

# ACADEMIC SERVICES AND RESOURCES

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Lewis & Clark is committed to the academic success of every student. One of the many benefits of our personal approach to education is that we provide numerous resources to support students both in and outside the classroom.

## Academic Advising

The purpose of academic advising is to provide students with the information, guidance, and support they need to capitalize on Lewis & Clark College's opportunities and services, succeed in their coursework, graduate on time, and begin purposeful lives after graduation. Although students are ultimately responsible for their education and the completion of an academic program, advisors are a valuable resource for thriving in college.

Each Lewis & Clark student has access to two types of advisors: college advisors and faculty advisors. College advisors, located in Albany Quadrangle's College Advising Center (<http://college.lclark.edu/academics/support/advising/>), help students build and adapt academic plans, as well as understand and navigate college academic policies and resources. Students can consult college advisors throughout their time at Lewis & Clark to explore academic and cocurricular options and access academic support and resources. New students are assigned a college advisor who can help with the transition to Lewis & Clark College and offer support for the successful pursuit of a liberal arts education.

Additionally, students work closely with faculty advisors throughout their courses of study. All students are required to meet with their faculty advisors before registering for the following semester. First-year students are assigned premajor faculty advisors based on their stated academic interests and goals. These advisors help students plan a four-year program that will enable them to fulfill their degree requirements and obtain the necessary experience to prepare them for their future careers. This may include taking advantage of overseas and off-campus study, internships, and other cocurricular opportunities (<http://docs.lclark.edu/undergraduate/cocurricularopp/>). When students declare their academic major (<http://docs.lclark.edu/undergraduate/policiesprocedures/majorsminors/#majorstext>) (required for all students either before or upon completion of 45 credits), they choose a major advisor from their discipline to help them plan their course of study for the major and for completion of other graduation requirements. Minors are optional and not all departments offer one. Those students who declare a minor must select an advisor within that discipline or program to help plan the completion of the minor's requirements.

Transfer students are assigned faculty advisors generally in the area of their intended major (often the department chair). Transfer students must submit official transcripts to Lewis & Clark's College of Arts and Sciences registrar's office (<http://college.lclark.edu/offices/registrar/>) to determine which courses are transferable and whether they meet General Education requirements (<http://docs.lclark.edu/undergraduate/graduationrequirements/generaleducation/>). Students who wish to use transfer credits to fulfill major or minor requirements must also obtain the approval of the department chair in that major or minor. Transfer students should work closely with their faculty and college advisors to plan their academic program completely through to graduation.

Students are free to change college and faculty advisors at any time. This should be a thoughtful decision made with the consent of the

new advisor. For more information and Change of Advisor and other forms, visit [go.lclark.edu/college/advising](http://go.lclark.edu/college/advising) (<https://college.lclark.edu/academics/support/advising/>).

## Library

The Aubrey R. Watzek Library (<http://library.lclark.edu/>) is located at the heart of the undergraduate campus ([http://lclark.edu/visit/directions/maps/campus\\_overview/](http://lclark.edu/visit/directions/maps/campus_overview/)) and offers attractive spaces for quiet study, group work, and access to technology. The library houses a collection of over 320,000 print volumes and provides access to thousands of electronic books and journals as well as other digital resources. Users can discover books and journal articles using the Primo (<http://primo.lclark.edu>) search tool and through the many research databases provided via the library's research guides (<http://library.lclark.edu/research-guides/subject-guides/>).

Watzek Library offers research consultations with librarians, classroom instruction sessions, and a librarian designated as a liaison for each academic department and program of study. Special Collections and Archives (<http://specialcollections.lclark.edu>) provides students with unique opportunities to engage with primary sources and rare materials. Digital and Data Services (<https://library.lclark.edu/digital/>) supports digital scholarship and data-science initiatives, including a high-performance computing cluster. Through employment and practicums, the library offers students opportunities to gain skills in customer service, digital technology, exhibit design, archival practices, and other areas.

## Office of Student Accessibility

The Office of Student Accessibility ([https://lclark.edu/offices/student\\_support\\_services/](https://lclark.edu/offices/student_support_services/)) (OSA) provides accommodations, education, consultation, and advocacy for students with disabilities. In addition, OSA also provides resources and referrals both on and off campus for students seeking support regarding academic strategies, time management, and study skills. OSA is responsible for ensuring that accommodations for students with disabilities are in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990. Copies of the Student Disability Policy and Grievance Procedure are available from the Office of the Dean of the College of Arts and Sciences, OSA, and the Lewis & Clark website.

## Symbolic and Quantitative Resource Center (SQRC)

As part of Lewis & Clark's commitment to strengthening and advancing the quantitative skills of our student body, the Symbolic and Quantitative Resource Center (SQRC) offers free, informal drop-in peer tutoring for courses with a quantitative component. Our staff of peer tutors include talented and enthusiastic students in mathematics, computer science, physics, chemistry, biochemistry and molecular biology (BCMB), biology, economics, and data science, all of whom are referred by their professors for having demonstrated a deep level of knowledge as well as a personable demeanor and ability to clearly explain concepts in multiple ways.

The SQRC is generally open Sunday through Friday, with both daytime and evening hours. Students of all levels and abilities are welcome to drop in any time the center is open; no appointment is needed.

The center is also a place to work on homework, study for an exam, get assistance with data-analysis software, prepare for the ALEKS placement exam, or utilize additional learning resources.

Courses associated with symbolic and quantitative reasoning may be found throughout the curriculum. In addition, QR 101 Foundations of Quantitative Reasoning is offered to assist students in preparing for coursework required in many classes that satisfy General Education requirements.

## Technology, Computing, and Media Resources

Technology is integrated into academic programs to enrich the instruction and learning process and prepare students to meet the challenges presented by the use of technology in the workplace. Technology facilities throughout campus include specialty and general-purpose computing labs available to the entire community.

Lewis & Clark maintains an institution-wide network, including robust Wi-Fi, to access the internet and college resources. Students have 24-hour access to computing labs in the Aubrey R. Watzek Library, including printers, for academic use.

Information Technology student employees and staff are available to educate users about a specific list of hardware and software and to troubleshoot technological issues. The IT Service Desk is a valuable frontline resource for accessing technical assistance as well as a wide range of hardware, including specialized equipment for academic and extracurricular activities or personal use, and basic items such as adapters and mobile-device chargers. The IT Service Desk is located on the first floor of the Aubrey R. Watzek Library and can be reached via email at [itservice@lclark.edu](mailto:itservice@lclark.edu).

In addition, the Educational Technology ([https://lclark.edu/information\\_technology/educational\\_technology/](https://lclark.edu/information_technology/educational_technology/)) team members offer training, workshops, documentation, and one-on-one instruction, utilizing their expertise in multimedia. This includes video and photo editing, spatial computing, 3-D printing, generative AI, and audiovisual services to support instructional needs, campus life activities, special events, and institutional advancement activities.

## Veterans Services

Lewis & Clark assists with the U.S. Department of Veterans Affairs (VA) education-benefits verification process for students through each of its three schools' registrar's offices.

Any student receiving VA education benefits while attending Lewis & Clark is required to obtain transcripts from all previously attended schools and submit them to the appropriate VA school-certifying official listed below for review of prior credit. Lewis & Clark will not prevent a student from starting their course of education before providing a certificate of eligibility for entitlement. Lewis & Clark will not impose any penalty due to the delayed disbursement of funding from the VA under chapters 31 or 33. Do not hesitate to contact any of the VA school-certifying officials if you have questions or need assistance.

All of us at Lewis & Clark wish to thank all of our service members, veterans, and their families for their service to our country.

## Undergraduate Students, College of Arts and Sciences Students with last names starting with A–K

Chris Ballard

Office of the Registrar, College of Arts and Sciences  
615 S. Palatine Hill Road, MSC 108  
Portland, Oregon 97219  
503-768-7332  
[cballard@lclark.edu](mailto:cballard@lclark.edu)

Office location: Undergraduate Campus, Fowler Student Center

## Students with last names starting with L–Z

Mary Tweddle

Office of the Registrar, College of Arts and Sciences  
615 S. Palatine Hill Road, MSC 108  
Portland, Oregon 97219  
503-768-7325  
[mtweddle@lclark.edu](mailto:mtweddle@lclark.edu)  
Office location: Undergraduate Campus, Fowler Student Center

## Law Students

Tiffany Henning

Office of the Registrar, Lewis & Clark Law School  
10101 S. Terwilliger Boulevard, MSC 51  
Portland, Oregon 97219  
503-768-6614  
[thenning@lclark.edu](mailto:thenning@lclark.edu)  
Office location: Law Campus, Legal Research Center

## Graduate Students

Caitlin Hansen

Office of the Registrar, Graduate School of Education and Counseling  
615 S. Palatine Hill Road, MSC 90  
Portland, Oregon 97219  
503-768-6030 phone  
503-768-6035 fax  
[chansen@lclark.edu](mailto:chansen@lclark.edu) ([cwhetstine@lclark.edu](mailto:cwhetstine@lclark.edu))  
Office location: Graduate Campus, Rogers Hall, Room 301

## Writing Center

As part of Lewis & Clark's commitment to excellence in writing, the Writing Center offers one-on-one conferences to help students identify the strengths and weaknesses in their writing and develop strategies to improve. The director and a staff of peer tutors are available to work with students of all ability levels and can help with such common issues as:

- Conceiving ideas for a paper
- Writing a strong thesis statement
- Developing a clear and logical structure
- Finding support for an argument
- Cultivating creativity and finding a "voice" as an author
- Honing the writing process to make it more productive
- Enhancing proofreading skills and basic mechanics
- Using proper citation

Peer tutoring is available at the Writing Center on a walk-in basis Sunday through Thursday, 3-10 p.m., usually beginning in the second week of the semester—please see the Writing Center website ([https://college.lclark.edu/academics/support/writing\\_center/](https://college.lclark.edu/academics/support/writing_center/)) for up-to-date information about hours and availability. Appointments are also available through the website. The Writing Center is located on the main floor of Watzek Library.