

This document outlines and provides a rough timeline of the ways in which the University of Oregon (UO) interacts with a prospective student. It is provided by the Office of Enrollment Management, with input from the Office of Admissions, the Office of Student Financial Aid and Scholarships, and the Office of the Registrar. The timeline is not exact since students go through the process on varied timelines.

We have outlined the four key stages leading to student enrollment. These are sequenced, explaining how we may interact with a student during each stage. We also provide a rough idea of the possible timeline, and the communications and decisions that take place in a general versus and individual way.

Note that freshmen have many more contacts with the University than do transfer students.

PART ONE -- FRESHMEN

Stage One – PROSPECT

Students identified as having an interest in UO are called prospects, and can enter our communication pipeline in a number of ways. Most commonly, students are identified as prospects when they

- Submit SAT, ACT, or TOEFL scores
- Respond to a “search” email in which the UO solicits the interest of students around the country (and beyond), who are targeted for recruitment based on their academic interests, test score performance, or other characteristics – both academic and geo-demographic
- Visit campus and complete an info card
- Visit our website and complete an info form
- Visit partner websites (such as Cappex, Hobson’s, or CollegeWeekLive), and complete an info form
- Attend a high school visit or college fair

WHEN: With most students, becoming a prospect happens in the eleventh or twelfth grade, though a growing number enter as sophomores, or even younger. *Many prospects never apply, so never advance past this stage.*

GENERAL: Students in the prospect stage will begin receiving a series of emails and publications that continue until the student moves forward to the Applicant stage, or until the student “opts out” and unsubscribes, saying they do not want to receive any more information. Alternately, communications will stop automatically once the deadline for that term’s application has passed, typically January of the senior year. The publications include a viewbook and several other postcards and small brochures. Emails are brief, and general ones cover a variety of basic topics, such as college costs, choosing a major, visiting campus, etc. Additionally, some emails may be targeted based on the UO wanting to invite the student to an event in their area, telling them about a program relevant to the major in which they’ve indicated an interest, or including them in topics relevant to their personal background, such as race/ethnicity.

In the summer preceding the freshmen, sophomore, or junior year of high school, students who send in AP scores receive a letter from the University Registrar.

During the summer preceding their senior of high school, students who send AP scores receive a thank you letter from the University Registrar, or a call to visit and apply.

INDIVIDUAL: In addition to the email/print communication, which is done on a large-scale, individual interactions are most likely via a high school visit or college fair, where the UO rep may speak with the student, but not in depth. Also, some students will initiate contact with the UO via phone, email, or by visiting the Admissions office, with an individual question. These are relatively rare overall, though. In some cases, prospects tell us more about themselves than others, but such information (i.e., self-reported GPA, academic interests, etc.) is not always there, nor is it always a determining factor in deciding whether to send general communications to the student.

As soon as students apply for admission, all transfer work and AP/IB credit received to date is processed within three to five days, and the degree audit is refreshed. The student is notified of this via Talisma correspondence.

Stage Two – APPLICANT

Students who submit the UO application are no longer prospects. Among applicants, some are actually “stealth,” which means they researched us on their own, without ever being in our records as prospects. (This means we would have never had the general or individual communications in Stage One.) Some students, of course, are not admitted, and do not advance past this stage.

WHEN: Between August and January of the senior year, students can apply. Decisions are made on a rolling basis, and so UO decisions (to either admit or deny) are communicated primarily between August and March, though wait lists and late applications year for a small subset of the application pool, continue all the way into the summer following the end of the senior. The applicant pool has been over 20,000 for the last four years.

GENERAL: When a student applies, they get initial confirmation of receipt, and are encouraged to set up a “DuckWeb” account where they can then follow their status online. That self-service portal not only shows the major outcome (i.e., a decision), but also lets them know what documents have been received, or are still missing, such as a HS transcript or test scores. The student might get reminders if something doesn’t arrive after a specified amount of time, or might get told they need to provide additional information to get further consideration (usually a mid-year update to their transcripts, showing an additional term of grades completed).

INDIVIDUAL: Applicants to the UO are required to submit

- A high school transcript with at least three years of completed work (through the end of 11th grade), and a clear recording of what additional work they expect to complete after they apply
- Test scores from the SAT or ACT (or TOEFL/IELTS if international)
- An essay (with a broad topic/prompt)

- A \$50 fee, which may be deferred for those with demonstrated financial hardship (the fee is not deferred for any other purposes, such as being a top recruit for any discipline or sport)
- Proof of funding (international students only)
- Additional information from homeschooled or GED students may be required

Additionally, in their application, applicants may choose to share:

- An explanation of any special circumstances surrounding their grades or personal situation (this often includes explanation of low grades or academic struggles; it might also reference a personal hardship, such as family divorces, deaths, or other impacts on their path)
- Information regarding a diagnosed learning difference/disability
- Teacher/counselor recommendation letters

Using this information, and in accordance with admission policies and procedures, students are reviewed and considered for admission through a competitive process. Students with an internally agreed-upon GPA/test score threshold, that might change each term, are given expedited review and admission with minimal discussion, whereas students below this threshold will receive a more thorough review, and/or have more information requested, to reach a decision whether to admit or deny.

Stage Three – ADMIT

Students who reach this stage have been formally reviewed, and found to meet the requirements for admission based on grades, scores, and other factors as described above. Students will end in this stage if they do not choose UO – usually because they have chosen a different school to attend, but sometimes because they decide to not start college after all.

WHEN: For fall enrollment, most offers of admission are granted between September and March, as UO utilizes a “Rolling Admission” approach overall. Students who apply by November 1 are told they will hear by January 15, while applicants by the regular deadline of January 15 are told they will hear by April 1. And with fall freshmen, the goal is to advance them to Stage Four (Deposit) by May 1, which is a national decision date agreed to by most colleges.

GENERAL: When a student is admitted, they first receive an admit packet and letter from the director. In that packet, they will also hear about Housing, and be told to expect more information over those following weeks regarding financial aid, orientation, special programs both on campus and away from campus, etc. Admits will get a good number of emails and print communications, plus other individualized communications, below. If a student does not reply by May 1, they generally are assumed to be not attending, and will not receive much more communication unless there are unusual circumstances, such as a late application. The one major exception to this is a survey administered online to all admitted students, regardless of whether they have chosen UO. That survey is launched in early May.

INDIVIDUAL: While much communication is general in this stage, individualized communications happen in a variety of ways, with admits hearing from current students, alumni, and faculty/staff around campus

via phone calls, emails, or other personal contact. The communication may be targeted based on a number of things, including geography, race/ethnicity, prospective major, or high accomplishment (“top scholars” is our phrase for students who have achieved high grades and test scores in high school). Counselors/territory managers for admissions will have one-on-one contact with students who attend their off-campus sessions, or who respond to (or initiate) email or phone conversations with us.

Students admitted to the university are automatically considered for, and offered funding from our automatic scholarship funds if they are eligible. Eligibility requirements are outlined in publications and our websites, so UO applicants can easily determine their eligibility for these scholarships. Scholarship notification letters go out within 1 week of the student’s letter of admission.

Students have the option to be reconsidered for scholarship eligibility if they submit updated transcripts showing they meet scholarship required GPA or SAT, ACT scores. These are accepted through February of their senior year of high school.

Automatic scholarship awarding will continue through mid-February of the student’s senior year.

The Free Application for Federal Student Aid (FAFSA) becomes available on January 1 of the student’s senior year. The Office of Student Financial Aid and Scholarships (OSFAS) begin loading these records to the Banner system as soon as the required functionality has been released by Ellucian, and Information Services has the upgrades in production.

Premier scholarship application reading begins in January with more than 1 round of reading. This ensures equity in the process as total scores are calculated in order to determine scholarship award winners.

Scholarship recognition events begin. Scholars Day is held in collaboration with the Stamps Foundation Scholarship semi-finalist dinner and interviews. Award offers are made within a week of the interviews.

Students who have filed the FAFSA and their EFC is unofficial are sent notifications as to the status of their FAFSA. They would also have received a SAR from the Department of Education (ED) Central Processing System at the time they filed the FAFSA.

In mid-February, admission applications for students who just missed eligibility for automatic scholarships are reviewed to see if their new academic credentials make them eligible, and if so, the awards are automatically made and the student notified.

In mid-March, financial aid award packages are created. Students receive a financial aid award letter and insert via the postal service. Financial aid awarding then runs on a weekly schedule with letters going out to new awardees. Awarding for different student groups may be staggered depending on factors such as residency, Robert D. Clark Honors College eligibility etc. Other factors could be decisions on tuition for the subsequent school year, outstanding scholarship application processing.

Students selected for verification of their FAFSA data are notified of this requirement, and what documentation they are required to submit to finalize their award eligibility.

Scholarship letters are sent to students who have received scholarships, but have not filed the FAFSA; a requirement for the Banner system to generate an award letter.

Award revisions happen on a weekly basis as the OSFAS receives information that impacts the student's aid eligibility.

Students selected for the PathwayOregon program receive a financial aid award letter as well as information about the PathwayOregon program in addition to the regular financial aid award letter inserts. These are all sent via the postal service.

Stamps Foundation Scholarship Signing Day events begin for finalists who accept the University award offer, and choose to participate in an official signing event at their high school.

At the first day of Spring term preceding the UO freshman year, students are invited to claim their DuckID (continues intermittently).

During summer a letter is sent to Presidential Scholars inviting them to the fall welcome reception.

Stage Four – DEPOSIT

Students who reach this stage have either paid a deposit, or had it deferred for financial hardship reasons. As noted above, the key date around this stage is May 1, though many students deposit in the months leading up to it, or in the weeks that follow. *Especially noteworthy, athletes often apply very late, and therefore rush through Steps Two-Four very quickly, and late in the game – their applications might not become complete until June or July in extreme cases.* Students who deposit almost always end up enrolling. However, if they make it to this point, but do not come, they are said to have “melted” over the summer, a perennial and growing problem for UO and many of its peers.

WHEN: Once a student deposits, they are largely handed over to Orientation programs, who offer programs throughout the summer designed to let the student visit campus, get advising, experience the community, and register for first-term classes. *Noteworthy, both athletes and international students typically attend separate meetings meant just for them, and thus do not take part in these core activities.* The summer programs, largely referred to IntroDUCKtion, happen from June through August, but also include last-minute programs just before fall quarter begins in late September.

GENERAL: Once a student has deposited (or requested a deferral for hardship reasons), they are generally sent reminders to register for IntroDUCKtion, consider FIGs, and are also given general messages about what makes the UO a great choice. This last category is meant to be in the interest of preventing melt.

Mid-May to Mid-June preceding the UO freshman year: register for FIGs (student selects choice on DuckWeb in May and June; RO registers the students in mid-June)

Beginning early August, all students can access registration and change their fall schedule as desired.

Mid-September: UO Billing runs, and statements sent out.

First 6-8 days of the term: Students can drop classes through the 6th day of the term and add classes through the 8th day of the term.

Third week of the term: Annual Notification goes out to all enrolled students, including new freshman; three topics are covered: Student Privacy Policy, Consumer Information, and Copyrighted Materials information.

Beginning of week 6: messaging to new students about registration for the next term (check start time, check holds, see your adviser, look at your degree audit, peruse the class schedule)

End of week 7: last day to withdraw from a course and still stay enrolled in other courses

Beginning of week 8: registration for the next term begins and runs 8 business days.

Friday of week 9 through Sunday after week 10: course evaluations are open; students must participate or have their grades withheld for a period of 10 days.

End of week 10: last day to do a complete withdrawal from all classes for the term.

Week 11: Finals week; grades start appearing on transcripts on Monday.

Tuesday after week 11: Grades are due; academic standing run; students are informed of academic progress problems (warning, probation, disqualification) and advised of petition processes.

INDIVIDUAL: Certain students might get additional, targeted information, based on their major, race/ethnicity, or geography, concerning things like special welcome programs, “send offs” from the Alumni or Parent/Family Association in their hometown, etc. Also, on a much more serious note, students are reminded that additional information is needed, and required. For example, if a student fails to provide a final high school transcript showing graduation, they are warned that a hold will be placed on their record. Or, a student who was completing a required course, such as math or foreign language, must show completion or their admission offer may be revoked.

Summer preceding UO freshman year: as a part of IntroDUCKtion, students register for fall classes in a three-day window of time.

Registrar’s Staff offers DuckWeb workshop for new students as a part of IntroDUCKtion.

PART TWO -- TRANSFERS

Much of the transfer section will look the same as freshmen, structurally. However, it is important to note that transfers are much less likely to ever be known to us during the prospect stage.

Stage One – PROSPECT

Students identified as having an interest in UO are called prospects, and can enter our communication pipeline in a number of ways. Most commonly, students are identified as prospects when they

- Visit campus and complete an info card
- Visit our website and complete an info form
- Attend a college fair in their city, and/or at their local community college

WHEN: with most transfers, within six months of applying, or not at all. *A great number of transfer applicants never show up on our list as prospects.*

GENERAL: Currently, transfers in the prospect stage receive a single print publication. There are no emails or postcards, but those are being developed for the coming cycle. Like freshmen, the student moves forward to the Applicant stage, or until the student “opts out” and unsubscribes, saying they do not want to receive any more information. Alternately, communications will stop automatically once the deadline for that term’s application has passed. Since transfers are much more often applying for terms other than fall, this is somewhat difficult to manage

INDIVIDUAL: Unless a UO admissions representative encounters the student visiting campus, or at a fair, individual conversations are rare.

Stage Two – APPLICANT

Transfer applicants are much more likely to be “stealth” than freshmen. Some applicants are not admitted, and do not advance past this stage.

WHEN: Transfers typically apply about two-four months before the starting entry term they seek.

GENERAL: When a student applies, they get initial confirmation of receipt, and are encouraged to set up a “DuckWeb” account where they can then follow their status online. That self-service portal not only shows the major outcome (i.e., a decision), but also lets them know what documents have been received, or are still missing, such as a high school transcript or test scores. The student might get reminders if something doesn’t arrive after a specified amount of time, or might get told they need to provide additional information to get further consideration (usually a mid-year update to their transcripts, showing an additional term of grades completed). This is the same as freshmen.

As soon as students apply for admission, all transfer work and AP/IB credit received to date is processed within three to five days, and the degree audit is refreshed. The student is notified of this action.

First day of Spring term preceding the fall entry, students invited to claim their DuckID.

INDIVIDUAL: Transfer applicants to the UO are required to submit

- College transcripts from all colleges attended, whether or not the credit was during or after high school
- High school transcript often required, depending on curriculum and credits earned
- SAT/ACT scores required of some applicants
- An essay (with a broad topic/prompt – transfers are encouraged but not required to write one)
- A \$50 fee, which may be deferred for those with demonstrated financial hardship (the fee is not deferred for any other purposes, such as being a top recruit for any discipline or sport)
- Proof of funding (international students only)
- Additional information from homeschooled or GED students may be required

Additionally, in their application, applicants may choose to share:

- An explanation of any special circumstances surrounding their grades or personal situation (this often includes explanation of low grades or academic struggles; it might also reference a personal hardship, such as family divorces, deaths, or other impacts on their path)
- Information regarding a diagnosed learning difference/disability
- Teacher/counselor recommendation letters

Using this information, and in accordance with admission policies and procedures, students are reviewed and considered for admission through a competitive process. Students with an internally agreed-upon GPA/score threshold that might change each term are given expedited review and admission with minimal discussion, whereas students below this threshold will receive a more thorough review, and/or have more information requested, to reach a decision whether to admit or deny.

Stage Three – ADMIT

Like freshmen, transfers who reach this stage have been formally reviewed, and found to meet the requirements for admission based on grades, scores, and other factors as described above. Students will end in this stage if they do not choose UO – usually because they have chosen a different school to attend, but sometimes because they decide to not continue college, or decide to stay where they are.

WHEN: For fall enrollment, most offers of transfer admission are granted between March and June, as UO utilizes a “Rolling Admission” approach overall. The May 1 decision date does not apply to transfers.

GENERAL: When students are admitted, they first receive an admit packet and letter from the director. In that packet, they will also hear about Housing, and be told to expect more information over those following weeks regarding financial aid, orientation, special programs both on campus and away from campus, etc. Transfer admits may get one or two emails or print mailings after the admit packet.

INDIVIDUAL: Transfers receive little or no individualized communication following admission.

The Free Application for Federal Student Aid (FAFSA) becomes available on January 1 of the student’s senior year. The Office of Student Financial Aid and Scholarships (OSFAS) begin loading these records to

the Banner system as soon as the required functionality has been released by Ellucian, and Information Services has the upgrades in production.

Students who have filed the FAFSA and their EFC is unofficial are sent notifications as to the status of their FAFSA. They would also have received a SAR from the Department of Education (ED) Central Processing System at the time they filed the FAFSA.

In mid-May, financial aid award packages are created. Students receive an email notifying them that their financial aid has been awarded, and that they can log into DuckWeb to see their awards. Paper financial aid award letters are only sent to those who request them. Students who have been selected for verification are notified of this requirement, and informed what documentation will be required to complete the process, and finalize their awards.

Award revisions happen on a weekly basis as the OSFAS receives information that impacts the student's aid eligibility.

Stage Four – DEPOSIT

Students who reach this stage have either paid a deposit, or had it deferred for financial hardship reasons. Again, May 1 does not apply, so transfers have a highly varied amount of time, or dates by which, to respond. *Especially noteworthy, as with freshmen, athletes often apply very late, and therefore rush through Steps Two-Four very quickly, and late in the game – their applications might not become complete until June or July in extreme cases.* Students who deposit almost always end up enrolling.

WHEN: Once a student deposits, they are largely handed over to Orientation programs, who offer programs throughout the summer designed to let the student visit campus, get advising, experience the community, and register for first-term classes. *Noteworthy, both athletes and international students typically attend separate meetings meant just for them, and thus do not take part in these core activities.* The summer programs for transfers happen twice, and students admitted for other quarters often have an intensive session just before the term begins.

GENERAL: Once a transfer student has deposited (or requested a deferral for hardship reasons), they are generally sent reminders to register for orientation, and are also given general messages about what makes the UO a great choice. This last category is meant to be in the interest of preventing melt.

May Transfer Day preceding fall entry: as a part of mid-year orientation, students register for their fall courses "with their class" (meaning students transferring in as Seniors register at the same time as current seniors register). Transfer students and returning students are excluded from the registration system during IntroDUCKtion dates.

May Transfer Day preceding fall entry: as a part of mid-year orientation, students get their ID card and do their hand scan for SRC entrance.

Beginning early August, all students can access registration and change their fall schedule as desired.

Mid-September: UO Billing runs; statements sent out.

First 6-8 days of the term: Students can drop classes through the 6th day of the term and add classes through the 8th day of the term.

Third week of the term: Annual Notification goes out via Talisma to all enrolled students, including new transfer students; three topics are covered: Student Privacy Policy, Consumer Information, and Copyrighted Materials information.

Beginning of week 6: messaging to new students via Talisma about registration for the next term (check start time, check holds, see your adviser, look at your degree audit, peruse the class schedule)

End of week 7: last day to withdraw from a course and still stay enrolled in other courses

Beginning of week 8: registration for the next term begins and runs 8 business days.

Friday of week 9 through Sunday after week 10: course evaluations are open; students must participate or have their grades withheld for a period of 10 days.

End of week 10: last day to do a complete withdrawal from all classes for the term.

Week 11: Finals week; grades start appearing on transcripts on Monday.

Tuesday after week 11: Grades are due; academic standing run; students are informed of academic progress problems (warning, probation, disqualification) and advised of petition processes.

INDIVIDUAL: As with freshmen, if a transfer fails to provide a final transcripts that show them completing a requirement, their offer may be revoked.