

TRANSFER SUMMER TASK CHECKLIST

NEW STUDENT ORIENTATION 2023

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NSO SUMMER TASK CHECKLIST

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 (e.g. lc22-1234@lclark.edu). You will also create an email alias (e.g. 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 (e.g. 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](#) 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.

A5. Sign up for summer webinars

Opens: May 12

Deadline: ASAP

Recommended

Review and sign up for our [summer webinar offerings](#). Please note that all webinars will be recorded and posted online in case you are not able to attend the session live.

A6. Subscribe to the NSO 2023 calendar

Opens: May 12

Deadline: ASAP

Recommended

To help you keep track of NSO checklist tasks and events throughout the summer and fall semester, we encourage you to [subscribe to the NSO 2023 calendar](#) using your new L&C email. Learn more about [adding a shared Google calendar](#) to your account.

B

Submit a student ID photo to Campus Safety

Opens: May 12

Deadline: June 9

Required

Your Lewis & Clark student ID card will be printed before your arrival to campus and available when you check in for orientation. Please follow instructions for [submitting a photo](#).

C

Start the housing accommodation process

Opens: May 12

Deadline: June 15

If applicable

The Office of Student Accessibility will work with new students on housing, assistance animals, parking exemptions, modified meal plans, and academic accommodations. Placement into accommodation housing for the fall 2023 semester cannot be guaranteed if the documentation process is initiated after June 15.

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

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- D** **Family and Parents Preview invite emailed**
June 15
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- E** **Complete housing application**
Opens: May 12
Deadline: June 18
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](#). You will not be able to access the portal until 24 hours after creating your L&C account.
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- F** **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.
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- G** **Complete health history form and input immunization dates**
Opens: May 12
Deadline: June 30
Required
Read the [Wellness Welcome Letter](#) and review the [Health Services To-Do List](#), which will guide you through some important health-related requirements. You can access the health history form and input your immunization dates in the [Health Information Portal](#) 24 hours after you set up your L&C email account.
-
- H** **H1. Submit your final college transcript(s)**
Opens: May 12
Deadline: July 1
Required
You must send the [Office of the Registrar](#) official transcripts reflecting any additional college work you've completed since your admission to Lewis & Clark. The Registrar will contact you regarding changes to your transfer credit status upon receipt and processing of your updated transcript(s).
- H2. Submit your t-shirt size**
Opens: May 12
Deadline: July 1
Recommended
Complete [this form](#) if you would like an NSO t-shirt, which will be handed out when you arrive on campus.

- I** **Enroll a designee in Authorized Party for student account information**
Opens: July 7
Deadline: July 7
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. The first billing statement will be available July 7.
Note: In order to receive the first billing statement, it is highly recommended to enroll in Authorized Party on July 7. However, enrollment will continue to be available throughout your time at L&C.
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- J** **J1. Complete the world languages placement exam**
Opens: May 12
Deadline: July 15
Recommended
One of the general education requirements is completing study of a language other than English through the 201 level (three semesters). 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 in 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.

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J2. [Complete the ALEKS mathematics placement exam](#)

Opens: May 12

Deadline: July 15

Recommended

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 Registrar's Office 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. Questions about the ALEKS exam can be sent to aleks@lclark.edu.

J3. [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.

K

[Housing assignment emailed](#)

Mid-July

L

[Complete the Academic Integrity Tutorial](#)

Opens: May 12

Deadline: July 24

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 you set up your L&C email account.

M

[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.

N

[Second round of course registration](#)

August 3

Required

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

[Complete the new student survey](#)

Opens: August 7

Deadline: August 21

Recommended

The survey will be sent to your email on August 7. It should take about ten minutes to complete, but the impact is much longer lasting! This survey asks 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 have the chance to hear from some current students about what it's like on campus, and staff will be able to direct you to resources based on your answers to the questions.

Q

[New Student Trips begin](#)

August 22–24

If applicable

New Student Trips begin on August 22, 23, and 24. 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 29.

R

[Complete the common reading](#)

Opens: August 3

Deadline: August 30

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.

NSO SUMMER TASK CHECKLIST

S

New Student Orientation begins

August 30

Required

T

Complete the wellness courses

Opens: Mid-July

Deadline: August 31

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 during the week of July 14. You will need to complete two modules: one on substance use (such as alcohol and other drugs) and one on consent. 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

September 5

Required

V

Complete the health insurance waiver form

Opens: July 10

Deadline: September 19

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](#).