

Lewis & Clark College Family Resource Guide

2009-10



Your Student's Information

Room Phone 503-

Cell Phone

E-mail

@lclark.edu

Residence Hall

Room Number

Roomate(s)



Lewis & Clark College
Your student's name
MSC *your student's mail stop code*
0615 S.W. Palatine Hill Road
Portland, Oregon 97219

Area Director (AD)

Resident Advisor (RA)

Emergencies

In the event of a family emergency, you may need special assistance contacting your student. We are here to help.

If your student is in class, you can call the Office of Student Support Services at 503-768-7191. The staff will refer to your student's class schedule and deliver a message to him or her as soon as possible.

If the Office of Student Support Services is closed, or if your student is somewhere other than in class, you can call the Office of Campus Safety at 503-768-7777 and request their assistance locating your student.

In the event of an emergency at Lewis & Clark, we will post information on our website at www.lclark.edu. You may also call our emergency phone line at 503-768-7669 for recorded information.

Lewis & Clark has a text messaging/e-mail/phone emergency notification system that provides information to the campus community in the event of an emergency. Information is only sent to those who sign up for the system on WebAdvisor, so please encourage your student to do so.

At the beginning of fall semester we ask all students to fill out a College Contact Sheet, which provides us with information should the College need to contact someone on behalf of the student in the event of an emergency or for other reasons. If you move or change phone numbers or e-mail addresses, please help us maintain accurate records by visiting go.lclark.edu/parents/address/change and updating your information.

Dear Lewis & Clark Families,

We are pleased to welcome you to the Lewis & Clark family! As the parent of a new Lewis & Clark student you may already be anticipating the challenge of saying goodbye to your child. When students head off to college they face an array of complex questions. Some are exciting in nature, while others are challenging and quite scary. We recognize that your student may not be the only one facing the unknown. You too may be apprehensive about the place your child has chosen to spend the next four years. Let us assure you that this is an amazing community full of support, opportunity, and challenge.

To that end, we offer two terrific resources for you to get acquainted with the L&C community. First, this *Family Resource Guide* was developed to provide you with information about the services and programs available to your student. Second, Parents Preview, an orientation program for families held on August 26 and 27, provides a wonderful way for you to experience the community firsthand. We hope you will plan to attend.

All of us at the College have high expectations of ourselves and of our students in our commitment to lifelong learning, cultural exchange, and citizenship in the Lewis & Clark community and the world beyond. Your student will get the most from his or her Lewis & Clark experience by fully engaging in the education process and taking advantage of opportunities both in and out of the classroom. We hope you will encourage your student to reflect often on his or her experience, what he or she is gaining, and what investments he or she is making along the way.

Again, we are very pleased to welcome you to the community and hope you will partner with us as we seek to foster the success of your student. Please feel free to contact any of us by e-mail, phone, or in person if we can be of service to you. We welcome any opportunity to speak with you.

Best,



Celestino Limas, Ph.D.
Dean of Students and
Chief Diversity Officer



Sandi Bottemiller
Director of Housing and Orientation



How to Use This Guide

The start of your student's higher education is a time of great excitement, activity, and optimism. We know that it can also bring moments of confusion and anxiety for families. To help ease the transition, we have created the *Family Resource Guide*. In it, you will find pages of useful information and answers to frequently asked questions.

The *Family Resource Guide* is intended to serve you in two ways. You can read it cover to cover for an overview of life at Lewis & Clark and the services available to you and your student. You can also consult specific sections as questions arise.

The information presented in the guide is organized thematically. Within each major section—Academics, Activities, Services and Amenities, Health and Counseling, and Financial Matters—offices are listed in alphabetical order. You will find contact information within each listing. General information numbers also appear in Phone Numbers at a Glance, on page 5.

The *Family Resource Guide* reflects years of experience assisting students and families. We recognize, however, that it is impossible to address all issues here. If you have any remaining questions, or if you have comments or suggestions for improvements to the *Family Resource Guide*, we encourage you to contact us at 503-768-7123 or living@lclark.edu.

We make every effort to ensure that the information presented in the *Family Resource Guide* is accurate. The details contained here, however, are subject to change. Please consult our website at www.lclark.edu for the most up-to-date information.

Contents

Phone Numbers at a Glance	5
Lewis & Clark College Calendar	6
Student Rights and Privacy	9
FERPA	9
Parental and Guardian Notification Policy	10
Student Conduct	12
Academics	
Academic Advising	14
Exploration and Discovery:	
Core Course	17
Math Skills Center	17
Registrar	17
Student Support Services	18
Writing Center	19
Activities	
College Outdoors	21
Physical Education and Athletics	21
Spiritual Life	22
Student Activities	22
Student Government	22
Student-Run Events	23
Services and Amenities	
Bon Appétit Food Service	24
Bookstore	25
Campus Living	26
Campus Safety	28
Center for Career and Community Engagement	28
Dean of Students	30
Information Technology	30
International Students and Scholars	31
Mail Services	31
Multicultural Affairs	32
Student Support Services	33
Transportation and Parking	33

Health and Counseling	
Counseling Service	35
Health Promotion and Wellness	36
Student Health Service	36
Student Health Insurance	37
Financial Matters	
Student and Departmental Account Services	41
Student Financial Services	44
Visiting Lewis & Clark	
Family Weekend	46
Commencement	46
Area Accommodations	46
Campus Map	47-49

Phone Numbers at a Glance

Academic Advising	503-768-7750
Admissions	503-768-7040
Aetna Student Health Insurance	877-375-7911
Athletics	503-768-7545
Bookstore	503-768-7885
Campus Living	503-768-7123
Akin, Odell, Stewart Halls	503-768-8930
Copeland Hall	503-768-8361
Forest Hall	503-768-8600
Hartzfeld, West, Roberts, East Halls	503-768-7123
Platt-Howard Hall	503-768-8780
Campus Safety	503-768-7855
Center for Career and Community Engagement	503-768-7114
Counseling Service	503-768-7160
Dean of the Chapel	503-768-7085
Dean of the College	503-768-7100
Dean of Students	503-768-7110
Emergency	503-768-7777
Food Services	503-768-7890
Health Promotion and Wellness	503-768-7112
Multicultural Affairs	503-768-7051
Parent and Alumni Relations	503-768-7950
President	503-768-7680
Provost	503-768-7200
Registrar	503-768-7325
Student and Departmental Account Services	503-768-7830
Student Financial Services	503-768-7090
Student Health Service	503-768-7165
Student Support Services	503-768-7175

Lewis & Clark College Calendar

Fall Semester 2009

Residence halls open for returning students August 30 at 9 a.m.
Classes begin August 31
Fall break October 8-11
Thanksgiving break (halls open/no meals) November 26-29
Last day of classes December 9
Final examinations end December 16
Residence halls close December 17 at 3 p.m.

Spring Semester 2010

Residence halls open January 17 at 9 a.m.
Food service resumes (with brunch) January 17
Classes begin January 19
Spring break (halls open/no meals) March 20-28
Last day of classes April 29
Final examinations end May 6
Residence halls close for nongraduating students May 7 at 3 p.m.
Commencement May 9

Fall Semester 2010

Residence halls open for returning students August 29 at 9 a.m.
Classes begin August 30
Fall break October 7-10
Thanksgiving break (halls open/no meals) November 25-28
Last day of classes December 9
Final examinations end December 15
Residence halls close December 16 at 3 p.m.

Spring Semester 2011

Residence halls open January 16 at 9 a.m.
Food service resumes (with brunch) January 16
Classes begin January 18
Spring break (halls open/no meals) March 19-27
Last day of classes April 28
Final examinations end May 5
Residence halls close for nongraduating students May 6 at 3 p.m.
Commencement May 8

Fall Semester 2011

Residence halls open for returning students August 28 at 9 a.m.
Classes begin August 29
Fall break October 6-9
Thanksgiving break (halls open/no meals) November 24-27
Last day of classes December 7
Final examinations end December 14
Residence halls close December 15 at 3 p.m.

Spring Semester 2012

Residence halls open January 15 at 9 a.m.
Food service resumes (with brunch) January 15
Classes begin January 17
Spring break (halls open/no meals) March 24-April 1
Last day of classes April 26
Final examinations end May 3
Residence halls close for nongraduating students May 4 at 3 p.m.
Commencement May 6

Fall Semester 2012

Residence halls open for returning students September 2 at 9 a.m.
Classes begin September 4
Fall break October 11-14
Thanksgiving break (halls open/no meals) November 22-25
Last day of classes December 12
Final examinations end December 19
Residence halls close December 20 at 3 p.m.

Spring Semester 2013

Residence halls open January 20 at 9 a.m.
Classes begin January 22
Spring break (halls open/no meals) To be determined
Last day of classes May 2
Final examinations end May 9
Residence halls close for nongraduating students May 10 at 3 p.m.
Commencement May 12



Student Rights and Privacy

College policies are shaped by both educational and legal responsibilities and differ significantly from those of secondary schools. When a student enters college, the rights to privacy shift from the parent/guardian to the student. Students' rights are explicitly spelled out in the Family Educational Rights and Privacy Act of 1974, commonly known as FERPA or the Buckley Amendment. Lewis & Clark's FERPA policy is available online at www.lclark.edu/go/ferpa.

Your student has four basic rights under FERPA:

1. The right to access his or her own records.

Lewis & Clark's policy is to permit a student to personally view his or her educational records within 45 days of the student's initial request. Students will not be allowed to view their parent/guardian's financial statement or any letters of recommendation for which they have waived their rights of access.

2. The right to some amount of control over the disclosure of his or her records.

Students have the right to limit the release of directory information. Please consult Lewis & Clark's FERPA policy for a complete list of information that the College has designated as directory information.

3. The right to permit disclosure of his or her confidential records.

Lewis & Clark cannot disclose student records to a third party (including parents/guardians) without the written consent of the student. Generally it is best for parents/guardians to obtain copies of their student's records directly from the student. The student may also permit the release of grade information to parents or any other designated party by completing a Grade Release Authorization Form, which can be obtained from the Office of the Registrar.

4. The right to seek amendment to his or her records.

A student has the right to request that the College correct records the student believes to be incorrect or in violation of his or her privacy.

FERPA protects student educational records including, but not limited to, grades, transcripts of academic work, and files in the Office of the Registrar, the Office of the Dean of Students, and the Office of Student Support Services. Only your student, his or her academic advisor, and college officials with a need to know have access to these files.

Confidentiality laws like HIPAA also protect student records in Health and Counseling, the Office of Student Support Services, and the Office of the Dean of the Chapel. Professional ethics and these laws require that these records be held in the strictest confidence. Students who use these

services are assured that neither their parents/guardians nor their advisors or other faculty or staff members will have access to their records without the student's knowledge and consent.

Quite apart from our obligations under the law, Lewis & Clark College and the members of our community highly value confidentiality. It is critical that students assume individual and collective responsibility for their academic performance and their behavior, learn to solve their own problems, and trust faculty, staff, and fellow students. It is this trust that enables Lewis & Clark College community members to live and work together creatively and productively.

While we look forward to a cooperative and productive relationship with the families of our students, our primary relationship must be with your student. It is our hope that you will appreciate and accept both our legal responsibilities and educational values in this matter. Please feel free to call the Office of the Dean of Students at 503-768-7110 if you have questions, information, or suggestions.

Parental and Guardian Notification Policy

It is a fundamental goal of the College to support students' independence and maturity, in part by encouraging students to assume responsibility for their own educational and personal matters. The College also encourages students and parents or guardians to communicate directly, regularly, and openly with each other about issues of mutual concern.

Under laws and policies that govern the privacy rights of students, Lewis & Clark has the authority and reserves the right to contact parents or guardians of dependent students about a variety of serious matters, and the parents or guardians of all students in emergencies regarding serious injury or life-or-death situations. Parental or guardian notification generally occurs under the following circumstances: hospitalization; hospital visits for alcohol poisoning or drug overdose; behavior that will likely result in residence hall suspension or expulsion, disciplinary suspension, or dismissal from the College; acts of violence or significant abuse toward others or a student's own self; arrest; drug or alcohol use that results in police action; or serious mental health concerns.

The dean of students or his designee uses professional judgment when determining whether notifying parents or guardians is essential and benefits student welfare. Whenever possible, College staff will talk with the student before contacting a parent or guardian, in order to discuss the possible benefits and challenges of notification.



Student Conduct

Like all colleges and universities, Lewis & Clark has established policies and standards of conduct to ensure integrity and the effective operation of the academic community. These policies and standards exist in written form and are communicated to all within the Lewis & Clark community.

Lewis & Clark's policies are informed by a philosophy of responsible freedom. The College encourages mature self-direction, consideration for others, and taking responsibility for one's own actions.

Personal choices regarding conduct occur in both private and public settings. When Lewis & Clark's stated community policies are violated, the individual involved becomes subject to the corresponding process or processes outlined in the *Pathfinder*. These processes are built on principles of fundamental fairness. In all cases, individuals are due the following:

- Written charges, documented in detail sufficient to allow a defense
- An opportunity to address the issue(s) before an unbiased person or conduct body
- A timely, written decision based on the weight of the evidence presented
- A right of appeal, based on any alleged violations of defined process

Students may also be accountable to civil authorities for acts that constitute violations of the law.

Our primary focus is education, and we are committed to working with students to support them in making informed, appropriate, and respectful choices. If inappropriate behavior continues, or in cases of egregious conduct, we will involve parents/guardians as necessary.

If you have questions or concerns, please contact the associate dean of students at living@lclark.edu or 503-768-7123.



Academics

Academic Advising

advising@lclark.edu
503-768-7750

Faculty advisors can help your student navigate his or her way through Lewis & Clark College's curriculum and rich academic resources. While the responsibility for constructing a personal academic program ultimately belongs to each student, faculty advisors can aid students as they explore new disciplines, plan for overseas travel, consider academic choices at the College, and prepare for postgraduate opportunities.

Each first-year and transfer student is assigned a faculty advisor based on the student's stated academic interests and goals. Once your student declares a major, he or she will work with a faculty advisor from that department. Students may change advisors at any time.

In addition to working with a faculty advisor, students with special needs are encouraged to work with the Office of Student Support Services to identify options that will promote academic success during their time at the College.

Expectations and Support: Understanding the System

What is the difference between high-school-level and college-level work?

This depends on your student's high school background. For some students, the amount of work required is similar, but for the majority, it is much greater. For a few, it is overwhelmingly greater. Students often don't appreciate the significant difference until midterm exams. Because classes meet three hours a week on average and students take only four courses, the workload initially seems lighter than high school. However, students sometimes don't take into account that in their college courses the pace is much faster and the material covered is much greater. Students who do not make good use of their "free" time may find that they are unprepared for their first midterm exams.

What is the average class load per semester?

To graduate, students must earn a minimum of 128 credits, which roughly translates into four 4-credit courses each semester. However, in order to be considered a full-time student for financial aid purposes, students must be registered for 12 credits during the semester. If a student chooses to take fewer than 16 credits, it's important to remember that those credits must be made up in summer school, by transferring credits from another institution,

or by overloading. Students may not overload (take 20-21 credits) unless they have a 3.0 cumulative grade point average.

What about homework?

Most students should expect to spend two to three hours on homework for every hour in class. In general, this means that to get good grades a student must study 24-36 hours a week. When added to the time spent in class, a student's time commitment to coursework is at least 36-48 hours a week, the equivalent of a full-time job. Juggling academics with a work-study job and/or cocurricular activities requires careful planning. One of the greatest challenges for first-year students is to learn time management.

What if my student is having difficulty in a class?

All students agree that the most important first step is to talk to the professor as soon as possible. Unfortunately, many students are reluctant to do this because they are embarrassed about having problems in the class. Students who are unsure about how to approach the professor can discuss strategies with their campus living advisor (CLA) or staff in the Office of Academic Advising. The worst thing to do is to ignore the problem: It won't go away.

If my student needs a tutor, does it mean my student is not suited to college-level work?

NO! Professors at Lewis & Clark College design their courses to be challenging, and many students need help from time to time understanding the material and making progress with assignments. For this reason, each student has access to two hours of free peer tutoring per week per class through the Student Academic Affairs Board (SAAB). We encourage students to use this resource. You can plant the seed by asking, "Have you thought about trying a SAAB tutor?" Read more about peer tutoring and how to access this service at www.lclark.edu/go/saab.

What if my student is unable to attend a class?

Lewis & Clark professors expect each student to attend class and many have strict attendance policies that affect grades. Students who must miss a class due to illness should notify their professor and go to Student Health Service or a private physician to get a note. Students who are unable to contact their professors should inform the Office of Academic Advising at advising@lclark.edu. Staff will inform the appropriate faculty members.

What about prolonged absence from classes?

Arrangements must be worked out on an individual basis with each of the student's professors. Again, for assistance contact the Office of Academic Advising as soon as possible to begin the process. Students may need to withdraw from some or all of their courses if they miss too many class sessions.

What are Lewis & Clark College's grading standards?

Letter grades are assigned by professors on the following basis:

- A Outstanding work that goes beyond analysis of course material to synthesize concepts in a valid and/or novel or creative way
- B Very good to excellent work that analyzes material explored in class and is a reasonable attempt to synthesize material
- C Adequate work that satisfies the assignment, a limited analysis of material explored in class
- D Passing work that is minimally adequate, raising serious concern about readiness to continue in the field
- F Failing work that is clearly inadequate, unworthy of credit

How and when do I see my student's grades?

See Student Rights and Privacy (pages 9-10).

What about declaring a major?

Students with junior class standing or higher (61 or more completed credits) must have a declared major. Those who have not officially declared a major with the Office of the Registrar will not be allowed to register for courses in any subsequent semester. Students should contact their academic advisors for more information.

How Families Can Help

- Know the resources available at Lewis & Clark (listed in this guide) so you can discuss them with your student and encourage him or her to pursue these resources.
- Send care packages, letters, and e-mails. (This is the number one suggestion of students.)
- Remember college is a process: moods change, and students call home when there's a problem, not when everything is great.
- Remind your student that feeling overwhelmed at times is to be expected.
- Encourage your student to get to know and to communicate with his or her professors. Our faculty are teaching at a small college because they are interested in their students as individuals. However, they also respect their students' independence and privacy, so they leave it to students to initiate any contact.
- Suggest that your student get involved in campus activities. Studies have shown that students who are involved in cocurricular activities tend to be more satisfied with their academics. It doesn't matter what the activity is, as long as your student finds it rewarding. (Remember, activities enhance resumes, too.)

Exploration and Discovery: Core Course

Rebecca Copenhaver, Director

explore@lclark.edu

503-768-7208

All first-year students and qualifying transfer students receive a common foundation through Lewis & Clark College's innovative yearlong core course. This course, Exploration and Discovery, embodies the College's motto, *Explorare, Discere, Sociare*: "to explore, to learn, to work together." Over two intensive semesters, students experience the vital affinity between shared intellectual exploration and individual pathways of discovery. The course also sharpens students' skills in writing, reasoning, critical reading, and speaking. Exploration and Discovery acquaints students both with the liberal arts tradition's most enduring ideas and questions and with modern disciplinary methods of analysis and discovery.

Math Skills Center

Suanne Benowicz, Director

msc@lclark.edu

503-768-7570

Mathematical skills are necessary for success in the College's General Education curriculum and in many majors. Lewis & Clark expects students to have, at least, knowledge of intermediate algebra. The Math Skills Center provides instruction in the Review of Algebra course (Mathematics 055) and assistance for the quantitative reasoning exam to help students satisfy the prerequisites for many quantitative reasoning courses. The center also hosts drop-in hours with peer tutors during the semester, and students may use the friendly study environment to work individually or in small groups.

Registrar

Diane Crabtree, Registrar

reg@lclark.edu

503-768-7325

The Office of the Registrar maintains and safeguards the official academic records of the College. The office fulfills transcript requests, coordinates registration, performs degree/graduation audits, and provides services relating to transfer eligibility and veteran's affairs.

Can the Office of the Registrar provide me with a copy of my student's grades?

The Federal Education Right to Privacy Act (FERPA) prohibits the College from releasing student grades to anyone without the student's written approval. If your student wishes to give you access to his or her academic records, the student must fill out a Records Release Authorization Form,

which is available through our office. Without this form, we can provide only verification of enrollment. Please see pages 9-10 for more details.

What is “academic standing”?

A student’s academic standing is determined by the registrar at the end of each fall and spring semester. To be in good academic standing, a student must meet certain requirements in terms of grades and credits earned each semester and in terms of cumulative grade point average. If a student does not meet these standards at the end of a grading period, the student and his or her advisor will be notified. Depending on the circumstances, the student may be warned, put on probation, suspended, or dismissed. For more information, consult the *Lewis & Clark College Catalog* at www.lclark.edu/cgi-bin/catalog2008.cgi?acadstand.dat or call the Office of the Registrar at 503-768-7325.

Student Support Services

Rachel Orlansky, Director
access@lclark.edu
503-768-7156

The Office of Student Support Services is available to assist all students.

The office’s staff work with students who have learning, physical, and psychological disabilities to arrange accommodations as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These accommodations include ensuring that physically challenged students are assigned accessible classrooms and providing note takers for hearing impaired and learning disabled students at the student’s request. A student intern in the office also coordinates a campus networking and problem-solving group for students with learning differences.

The staff can also provide academic advice to any student and is available to discuss study strategies with students who are experiencing difficulties in a particular class or who need help with time management. In addition, the staff works with the Office of Multicultural Affairs to coordinate the LINC Program, a networking organization for first-year students who would like to meet current students interested in intercultural understanding.

Academics

Writing Center

Susan Hubbuch, Director
writenow@lclark.edu
503-768-7505

The primary purpose of the Writing Center is to provide one-on-one consultations that will enable students to develop as flexible, confident, effective writers. The center’s staff are available to work with students who are writing papers on any topic and in any discipline, from art to theatre. We do not edit or proofread papers—those responsibilities lie with the writer. Instead, we give students the information, the strategies, and the assurance they need to be successful. We encourage students to seek our help with any stage of the writing process from brainstorming ideas, to organizing essays, to providing strategies for doing research, to demystifying grammar and punctuation.

To ensure the most effective assistance, we encourage students who have learning differences or other conditions that directly affect their performance in written work to share this information with their Writing Center consultant. Such information is treated as strictly confidential.

Academics



Activities

Your student's college education is more than classes, textbooks, and exams. It also includes personal growth and exploration. At Lewis & Clark, academics and activities go hand in hand as part of a balanced and rewarding college experience. A variety of offices and groups offer a range of opportunities for students to enhance personal development and leadership skills. The College hosts over 100 different student clubs, teams, and other organizations. Students may also take part in residence hall activities, pursue volunteer service, or simply attend Lewis & Clark's many all-campus events.

College Outdoors

Joe Yuska, Director
outdoors@lclark.edu
503-768-7116

The College Outdoors Program organizes weekly trips and offers instruction in a variety of wilderness activities, such as cross-country skiing, backpacking, river rafting, sea kayaking, and hiking. For a nominal fee, College Outdoors provides transportation and all necessary equipment, so everyone can participate, from neophyte outdoors people to seasoned veterans. Students are also welcome to become more involved with College Outdoors by taking on leadership roles; it's an excellent way to gain practical experience. Your student is welcome to come by the College Outdoors office at any time to see what trips are coming up or to ask questions. Gear is also available at low rental rates for private trips.

Physical Education and Athletics

Clark Yeager, Director
sports@lclark.edu
503-768-7545

As part of our commitment to health and wellness in a challenging academic environment, Lewis & Clark offers a full complement of athletic facilities that students can use recreationally. The physical education and athletics department also provides a variety of courses for credit, and students can participate in organized sports at the varsity, club, or intramural level as well as in recreational clubs.

Spiritual Life

Mark Duntley, Dean of the Chapel

duntley@lclark.edu

503-768-7082

Activities

Religious/spiritual opportunities are offered through the Office of the Dean of the Chapel, at various local religious centers, and by student groups.

The dean of the chapel directs ecumenical worship services in the campus chapel, special issues forums, Bible studies, and periodic retreats. Religious/spiritual organizations such as Unitarian Universalists, Campus Crusade for Christ, the Jewish Student Union, and a Zen Buddhist meditation group meet on a regular basis during the school year.

Student Activities

Jason Feiner, Director

activity@lclark.edu

503-768-7122

The Office of Student Activities provides Lewis & Clark students with diverse and challenging opportunities to enhance their educational experience, support their development, and prepare them to become leaders in the larger global community. Our office advises more than 100 student organizations, including student government, and coordinates major all-campus events like PioFair, Fall Ball, and Spring Fling. The office provides resources to support student involvement and helps tie the curricular experience to cocurricular activities. For more information, visit www.lclark.edu/go/activity.

Student Government

Brad Elkins, ASLC President

aslc@lclark.edu

The Associated Students of Lewis & Clark College is the College's student representative governing body. ASLC is resource for both individual students and student organizations and provides a link between the student body, the faculty, and the administration. There are two primary branches of student government at Lewis & Clark College: the Senate is our legislative body and the Cabinet is our executive branch. There are countless opportunities for involvement in the Associated Students of Lewis & Clark College. All students are encouraged to get involved.

Student-Run Events

In addition to the work done by the Activities Congress, other student organizations are responsible for organizing many events on campus, including International Fair (International Students of Lewis & Clark), Lu'au (Hawai'i Club), Sunburn (KLC), and Take Back the Night (Womyn's Center). Students also organize four annual symposia: the Environmental Affairs Symposium, Gender Studies Symposium, International Affairs Symposium, and Ray Warren Multicultural Symposium.

Activities

Services and Amenities

Bon Appétit Food Service

Mac Lary, General Manager
bon@lclark.edu
503-768-7890

Bon Appétit's on-campus program has been designed to be flexible to meet the needs of each student. To view weekly menus and learn more, please visit www.cafebonappetit.com/lewisandclark.

What meal plans are available?

Resident students choose from one of five meal plan options: 19, 14, 14 Flex, 10 Flex, and 7 Flex. The name of each meal plan indicates the number of meals the plan covers per week. Fields Dining Room offers a total of 19 meals per week: breakfast, lunch, and dinner Monday through Friday, and brunch and dinner on Saturday and Sunday.

What are "flex points"?

Flex points are like cash and can be used at any of the campus cafes operated by Bon Appétit, as well as in Fields Dining Room. One flex point equals \$1. The flex points included with three of our meal plans carry over from fall to spring semester, provided the student remains on a meal plan. However, at the end of the academic year, any unused flex points are lost. Students can purchase flex points at a discount directly from Bon Appétit as an enhancement to any meal plan, but flex points may not be purchased in lieu of a meal plan.

Can my student change his or her meal plan?

Students may change meal plans before or during the first week of classes each semester. Your student should visit or call the Office of Campus Living to make the change. This change will be reflected on your student's account.

My student has special dietary needs. Who should he or she see?

Your student should talk with a Bon Appétit manager if he or she has medical or dietary restrictions. Everything possible will be done to meet your student's special needs. Meal plan exemptions will be made only in the event Bon Appétit cannot accommodate a medically prescribed diet. To learn more about exemption guidelines and procedures, visit www.lclark.edu/go/housing/forms.

Are there vegetarian and vegan options?

Lots! Every venue operated by Bon Appétit offers both vegetarian and vegan options.

Can you make a cake or cookies for my student's special occasion?

Yes. Please call our catering department at 503-768-7888 to place an order.

Bookstore

Eli Wells, Store Manager
Timothy Swain, Textbook Manager
bksiclark@bncollege.com
503-768-7885

The Bookstore, part of the Barnes & Noble College Bookstore system, stocks all your student's required and recommended textbooks. The Bookstore also sells gifts, reference and leisure reading materials, and Lewis & Clark apparel that is certified not to have been produced in sweatshops.

How much will textbooks cost per semester?

This will vary by course selection, but the average cost per semester is \$500 during the first two years (or until a major is determined). Some majors are more expensive than others. You can purchase textbooks in the Bookstore and through its website at lclark.bncollege.com.

What if my student drops a class and wants to return a textbook?

Textbook refund and exchange information is printed on the reverse of all sales receipts. Students must retain their original receipt in order to obtain a refund, and the book must be in resalable condition. If the returns period has elapsed, students may sell back their books for up to 50 percent of the original cost.

Does the Bookstore buy books back from students?

Yes. The Bookstore buys back books at any time of the year, but the best time is at the end of each academic semester. The Bookstore will pay up to 50 percent cash of the value of the book if it is being used for a class in an upcoming semester. If the book is not being used in an upcoming semester, students may receive up to 25 percent of the value of their book by selling it to the Bookstore.

How can I order a clothing item or a gift for my student?

You can place an order for any of the Bookstore's in-stock merchandise by calling 503-768-7885 or visiting lclark.bncollege.com.

Campus Living

Kelly Hoover, Director of Campus Living

Sandi Bottemiller, Director of Housing and Orientation

living@lclark.edu

503-768-7123

Services and
Amenities

Lewis & Clark College has a two-year residency requirement for undergraduate students. Research suggests that students who live on campus are more likely to graduate, get better grades, and have better social skills than their counterparts who live off campus. With the advantages and opportunities of residence hall life, however, come new challenges. The College provides resources to help students as they navigate this experience.

Campus Living also maintains the Parents and Families website at www.lclark.edu/go/parents to provide families with information related to their students' college experience, Lewis & Clark news and events, and essential campus resources.

Who manages the residence halls?

A full-time, live-in professional area director (AD) oversees each residence hall cluster. The AD is responsible for the management of the building in which he or she lives, including community development, housing assignments, crisis management, Facility Services requests, and student conduct. The AD supervises a team of resident advisors (RAs), student staff who are trained to be excellent campus resources. An RA lives in close proximity to your student to help him or her successfully transition into campus life. RAs work with residents to create community charters, plan activities, and ensure a positive environment in the residence hall.

What does my student need to know about residential standards and policies?

Each student receives a copy of *Settling In*, a handbook that contains the policies and procedures relating to community living.

Each student living in the residence halls is responsible for reading and adhering to the policies in this handbook. Similarly, all Lewis & Clark College students are responsible for knowing the information contained in our undergraduate student handbook, the *Pathfinder*, which is online at www.lclark.edu/go/pathfinder.

RAs are required to report any violation of college policy in the residence halls to the AD. In most cases, a meeting of the AD and offending student or students will resolve the issue. In some cases, a second meeting may be required. If the violation is substantial, the associate dean of students or a hearing board may become involved. (See Student Conduct on page 12.)

What if my student has problems with a roommate?

If you become aware of a roommate issue, the best advice you can give your student is to seek the assistance of his or her RA. Resident advisors have been trained to help mediate in these situations and can assist in the resolution of most issues. When the conflict cannot be resolved, the AD may find it necessary to move students within the complex. If this option is not likely to provide a suitable solution, your student should seek the assistance of the Office of Campus Living. Each fall during the first week of November, students have the opportunity to request a residence hall change for the upcoming semester; your student will be informed of this opportunity and its deadline by e-mail. The Office of Campus Living manages these changes in housing assignments through a housing lottery. If your student would prefer a different living arrangement, you can suggest that he or she participate in the mid-year lottery.

When can my student move in?

Students are allowed to move into the halls one day (or two, depending on the holiday schedule) prior to the first day of class each semester. Any student who wishes to arrive earlier than the published move-in date must receive permission in advance from his or her AD. A charge of \$50 will be applied to the student's account for each day he or she occupies the hall prior to the published move-in date.

Can students leave their belongings in their rooms during the winter break?

With the exception of Hartzfeld Hall residents, students are not required to pack up their rooms between semesters unless they are moving. However, the Campus Living staff recommends that valuables be taken home or stored out of plain view.

Students living in Hartzfeld are asked to move out for break so that students required to stay over the winter break, such as student athletes and international students, can be consolidated into one hall. In this case the College will provide adequate, secure storage.

When must students move out?

At the end of the academic year, your student must remove his or her belongings and check out no later than 3 p.m. the day after the last final exam. Limited storage is available to students who will return to campus housing the following academic year. Lewis & Clark provides a shuttle service to and from the airport at semester breaks; for a schedule, visit www.lclark.edu/go/living.

What about housing next year?

In early March, your student will receive a housing renewal packet describing the procedure for filing a housing contract for the upcoming year. Part of this procedure requires each student to make a \$100 deposit to his

Services and
Amenities

or her student account before submitting the housing contract. Students entering the College during the 2009-10 academic year as a first-year students are expected to submit a contract for the 2010-11 academic year unless they have been excused from living on campus by the Contract Release Committee.

Campus Safety

Timothy O'Dwyer, Director
safety@lclark.edu
503-768-7855

The Office of Campus Safety works with all members and guests of the Lewis & Clark community to foster a safe and secure environment. To this end, Campus Safety officers patrol campus around the clock, provide a night escort program that is available on request, conduct safety training programs, enforce College policies, and help Lewis & Clark community members in case of emergencies. The Office of Campus Safety is also a resource for day-to-day safety questions, such as how your student can best protect his or her property.

Center for Career and Community Engagement

Minda Heyman, Director
careers@lclark.edu
service@lclark.edu
503-768-7114

The Center for Career and Community Engagement helps students develop their leadership abilities and prepare for professional responsibilities. Through a wide range of services, the office helps students synthesize their academic education with on- and off-campus opportunities. The office connects students to Portland through meaningful community service; posts internship listings with local, national, and international organizations; organizes programs and provides resources, including counseling and coaching, for students examining their life goals; and teaches basic skills necessary to secure fulfilling experiences through service, employment, or graduate study.

What can my student do with a liberal arts degree?

Anything! The liberal arts education prepares students to think, write, and present information in a thoughtful, critical, and creative way. In an ever-changing world, where students are expected to improve their quantitative and technical skills while integrating cross-cultural knowledge, this preparation is invaluable. A Lewis & Clark College education provides students with the ability to adapt and contribute, and our alumni succeed in a variety of fields, including politics, law, scientific research, aid and advocacy work, business, education, and academia.

What do students from Lewis & Clark College do with their lives?

The personalities and goals of Lewis & Clark College students differ greatly, and so do their after-college experiences. An alumnus or alumna may go on to be a public school reformer, biomedical researcher, technology firm president, or jazz guitarist, as other alumni have done in the past. The path a student takes immediately after college will be based on his or her interests, values, and commitment to developing a career plan. A number of students immediately go into graduate or professional programs after graduation; many alumni decide to complete a year or two of service with organizations like Teach for America and the Peace Corps; and many graduates enter the world of full-time employment or accept a paid externship.

To impress employers and graduate schools, should my student focus on academics or on other experiences?

Academics are the primary reason students are at Lewis & Clark College, and grade point average is certainly one aspect an employer or graduate school admissions officer will view as an indicator of student success. However, involvement in cocurricular activities, internships, and community service opportunities provide valuable and career-related skills. Because both academics and activities give your student the chance to explore his or her interests and options, your student should balance a variety of activities with his or her academic workload.

How can the Center for Career and Community Engagement help my student plan a career?

The Career and Community Engagement staff is made up of master's level counselors and graduate interns. These career advisors work closely with students to begin the process of exploration and reflection early in their college careers. Advisors also provide resources to assist students in understanding the occupational world. For example, the Career Connections staff works with the Office of Parent and Alumni Relations and the Portland community to bring in representatives and experts from a number of occupational areas.

What can I do to assist my student in planning?

Encourage your student to begin considering career ideas as soon as his or her first year in college. Early in the spring semester, students need to be creating their resumes and preparing for interviews for summer work or study opportunities. Most of all, remember that the career planning process is just that—a process. Students who are able to reflect on a variety of volunteer activities, work experiences, and internships will find it easier to recognize and plan their next steps.

Dean of Students

Celestino Limas, Dean of Students and Chief Diversity Officer
stlife@lclark.edu
503-768-7110

The dean of students is responsible for developing, implementing, and advancing a coordinated, coherent, and educationally purposeful student life program consistent with Lewis & Clark College's mission. The dean oversees Bon Appétit Food Service, Campus Living (including New Student Orientation and Student Conduct), the Center for Career and Community Engagement, College Outdoors, Health Promotion and Wellness, International Students and Scholars, Multicultural Affairs, Student Activities, Student Health and Counseling services, and Student Support Services—offices collectively known as Student Life. Student Life's purpose is to enhance student growth in the context of a liberal arts education and promote a healthy and vibrant campus community in which engaged learning, responsible citizenship, and respect for diversity are fostered. Student Life staff cultivate strong connections with student constituents and interact regularly with student leaders. Staff members are also available to assist students with adjustment to college life and social, personal, and academic concerns.

Information Technology

Dan Terrio, Chief Technology Officer
infotech@lclark.edu
503-768-7020

Information Technology supports and enhances the values of a liberal arts education through the seamless integration of technology into the endeavors of the College and its community. Information Technology helps students, faculty, and staff use technology for learning, teaching, and research, and explores how technology can be used to advance the academic program and improve administrative services.

What is my student's e-mail address?

E-mail addresses at Lewis & Clark consist of a user name followed by @lclark.edu. The user name is usually related to a person's first, middle, or last name. Students choose their own user names from a list of possible options when they go online to create their accounts.

Which cell phone provider has the best coverage on campus?

AT&T currently has the best coverage on campus; they recently finished working with the College to establish better coverage for our community. T-Mobile also has a tower located on campus, though their coverage is reported to be not as strong.

Does Lewis & Clark College have a wireless network?

Yes. The College's wireless network is available in most academic and public spaces and in the summer of 2009 will be available to all the residence halls. You can find more information about the wireless network online at www.lclark.edu/go/wireless.

Where can my student get help with a computer problem?

Students can contact the Information Technology Help Desk by phone at 503-768-7225 or can visit the Help Desk in person in Watzek Library.

International Students and Scholars

**Greg Caldwell, Associate Dean of Students and
Director of International Students and Scholars**
iso@lclark.edu
503-768-7305

The Office of International Students and Scholars provides services for international students and Third Culture Kids (individuals who have grown up in more than one culture). These services include new student orientation, personal and academic counseling, immigration assistance, on-campus employment information, cross-cultural advice and training, culture shock counseling, financial aid, and tutoring assistance. In general, International Students and Scholars staff members serve as liaisons between campus offices and international students and Third Culture Kids.

Mail Services

Vicky Foster, Director
mailsrv@lclark.edu
503-768-7867

Although it is not an official U.S. Post Office, Mail Services provides many of the same services: stamps and postage, vendor services such as Federal Express and UPS, and a variety of USPS offerings.

Where do students receive their mail?

Each entering student is assigned a mailbox, located in the Templeton Campus Center, that he or she will keep throughout college. Mail Services staff members can help your student with questions about mailbox combinations or provide assistance in opening or closing boxes. Each student is responsible for keeping his or her box locked, which will protect confidential information and help prevent identity theft. Students who suspect their boxes have been tampered with should notify a Mail Services staff member immediately.

How should mail to my student be addressed?

For proper delivery, you must include Lewis & Clark College's street address as well as your student's MSC (Mail Stop Code). Do not use "P.O. Box." Please use the format at right to address all mail to your student.

Families and students can find the daily schedule for mail services, including mail pick-up and drop-off times, online at www.lclark.edu/go/mail/schedule.



Multicultural Affairs

**Latricia Brand, Associate Dean of Students for Multicultural Affairs
and Career and Community Engagement**
ethnic@lclark.edu
503-768-7051

The Office of Multicultural Affairs leads the College's efforts to advance a substantive commitment to diversity and multicultural perspectives. The office works with students, faculty, and staff to bring about systemic change through campuswide efforts that emphasize preparing students for full engagement in an increasingly complex and diverse world. Through a wide range of responsibilities and activities, the office contributes to a rich, supportive, and respectful campus where similarities and differences across cultures are sought, welcomed, and incorporated to deepen learning. All students, staff, and faculty can attend a wide range of programs, activities, and workshops that focus on cultural competence in the areas of race, ethnicity, sexual orientation, disability, first generation college student status, and more.

The associate dean welcomes all students to contact the office to discuss any questions or concerns regarding diversity or cultural awareness on the campus. Families are also invited to call if their student is having any issues related to these matters.

The Office of Multicultural Affairs coordinates the Lewis & Clark Intercultural Network for Connecting Students (LINCS). LINCS is a peer-mentorship program focusing on diversity, retention, and cultural competence. The program helps incoming students of different cultural backgrounds adjust to life at college by pairing them with successful returning students. LINCS provides opportunities for new students to connect with resources on campus and develop relationships with Lewis & Clark faculty, staff, and students. If you are interested in learning about the LINCS program, please contact the Office of Multicultural Affairs.

Student Support Services

Rachel Orlansky, Director
access@lclark.edu
503-768-7156

The Office of Student Support Services is available to assist all students.

The office's staff work with students who have learning, physical, and psychological disabilities to arrange accommodations as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These accommodations include ensuring that physically challenged students are assigned accessible classrooms and providing note takers for hearing impaired and learning disabled students at the student's request. A student intern in the office also coordinates a campus networking and problem-solving group for students with learning differences.

The staff can also provide academic advice to any student and is available to discuss study strategies with students who are experiencing difficulties in a particular class or who need help with time management. In addition, the staff works with the Office of Multicultural Affairs to coordinate the LINCS Program, a networking organization for first-year students who would like to meet current students interested in intercultural understanding.

Transportation and Parking

parking@lclark.edu
503-768-7857

Parents/guardians of students are entitled to free parking permits at Lewis & Clark, which may be obtained at the Campus Safety Office.

During the fall and spring semesters a free shuttle service runs to downtown Portland, where students can connect with Portland's public transportation system, TriMet. Schedules for Lewis & Clark's shuttles are online at www.lclark.edu/go/shuttle.

Lewis & Clark sells monthly TriMet passes to students at half price. TriMet's bus line #39 provides service to the campus and connects with other bus lines to all areas of Portland. TriMet's online trip planner can be accessed at www.trimet.org.

Because of the limited supply of parking, first-year residential students are not permitted to have cars on campus. The Office of Transportation and Parking reviews any requests for exceptions to this policy. For information about filing an exception, please call 503-768-7857.

Bicycle storage racks are provided across the Lewis & Clark campus. TriMet buses and Lewis & Clark shuttle buses have bicycle carry racks. Bicycle paths and lanes are provided on the campus and on local streets.



Health and Counseling

Counseling Service

**John Hancock, Associate Dean of Students, Director of Wellness Services,
and Chief Psychologist**
counsel@lclark.edu
503-768-7160

The Counseling Service staff offers focused counseling for students' personal, academic, social, and emotional problems. Counseling is confidential, except under unusual circumstances (e.g., when a student is a threat to himself or herself, or to others). Appointments can be made by calling or stopping by the Counseling Service. If a problem is of a long-term nature or requires specialized treatment, the center will assist the student in identifying resources available off campus.

What services are covered?

Students are seen for depression, anxiety, adjustment difficulties, mood disorders, relationship difficulties, academic issues, and a variety of other problems. Students who are concerned about a friend may also be seen for consultation about what to do.

What kind of qualifications do the counselors have?

All Counseling Service clinical staff have professional degrees. The staff includes psychologists, doctoral practicum students, and a part-time psychiatrist. Our psychiatrist evaluates students and prescribes and manages psychotherapeutic medication.

Can you help with a referral?

If a student prefers an outside referral, the staff will work closely to assist the student in finding care.

How much will it cost?

Counseling sessions are free to enrolled students. There are charges for psychiatry appointments and when students do not show for their appointments.

Health Promotion and Wellness

Melissa Osmond, Associate Director for Health Promotion
healthed@lclark.edu
503-768-7112

The Office of Health Promotion and Wellness works to develop and promote a safe and healthy campus environment through collaboration with campus and community resources. We provide health promotion and education services that encourage and support students to make informed decisions regarding their health and wellbeing. The office offers resources, outreach education, and prevention programs concerning an array of issues, including the following:

- Body Image
- Emotional Self-care
- Nutrition/Fitness
- Relationships
- Sexual Assault/Violence
- Sexual Health
- Sexual Identity
- Spirituality
- Stress Reduction
- Substance Use/Abuse
- Time Management/Organization

Please contact the Office of Health Promotion and Wellness for information regarding specific programs and services.

Student Health Service

health@lclark.edu
503-768-7165

The Student Health Service is located in Templeton Campus Center and is available to all students regardless of their insurance coverage. The Student Health Service staff includes a physician, a family nurse practitioner, a women's health nurse practitioner, a travel health nurse practitioner, a medical assistant, a laboratory technologist and an administrative coordinator. Comprehensive services are provided for recent-onset illnesses and injuries, routine physicals, gynecological exams, medications, immunizations, allergy injections (with physician order), and first aid. Referrals are made to medical specialists in the Portland area when necessary. The Student Health Service staff also offers complete birth control service, including counseling, method instruction, supplies, pregnancy screening, follow-up counseling, and referral according to individual need. The travel health nurse practitioner provides health consultation and immunizations to students planning to travel abroad.

Student Health Service staff members also provide health care to students through education, primarily on an individual basis. They teach healthy lifestyle choices as a preventative health measure, serve as a resource for up-to-date health information, and address current community health concerns.

All information about a student's medical care is confidential and cannot be released to persons outside Student Health Service without the student's permission.

Will my student be charged a fee at Student Health Service?

There is no charge for consultation, but there are charges for laboratory tests, medical procedures, medical supplies, and medications. These charges are covered by many medical insurance plans. Encourage your student to be familiar with his or her health insurance and its coverage.

What should my student do if he or she is sick and Student Health Service is closed?

Student Health Service hours are 8 a.m.-4 p.m. Monday through Friday. If your student experiences medical or psychological difficulties outside office hours and needs prompt assistance, he or she may do one of the following:

- Call the Community CareLine at 1-800-607-5501. Lewis & Clark has contracted with this 24-hour consulting nurse service at the University of Washington's Harborview Medical Center to provide students with assistance. Callers will be asked to provide their student ID numbers. A summary of any consultation will be faxed to Lewis & Clark's Student Health Service staff for inclusion in the student's medical file. Depending on the nature of the consultation, Student Health Service staff may follow up with the student the next working day.
- Contact Campus Safety at 503-768-7777. An officer will assess the situation and determine the appropriate action.
- Go directly to an urgent care facility or hospital emergency room. The nearest emergency room facility is at Oregon Health & Science University, which is about 15 minutes from campus. It is located at 3181 S.W. Sam Jackson Park Road in Portland. The phone number is 503-494-7551.

Student Health Insurance

Lewis & Clark College requires that all degree-seeking and visiting undergraduate students have medical insurance coverage comparable to that offered through its comprehensive Student Health Insurance Plan. The Student Health Insurance Plan provides coverage in the event of an accident or sickness and is designed to complement services provided by the Student Health Service. Please visit the Health Center's insurance page, www.lclark.edu/go/health/insurance, for complete information on this requirement and for links to Aetna Student Health, the plan's administrator. Note

that students may use the Student Health Service regardless of whether they are enrolled in the Student Health Insurance Plan.

Does the Student Health Insurance Plan cover off-campus medical services?

Yes. Aetna Student Health, which administers the plan, has a broad provider network that gives students the freedom to choose off-campus doctors or health care providers when they are needed, in the Portland area and other locations, so students are covered when traveling. More information about Aetna Student Health is available on the company's website, www.aetnastudenthealth.com, or from its customer service department at 877-375-7911.

How do I enroll my student in the Student Health Insurance Plan?

Your student will be automatically enrolled in the school-sponsored insurance policy each year. If students have access to other personal insurance that is comparable to the Aetna insurance, they may waive the school's insurance. Students are afforded one opportunity in each academic year to waive the school's coverage. The waiver deadline is the 15th day of the semester in which a student is eligible to complete a waiver. Eligible students wishing to decline the school's coverage must complete the insurance waiver online through the Aetna Student Health website each year. If your student loses his or her alternate coverage, he or she is required to purchase the College's plan. In that case, please contact Student and Departmental Account Services to enroll.

How do I know if my student's alternate coverage is comparable to the Student Health Insurance Plan?

To find out what criteria alternate coverage must meet to be comparable to the Student Health Insurance Plan, visit www.lclark.edu/go/health/insurance/comparable.

What about summer insurance coverage?

Summer coverage is optional but highly recommended. If your student is covered through Lewis & Clark's comprehensive Student Health Insurance Plan during the academic year, application and payment for summer coverage may be submitted directly to Aetna Student Health by the end of the academic school year.





Financial Matters

Student and Departmental Account Services

Sumiko Yourtee, Director

cashiers@lclark.edu, perkins@lclark.edu

503-768-7829 (Student Accounts)

503-768-7825 (Perkins Loans)

Student and Departmental Account Services is responsible for the billing and collection of tuition, fees, room and meal plan charges, and other related costs of enrollment. The office also provides other services for students, such as working with Perkins Loan borrowers regarding repayment of their Perkins Loans. For details regarding making payment to your student's account and the services provided our office, please visit our website at www.lclark.edu/go/student/accounts.

Our goal is for your student's account to be settled by each semester's due date and for it to remain settled throughout the term. We want to work with you and your student to attain this goal. Please encourage your student to contact our student account representatives personally with any questions or concerns regarding the status of his or her student account.

Who should my student talk to about his or her account?

Every student is assigned an account representative alphabetically based on the student's last name. To find out who your student's account representative is, visit www.lclark.edu/go/student/accounts/staff.

How does my student settle his or her account?

There is more than one way to approach settling a student account at Lewis & Clark College. Students and families may choose to make full payment of the balance due; to use financial aid, including private loans; to set up a monthly payment plan account through Tuition Management Systems; or some combination of these options. For a complete discussion of what it means to settle a student account, please visit the Student and Departmental Account Services website.

What methods of payment do you accept?

Student and Departmental Account Services accepts cash, checks, and in-person debit card transactions. In partnership with Tuition Management Systems, Lewis & Clark College is able to accept online and phone payment via checking account, savings account, MasterCard, Discover, and American Express. There are no fees for payments made by checking or

savings account. Credit card payments incur a convenience fee of 2.2 to 3.5 percent. For complete details regarding our accepted methods of payment, please visit the Student and Departmental Account Services website.

What is Tuition Management Systems (TMS)?

Tuition Management Systems is the College's partner in managing monthly payment plan accounts and is our payment processor. Students and families may establish an interest-free, monthly payment plan with TMS to spread the cost of the academic year over 10 installments from July 15 through April 15. Through TMS, the College also is able to offer online and phone payment options for student account balances. Further information is available on our website.

When will statements be mailed and when is payment due?

The first statement of each semester is generated well before the beginning of the semester. Fall semester statements are mailed in July and spring semester statements are mailed in November. The fall deadline to settle a student account typically is in mid-August and the spring deadline typically is in mid-December. Thereafter, monthly statements will be generated if a student's account is carrying a balance due to the school. Balances reflected on such monthly statements are due upon receipt of the statement.

Where will my student's statements be mailed?

Bills are always mailed in the student's name. This is significant as it represents the fact that the student's account is just that—an account that belongs to the student. Any consequences of an outstanding balance will affect the student. The statements are mailed to the student's preferred address on record with the school. If the student wishes his or her bill to go to a different address, he or she can specify a unique billing address. Such a request must be submitted in writing to Student and Departmental Account Services.

Why is there a charge for the school's health insurance on my student's statement?

Lewis & Clark College requires that all degree-seeking and visiting undergraduate students have medical insurance coverage comparable to that offered through its comprehensive Student Health Insurance Plan. The Student Health Insurance Plan provides coverage in the event of an accident or sickness and is designed to complement services provided by the Student Health Service.

Your student will be automatically enrolled in the school-sponsored insurance policy each year. If students have access to other personal insurance that is comparable to the school-sponsored insurance, they may waive the school's insurance. Students are afforded one opportunity in each aca-

demical year to waive the school's coverage. The waiver deadline is the 15th day of the semester in which a student is eligible to complete a waiver. Please refer to the insurance information provided under the Student Health Insurance section on page 37 for additional information regarding the school-sponsored insurance.

I have questions about some of the costs itemized on my student's statement.

Who do I contact?

On the back of the statement you will find contact information for the offices on campus that can address questions you may have regarding particular charges appearing on your student's account. For example, questions about Student Health Service charges would be directed to Student Health Service, whose contact information would appear on the back of the statement. General questions about the activity itemized on the statement of account may be directed to your student's account representative in Student and Departmental Account Services.

Why is financial aid not reflected on my student's statement?

Statements generated by Student and Departmental Account Services itemize actual activity that has occurred on a student account. These statements do not reflect pending or anticipated activity. Therefore, certain forms of financial aid, such as the Federal Stafford Loan, Federal Parent Loan (PLUS), Federal Perkins Loan, Federal Pell Grant, and private student loans may not appear. These funds are scheduled for disbursement to Lewis & Clark College at the beginning of the semester. If your student has been awarded any of these aid types and has completed the additional steps outlined in the financial aid award guide to secure loan funding, your student's aid is considered fully processed. You may deduct the net proceeds of fully processed financial aid from the balance due shown on the statement. Only balances not covered by financial aid are required to be paid by the semester due date.

Please note that lenders may withhold up to 4 percent in guarantee and origination fees from Federal PLUS disbursements and Federal Stafford Loan disbursements. Your lender can confirm the amount, if any, that will be withheld in the form of fees at the time of the disbursement.

What happens if my student's account becomes past due?

A student whose account is past due will not be allowed to register or attend classes for future semesters. Lewis & Clark College reserves the right to withhold grades, transcripts, and diplomas if a student account is past due. Full payment of the balance due is required to facilitate the release of these documents and to clear a student for class registration. Additionally, past-due balances not covered by fully processed financial aid are subject to late fees.

Student Financial Services

Glendi Gaddis, Director
sfs@lclark.edu
503-768-7090

*Financial
Matters*

The Office of Student Financial Services recognizes the challenges many students and their families face in meeting the costs associated with obtaining a higher education. While the primary responsibility of paying for college rests with students and their families, we are committed to working in partnership to identify financing options that will make a Lewis & Clark College education an attainable goal. We administer federal, state, and institutional scholarship/grant programs; coordinate student employment opportunities; and certify educational loan eligibility for both students and parents.

Important Financial Aid Information

- Students who want to be considered for financial aid must complete a Free Application for Federal Student Aid (FAFSA) every year. This provides us with the information necessary to determine eligibility for Federal Aid programs as well as need-based College aid. Students are strongly encouraged to submit the FAFSA online at www.fafsa.ed.gov. The FAFSA must be submitted to the federal processor each year by March 1 to be considered for need-based financial aid for the following academic year.
- Students must submit a College Aid Application to the Student Financial Services Office each year to initiate renewal consideration of College aid.
- Keep copies of all financial aid documents and correspondence.
- Read all mail from the Office of Student Financial Services.
- Pay attention to deadlines.
- Respond promptly to requests for documentation or action.

Information about student employment procedures and policies is available in this office. An online job database of both on- and off-campus positions can be found at www.lclark.edu/go/student/employment.

Tips for Helping Your Student Manage Money

- Establish a budget and expectations with your student.
- Discourage your student from accepting credit card offers while at college. Too many students acquire serious debt.
- Have your student establish a checking account and make sure he or she knows how to balance it. Make sure to explain how to use ATM/debit cards responsibly.
- Urge your student to pay attention to deadlines and set a good example. Be sure to follow all procedures and timetables established by the Office of Student Financial Services.



Visiting Lewis & Clark

Family Weekend

Family Weekend, which takes place the first weekend in March, is an opportunity for family members to visit their student at Lewis & Clark College and learn more about our community. Guests have the opportunity to attend classes, an athletic event, and a variety of other special activities. More information is available at www.lclark.edu/go/family.

Commencement

Families will receive commencement information in late January or early February of their student's senior year. A commencement schedule for the current year can be found online at www.lclark.edu/go/commencement.

Area Accommodations

Information on lodgings near the College is available online at www.lclark.edu/go/lodging. A limited number of guest rooms are available on campus in some of the residence halls. Guest rooms are not available during break periods, for commencement, or during the summer. Rates are \$35-50 per night. Rooms have one or two twin beds and a private bath. They come fully lined. Our guest apartment has a kitchenette in addition to the above. For availability, please call 503-768-7123.

Campus Map *see following page*

Buildings and Features

- 1 Griswold Stadium
- 2 Tennis Courts
- 3 Pamplin Sports Center
- 4 Zehntbauer Swimming Pavilion
- 5 J.R. Howard Hall
- 10 Evans Music Center
- 11 Biology-Psychology
- 12 BoDine
- 14 Albany Quadrangle
- 15 Fir Acres Theatre
- 17 Olin Center for Physics and Chemistry
- 18 Greenhouse (access through Olin)
- 19 Telescope (access through Olin)
- 20 Alumni Circle
- 21 Tennis Court
- 22 Rose Garden
- 23 Outdoor Pool and Dressing Pavilion
- 24 Fields Center for the Visual Arts
- 25 Miller Center for the Humanities
- 26 Watzek Library
- 26S Hoffman Gallery of Contemporary Art
- 27 Estate Gardens
- 28 Frank Manor House
- 29 Flanagan Chapel
- 30 Campus Safety
- 32 Morgan S. Odell Alumni Gatehouse
- 36 Templeton Campus Center
- 46 McAfee

- 47 Facilities Services
- 47A Facilities Services Administration
- 51 Heating and Cooling Plant
- 61 Huston Sports Complex
- 81A South Chapel
- 81B South Chapel Annex
- 82 Corbett House
- 83 Rogers Hall
- 84 Sequoia
- 85 Conference Center

Graduate School of Education and Counseling

- 83 Rogers Hall

Law School

- L1 Legal Research Center
- L2A Boley Law Library
- L2B Wood Hall
- L3 McCarty Classroom Complex
- L4 Gantenbein

Residence Halls

- 33 Akin
- 34 Stewart
- 35 Odell
- 40 West
- 41 Roberts
- 42 East
- 43 Howard
- 44 Platt (West and East)
- 45 Copeland (A-G)
- 49 Hartzfeld (A-D)
- 50 Forest (Alder, Juniper, Manzanita, Ponderosa, Spruce, Tamarack)

