

AES STUDENT HANDBOOK
TABLE OF CONTENTS

| | | |
|--------|---|----|
| I. | Welcome..... | 2 |
| II. | AES Faculty & Administration | 3 |
| III. | Overview of Courses..... | 4 |
| IV. | AES Office..... | 6 |
| V. | People to Help You..... | 7 |
| VI. | Academic Policies and Regulations..... | 8 |
| VII. | Financial Policies and Regulations..... | 12 |
| VIII. | Application to Lewis & Clark College..... | 15 |
| IX. | Application to Other Colleges and Universities..... | 15 |
| X. | Housing..... | 16 |
| XI. | Health Services..... | 17 |
| XII. | Cultural Perspectives..... | 19 |
| XIII. | Study Skills..... | 20 |
| XIV. | Transportation..... | 20 |
| XV. | Immigration..... | 22 |
| XVI. | Travel..... | 23 |
| XVII. | Student Activities..... | 23 |
| XVIII. | General Information About Lewis & Clark..... | 24 |
| XIX. | Information About Portland..... | 25 |
| XX. | Important Telephone Numbers and Emergency Services..... | 28 |

Welcome

Dear Student,

Welcome to Academic English Studies (AES). We are all very happy that you have chosen the AES program as the one in which to improve your English language skills and to prepare yourself for academic work in the United States.

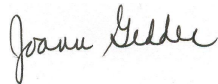
We sincerely hope that the time you spend in AES will be both enjoyable and beneficial to you. We hope, too, that you will work hard and that you will progress rapidly in your study of the English language and U.S. culture.

The handbook that you are now reading is written for you. We hope that it will help answer some of your questions about studying with us and living in Portland. If you have questions or concerns, please do not hesitate to come to the AES office for assistance.

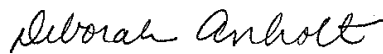
We look forward to the contributions you will make to our community.

Again, welcome and best wishes!

Sincerely,



Joann M. Geddes
Co-Director/AES



Deborah Anholt
Co-Director/AES

AES FACULTY & ADMINISTRATION

Deborah Anholt, Co-Director

M.A., Linguistics, 1977, Ohio University.
B.A., Anthropology, 1971, University of Washington.

Joann Geddes, Co-Director

M.A., TESOL, 1977, Portland State University.
B.A., French Literature, 1973, Simmons College.

John Barritt

M.A., TESOL, 2009, The New School.
A.B., Philosophy, 1986, University of California.

Mary Brooks

M.A., Teaching – Language Instruction, 1982, Gonzaga University
B.A., English and American Literature, Teaching Certificate K-12,
1970, Gonzaga University

Suzanne Groth, Assistant Director

M.A., TESOL, 2002, Portland State University.
B.A., Anthropology, 1995, University of Wisconsin, Milwaukee

Erica Harris

M.A., TESOL, 2009, Portland State University.
B.A., Business Admini.; Certificate TESL, 2004, Portland State University.

David Hoffman

M.A., TESOL, 2010, Portland State University
B.A., Linguistics, 2007, Western Oregon University

Ursala McCormick

M.A., TESL, 2008, Concordia University.
B.A., Emphasis in English Literature and Cultural Studies, 2002, The Evergreen State College.

Laura Mundt

M.A., Speech Communication, 1994, University of Illinois at Urbana-Champaign
B.A., Communication, 1991, Lewis & Clark College

Alexis Olson

M.A. Linguistics with a Specialization in Language Teaching, 2008
University of Oregon.
B.A., Spanish, 2002, University of Oregon.

Brittney Peake

M.A. TESOL, 2011, Portland State University
B.A. English, 2008, Portland State University

Julia Tillinghast-Akalin

M.F.A. Creative Writing, 2011, Virginia Polytechnic Institute and State University
B.A. English Focus, History Sub focus, 2004, Sarah Lawrence College

Julie Vorholt

M.A., TESOL, 2000, Monterey Institute of International Studies.
B.S., English & Secondary Education, Kent State University.

Susan Wynne, Administrative Specialist

M.A., Higher Education Administration, 1980, MIU.
B.A., Interdisciplinary Studies & Literature, 1978, MIU.

III. OVERVIEW OF COURSES AND ACTIVITIES

A. AES COURSE OFFERINGS

- Level 1 Low Intermediate Core (AES 107) (10 hours/week)
 Low Intermediate Communication Skills (AES 103) (5 hours/week)
 Intermediate Modular Content-Based Topics (105, 106) (5 hours/week)
- Level 2 Intermediate Core (AES 127) (10 hours/week)
 Intermediate Communication Skills (AES 130) (5 hours/week)
 Intermediate Modular Content-Based Topics (AES 150, 151) (5 hours/week)
- Level 3 High Intermediate Core (AES 167) (10 hours/week)
 High Intermediate Communication Skills (AES 163) (5 hours/week)
 High Intermediate Modular Content-Based topics (AES 165, 166)
 (5 hours/week)
- Level 4 Advanced Reading (AES 210)
 Advanced Writing (AES 221)
 Seminar (AES 240)
 Modular Content-Based Topics (AES 250, 251)
 Introduction to Modes of Inquiry (AES 260—Faculty Recom. Required)
- Level 5 *One, two, three, or four of the following:*
 -Advanced Reading (AES 210)
 -Advanced Writing (AES 222)
 -Seminar (AES 240)
 -Content-Based Topics (AES 250, 251)
 -Introduction to Modes of Inquiry (AES 260--Faculty Recommendation Required)
 (See p. 11 for a full description of Level 5 options)

B. GENERAL COURSE DESCRIPTIONS

All AES courses have been approved by the Lewis & Clark College of Arts and Sciences Committee on the Curriculum and offer Lewis & Clark credit. A maximum of 24 credits may be applied toward a Lewis & Clark Bachelor of Arts degree.

Core: Reading and Writing, Levels 1, 2, and 3 (10 hours per week)

The underlying principle of the *Core* concept is the integration of language skills, emphasizing reading and writing to develop language proficiency. These classes are content-based; in other words, the content is the basis for all lessons. Throughout the levels, there is a continuum from a language skills focus for developing basic communication skills to an increasingly greater focus on developing academic language skills. These classes also guide students through the process of doing library research, debating a topic, and ultimately producing a research paper. Students in Level 1 may repeat the courses, if required by the AES faculty.

Communication Skills, Levels 1 and 2 and 3 (5 hours/week)

These courses are designed to complement the Reading and Writing Core. The underlying principle is the integration of language skills, although there is a greater focus on listening and speaking skills. Communication Skills is also content-based. Students may not enroll in a Communications Skills class at a higher level than their writing class. Students in Level 1 and 2 may repeat the course if required by the AES faculty.

Advanced Writing Level 4 (5 hours/week) and Level 5 (3 hours/week)

The goals of these courses include English language study with extensive practice in academic writing: developing a wide variety of sentence types and rhetorical patterns; appropriate writing and formatting conventions and independent in-depth research. Level 5 students are expected to complete assignments requiring more in-depth research and exercise greater initiative in completing those assignments.

Advanced Reading Level 4 (5 hours/week)

This course includes English language study based on unadapted readings of cultural and academic interest, fiction and non-fiction. The focus is on reading strategies, critical reading and thinking skills, as well as vocabulary acquisition skills and increased reading speed.

Seminar Level 4 & 5 (5 hours/week)

The seminar course focuses on an academic subject area, in direct preparation for undergraduate classes. Students are required to produce a research paper, which is used as the basis of an oral presentation. The content of the Seminar varies from term to term, thus making it possible for transition-level and part-time students to repeat this course.

Content-Based Modular Topics Levels 1-4 (5 hours/week)

The content-based topics offer specialized English instruction through a variety of topics. Students take two consecutive courses each term. The half-term courses allow students to study topics ranging from the humanities to the social sciences and sciences/technology. Content-based topics have been designed around such topics as Civil Rights, Sustainability, US History, the Global Economy, Literature, Test (TOEFL & IELTS) Preparation and Media. The topics at each level vary from term to term in order to give students a broader exposure to a variety of English language usage.

Introduction to Modes of Inquiry (AES 260) Level 5

This course requires full participation in an undergraduate class. The focus is on note-taking, listening comprehension, and application of integrated language skills required to succeed in an academic setting. Weekly meetings are scheduled with an audit supervisor to synthesize course content.

C. ACTIVITIES

Conversation Groups. This program brings together AES students and undergraduate Lewis & Clark students during the academic year. The undergraduates are volunteers interested in learning about people from other cultures and in meeting new people. Early in fall term, the Conversation Group Coordinator, a Lewis & Clark student intern, organizes the groups which then get together on a regular basis.

Community Friends Program. Through participation in the Community Friends Program, you can meet and get to know Americans off campus. For many students this means visiting an American home, accompanying the family on outings, or attending special events such as picnics, plays, or dinners at the college. This program is optional. Students commit to seeing their Community Friend one to two times a month.

Field Trips. Individual teachers schedule appropriate field trips for their classes. These field trips are required course components.

Sports. Students sometimes get together for an afternoon or evening of volleyball, tennis, golf, soccer or other sports. Intramural sports are offered in the L & C community. This includes, for example, indoor soccer, dodge ball, softball, and ultimate frisbee. For more information, go to:

<http://www.lclark.edu/recreation/intramurals/>

AES students who have been admitted to the College of Arts and Sciences are eligible to try out for any varsity team sport.

IV. **AES OFFICE**

A. GENERAL HOURS

8:30 am - 4:30 pm Monday through Friday. The office is closed for lunch from 12:30-1:15. You can make an appointment to speak with your instructors or a member of the AES staff.

B. SERVICES AVAILABLE

1. Information on all aspects of student activity, including classes, Community Friends, and AES events.
2. Processing of immigration paper work related to passports, visas and other documents.
3. Academic and personal advising for AES students. Each student is assigned an AES advisor and meets with the advisor throughout each semester.
4. Information on social and cultural events both on and off campus.
5. General information about standardized English language proficiency tests (TOEFL, IELTS, etc.)

V. **PEOPLE TO HELP YOU**

A. Talk to your INSTRUCTOR if:

1. You do not understand something about your classes, books, homework or tests.
2. You have a question about your course.
3. You are going to be absent from class.
4. You want extra course work.
5. You are concerned about your initial placement or grades.
6. You would like a tutor to help you with English.

B. Talk to your ADVISOR if:

1. You need academic counseling/advice or assistance adjusting to life in the U.S.
2. You want information about Lewis & Clark College or other universities.
3. You are going to transfer.
4. You want a letter of recommendation. (Ask the AES Administrative Specialist for a request form. **Letters should be requested at least two weeks before the application deadline. Request them as soon as possible.**)

C. Talk to the DIRECTOR if:

1. You are going to be absent for several days.
2. You have program concerns.
3. You have an emergency.
4. You have a grievance. Grievance forms are available from the Administrative Specialist. This grievance form should be turned in to the Dean of the College of Arts and Sciences.

D. Talk to the AES ADMINISTRATIVE SPECIALIST if:

1. You want information about tuition and registration.
2. You have questions about immigration (visas, passports, etc).
3. You want to know about on-campus housing.
4. You want a letter that says you are a full-time student.
5. You need help opening a bank account or getting an I.D.

6. You want general program information about AES.
- E. Talk to the COMMUNITY FRIENDS COORDINATOR if:
1. You want a Community Friend.
 2. You want information about Community Friend activities and social events.
 3. You have questions or concerns about your Community Friends.
- F. Talk to the CONVERSATION GROUP COORDINATOR (in the International Students and Scholars office) if:
1. You want to join a Conversation Group during fall semester.
 2. You need information about Conversation Group activities and social events.

VI. **ACADEMIC POLICIES AND REGULATIONS**

AES students are subject to all rules and regulations governing student conduct at Lewis & Clark College. See:

https://college.lclark.edu/student_life/student_conduct/

A. INITIAL AES PLACEMENT

Placement is based on testing prior to registration and assessment of student performance during the first week of classes.

If you leave for one or more semesters you must re-test prior to re-registering for classes.

B. ATTENDANCE

You must attend all classes/labs and be prepared. If you have too many absences from any course for a semester, you may have to repeat that course. If you continue to miss too many classes, you may be put on probation or suspended from AES (**absence from more than 20% of your total classes may result in a violation of your F-1 student visa status**). If you are sick and will not be in class, call or email the AES office before your first class and let the Administrative Specialist know. Then, call a classmate and find out about the assignments before the next class.

You may be marked absent if:

1. You are not in class.
2. You are more than 10 minutes late.
3. You do not have your books or class supplies.
4. You have not done your assignment and/or you are unprepared to contribute to the class.
5. You leave the class before it has ended.

Note: Attendance policies will be listed by each instructor on the course syllabus.

C. PUNCTUALITY

Classes begin on time. If you arrive late, you may be marked absent and/or receive a lower grade.

D. ACADEMIC HONESTY

Copying the words or ideas of other people is called **plagiarism** and is a serious offense. Cheating is also a very serious matter in academic work. If you plagiarize or cheat, you will fail the test or homework. A letter will be put in your file about the cheating. Also, you may fail the course or be expelled from AES and Lewis & Clark College. See: College Policies:

https://college.lclark.edu/student_life/student_conduct/

E. GRADES AND PROMOTION

The following grades are given in AES:

| | | |
|-------|-----|------------------|
| A | 4.0 | excellent |
| A- | 3.7 | |
| B+ | 3.3 | |
| B | 3.0 | above average |
| B- | 2.7 | |
| C+ | 2.3 | |
| C | 2.0 | average |
| C- | 1.7 | pass/no pass |
| D+ | 1.3 | |
| D | 1.0 | below average |
| F | | failing |
| CR/NC | | credit/no credit |

If you receive a grade of "C" (2.0) or above, you will advance to the next level or section. If you receive a grade of "C-"(1.7) or below, you may have to repeat the course. If you receive a grade of CR, your instructors will determine whether you will advance to the next level or repeat the current level. Students must officially request the grading option of CR/NC during the add/drop period.

F. PROBATION OR EXPULSION

If you earn less than a "C" average (2.0), if you fail your two-hour Core or writing class, you may be placed on academic probation or expelled from AES. You may also be placed on probation if you have too many absences.

Probation: A student who has an average below "C" (2.0) **or attendance below 80%** is readmitted for only one more semester. If the student does not get at least a "C" average each semester thereafter **or has less than 80% attendance**, the student may be expelled.

Expelled: A student is not allowed to return to AES the following semester. If this student has entered the US on an F-1 visa, the student is in violation of SEVIS regulations and will be terminated.

Academic Standing Alert: A student who does not meet program requirements will be asked to sign a midterm Academic Standing Alert. This will outline conditions that must be met in order to remain in the program. Not meeting the conditions of the alert may lead to immediate expulsion.

Please note: The AES program adheres to all Lewis & Clark rules and regulations on academic standing. Appeal guidelines for students admitted to L&C are outlined in the College Catalog.

<http://www.lclark.edu/live/files/6190-cas-catalogpolicies-and-procedurespdf>

AES students may also appeal in writing to the AES Director.

G. PART-TIME UNDERGRADUATE STUDY

The AES program offers students the opportunity to take both English language courses and Lewis & Clark undergraduate courses simultaneously. These are the requirements for part-time academic study:

1. You must apply to and be admitted to the College of Arts and Sciences. Generally, this means that you should have a "B" average on your high school record.
2. You must have the recommendation of your AES instructors.
3. You should maintain at least a "B" average in AES and receive no grade less than a "B-" in the final levels of AES.

Note from Debbie: Let's clarify this. What about a C in Writing 4? We need to be more specific.

Please note: All three of the above requirements must be met before you will be permitted to study in the undergraduate program.

Registering for Undergraduate Courses

Only students admitted to the College of Arts & Sciences of Lewis & Clark College may enroll in undergraduate courses.

Important note: In order to transition to undergraduate studies at L&C, admitted students must maintain a B average in all upper-level AES courses.

| | |
|---|---|
| <p>Guidelines for Lewis & Clark Degree-Seeking and Exchange Students</p> | |
| <p>Level</p> | <p>Course Guidelines</p> |
| <p>Level 1, 2, 3</p> | <p>Four AES 4-credit courses required</p> <p>One activity 1-credit course - optional</p> |
| <p>Level 4</p> | <p>Four AES 4-credit courses – 16 total credits</p> <p>Students admitted to the College of Arts and Sciences may enroll in AES 260, <u>if recommended by AES faculty</u>, during the academic year (<i>Fall and Spring</i>).</p> <p style="text-align: center;">OR</p> <p>L&C degree-seeking and exchange students (admitted to the CAS) may enroll in <u>one</u> of the following non-language intensive undergraduate classes and take three AES courses (12 credits).</p> <ul style="list-style-type: none"> ● CS 102, Math 115, Math 131 ● Studio Art |

| | |
|---------|---|
| | <ul style="list-style-type: none"> ● Music Performance ● One foreign language course <p>One activity 1-credit course - optional</p> |
| Level 5 | <p><i>Level 5 is for students who have completed AES Level 4 and for students submitting a minimum TOEFL of 91 iBT/233 CBT/575 paper-based, an IELTS score of 7, or the equivalent. Level 5 students may enroll in a combination of upper-level AES courses and undergraduate courses if they have been admitted to the Lewis & Clark undergraduate program.</i></p> <p>Undergraduate courses are selected in consultation with both the AES and undergraduate academic advisor.</p> <p>Undergraduate students taking an AES course may defer E&D for one year.</p> |

H. ~~CREDIT~~ **TRANSITION TO THE LEWIS & CLARK UNDERGRADUATE PROGRAM**

Students who are admitted to the Lewis & Clark College of Arts and Sciences should maintain a B average in their classes in levels 3, 4, and 5. They should receive no grade lower than a B- in order to transition to full-time undergraduate courses. Permission to transition rests with the AES faculty. (?)

If you are accepted to the Lewis & Clark undergraduate program, classes AES 127 and above may be taken for academic credit. Up to 24 AES credits may be applied as elective credit toward an undergraduate degree at Lewis & Clark College if you are admitted to the College of Arts and Sciences.

I. AES 260: INTRODUCTION TO MODES OF INQUIRY (Supervised Audit)

If you are in Level 4 or 5 and you have the recommendation of AES faculty, you may register for AES 260 and audit a class in the undergraduate program. The requirements for supervised audit are the following:

1. You must meet at least once a week with your AES supervisor to discuss your notes and the class assignments.
2. You must attempt to do all of the assigned readings and, if permitted by the LC professor, complete all papers and take the tests and examinations.
3. You must also write a paper at the end of the semester reporting on your experiences in the class or give a presentation to the other AES 260 students.

J. CLASS CANCELLATION/ SNOW POLICY

When it snows heavily at night or early morning, or when there are icy conditions, Lewis & Clark may cancel the first morning class. You should check the Lewis & Clark homepage, listen to the radio or TV, or call the LC Snow Line, 503-768-SNOW (503-768-7669). If you hear that Lewis & Clark undergraduate classes are cancelled, there will be no classes all day. If you hear that school is opening late, plan to begin at 10:20 am, but call the office first (503-768-7310) to make certain AES is open. Remember: if you are worried about driving, DON'T DRIVE! It is more important to be safe. If you have any doubts, call the AES office. If there is no answer, do not come to campus. Please be careful when driving and walking in the snow and ice.

VII. **FINANCIAL POLICIES AND REGULATIONS**

A. ACCOUNT STATEMENTS

The Lewis & Clark College Student and Departmental Accounts Office is responsible for the billing and collection of tuition, fees and other related costs of enrollment. These costs will be charged to your student account with Lewis & Clark. Your student account is in your name. The Student and Departmental Accounts Office will produce statements itemizing the activity on your account and will **e-mail** them to you at your Lewis & Clark email address.

The first statement of each semester is generated before the beginning of the semester. Fall semester statements are emailed in July and spring semester statements are emailed in November. The fall deadline to settle your student account typically is in **early-August**. The spring deadline to settle your student account typically is in mid-December. To avoid any late payment penalties, your account must be settled by the first day of the semester in which you are enrolled, *whether or not* you have received a statement. If class registration occurs after the semester due date has passed, payment is due at the time of registration. Monthly statements will be **e-mailed to you** if your student account is carrying a balance due to the school after the semester due date.

B. METHODS OF PAYMENT

The Student and Departmental Accounts Office accepts the following forms of payment:

- cash
- check
- debit card (in-person transactions only)

In partnership with Tuition Management Systems, Lewis & Clark is able to accept the following forms of payment online and by phone for student account balances:

- checking account deduction (no fee)
- savings account deduction (no fee)
- MasterCard, Discover, and American Express (convenience fee of 2.2 to 3.5 percent)

Lewis & Clark has partnered with peerTransfer to offer a simple, more efficient way to streamline international tuition payments through wire transfers. By offering favorable conversion rates unmatched by larger financial institutions, peerTransfer enables our international students to save a significant amount of money on their payments, provides the ability to track the payment progress, provides international 24x7 support, and allows faster payment disbursement to the school.

All payments must be made in U.S. dollars; foreign currency will not be accepted. For complete details regarding accepted methods of payment, visit the Student and Departmental Accounts Office website at http://www.lclark.edu/offices/account_services/

C. NON-PAYMENT OF CHARGES

Students with outstanding account balances will not be allowed to register for or attend courses during future semesters. Existing registration for future terms may be canceled as a result of an outstanding student account balance. Lewis & Clark also reserves the right to withhold grade reports, transcripts, and diplomas. Full payment of the balance due is required to facilitate the release of these documents and to clear a student for class registration. Past-due balances are subject to late fees. Late fees are assessed as follows: balances of \$999 and below are subject to a per semester \$10 late fee, balances of \$1000 and above are subject to a per semester \$100 late fee.

D. CHARGE ADJUSTMENT POLICY – FALL AND SPRING SEMESTERS

Students who withdraw from the College must follow the Withdrawal procedures found in the *College of Arts and Sciences Catalog*. **Withdrawals are to be made directly with the Registrar's office.** The date of notification appearing on the completed withdrawal form is the date used for adjusting charges (excluding residence costs). In addition, students who receive financial aid are subject to a separate Financial Aid Withdrawal Policy detailed in the *Catalog*.

Tuition and fees, including the Associated Students of Lewis & Clark (ASLC) Student Body Fee, are prorated on a per-day basis, based on the academic calendar, up to the 60% point in the semester. After the 60% point in the term, the charges for tuition and fees are not adjusted.

Room and board charges are prorated on a per-day basis through the date a student formally checks out of campus housing. A student is financially responsible for the condition of the vacated room.

If a student withdraws from the College prior to the 15th day of the term, the fee for the school's student health insurance plan and the green energy fee will be reversed in full. If a student withdraws after the 15th day of the term, the fee for the school's student health insurance plan and the green energy fee will not be adjusted.

Course fees and miscellaneous charges such as library fines and health center charges, will not be adjusted if a student withdraws from the College.

E. SUMMER SESSIONS

Payment of summer session tuition and fees is due on the first day of the summer session the student is attending. The College does not **e-mail** bills for summer sessions in advance of the payment due date. The consequences of carrying an outstanding balance on a student account are detailed under Non-payment of Charges above.

If it becomes necessary for a student to withdraw from CAS Summer Sessions, the student must follow the withdrawal procedures outlined on in the *College of Arts and Sciences Catalog*. The College's policies allow for summer charges to be prorated based on the date of notification appearing on the completed withdrawal form. Students are liable for charges in accordance with the following adjustment policies:

Class dropped or withdrawn on or before Friday of the first week of class are prorated on a per-day basis. After the Friday of the first week of class, the charges for tuition are not adjusted.

F. CHECK CASHING

The Student and Departmental Accounts Office can cash checks for current faculty, staff, and students. You must have a zero balance on your account, and you must present a picture ID. The limit is \$25 per day

VIII. **APPLICATION TO LEWIS & CLARK COLLEGE**

To apply to the Lewis & Clark College undergraduate program while you are enrolled in AES, you will need the following:

1. Completed Lewis & Clark application, including:
 - a. a brief autobiography
 - b. a statement of academic purpose.
2. Letter of financial responsibility.
3. Official high school **and** university transcripts.
4. An AES grade report submitted to the International Student and Scholars office.
Request this from the AES Administrative Specialist.

Your application is due at least six weeks before the end of the semester. Present all papers to the International Student and Scholars office.

IX. **APPLICATION TO OTHER COLLEGES AND UNIVERSITIES**

A. BEFORE YOU APPLY

It is important that you contact colleges or universities as early as possible (one or two semesters) before you want to begin your studies. Steps to take to find a program of study:

1. You can talk with your advisor.
2. You can go to the Internet for admissions and college catalogue information.
3. After you have selected the institutions you are interested in, send e-mail to the international student admissions office.

B. HOW TO APPLY

You may apply to universities on-line. Here are some steps to help you apply:

1. Consult with your AES advisor.
2. Fill out the application carefully and completely. Your AES advisor can help you. Most institutions require an application fee.
3. Request an official transcript of your AES grades from the Office of the Registrar in Templeton.

<http://college.lclark.edu/offices/registrar/transcripts>

Transcripts cost \$5 for one, \$10 for two, and \$2 for each additional transcript, when ordered at the same time. **Allow two to four business days to process your transcript request.** At busy times, such as the end of the academic year, the wait may be longer. The registrar will send the transcript directly to the universities you have selected.

4. Letters of recommendation from your teachers: Fill out the Recommendation Request Form **at least two weeks before** you need the letter. You can find the form on the bottom of this page:

http://www.lclark.edu/programs/academic_english_studies/current_students/

C. TESTING

Students who are applying for academic study to most universities must take an English proficiency test.

TOEFL

The iBT version of the Test of English as a Foreign Language (TOEFL) is given at two locations in Portland. You can find TOEFL information from <<http://www.ets.org/ell>>.

IELTS

The IELTS is given at the ELS Language Center at Concordia University in NE Portland. Call 503-280-8552 for more information.

X. **HOUSING**

Students are advised to live on campus and are generally assigned American roommates for the academic year. However, students may choose to live off campus and make their own arrangements for off-campus

housing. Off-campus housing information is available in the AES Office. AES has no control over the cleanliness or condition of off-campus apartments.

A. ON CAMPUS

Rooms are usually available in L&C residence halls (dormitories). If you live off-campus and want to apply for a dormitory room, please ask the AES Administrative Specialist for an application. You should be sure to apply before the official deadline.

Residence hall rooms are furnished with all necessary furniture (bed, study desk, etc.). There are telephone hookups in each room if you would like a land-line. All residence halls have wireless internet connections.

B. OFF CAMPUS

1. **Homestays:** For homestay information, contact ANDEO-International Homestays. ANDEO is a non-profit organization that finds American homes for international students. The monthly fee includes meal

ANDEO International Homestays
<http://www.andeo.org>
503-274-1776

2. **Renting an Apartment or a House:** Important points to remember about renting:
 - a. You must sign a lease or rental agreement. *Be sure you read and understand the agreement before you sign it.* Inspect the apartment carefully before moving in. List in the rental agreement any damages to the apartment or parts of the apartment that are not clean. Take a picture showing any existing damage to the apartment.
 - b. Learn how to use the dishwasher, heater, air conditioner, stove, etc. If you don't know how, ask the manager.
 - c. Pay your rent on time
 - d. Keep your apartment clean.
 - e. You may have to pay a cleaning deposit and first and last month's rent in advance when you rent an apartment.
 - f. You must tell the manager in writing one month before you move out that you plan to do so. If you leave before the date on your rental agreement, you may not get your deposit back. Also, if you break or damage something in the apartment, you will not get your deposit back.
 - g. Be polite and considerate to your neighbors.

3. **Furniture:** Most apartments do not have furniture. You can either buy or rent.

For Rental:

- a. People's Furniture Rental
111035 SW 11th St, Suite 290, Beaverton, OR (503-684-0400)
portland@peoples1.com
<http://www.peoples1.com/>
- b. Rent-A-Center
12455 SW Allen Ave. (SW Hall and SW Allen), Beaverton (503-643-0419)
<http://www6.rentacenter.com/Rent-A-Center-Home.html#1>

4. Utilities: utilities are the electricity, gas, water, cable television, and garbage hauling. Ask your manager which utilities you must pay for and the address for the utility companies.

XI. HEALTH SERVICES

A. IF YOU ARE SICK

During the Fall and Spring semesters, go to the Student Health Center in the basement of Templeton Student Center for any medical problems. A doctor and nurses are prepared to take care of most of your general needs. The Student Health Center telephone is 503-768-7165.

1. Fall and Spring

Walk-in Hours: Monday-Friday, 8 am-11:30 am; 1 pm-4pm is by appointment only. Closed the 1st and 3rd Tuesday of each month from 11am -1pm.

Nurse Consultation Service Fall and Spring 4pm-8am, M-F and
Weekends: 800-607-5501

2. Summer and Vacations: Health Center is closed.

Nurse Consultation Service 24 hours a day: 800-607-5501

3. Non-emergency care for off-campus and all summer semester students:

ZoomCare: 503-684-8252
<http://www.zoomcare.com/>

There are *ZoomCare* offices in many neighborhoods in Portland. The office closest to the College is at 7855 SW Capital Highway.

After hours emergency care is provided at nearby hospital emergency room facilities.

Providence St. Vincent's Hospital
9205 SW Barnes Rd.
Emergency Number: 503-216-1234

Legacy Good Samaritan Medical Center
1015 NW 22nd
Emergency Number: 503-413-7711

Legacy Meridian Park Hospital
19300 SW 65th Ave. 3181 SW Sam Jackson Park Rd.
Tualatin, Oregon
Emergency Number: 503-692-1212

Oregon Health Sciences Univ.
Emergency Number: 503-494-8311

IF YOU NEED AN AMBULANCE, CALL 911: IF YOU ARE ON CAMPUS, THE CAMPUS SAFETY EMERGENCY NUMBER IS 503-768-7777.

B. HEALTH INSURANCE

1. In the United States, it is very expensive to go to a doctor or to the hospital. If you do not have your own health insurance, you **must** enroll in the College insurance plan. You will automatically be billed for the College plan unless you show proof of your plan to the Student and Departmental Accounts Office.
2. The LC student group health insurance gives you hospital and accident coverage in addition to the use of the Student Health Center.
3. Students enrolled at LC in the summer **must purchase** insurance coverage. Students are not automatically billed for insurance in the summer.
4. The Lewis & Clark health insurance plan does not include dental (teeth) or optical (eye) benefits.

C. ADDITIONAL INFORMATION

1. You must have your LC student ID card when you go to the Health Center.
2. You must pay for some medication, immunizations, and other treatments received at the Health Center. However, many of the services are free to students. Charges will be made to your LC account.
3. A brochure entitled "Health Services," outlining general policies of the Health Center, is available, free to every student.
4. Your advisor and professional counselors are available on campus for consultation about any adjustment or culture shock problems you may have.

XII. **CULTURAL PERSPECTIVES**

Often when people live in a foreign country, they may suffer from what is known as "culture shock." They might experience homesickness, boredom, excessive sleeping, overeating or drinking, withdrawal (spending too much time reading, only spending time with people from your own country, etc.), unexplained crying, or physical ailments (headaches, stomachaches, etc.).

1. There are several ways a person can lessen "culture shock."
 - a. Immerse yourself in your own culture for a few hours: talk to people from your own country, eat some typical food, and listen to some of your music.
 - b. Learn as much as you can about the U.S. and its people.
 - c. Teach others about your culture.
 - d. Look for logical reasons behind the strange differences between U.S. culture and your own. Observe and try to find the patterns.
 - e. Don't always stay with friends who are not open to learning about other cultures.
 - f. Talk to a North American friend who can explain the things you don't understand. Ask questions!

- g. Keep a sense of humor and have faith in yourself!

2. Punctuality

It is very important to be on time. Classes, meetings, appointments, public ceremonies, weddings, funerals, and religious services start promptly at the stated time. People are expected to arrive at these functions five or ten minutes early.

Most people in the United States expect a prompt answer to invitations, and they expect other people to come to appointments on time. If they promise to meet someone at a specific time, they do. If they will be late or cannot make the appointment, they call to notify the person they are supposed to meet.

3. Alcohol and Drugs

As a Lewis & Clark student, you will be expected to abide by Oregon state law and Lewis & Clark regulations concerning the use of alcohol and drugs. In Oregon you must be at least 21 years of age to legally consume alcohol. At any age, it is illegal to drive if you have been drinking alcohol. It is illegal to drink alcohol in public on campus; alcohol at campus parties or in public places is **not** allowed. The use of narcotics and any non-prescription drug is against the law and is strictly forbidden at Lewis & Clark. For more information, see the Dean of Students and the Campus Safety office at Lewis & Clark.

XIII. STUDY SKILLS

1. It is very important to be motivated and to concentrate on your studies.
2. You should have a quiet place to study where you will not be distracted.
3. Set a definite schedule and then follow it. Distribute your study hours.
4. Do not expect to learn material during the last few days before an examination. "Cramming" will not help you. Instead, review your notes and course readings periodically.
5. Remember that doing all of your homework and attending class is very important. Your final grade will be based on homework, class participation, quizzes, tests and papers. Exam grades are only a part of your final grade.
5. Plan to spend an average of two hours (including weekend study) on outside preparation for each hour that you spend in class.

XIV. TRANSPORTATION

A. CARS

1. Car Insurance. If you own a car you must have liability car insurance. This is an Oregon law. If you are convicted for not having insurance, you might go to jail.

2. Driver's License. You can use your International License until you get your Oregon Driver's License. If you are stopped by an officer, tell him or her you are a student at Lewis & Clark College. It is **much** better to have an Oregon license. You can get information and the Oregon Driver's Manual or audio CD to study for the driving test from the Department of Motor Vehicles (DMV) at the Lake Oswego Office, 3 SW Monroe Parkway, Suite V, telephone: 503-299-9999. You can also access the manual online at this site:

<http://www.oregon.gov/ODOT/DMV/Forms/manuals.shtml>

3. Seat belts. You must wear seat belts in a car while it is in motion (both drivers and passengers). If you do not, you may be given a ticket and a fine. Children must be restrained in car seats. Information on car seat safety:

actsoregon.org/CPSLaws.html

4. Cell phones. You may not talk or text on your cell phone while driving. This is a law in Oregon. If you do, you could be given a ticket and be fined.
5. Registration. Your car must be registered with the DMV and have an up-to-date (current) license plate. All used cars must pass an inspection test at a DEQ (Department of Environmental Quality) test center. Check the web site for schedules and locations:

<http://www.deq.state.or.us/aq/VIP/>

4. Field Trips. Students are not allowed to take classmates in their cars on AES field trips. Please discuss transportation with your instructor.
5. Parking at Lewis & Clark. If you drive your car on campus during the academic year (spring and fall semesters), you must register your car with the Campus Safety Office. They will give you a parking permit sticker or a hanging tag for your car. During spring and fall, parking permits for student who live off-campus are \$165 each semester; carpool parking permits \$82.50 each semester. Cars without a parking permit *will be ticketed or towed away*; it is very expensive to get your car back (about \$175), and you must buy a permit before your car is released to you.

During the summer, you do not need to register your car. Parking is free on campus during May, June, July, and August.

At all times during the year, students should park their cars only in specific places on campus. Cars without registration tags and cars parked illegally will be ticketed. **Do not park just anywhere.** The fact that others are illegally parked doesn't give you an excuse to park there. Fire lanes are places where there is a NO PARKING sign and/or a red curb. Handicapped zones are marked with blue or stripes. It is illegal, and very expensive, to park in a handicapped zone or a fire zone. You will get a ticket and have to pay a large amount of money. If you do not pay your tickets, you will not be able to get a transcript or register for classes at the end of the term. For more information, contact the Campus Safety Office, Lewis & Clark College, 503-768-7855.

B. BUS SERVICE

1. Tri-Met. The Lewis & Clark TRI-MET bus, which runs between Lewis & Clark College and the Fred Meyer/Burlingame Transit Station on Barbur Blvd., is #39. There is no Tri-Met bus service from Lewis & Clark after 7:00 pm and on weekends.

If you use city bus transportation (Tri-Met), you may take Bus #39 if you want to shop at Fred Meyer or visit nearby banks. If you want to go downtown, you must transfer to bus #12 at the Fred Meyer/Burlingame Transit Station on Barbur Blvd. Exact change is needed when you board. You may also purchase a monthly bus pass at a 50% discount from Campus Safety, or a book of 10 bus tickets, good any time.

2. LC Shuttle Service. During the academic year (September-May), there are daily free shuttle buses running from campus to the Burlingame Fred Meyer area, and from the campus to downtown Portland. The downtown shuttle runs as late as 11:10 pm on weekdays and up to 2:00 am on the weekend. Call 503-768-7857 for more information, or pick up a schedule at the Information Desk in Templeton, or at Campus Safety. For information or a schedule please go to the Parking and Transportation website:

http://www.lclark.edu/offices/transportation_and_parking/shuttle/

XV. IMMIGRATION

You must obey the laws of the United States government for "non-immigrant" aliens or students. You have to do the following things:

1. You must make sure that you renew your passport six months before it expires.
2. You must inform AES within 10 days of any move and give the AES Administrative Specialist your new address and phone number.
3. You must be enrolled in school full-time and take a complete course of study.
4. You must make sure that you have the necessary visa and documents before you leave the United States. If you plan to go home for vacation, or to any other country, be sure that you:
 - a. See the AES Administrative Specialist or Director to have your I-20 form signed.
 - b. Have a valid passport and entry visa to the United States.

A. DEPARTMENT OF HOMELAND SECURITY (DHS)

U.S. Citizenship and Immigration Services (USCIS)
1455 NW Overton
Portland, Oregon 97209
Telephone: 1-800-375-5283

B. VISAS

The U.S. Consulate outside of the United States issues the visa, which must be valid for you to enter the United States. However, if your visa expires while you are in the United States, you may remain in the US as long as you are still an F-1 student. See the AES Administrative Specialist for exact regulations.

C. I-20

You are given an I-20 when you are accepted into our program. This is the form that is signed when you leave the U.S. for a temporary absence. Keep your I-20 in a safe place with your passport. Keep copies of your I-20 and other important passport pages in a different location. Don't carry your passport with you to school every day.

D. PASSPORT RENEWAL

You renew your passport at your home embassy/consulate. You can get the address from the AES office or from the International Student and Scholars office. Always send your passport by registered or certified mail.

E. TRANSFER

When you transfer to another program, the new institution will provide a new I-20 for you and will notify the AES office as well as U.S. Immigration. AES will need a copy of your admissions letter from your new program of study.

XVI. TRAVEL

A. INSIDE THE UNITED STATES

If you travel to any city or state inside the United States, you should carry your passport, I-94, and I-20 (student) copy. Carry a photocopy of your I-20, I-94 and the first pages of your passport in a separate suitcase.

B. OUTSIDE THE UNITED STATES

To re-enter the US, you will need your passport and your I-20 from Lewis & Clark. Contact the AES Administrative Specialist if you have questions

XVII. STUDENT ACTIVITIES

A. GENERAL

There are many activities and student groups on the Lewis & Clark campus. They will give you an opportunity to practice your English and to meet other international students and Americans. If you are interested, go to the ASLC (Associated Students of Lewis & Clark) office in Templeton. Watch for announcements in your post office box and your email that will inform you of specific events. You can also get information from the student newspaper (*The Pioneer Log*), posters, and the campus radio station, KLC.

B. INTERNATIONAL STUDENTS OF LEWIS & CLARK (ISLC)

The ISLC is an organization for all international and American students. It provides an opportunity for you to meet students from other countries and to enjoy social events, trips, and the International Fair.

For information about the ISLC, talk to a staff member in the International Student and Scholars office. Their website is:

<http://www.lclark.edu/offices/international/>

C. COLLEGE OUTDOORS

College Outdoors provides the Lewis & Clark College community with access to the spectacular outdoor environments of the Pacific Northwest and beyond in a variety of activities including cross-country skiing, backpacking, whitewater sports, sea kayaking, and hiking. The group also provides on-campus events, which include slide programs, films and seminars on outdoor topics.

On most trips, College Outdoors personnel arrange for food packouts, transportation, organization, group equipment, and personal equipment such as wetsuits, rain gear and backpacks.

<http://www.lclark.edu/programs/college-outdoors/>

XVIII. GENERAL INFORMATION ABOUT LEWIS & CLARK COLLEGE

A. POST OFFICE

There is a small post office at Lewis & Clark College. It is in Templeton. You can mail letters and small boxes to other countries. If you have boxes, take them to the Post Office in Lake Oswego, Multnomah or downtown Portland. You can use your mailbox for receiving mail (including packages) from other countries, too. Your address will be:

Your Name
Lewis & Clark College MSC#(your mailbox number)
0615 SW Palatine Hill Road
Portland, Oregon 97219
U.S.A.

B. FOOD SERVICE

1. Two cafeterias are available on campus.

a. Residence Halls Cafeteria (Fields Dining Hall, also called "The Bon")
If you live in a dormitory you must choose a meal plan. Off-campus students may purchase individual meals in the cafeteria, but you must live on campus to have a meal plan.

b. Trail Room
Meals may be purchased on an "a la carte" basis, which means you pay for each food item individually. Off-campus students may purchase a meal ticket from Bon Appetit that will allow them to use a campus ID card for Trail Room food. The Trail Room is open Monday-Friday 11am to 2:30pm.

2. Maggie's

A convenience store located on the first floor of the Roberts residence hall, Maggie's sells health bars, organic groceries, candy, and household items. The cafe serves coffee and fresh made smoothies. Open during fall and spring semesters; Monday through Friday from 8am to Midnight, and Saturday and Sunday from 10am to Midnight. Closed in the summer.

3. The Dovecote

A cafe located in the academic core in Albany. Here you can enjoy a fresh made pastry and coffee, or pick up a sandwich, salad, or soup. The Dovecote is open during the fall and spring semesters Monday through Thursday from 8:30am to 3:30pm, and Friday from 8:30am to 2:30pm. It is open in the mornings during the summer.

C. BOOKSTORE

You may purchase all of your textbooks and other school supplies at the bookstore, which is located in Templeton Center.

Some students prefer to buy textbooks on-line. If you do this, it is very important to order exactly the same books that the other students have, and to make sure you have them on the first day of class.

D. IDENTIFICATION CARDS (ID)

You should not carry your passport with you every day. You can use your Lewis & Clark ID or an Oregon ID card for identification. Keep your passport at home.

1. Lewis & Clark Student ID

You will get a Lewis & Clark student ID card during your first week here. If you lose your ID card, go to Campus Safety to get another card. There is a small fee (\$5) for replacing a lost card.

2. Oregon ID

If you drive a car, you can use your Oregon Driver's License for proof of age and cashing checks. If you don't drive, you can get an official Oregon ID card at the Department of Motor Vehicles. This ID is similar to a driver's license and you can use it for proof of age. You should take your passport, your Lewis & Clark student ID, and proof of your Portland address when you go to get your Oregon ID Card.

XIX. INFORMATION ABOUT PORTLAND

A. BANKS

There are a number of banks on Barbur Boulevard, in the Hillsdale shopping area and in downtown Portland; they all have the same basic services. You can have a savings account and checking account at any one of them. You can open an account if you have a minimum deposit and three pieces of ID (a passport, a Lewis & Clark ID or Oregon ID card or driver's license). A check written on a foreign account usually takes 12 to 28 days to be processed.

AES will assist you in opening a bank checking account. A small service charge may be required, or interest may be earned on the balance, depending on the type of checking account. It is important for you to have a checking account; some places do not accept credit cards.

Two ATMs are available in Templeton Student Center. They service accounts from most banks.

B. SHOPPING AREAS

Food: The food market nearest to campus is Market of Choice, about 1.5 miles from campus. Farther down the road, on Barbur Boulevard, is the Fred Meyer shopping complex, which has an extensive grocery section.

Clothing and Department Store Goods: There are many malls and other shopping areas in Portland. You can get to some of them by bus or Lewis & Clark shuttle. Check with the AES office. Some of the areas include downtown, Lloyd Center, and Washington Square.

C. PARKS

Portland has many parks where you can go for a picnic, to play sports, or to just take a walk. This web site will help you find a park:

<http://www.portlandonline.com/parks/>

D. LOCATIONS OF INTEREST

1561

1. Oregon Zoo (Washington Park) 4001 S.W. Canyon Rd. 503-226-
<http://www.oregonzoo.org/>
2. Oregon Museum of Science and Industry (OMSI)
1945 SE Water Ave 503-797-4000
<http://www.oms.edu/>
3. World Forestry Center
4033 S.W. Canyon Rd. 503-228-1367
<http://www.worldforestry.org/>
4. Portland Art Museum 1219 S.W. Park 503-226-2811
<http://www.portlandartmuseum.org/>
5. Keller Auditorium
(Portland Center for the Performing Arts)
S.W. 3rd & Clay 503-248-4335
<http://www.pcpa.com/events/keller.php>
6. Memorial Coliseum
300 N. Winning Way
General information 503-797-9619
7. Oregon Historical Society
1200 SW Park 503-222-1741
<http://www.ohs.org/>
8. Portland Classical Chinese Garden <http://portlandchinesegarden.org>
8. Portland Japanese Garden <http://www.japanesegarden.com>
8. Saturday Market <http://www.saturdaymarket.org>
9. Rose Festival <http://www.rosefestival.org/>

E. PROFESSIONAL SPORTS TEAMS

1. Portland Trail Blazers (Basketball) <http://www.nba.com/blazers/>
2. Portland Winter Hawks (Ice Hockey)<http://www.winterhawks.com>
3. Seattle Mariners (Baseball) <http://seattle.mariners.mlb.com/>
4. Portland Timbers (Soccer) <http://www.portlandtimbers.com>
5. Portland Thorns (Soccer) <http://www.portlandtimbers.com/thornsfc>

XX. IMPORTANT TELEPHONE NUMBERS/EMERGENCY SERVICES

| | |
|--|--------------|
| Emergency (Fire, Police, Medical) | 911 |
| For on-campus emergencies at any time, call Campus Safety. | 503-768-7777 |
| Lewis & Clark College Information | 503-768-7188 |
| AES Office | 503-768-7310 |
| International Student and Scholars office | 503-768-7305 |
| Student Health Services (Not open summer) | 503-768-7165 |
| For night nurse and on weekends | 800-607-5501 |

U.S. Citizenship and Immigration Services (USCIS) 1-800-375-5283

Hospital or Emergency Centers

| | | |
|--|--------------------------|------------------------------|
| Legacy Meridian Park Hospital (Tualatin) | Emergency Information | 503-692-1212 503-692-1212 |
| Legacy Good Samaritan Hospital (NW Portland) | Emergency Information | 503-413-7711 503-413-7711 |
| St. Vincent's Hospital (Outer SW Portland/Beaverton) | Emergency Information | 503-216-2361 503-216-1234 |
| Oregon Health Sciences University (Inner SW Portland) | Emergency Information | 503-494-7551 503-494-8311 |