

TRANSFER SUMMER TASK CHECKLIST

NEW STUDENT ORIENTATION 2022

COURSE REGISTRATION TASKS

Tracked in your Pioneer Portal (unless noted otherwise).

A	Deadline: ASAP	<ul style="list-style-type: none"> 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
	Deadline: June 28	Complete the English language placement exam
	Deadline: July 1	Submit your final college transcript(s)
	July 7	The Liberal Arts and Academic Offerings webinar (not tracked in your Pioneer Portal)
E	Deadline: July 15	<ul style="list-style-type: none"> E1. Complete the world languages placement exam E2. Complete the ALEKS mathematics placement exam E3. Complete the music theory placement assessment
	July 20	Preparing for Registration webinar (not tracked in your Pioneer Portal)
	Deadline: July 27	Complete the Academic Integrity Tutorial
H	August 1	First round of course registration
I	August 3	Second round of course registration

JUNE

JULY

AUGUST

NSO TASKS AND NOTIFICATIONS

Follow instructions via email.
These are NOT tracked in your Pioneer Portal.

J	Mid-June	Family and Parents Preview invite emailed
K	Deadline: June 10	Start the housing accommodation process
L	Deadline: June 22	Complete housing application
M	Deadline: July 1	<ul style="list-style-type: none"> M1. Enroll a designee in Authorized Party Access for student account information M2. Submit the health history and immunization record forms
	Late July	Housing assignment emailed
O	Deadline: August 11	Settle your student account
P	August 16–19	New Student Trips begin
Q	Deadline: August 19	<ul style="list-style-type: none"> Q1. Complete the new student survey Q2. Connect with the Center for Social Change and Community Involvement
	August 24	NSO begins
S	Deadline: August 24	Complete the common reading
T	Deadline: August 26	Complete the wellness course
U	August 29	Classes begin
V	Deadline: September 13	Submit the Health Insurance Waiver form

SEPTEMBER

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 (i.e. lc22-1234@lclark.edu). You will also create an email alias (i.e. johnsmith@lclark.edu), which you won't use to log in anywhere. People can email you using your alias or username (they both route to the same inbox), but only your username will allow you access into L&C systems and email.

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. lc22-1234@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: 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 (OSA) ensures that students receive all of the benefits of a comprehensive selection of services. Reach out to [OSA](#) as an incoming student to begin facilitating accommodations.

B

Complete the English language placement exam

Opens: June 24

Deadline: June 28

If applicable

International students who speak English as a second language need to complete an English language placement exam online. You will receive information about the test through your L&C email the week prior to June 24.

C

Submit your final college transcript(s)

Opens: May 12

Deadline: July 1

Required

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

D

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. A recording of the webinar will be made available for those unable to attend. This task is **NOT** tracked in your Pioneer Portal.

COURSE REGISTRATION TASKS

Tracked in your Pioneer Portal (unless noted otherwise).

E

E1. Complete the world languages placement exam

Opens: May 12

Deadline: July 15

If applicable

One of the general education requirements is completing study of a language other than English through the 201 level. 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. The assessments for Chinese, French, German, Japanese, and Spanish can be [accessed online](#), as can instructions and additional information about assessments for Arabic, 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. We highly recommend you complete your exam by July 15 for registration purposes. If you have chosen to study a new language, you can register directly for the 101 level and bypass this placement exam.

E2. Complete the ALEKS mathematical placement exam

Opens: May 12

Deadline: July 15

If applicable

One of the general education requirements is completing at least one 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 8 hours of study with the relevant learning modules, and 12 hours are recommended.

E3. 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.

F

Preparing for Registration webinar

July 20

Recommended

[Register for this webinar](#) to learn more about course registration. There will be time for questions at the end. A recording of the webinar will be made available for those unable to attend. This task is **NOT** tracked in your Pioneer Portal.

G

Complete the Academic Integrity Tutorial

Opens: May 12

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.

H

First round of course registration

August 1

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 August 1 and 3.

I

Second round of course registration

August 3

Required

NSO TASKS AND NOTIFICATIONS

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

J Family and Parents Preview invitation emailed
Mid-June

K Start the housing accommodation process

Opens: May 12
Deadline: June 10
If applicable

The [Office of Student Accessibility \(OSA\)](#) will work with you on accommodations for housing, assistance animals, parking exemptions, modified meal plans, and academics. Placement into accommodation housing cannot be guaranteed if the documentation process is initiated after June 10.

Note: Academic accommodations can be started at any time with OSA, but it is highly recommended to start the process over the summer.

L Complete housing application

Opens: May 12
Deadline: June 22
Required

You will receive a welcome email with details on the housing process from [Campus Living](#) in mid-May. You will be able to submit the housing and roommate questionnaires in the [housing portal](#) 24 hours after creating your L&C account.

M M1. Enroll a designee in Authorized Party Access for student account information

Opens: Late June
Deadline: July 1
Recommended

[Authorized Party](#) enables a designated parent or guardian to remit payments, get balance information, and, if permitted, retrieve student account statement information and discuss student account-related finances.

M2. Complete health history and immunization record forms

Opens: May 12
Deadline: July 1
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
Late July

O Settle your student account

Opens: Mid-July
Deadline: August 11
Required

[Fall semester e-bills](#) are released in mid-July. Log in to [WebAdvisor](#) and go to Student Finance to access the Student Account Center portal to review 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.

P New Student Trips begin

August 16–19
Recommended

New Student Trips begin on August 16, 17, 18, and 19. Visit the [New Student Trip Options page](#) to see the details and start date for each individual trip, and the [NST Logistics page](#) for pre- and post-trip information. All trips return to L&C on August 23.

Q Q1. Complete the new student survey

Opens: August 8
Deadline: August 19
Recommended

The survey should take about ten minutes to complete, but the impact is much longer lasting! We ask you to reflect on your goals, imagine life after college, and think about how L&C can help move you toward achieving that vision. You'll also have the chance to hear from current L&C students about what it's like to be a Pio, and staff will be able to direct you to resources based on your answers to the questions!

Q2. Get connected with the Center for Social Change and Community Involvement

Opens: May 12
Deadline: August 19
Recommended

The [Center for Social Change and Community Involvement](#) is cosponsoring a Day of Service during New Student Orientation. Learn about all of the service events ahead of time by signing up with GivePulse.

- Download the GivePulse app or visit givepulse.com.
- Click on Log In, and then select Log in with Google.
- Enter your L&C username and password.
- Click on the Explore button in the header.
- Select the Groups tab at the top of the page (next to the search box).
- Type [L&C Volunteers Program](#) into the search box, confirm that you have the correct zip code (97219), and hit enter.
- Click on the L&C Volunteers Program in the list of search results, and then click the Join button.



R

Complete the common reading

Opens: August 3

Deadline: August 24

Required

The common reading assignment will be sent to your L&C 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

NSO begins

August 24

T

Complete the wellness courses

Opens: Late July

Deadline: August 26

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 courses in late July. This is a mandatory program for all first-year and transfer students. If you have experienced trauma regarding sexual and interpersonal violence, contact Director of Health Promotion and Wellness Michelle Callahan at mcallahan@lclark.edu for information on exemptions.

U

Classes begin

August 29

V

Complete the Health Insurance Waiver form

Opens: July 7

Deadline: September 13

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](#).

