

Lewis & Clark College GPS: Guide to Pioneer Success

Class registration begins in June!
Take steps *now* for a successful academic start.

2012-13



May 18, 2012

Dear New Student:

Congratulations on your decision to join the Lewis & Clark College community. We are delighted with your choice. This is an important time, when you are likely to feel both excited about preparing for life as a Lewis & Clark Pioneer and anxious about successfully completing your current endeavors. We recognize that the next few months may prove a bit challenging. With that in mind, we designed the *GPS* to help you make the transition. It explains the registration process, lays out your upcoming enrollment responsibilities, and provides a framework for your decision making this summer. I hope it will answer many of your questions and prepare you well for your first semester at Lewis & Clark College.

As you read the following pages, I hope it becomes apparent we expect much from you. Whether you are moving a few miles to attend Lewis & Clark or crossing great distances, are the first person in your family to attend college or simply the first to attend Lewis & Clark, you come here as an explorer. Our hope is that you bring with you a desire to discover, engage, and establish methods for addressing challenges in ways that benefit all of us. New Student Orientation provides your first opportunity to participate in those critical common experiences that make up a Lewis & Clark education. Take advantage of the opportunities that lay before you to grow and explore. At Lewis & Clark, you'll find talented faculty, dedicated staff, and enthusiastic students who are eager to join you in that exploration.

I trust that Lewis & Clark will be all that you hope for and eagerly anticipate your arrival on Wednesday, August 29, for New Student Orientation.

Best,

A handwritten signature in black ink that reads "Sandi Bottemiller". The signature is written in a cursive style with a large, looping initial "S".

Sandi Bottemiller
Director of Housing and Orientation



Get Ready to Begin at L&C!

We're excited you've decided to join us this fall! Because the first few days on campus are so busy for new students, we have to ask you to complete some tasks this summer. The following checklist will walk you through what you need to do.

By May 25

- Create your e-mail account/WebAdvisor User ID.** Visit go.lclark.edu/create_account.

Creating your Lewis & Clark e-mail account will also create your WebAdvisor User ID (see Glossary), which you will need to register for classes. It may take up to 48 hours for your request to be processed, so do this as soon as possible.

By June 11

- Identify possible courses.** Go to page 5.

You will register for two courses plus Exploration and Discovery this summer. Learn how to see what's available this fall and what to consider when choosing courses.

- Complete placement exams and request AP/IB scores be sent to Lewis & Clark (if applicable).** Go to page 6.

Placement exams and AP/IB scores will help you determine what level of course is right for you in foreign languages, music, and science and math courses with a math prerequisite.

By June 14

- Explore the Core Curriculum and submit your preferences.** Go to page 8.

All first-year students take Exploration and Discovery. Find out about course options and how to submit your preferences.

- Plan your fall course schedule.** Go to page 8.

Figure out how potential courses might work in a schedule using the First Semester Registration Plan (page 16) and Academic Scheduling worksheet (page 17).

- Submit your emergency contact information.** Go to page 8.

Learn how to provide contact information so we can contact you and your family in the event of an emergency.

- Find your registration time.** Go to page 9.

After June 7, you can locate your upcoming registration times.

At your appointment time on June 14 or 15.

- Register for your first course.*** Go to page 10.

Get step-by-step instructions for putting courses in your Preferred Sections list (see Glossary) ahead of time and then using that list to register.

At your appointment time on June 21 or 22

- Register for your second course.***

By June 22

- Complete the premajor advising questionnaire.** *Go to page 11.*

Help us determine a good match for the academic advisor you'll be assigned when you arrive on campus by filling out an online questionnaire.

- Take the Academic Integrity Tutorial.*** *Go to page 11.*

Be prepared to identify and avoid academic dishonesty by taking this required tutorial.

Late August

- Join your classmates at New Student Orientation!** *Go to page 12.*

The fun begins on campus! See the schedule for this an action-packed program that will make you feel right at home.

*These forms/tasks remain open until July 13, so if you miss the deadline, you may still complete them. We strongly encourage you to complete them by the specified deadline so that you are prepared for registration and New Student Orientation.

WebAdvisor: Log In to a New Resource

This summer you'll use the website WebAdvisor for a variety of tasks, including registering for your courses. Thankfully, getting on to WebAdvisor is easy! Just follow these simple steps:

1. Create your Lewis & Clark e-mail account at go.lclark.edu/create_account.
2. Through this process, you'll pick your Lewis & Clark user name (see Glossary) and your password. Hang on to these; they'll be important soon!
3. Take a break!
4. This is the easiest step you'll have all summer. Allow at least 48 hours after creating your Lewis & Clark e-mail account before accessing WebAdvisor for the first time.
5. Go to webadvisor.lclark.edu.
6. Click on Log In.
7. In the field for User ID, enter your Lewis & Clark user name. (See? It came back already!)
8. In the field for Password, enter the password you created to log in to your e-mail account. If you are unsure about your password, you can reset it at go.lclark.edu/information_technology/account_reset.

From here, you can explore the site or undertake some of the tasks we're asking you to complete this summer.

Glossary

Exploration and Discovery: A two-semester course taken by all first-year students that will introduce you to significant ideas and works in the tradition of the liberal arts.

Lewis & Clark user name: Your user name is the first part of your student e-mail address up to the @. For example, if your e-mail address is *smith@lclark.edu*, then your user name is *smith*.

Preferred Sections list: This list, which you'll build in WebAdvisor, is like a shopping cart. You can save courses here to make registration quick and easy.

WebAdvisor: WebAdvisor is the website you'll use for many registration-related tasks. Among other things, you'll use it to search for courses to take, locate your registration times, and register for classes.

WebAdvisor User ID: You'll be asked for a User ID to log in to WebAdvisor. This is the same as your Lewis & Clark user name (see above).

Summer Instructions

Identify Possible Courses

In June, you will register for two of your courses for fall semester in addition to submitting your Exploration and Discovery preference form. Aside from taking Exploration and Discovery, there are no hard and fast rules as to what courses you should take. Students have different interests, needs, and academic strengths. The information below is intended to assist you in searching for courses offered this fall and choosing your courses.

Finding Courses Offered in the Fall

1. Visit go.lclark.edu/college_registrar.
2. Click on Course Schedule in the right hand column. This will bring you to WebAdvisor. **Note:** This shortcut will only allow you to search for courses. For all other tasks in WebAdvisor, you will need to follow the instructions for accessing WebAdvisor on page 4.
3. Click on Term and select CAS-Fall 2012.
4. Under Subjects, select up to five departments that you are interested in.
5. Under Course Levels, select “First Yr.” If you see a course you like, click on the orange section name and title of the course to see a description and to determine if there are any prerequisites.

Frequently Asked Questions About Choosing Courses

How many courses can/should I take?

A full course load is three or four courses of 4 to 5 credits each. You can also take one or two 1-credit physical education/athletics or music performance courses. The maximum number of credits you are allowed to take without special permission is 19. You must be enrolled in a minimum of 12 credits to be considered a full-time student. If you plan to graduate in four years, you need to earn an average of 16 credits per semester to total the required 128 credits. When you arrive on campus, your academic advisor can help you determine the best load for you.

What if I have a disability or learning difference?

Lewis & Clark College complies with all the provisions of the Americans with Disabilities Act. Rachel Orlansky, the director of student support services, is the person to contact over the summer about any kind of disability—learning, physical, or psychological. She can be reached by phone at 503-768-7143 or by e-mail at orlansky@lclark.edu.

What general guidelines should I use in selecting courses? Should I take a course in my possible major?

Your courses ideally will represent different subjects. The first year is a time for exploring, and this includes possible majors as well as different subjects that sound interesting to you. A good strategy is to take one or two courses that satisfy general education requirements (for example, Exploration and Discovery and a language course), one or two courses that help you begin to explore a possible major, and at least one course that really excites you, even if it's not required or part of a possible major.

If you are planning on a **music major or science major**, it is important to start the first semester because these majors are highly structured with one course required before you can take the next and sequences that start only in the fall. Prospective music majors should take the placement exam (see page 7) and register for the music theory course that they place into. For more information about starting out in the sciences go to academic advising go.lclark.edu/college/advising, click on the Welcome! Advising for Incoming First Year Students link, and locate the FAQ regarding information for prospective science majors.

What courses are open to first-year students?

First-year students may register for all 100-level courses and for 200-level courses that have an F in the section number (for example, RHMS 270 F1). In addition, we have reserved seats especially for first-year students in some classes. These appear as a different section with the number of the course plus RES (for example, POLS 102 RES1). To see if a course has a prerequisite, follow step 5 on page 5. For example, math and science courses require the prerequisite of Quantitative Reasoning (Computer Science 102).

Do I have to take Quantitative Reasoning (Computer Science 102) before I can take courses that list this as the prerequisite?

General education courses in math and science require proof of proficiency, which can be met in several ways. For information on ways to meet this requirement, see the information about the Quantitative Reasoning Proficiency Exam below.

Should I register for a foreign language first semester?

The foreign language general education requirement is proficiency through the 201 level (third semester) of a language. Starting this requirement first semester allows increased flexibility in choosing courses in remaining semesters. If you need to register for the first semester (course number 101) of any language, it is only offered in the fall.

If I want to continue the foreign language I took in high school, how do I know what level to register for?

For Spanish, French, or German, you should take the online foreign language placement exam this summer to determine the level. For Chinese, Japanese, Russian, Latin, and Classical Greek, the placement exam will be given during New Student Orientation. See page 7 for more information.

I've taken AP or IB classes and exams. How do they figure into my choice?

Be sure your scores have been sent to Lewis & Clark (below). AP or IB exam credit may affect your placement in some subjects. The Advanced Standing section of the *Lewis & Clark Catalog* has a subject breakdown. To access this information, visit docs.lclark.edu/undergraduate/policiesprocedures/advancedstanding.

What if my first choice courses are filled when it's my registration time?

Because course sizes are small, you may not be able to take your first priority course every semester. Therefore, it's important to find alternatives to list on the Course Scheduling Worksheet on page 16.

Where can I get more information?

If you have questions this summer about any part of the course selection process, see the Academic Advising webpage at college.lclark.edu/academics/support/advising. This page contains more detailed information and contact information.

Complete Placement Exams and Request AP/IB Exam Scores Be Sent to Lewis & Clark

AP/IB Exam Scores

It's important to be sure you have your scores sent to Lewis & Clark; however, AP and IB scores and high school transcripts showing grades from your senior year are typically not received by the college until midsummer. So if you want to register in June for a course that requires proof of math proficiency, you will need to take the Quantitative Reasoning Proficiency Exam by June 11.

Quantitative Reasoning Proficiency Exam

You must take the Quantitative Reasoning Proficiency Exam to prove proficiency in mathematics for general education courses in math and science unless you qualify for one of exemptions listed below.

- Your grade of B or higher in a high school calculus course has been received by the Office of Admissions on an official transcript. Please ask the Office of Admissions to send your transcript to the Office of the Registrar.

Checking AP, IB, SAT, and ACT Scores in WebAdvisor

If you are taking a course with prerequisites that you believe should have been satisfied by exam scores, make sure that those have been recorded in WebAdvisor. To see if your scores have been recorded, follow these steps.

1. Log in to WebAdvisor using your Lewis & Clark user name and password (see page 3 if you have questions about logging in to WebAdvisor).
2. Click Students.
3. Under Academic Profile, select Transcript for AP/IB scores or Test Summary for SAT/ACT scores.

- Your SAT I Math score of 630 or higher or ACT Math score of 30 or higher has been recorded with the Office of the Registrar.
- Your AP score of 4 or higher in calculus, statistics, or computer science has been recorded by the Office of the Registrar.
- Your IB score of 5 or higher in mathematics has been recorded by the Office of the Registrar.

If you do not qualify for an exemption and want to register for a course in June that requires proof of mathematics proficiency, you must take the test by June 11. Otherwise you have until August 24 to take the exam.

If you qualify for an exemption, as noted above, you may still need to take the exam by June 11 if you want to register for a course in June that requires proof of mathematics proficiency. In WebAdvisor, you can see if your AP, IB, SAT, or ACT scores have been recorded by the Office of the Registrar (see the box above). If WebAdvisor doesn't show you have proof of proficiency, you will not be able to register for a class that requires that proof based on your exam scores.

The Quantitative Reasoning Proficiency Exam also serves as a placement test for math courses numbered 115 (precalculus) or higher. You should take the exam for placement in these courses unless you have an AP score of 4 or higher in calculus or an IB score of 5 or higher in mathematics. If you have such an AP or IB score, consult the Advanced Standing section of the catalog for placement at **docs.lclark.edu/undergraduate/policiesprocedures/advancedstanding**.

Visit **go.lclark.edu/quantitative/reasoning/exam** to learn more about the exam and take it.

Foreign Language Placement Exams

You must complete one of the foreign language placement exams unless one of the following exemption criteria applies to you:

- You have fulfilled the foreign language requirement by receiving a 4 or 5 on the AP language or literature exam or a score of 5, 6, or 7 on the IB higher level examinations.
- You have never studied a foreign language before.
- You have studied a language at the college level and your credits have transferred to Lewis & Clark. In this case, you may continue with the next course in the sequence you began elsewhere.

If you are taking the Spanish, French, or German foreign language exam, you will find instructions and current information regarding these online tests at **go.lclark.edu/foreign_languages/placement_exams**. All other foreign language placement exams (Chinese, Japanese, Russian, Latin, and Classical Greek) will be administered during New Student Orientation. You do not need to register for these exams.

Music Theory and Aural Skills Exam

If you think you may choose to major or minor in music, you should take this exam during the fall semester of your first year. Information is available at **go.lclark.edu/music/placement/exam**. There will also be an information session on the Thursday morning of New Student Orientation.

Explore the Core Curriculum and Submit Your Preferences

Exploration and Discovery is our innovative, two-semester Core Curriculum designed to introduce you to significant ideas and works in the tradition of the liberal arts. It will help you develop the college-level skills necessary to succeed at Lewis & Clark and beyond. All first-year students are required to take Exploration and Discovery.

There are many sections of Exploration and Discovery. Although all fall sections use common texts, each section is unique, charting its own theme with additional materials. You can indicate six preferences out of these choices for your Exploration and Discovery section. We encourage you to use the Exploration and Discovery website to review the section descriptions and learn about the faculty teaching them. We strongly encourage you to submit your Exploration and Discovery (Core 106) Section Preference Form when you register for your first class, **June 14 or 15**. The form will remain active until **June 30**, at which point we will assign sections. By August 1 an e-mail will be sent to your new Lewis & Clark e-mail address notifying you of your assigned Exploration and Discovery section, and you will be able to see your assigned section on WebAdvisor (see Quick Tips for WebAdvisor and Registration on page 11 for instructions).

For additional information about navigating the Exploration and Discovery website and submitting the Section Preference Form, you can watch a short tutorial at go.lclark.edu/college/e/d/video. If you still have questions about Exploration and Discovery, please contact the program coordinator, Dawn Wilson, at 503-768-7208 or explore@lclark.edu. You can also browse the website, go.lclark.edu/exploration_and_discovery. There is a helpful set of frequently asked questions at go.lclark.edu/exploration_and_discovery/faqs.

Instructions

1. Visit go.lclark.edu/exploration_and_discovery/course_sections for information about the sections of Exploration and Discovery and the faculty who teach them.
2. When you have determined the top six sections you prefer, visit go.lclark.edu/exploration_and_discovery/registration.
3. Complete and submit the online Exploration and Discovery Section Preference Form. You will need your Lewis & Clark user name (see page 3) and your Lewis & Clark ID number* to complete this form and ensure your preferences are linked to you.

*To locate your ID number, you'll need to use WebAdvisor. Follow instructions 1-3 on page 9. Then under Academic Profile, select My Holds & Authorizations. Your ID number will be listed in the left corner of the screen.

Plan Your Fall Course Schedule

Now that you've chosen some possible courses, it's important to make sure the meeting times of the courses you are considering do not conflict with each other or with the Exploration and Discovery sections you list as preferences. We've provided worksheets to help you plan your schedule on pages 16-17. Complete these forms and bring them with you for your meeting during New Student Orientation with your faculty advisor in August. During this meeting, you will finalize your fall semester registration plan. To use these forms, first list the courses you are interested in taking on the First Semester Registration Plan. Then place the courses in the appropriate time block on the Academic Scheduling Worksheet to make sure that courses don't overlap or conflict.

Submit Your Emergency Contact Information

It is critical that we have accurate contact information for you and your family in the event of an emergency. We recognize that you may have concerns about your privacy. The information you provide will be held in a limited-access, password-protected portion of Lewis & Clark's database and used only in compliance with the institution's policies and procedures.

Instructions

1. Go to webadvisor.lclark.edu.
2. Log in using your Lewis & Clark user name and password (see page 3 if you have questions about this step).
3. Click on Students.
4. Under User Account, click on Emergency Contact.
5. Enter the appropriate contact information.
6. Click on the Update/Verify button to complete the entry.

Find Your Registration Time

This summer you will register for two fall semester courses. Your first registration appointment will be on June 14 or 15. Your second registration appointment will be on June 21 or 22.

The instructions below explain how to find your appointment time, which will be available after June 7.

Instructions

1. Go to webadvisor.lclark.edu.
2. Log in using your Lewis & Clark user name and password (see page 3 if you have questions about this step).
3. Click on Students.
4. Under Registration, select Registration Permissions and choose 12/FA CAS-Fall 2012. You should now be able to see the date and time at which you are scheduled to register for your first course.

Register for Courses

Below you'll find information on how to find courses to create a Preferred Sections list (see Glossary) and register for them on WebAdvisor. Be sure to give yourself ample opportunity to become familiar with the course offerings before the day of your appointment.

Frequently Asked Questions

What are my User ID and password on WebAdvisor?

Your User ID is the first part of your student e-mail address up to the @. (For example, if your e-mail address is *smith@lclark.edu*, then your user name is *smith*.) Your password is the same as the password you would use to access your e-mail. If you are unsure about your password, you can reset it at go.lclark.edu/information_technology/account_reset.

Which of my selected courses should I register for during the first round of registration?

Pick the class that is the most important to you.

How do I know if a class is open?

In the left-hand column labeled Status, it will say Open. If it says Closed or Waitlisted in this column, then you cannot register for it, but you should put yourself on the wait list for the course. **Important:** You must put yourself on the wait list for a course *before* you register for another course. Otherwise, you will be unable to put yourself on a wait list for one course and register for another course during the same registration session. If the course becomes open over the summer because students have dropped it, you will be e-mailed and given eight days to change your registration to add this course.

Who can help me if I'm having problems registering?

The Office of the Registrar will be open during registration appointments. Call them at 503-768-7335 if you have technical difficulties during your assigned appointment time.

What if I miss my registration appointment?

You will still be able to register online using WebAdvisor until July 13. After that date, you can contact the Office of the Registrar to register for your courses. Keep in mind, though, that you don't want to put off registering. The later you register, the less likely you are to get your first-choice class.

Do I need to worry about how my courses will fit into my schedule?

You should make sure that the meeting times of the courses you choose do not conflict with the Exploration and Discovery sections you list as your preferences. You should also develop a long list of possible courses that don't all meet at the same time, so that if one course is unavailable when you register, you will have some good alternatives.

What if I change my mind about the courses I want to take?

You can change the courses online until July 13.* After that time, changes must wait until you arrive on campus in August for New Student Orientation.

If you have not registered at all and it is after July 13, please call the Office of the Registrar immediately at 503-768-7335 for assistance in making course selections.

Once classes begin on September 4, you'll be able to add or drop courses until September 14 by using a form that is signed by the faculty member who teaches the course and also by your faculty advisor.

*There are special rules for if and how you can change your Exploration and Discovery section; please visit go.lclark.edu/exploration_and_discovery/faqs for details on that process.

Building a Preferred Sections List With WebAdvisor

The instructions below will guide you through how to use WebAdvisor to search for classes and save them in a Preferred Sections list. Think of this list like a shopping cart. When it comes time to register, you can return to this list to easily complete your registration.

Instructions

1. Log in to WebAdvisor by following steps 1-3 on page 9.
2. Under Registration, select Register for Sections.
3. Choose Search and Register for Sections.
4. From the Term drop-down menu, select CAS-Fall 2012.
5. To search for courses in a particular subject area, simply enter the name of the subject and click Submit. (You may search the course offerings of up to five subjects at once, but it is not necessary to fill the entire search form.) You can also narrow your search by choosing criteria from other menus such as days of the week of course meetings.
6. To learn more about a particular course, click on its orange section name and title. An information window will pop up. If the course interests you, check if there are any prerequisites or restrictions.
7. Once you find a course listing that intrigues you, place it in your Preferred Sections list by checking the box next to the section name and title and clicking Submit. (You can remove a section from this list at any time by using the Action drop-down menu next to the course you wish to remove.)
8. Continue looking for courses to add to your Preferred Sections list by clicking on Search for Sections.
9. When you are done, log out of WebAdvisor.

Registering for Your First Two Courses

When your registration appointment times arrive, log in to WebAdvisor. If you've already done the work of building a Preferred Sections list as outlined above, most of your work is done. To complete your registration, follow these final steps.

Instructions

1. Log in to WebAdvisor by following steps 1-3 on page 9.
2. Select Register for Previously Selected Sections to access your Preferred Sections list.
3. From the Action drop-down menu next to the section you wish to register for, select Register.
4. Scroll down and select Submit.
5. Log out.

Quick Tips for WebAdvisor and Registration

- Plan your schedule early!
- Keep in mind that sections may fill before you can register, so look for several classes that interest you.
- After registering for your two courses, keep the other courses that you are interested in taking on your Preferred Sections list. You will be able to use this list for your appointment with your faculty advisor during New Student Orientation. **It is important that you bring your First Semester Registration Plan and Academic Scheduling Worksheet with you to campus in August for this meeting.**
- You can easily double-check that your registration was successful. From the Students menu, select Academic Profile, and then My Class Schedule. Then choose CAS-Fall 2012. (Your Exploration and Discovery section will not be listed until you receive an e-mail with your assigned section.)

Complete the Premajor Advising Questionnaire

During your time at Lewis & Clark, there will likely be several faculty who serve as advisors and resources for you as you plot your academic course. While the responsibility for constructing a personal academic program ultimately belongs to you, faculty advisors can aid you as you explore new disciplines, plan for overseas travel, consider academic choices, and prepare for postgraduate opportunities.

Upon your arrival at Lewis & Clark, you will be assigned to a premajor faculty advisor who will help guide you through the New Student Orientation registration process and will assist you with your fall schedule. Your advisor's name and information about meeting times will be included in your New Student Orientation packet once you arrive on campus. Your premajor advisor is your advocate, ally, and guide as you go through your first few semesters at Lewis & Clark.

When you declare an academic major, you will select a major advisor from the faculty in that department. As you get to know the faculty and your own interests and goals, you may decide that you'd like to change advisors, which is easy to do. For more information about academic advising, see go.lclark.edu/college_advising.

Instructions

The Premajor Advising Questionnaire is designed to help us match you with an advisor and to prepare both of you for an effective first meeting. Complete and submit the Premajor Advising Questionnaire at go.lclark.edu/premajor_questionnaire.

Take the Academic Integrity Tutorial

Lewis & Clark believes that each member of the community is responsible for the integrity of his or her individual academic performance. In addition, because each act of dishonesty harms the entire community, all individuals—students, faculty, and staff members alike—are responsible for encouraging the integrity of others by their own example, by confronting individuals they observe committing dishonest acts, and/or by discussing such actions with a faculty member or academic dean, who will respect the confidentiality of such discussions. For more information about the Academic Integrity Policy and procedures, consult the college catalog or contact the dean of students or the Office of the Dean of the College.

Instructions

It is important for all students to understand what constitutes academic dishonesty. Visit go.lclark.edu/college/academic/integrity to review the Academic Integrity Policy and complete the Academic Integrity Tutorial.

Registering for the Rest of Your Courses

New Student Orientation will include the remainder of registration and advising activities for fall courses. When you arrive on campus, you will receive information about when you will meet with your academic advisor in your orientation packet. Be sure to bring your First Semester Registration Plan and Academic Scheduling Worksheet with you to campus in August.

New Student Orientation

New Student Orientation is your opportunity to officially become part of the Lewis & Clark community. Our activities and programs make that process as easy as possible. They will also provide you the first of many common experiences you will have at Lewis & Clark. Through NSO, you'll get to know your NSO leader, your peers, and other members of the Lewis & Clark community. You'll also meet a faculty advisor so you can learn your way around the curriculum and plan for your academic career. Through NSO you'll learn what it means to be a student of the liberal arts. Because the resources and opportunities available during NSO are so important to a successful start at Lewis & Clark, participation is mandatory.

We've provided an introduction to what you'll find at NSO below. Check go.lclark.edu/nso for updates over the summer and watch the mail for a more detailed schedule in mid-July. Please note that programming is subject to change.

Orientation Staff

NSO leaders are undergraduate students who have been selected and trained to assist you in your transition to Lewis & Clark. They are enthusiastic about the orientation process, so much so that they have volunteered their time to help you get started. You can expect to be contacted by your NSO leader during the summer. He or she will be able to answer any crucial questions or concerns you may have even before you arrive on the campus. Once you arrive, your NSO leader will work with you throughout the orientation period and serve as a great resource. You can get acquainted with your NSO leader on the New Student Orientation website at go.lclark.edu/nso.

Parents Preview

The transition to college life is often a milestone for your family members as well as for you. With that in mind, we organize Parents Preview, an opportunity for your family members to get acquainted and make a connection with Lewis & Clark. Parents Preview begins on Wednesday, August 29, with an evening social and concludes on Thursday, August 30, after a community-wide picnic.

Invitations to Parents Preview will be sent electronically to all custodial and noncustodial parents in early June, at which time online registration for the program will open.

Orientation Schedule at a Glance

NSO runs from Wednesday, August 29, to Sunday, September 2. Residence halls open at 8 a.m. on August 29 and the first orientation session for students begins at 4 p.m., giving you nearly a day to move into your residence hall.

If you are an international student or TCK (Third Culture Kid), you are scheduled to arrive on Monday, August 27, and begin your specific orientation on Tuesday, August 28.

When you arrive on campus you'll receive a detailed NSO schedule. Until then, you can check go.lclark.edu/nso, where we'll update the schedule as it develops over the summer. You'll also receive a packet in mid-July with more information on NSO.

Monday, August 27

New international students arrive

Tuesday, August 28

Orientation begins for new international students and Third Culture Kids (TCK)

Wednesday, August 29

Airport, bus, and train pick-ups
Residence hall move-in
Campus identification cards
Campus tours
Advising preview
Registration preparation
Residence hall activities
Shopping extravaganza (Local one-stop shop)

Thursday, August 30

Foreign language placement
Advising sessions
Academic fair
"Rules of the Road" – Policy Discussion"
Opening convocation
Residence hall floor meetings
Commuter student meeting
Course registration

Friday, August 31

"Lewis & Clark Community: My Unique Contribution"
Campus technology
Health, Wellness, and Safety
Career and Community Engagement
Kick-off lecture for Exploration and Discovery
First Exploration and Discovery class
Residence hall activities
Midnight breakfast

Saturday, September 1

Day of service in the Portland community
Evening activities

Sunday, September 2

Residence halls open for continuing students
Portland scavenger hunt
Campus-wide picnic
Chapel service
Hall meetings with new and continuing students
"Sex Signals"

Monday, September 3

Labor Day—college closed

Tuesday, September 4

Classes begin

Resources

Department Contact Information

Academic Advising
503-768-7750
advising@lclark.edu
go.lclark.edu/college_advising

Athletic Department
503-768-7545
503-768-7058 Fax
sports@lclark.edu
www.lcpioneers.com

Campus Living
503-768-7123
503-768-7977 Fax
living@lclark.edu
go.lclark.edu/campus_living

Exploration and Discovery
503-768-7208
explore@lclark.edu
go.lclark.edu/exploration_and_discovery

Financial Aid
503-768-7090
503-768-7074 Fax
fao@lclark.edu
go.lclark.edu/fao

Foreign Language Department
503-768-7434 Fax
forlang@lclark.edu
**www.lclark.edu/college/departments/
foreign_languages**

Health Service
503-768-7165
503-768-7167 Fax
health@lclark.edu
www.lclark.edu/offices/student_health_services

International Students and Scholars
503-768-7305
503-768-7301 Fax
iso@lclark.edu
go.lclark.edu/iss

Math Department
503-768-7560
503-768-7668 Fax
mathsci@lclark.edu
**www.lclark.edu/college/departments/
mathematical_sciences**

New Student Orientation
503-768-7182
503-768-7977 Fax
nso@lclark.edu
go.lclark.edu/nso

Registrar
503-768-7335
503-768-7333 Fax
reg@lclark.edu
go.lclark.edu/college_registrar

Student Support Services
503-768-7156
503-768-7197 Fax
access@lclark.edu
go.lclark.edu/student_support

Student and Departmental Accounts
503-768-7829
503-768-7908 Fax
accounts@lclark.edu
go.lclark.edu/student_accounts

Summer Mailing Schedule 2012

We expect to send the following materials to you on the dates specified below. Unless otherwise noted, items will be sent to your permanent home address. Many of the items will require your immediate attention. If you plan to be away from your home for an extended period of time between now and the end of July, be sure to provide the Office of Admissions with an address where you can receive mailings.

If you change your permanent address during the summer, please notify the Office of the Registrar at reg@lclark.edu. Put "New Student Address Change" in the subject line of your message.

Remember, in addition to the paper mailings, you will also receive periodic messages from Lewis & Clark through your Lewis & Clark e-mail account. Check it often!

June 1	Student health packet
June 8	Parents Preview e-mail invitation
July 8	Fall semester statement of account (e-mail notification)
July 20	New Student Orientation packet
July 23	Residence hall and roommate assignment

2012-13 Academic Calendar

To assist you in planning transportation to and from the campus for the year, we provide the following information. The residence halls remain open (at no additional cost) during fall, Thanksgiving, and spring breaks, but food service and shuttle services are not provided. After final exams, students may not remain in campus housing beyond the published closing times.

Fall Semester 2012

August 29	Residence halls open at 8 a.m.
August 29-September 2	New Student Orientation
August 29-30	Parents Preview
September 4	First day of classes
September 14	Last day to register or to add or drop a class
October 11-14	Fall break
October 15-November 2	Registration advising for spring 2013
November 5-15	Registration for spring 2013
November 22-25	Thanksgiving break
December 12	Last day of classes
December 13-14	Reading days
December 15, 17, 18, 19	Final exams
December 20	Residence halls close at 3 p.m.

Spring Semester 2013

January 20	Residence halls open at 9 a.m.
January 22	First day of classes
February 1	Last day to register or add or drop classes
March 11-April 5	Registration advising for fall 2013
March 23-31	Spring break
April 9-18	Registration for fall 2013
May 2	Last day of classes
May 3, 4, 6	Reading days
May 7-10	Final exams
May 11	Residence halls close at 3 p.m.

First Semester Registration Plan

1. My Exploration and Discovery section assignment: _____

Your assignment will be e-mailed to you around August 1.

2. The courses I selected during the first and second rounds of summer registration:

Dept/Course#	Course Title	Period
_____	_____	_____
_____	_____	_____

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3. List the courses you would like to take during fall semester from your Preferred Sections list on WebAdvisor, starting with department and course number and then title. You don't need to list your Exploration and Discovery course or the other course you've already registered to take.

4. To the right of your list, indicate (Note) which courses fulfill a general education requirement (GE), which courses help you explore a possible major (MAJ), and which courses you want to take just because they sound interesting, exciting, or challenging (JB).

5. Place course titles in the appropriate time periods on the Academic Scheduling Worksheet on page 17 to make sure that courses don't overlap or conflict.

6. Remove this sheet and bring it with you to campus in August for your advising appointment with your faculty mentor.

Dept/Course#	Course Title	Period	Note
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Academic Scheduling Worksheet

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8a	MWF 8:00-9:00 1	TTh 8:00-9:30 7	1	7	1	M-F 8:00-9:00 1/7
9a	MWF 9:10-10:10 2		2		2	
10a		TTh 9:40-11:10 8		8		
11a	MWF 10:20-11:20 3		3		3	
12p	M-F 11:30-12:30 4		4		4	TTh 11:30-1:00 300 and 400 level classes only 4/5
1p	M-F 12:40-1:40 5		5		5	
2p	MWF 1:50-2:50 6	TTh 1:50-3:20 9	6		9	
3p	10a 10b 10c		10b 10c		10c	
4p		11		10a		
5p						
6p						
7p						
8p						
9p						
10p						

Course Times

Period	Day	Time
1	MWF	8:00-9:00
1/7	M-F	8:00-9:00
2	MWF	9:10-10:10
3	MWF	10:20-11:20
4	M-F	11:30-12:30
4/5	TTh	11:30-1:00
5	M-F	12:40-1:40
6	MWF	1:50-2:50
7	TTh	8:00-9:30
8	TTh	9:40-11:10
9	TTh	1:50-3:20
10a	M	3:00-4:30
	Th	3:30-5:00
10b	MW	3:00-4:30
10c	MWF	3:00-4:00
11	T	3:30-5:00
	F	3:00-4:30

Evening classes

One meeting per week:

12 M or W 6:00-9:00 or 7:00-10:00

13 T or Th 6:00-9:00 or 7:00-10:00

Two meetings per week:

12 MW 6:00-7:30 or 7:00-8:30 or 7:30-9:00

13 TTh 6:00-7:30 or 7:00-8:30 or 7:30-9:00