

Checklist for Non-Degree Students:

Set-up ODIN account through the ODIN Account Manager (OAM)

Office of Information Technology

<http://oit.pdx.edu>

(503) 725-HELP

- o This account allows students to access PSU's computer labs and wireless network, includes a PSU e-mail account, and permits access to electronic storage space on PSU servers.
 - o Create your account online by going to oam.pdx.edu and following the instructions on your admission letter.
 - o If you have misplaced your letter of admission, or are having other difficulties logging-in, please contact the Office of Information Technology help desk for assistance.
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Register for Classes

Admissions, Registration, and Records (Neuberger Hall Lobby)

www.pdx.edu/registration

(503) 725-3511

- o Register online at my.pdx.edu. Login using the ODIN account you created during the OAM process.
 - o The current term's course schedule can be found online at: <http://www.sa.pdx.edu/soc/>.
 - o Registration resources, including the Registration Guide pdf, can be found online at: <http://www.pdx.edu/registration/register>.
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Apply for Housing (only eligible if registered for 8 credits)

University Housing (210 Broadway)

www.pdx.edu/housing

(503) 725-4333

Obtain PSU ID Card (\$6)

ID Cards (Neuberger Hall Lobby)

www.psuone.pdx.edu

(503) 725-8333

- o Approximately a week after registering for classes you will receive your PSU Student ID Card in the mail. Your first ID card does not include your photo. When you arrive on campus you will need to go to the ID Card Office in the lobby of Neuberger Hall and have your photo taken. It will cost \$6.00 and you will receive your new ID card in the mail within a week which, after activation, will replace your non-photo ID. You should activate your ID card as soon as possible.
 - o Make sure that your address is updated so that your ID card gets to you in a timely manner. You can update your address online at banweb.pdx.edu.
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Purchase a Parking Permit OR FlexPass

Transportation & Parking (Academic & Student Rec Center)

www.transportation.pdx.edu

(503) 725-3442

- o Students must be registered for classes prior to purchasing either a FlexPass or a parking permit.
 - o The FlexPass must be purchased in-person at the Transportation and Parking office.
 - o Parking permits are available on a first-come, first-serve basis and may be purchased online during designated dates; all permits purchased online will be delivered by mail. Permits will also be available for sale at the Transportation and Parking office.
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Purchase textbooks

PSU Bookstore (Urban Center)

www.psubookstore.com

(503) 725-3780

- o Purchase textbooks at PSU Bookstore (beginning 1-3 weeks prior to the start of the term). It is advisable to wait until this date to purchase textbooks as any books purchased prior to this date may not be eligible for a full refund should you need to return the book. Books may also be purchased online.
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Pay Tuition & Fees

Cashier's Office (Neuberger Hall Lobby)

Online payments may be made through my.pdx.edu

(503) 725-3670

Meet with an academic adviser to plan courses (if you will eventually be seeing a degree from PSU)

****Initial advising will be take place at an Orientation: Advising and Registration session prior to your first term on campus. Contact the Orientation office at orientation@pdx.edu or 503-725-5555 for information.****

- o Once you begin classes you will want to continue meeting with a departmental adviser--or someone from the Undergraduate Advising office if you have questions about the University Studies program or are undecided about your major. General advising information may be found online at www.pdx.edu/advising.
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Please remember that certain restrictions apply to Non-Degree Students:

1. You can only register for a maximum of 8 credits during Fall, Winter, and Spring terms.
2. You are not eligible to receive financial aid.
3. You are only eligible for services at the Center for Student Health and Counseling and for the Basic Insurance Plan if you are enrolled in at least 5 credit hours
4. You are not entitled to subsidized use of the Helen Gordon Child Development Center, or free admission to most athletic events.
5. Registration for classes will occur after priority registration dates have pass for all admitted students.
6. Subject to same deadlines, payment schedules as admitted students.
7. Subject to the same scholastic standards as admitted students.