ADMITTED STUDENT GUIDE

Degree Completion Programs



FRESNO PACIFIC UNIVERSITY

Congratulations on your acceptance to Fresno Pacific University!

We are thrilled to welcome you to our vibrant community of scholars, thinkers and creators.

Your journey at FPU marks the beginning of an exciting new chapter filled with boundless opportunities for growth, learning and professional and personal development. It brings me great joy to extend my warmest congratulations and share with you the next steps to kickstart and continue your remarkable college experience.

This guide provides helpful information along with your next steps. A checklist is included at the end. Review all the information and steps carefully.

It's our hope that as you navigate this process, you feel supported every step of the way. If at any point you have questions or concerns, please reach out to our team and we'll be more than happy to assist you. Again, we want to congratulate you on your admission and let you know that our entire enrollment team is praying for you and for your success here at FPU!

Alissa Hall
Director of Degree Completion Admissions



What's included in THIS GUIDE

NEXT STEPS. 2

TRANSFERRING CLASSES. 4

SYSTEMS AND TECHNOLOGY. 6

REGISTRATION STEPS 8

GRADUATION REQUIREMENTS 10

ACADEMIC SERVICES 12

STUDENT FINANCIAL SERVICES 14



Let's get STARTED

Now that you have been admitted, let's get started on finalizing your enrollment at FPU!

Your next step is to schedule a time to meet and register for your classes with an academic advisor. During this meeting, you and your academic advisor will discuss class options, transferring classes, schedule planning and major selection. Your advisor will assist you with a plan that works for you. Once you have both agreed on the classes, your advisor will approve your planned classes in our registration system–Sunbird Central.

After your advisor has approved your courses, you will be able to click "Register" in the Sunbird Central portal to complete the process.

Information on Sunbird Central, login access, changing a class and more can be found later in this guide.



What if I have something on my schedule that I need to work around (job, family, church, etc.)?

Your advisor will work with you to develop a schedule that meets your academic needs based on your program. Advisors will assist you in trying to accommodate most requests, but there may be classes only offered on certain days that you may be required to take and can't be moved to a different term in order for you to stay on track.

How are classes formatted?

Our degree completion classes are eight weeks in length and will run all year with a short break between each session. Most students take two-three courses at a time and most of our in-person classes are offered in the evenings. For online programs, classes may be synchronous or asynchronous depending on the class. Your advisor will assist you in identifying when you need to show up.



Transferring CLASSES TO FPU

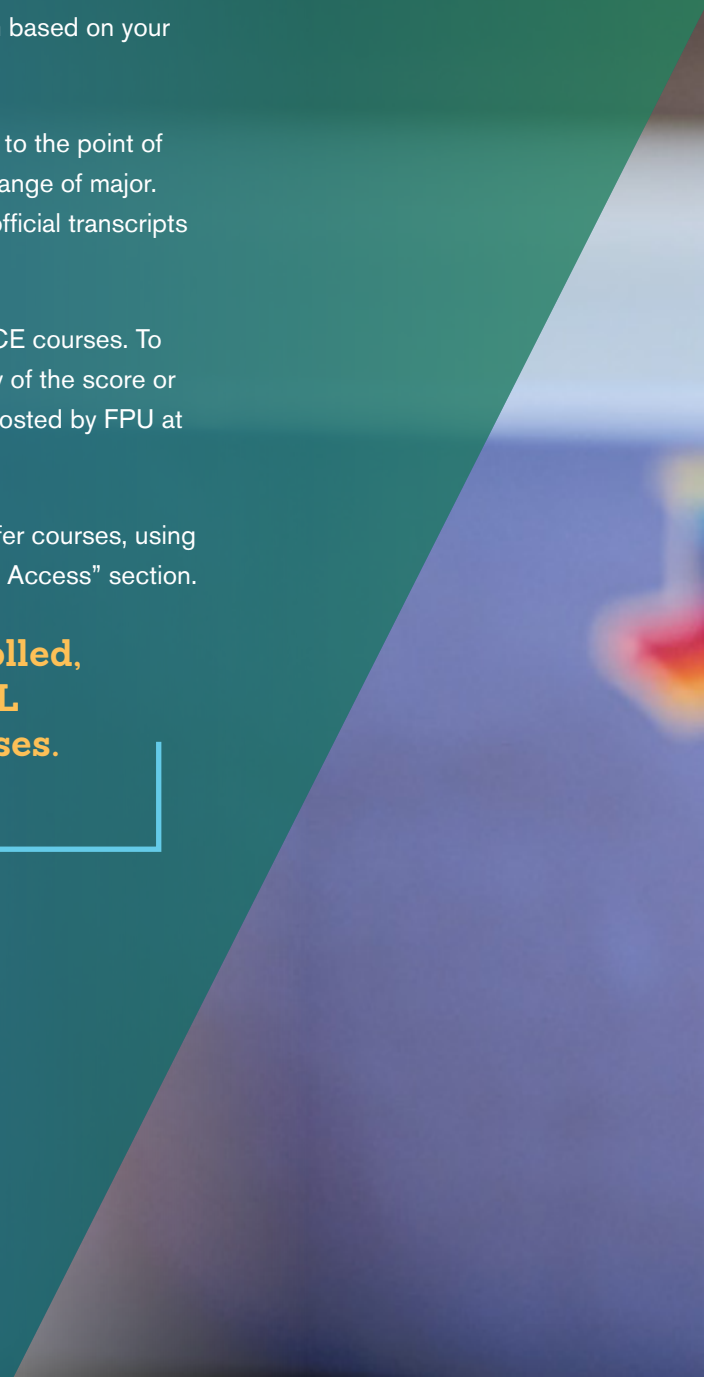
Most of our students opt to transfer in classes or units/credit hours from other institutions. If you are planning to transfer classes to FPU, after receipt of the official transcript(s), our Registrar's Office will evaluate your official transcripts and load classes into our system based on your selected major/program.

Courses transferring into FPU are subject to change up to the point of enrollment. Courses will also be re-evaluated upon a change of major. Unofficial evaluations can be done but we would need official transcripts before a course is accepted into the transfer portal.

FPU does accept AP, CLEP, IB, military courses and ACE courses. To receive credit for these, we must receive an official copy of the score or transcript and they must meet the minimum standards posted by FPU at **fpu.edu/transfer.**

Log in to Sunbird Central at sc.fresno.edu to view transfer courses, using the login information mentioned in the "Computer Portal Access" section.

Reminder: if you are currently enrolled, please don't forget to submit FINAL transcripts before the start of classes.





Connecting into FRESNO PACIFIC

Sunbird Central

Sunbird Central is the official portal where you will plan and register for classes. Other functions of the portal include:

Degree Progress – View and track your progress towards your degree.

Grades – View your final grades in your FPU classes.

Test Scores – Record of any test scores, such as: AP, CLEP, CBEST.

Official Transcripts – Order official transcripts.

Unofficial Transcripts – See all work taken and completed while at FPU.

My FPU Website and App | my.fpu.edu

A convenient way to combine all the various FPU logins and departments. Access Canvas, athletic schedules, time entry for student workers, Sunbird Central, IT and more. Visit **my.fpu.edu** on the web or download the "My FPU" app in your app store of preference.

Canvas

Canvas is our online learning environment where syllabi, assignments, attendance and grades can be posted. Visit the "My FPU" app for access information.

Microsoft Office 365

All FPU staff, faculty and students have access to the Microsoft Office 365 suite of applications, which include Outlook, Word, PowerPoint and Excel. **Please note that all official communications from offices will go to your new FPU email account**. This includes important information from the Student Financial Services Office and your advisor.

How do I access these systems?

Now that you are accepted, you will receive two emails from "FPU Auto Response" containing login and initial password information for our various online systems. These emails will go to the email address you used during the application process. **The initial temporary password should be changed to a password of your choosing during your first log-in session** to your Outlook email and will be used to login to all FPU portals through our single sign-on system. There are system requirements for password length and characters. Please make sure to keep your username and password handy as you will need them to register for classes, find out course grades and view future transfer evaluations.

If you have any issues with your password for Outlook/ Canvas/Sunbird Central, or if you did not receive the initial setup emails, or have problems accessing the portal, please contact FPU IT Help Desk at 559-453-3410 or **helpdesk@fresno.edu.**

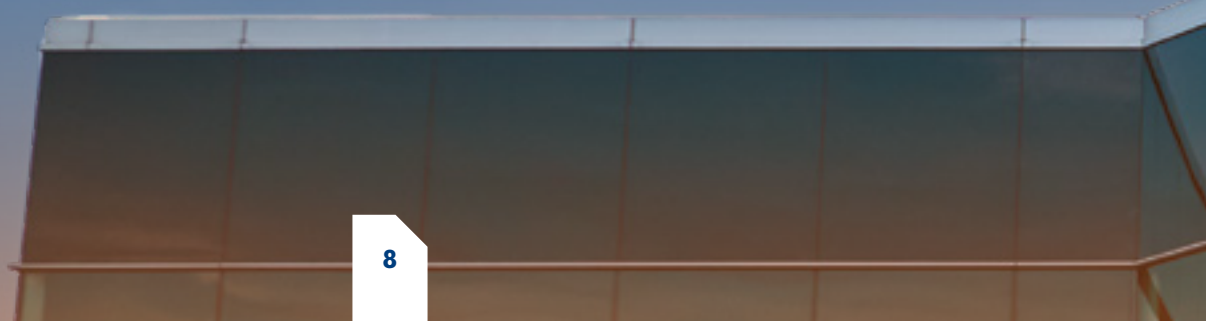


We're here to help, EVERY STEP OF THE WAY

Student Planning and Registration Steps

You will be meeting with an academic advisor who will assist you in registering for classes. The steps below are provided for you to follow as you navigate the process with that advisor:

1. **REGISTRATION** starts online at **sc.fresno.edu.**
2. **LOGIN** using your FPU email address and password.
3. Once you have successfully logged in to Sunbird Central, select "**STUDENT PLANNING.**" You may be asked to update your emergency contact information prior to registering.
4. Select the tab that reads "**PROGRESS.**" Your personal degree evaluation will appear.
5. To "**PLAN**" a course, scroll through the program requirements and select the course you intend to plan/complete. For first-time students, your academic advisor/mentor will usually do this for you before or during your advising appointment.
6. After selecting the course, you will automatically be taken to the course offerings page. Click on the orange bar within the course box to view available course sections. Find the appropriate course section and select "**ADD SECTION TO SCHEDULE.**" (Make sure to pay attention to the location of each section.)
7. **REPEAT** steps 3-5 until all courses have been added.
8. After adding the courses to your plan, you must have your advisor review and approve your courses. You may do so by clicking the "**ADVISING**" tab under the "Plan and Schedule" section and clicking on "**REQUEST REVIEW.**" Then email your advisor to let them know your academic plan needs review and include any comments you'd like them to consider.
9. Wait for "**ADVISOR APPROVAL**" (if required). Otherwise proceed to Step 10. "Advisor Approval" will appear as a green bar over each approved course with a thumbs-up symbol.
10. Register for courses by selecting "**PLAN AND SCHEDULE.**" The courses will appear under the corresponding semester.
11. You can either register course-by-course or select "**REGISTER NOW**" (right-hand corner) to register for all courses.
12. When all your classes are "**GREEN,**" that means that you are registered!



Common Questions

How do I drop a class?

Just click the "Drop" button to drop a course. If you are trying to drop your last course or withdraw from the university completely, please contact the Registrar's Office for options on how to withdraw. Always consult your academic and financial advisor when dropping (or adding) courses. This could affect your financial aid status.

How do I change my major?

Contact the Registrar's Office to change your major: **registrar@fresno.edu.**

Problems with registration

Questions on error notices or issues with registration can be directed to the Registrar's Office at 559-453-2037 or **registrar@fresno.edu.**

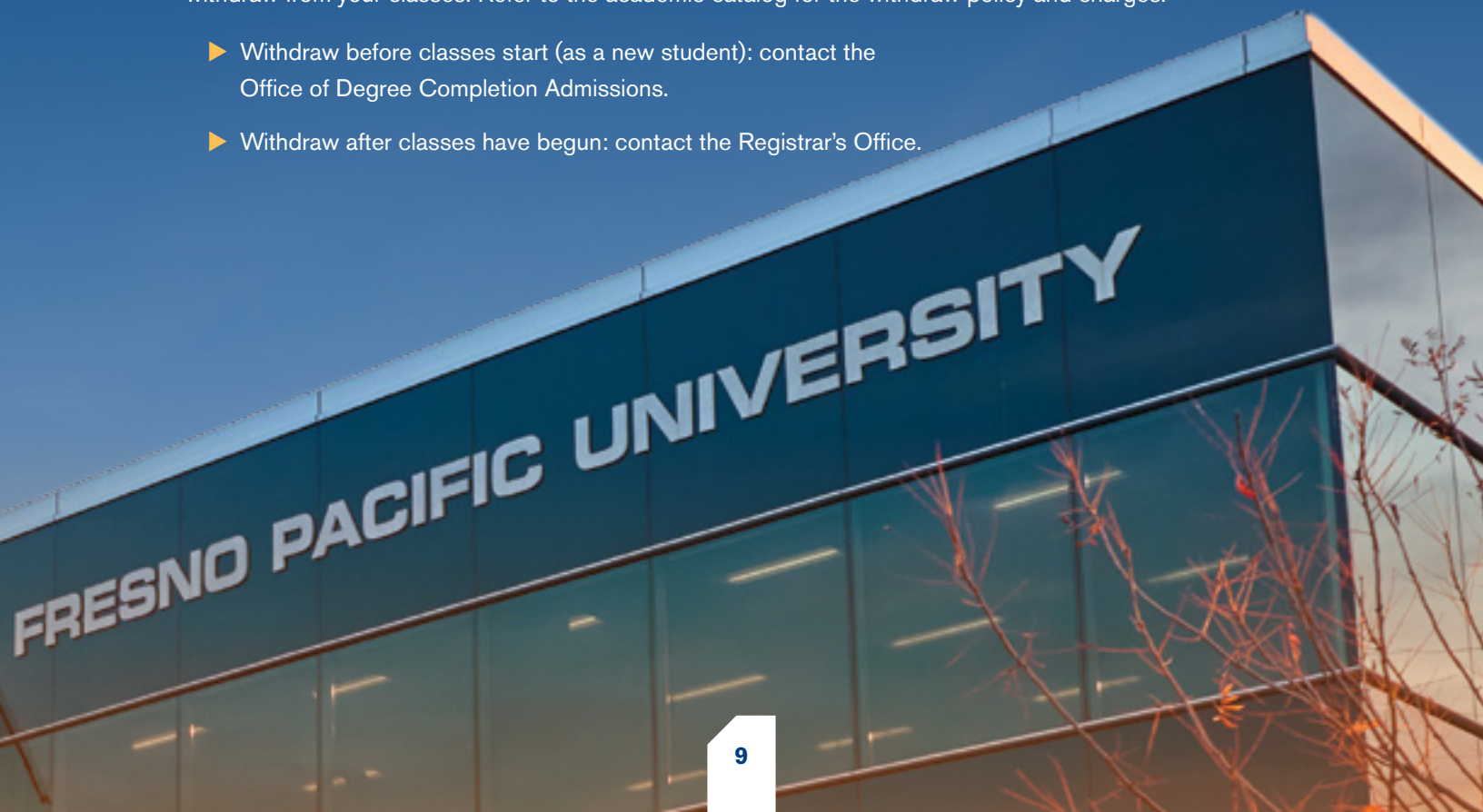
If you are a new student that needs to reschedule your advising appointment, please contact the Office of Degree Completion Admissions at 559-453-3690 or **Degree.Completion@fresno.edu.**

If you have any issues with your password for Outlook/Canvas/Sunbird Central, please contact the IT Help Desk at 559-453-3410 or **helpdesk@fresno.edu.**

Withdrawing from the university

If you need to take a one-semester hiatus/leave of absence or need to withdraw from the university, contact the appropriate office listed below. Charges may still apply depending on when you withdraw from your classes. Refer to the academic catalog for the withdraw policy and charges.

- Withdraw before classes start (as a new student): contact the Office of Degree Completion Admissions.
- Withdraw after classes have begun: contact the Registrar's Office.



What do I need to graduate with my DEGREE FROM FPU?

Bachelor's Degree Requirements

Basic Requirements

A minimum of 120 semester units, which includes:

- General education requirements.
- Major requirements, selected from one of the available programs. Minor(s) and additional majors may also be selected but are not required for the degree.
- Elective courses, as needed to complete the 120-unit minimum.

Minimum Requirements

- A minimum cumulative grade point average (GPA) of 2.0 must be completed.
- A minimum of 30 units must be taken at FPU.
- A minimum of 18 units in the major must be taken at FPU.
- A minimum of 30 units must be taken in upper-division courses (300-400 level).

Maximum Requirements

A maximum of 8 total units of activity courses in art, theater, music, journalism, physical education and athletics, with a maximum of 4 units in a single area, may be counted toward the 120 units required for degree completion. (Activity courses are identified in course descriptions.) Activity courses required in a major or minor may exceed this limit.

A maximum of 15 units of courses taken under the Credit/No Credit Option Policy may be applied toward degree requirements (see CR/NC Option Policy in the FPU Catalog).

A maximum of 6 units of graduate credit may be applied toward a bachelor's degree. Some exceptions may apply. Visit the university catalog at fpu.edu/catalog to view exceptions and for specific details.



Academic Success Center

We want to make sure that you can manage your workload, enjoy your college journey and excel in your future career. That's why we have an Academic Success Center.

At the Academic Success Center (ASC), you can refresh study habits to fit your learning preference, get feedback on drafts of papers before turning them in, receive tutoring in general education classes and more.

- Tutoring for general education courses.
- Support and feedback on writing projects across the curriculum.
- Academic coaching for one-on-one support to develop skills for academic success.
- Services for students with disabilities to provide academic accommodations.
- More information at **fpu.edu/asc.**

Academic Success Center | 559-453-5585 | **academic.success@fresno.edu.**

Services for Students with Disabilities

Fresno Pacific University values the diversity of students with disabilities and we are committed to providing equal access and opportunity for all students. Accommodations can be provided in many ways to help individual students alleviate the effects of disabilities on their academic experience.

Disabilities take many forms:

- Physical limitations (also including temporary recovery from injury or surgery).
- Sensory impairments (low vision and hard of hearing).
- Learning differences (including AD/HD).
- Mental health conditions (anxiety, depression, etc.).
- Chronic medical conditions (anything that affects your daily health over a long period of time).

More information is available at **fpu.edu/disabilityservices.**

Disability Services Office | 559-453-2247 | **disability.services@fresno.edu.**





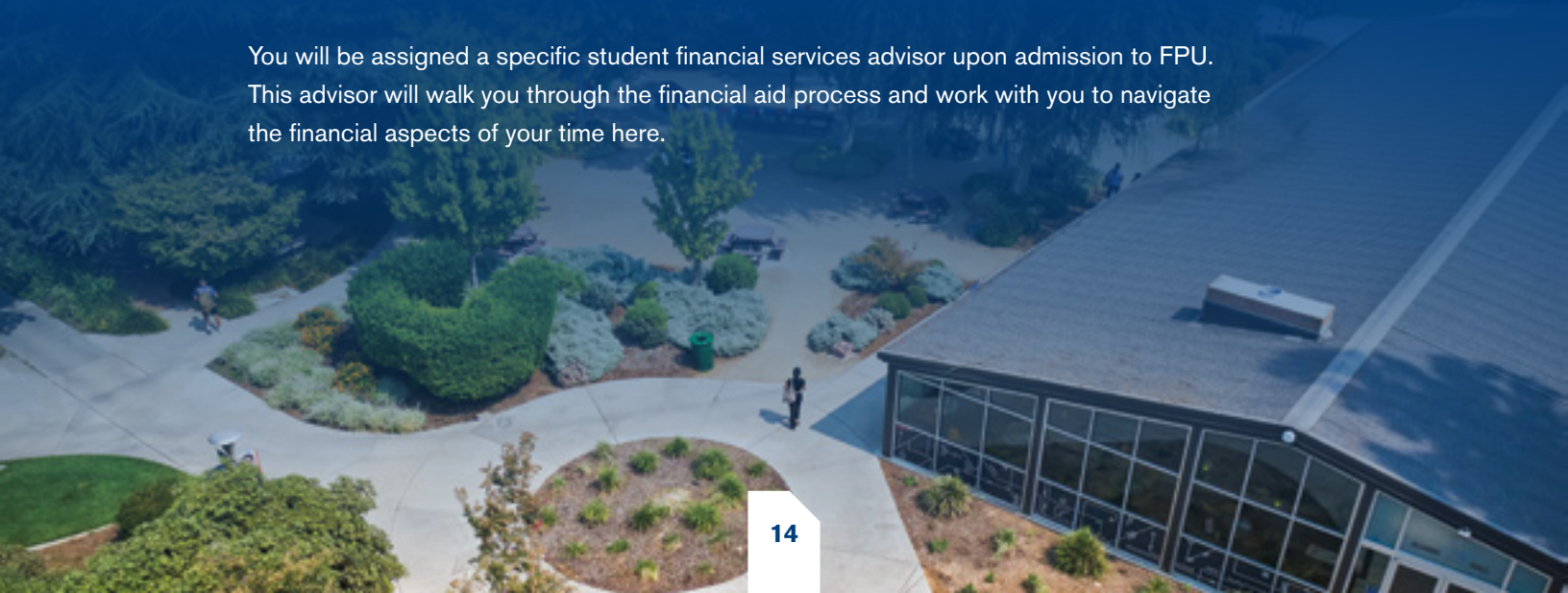
Affordable EDUCATION

Our team in the Student Financial Services (SFS) Office is here to assist you as you navigate the tuition and financial aid process. The first step to start the financial aid awarding process is to complete the Free Application for Federal Student Aid (FAFSA), the application for all federal and state aid programs which includes loans and grants. FPU also uses the information from the FAFSA to determine your financial aid package, so we encourage you to fill it out.

- The FAFSA can be completed at fafsa.gov. Use FPU's school code of 001253 so that we can access your information.
- For California residents: March 2 is the deadline to submit the FAFSA to be considered for the Cal Grant program worth over $9,000 annually. There is no deadline for the annual federal programs.
- For new entering spring 2027 students, make sure you are completing both the 2026-27 FAFSA (for the spring 2027 term) and the 2027-28 FAFSA (for the summer and fall 2027 terms).
- For AB540 students in California, complete the California Dream Act Application at **dream.csac.ca.gov** by March 2 to be considered for state aid.

Once we have received your FAFSA information, we will begin reviewing and preparing your financial aid package. Fresno Pacific University offers a variety of federal, institutional and private financial aid programs to assist students who would benefit from an education but need financial aid. When you receive your official financial aid package, make an appointment with your assigned SFS advisor to go over your financial aid offer, costs and payment options (if applicable). You will need to accept your financial aid offer and may also have to submit additional documents.

You will be assigned a specific student financial services advisor upon admission to FPU. This advisor will walk you through the financial aid process and work with you to navigate the financial aspects of your time here.



Next Steps:

1 – Complete your FAFSA at fafsa.gov

2 – Schedule an appointment with your student financial services advisor

to go over tuition costs, aid and final financial details. You will then need to focus on completing your financial aid paperwork:

- Accept your awards online.
- Check off your Student Financial Services To-Do List.

If Applicable:

Direct Loans: Complete the following at studentloans.gov (use your FSA ID to log in)

- Loan entrance counseling
- Master Promissory Note

Parent Plus Loan (for dependent students only): Parent must complete the following at studentloans.gov (use Parent's FSA ID to log in)

- Parent Plus Loan Pre-Approval
- Parent Plus Loan Master Promissory Note (only if credit was approved)

Verification Paperwork

- Complete the Verification Form required (forms are online).
  - If selected, students may receive an email from ProEd.
- Submit any required additional documentation.

Payment Plan

Once you receive notification that you have been billed, enroll yourself into a payment plan in the Online Payment Center. The Online Payment Center (OPC) is your resource hub for all your student account information and is available 24 hours a day/7 days a week.

While you are in the OPC, be sure to check out these convenient features:

- Sign up for direct deposit for financial aid credit disbursements (under the Refund section).
- Set up an authorized user to grant them access to your account as well.

Make monthly payments due the fifteenth of every month.

Set up monthly automatic payments if you have a balance.

Keep in mind:

Your FPU student email will be our MAIN form of contact, so please check this email account regularly. You can forward your FPU email to your personal email account if desired.

Your student financial services advisor is available to meet with you at any point in the semester and is recommended if you have ANY questions or concerns.

All student accounts must be current with no outstanding balances by the end of each semester to continue enrollment, so complete your FAFSA early and schedule an appointment with your student financial services advisor as soon as possible.

QUESTIONS? Call 559-453-2041 | **sfs@fresno.edu**

Finish at FRESNO PACIFIC!

We understand that finishing your degree can be daunting and that deciding on the right program and college is a huge decision. We are here to help you navigate and walk through this decision with you to discover if FPU is the right fit for you!

Here are a few suggestions to help you along your journey:

- Schedule a meeting with an admission counselor, academic advisor, program director or student financial services advisor to help answer questions and see if what you are looking for can be found at FPU. FPU offers in-person, phone and virtual meetings.
- Attend an in-person or virtual program information meeting or Enrollment Express event.
- Complete your FAFSA and the financial aid process. This will allow you to get a financial aid package and see if FPU fits your financial budget. Then make an appointment to meet with your SFS advisor to go over all your questions, options and concerns.

Learn more about all of these options, discover event dates and schedule an appointment at **fpu.edu/connectDC.**





Important CONTACTS

Office of Degree Completion Admissions

Degree.Completion@fresno.edu | 559-453-3690

Assists with admission process, basic financial aid, transferring classes, scheduling registration and general information and questions.

Student Financial Services

sfs@fresno.edu | 559-453-2041

Answers questions about financial award letters, FAFSA, tuition and bill payment, etc.

Student Life

stlife@fresno.edu | 559-453-2073

Calling and Career Center

fpu.edu/career | career.services@fresno.edu | 559-453-2073

DC Connect

Degree.Completion@fresno.edu | 559-453-3690

Schedule an appointment to meet with an admission counselor or academic advisor, tour a regional campus, attend an Enrollment Express event or learn about next steps to enroll.

fpu.edu/connectDC

Disability Services Office

disability.services@fresno.edu

Assists students who have questions and concerns about their transition to FPU and what disability services may assist them.

Veteran Services

fpu.edu/veterans | 559-573-7830

Assists students who have questions about veterans benefits, transition and services.

Academic Success Center

academic.success@fresno.edu | 559-453-5585

Offers tutoring, support and feedback on writing projects, academic coaching, exam proctoring and more!

For Degree Completion Programs

Registration

- ☐ Be on the lookout for your new FPU login information.
- ☐ Login and reset your password (see page 6 for more information).
- ☐ Make an appointment with your academic advisor at 559-453-3690 or by emailing **Degree.Completion@fresno.edu.**
- ☐ After your classes have been approved by your advisor, don't forget to go back into Sunbird Central to click "Register" and finalize your classes.

Student Financial Services

- ☐ Submit the Free Application for Federal Student Aid (FAFSA). Use FPU's code 001253.
- ☐ Make an appointment with your SFS advisor by calling 559-453-2041 or email: **sfs@fresno.edu.**

More information is listed on page 14.

Orientation

- ☐ Attend New Student Orientation! Information will be sent soon.
- ☐ Student ID: Visit the front desk of your campus location (or for online students, the campus closest to you or an alternate option) to have your photo taken.
- ☐ Visit the FPU Campus Bookstore to shop for textbooks and FPU gear! **fpu.edu/bookstore**

For more information and a complete checklist, visit fpu.edu/acceptedDC.

Have a great start to your FPU journey!

FRESNO PACIFIC UNIVERSITY

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559-453-3690 | Degree.Completion@fresno.edu

fpu.edu/acceptedDC