ACADEMIC SERVICES AND RESOURCES

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, integrate curricular and cocurricular activities, graduate in a timely manner, 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 in order to improve their study skills, time management, or other areas related to their academic success. 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. There are three types of faculty advisors: premajor, major, and minor. First-year students are assigned premajor faculty advisors on the basis of 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/cocurricularopport). When students declare their academic major (http://docs.lclark.edu/undergraduate/policies/procedures/majors/minors/#majortext) (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. Major advisors also relay information about departmental events, graduation deadlines, and other postgraduation opportunities. Minors are optional and not all departments offer one. If a student declares a minor, he or she 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 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 the Registrar’s Office and the department chair to plan their academic program completely through to graduation.

All students are required to meet with their faculty advisors before registering for the following semester. They are encouraged to meet with faculty and college advisors at other times as well to discuss academic goals, questions, challenges, concerns, or victories.

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.

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) and offers attractive spaces for quiet study, group work, and access to technology. During the school year, the library is open 24 hours a day. 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 tools provided via the library’s research guides (http://library.lclark.edu/research-guides/subject-guides).

Watzek Library offers specialized research consultations, a course-integrated program of information-literacy instruction, and a librarian liaison for each academic department and program of study. Special Collections and Archives (http://specialcollections.lclark.edu), the Visual Resources Center (http://library.lclark.edu/vrc), and Digital Initiatives (http://library.lclark.edu/digital-initiatives) are also part of the library and provide specialized research resources and opportunities for deep engagement with primary sources through student research, practicums, and student employment opportunities.

Student Support Services

The staff of Student Support Services provide services for students with physical, psychological, and learning disabilities, as well as advice for all students about academic strategies, time management, and study skills. The director of Student Support Services is responsible for ensuring that arrangements are made for students with disabilities 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, the Student Support Services office, and Lewis & Clark’s 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 offers free, informal drop-in peer tutoring for all courses with a quantitative component. Our staff of peer tutors includes talented and enthusiastic majors in mathematics, computer science, physics, chemistry, and economics, 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.
In addition to tutoring, students can come into the center to use a textbook, borrow a graphing calculator, work on homework, study for an exam, get assistance with data-analysis software, or utilize the various additional learning resources available.

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 the scientific and quantitative reasoning Category B general education requirement.

**Computing and Media Resources**

Technology is integrated into the curriculum in many departments and programs, both as a means of enhancing the instructional process and as a way of preparing students to meet the challenges presented by the extensive use of technology in the workplace. Technology facilities on campus include specialized computing labs dedicated to the use of certain departments; special-purpose labs designed to support media, video, and 3D production and design; and general-purpose computing labs available to the entire community.

Lewis & Clark maintains an institution-wide network, including Wi-Fi for access to both the internet and an ever-growing array of academic and administrative services and applications. Students have access to computing labs with printing 24 hours a day in Watzek Library and Templeton Campus Center.

Information Technology staff are available to assist students in troubleshooting and learning how to use hardware, software, and peripheral devices; offer training resources such as tutorials and workshops; and provide access to a variety of network resources and online services.

In addition, Lewis & Clark provides faculty and students with facilities and expertise in multimedia, video editing, photographic and slide production, and audio and visual duplication services to support instructional needs, campus life activities, special events, and institutional advancement activities.

**Veterans Services**

The Office of the Registrar at the College of Arts and Sciences assists all students of the Lewis & Clark Graduate School of Education and Counseling, Lewis & Clark Law School, and Lewis & Clark College of Arts and Sciences with the verification process for VA education benefits.

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. 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 and Graduate Students**

Tiffany Henning (primary official)
Office of the Registrar, College of Arts and Sciences
0615 S.W. Palatine Hill Road, MSC 108
Portland, Oregon 97219
503-768-7325 phone
503-768-7333 fax
thenning@lclark.edu

Office location: Undergraduate Campus, Templeton Campus Center

**Law Students**

Caitlin Hansen (primary official)
Office of the Registrar, College of Arts and Sciences
0615 S.W. Palatine Hill Road, MSC 108
Portland, Oregon 97219
503-768-7332 phone
503-768-7333 fax
chansen@lclark.edu

Office location: Undergraduate Campus, Templeton Campus Center

Seneca Gray (backup official)
Office of the Registrar, Lewis & Clark Law School
10015 S.W. Terwilliger Boulevard, MSC 51
Portland, Oregon 97219
503-768-6614 phone
503-768-6850 fax
seneca@lclark.edu

Office location: Law Campus, Legal Research Center

**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

The Writing Center also sponsors writing workshops and other events designed to encourage reflection about the state of contemporary writing and the broader cultural values that it reflects and reinforces.