

# TRANSFER SUMMER TASK CHECKLIST

## NEW STUDENT ORIENTATION 2021

### COURSE REGISTRATION TASKS

Tracked in your Pioneer Portal (unless noted otherwise).

|          |  |
|----------|--|
| <b>A</b> | <b>Deadline: ASAP After May 12</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   |
| <b>B</b> | <b>Deadline: July 1</b>  |
|          | Submit your final college transcript(s) to Admissions                                |
| <b>C</b> | <b>July 7</b>  |
|          | The Liberal Arts and Academic Offerings webinar (not tracked in your Pioneer Portal) |
| <b>D</b> | <b>Deadline: July 15</b>   |
|          | D1. World Language Placement Exam  |
|          | D2. ALEKS Mathematics Placement Exam   |
|          | D3. Music Theory Placement Assessment  |
| <b>E</b> | <b>July 21</b>   |
|          | Preparing for Registration webinar (not tracked in your Pioneer Portal)              |
| <b>F</b> | <b>Deadline: July 26</b>   |
|          | Academic Integrity Tutorial  |
| <b>G</b> | <b>July 28</b>   |
|          | First round of course registration   |
| <b>H</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.

|          |  |
|----------|--|
| <b>I</b> | <b>June 10</b>   |
|          | New Student Trip registration opens                                |
| <b>J</b> | <b>Mid-June</b>  |
|          | Family and Parents Preview invite emailed                          |
| <b>K</b> | <b>Deadline: June 28</b>   |
|          | Submit housing portal materials                                    |
| <b>L</b> | <b>Deadline: Early July</b>  |
|          | Enroll a designated parent or guardian in the Shared Access portal |
| <b>M</b> | <b>Deadline: July 15</b>   |
|          | Submit the Health History and Immunization Record forms            |
| <b>N</b> | <b>Mid-July</b>  |
|          | Housing assignment emailed   |
| <b>O</b> | <b>Deadline: August 1</b>  |
|          | Complete the NSO survey and submit your shirt size                 |
| <b>P</b> | <b>Deadline: August 12</b>   |
|          | Settle your student account  |
| <b>Q</b> | <b>August 17</b>   |
|          | New Student Trips begin  |
| <b>R</b> | <b>Deadline: August 25</b>   |
|          | Complete the common reading  |
| <b>S</b> | <b>August 26</b>   |
|          | NSO begins   |
| <b>T</b> | <b>Deadline: August 27</b>   |
|          | Complete wellness courses  |
| <b>U</b> | <b>August 30</b>   |
|          | Classes begin  |
| <b>V</b> | <b>Deadline: September 14</b>                                      |
|          | Submit the Health Insurance Waiver form                            |



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Lewis & Clark follows the letter and spirit of all equal opportunity and civil rights laws.

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# COURSE REGISTRATION TASKS

Tracked in your Pioneer Portal (unless noted otherwise).

**A**

## A1. Create your Lewis & Clark account

**Opens:** May 12

**Deadline:** ASAP

### Required

Create your Lewis & Clark account, which will establish your username for L&C email and systems including WebAdvisor (the website you'll use to search for courses, locate your registration times, and register), Moodle, and wifi access points on campus. All communication from the college will be sent to your new L&C email address once you've set it up. During [account creation](#), your L&C username is shown at the top of the page. Your user name is the first part of your official email address, but does not include @lclark.edu (i.e. lc21-1234). You will also create an email alias (i.e. johnsmith@lclark.edu). People can email you using your alias or username (lc21-1234@lclark.edu or johnsmith@lclark.edu), as they both route to the same inbox. However, only your username (i.e. lc21-1234) is used to log in to L&C systems.

## A2. Access your Lewis & Clark email account

**Opens:** May 12

**Deadline:** ASAP

### Required

Once you have created your Lewis & Clark account, visit mail.google.com to get started. To log in, rather than using the @gmail.com extension, you will use your Lewis & Clark username (i.e. lc21-1234@lclark.edu) and password. All official communication will be sent to your lclark.edu email. 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:** May 12

**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 emergency contact 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:** May 12

**Deadline:** ASAP

### If applicable

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

**B**

## Submit your final college transcript(s)

**Opens:** May 12

**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).

**C**

## The Liberal Arts and Academic Offerings webinar

**July 7**

### Recommended

[Register for this webinar](#) to learn more about the liberal arts and L&C's academic offerings. There will be time for questions at the end. This task is not tracked in your Pioneer Portal.

**D**

## D1. Complete the World Languages Placement exam

**Opens:** May 12

**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, unless you have transfer credit deemed equivalent by the Registrar's Office. The assessments for Arabic, Chinese, French, German, Japanese, and Spanish [accessed online](#), as can additional information about assessments for classical Greek, Latin, and Russian. Students with results that suggest placement into courses above the required three semesters will be required to confirm this placement during New Student Orientation.

# COURSE REGISTRATION TASKS

Tracked in your Pioneer Portal (unless noted otherwise).

## D2. Complete the ALEKS Mathematical Placement exam

**Opens:** May 12

**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 ALEKS scores](#), and you can see them in WebAdvisor by clicking on Students, then on Test Summary. Set aside some time for this task, and don't wait until the last minute! 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. If you do not start or complete the ALEKS exam over the summer, you may have to pay a \$25 fee to take it later in your college career.

## D3. Complete the Music Theory Placement assessment

**Opens:** May 12

**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.

**E**

## Preparing for Registration webinar

**July 21**

### **Recommended**

[Register for this webinar](#) to learn more about course registration. There will be time for questions at the end. This task is not tracked in your Pioneer Portal.

**F**

## Complete the Academic Integrity Tutorial

**Opens:** May 12

**Deadline:** July 26

### **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.

**G**

## First round of course registration

**July 28**

### **Required**

The College Advising Center's [How to Register page](#) explains class selection and the registration process. Review this guide before registering for classes on July 28 and 30.

**H**

## 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.

- I** [New Student Trip registration opens](#)  
**Opens:** June 10  
**Recommended**  
 All registrations received in the first 24 hours for New Student Trips will be included in the first round of placements. If more registrations are received than there are spaces available on a specific trip, placements will be based on a lottery. After June 11, 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!
- J** [Family and Parents Preview invitation emailed](#)  
**Mid-June**
- K** [Complete housing portal materials](#)  
**Opens:** June 7  
**Deadline:** June 28  
**Required**  
 You will receive a welcome email with details on the housing process from Campus Living in mid-May, including how to submit the housing and roommate questionnaires in the [housing portal](#) beginning June 7.
- L** [Enroll in the Shared Access portal](#)  
**Opens:** June 7  
**Deadline:** Early July  
**Recommended**  
[Shared Access](#) enables a designated parent or guardian to retrieve student account statement information, discuss account details, and remit payments.
- M** [Complete Health History and Immunization Record forms](#)  
**Opens:** June 7  
**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.
- N** [Housing assignment emailed](#)  
**Mid-July**
- O** [Complete the NSO survey and submit your shirt size](#)  
**Opens:** June 7  
**Deadline:** August 1  
**Recommended**  
[This survey](#) will help us get to know you better. As a welcome gift, you will be given a L&C shirt on the first day of New Student Orientation!

- P** [Settle your student account](#)  
**Opens:** Mid-July  
**Deadline:** August 12  
**Required**  
[Fall semester e-bills](#) are released in mid-July. Log in to 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.
- Q** [New Student Trips begin](#)  
**August 17**
- R** [Complete the common reading](#)  
**Opens:** August 3  
**Deadline:** August 25  
**Required**  
 The Lewis & Clark common reading assignment will be sent to your email on August 3. You will meet with other new students and L&C faculty during NSO to discuss and interact with this text.
- S** [Complete wellness courses](#)  
**Opens:** Late July  
**Deadline:** August 27  
**Required**  
 The wellness courses 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 26. This is a mandatory program for all first-year and transfer students.
- T** [NSO begins](#)  
**August 25**
- U** [Classes begin](#)  
**August 30**
- V** [Complete the Health Insurance Waiver form](#)  
**Opens:** July 8  
**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](#).