

PSU Extended Campus Program - Advising Timeline

Pre-Admission: Three to six months before first term of classes

- ♦ Meet with PSU Extended Campus Advisor for a informal transcript evaluation and begin unofficial education plan
- ♦ Review Extended Campus program website and programs offered per site
- ♦ Submit application for admission to PSU:
 - Regular status admission as a transfer student (90+ credits)
 - Co-admission with a community college (<90 credits or to complete BA/BS degree requirements)
 - Quick Entry status (not admitted to the university, no financial aid, limited to 8 credits per term)
- ♦ Complete FAFSA and/or add PSU school code, if seeking financial aid: 003216

Admission/Orientation: Four to six weeks before first term of classes

- ♦ Once admitted, meet with advisor to confirm transfer credits, update unofficial education plan, and estimate your term of graduation.
- ♦ Visit www.banweb.pdx.edu for information, such as your student status, financial aid, and registration processes.
- ♦ Determine your intended major and become familiar with the requirements you have to complete.
- ♦ Decide which classes you wish to take in the first term.
- ♦ Consult your academic adviser for the next orientation session, depending on what term you plan to begin
- ♦ Check status of your financial aid award at www.banweb.pdx.edu or call 503-725-3461, if applicable. Complete all the necessary steps to accept your award.

First term:

- ♦ Check www.banweb.pdx.edu one week prior to classes to confirm your registration status and financial aid award availability.
- ♦ During the first week, if applicable, submit financial aid co-enrollment form to your advisor.
- ♦ Complete any final admissions requirements before pre-registration begins for the next term.
 - Submit the measles vaccination form to the Student Health and Counseling Center.
 - Send final community college transcript for any courses that were 'in progress' at time of admission.
- ♦ Become familiar with finding your student information on www.banweb.pdx.edu
- ♦ Seek help from instructors and/or advisor if you have trouble with your courses. Don't wait until it's too late.

Every term:

- ♦ Communicate by email or schedule an appointment with your advisor to review your student records and to update your education plan.
- ♦ Use Banweb to access your student information as needed: www.banweb.pdx.edu
- ♦ Log on to online classes in Blackboard the first week and check them regularly, as recommended by your professors.
- ♦ Address concerns or questions about your courses with your instructors directly throughout the term.

Mid-program: Two to three terms prior to graduation

- ♦ Review education plan with advisor and confirm term of graduation.
- ♦ Be sure junior cluster courses and any remaining BS/BA degree requirements are completed.
- ♦ Select senior capstone and determine when to complete it.
- ♦ Research Master's programs, if applicable, and application deadlines and processes (letters of recommendations, prerequisite courses or testing).
- ♦ Two terms prior to graduation, submit Application for Undergraduate Degree (see deadlines on PSU website).
- ♦ Two to three weeks after submitting degree application, register for Commencement ceremony (see PSU website).

Final term:

- ♦ Communicate with your advisor and conduct a final review of your DARS report.
- ♦ Provide feedback to your advisor about your experience in the program.
- ♦ Celebrate your achievements!

****Students who believe they are eligible for accommodations but who have not yet obtained approval through the DRC should contact the DRC immediately at 503-725-4150.**