

# TRANSFER SUMMER TASK CHECKLIST

## NEW STUDENT ORIENTATION 2020

### COURSE REGISTRATION TASKS

Tracked in your Pioneer Portal.

- |          |  |
|----------|--|
| <b>A</b> | <b>Deadline: ASAP</b>  |
|          | A1. Create your L&C account  |
|          | A2. Log in to your Lewis & Clark email                                       |
|          | A3. Update WebAdvisor with personal and family emergency contact information |
|          | A4. Learn more about academic accommodations                                 |
| <hr/>    |  |
| <b>B</b> | <b>Deadline: July 1</b>  |
|          | B1. Submit your final transcript(s) to Admissions                            |
|          | B2. Submit your verified test scores to Admissions                           |
| <hr/>    |  |
| <b>C</b> | <b>Deadline: July 15</b>   |
|          | C1. World Language Placement Exam  |
|          | C2. ALEKS Mathematics Placement Exam   |
|          | C3. Music Theory Placement Assessment  |
| <hr/>    |  |
| <b>D</b> | <b>Deadline: July 27</b>   |
|          | Academic Integrity Tutorial  |
| <hr/>    |  |
| <b>E</b> | <b>July 28</b>   |
|          | First round of course registration   |
| <hr/>    |  |
| <b>F</b> | <b>July 30</b>   |
|          | Second round of course registration  |

JUNE

JULY

AUGUST

SEPTEMBER

### NSO TASKS AND NOTIFICATIONS

Follow instructions via email.

These are NOT tracked in your Pioneer Portal.

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|----------|---|
| <b>G</b> | <b>June 15</b><br>New Student Trip registration opens   |
| <hr/>    |   |
| <b>H</b> | <b>Deadline: Early July</b><br>Enroll a designated parent or guardian in the Shared Access portal |
| <hr/>    |   |
| <b>I</b> | <b>Deadline: July 15</b><br>Submit the Health History and Immunization Record forms               |
| <hr/>    |   |
| <b>J</b> | <b>Mid-July</b><br>Housing assignment emailed   |
| <hr/>    |   |
| <b>K</b> | <b>Deadline: July 20</b><br>Submit your photo to NSO  |
| <hr/>    |   |
| <b>L</b> | <b>Deadline: August 1</b><br>Submit your NSO shirt size   |
| <hr/>    |   |
| <b>M</b> | <b>Deadline: August 13</b><br>Settle your student account   |
| <hr/>    |   |
| <b>N</b> | <b>Deadline: August 25</b><br>Everfi Wellness course  |
| <hr/>    |   |
| <b>O</b> | <b>Deadline: August 26</b><br>Complete the common reading   |
| <hr/>    |   |
| <b>P</b> | <b>August 26</b><br>NSO begins  |
| <hr/>    |   |
| <b>Q</b> | <b>August 31</b><br>Classes begin   |
| <hr/>    |   |
| <b>R</b> | <b>Deadline: September 14</b><br>Submit the Health Insurance Waiver form                          |

# COURSE REGISTRATION TASKS

Tracked in your Pioneer Portal.



## A1. Create your Lewis & Clark account

**Opens:** June 8

**Deadline:** ASAP

### **Required**

Create your Lewis & Clark account, which will establish your L&C email and also create your WebAdvisor User ID. WebAdvisor is the website you'll use to search for courses, locate your registration times, and register. All communication from the college will be sent to your new L&C email address once you've set it up.

## A2. Access your Lewis & Clark email account

**Opens:** June 8

**Deadline:** ASAP

### **Required**

Once you have created your Lewis & Clark account, visit [mail.google.com](mailto:mail.google.com) to get started. To log in, rather than using the @gmail.com extension, you will use your full Lewis & Clark email address (for example, smith@lclark.edu) and password. The college will exclusively use this email address to communicate with you this summer and throughout your academic career. Please check your L&C email frequently. Note: It may take a few minutes after creating your account for you to be able to log in with Gmail.

## A3. Submit your emergency contact information

**Opens:** June 8

**Deadline:** ASAP

### **Required**

It is critical that we have a cell phone number and other 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.

1. Log in to [WebAdvisor](#).
2. Click on Students, then on Emergency Contact Information.
3. After entering the appropriate contact information, click Update/Verify to complete the entry.

## A4. Learn about academic accommodations

**Opens:** June 8

**Deadline:** ASAP

### **If applicable**

Lewis & Clark is committed to serving the needs of students with disabilities and learning differences. [Student Support Services](#) ensures that students receive all of the benefits of a comprehensive selection of services. Reach out to Student Support Services as an incoming student so the process for facilitating accommodations can begin.



## B1. Submit your final transcript(s)

**Opens:** June 8

**Deadline:** July 1

### **Required**

You must send updated official transcripts reflecting any additional college work you've completed since your admission to Lewis & Clark directly to the [Office of Admissions](#). The Office of the Registrar will contact you regarding changes to your transfer credit status upon receipt of your updated transcript(s).

## B2. Submit your verified test scores

**Opens:** June 8

**Deadline:** July 1

### **If applicable**

If you will enroll at Lewis & Clark with fewer than 28 transferable semester credits, you must also submit a verified record of your SAT or ACT scores (if you have not already done so as part of the application process). Scores are considered verified if sent directly by the testing agency, included on your official high school transcript, or sent directly by your high school. You are exempt from having to provide verified test scores if you applied for admission via the Test-Optional Portfolio Path.

# COURSE REGISTRATION TASKS

Tracked in your Pioneer Portal.



## C1. [Complete World Languages Placement exam](#)

**Opens:** June 8

**Deadline:** July 15

**If applicable**

One of the general education requirements is three semesters of a single language. Courses are offered in Arabic, Chinese, classical Greek, French, German, Japanese, Latin, Russian, and Spanish. If you have previously studied one of these languages and want to continue, you need to complete a language placement exam. Arabic, Chinese, French, German, Japanese, and Spanish assessments can be [accessed online](#), along with additional information about assessments for classical Greek, Latin, and Russian. Students with results that suggest placement into the 202-level or above will be required to confirm this placement during New Student Orientation.

## C2. [Complete ALEKS Mathematical Placement exam](#)

**Opens:** June 8

**Deadline:** July 15

**If applicable**

One of the general education requirements is a natural science course, most of which have an algebraic proficiency prerequisite. Prior to course registration, we recommend that incoming students [take the ALEKS](#) in order to meet this prerequisite, unless one of the following applies:

- You have an AP Calculus AB or BC score of 4 or 5.
- You have an IB Mathematics Higher Level score of 5, 6, or 7.
- You have college-level transfer credit that the Registrar's Office has deemed equivalent.

The Office of the Registrar [records the scores](#), and you can see them in WebAdvisor by clicking on Students, then on Test Summary. Most students take the ALEKS twice, and students often score significantly higher the second time, so waiting until late July to take the placement for the first time could impact your ability to register for desired courses. Before retaking the exam, students must complete at least eight hours of study with the relevant learning modules, and twelve hours are recommended.

## C3. [Complete the Music Theory Placement assessment](#)

**Opens:** June 8

**Deadline:** July 15

**If applicable**

You should take the [Music Theory Placement assessment](#) if you think you may choose to major or minor in music. This assessment will test your music theory and aural skills and help determine which music theory course you should take first.



## [Complete the Academic Integrity Tutorial](#)

**Opens:** June 8

**Deadline:** July 27

**Required**

Lewis & Clark believes that each member of the community is responsible for the integrity of their individual academic performance. It is important for all students to understand what constitutes academic dishonesty. The Academic Integrity Tutorial will be available 24 hours after the creation of your LC account.



## [First round of course registration](#)

**July 28**

**Required**

The College Advising Center's [How to Register guide](#) explains class selection and the registration process. Review this guide before registering for classes on July 28 and 31.



## [Second round of course registration](#)

**July 30**

**Required**

# NSO TASKS AND NOTIFICATIONS

Follow instructions via email. The following items are NOT tracked in your Pioneer Portal.

**G**

## New Student Trip registration opens

**Opens:** June 15

**Recommended**

All registrations for [New Student Trips](#) received within the first week will be given equal weight for trip preference based on a lottery system. After June 21, registration is rolling and trip placements will be assigned on a first-come, first-served basis. No matter which trip you go on, you'll make great friends and learn a lot about the Pacific Northwest!

**H**

## Enroll in the Shared Access portal

**Opens:** June 8

**Deadline:** Early July

**Recommended**

Shared Access enables a designated parent or guardian to retrieve student account statement information, discuss account details, and remit payments.

**I**

## Complete Health History and Immunization Record forms

**Opens:** June 8

**Deadline:** July 15

**Required**

Read the [letter to new undergraduate students](#), which will guide you through some important health-related requirements. The Health History and Immunization Record forms are available in the [Health Information Portal](#) 24 hours after you set up your L&C email account.

**J**

## Housing assignment emailed

**Mid-July**

**If applicable**

**K**

## Submit your photo

**Opens:** June 8

**Deadline:** July 20

**Recommended**

We are collecting images of all of our new students to create something special for NSO in August!

**L**

## Submit NSO shirt size

**Opens:** June 8

**Deadline:** August 1

**Recommended**

As a welcome gift, you will be given a L&C shirt on the first day of New Student Orientation!

**M**

## Settle your student account

**Opens:** Mid-July

**Deadline:** August 13

**Required**

[Fall semester e-bills](#) are released in mid-July. Log into the Student Account Center to review your student account details and retrieve your billing statement. There is more than one way to settle your student account at Lewis & Clark; [full details](#) of accepted methods of payment and options are available online.

**N**

## Complete Everfi Wellness course

**Opens:** Late July

**Deadline:** August 25

**Required**

The Everfi Wellness course will help you navigate potentially risky situations that might arise in the course of your time with us, and will provide you with tips on how you can better take care of yourself, establish healthy relationships, and support others who may need help. You will receive an email invitation to start the course during the week of July 22. This is a mandatory program for all first-year and transfer students.

**O**

## Complete the common reading

**Opens:** August 1

**Deadline:** August 26

**Required**

The Lewis & Clark common reading assignment will be sent to your email on August 1. You will meet during NSO to discuss and interact with this text with other new students and L&C faculty.

**P**

## NSO begins

**August 26**

**Q**

## Classes begin

**August 31**

**R**

## Complete the Health Insurance Waiver form

**Opens:** Mid-July

**Deadline:** September 14

**If applicable**

All undergraduate students are automatically enrolled in and charged for the Lewis & Clark student health insurance plan. Students with comparable health insurance can opt out through the [online waiver](#).