

## Academic Services and Resources

### ACADEMIC ADVISING

Faculty advisors work with students on an individual basis to provide advice on their academic programs, choice of courses, and opportunities for intellectual growth—from the time they start at Lewis & Clark through to graduation. With the assistance of advisors and other college faculty and staff, each student is ultimately responsible for constructing and completing his or her own course of study.

**First-year students** are assigned premajor advisors on the basis of their initial course selection and 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 academic and practical experience to prepare them for their future careers. This may include taking advantage of overseas and off-campus study, internships, and other cocurricular opportunities.

**Transfer students** are assigned academic 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 to determine which courses are transferable and whether they meet General Education requirements. 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 academic advisors before registering for the following semester. They are encouraged to meet with their advisors at other times as well to discuss academic goals, questions, challenges, or issues. When students declare their academic major (required for all students either before or upon completion of 61 credits), they choose a major advisor to help them plan out their course of study for the major and for completion of other graduation requirements.

Students are free to change advisors at any time. This should be a thoughtful decision made with the consent of the new advisor. For more information, visit [go.lclark.edu/college/advising](http://go.lclark.edu/college/advising).

### 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.

### WRITING CENTER

As part of Lewis & Clark's commitment to excellence in writing, the Writing Center offers one-on-one conferences to any undergraduate who seeks assistance with papers and other writing projects related to his or her academic program. The staff work with students at all stages of the writing process, providing strategies for such common issues as getting started on a paper, formulating ideas, organizing texts, choosing an appropriate style, and recognizing and fixing mechanical errors. Conference times are scheduled throughout fall and spring semesters.

## **MATH SKILLS CENTER**

The Math Skills Center is an informal resource that offers help with the mathematical skills and concepts necessary for success in the General Education Curriculum and in many majors. Students are welcome to drop in during the hours posted each semester and consult with friendly peer tutors on math-related questions from any course. Many students choose to use this study environment to complete their math assignments, especially during those hours when their professors are not available. The Math Skills Center also provides classroom instruction (both lecture and self-paced sections) in the course Review of Algebra (Mathematics 055), which is a prerequisite for many quantitative reasoning courses.

## **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 pervasive use of technology in the workplace. Technology facilities on campus include unique resources dedicated to the use of certain departments as well as institution-wide resources available to the entire community.

Lewis & Clark maintains an institution-wide network for access to an ever-growing array of academic and administrative services (and applications) and the Internet. Public computing labs are available 24 hours a day in the Watzek Library and the Templeton Campus Center.

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.

Through special arrangements with vendors, Lewis & Clark makes computer hardware and software available to full-time students at educational discounts.

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

## **LIBRARY**

The Aubrey R. Watzek Library is suitably located at the heart of the undergraduate campus. The library houses a collection of 311,000 print volumes and over 419,000 microform units and subscribes to 1,300 print periodicals and has electronic access to thousands more. The library shares an online catalog with the Paul L. Boley Law Library at Lewis & Clark's law school and provides access to over 200 research databases.

The library offers specialized reference assistance in the use of both print and electronic sources, as well as one-on-one research consultations. Special Collections, the Visual Resource Center, and the College Archives are also part of the library, with access to 50,000 slides and 40,000 digital images.

Lewis & Clark College is a member of several library consortia through which students and faculty can borrow materials directly from member institutions. One of these, the Orbis-Cascade Alliance, includes 36 academic libraries throughout the Northwest that share a unified library catalog (Summit) and delivery system. Students and faculty can perform a single search to find and borrow materials through a database including more than 28 million books, sound recordings, films, videos, and more.