificate for Summer graduation
- 11 Last day to add classes (instructor approval required)
- 13 Last day to drop without course appearing on transcript
- 13 Last day to adjust enrollment for financial aid purposes
- 20 Martin Luther King, Jr. Holiday - University closed

### MAY
- 5 Pre-term registration for Summer begins
- 12 Pre-term registration for Fall begins
- 18 Last day to change grading option
- 18 Last day to withdraw (course recorded as W on transcript)
- 26 Memorial Day Holiday - University closed

### JUNE
- 8 Classes end
- 9-14 Final exams
- 13 Last day to clear outstanding balances to avoid $100 Late Payment Fee

(TBA) Spring Commencement Ceremony see www.pdx.edu/commencement

### Spring 2014

### FEBRUARY
- 3 Spring class schedule available online
- 17 Pre-term registration begins

### MARCH
- 31 Classes begin

### APRIL
- 6 Last day of 100% refund period
- 6 Last day to add classes or make section changes online without instructor approval
- 7-13 70% refund period
- 11 Last day to submit application for undergraduate degree or certificate for Summer graduation
- 11 Last day to add classes (instructor approval required)
- 13 Last day to drop without course appearing on transcript
- 13 Last day to adjust enrollment for financial aid purposes
- 20 Martin Luther King, Jr. Holiday - University closed
- 20-26 40% refund period
- 1/27-2/2 20% refund period

### MAY
- 5 Pre-term registration for Summer begins
- 12 Pre-term registration for Fall begins
- 18 Last day to change grading option
- 18 Last day to withdraw (course recorded as W on transcript)
- 26 Memorial Day Holiday - University closed

### JUNE
- 8 Classes end
- 9-14 Final exams
- 13 Last day to clear outstanding balances to avoid $100 Late Payment Fee

(TBA) Spring Commencement Ceremony see www.pdx.edu/commencement

### 19 Grades available online (revisions posted daily)
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ACADEMIC CALENDAR

Summer 2014

APRIL
  21 Summer class schedule available online

MAY
  5 Pre-term registration begins (tentative)

JUNE
  23 Classes begin (first 4-week session)

JULY
  4 Independence Day Holiday - University closed
  20 Classes end (first 4-week session)
  23 Grades available for courses ending on or before 7/20

AUGUST
  15 Last day to clear academic deficiencies for August graduation
  20 Classes end (second 4-week and 8 week sessions)
  23 Grades available for courses ending on or before 8/17

SEPTEMBER
  1 Labor Day Holiday
  3 Grades Available for courses ending on or before 8/30
  7 Classes end (11-week session)
  17 Grades available for courses ending on or before 9/14

Summer Term Add, Drop, Withdraw & Grade Option Change Periods:

<table>
<thead>
<tr>
<th>Class Length (In Weeks)</th>
<th>Add Period</th>
<th>Drop 100% refund</th>
<th>Drop no Refund</th>
<th>Withdraw &amp; Grade Option Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1st Day</td>
<td>1st Day</td>
<td>2nd Day</td>
<td>5th Day</td>
</tr>
<tr>
<td>2</td>
<td>2nd Day</td>
<td>2nd Day</td>
<td>4th Day</td>
<td>7th Day</td>
</tr>
<tr>
<td>3</td>
<td>1st Week</td>
<td>1st Week</td>
<td>n/a</td>
<td>2nd Week</td>
</tr>
<tr>
<td>4</td>
<td>1st Week</td>
<td>1st Week</td>
<td>2nd Week</td>
<td>3rd Week</td>
</tr>
<tr>
<td>5</td>
<td>1st Week</td>
<td>1st Week</td>
<td>2nd Week</td>
<td>4th week</td>
</tr>
<tr>
<td>8</td>
<td>2nd Week</td>
<td>1st Week</td>
<td>2nd Week</td>
<td>5th Week</td>
</tr>
<tr>
<td>10</td>
<td>2nd Week</td>
<td>1st Week</td>
<td>2nd Week</td>
<td>7th Week</td>
</tr>
<tr>
<td>12</td>
<td>2nd Week</td>
<td>1st Week</td>
<td>2nd Week</td>
<td>8th Week</td>
</tr>
</tbody>
</table>

*Partial Week Courses are rounded up. 1-4 day courses are treated as one week courses. A 1 1/2 week course is treated as a two week, and so on.
*Drop with 100% Refund; Course is not recorded on transcript.
*Drop, no refund; course is not recorded on transcript
*Withdraw, no refund; course is recorded on transcript as a W.
announcements

Registration Guide and Online Class Schedule

The Registration Guide is an annual online publication that provides information on registration policies, drop and add deadlines, final exam schedules, academic calendars, University Studies course information, and other enrollment related information.

To provide more accurate and up-to-date class schedule information and support the university’s sustainability initiative, the course listings are published online and students can view the most up-to-date class offerings using the online Class Schedule at banweb.pdx.edu. Included on that page is a link to a portable document format (pdf) version of the Class Schedule for students and staff who need to print certain sections of the course listings.

Class Locations: Check for Changes

Initial room assignments may be adjusted due to enrollment changes and other factors. To avoid confusion, students should confirm the locations of their courses in the online Class Schedule a few days before the term begins.

Locations for off-campus classes are included at the time the online schedule is first released each term.

Students with access requirements are encouraged to register with the Disability Resource Center (DRC) in 116 Smith Memorial Student Union. The DRC has a list of tentative room assignments available for planning and advising purposes. For more information about the DRC, see www.drc.pdx.edu.

Course Planning Guide Available Online

The Course Planning Guide (CPG) is available online at cpg.sa.pdx.edu. The CPG is a projected list of courses to be offered during the academic year. Listings are subject to change throughout the year and students are encouraged to check back occasionally for the latest projections.

New Automated Waitlist Process

Students on a waitlist will not be registered automatically as spaces become available. A notification will be sent to the first person on the waitlist, via their PSU email account, letting them know they can register for the course. Students will have 24 hours from the time this email is generated to register for the reserved seat. Instructions on how to add a course from the waitlist when a seat becomes available will be contained in the notification email.

Once 24 hours has lapsed, student will automatically be DROPPED from the waitlist. If the course is still needed, the student can put themselves back on the bottom of the list. It may be beneficial to recheck the schedule using the Look Up Classes function under the Student tab to see if there is better availability on other courses needed.

If access to a student registration is restricted due to a hold on their account, it is essential that the issue be resolved by the student within the allocated 24 hour period. The Registration Office will not be able to return students to the top of the waitlist if they are dropped, since the next eligible student will have already received their permission to take the open seat.

Health Insurance Waiver Option

Portland State University requires that all students taking 5 or more in-load, non self-support credit hours have health insurance coverage that meets federal health care standards. All eligible students are automatically enrolled in the Aetna Student Health Insurance Plan available through PSU. Students who already have health insurance in place and do not want to take part in the PSU plan can complete the online waiver application process.

The online waiver application process will be open approximately four weeks prior to each term and will close at midnight on the Drop deadline of each term. If approved, a student need only apply for a waiver once per academic year (Fall through Summer terms). To apply for a waiver of the Student Health Insurance Plan, go to https://wfis.wellsfargo.com/psu. If a student has not completed a waiver by the Drop deadline of the term, they will automatically be enrolled in the Student Health Insurance Plan. Students who do not already have health insurance will not need to take action. The Aetna Student Health Insurance Plan will automatically be applied to the student account.

Even if a student waives the Aetna Student Health Insurance Plan, eligible students can still use the comprehensive medical, mental health, dental, and testing services at the Center for Student Health and Counseling located on the PSU campus.

Textbook Retail Prices Available in Online Registration

In compliance with federal disclosure requirements, PSU publishes, to the maximum extent possible, the ISBN number and retail prices for required and recommended textbooks and supplemental materials for classes. The online course schedule will provide direct links to the PSU Bookstore web page, allowing students to view the ISBN number and the retail cost of textbooks and materials associated with the class. The information is being made available to enable students to seek out less expensive sources from which to acquire required and recommended materials.
**REGISTRATION GUIDE**
The Portland State University *Registration Guide* is an annual online publication that provides information on registration policies, drop and add deadlines, final exam schedules, academic calendars, and other enrollment related information.

**ONLINE CLASS SCHEDULE**
The online Class Schedule (banweb.pdx.edu) provides a searchable, detailed, up-to-date listing of courses being offered for a given term. The Class Schedule includes the course registration numbers (CRN) needed for registration, course titles, credit hours, meeting days and times, instructors and grading options.

**BULLETIN / CATALOG**
The Portland State University *Bulletin* (a.k.a. the *General Catalog*) is an annual publication that details admission requirements, transfer credit rules, general academic policies and regulations, degree and program requirements, course descriptions, and general information about student services.

It is important that students consult the *Bulletin* for academic planning and decision-making, as the requirements outlined in the *Bulletin* will be used to determine degree, major, minor, and certificate completion.

**DISTRIBUTION**
The *Bulletin* is available for purchase at the PSU Bookstore, 1715 SW 5th Ave., and at the University Market in the Smith Memorial Student Union. To order printed copies for delivery by mail, visit www.portlandstatebookstore.com or call 503.226.2631 (shipping charges apply).

Newly-admitted undergraduate students receive complementary copies of the *Bulletin* at Orientation. An electronic version of the *Bulletin* is available at www.pdx.edu/oaa/psu-bulletin.

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**Business Hours**

**ONLINE REGISTRATION**
Go to the PSU Information System, banweb.pdx.edu

See the Priority Registration Schedule in the “Registration Basics” section for dates specific to your student level.

Regular hours: 24 hours a day, 7 days a week
Closed for brief maintenance periods on Sundays

**ADMISSIONS COUNSELING**
Neuberger Hall 105
Regular hours: 8am-5pm, Mon.-Fri.

**DEGREE REQUIREMENTS & VETERANS CERTIFICATION**
Neuberger Hall 104
Regular hours: 8am-5pm, Mon.-Fri.

**OFFICE OF THE REGISTRAR**
Registration Windows
Transcript Requests
Neuberger Hall Lobby
Regular hours: 9am-5:30pm, Mon.-Thurs.
9am-5pm, Fri
First week of the term:
8am-6pm, Mon.-Thurs.
9am-5pm, Fri.

For the hours between terms, please call 503.725.3511.

**STUDENT FINANCIAL AID & SCHOLARSHIPS**
Neuberger Hall Lobby
Regular hours: 9am-5:30pm, Mon.-Thurs.
9am-5pm, Fri.
First week of the term:
8am-6pm, Mon.-Thurs.
9am-5pm, Fri.

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Portland State University supports equal opportunity in admissions, education, employment, and use of facilities by prohibiting discrimination in those areas based on age, color, disability, marital status, national origin, race, religion or creed, sex or gender, sexual orientation, or veteran status. This policy implements state and federal law (including Title IX); inquiries about it should be directed to the Office of Equity & Compliance, 830 Market Center Building, 503.725.5919.

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**PORTLAND STATE UNIVERSITY REGISTRATION GUIDE**
**VOL. 6, NO. 1, 2013-14**
Published yearly by Portland State University, PO Box 751, Portland, OR 97207.

**GRADUATION RATE**
www.oirp.pdx.edu/retention.html
online class schedule

1.) Go to the PSU Information System at [www.banweb.pdx.edu](http://www.banweb.pdx.edu) and login.

2.) Select **Student Service & Financial Aid** from the main menu.

3.) Click on the **Registration** link under the **Student Services & Financial Aid** menu.

4.) Click on the **Look-up Classes to Add** link under the **Registration** menu.
5.) Select the term of interest from the drop down menu and press submit.

6.) Choose a **Subject** and press **Course Search** to see all listing in that area.
   a. OR you can click on **Advanced Search** to filter your results.

For additional instructions you can follow the links below to visit our website for additional tutorials:

- How to use **Advanced Search** functionality
- How to add yourself to a course or the associated waitlist
- How to view footnotes
- How to view course descriptions
### Key to Online Class Schedule

1. **Select Box.** User can check this box to add course to their registration worksheet. A “C” in place of the Select box indicates course is full and a “NR” indicates the add deadline for the class has passed.

2. **CRN (Course Reference Number).** A unique five-digit number by which courses are identified. Courses with associated footnotes will have an asterisk (*) next to the CRN.

3. **Subject.** These letters indicate the department or academic unit offering the course.

4. **Course number.** Courses numbered 0-99 are not applicable toward degree requirements, 100-299 are lower-division, 300-499 are upper-division. Courses numbered 4xx/5xx are master’s level graduate courses which are also offered for undergraduate credit, 5xx are graduate master’s level courses. Courses numbered 5xx/6xx are graduate doctoral level courses which are also offered for graduate master’s credit, 6xx are graduate doctoral level courses. Courses numbered 8xx are in-service courses with limited application toward advanced degrees and no application to undergraduate degrees.

5. **Section.** Section numbers distinguish multiple classes of the same course number.

6. **Campus Code.** A code here, other than “I” for Institutional, indicates this course is being offered through a special program.

7. **Credits.** The number indicates quarter credits. Courses offered for zero (0) credit may be laboratory, mentored sections, or similarly designated courses.

8. **Title.** Course titles are listed as they appear on PSU transcripts. Common abbreviations are listed below.

9. **Day.** M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday, S = Saturday, U = Sunday. Day will be blank if course is online or has non-traditional meeting times.

10. **Time.** Times are designated in the 24 hour clock: 0800 is 8:00 am, 1200 is noon, and 1830 is 6:30 pm. Hint: If the time is greater than 1200, subtract 1200 to get clock time. Evening courses begin on or after 1600 (4:00 pm).

11-13 **Class Availability.** Cap = Capacity of course, Act = Actual enrolled, Rem = Remaining seats in course.

14-16 **Waitlist Availability.** WL Cap = Capacity, WL Act = Actual enrolled, WL Rem = Remaining seats on list.

17. **Instructor.** Primary Instructor name is displayed.

18. **Date (MM/DD).** Date range of course by month/day.

19. **Building and Room.** Courses meeting on-campus have a TBA designation until rooms are assigned. Be sure to check schedule for room changes before the first day of school. Courses that are fully online have a WEB designation. Courses meeting off-campus are designated either by their location (CAP, GORGE, METRO, MHCC, PCC-RC, PCC-CA, SALEM) or by OFFCAM. For off-campus addresses, maps, and URLs, see page 39.

20. **Attribute.** Displays what cluster a course is associated with.

21. **Book Costs.** A link to Bookstore website.

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### Course Title Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADV</td>
<td>Advanced</td>
</tr>
<tr>
<td>ASM</td>
<td>Advanced Secondary Methods</td>
</tr>
<tr>
<td>CAP</td>
<td>Capstone Course</td>
</tr>
<tr>
<td>COOP ED</td>
<td>Cooperative Education</td>
</tr>
<tr>
<td>ESL</td>
<td>English as a Second Language</td>
</tr>
<tr>
<td>INQ</td>
<td>Inquiry</td>
</tr>
<tr>
<td>INTRO</td>
<td>Introductory</td>
</tr>
<tr>
<td>ISS</td>
<td>Issues</td>
</tr>
<tr>
<td>LIT</td>
<td>Literature</td>
</tr>
<tr>
<td>PH ED</td>
<td>Physical Education</td>
</tr>
<tr>
<td>PRAC</td>
<td>Practicum</td>
</tr>
<tr>
<td>PROB</td>
<td>Problems</td>
</tr>
<tr>
<td>PROJ</td>
<td>Project</td>
</tr>
<tr>
<td>R&amp;C</td>
<td>Reading &amp; Conference</td>
</tr>
<tr>
<td>REC</td>
<td>Recitation</td>
</tr>
<tr>
<td>RES</td>
<td>Research</td>
</tr>
<tr>
<td>SEM</td>
<td>Seminar</td>
</tr>
<tr>
<td>SPST</td>
<td>Special Studies</td>
</tr>
<tr>
<td>SYS</td>
<td>Systems</td>
</tr>
<tr>
<td>TBA</td>
<td>To be Announced</td>
</tr>
<tr>
<td>TOP</td>
<td>Topics</td>
</tr>
<tr>
<td>WIC</td>
<td>Writing Intensive Course</td>
</tr>
<tr>
<td>WKSP</td>
<td>Workshop</td>
</tr>
</tbody>
</table>

### Student Level Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>Non-Admitted</td>
</tr>
<tr>
<td>FR</td>
<td>Freshman</td>
</tr>
<tr>
<td>SO</td>
<td>Sophomore</td>
</tr>
<tr>
<td>JR</td>
<td>Junior</td>
</tr>
<tr>
<td>SR</td>
<td>Senior</td>
</tr>
<tr>
<td>PB</td>
<td>Postbaccalaureate</td>
</tr>
<tr>
<td>GR</td>
<td>Graduate</td>
</tr>
</tbody>
</table>
registration basics

Who May Register

In general, students who have been formally admitted or who have filed a Non-Degree Entry form may register for courses. Some restrictions may apply.

FORMALLY ADMITTED STUDENTS

An application for admission is required for students to enroll in nine or more credits (except during Summer), to apply for Financial Aid, or to complete a degree. Admission applications are available online at www.pdx.edu/admissions. There is a $50 nonrefundable application fee for both undergraduate and graduate students.

Admission Application Priority Filing Dates

To receive priority consideration for scholarships and financial aid awards, applications should be submitted as soon as possible, but no later than the priority filing dates.

Undergraduate & Post-Baccalaureate

Fall 2014: December 1, 2013
Fall 2015: December 1, 2014

Undergraduate International

Fall 2014: February 1, 2014
Fall 2015: February 1, 2015

Graduate

Consult the academic department.

Re-Enrolling After an Absence

Admitted undergraduate students who have not enrolled at PSU for at least one term, but have attended another institution since last attending PSU, must submit official transcripts from each institution they have attended since leaving PSU. Re-enrolling graduate students should consult the Office of Graduate Studies. Re-enrolling international students should consult the Office of International Student and Scholar Services. All students returning to PSU should log in to the PSU Information System at barneh.pdx.edu to update their contact information. Contact the Office of the Registrar at 503.725.3511 for login assistance.

INTERNATIONAL STUDENTS

International students attending PSU on an F-1 or J-1 visa must report to the Office of International Student and Scholar Services (ISSS) upon arrival at the University. They are required to enroll in and complete a full-time course of study at PSU each term (except during a vacation term).

For any exceptions to the above requirement, students must receive approval from an ISSS adviser before they register for classes. Approval is needed for 1) part-time enrollment; 2) enrollment in any PSU Extended Studies courses as part of full-time enrollment; 3) enrollment at any other college or university while enrolled at PSU (concurrent enrollment). Visit: 101 East Hall, 632 SW Hall St Call: 503.725.4094

CO-ADMISSION PROGRAMS

Co-Admission is an admission process that allows first-time undergraduates to be formally admitted at both PSU and a community college partner. Students who are eligible for admission to PSU and are working on their first bachelor's degree may apply to be co-admitted. This program allows students to take advantage of course offerings at both PSU and the community college, to access academic advising even before attending PSU, use financial aid (if qualified) to cover courses at both PSU and the community college, and more. Students who are new to PSU or are current PSU students may apply for co-admission.

Deadlines do apply. Be sure to submit your application in time. For deadlines and other information about co-admission, visit our website at pdx.edu/admissions/co-admission or contact the PSU admissions office at 503.725.3511 or email coadmit@pdx.edu. For specific information about the current co-admission partners, including their deadlines, placement testing, policies, etc., contact them at:

Chемeketa CC 503.399.5006 admissions@chemeketa.edu

Clackamas CC 503.594.3379 registrar@clackamas.edu

Clark College 360.992.2107 admissions@clark.edu

Clatsop CC 503.338.2411 admissions@clatsopcc.edu

Mt. Hood CC 503.491.6442 admissions@mt.hood.edu

Portland CC 971.722.8888 enroll@pcc.edu

POSTBACCALAUREATE STUDENTS

A postbaccalaureate has earned at least one baccalaureate degree. A postbaccalaureate student seeking admission for the purpose of earning another baccalaureate degree or certificate is called a postbaccalaureate undergraduate. A student not working toward another baccalaureate degree or certificate will be designated as a postbaccalaureate (other).

Students who have earned a baccalaureate degree from PSU are automatically provided a courtesy Non-Degree Entry status that allows them to enroll as part-time students (1-8 credits) after degree completion. Students who have earned a baccalaureate degree from PSU must be admitted as a postbaccalaureate undergraduate in order to earn another baccalaureate degree or to enroll in 9 or more credits per quarter.

Postbaccalaureate students are subject to all academic policies and scholastic standards. All postbaccalaureates (undergrad & other) are subject to undergraduate academic standing rules and enrollment will be reported according to undergraduate status definitions.

Graduate students who are dropped from their program (program canceled) are changed to non-degree status. They may continue enrolling for 8 or fewer credits of undergraduate coursework as non-degree students, but must file an Application for Admission to Postbaccalaureate Study to enroll in more than 8 credits. If a graduate student chooses to voluntarily resign from their admitted degree program, they must obtain the graduate dean's approval to convert to postbaccalaureate status.

NON-DEGREE ENROLLMENT STATUS

Students may enroll for as many as 8 credits per term in Full, Winter and Spring, and as many as 21 credits in Summer, without applying for formal admission.

Submit a simple, one-time Non-Degree Entry form online by going to www.pdx.edu/admissions/other-applicant. The process takes only a few minutes, and generates a student record so you may register for courses as soon as the non-degree registration period opens. A non-refundable $25 processing fee applies, and is charged to your credit card as part of the form completion process.

Alternatively, submit a paper Non-Degree Entry form available at the end of this Registration Guide, at www.pdx.edu/registration/forms, and also in the lobby of Neuberger Hall. Submit the form, along with the non-refundable processing fee, to the Office of Registrar. As soon as the form is processed we will send your course registration information by U.S. Mail or e-mail.

Non-degree students are subject to the same rules as formally admitted students with regard to Academic Standards and registration deadlines (add, drop, tuition refunds, grade change option, etc.) Non-Degree students do not qualify for financial aid, and do not receive transfer evaluations.

ACADEMICALLY DISMISSED STUDENTS

Students on Academic Dismissal may not register for any coursework. Petition forms for reinstatement by the Scholastic Standards Committee are available from the Registration windows in the lobby of Neuberger Hall.
**When to Register**

Students begin registering for classes during the pre-term registration period and may make changes to their registration until well after the term begins. Pre-term registration dates are prioritized for admitted students, according to student class standings, determined by the number of credits earned as follows:

<table>
<thead>
<tr>
<th>Standing</th>
<th>Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>1-44</td>
</tr>
<tr>
<td>Sophomore</td>
<td>45-89</td>
</tr>
<tr>
<td>Junior</td>
<td>90-134</td>
</tr>
<tr>
<td>Senior</td>
<td>135+</td>
</tr>
<tr>
<td>Postbaccalaureate</td>
<td>Hold a bachelor’s degree</td>
</tr>
<tr>
<td>Graduate</td>
<td>Admitted to Grad Program</td>
</tr>
</tbody>
</table>

To increase the chances of securing a place in preferred courses, students should register as soon as possible once their registration queue opens.

**ONLINE REGISTRATION HOURS**

Regular Hours: 24 hours a day, 7 days a week

Closed for brief maintenance periods on Sundays. Note: Online registration begins at 8:00 am on priority registration days.

**REGISTRATION DEADLINES**

The Academic Calendar, located on pages 2-3 of the Registration Guide, and at [www.pdx.edu/registration/calendar](http://www.pdx.edu/registration/calendar) lists deadlines related to adding and dropping classes, making grade option changes, withdrawing from classes, and refund percentages. These dates are important as they determine the extent of financial obligations incurred by registration activity and they determine if and how a course registration will be recorded on a student's transcript.

For fall, winter & spring terms:

- Classes may be added online during the first week of the term, unless it has an active waitlist.
- Students will need permission to register for a course that has an active waitlist in the first and second week of the term.
- Students may add classes during the second week of the term with instructor permission.
- Classes may be dropped during the first two weeks of the term without being recorded on the PSU transcript.
- Refund percentages. These dates are important as they determine the extent of financial obligations incurred by registration activity and they determine if and how a course registration will be recorded on a student's transcript.

For summer term information, see the Academic Calendar on pages 2-3 or visit: [www.pdx.edu/registration/calendar](http://www.pdx.edu/registration/calendar)
How to Register

Registering for classes at PSU is done through the PSU Information System (banweb.pdx.edu). Follow the steps below to register for classes:

1.) Open a web browser (for example, Internet Explorer, Safari, or Firefox) and type banweb.pdx.edu into the address bar.

Click on Log in with your Odin Account in the PSU Faculty, Staff & Students box. Type the Username and Password you created in the Odin/OAM computer account creation process. After you have entered your username and password, click the Login button. The Welcome to the PSU Information System page will open.

2.) On the Welcome to PSU Information System page, click the Student Services tab. The Student page will load.

3.) Select Registration and then Add/Drop Classes. The Select Term Page will load. Select the term of interest and press Submit.
4.) Enter one or more CRN’s and press Submit Changes or choose Class Search to register for classes using the class search feature.

5.) If you entered a CRN and pressed submit changes the courses will display on the Add/Drop Worksheet. Review your adjustments and press Submit Changes to confirm. The worksheet will display “Add Errors” if there are further steps required to register for a course or if you are not qualified. If you selected the Class Search function continue to the next step.

6.) The Look-Up Classes to Add page will load. To view all courses in a field of study you may choose a subject from the list and press Course Search. For the purpose of this tutorial we will demonstrate how to do a more progressive search. Press the Advance Search button to better filter your results.

7.) Select or type your search criteria into the necessary boxes. For example, you can click to select Anthropology from the Subject box enter a credit range and preferred start and end time. To search by more than one subject, schedule type, instructor, or University Studies Cluster at a time, hold down Ctrl as you click your selections. After you have entered your search criteria, click the Section Search button. A list of sections found should load.
Common Registration Processes

CLOSED & RESTRICTED CLASSES
Students may register for closed and restricted classes only with departmental approval. The department may provide an electronic override or may require the submission of a Special Registration Form, signed by the instructor and/or stamped by the department. Submit Special Registration Forms to the Office of the Registrar.

CHANGING SECTIONS
The registration system does not allow students to register for two sections of the same course at the same time, unless the course is repeatable for credit. Examples include PE 185 and special topics (numbered 410) courses. To change sections, students must drop the existing section and then add the alternative section. Before dropping a section, it’s a good idea to verify that space is available in the alternative section.

BY-ARRANGEMENT REQUESTS
Students may make arrangements with PSU instructors to complete course work individually (instead of in a regular classroom setting). The resulting “by-arrangement” courses are omnibus-numbered (e.g., 401-409, 501-509, 601-609) and students register for them using a By-Arrangement Request form, available from the instructor’s department. By-Arrangement courses must be approved by the instructor and department chair. In the College of Urban and Public Affairs, the Dean must also approve the course in addition to the instructor and department chair approval. The Office of the Registrar processes completed forms, adding the course to the student’s existing registration. Students can see their updated registration and account information via the Student Information System at banweb.pdx.edu.

WAITLIST FEATURE
Registration options may include a waitlist if the feature is engaged by the department. This option permits a department to obtain a list of names, in chronological order, of those who wish to be considered for the next available seat. If the waitlist itself is full, the section is closed.

When registering online, students can add themselves to a waitlist by choosing “Waitlist” from the “Action” pull-down menu.

If the course is closed and a waitlist is available, the Status box will indicate how many students are already waitlisted. Select “Waitlist” to be added to the waitlist. When the Status box indicates “Open,” it means that one or more students have dropped the course and there is space for a student to be added from the waitlist.

Students on a waitlist will not be registered automatically as spaces open. A notification will be sent to the first person on the waitlist via their PSU email account letting them know they can register for the course. Students will have 24 hours from the time this email is generated to register for the reserved seat. Instructions on how to add a course from the waitlist when a seat becomes available will be contained in the notification email.

Once 24 hours has lapsed, students will automatically be DROPPED from the waitlist. If the course is still needed the student can put themselves back on the bottom of the list. It may be beneficial to recheck the schedule using the Look Up Classes function under the Student tab to see if there is better availability in other courses needed.

If access to a student’s registration is restricted due to a hold on their account, it is essential that the issue be resolved by the student within the allocated 24 hour period. The Office of the Registrar will not be able to return students to the top of the waitlist if they are dropped, since the next eligible student will have already received their permission to take the open seat.

REGISTRATION HOLDS
Registration holds are placed on student records for past-due accounts, missing admissions data, missing measles & mumps vaccination requirement, or other reasons. A registration hold will prevent making any registration changes online. Students wishing to drop, withdraw, or change grading options can make these changes in person at the Office of Admissions, Registration, and Records in the lobby of Neuberger Hall. Information about holds and how to clear them is available as part of the Student Information System at banweb.pdx.edu or by visiting the Office of the Registrar in the lobby of Neuberger Hall.

CLASS TIME CONFLICTS
The online registration system will not permit students to enroll in two courses that have published meeting times that overlap. To register for the second course, students must submit a Special Registration Form, with appropriate department/instructor approval, to the Office of the Registrar in the lobby of Neuberger Hall.

CO-REQUISITE COURSES
Co-requisite courses are those which require concurrent registration. Examples include lecture sections that are linked to labs or recitation sections. The registration system will not validate registration for a course with a co-requisite unless the student registers for both sections at the same time. When adding co-requisite courses to their registration, students must enter the CRN for both sections at the same time. When dropping co-requisite courses, students may drop one of the sections and the computer will automatically drop the co-requisite course.

PREREQUISITES
Prerequisites reflect the background necessary for successful completion of a course and may be expressed in terms of specific courses, credit levels, or more general experience, knowledge, or skills. Prerequisites expressed in terms of specific courses or credit levels will be enforced automatically by the registration system. Enrollment into courses with defined prerequisites will be blocked unless the student has met the prerequisite. A student who lacks the prerequisite but feels prepared for the course for other reasons may enroll with instructor permission using a Special Registration Form or via electronic override.

Expected Preparation identifies minimal knowledge and/or capabilities (competencies) expected of students prior to entering a specific course. Expected preparation expressed in terms of courses indicates that preparatory course should be completed prior to enrolling in the course in question, or the student should have skills and competencies equivalent to those covered in the preparatory course. The only difference in pre-requisite courses and expected preparation courses is that the latter are recommendations only, and are not enforced by the registration system. Expected preparation is intended to ensure that students are prepared adequately for successful completion of a course. Students who have concerns about their readiness for a course should consult with the instructor before enrolling.

GRADING OPTION CHANGES
If the course has multiple options (P/NP or A-F) available, the grading option may be changed online through the end of the seventh week of the term (Summer deadlines for grade options may vary and cannot be changed online).

AUDIT REGISTRATION
Students may audit courses if they wish only to attend class without earning credit or receiving an evaluation of academic performance. Audited courses are recorded on the student’s academic record with a mark of AU; however, a grade of X (meaning “no basis for grade”) can be assigned for inadequate attendance since attendance is customary and expected. AU or X marks do not carry credit and are not included when calculating GPA.
Audit courses are assessed regular tuition and fees and are subject to the same refund rules as regular credit hours. Audit courses are not counted in determining a student's enrollment status for the purposes of enrollment verification or financial aid. In addition, audited courses do not satisfy degree requirements.

Audit registration is allowed on a space available basis and at the discretion of the instructor. Students may use the audit registration option from the first day of the term through the end of the seventh week (summer term deadlines may vary) by submitting a Special Registration Form, approved by department stamp or instructor signature, to the Registration windows in the lobby of Neuberger Hall.

Senior citizens should consult the Institute on Aging website (www.pdx.edu/ioa) or call 503.725.4739 for information on registering for audit credits.

Oregon University System staff wishing to sit-in on a class at no cost must register to audit the class using the Special Registration Form (obtain instructor signature on form and submit to the Registration windows in the lobby of Neuberger Hall). Audited courses will be recorded on the permanent academic record. Staff must notify Student Financial Services to have fees removed from their account.

Veterans Benefits & Certification

CERTIFICATION - Each term, after registration, veteran students intending to use their education benefits must submit a Veterans Certification Form to the Veterans Certification Office in 104 NH.

Course adds, drops, withdrawals, class cancellations and changes of program made after submitting a veterans certification form should be reported as soon as possible to the Veterans Certification Office.

DEPLOYMENT POLICY - PSU follows the Oregon University System Military Duty Refund Policy which states that "any student with orders to report for active military duty may withdraw at any time during the term and receive a full refund. If sufficient course work has been accomplished and the instructor feels justified in granting credit for the course work completed, credit may be granted and no refund will be given."

The Office the Registrar will work with students on a case-by-case basis to determine the best course of action for the student. Students called to active military duty generally have the following options:

- Full withdrawal from all courses at any point during the term without academic or financial penalty, with full tuition refund.
- Partial withdrawal from some (but not all) courses at any point during the term without academic or financial penalty. Students who have completed a significant portion of their course work may be eligible to receive the grades earned in courses up to that point in time and/or request incomplete grades according to existing guidelines. Tuition would be refunded for withdrawn courses.
- No withdrawal from any courses. Students who have completed a significant portion of their course work may be eligible to receive the grades earned in courses up to that point in time and/or request incomplete grades according to existing guidelines. No tuition would be refunded.

Decisions as to which option is best for the student will depend on the student's personal details, the time remaining in the term, the portion of coursework completed at the time of military activation, and the judgment of the instructors. If you are called to active duty and would like to drop your courses or discuss other options, bring a copy of your orders to the Veterans Certification Office, NH 104, and speak with one of our Veterans Certification Officers.

Non-attendance

Students are responsible for dropping courses they do not attend. Non-attendance does not cancel tuition charges, nor does it prevent the course and grade (probably an F, NP, or X) from appearing on the student's academic record.

Some departments have a policy of dropping students for non-attendance to accommodate other students trying to enroll. If this happens, the student 1) remains responsible for any tuition charges associated with the registration, and 2) the course may be recorded permanently on the academic record, depending on when the department processes the drop.

Inclement Weather

Inclement weather conditions may require University closure, late opening, canceled events, or reduced operations. Portland's weather forecasts and road conditions are constantly monitored to insure the safety of students, faculty, and staff.

Closure announcements and updates are posted on www.pdx.edu. Notification may be sent via PSU ALERT depending upon the severity of the weather. Classes are canceled when the University is closed and instructors may arrange makeup classes. Exams are postponed if the university closes during Finals Week.

Undergraduate Missed Class Policy

It is the responsibility of each instructor to determine and publish the class attendance policy in the course syllabus distributed to enrolled students at the beginning of the quarter. The instructor's class attendance policy supersedes requests for approved absences.

Students are responsible for informing the instructor, in writing and at the earliest opportunity, of absences due to university-sanctioned events or personal responsibilities.

If a student must miss class due to an unforeseen event, the student must inform the instructor of the reason for the absence. Absences not cleared with the instructor before the specific class event (exam, presentation, assignment due) may require a document from the relevant authority (e.g., coach, employer). If the instructor decides that the absence is justifiable, then he or she should attempt to provide opportunities for equivalent work.

When absences are approved beforehand by the student and instructor, the instructor will allow students to make up missed work and/or give an option to attain attendance points. When there is a dispute between students and instructors over the opportunity to make up work or attendance, the issue will be adjudicated by the chair of the department and then (only if needed) the dean of that school or his/her designee.

The student may not place any undue burden on the instructor to provide opportunities to make up course work due to excused absences.

Religious Holy Days

Any student who, because of religious beliefs, is unable to attend classes on a particular day shall be excused from attendance requirements and from any examination or other assignment on that day. The student shall make up the examination or other assignment missed because of the absence. Students should make arrangements with their instructors prior to the holy day.
Census Date Disbursement Policy

Aid disbursement begins 10 calendar days before the beginning of each term for students whose enrollment level matches their award level and who have met all other aid eligibility requirements.

1. The Census Date is at the end of the second week of the term. This Census Date is used for all terms, including summer session.  
2. Financial aid for the term will be adjusted to reflect the student’s enrolled credits as of the Census Date. That is, if the student received aid at the beginning of the term that was calculated for full-time enrollment, or the student was enrolled full-time and then dropped credits, aid will be revised to match their eligibility based on the number of credits enrolled as of the Census Date.

3. When a reduction in aid is required due to a student’s enrollment level on the Census Date, the reduction usually creates a balance due on the student’s PSU account. If there is a tuition refund because of dropping credits, the tuition refund will be used to reduce the balance due on the student’s account.

4. A student whose Census Date enrollment is less than half-time is not eligible for any federal student loans. In these cases, the entire loan amount for the term will be returned to the lender. The return of loan funds to the lender creates a bill on the student’s PSU account, but also reduces the outstanding principal balance due on the student loan.

5. Any financial aid disbursed after the Census Date will be based on the student’s enrollment on the Census Date or their actual number of credits enrolled at the time of disbursement, whichever is LESS. Credits added after the Census Date cannot be used to increase aid eligibility.

DROPPING ALL COURSES
Students who withdraw and have received financial aid will be required to repay to the program source the amount of unearned financial aid funds disbursed to them as of their withdrawal date. Programs include Pell Grants, Perkins Loans, Supplemental Educational Opportunity Grants (FSEOG), Stafford Loans (subsidized and unsubsidized), Parent Loans (the Federal PLUS program), and other awards. The unearned amount of program funds is calculated based on the percentage of the quarter completed before the date of withdrawal. Both the University and students receiving financial aid are required to return unearned financial aid to the aid source. The University is required to return the unearned portion of the financial aid funds it received from withdrawing students that was used to pay institutional charges such as tuition, fees, housing, and other educationally-related expenses assessed by the institution.

The funds returned to the aid source by the University will be credited against the student’s total liability of unearned funds. However, students will owe the University the amount returned to the aid source for institutional charges. In addition, any student who receives Title IV funds and stops attending classes during the quarter and does not officially withdraw from the University is considered an unofficial withdrawal, according to Title IV federal regulations. The University is required to return unearned financial aid to the federal government for all unofficial withdrawals in the same manner as students who officially withdraw.

DISTRIBUTION OF LOAN FUNDS AFTER A TERM ENDS
To receive loan funds after a term ends, the student must successfully complete a minimum of half-time credits for the previous term(s). If the loan period included both the prior term and the current term, the student also must be enrolled a minimum of half-time in the current term to be eligible for any loan disbursement.

If the student is receiving a loan for just one term (e.g., Fall Term only), the financial aid award must have been offered and accepted before the end of that term. Federal regulations mandate that a loan for a term that has already ended can be certified only if the student is currently enrolled at least half-time and there has been no gap in enrollment.

MINIMUM ENROLLMENT REQUIREMENTS FOR DISBURSEMENT

<table>
<thead>
<tr>
<th>Aid Types</th>
<th>UG</th>
<th>PB</th>
<th>GR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant</td>
<td>1</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Oregon Opportunity Grant</td>
<td>6</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>OUS Supplement</td>
<td>1</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Tuition Grant</td>
<td>6</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Federal Supplement Education Opportunity Grant (SEOG)</td>
<td>6</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>TEACH Grant</td>
<td>1</td>
<td>n/a</td>
<td>1</td>
</tr>
<tr>
<td>Federal Perkins Loan</td>
<td>6</td>
<td>n/a</td>
<td>5</td>
</tr>
<tr>
<td>Federal Stafford Loan (subsidized/unsubsidized)</td>
<td>6</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Federal PLUS Loan</td>
<td>6</td>
<td>6</td>
<td>5</td>
</tr>
</tbody>
</table>

Scholarships depend on scholarship

The Federal Pell Grant must be prorated based on enrollment level. Full-time (12+ credits) receives 100%, 3/4-time (9-11 credits) receives 75%, 1/2-time (6-8 credits) receives 50% and less-than-1/2-time (1-5 credits) receives 25%. Enrollment at less than full-time may result in ineligibility for Pell Grant funds.

SATISFACTORY ACADEMIC PROGRESS POLICY

To apply for the co-admission program, contact the Office of the Registrar.

The full policy is online at www.pdx.edu/finaid/satisfactory-academic-progress-sap-f. Printed copies can be found at the Office of Student Financial Aid in the NH lobby.

All students who wish to receive federal student aid must make satisfactory progress toward completion of their program of study. Students who do not meet all components of the policy will have their eligibility for financial aid suspended. Students whose eligibility is suspended may submit a written appeal.

PSU monitors the following for all aid applicants:

- Maximum enrollment limit for completion of degree or program of study
- Grade point average
- Percentage of enrolled credits with passing grades (completion rate)

In addition, any financial aid recipient who withdraws from all courses within the published Add/Drop period two times in an academic year will be in a Suspended eligibility status after the second withdrawal.

UNDERGRADUATE STUDENTS
All PSU undergraduate credits and all accepted transfer undergraduate credits are included in determining Satisfactory Academic Progress status.

POST-BACCALAUREATE & GRADUATE STUDENTS
Only PSU credits are used to determine Satisfactory Academic Progress status.

Graduate Students: At least 67% of all enrolled credits in the academic year must be in graduate level courses.
enrollment status

In general, full-time status is defined as enrollment in 12 or more credits for undergraduate students, and enrollment in 9 or more credits for graduate students. Please note that Post-Baccalaureate status is an undergraduate status for enrollment purposes. Students taking less than a full time load are considered part time and may have limited access to University resources. Part time students should check with the office offering the service to determine their eligibility.

In addition to the general definitions, a variety of other terms are used to identify different levels of enrollment. Examples include: 3/4 time, half-time, less than half-time, students enrolling in 1-8 credits, students enrolling in 9 or more credits, and academic overload. At PSU, enrollment status terms and definitions apply to 1) tuition schedules, 2) academic overload approval requirements, 3) federal financial aid guidelines, and 4) enrollment verification/certification to outside parties.

1) ENROLLMENT STATUS FOR TUITION PURPOSES

Unless otherwise noted in the footnote section of the Schedule of Classes, tuition charges are calculated according to a number of variables: student level (undergraduate or graduate), residency status, course level (undergraduate or graduate), admission status (i.e., admitted or non-admitted), special college, major or program costs, and number of credits, including audit credits. Note: Special program courses built using Flat Fee Tuition are not included in determining enrollment status for tuition purposes. (See the T uition & Fees section for an explanation of Flat Fee Tuition courses.)

ADMITTED STUDENTS

Admitted undergraduate and graduate students pay tuition and fees based on the number of credits, their student level (undergraduate or graduate), any special college, major, or program costs, and whether they are Oregon residents or nonresidents. An exception: Admitted students who are eligible for the Washington Border Policy and who are enrolled in 1-8 credits are assessed resident tuition rates.

Admitted Postbaccalaureates pay tuition based on the number of credits, the level of the courses and whether they are residents or non-residents. Postbaccalaureate students are assessed at the undergraduate tuition rate for all courses numbered 499 and below, and at the graduate tuition rate for all courses numbered 500 or above.

NON-DEGREE STUDENTS

Non-degree students enrolled in 1-8 credits pay tuition and fees based on the number of credits, and on the level of the course(s) (undergraduate or graduate) in which they enroll. Oregon resident tuition applies to students in this status regardless of the student’s residency status.

Non-degree students enrolled in 9 or more credits in summer term pay tuition and fees based on the number of credits, and on the level of the course(s) (undergraduate or graduate) in which they enroll. Students in this status are assessed tuition according to their residency status.

2) ENROLLMENT STATUS AND ACADEMIC OVERLOAD

Undergraduate students who enroll in more than 21 credits and graduate students who enroll in more than 16 credits per term are considered to be in academic overload. Extended Studies, self-support credits, and audit credits are counted in determining an overload status. Academic overload must be approved on a term-by-term basis as follows:

UNDERGRADUATE

22-25 credits: Students must obtain approval from their academic program adviser using the Overload Approval Form, which is available from and may be returned to the Registration windows in the lobby of Neuberger Hall.

26 or more credits: Students must petition the Academic Requirements Committee. Forms are available at the Registration windows in the lobby of Neuberger Hall. Students must provide justification for the overload and obtain written support from their academic program adviser. Petitions must be submitted to 104 Neuberger Hall by the first day of the term.

GRADUATE

17-19 credits: Students must obtain approval from the department chair, or their academic adviser, using the Graduate Overload Approval Form, available from the department or from the Office of Graduate Studies, 184 XSB.

20 or more credits: Students must obtain approval from the department chair and the dean of Graduate Studies using the Graduate Overload Approval Form.

3) ENROLLMENT STATUS FOR FEDERAL FINANCIAL AID PURPOSES

Student Less than
Level 3/4-time 1/2-time 1/2-time
UG 12+ 9-11 6-8 1-5
PB 12+ 9-11 6-8 NA
GR 9+ NA 5-8 NA

1 Applies only to Pell Grant; no other federal aid is available to students enrolled in fewer than 6 credits.

Audit credits, non-credit courses, and credit-by-exam courses do not apply for financial aid purposes. Flat Fee courses (see the Tuition & Fees section) numbered 100-699, Math 70, and Math 95, do apply. 700 and above courses are restricted. Contact the Financial Aid Office for more information 503.725.3461 or askfa@pdx.edu.

4) ENROLLMENT VERIFICATION/CERTIFICATION

Outside parties such as lenders, employers, insurance companies, and veteran’s benefit programs often require student enrollment verification.

Verification or certification of enrollment is determined according to student level and the number of credits for which the student is registered. Flat Fee courses (see the Tuition & Fees section for an explanation of self-support courses) are included in determining the number of credits; audit credits, independent study/correspondence credits, and credit-by-exam hours are not included. PSU definitions for certifying enrollment are listed in the following table:

Student Less than
Level Full-time Half-time Full-time Half-time
UG/PB 12+ 6-11 1-5
GR 9+ 5-8 1-4
Non-Degree - 6-8 1-5

Full-time status definitions may vary by outside agency.

NATIONAL STUDENT CLEARINGHOUSE

PSU has a contractual agreement with the National Student Clearinghouse (NSC), a not-for-profit holding company, to serve all verification needs between students, lenders or other parties. Students can print official verifications of enrollment via the “Enrollment Verification” link in the Student Service portion of the online PSU Information System. The link connects to the NSC Student Self-Service site, which is available 24 hours a day, seven days a week. The NSC begins certifying PSU enrollment for a given term during the week prior to the first day of that term. Other information available to students through the NSC:

- Loan deferment notifications the NSC has provided to loan holders;
- Enrollment certifications provided to health insurers and other providers of student services or products;
- Linked list of lending servicers who have reported to the NSC that they are holding an individual’s student loans.

Questions should be directed to the NSC at 703.742.4200 or service@studentclearinghouse.org.
All new undergraduates, both freshmen and transfer students, are required to attend an Orientation: Advising and Registration session to learn about Portland State University and its academic curriculum and to meet with academic advisers. Students register for their first term’s classes at this session.

**FIRST-YEAR ADVISING REQUIREMENT**

All new students, including freshmen and transfers, are required to receive academic advising from their intended major department during their first year.

Students should contact their major department, their college or school advising center or Advising & Career Services to clarify their advising options. Students in pre-professional programs, e.g. education, medicine, nursing, may receive their advising at either the major department or through the College of Liberal Arts and Sciences Advising Center in M305 Smith Memorial Student Union. For students who have not chosen a major, advising is available through Advising & Career Services in 402 University Services Building.

**ADVISING FOR OTHER UNDERGRADUATES**

All other undergraduates are encouraged to seek academic advising from their major department, or pre-professional program as soon as possible. Those who have not chosen a major can seek advising from Advising & Career Services.

**ADVISING FOR GRADUATE STUDENTS**

Academic advising for graduate students is available by arrangement with the appropriate academic department.

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**Where To Go For Advising**

For advising centers or departments not listed below, please visit [www.pdx.edu/advising/where-do-i-go-advising](http://www.pdx.edu/advising/where-do-i-go-advising) for more information.

**SCHOOL OF BUSINESS ADMINISTRATION (SBA)**

www.pdx.edu/sba
Student Services Office, 240 SBA
503.725.3712

**MASEEH COLLEGE OF ENGINEERING & COMPUTER SCIENCE (MCECS)**

www.pdx.edu/cccs
Student Services, 100 EB
503.725.4631

**COLLEGE OF THE ARTS**

www.pdx.edu/the-arts
Architecture, 235 SH  503.725.8405
Art, 310 AB  503.725.3515
Music, 231 LH  503.725.3011
Theater Arts, 127 LH  503.725.4612

**COLLEGE OF LIBERAL ARTS AND SCIENCES (CLAS)**

www.pdx.edu/clas
Advising Center: M305 SMSU  503.725.3822

Some students will be referred to the major department and others to professional advisers in the College depending on major and class level. Please refer to the CLAS Advising Referral for full details or contact the departments as listed below:

- Anthropology, 141 CH  503.725.3081
- Applied Linguistics, 122 EH  503.725.4088
- Arts & Letters, M305 SMSU  503.725.3822
- Biology, 246 SRTC  503.725.8758
- Black Studies, 150 XSB  503.725.3472
- Chemistry, 262 SRTC  503.725.3811
- Chicano/Latino Studies, 150 XSB  503.725.9031
- Communication, 23 NH  503.725.4194
- Economics, 241 CH  503.725.3915
- English, 405 NH  503.725.3521
- Environmental Sci & Mgmt, 155 SRTC  503.725.9856
- Geography, 424 CH  503.725.3916
- Geology, 17 CH  503.725.3022
- History, 441 CH  503.725.3917
- Indigenous Nations Studies 150 XSB  503.725.5920
- International Studies, 224 EH  503.725.3455
- Liberal Studies, M305 SMSU  503.725.3822
- Mathematics & Statistics, 334 NH  503.725.3678
- Philosophy, 393 NH  503.725.3524
- Physics, 128 SRTC  503.725.3812
- Pre-Elementary Education, M305 SMSU  503.725.3822
- Pre-Health Sciences, M305 SMSU  503.725.3822
- Psychology, 317 CH  503.725.3923
- Science, M305 SMSU  503.725.3822
- Social Science, M305 SMSU  503.725.3822
- Sociology, 217 CH  503.725.3926
- Speech & Hearing Sciences, 85 NH  503.725.3533
- Women, Gender & Sexuality Studies, 150 XSB  503.725.3516

**SCHOOL OF SOCIAL WORK (SSW)**

www.pdx.edu/ssw
Child & Family Studies, 600 ASRC  503.725.8241
Social Work, 600 ASRC  503.725.4712

**COLLEGE OF URBAN & PUBLIC AFFAIRS (CUPA)**

www.pdx.edu/cupa
Office of the Dean, 750 URBN  503.725.4043
School of Community Health, 450 URBN  503.725.5104
School of Government:
- Criminology & Criminal Justice, 550 URBN  503.725.4014
- Political Science, 650 URBN  503.725.3921
- Public Administration, 650 URBN  503.725.3920
- School of Urban Studies & Planning, 350 URBN  503.725.5477

**ADVISING & CAREER SERVICES**

www.pdx.edu/advising-career-services  503.725.4005
402 University Services Building

Advising & Career Services offers academic advising to undecided/exploratory students and students who are changing majors and makes referrals to academic units for major advising. Students of all majors (both undergraduate and graduate) may seek career counseling and help with job search skills.
tuition & fees

Introduction
Tuition and fees and associated policies are determined by the Oregon State Board of Higher Education and are subject to change. Rates and policies for the 2013-14 academic year will be determined in Summer 2013 and made public online at www.pdx.edu/financial-services.

Admitted Students
Students admitted to a degree or certificate program are assessed tuition and fees based on:
- Oregon resident/non-resident tuition rules,
- the number of credits taken,
- student level (i.e., undergraduate or graduate), and
- any special college, major, or program costs.

UNDERGRADUATE
Admitted undergraduates pay tuition and fees at the undergraduate rate whether courses are taken at the undergraduate (courses numbered 100-499) or graduate (courses numbered 500 or above) level.

GRADUATE
Admitted graduates pay tuition and fees at the graduate rate whether courses are taken at the undergraduate (courses numbered 100-499) or graduate (courses numbered 500 or above) level.

POSTBACCAULAUREATE
Admitted Postbaccalaureate students pay tuition based on the number of credits, the level of the courses and whether they are residents or non-residents. Postbaccalaureate students are assessed at the undergraduate tuition rate for all courses numbered 499 and below, and at the graduate tuition rate for all courses numbered 500 or above.

Non-Degree Students
Students enrolling as non-degree status - not admitted to a degree or certificate program - may take a maximum of eight credits during fall, winter, and spring terms, and are charged according to the course level (undergraduate vs. graduate). Non-degree students enrolling in fall, winter, or spring terms are assessed resident tuition, regardless of their true residency status.

Non-degree students enrolled in nine or more credits in summer term pay tuition and fees based on the number of credits, and on the level of the course(s) (undergraduate or graduate) in which they enroll. Students in this status are assessed tuition according to their residency status.
tuition & fees

DROPPING ALL COURSES
Completely dropping all courses does not cancel a student’s obligation to pay a student loan or the balance of a revolving charge account. Refund calculations are based on total tuition and fees. Students with outstanding accounts such as short-term loans, deferred tuition notes, and other financial obligations due the University will have any refund applied against the obligation.

Refund policy and calculation are matters separate from tuition payment arrangements.

Refunds for students on financial aid are credited back to the proper financial aid account. For more information, contact the Office of Student Financial Aid and Scholarships.

TUITION REFUND POLICY
Tuition for dropped courses is refunded according to the schedule below, less the $200 advanced tuition deposit, if applicable. The $200 advanced tuition deposit is paid by newly admitted undergraduates in fall of the current term. Partial refunds will accrue for courses.

Refunds for students on financial aid are separated from tuition payment arrangements.

OTHER REFUND POLICIES

SPECIAL COURSE FEES
Academic departments that charge fees in addition to tuition maintain their own refund schedule for those fees. Students must contact the departments to get approval for refunds. The costs of Flat Fee courses do not include incidental, health services, or student health insurance fees.

HEALTH STUDIES
Any Health Studies special course fee refunds are automatic.

STUDENT HEALTH INSURANCE PLAN
Fees associated with the purchase of a student health insurance plan are not refundable. Insurance fees will be deducted before calculating refunds.

OVERSEAS PROGRAMS
Regular tuition, fees, and surcharges paid by students in special overseas programs are normally nonrefundable.

MILITARY SERVICE
The Oregon University System refund policy generally provides for full refund of dropped or withdrawn courses resulting from being called to active duty in military service. No refund is available for course work in which a student has received academic credit, or from courses not dropped/withdrawn. For a full refund, the student must make a written request to the Office of Admissions, Registration, and Records within thirty days of withdrawal. Documentation of military orders is required.

A student voluntarily enlisting in military service must drop/withdraw according to existing academic policy, procedures, and deadlines, or by petition to the Deadline Appeals Committee.

Assessments

NONRESIDENCY AND THE WASHINGTON BORDER POLICY
Nonresident students who are admitted to a baccalaureate or graduate degree or certificate program will be assessed nonresident instructional fees for all credits, whether enrolled on a part-time or full-time basis. Resident classification is based on the Oregon Board of Higher Education Administrative Rules.

An exception is made for students who have residency in counties in the state of Washington adjacent to the state of Oregon. Under the Portland State “Washington Border Policy,” residents in bordering counties who enroll in eight credits or fewer per term are assessed Oregon resident tuition rates. Students seeking this benefit must complete a Washington Border Policy Application and provide proof of residency. See www.pdx.edu/registration/forms for a Washington Border Policy application and additional eligibility criteria and restrictions. Admitted students who have questions about their tuition assessment should contact Student Accounts at 503.725.3440, or visit Student Financial Services in the Neuberger Hall lobby.

GRADUATE ASSISTANTS
Fully admitted graduate students appointed to graduate assistantships are exempt from paying a portion of tuition each quarter (the employing department provides a tuition credit). Graduate assistants are responsible for paying the building, health and incidental fees.

Graduate assistants must register for at least 9 graduate credits. Hours in excess of 16 per quarter are subject to approval by the Department Head and the Dean of Graduate Studies.

SPECIAL PROGRAMS WITH FLAT FEE TUITION
The costs of these courses may not include incidental or Health Services fees; therefore, students registering for Flat Fee Courses may not be eligible to use services supported by Incidental or Health Services fees, including insurance.

Tuition and fees for Flat Fee Courses are assessed separately from charges associated with regular courses. The costs associated with Flat Fee Courses are listed in the course description feature of the online Class Schedule.

Credits associated with Flat Fee Courses do not count toward a student’s enrollment status for tuition purposes. Thus, an undergraduate student enrolled in 8 credits of regular courses and a 4-credit self-support course is assessed regular tuition for 8 credits plus the additional fee for the Flat Fee Courses.

Students who drop a Flat Fee Courses after the 100% refund period may owe at least partial fees for the course.
PSU OneCard

The PSU OneCard is the official ID card for the University. It is used for many university services, including Campus Recreation facilities, the library and meal plans. In addition, student can initiate optional features like free checking or OneAccount. Visit ID Services in the Neuberger Hall lobby as soon as you register to have your photo applied to the card. Visit www.pdx.edu/financial-services/psu-onecard.

Terms and Conditions of Payment

TERMS AND CONDITIONS
per Oregon Administrative Rules
Chapter 577, Division 72, Section 0015

(1) Required Payments. Students must pay any prior term charges plus current term tuition, fees, and housing charges on or before the designated due date (as defined below) each term. The unpaid balance is subject to the terms and conditions of payment. The option to pay the unpaid balance in full always exists. Portland State University may deny use of installment payment privileges to persons who do not have a good credit history with Portland State University or have been in default on student loans.

(2) Late Payment Fees. Current term tuition, fees, and housing charges must be paid in full by the end of finals week of the current term. A one hundred dollar ($100) late fee will be assessed on accounts with any unpaid current term tuition, fees, and housing charges remaining at the end of the term (OAR 577-060-0020).

(3) Interest Charges. Portland State University charges interest on account balances not paid within the grace period.

   a. Interest will be charged at an annual interest rate of 12 percent (0.03288 daily rate).
   b. Portland State University computes the interest charge on an account by applying the daily rate, multiplied by the number of days since the previous billing date, to the “previous billed balance” remaining on the account on the billing date. Interest charges are calculated and applied monthly.

(4) Billing Charge. A billing charge will be assessed on the next billing date if the total amount due has not been paid during the grace period (OAR 577-060-0020).

(5) Penalties. Portland State University will impose penalties on delinquent accounts as follows:
   a. Registration will be denied.
   b. The extension of credit, provision of services, transcripts, and diplomas will be withheld.
   c. Telephone services will be disconnected or denied when past due accounts relate to telecommunication charges.
   d. Housing will be denied on past due accounts to which a hold has been applied.
   e. The status of the account may be reported to credit reporting bureaus.
   f. Accounts will be referred to the Oregon Department of Revenue and/or collection agencies, and/or the Oregon Department of Justice.
   g. Accounts may be referred to the Oregon Department of Revenue for state tax refund offset.

(6) Collection Costs. Accounts referred to collection will be assessed all costs and charges incurred in the collection of any amount unpaid when due, including, but not limited to, Oregon Department of Revenue charges, collection agency charges, reasonable attorney’s fees, including attorney fees on appeal, and court costs.

(7) Address Updates. Until all outstanding account balances are paid in full, the debtor is solely responsible for immediately notifying the Office of the Registrar of any change in address or name.

(8) Repayment Through Financial Aid. It is the policy of Portland State University to use any federal financial aid, including but not limited to, Stafford or Perkins loan proceeds, to pay in full all accounts receivable debts and other current term charges before releasing any remaining financial aid to the recipient.

(9) Billing Rights Summary. In case of errors or questions, a debtor may challenge a charge within 60 days after the first billing statement on which the suspected error or problem appeared, by directing his/her inquiry to the office initiating the charge. If an error occurred, affected charges will be adjusted.

(10) Notification of Changes. Portland State University may amend these Terms and Conditions without securing a new agreement. Portland State University will notify student of any changes in interest, charges or fees in advance of the change. The option to pay in full always exists. If unpaid, student is bound by the changes.

DEFINITIONS

Student: Any person who is currently or has in the past been enrolled at Portland State University.

Due Date: Date set by Portland State University for payment, as specified on the billing statement.

Future Balance: Amounts shown on the account which are due at a future date not in the current billing cycle.

Grace Period: The time period between posting charges to an account and the date on which interest accrual begins.

Outstanding Balance: Total amount of account balances at any given time.

Past Due: Amounts are considered “past due” when not paid by the due date, and are subject to interest and penalties.

Previous Billed Balance: The total of past due amounts, including fees, charges, prior interest and penalties, less payments and credits received to date. The “previous billed balance” does not include any new charges added to the account since the last billing or to charges assigned future due dates.

Delinquent Account: Any account on which the required payments have not been received.

CONTACT

Student Financial Services is located in Room 179 Neuberger Hall, phone 503.725.3440.


tuition & fees
NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

Students should submit to the Office of the Registrar, and the dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. The student will receive additional information regarding procedures when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, staff, or support staff position (including enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on a University governance board, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning the alleged failures by Portland State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave SW
Washington, DC 20202-4605

FERPA authorizes the University to make public disclosure, upon request, of Student Directory Information. Student Directory Information includes the student’s name, address, telephone number, e-mail address, dates of attendance, major/minor field of study, degrees and awards received, number of credits earned, the fact of enrollment, including whether the student is enrolled full-time or part-time, participation in officially recognized activities and sports, and weight & height of members of athletic teams. Students may request nondisclosure of Student Directory Information by specifying nondisclosure, in writing, to the Office of the Registrar, Portland State University, PO Box 751, Portland, Oregon 97207-0751.

(5) Students who request non-disclosure of Directory Information prevent the University from releasing any information about the student to anyone other than officials at school(s) in which the student intends to enroll. Such non-disclosure means the University will not release to outside parties (including prospective employers) such information as fact of attendance, degrees, or honors earned.

STUDENT ID NUMBER AND SOCIAL SECURITY NUMBER

Upon admission, students are assigned a unique and randomly-generated identification number. This primary identification number is permanently associated with students’ academic records. It is also used by students to access their confidential enrollment and registration records included in the University’s Student Information System. Although Social Security Numbers (SSNs) are not used as primary student identifiers, the University collects this information for all students. It is important for the University to have knowledge of student SSNs to maintain security of records among students of the same name, to provide financial aid benefits, for federal tax reporting purposes, and to assist the Oregon University System (OUS) in its ongoing institutional research and assessments.

SOCIAL SECURITY NUMBER DISCLOSURE AND CONSENT STATEMENT

Students are requested to provide voluntarily their Social Security Number (SSN) to assist Oregon University System (OUS) (and organizations conducting studies for or on behalf of OUS) in developing, validating, or administering predictive tests and assessments; administering student aid programs; improving instruction; internal identification of students; collection of student debts; or comparing student educational experiences with subsequent workforce experiences. When conducting studies, OUS will disclose a student’s SSN only in a manner that does not permit personal identification of the student by individuals other than representatives of OUS (or the organization conducting the study for OUS) and only if the information is destroyed when no longer needed for the purposes for which the study was conducted. By providing their SSN, students are consenting to the uses identified above. This Request is made pursuant to ORS 351.070 and 351.085. Provision of a student’s Social Security Number and consent to its use are not required and, if the student chooses not to do so, s/he will not be denied any right, benefit, or privilege provided by law. Students may revoke their consent for the use of their SSN at any time by writing to the Office of the Registrar, Portland State University, PO Box 751, Portland, OR 97207-0751.

PSU TRANSCRIPT REQUESTS

Requests for official transcripts may be made online using the Student Information System at banweb.pdx.edu. The cost is $4 per copy. Unofficial transcripts are free and only available online. For more information, go to www.pdx.edu/registration/transcripts. Paper requests should be made when the online option is not appropriate or available. The Transcript Request Form is available at www.pdx.edu/registration/forms. Print the form, fill it out completely, and remember to sign it – unsigned requests cannot be
processed. Submit the form in person at the Transcript window in the lobby of Neuberger Hall; by fax to 503.725.8180; or by mail to Transcript Requests, Portland State University, PO Box 751, Portland, OR 97207-0751.

TRANSCRIPT FEES
Transcript (per copy) $4
Special Handling Fee (for rush service) $10*
FedEx ($15 each address + $10 rush fee) $25*
*Rates are subject to change.

Payment is accepted by credit card, money order, or check made out to PSU. Requests are processed within five working days after receipt. For instructions on ordering transcripts, call 503.725.3511 or view instructions online at www.pdx.edu/registration/transcript-requests.

END OF TERM GRADE DISTRIBUTION
Grades are posted on the Wednesday following finals week. Students may view grades and print grade reports using the PSU Information system at banweb.pdx.edu.

PSU Grading System

GRADING OPTIONS
Courses are offered under one of the following grading options:

(1) DIFFERENTIATED (A-F) ONLY
Letter grades of A, B, C, D, and F are used to indicate academic performance in a course. A-F grades are included when calculating GPA.

(2) UNDIFFERENTIATED (P/NP) ONLY
Pass Grades (P)
The grade of P is used to indicate successful completion (C- or better for undergraduate, B- or better for graduate) of a course. A grade of P carries credit, but is not included when calculating GPA.

No-Pass Grades (NP)
The grade of NP is used to indicate unsatisfactory performance in a course. A grade of NP results in no-credit earned and is not included when calculating GPA.

(3) P/NP OPTION
Some courses are offered under both differentiated and undifferentiated grading options. The default grading option is A-F, but students may elect the P/NP option, when available, during the registration period.

OTHER GRADE MARKS USED

<table>
<thead>
<tr>
<th>Grade</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>*Incomplete</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>In-Progress</td>
<td>In-Progress</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>P</td>
<td>Pass (C- or better)</td>
<td>Satisfactory Completion: (B- or better)</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass/No Credit</td>
<td>No Credit: Unsatisfactory</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>Audit</td>
</tr>
<tr>
<td>X</td>
<td>Non-attendance and No basis for grade</td>
<td>Non-attendance and No basis for grade</td>
</tr>
<tr>
<td>M</td>
<td>Missing Grade</td>
<td>Missing Grade</td>
</tr>
</tbody>
</table>

*Incomplete Grade (I): The instructor may issue a grade of I (for Incomplete) when certain criteria have been met and satisfactory student-instructor arrangements have been made. See the "I to F" Grading Policy for more information. I grades are not included when calculating GPA.

The deadline for completion of an Incomplete in an undergraduate course is one calendar year. The instructor may set a shorter deadline, which is binding. An agreement to a longer period is by petition to the Scholastic Standards Committee. Failure to make up the Incomplete by the end of one year will result in the mark of I automatically changing to a grade of F or NP, depending on the grading option chosen by the student at registration.

For graduating students, Incompletes awarded in undergraduate courses taken in Fall Term 2006 or later will automatically change to a grade of F or NP before conferral of the degree. The faculty of record must file supplemental grade changes no later than 30 days after the degree is awarded. Grades of F or NP will remain on the academic record after the degree is awarded and cannot be removed.

In cases when a student’s inability to complete the work by the deadline is due to extraordinary circumstances, such as catastrophic injury or illness, petition may be made to the Scholastic Standards Committee, which will review the case to determine appropriate action.

In-Progress Grade (IP): Issued in the special circumstance when a student registers for a course in one term and completes it by registering for the companion course in a subsequent term. Upon successful completion of the final course, the instructor will change the grade of IP to the appropriate grade. IP grades are not included when calculating GPA.
Previously failed or withdrawn courses can be transferred to, or continue in, a particular program. Those who need a specific grade or GPA to be admitted allow for financial aid to pay for ONE retake of repeated courses. For Financial Aid recipients, federal regulations require that an initial D+, D, D- or F grade is forgiven and repeated at PSU for a differentiated grade (A-F) used under the modified basic method to calculate GPA.

\[ \text{(Total Grade Points)} \div \text{(Total Credits)} = \text{GPA} \]

The Total Credits is the sum of the number of credits in which differentiated grades, that is, A, A-, B+, B-, C+, C, C-, D+, D, D-, F were earned. The Total Grade Points is the sum of grade points from A’s, from A-‘s, from B+’s, from B-‘s, from C+’s, from C’s, from C-‘s, from D+’s, from D’s, from D-‘s, and from F’s.

### EXAMPLE

Assume a student had the following grades: 9 credits of A, 23 credits of B, 37 credits of C, 11 credits of D, 3 credits of F, 6 credits of P, 3 credits of NP, and 4 credits of I*. The GPA would be calculated as follows:

\[
\begin{array}{ccc}
\text{Grade} & \text{Credits} & \text{Grade Points} \\
A & 9 & 36 \\
B & 23 & 69 \\
C & 37 & 74 \\
D & 11 & 11 \\
P & 6 & 0 \\
NP & 3 & 0 \\
I & 4 & 0 \\
\end{array}
\]

\[ 83 \text{ total credits} \times 190 \text{ grade points} \]

\[ \text{GPA} = \frac{190 \text{ grade points}}{83 \text{ credits}} = 2.28 \]

* The 6 credits of P, 3 credits of NP, and 4 credits of I are not included in the GPA calculation.

### MODIFIED BASIC METHOD

Students who received a D or F in a PSU undergraduate course and repeated the course at PSU for a differentiated grade (A-F) used the modified basic method to calculate GPA. The grade received from the first taking is not used in figuring the total grade points and the GPA; the grade from the second taking is used in these calculations.

#### A) The grade from the second taking is counted even if it is lower than the grade earned on the first taking. If you repeat a course more than once, all takings other than the first taking are included in the GPA.

#### B) If you earned a D or F on the first taking and repeated the course for a P/NP grade, the D or F earned from the first taking (not the P or NP earned on the second taking) will be the grade figured in the GPA.

### EXAMPLE

Assume the student, whose grades were given above, repeated the course in which an F was earned and earned a C on the second taking, and repeated one of the 3 credit courses in which a D was earned and earned an A on the second taking. The GPA would now be based on 12 credits of A, 23 credits of B, 40 credits
Note: that the credits used in the calculation are still 83.

Students who earn a C, B, or A in a course and repeat the course, grades, and credits from both takings are used when determining GPA; however, only the credits from one taking are counted toward the 180 credits needed for graduation.

Professional programs (business, education, medical, etc.) and graduate schools often use a different method for calculating GPA. Use their method when applying to their programs.

Information prepared by College of Liberal Arts and Science Advising Center, M305 Smith Memorial Student Union, 503.725.3822.

Academic Standing

UNDERGRADUATE AND POSTBACCALAUREATE STUDENTS

The faculty Scholastic Standards Committee (SSC) has the authority to place on Academic Warning, Probation or Dismissal any student according to the following standards:

Academic Warning - Any student with 12 or more attempted credits (including PSU and transfer work) whose cumulative PSU GPA falls below 2.00 will be placed on academic warning. Students on academic warning are restricted to registering for 13 or fewer credits per term.

Academic Probation - Students on academic warning will be placed on academic probation if they do not meet at least one of the following requirements:

1) Raise the cumulative PSU GPA to 2.00, thereby returning to good standing or
2) Earn a GPA for the given term of 2.25 or above, thereby remaining on academic probation and subject to the same requirements for the next term.

Notes

1) Grade changes or removal of Incomplete grades do not change academic standing status.
2) Academic standing status in the current term may be changed by engaging the repeat policy, however repeating courses will not retroactively change the status of a past term.
3) Students who are academically dismissed from PSU are not permitted to register either full-time or part-time (including 1-8 credits).
4) When evaluating undergraduate academic standing, only PSU undergraduate credit is considered.
5) Students on academic warning or academic probation who receive only grades of I, X and/or NP will lose academic standing.

REINSTATEMENT

A student who is dismissed may only be readmitted to the University upon petition to, and approval by, the Scholastic Standards Committee. Petitions for current term reinstatement must be returned to the Office of the Registrar by the end of the second week of the term. If reinstatement is approved, the student will be reinstated to probation status.

GRADUATE STUDENTS

Graduate Academic Standing is administered by the Office of Graduate Studies, 184 XSB. Refer to the current PSU Bulletin for information.

Dean’s List and President’s List Awards

Portland State University recognizes and honors the academic accomplishments of our undergraduate students each term by awarding placement on the Dean’s List and the President’s List. High achieving students, as indicated by grade point averages, are placed on the Dean’s or the President’s List according to the criteria established by the Council of Deans. Dean’s List and President’s List awards are only given to undergraduate students who have not yet earned a baccalaureate degree. The awards are given at the end of each term and are not recalculated based on grade changes or the removal of Incomplete grades. The award is acknowledged through an email from the respective dean’s office and with a notation on the student’s academic transcript.

PRESIDENT’S LIST

FULL-TIME

Admitted undergraduate students with a cumulative PSU GPA of 3.5 or better, who have a carrying load of 12 hours or more, excluding AU and P/NP hours, and have a term GPA of 4.0 are placed on the President’s List.

PART-TIME

Admitted undergraduate students with a cumulative PSU GPA of 3.5 or better who have a carrying load of less than 12 hours for a given term may qualify for President’s List if both of the following conditions are met:

- A minimum of three part-time terms must be completed in succession, without interruption by either a term of full-time enrollment or the awarding of Dean’s List or President’s List.
- A carrying load of at least 12 hours, excluding AU and P/NP hours, must be earned over the combined part-time terms and the student must have an averaged GPA of 4.0 over the combined terms.

DEAN’S LIST

FULL-TIME

Admitted undergraduate students with a cumulative PSU GPA of 3.5 or better, who have a carrying load of 12 hours or more, excluding AU and P/NP hours, and have a term GPA of 3.75 - 3.99 are placed on the Dean’s List.

PART-TIME

Admitted undergraduate students with a cumulative PSU GPA of 3.5 or better who have a carrying load of less than 12 hours for a given term may qualify for Dean’s List if both of the following conditions are met:

- A minimum of three part-time terms must be completed in succession, without interruption by either a term of full-time enrollment or the awarding of Dean’s List or President’s List.
- A carrying load of at least 12 hours, excluding AU and P/NP hours, must be earned over the combined part-time terms and the student must have an averaged GPA of 3.75 - 3.99 over the combined terms.
The following apply to all final exams:

- Final exam times for most classes are determined by the hour and day of the first weekly lecture.
- Examinations are held in the regular classroom unless the instructor indicates other arrangements have been made. Such arrangements must be approved and recorded by the Scheduling Coordinator in the Office of the Registrar.
- A day class scheduled to begin on Monday, or on Wednesday, or on Friday follows the “Mon” schedule code. See instructor for resolution of any time conflicts.
- A day class scheduled to begin on Tuesday or on Thursday follows the “Tue” schedule code. See instructor for resolution of any time conflicts.
- Weekend classes (Saturday/Sunday) meet during the regularly scheduled time on Saturday of finals week.
- Some courses have specific exam times as identified. (See department for makeup time if the specific exam is in conflict with a regularly scheduled exam.)
- Graduate classes follow the regular final examination schedule.
- Inclement weather: If exam(s) must be postponed, they will be placed at the end of finals week, or the following week, in an arrangement that seeks to best address the University classroom scheduling, weather projections and student needs.

**POLICY STATEMENT**

A final exam should be viewed as an integral part of the course, subject to department policy and the nature of the course. It is expected that the final exam date is to be used as the last class meeting in the case when no final exam is required. The use and role of midterms and finals is explained to students at the beginning of the term as part of the course syllabus. The time and date of a final exam cannot be altered.

**CODE FOR DAY CLASSES**

- **Mon**: Indicates any class meeting pattern that has the first meeting of the week on a Monday, on a Wednesday, or on a Friday. (Examples: M, MW, MWF, MTR, MTWRF, W, WF, WRF, and E)
- **Tue**: Indicates any class meeting pattern that has the first meeting of the week on a Tuesday or on a Thursday. (Examples: T, TR, TWF, TRF, TWRF, R, and RE)

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**Fall 2013 Finals Week: December 9-14**

**CONFIRM TIME AND PLACE OF EACH FINAL EXAM WITH INSTRUCTORS DURING THE LAST WEEK OF CLASSES**

**DAY CLASSES SCHEDULE (classes meeting before 1600)**

<table>
<thead>
<tr>
<th>FIRST CLASS MEETING CODE</th>
<th>CLASS STARTING TIME</th>
<th>EXAM DATE</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>0745-0859</td>
<td>Monday, December 9</td>
<td>0800-0950</td>
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<tr>
<td>Mon</td>
<td>0900-1014</td>
<td>Tuesday, December 10</td>
<td>0800-0950</td>
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<tr>
<td>Mon</td>
<td>1015-1129</td>
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<tr>
<td>Mon</td>
<td>1130-1244</td>
<td>Thursday, December 12</td>
<td>1230-1420</td>
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<tr>
<td>Mon</td>
<td>1245-1359</td>
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<td>1230-1420</td>
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<td>1400-1514</td>
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<td>1015-1205</td>
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**EVENING CLASSES SCHEDULE (classes meeting at or after 1600)**

| M, MW                    | 1600-1639           | Monday, December 9 | 1530-1720 |
| T, TR                    | 1600-1639           | Tuesday, December 10 | 1530-1720 |
| W Only                   | 1600-1639           | Wednesday, December 11 | 1530-1720 |
| R Only                   | 1600-1639           | Thursday, December 12 | 1530-1720 |

All classes with regular meeting times between 1640 and 1759 meet from 1730-1920 for the final exam. The exam day corresponds to the first class meeting of each week.

All classes with regular meeting times begin at 1800 or later meet from 1930-2120 for the final exam. The exam day corresponds to the first class meeting of each week.

**SPECIAL EXAMS SCHEDULE (verify room with instructor)**

| CH 327, 328, 337, 338, 339 | Wednesday, December 11 | 0800-0950 |

**CONFLICTS AND IRREGULARS**

Friday, December 13 at 0800, 1015 and 1230. Time conflicts are resolved by students and instructors involved.

**FRESHMAN INQUIRY (UNST 100 LEVEL) AND SOPHOMORE INQUIRY (UNST 200 LEVEL) SCHEDULE**

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<tbody>
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<td>Monday, December 9</td>
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<tr>
<td>1840</td>
<td>Monday, December 9</td>
<td>1930-2120</td>
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<tr>
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<td>1840</td>
<td>Tuesday, December 10</td>
<td>1930-2120</td>
</tr>
</tbody>
</table>
### CONFIRM TIME AND PLACE OF EACH FINAL EXAM
### WITH INSTRUCTORS DURING THE LAST WEEK OF CLASSES

#### DAY CLASSES SCHEDULE (classes meeting before 1600)

<table>
<thead>
<tr>
<th>FIRST CLASS MEETING CODE</th>
<th>CLASS STARTING TIME</th>
<th>EXAM DATE</th>
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</tr>
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<tbody>
<tr>
<td>Mon</td>
<td>0745-0859</td>
<td>Monday, March 17</td>
<td>0800-0950</td>
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<tr>
<td>Mon</td>
<td>0900-1014</td>
<td>Tuesday, March 18</td>
<td>0800-0950</td>
</tr>
<tr>
<td>Mon</td>
<td>1015-1129</td>
<td>Wednesday, March 19</td>
<td>1015-1205</td>
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<tr>
<td>Mon</td>
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</tr>
</tbody>
</table>

#### EVENING CLASSES SCHEDULE (classes meeting at or after 1600)

<table>
<thead>
<tr>
<th>First Class</th>
<th>STARTING TIME</th>
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</thead>
<tbody>
<tr>
<td>M, MW</td>
<td>1600-1639</td>
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<tr>
<td>T, TR</td>
<td>1600-1639</td>
<td>Tuesday, March 18</td>
<td>1530-1720</td>
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<tr>
<td>W Only</td>
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</tr>
<tr>
<td>R Only</td>
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All classes with regular meeting times between 1640 and 1759 meet from 1730-1920 for the final exam. The exam day corresponds to the first class meeting of each week.

All classes with regular meeting times begin at 1800 or later meet from 1930-2120 for the final exam. The exam day corresponds to the first class meeting of each week.

#### SPECIAL EXAMS SCHEDULE (verify room with instructor)

<table>
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<tr>
<th>Class Code</th>
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<tbody>
<tr>
<td>CH 327, 328, 337, 338, 339</td>
<td>Wednesday, March 19</td>
<td>0800-0950</td>
</tr>
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</table>

#### CONFLICTS AND IRREGULARS

Friday, March 21 at 0800, 1015 and 1230. Time conflicts are resolved by students and instructors involved.

#### FRESHMAN INQUIRY (UNST 100 LEVEL) AND
#### SOPHOMORE INQUIRY (UNST 200 LEVEL) SCHEDULE

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</table>
Spring 2014 Finals Week: June 10-15

CONFIRM TIME AND PLACE OF EACH FINAL EXAM WITH INSTRUCTORS DURING THE LAST WEEK OF CLASSES

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<th>FIRST CLASS MEETING CODE</th>
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EVENING CLASSES SCHEDULE (classes meeting at or after 1600)

| M, MW               | 1600-1639 | Monday, June 10 | 1530-1720 |
| T, TR               | 1600-1639 | Tuesday, June 11 | 1530-1720 |
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| CH 327, 328, 337, 338, 339 | Wednesday, June 12 | 0800-0950 |

CONFLICTS AND IRREGULARS

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FRESHMAN INQUIRY (UNST 100 LEVEL) AND SOPHOMORE INQUIRY (UNST 200 LEVEL) SCHEDULE

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</table>

Summer 2014 Finals

Exams for all summer classes are held on the last day of class in the regularly scheduled classroom unless the instructor indicates they have made other official arrangements. Such arrangements must be approved and recorded by the Assistant Registrar of the Academic Scheduling Office.
The Difference?

**Graduation** means that a student has been certified by the University as having met all degree requirements. Upon certification the degree is awarded and noted in the Student Information System so that it displays on the graduate’s transcript. Graduation certification occurs 4-6 weeks after final term grades are posted. Diplomas are printed after the degree certification process is complete.

**Commencement** is a ceremony. It is an opportunity for students, along with their family, friends, and the PSU community, to celebrate their accomplishments. Except for doctoral students (who must be graduated to participate), commencement ceremonies are open to all students who have applied for degree clearance and then registered for commencement. Participation in commencement does not mean that a student has graduated, nor do students receive diplomas on that day.

**Diploma.** Student transcripts (official and unofficial) display PSU degree information once the graduation certification process is complete (see above). Note that this is before the diploma is prepared. All degree recipients are notified by mail of diploma availability (either by picking it up in the Office of Degree Requirements, or by having it mailed). Diplomas are generally available at the end of the term following the graduation term.

Steps to Graduation

1. **MEET WITH ADVISER**
   Students are encouraged to meet with their academic adviser to check their progress toward a degree before submitting a degree application.

2. **SUBMIT A DEGREE APPLICATION**
   Undergraduate degree application forms are due **two terms** before the anticipated graduation date. Graduate degree application forms are due **one term** before graduation. Specific deadlines are listed below.

3. **REGISTER FOR COMMENCEMENT**
   Visit [www.pdx.edu/commencement](http://www.pdx.edu/commencement) to register for a ceremony. Online registration opens two months before the commencement ceremony.

4. **ATTEND TO ANY OUTSTANDING GRADE ISSUES**
   All course work should be completed and final grades recorded to ensure smooth processing of your degree application.

5. **ORDER REGALIA, ANNOUNCEMENTS, AND CLASS RING**
   Visit [www.pdx.edu/commencement](http://www.pdx.edu/commencement) for further information on how to order your cap, gown, and other commencement memorabilia.

### Graduation

**BACCALAUREATE DEGREE OR UNDERGRADUATE CERTIFICATE**

Office of the Registrar – Degree Requirements
104 Neuberger Hall
503.725.3511
askdars@pdx.edu
[www.pdx.edu/registration/preparing-graduation](http://www.pdx.edu/registration/preparing-graduation)

The priority deadline to file the undergraduate degree application is the Friday of the second week of the term before the term you want to graduate. Submitting the application by this deadline enables the University to complete your degree audit review, enter your degree exceptions, and identify any problems in a timely fashion. Students should work with their academic advisor prior to submitting the degree application to ensure they are on track to graduate. Degree applications submitted after the priority deadline will be considered on a case-by-case basis as staff capacity allows.

### Commencement

Viking Information Center
503.725.8240
commencement@pdx.edu
[www.pdx.edu/commencement](http://www.pdx.edu/commencement)

Portland State University holds commencement ceremonies each year at the end of spring term. Visit the [www.pdx.edu/commencement](http://www.pdx.edu/commencement) for details.

### PRIORITY DEADLINES FOR FILING THE APPLICATION TO GRADUATE

**Summer 2013 graduation** - June 28, 2013
**Fall 2013 graduation** - October 4, 2013
**Winter 2014 graduation** - January 10, 2014
**Spring 2014 graduation** - April 4, 2014
**Summer 2014 graduation** - June 27, 2014
**Fall 2014 graduation** - October 3, 2014

### PRIORITY DEADLINES FOR FILING THE UNDERGRADUATE DEGREE APPLICATION

**Summer 2013 graduation** - April 12, 2013
**Fall 2013 graduation** - July 5, 2013
**Winter 2014 graduation** - October 11, 2014
**Spring 2014 graduation** - January 17, 2014
**Summer 2014 graduation** - April 11, 2014
**Fall 2014 graduation** - July 3, 2014

### ADVANCED DEGREE OR GRADUATE CERTIFICATE

Office of Graduate Studies
184 XSB
503.725.8410
grad@pdx.edu
[www.pdx.edu/ogs](http://www.pdx.edu/ogs)

The priority deadline to file the graduate degree application is the Friday of the first week of the term in which you want to graduate. Submitting the application by this deadline enables the University to complete your degree audit review, enter your degree exceptions, and identify any problems in a timely fashion. Students should work with their academic advisor prior to submitting the degree application to ensure they are on track to graduate. Degree applications submitted after the priority deadline will be considered on a case-by-case basis as staff capacity allows.
NOTARY SERVICES
Provided by Student Legal Services
M343 Smith Memorial Student Union
503.725.4556
www.pdx.edu/sls
Drop in Notary Services:
M-F 11am-12pm and 3pm-4pm

OFFICE OF THE REGISTRAR
Neuberger Hall Lobby
724 SW Harrison St.
503.725.3511
www.pdx.edu/registration

ORIENTATION
131 Neuberger Hall
724 SW Harrison St.
503.725.5555
www.pdx.edu/orientation
orientation@pdx.edu

OUTDOOR PROGRAM
Academic & Student Recreation Center (SE Enterance)
505 SW Harrison St.
503.725.5668
www.pdx.edu/recreation/outdoor-program
odp@pdx.edu

PEER TUTORING & LEARNING CENTER
245 Millar Library
503.725.4448
www.pdx.edu/tutoring

PHYSICAL EDUCATION
212 Peter Stott Center
930 SW Hall St.
503.725.2990
www.pdx.edu/athletics
physed@pdx.edu

PORTLAND STATE MAGAZINE
730 Market Center Building
1600 SW 4th Ave.
503.725.4451
www.pdx.edu/magazine
psumag@pdx.edu

PROFESSIONAL DEVELOPMENT CENTER
102 Market Center Building
1515 SW 5th Ave.
503.725.4832
www.pdx.edu/professional-development
pdc@pdx.edu

PSU TELEVISION (student-run TV station)
46C Smith Memorial Student Union
1825 SW Broadway St.
503.725.2764

PUBLIC SAFETY
148 Shattuck Hall
1914 SW Park Ave.
503.725.4404 (emergency)
503.725.4407 (non-emergency/Lost & Found)
www.pdx.edu/cpsoso
cpsoso@pdx.edu

QUEER RESOURCE CENTER
410 Smith Memorial Student Union
503.725.5680
www.pdx.edu/queer
qrc@pdx.edu

THE REARGUARD: ALTERNATIVE STUDENT NEWSPAPER
S-21 Smith Memorial Student Union
1825 SW Broadway St.
503.725.2965
www.therearguard.org
news@therearguard.org

RECREATION CLUBS
236 Academic & Student Recreation Center
1800 SW 6th Ave.
503.725.2942
www.pdx.edu/recreation/rec-clubs
recclubs@pdx.edu

RESEARCH & STRATEGIC PARTNERSHIPS
620 Market Center Building
1600 SW 4th Avenue
503.725.8466
www.pdx.edu/research
research@pdx.edu

SENIOR ADULT LEARNING CENTER
470H Urban Center Building
503.725.4739
www.pdx.edu/ioa
salc@pdx.edu

SPiritual life center
001 Koinonia House
633 SW Montgomery St.
503.226.7807
www.pdx.edu/spirituallifecenter.org

Student financial services
(Cashiers, ID Services, Student Accounts & Collections)
Neuberger Hall Lobby
724 SW Harrison St
503.725.3440
www.pdx.edu/financial-services
studentfinancialservices@pdx.edu

Student activities & leadership programs (salp)
119 Smith Memorial Student Union
503.725.4452
www.pdx.edu/student-leadership
asksalp@pdx.edu

Student financial aid & scholarships
Neuberger Hall Lobby
503.725.3461
www.pdx.edu/finaid
askfa@pdx.edu

Student health & counseling
200 University Center Building
1880 SW 6th Ave.
503.725.2800
Measles hotline: 503.725.2810
Student Insurance Hotline: 503.725.2495
www.pdx.edu/shac

Student legal services
M340 Smith Memorial Student Union
503.725.4556
www.pdx.edu/sls
legalserv@pdx.edu

Student resource hub
115 Smith Memorial Student Union
503.725.4402

Sustainability office
110 Market Center Building
1600 SW 4th Ave.
503.725.3940
www.pdx.edu/sustainability
sustainability@pdx.edu

Ticket office
Smith Memorial Student Union, main floor
503.725.3307
www.pdx.edu/boxoffice

Transcripts Office
Neuberger Hall Lobby
724 SW Harrison St.
503.725.3511
www.pdx.edu/registration/transcripts
transcripts@pdx.edu

Transportation & parking
145 Academic & Student Recreation Center
1800 SW 6th Ave.
503.725.3442
www.pdx.edu/transportation
psupark@pdx.edu

Veterans certification
104 Neuberger Hall
503.725.8380
www.pdx.edu/veterans
vaffairs@pdx.edu

Women’s resource center
Montgomery Hall Basement
503.725.5672
www.pdx.edu/wrc
wrc@pdx.edu

Writing Center
188F Cramer Hall
503.725.3570
www.writingcenter.pdx.edu
writingcenter@pdx.edu
computer labs & kiosks

There are several technology labs and computer kiosks located across campus to enable you to access online registration at barweb.pdx.edu. Each of the technology labs listed below are staffed with knowledgeable lab attendants who can assist you with the registration process. Lab hours are subject to change for holidays and between term dates. Please check www.pdx.edu/oit/labs for updates to locations and times and for live computer lab usage data.

BA 360
Business Administration Building
SBA Graduate Student Lab
Access: Must be enrolled in at least one SBA graduate class
Hours: Monday through Thursday, 7:00 am – 10:00 pm; Friday, 7:00 am – 5:00 pm; Saturday, 12:00 pm – 5:00 pm; Sunday, 12:00 pm – 10:00 pm
Contact: 503.725.3717

BA 370
Business Administration Building
Chiles Information Systems Center
Access: Must be enrolled in at least one SBA undergraduate class
Hours: Monday through Thursday, 7:00 am – 10:00 pm; Friday, 7:00 am – 5:00 pm; Saturday, 12:00 pm – 5:00 pm; Sunday, 12:00 pm – 10:00 pm
Contact: 503.725.3717

BHB 225
Broadway Housing Building
Integrated Digital Support Center (IDSC)
Access: Open to faculty and graduate students
Hours: 24 hours, 7 days a week, except during holidays and closures.
Contact: 503.725.9111

BHB 226
Broadway Housing Building
Integrated Digital Support Center (IDSC)
Access: Open to anyone in the PSU community
Hours: 24 hours, 7 days a week, except during holidays and closures.
Contact: 503.725.9111

CH 1
Cramer Hall
Instructional Computing Classrooms/Geology Lab
Access: Open by arrangement for students taking courses scheduled in CH 1.
Hours: See schedule posted outside of door
Contact: 503.725.9134

CH 145, 147, 149, 154, 159, 165, 166, 187, 194, 196
Cramer Hall
University Studies Labs
Access: Open to all students when classes are not in session
Hours: Monday through Thursday, 7:45 am – 10:00 pm; Friday, 7:45 am – 6:30 pm
Contact: 503.725.5980

CH 245, 247, 249
Cramer Hall
University Studies Labs
Access: Open to all students when classes are not in session
Hours: Monday through Thursday, 7:45 am – 10:00 pm; Friday, 7:45 am – 6:30 pm
Contact: 503.725.8249

CH KIOSK
Cramer Hall
First Floor – South Side by CH 188

EH 219
ESL Learning Center
Access: Must be an IELP student
Hours: Monday through Thursday, 12:30 pm – 6:00 pm; Friday, 12:00 pm–6:00 pm
Contact: 503.725.9199

ED 310
Graduate School of Education
Metropolitan Instructional Support Lab
Access: Priority given to Graduate School of Education students
Hours: See schedule posted outside of door
Contact: 503.725.4607

ML 110
Millar Library
Assistive Technologies Center
Access: Open to students with disabilities
Hours: Monday through Friday, 9:00 am – 5:00 pm
Contact: 503.725.8395

ML 115
Millar Library
Millar Library Lab
Access: Open to all students
Hours: Monday through Thursday, 7:30 am – midnight; Friday, 7:30 am – 7:00 pm; Saturday, 10:00 am – 7:00 pm; Sunday, 12:00 pm – midnight
Contact: 503.725.8425

ML 2ND FLOOR
Millar Library
Learning Research Lab
Access: Open to all students
Hours: Monday through Thursday, 7:30 am – midnight; Friday, 7:30 am – 7:00 pm; Saturday, 10:00 am – 7:00 pm; Sunday, 12:00 pm – midnight
Contact: 503.725.5874

ML KIOSKS
Millar Library
First Floor – East Side by ML 110 Entrance

NASC 160
Native American Student & Community Center
Native American Center Lab
Access: Open to all students

NH 347, 439, 446, 448, 450
Neuberger Hall
Instructional Computing Classrooms Labs
Access: Open to all students when classes are not in session
Hours: Monday through Thursday, 8:00 am – 10:00 pm; Friday, 8:00 am – 5:00 pm; Saturday, 9:00 am – 5:00 pm
Contact: 503.725.9134

OND KIOSK
Ondine Building
First Floor – North Side

SB2 KIOSKS
Science Building II
First Floor – East Side by SB1 139A
First Floor – West Side

SMSU 116
Assistive Technologies Center
Access: Open to students with disabilities
Hours: Monday through Friday, 8:30 am - 5:30 pm
Contact: 503.725.8395

SMSU KIOSKS
Smith Memorial Student Union
First Floor – South Side by Subway Entrance
First Floor – North Side by Student Union
Second Floor – Southeast Side
Second Floor – West Side by Lounge
Fourth Floor – Outside of UASC

URBN 230
Urban Building
Urban and Public Affairs Lab
Access: Priority given to CUPA students
Hours: Monday through Thursday, 8:00 am – 10:00 pm; Friday, 9:00 am – 5:00 pm; Saturday, 12:00 pm – 4:00 pm
Contact: 503.725.4017
transportation & parking

503.725.3442 • www.pdx.edu/transportation

LOCATION & HOURS
1812 SW 6th Ave (ASRC Building)

Regular Hours: Monday through Thursday, 9:00 am - 5:30 pm
Friday, 9:00 am - 5:00 pm

Extended Hours: 10:00 am - 3:00 pm on the Saturday before each term begins.
8:00 am - 6:00 pm on the first two days of each term.

STUDENT DISCOUNTED FLEXPASS (TRANSIT)
- Pass is valid on the bus and MAX. Portland Streetcar is free to all PSU Students with an ID Card.
- Students must be registered for 3 or more credits.
- Pass is discounted 35% of full price.
- For TriMet bus and MAX information, visit www.trimet.org
- For Portland Streetcar information, visit www.portlandstreetcar.org
- Zipcar: Join Portland’s car sharing program and get a PSU student discount. Visit www.zipcar.com/psu for more information.

GETTING A FLEXPASS
- Students who are registered for at least 3 credits and have a valid PSU photo ID, may purchase Flexpasses at the Transportation & Parking Services, 1812 SW 6th Ave. (ASRC)

STUDENT PARKING PERMITS
- Permits are required on campus year round.
- All term permits are valid all hours on Saturday, Sunday, and during finals week.
- Friends or family members may not pick up a permit in place of a student.
- Credit requirements do not apply to graduate assistants.
- Refunds are not given for permits returned during the last two weeks of the term.
- Carpool: Students and faculty/staff may purchase a carpool permit, valid in spaces designated for carpool permit holders. All carpool partners must be present when picking up the permit. Need a carpool partner? Visit www.drivelessconnect.com

GETTING A PARKING PERMIT
- Register for classes
- Purchase a permit at www.pdx.edu/transportation
- Have the permit mailed to you.

BICYCLE PARKING & PROGRAMS

Bicycling is one of the healthiest, most affordable, and sustainable ways to reach campus. And for trips under 3 miles, it can often be the fastest way too! PSU supports bicycle commuting with the following facilities and programs:

- Bike Hub: The PSU Bike Hub is an on-campus bike shop where students and staff can repair their own bikes, learn maintenance skills, and purchase parts & accessories at a discount. The Bike Hub is located at the corner of SW 6th & Harrison (in the ASRC). Visit www.pdx.edu/bikeshop/ for more information.
- Bike Garages: Portland State currently has five state-of-the-art facilities featuring 24/7 ID card access, and security cameras for added protection. Students can purchase a permit to park in the Bike Garages for $15 per term. Visit www.pdx.edu/transportation/bicycles for more information.
- Bike Lockers: PSU hosts 40 secured bike lockers on campus. These can be rented through the City of Portland’s Bike Program. Call (503) 823-6841 to inquire about reservations.
General Education Requirements

Students are strongly encouraged to consult with an adviser regarding requirements as described in the Bulletin. The purpose of the University Studies program is to facilitate the acquisition of the knowledge, abilities, and attitudes which will form a foundation for lifelong learning among its students. The courses in University Studies address four program goals:

I. COMMUNICATION
defined to include writing as the core, but also emphasizes quantitative reasoning, graphics and other forms of visual and oral communication. University Studies students are not required to take separate writing courses.

II. THE DIVERSITY OF HUMAN EXPERIENCE
taught across the curriculum will result in “other voices” becoming a common part of the learning experience.

III. INQUIRY AND CRITICAL THINKING
through an integrated educational experience that will be supportive of and complement programs and majors, contributing to ongoing, lifelong inquiry and learning after completing undergraduate education.

IV. ETHICS AND SOCIAL RESPONSIBILITY
that develop an appreciation for, and understanding of, the relationships among personal, societal, and global well-being and the personal implications of such issues as the basis of ethical judgment, societal diversity, and the expectations for social responsibility.

• Freshman Inquiry
A yearlong, 15-credit course, Freshman Inquiry focuses on a theme, taught by teams of faculty members. These themes will be approached from the various disciplines of the faculty team and will change every two years. Freshman Inquiry must be taken in sequence. Co-requisite: Mentored Inquiry.

• Sophomore Inquiry
Students are required to choose three Sophomore Inquiry courses for a total of 12 credits. Course content will continue to emphasize interdisciplinary perspectives as well as the four goals of communication, the diversity of human experience, inquiry and critical thinking, and ethics and social responsibility. These courses allow students to sample various interest areas prior to choosing an upper-division cluster directly linked to one of the 3 Sophomore Inquiry classes they have completed. Co-requisite: Mentored Inquiry.

• Upper Division Cluster
At this level, students select three courses (for a total of 12 credits) from one cluster which is directly linked to one of the three Sophomore Inquiry classes they have taken previously.

Students cannot take Cluster classes in their major, or crosslisted with their major.

• Senior Capstone (UNST 421)
This 6-credit capstone is the culminating general education course for seniors. Under the instruction of a PSU faculty member, students join an interdisciplinary team, develop a strategy to address a problem or concern in the community and implement this strategy in the context of an approved UNST 421 course.

ATTENTION TRANSFER STUDENTS:
Transfer students who have earned:

• Less than 30 credit hours of transfer work are required to complete all of the University Studies program requirements, including the entire sequence of Freshman Inquiry.
• 30-59 credit hours of transfer work are required to complete the University Studies program beginning with Sophomore Inquiry.
• 60-74 credit hours of transfer work are required to complete the University Studies program beginning with Sophomore Inquiry, but are required to take only two Sophomore Inquiry courses.
• 75-89 credit hours of transfer work are required to complete the University Studies program beginning with Sophomore Inquiry, but are required to take only one Sophomore Inquiry course.
• 90 or more credit hours of transfer work are required to complete the University Studies program beginning with an Upper Division Cluster.

FRESHMAN INQUIRY (“FRINQ”)
This is a year-long course.
1. Review the online Class Schedule for FRINQ courses offered.
2. Select and register for a class section.
3. Select and register for a required mentor section that corresponds to your FRINQ class.

SOPHOMORE INQUIRY (“SINQ”)
1. Review the online Class Schedule for SINQ courses offered.
2. Select and register for 3 SINQ courses (1 per term recommended) and accompanying mentor sections.

UPPER DIVISION CLUSTER
1. Review the online Class Schedule or course fliers located outside the University Studies office for Cluster courses offered.
2. Cluster must be linked to one of the Sophomore Inquiry courses you’ve chosen.
3. Select and register for three courses. All must come from the same Cluster (1 per term recommended).

SENIOR CAPSTONE
1. Review the online Class Schedule for Capstone courses offered.
2. Select and register for one Capstone course; some are offered across multiple terms.
University Studies Course Descriptions

FRESHMAN INQUIRY

DESIGN AND SOCIETY

Designers influence the creation of products, images, infrastructure and environments surrounding us, both virtual and real. Acting in a deliberate manner, designers engage with the problems facing their communities, and act to solve them by developing pragmatic, creative and innovative solutions. This course will use designers’ activities as an analogy for individuals in other disciplines; in the end, everyone is a designer as they determine the context and direction of their life. Using design as our focus, we will explore individual responsibilities toward society: How can we act to bridge the gap between design and ecological sustainability? How can individuals acting locally compete within the global economy? Using hands-on activities, case studies, and historical investigations, we will explore techniques for design, visualization, and creative problem solving, and share our visions for a future where designing, and by extension all activity, occurs in harmony with natural systems.

This course uses hands-on activities as part of the teaching and learning process.

GLOBALIZATION

This course will examine the various manifestations of globalization from an interdisciplinary framework. We will introduce general theories and methodologies used for understanding and interpreting representations and manifestations of globalization. We will examine the flow of products and services in a globalized world. Students will complete this course with an understanding of the basics of Globalization: what it is and how to understand it as an economic, political and a cultural phenomenon. It will begin with a discussion of the competing definitions of globalization, as well as its historical development and evolution throughout history. The course will then examine some of the controversies and impacts (political, economic, and sociological) of greater economic, political, and cultural exchange. Examples of topics include: how globalization has reshaped the role of the nation-state, how globalization has affected migration and labor and what, if anything, should be done to regulate the process of economic liberalization and trade policies.

HUMAN/NATURE

The human animal is considered to be both a part of and yet distinct from nature. This relationship between our human selves and the natural world we inhabit is complicated and perplexing. This theme explores the complex connections between humans and nature. In what ways are we humans “natural”? Is there such a thing as human nature, and if so, what is it? How are we related to nature and our larger natural surroundings? How have we described and represented nature to ourselves? How have humans over the course of time understood and interacted with the natural world? How have our understandings of nature changed? Do humans have unique responsibilities toward the natural world and if so, what are they? Over the course of the year we will attempt to answer these questions, drawing on the resources of the social and biological sciences, history, literature and the arts.

LIFE UNLIMITED?

Modern biotechnology allows tinkering with life in unprecedented ways. Yet, what currently sounds more like science fiction is just the beginning of an exciting new era that bears both incredible risks and opportunities for humankind. This interdisciplinary year-long course will delve into the fascinating relationship between non-living and living matter, life and death, nature and the artificial, humans and machines. Our inquiry will start with the fundamental question what is life. How can a finite number of non-living molecules and atoms become a complex living organism with consciousness and moral beliefs? We will explore in what ways human search for perfection is embodied in various myths and utopian visions. What does it mean to be human, cyborg, or transhuman? Nowadays, genetic engineering modifies life and synthetic biology seeks to create it from scratch. However, the social consequences are enormous. Therefore, we will examine the risks and opportunities of such technologies and how they redefine social relations and values. These changes prompt the emergence of new concepts and disciplines, such as biopower, biopolitics, and bioethics that address the new forms of discrimination and social injustice. How do these modifications of life ultimately lead to a redefinition of life itself? Through readings, movies, research, hands-on experiments in designing artificial life systems through simulations, and discussions, the students will study topics ranging from philosophy to arts, from ethics to the evolution of language, from law, politics, and religion to economics, and from artificial cells to avatars. The course also offers unique creative, artistic, and educational opportunities for students by using modern simulation software.

PORTLAND

How do our surroundings shape our lives? How do we shape our surroundings? In this course, the complex relationship between people and the places in which we live, recreate and work will be explored. We will specifically focus on Portland places: its place as a context for human development and cultural expression; its place as an urban area of diverse communities; its place within the natural, material, and social environment of the Pacific Northwest. We will discuss what connects people to their place(s) as well as what makes their place(s) part of their social, cultural, spiritual, economic and political life. We will read broadly, touching on cultural anthropology, urban studies, education and the natural sciences. We will provide opportunity for students to ground their understanding with applied experience by encouraging and supporting student interactions and field research within and among the communities and spaces of greater Portland.

RACE AND SOCIAL JUSTICE

Most people in the United States value equality of opportunity. In reality, however, our social and economic system perpetuates various inequalities, including inequalities between socially defined racial groups Gunnar Myrdal, an architect of the Swedish social welfare system, wrote in 1955 that this “American Dilemma” would ultimately prevent the United States from building a society that would successfully put its values into action. He warned that if existing racial inequalities were not addressed, it would undermine our sense of shared identity and our moral purpose as a nation.

This course will seek to address Myrdal’s “American Dilemma” on two levels. First, we will study biology that undermines the concept of race itself; sociology that defines the concept as socially constructed; history that is not acknowledged in standard K-12 texts; and literature that opens a diversity of windows onto the experience of race. This knowledge can help students to move past stereotypes and appreciate the experience of people in other groups more deeply. Second, students will be welcomed into opportunities for personal reflection on their own social position and on the privileges and challenges that come their way simply because of the identities they hold. Thus, through both increased knowledge and personal reflection, students can develop capabilities useful to the work of moving U.S. society past its racial dilemma.
SUSTAINABILITY

There is growing evidence that human activity is significantly transforming the natural systems that sustain us. Although we may often think of the natural world as something separate from our largely urban lives, our most basic needs such as nutritious food to eat, clean air to breathe, and clean water to drink depend on the health of the natural systems of which we are a part. The focus of this course will be on exploring the possibility of maintaining a sustainable relationship between human communities and the natural world. To investigate this question we will explore the interconnectedness of global systems (including physical, ecological, cultural, social, and economic). We will begin in fall term by focusing on natural systems and how they are affected by human activity. In winter we explore how different social and cultural systems, both past and present, interact with and influence their natural surroundings. We conclude in spring by taking a critical look at how cultural, economic, and political traditions shape our relationship to the natural world, including how the human relationship to nature is understood, the ways economic well-being is measured, and how terms such as “sustainability” and “green” are used in the media, by interest groups, organizations, and constituents.

Throughout the course students will be encouraged to read and research widely on these issues, report on their findings, participate actively in discussions, and develop a deeper sense of responsibility for their own habits and choices.

WAYS OF KNOWING

How do artists, scientists, writers, social scientists know and also shape their knowledge of the world? This course explores the foundational questions in three major areas of academic inquiry: the humanities, the social sciences and the natural sciences. Each quarter will closely examine the ways in which people create knowledge in these areas and the ways that “disciplines” shape the questions we ask. There will be a particular emphasis on the investigative methods used in these three areas and the ways that these methodologies animate the subjects in question. Students in this course will travel the year together but work with three different faculty members, each of whom represents a particular area of disciplinary expertise. This is a rotational course, students in different sections will take the introductions in different sequences. However, faculty will collaborate across the three quarters to ensure that readings and discussions are connected. Additionally, faculty will collaborate on developmental goals of freshman inquiry: particularly writing and numeracy in order to assure that students are ready to take the introductions in the Upper Division Clusters.

The Capstone is the culminating course for PSU students in the University Studies general education curriculum. Capstone courses are designed to build cooperative learning communities and enable students to engage in community-based learning. A Capstone consists of a course or course series totaling six credits. To earn Capstone credit, students must complete all six credits of the same course over one, two, or three terms. Capstone courses do not need to be taken in any specific order. In these courses, students gain a rich, in-depth study of the thematic lines of inquiry introduced in SINQ. Through their choice of Cluster Courses, students can design an individualized plan of study that will best support their overall academic goals.

Descriptions for all Upper Division Clusters, including the Sophomore Inquiry courses that provide the gateways to the clusters, lists of all Cluster courses approved for academic year 2013-14, and Cluster Coordinator contact information can be found on the University Studies webpage: www.pdx.edu/unst/sophomore-inquiry-upper-division-clusters.

Not all Cluster Courses are offered each term or each year. Please refer to the departmental Course Planning Guide (cpg.sa.pdx.edu) to determine which Cluster Courses will be offered each term. You may also contact Cluster Coordinators or departments directly for planning information. For more information on a particular class, contact the individual professor assigned to it.

Capstones (UNST 421)

The Capstone is the culminating course for PSU students in the University Studies general education curriculum. Capstone courses are designed to build cooperative learning communities and enable students to engage in community-based learning. A Capstone consists of a course or course series totaling six credits. To earn Capstone credit, students must complete all six credits of the same course over one, two, or three terms. Capstone courses do not need to connect to your major, or the work you did in your Upper Division Cluster.

Capstone courses require additional hours, to be arranged. Students registering for Capstone courses have a one-time $30.00 non-refundable fee added to their tuition. Students who miss the first class session and fail to notify the instructor may be dropped from the course.

Students enrolled in a Part I Capstone course must take Part II and in some cases Part III to fulfill the University Studies requirement. Student may not enroll in Part II or Part III of a Capstone unless they have fulfilled the necessary requirements.

Check the online Class Schedule (www.sa.pdx.edu/soc) for course listings and the University Studies web site (capstone.unst.pdx.edu/) for course descriptions.
### Registration Worksheet

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notes
Non-Degree enrollment status is designed for students who wish to take courses but do not plan to pursue a degree. Complete this form if you have never enrolled at Portland State University, have not registered since 1974, or if you have graduated from PSU since your last enrollment.

There is a one-time, $25 fee for Non-Degree Entry, payable by check or money order, at the time you submit this form for processing. For more information, refer to the Non-Degree section under Registration Basics in the Registration Guide.

1 SOCIAL SECURITY NUMBER *

2 LEGAL NAME

3 OTHER NAMES THAT MAY APPEAR ON YOUR ACADEMIC RECORDS

4 CURRENT MAILING ADDRESS†

5 GENDER  □ Male  □ Female

6 DATE OF BIRTH ________________________________

7 E-MAIL ADDRESS____________________________________________

The Oregon University System must seek to identify the ethnic background of applicants for admission in compliance with federal reporting requirements. You are encouraged to supply this information, but you may decline without prejudicing your application in any way.

8 ARE YOU HISPANIC OR LATINO?  □ Yes  □ No

9 WHAT IS YOUR RACE?

□ Black or African American, Non-Hispanic
□ White
□ Asian
□ Native Hawaiian/other Pacific Islander
□ American Indian or Alaskan Native

_______________________________   (Tribal Affiliation)

10 CITIZENSHIP

US Citizen  □ Yes  □ No
Permanent US Resident  □ Yes  □ No (Card Issue Date: _______)

If you are neither a citizen nor a Permanent Resident**, please list:

Visa Type: __________________ Issue Date: _________________

** All international students must complete the Measles and Mumps Vaccine Requirement Form prior to registration.

11 HAVE YOU EVER SERVED IN THE UNITED STATES MILITARY?  □ Yes  □ No

12 WOULD YOU LIKE TO RECEIVE INFORMATION REGARDING VETERANS BENEFITS?  □ Yes  □ No

Submit completed form with a check or money order for the $25 application fee payable to Portland State University.

Important Information

NON-DEGREE STUDENTS...

- May register for a maximum of 8 credit hours in fall, winter, and spring terms and up to 21 in summer.
- Are not eligible for financial aid.
- Are eligible for services at the Center for Student Health and Counseling and for the Basic Insurance Plan if they have registered for five or more credit hours per term.
- Register after all admitted students for fall, winter and spring terms, according to the Priority Registration Schedule printed in the Registration Guide. In summer, all students have equal registration priority.
- Are entitled to library privileges and the use of open recreational areas.
- Are subject to the same deadlines and payment/refund schedules as fully admitted students.
- Are subject to the same Academic Standards (academic warning, academic probation and academic dismissal) as fully admitted students.
- Regardless of how many credits are earned while in non-degree status, there is no guarantee of admission. Formal admission is required to earn a degree.

* Social Security Number requested but optional. All students are assigned a randomly generated ID number, but your SSN is required for many human resources, financial aid, and tax purposes. Refer to the section on Social Security Numbers under Student Records in the Registration Guide for complete disclosure information.

PORTLAND STATE UNIVERSITY • OFFICE OF ADMISSIONS • P.O. BOX 751 • PORTLAND, OR 97207-0751 • FAX: 503.725.5525
off-campus locations

Portland Community College

Oregon University System
CAPITAL Center
18640 NW Walker Rd.
Beaverton, OR 97005

OIT Metro Center
7726 SE Harmony Rd.
Portland, OR 97222

Mt. Hood Community College
26000 SE Stark St.
Gresham, OR 97030

PCC Rock Creek Campus
17705 NW Springville Rd.
Portland, OR 97229

PCC Cascade Campus
705 N Killingsworth Rd.
Portland, OR 97217

Salem Center
333 High St NE Ste 102
Salem, OR 97301