

Lewis & Clark College

New Student Orientation

New Student Checklist

Spring 2023

The New Student Checklist for Spring 2023 is for all new students- first years and transfers. If you are a student who deferred from a previous semester, 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.

Complete the following tasks as soon as possible.
They must be completed before you are able to register for courses.

Create your Lewis & Clark account

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.

Access your Lewis & Clark email account

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. lc23-1234@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.

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 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

Submit your final transcript(s) - If Applicable

You must send the Office of Admissions an official copy of your high school transcript showing your date of graduation. Final transcripts must be sent directly from your high school.

Schedule a meeting with your CAC advisor

In order to provide you access to a variety of perspectives and expertise, all students have two academic advisors at L&C - a faculty advisor and an advisor from the College Advising Center (CAC). Once admitted, you will receive an email from your assigned CAC advisor inviting you to make an appointment. Your CAC advisor can help you get started making a course plan for spring semester and beyond, and help connect you with your faculty advisor.

Complete the following tasks as soon as possible.

They must be completed before you are able to 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. The assessments for Arabic, Chinese, French, German, Japanese, and Spanish are accessed online, as can 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 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 Colin Ehr, colinehr@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 23rd and January 2nd, there may be a delay in the recording of your score on Webadvisor due to the Winter Break. 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. 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 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.

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.

Register for Courses by January 6th, 2023

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.

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

Learn about academic accommodations - 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 so the process for facilitating accommodations for learning or housing can begin.

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 Wellness course

The 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 the first week of February. 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 is currently open and will close in February. Students who do not complete the waiver form by February 1st will be enrolled in the student health insurance plan for the spring semester (which includes summer coverage) at a cost of \$1,860. Students desiring waivers must renew them at the start of each academic year.

Prepare for the following new student events and make sure to mark your calendar accordingly!

In Person Orientation - January 12th-15th, 2023

The full schedule for NSO Spring 2023 will be posted to our website, go.lclark.edu/nso, in early January. NSO is considered mandatory programming for all new students, so if you are not able to attend, please email nso@lclark.edu.

Martin Luther King Jr. Day - Monday, January 16th, 2023

No classes.

First Day of Spring 2023 Semester - Tuesday, January 17th, 2023

The Spring Activities Fair - Friday, February 3, 2023

3-5pm - Location TBD

Learn more about and connect with student groups and unions on campus!

Spring Break - March 27-31, 2023

Enjoy the spring break! Consider participating on a [College Outdoor Spring Break Trip](#).

For more information about orientation, please visit our website go.lclark.edu/nso.

Follow us on Instagram, [@lcnso](#), for updates, student takeovers, and more!