

# Lewis & Clark College

## New Student Orientation

### New Student Checklist

### Spring 2021

**The new student checklist for spring 2021 is for all new students- first years, transfers, and students who deferred admission for fall 2020. If you are a student who deferred, you may have already completed some of these tasks. All tasks are required unless marked otherwise. If you have questions about any of the following tasks, you can send them to [nso@lclark.edu](mailto:nso@lclark.edu).**

## Complete the following tasks as soon as possible.

### Create your Lewis & Clark account

- 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.

### Access your Lewis & Clark email account

- 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, lc20-0123@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.

### Submit your emergency contact information

- 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.

### Submit Spring Housing Contracts - If applicable due December 15th

- If you are interested in Spring Semester housing, you **must** complete [this form](#) no later than December 15th. While we will accept contracts submitted after this deadline, we may not be able to accommodate your specific preferences and receipt of your final assignment may be delayed. Campus Living will contact you with a housing assignment in January, prior to your move in date. There will be other communication coming from Campus Living, so please pay attention to your email. The move-in date for all new students will be January 15th, you will receive more specific guidance about your exact arrival time closer to the beginning of spring semester.

### **Submit your final transcript(s) - If Applicable**

- 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).

### Submit Agreement on Accessing Classes for Spring 2021

- We recognize that students have different living situations, health needs, and learning styles, so we've made it possible to choose whether to access all of your classes from campus or from a remote location. New students do not have a prior learning preference with the college, so now is the time to update us with your living and learning plans using [this survey form](#). Note that the deadlines for housing mentioned in this survey do not apply to new students.

## Complete the following tasks before you register for courses.

### [Complete World Languages Placement exam](#) - 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 (unless you already took the LC language placement prior to deferring). 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 the start of the spring semester.

### [Complete ALEKS Mathematical Placement exam](#) - 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 already took the L&C ALEKS placement prior to deferring (i.e. in summer 2020)
  - 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.

Once you take the placement exam, *you must email [katherineleibel@lclark.edu](mailto:katherineleibel@lclark.edu) to request that your score be recorded.* The Office of the Registrar [records the scores](#), and you can see them in WebAdvisor by clicking on Students, then on Test Summary. If you submit a test score between December 18th and January 2nd, there may be a delay in the recording of your score on WebAdvisor due to the Winter Break. Most students take the ALEKS twice, and students often score significantly higher the second time. Before retaking the exam, students must complete at least eight hours of study with the relevant learning modules, and twelve hours are recommended.

### [Complete the Music Theory Placement assessment](#) - 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](#)

- 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.

### [Learn about academic accommodations](#) - 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.

## **Complete the following tasks before the start of the spring semester.**

### **Register for Courses**

- The College Advising Center's [How to Register](#) guide explains class selection and the registration process. Review this guide and then email your Faculty Advisor or College Advisor to arrange a time to talk about spring classes. Your advisor will clear you to register, after which you can add courses in Webadvisor, so long as you have completed the necessary tasks leading up to course registration.

### **Enroll in the Shared Access Portal** - Recommended

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

### **Complete Health History and Immunization Record forms**

- 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.

### **Settle your Student Account**

- Spring semester e-bills are released in mid-November. 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](#).

### **Complete The Everfi Wellness course**

- 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 first week of January. The course is due by February 1st. This is a mandatory program for all first-year and transfer students.

### **Reflect on your health insurance needs**

- All L&C students are required to have health insurance. All students are automatically enrolled in and charged for the college-sponsored student health insurance plan. This plan provides access to a broad range of healthcare in the greater Portland area, and also provides access to a robust national provider network. However, students who have health insurance coverage that meets the college's comparability criteria may easily waive enrollment in the College's student health insurance plan by completing an online waiver <https://waive.pacificsource.com/LEWI>. The waiver opens on December 11, 2020 and closes February 2, 2021. Students who do not complete the waiver form by February 2 will be enrolled in the student health insurance plan for the spring semester (which includes summer coverage) at a cost of \$1,678.50. Students desiring waivers must renew them at the start of each academic year.

**Complete the following Covid-19 related tasks before Spring Semester or Move-In on January 15th.**

**Complete of the COVID educational module**

- This is required of all students, including those who are learning exclusively remotely, and it must be completed prior to your on-campus move-in time or January 19th if you live off-campus. Failure to complete the COVID module may result in a conduct code violation by the office of Student Rights and Responsibilities.

**Complete the two-week self-isolation period prior to arrival on campus**

- To begin the year with the health and well-being of all community members as our greatest priority, Lewis & Clark students are asked again to observe a two-week period of self-isolation/limitation on social exposure prior to arrival on campus. Completing the period of 2-week self-isolation is mandatory for all undergraduate students taking classes in-person—whether you plan to live on-campus or off-campus. We ask this of you because so many infected people are asymptomatic. Please consider your move-in date or planned arrival to campus and make sure you have self-isolated for a full 14 days before coming to campus.

**Completion of the Covid- 19 Attestation form**

- This is for any student who plans to be physically present on-campus at any time this spring, and it must be completed prior to your on-campus move-in time or January 18th, 2021 at 11:59 PM if you live off-campus. We would prefer all students to submit this form within 2-3 days of arriving on campus, but if your arrival falls after that due date, please still submit the form by that date. Failure to complete the attestation form may result in a conduct code violation by the office of Student Rights and Responsibilities.

**On move in-day, prior to move-in, complete the COVID Self-Check and Reporting Form**

- On the day of move-in, all students need to complete the COVID Self-Check and Report Form, which is available through the Health Information Portal. Any student reporting symptoms on this form should check in with the Health Service (or Campus Safety, if after hours) before moving on campus. This is the form that students will also use to report any COVID-like symptoms or potential exposure during the semester.

**For more information about Lewis & Clark College's ongoing response for Covid-19, please visit our [Covid-19 Response webpage](#).**

## **Prepare for the following New Student Events and make sure to mark your calendar accordingly!**

### **Sign Up for a May Trip - Registration opens December 1st - Optional**

What is a May Trip? May Trips are a FUN, relaxing, and celebratory way to finish your first year of college! May Trips are exclusively for students who started at LC during the 2020-2021 academic year. Since we were not able to offer in-person New Student Trips (NSTs) in August 2020, these trips are a unique chance for you to participate in a longer College Outdoors trip with your peers! As part of Covid-19 mitigation, these trips are only open to students who are taking classes on campus in person during Spring Term 2021, and are therefore already part of the “LC bubble”.

### **Mark your calendar for Virtual Orientation - January 7th and 8th, 2021**

NSO will host Virtual Orientation for all new students on January 7th and 8th. Virtual Orientation will be a time to learn about the most pertinent information about being a student at L&C before you arrive on campus. You will be assigned an NSO group leader who will guide you through your days of orientation.

### **Mark your calendar for VNSTs - January 11th - 13th, 2021**

This January you have the unique opportunity to join a Virtual New Student Trip! On these virtual “trips” you can build meaningful friendships with other new students who will be starting at L&C Spring Term 2021, benefit from the experience of current Lewis & Clark students, and learn what your new home has to offer. Better yet, this is all before you arrive on campus!

### **Mark your calendar for Residence Hall Move-In - January 15th, 2021**

New Student Move-In is January 15th, 2021. All new students will receive a 2.5 hour move-in time slot to ensure safe entry and movement throughout the residence halls. All students will be permitted one guest for move-in. Students and their guest must wear a mask at all times. Please make sure you complete the Covid Self Check and Reporting Form before your assigned move-in time. We will check form completion and request that you show us your green attestation screen before you receive your room key. Both of these requirements are outlined on the previous page of this checklist. More information about move-in will be emailed to students in early January.

### **In Person Orientation - Dates to be announced**

All students learning on campus are invited to In-Person orientation. The full schedule for NSO Spring 2021 will be posted to our website, [go.lclark.edu/nso](http://go.lclark.edu/nso), in early January. We will announce the dates of in-person orientation closer to January.

**For more information about orientation, please visit our website [go.lclark.edu/nso](http://go.lclark.edu/nso).  
Follow us on Instagram @lcnso for updates, student takeovers, and more!**