

Lewis & Clark College

Office of Admissions
0615 S.W. Palatine Hill Road
Portland, Oregon 97219-7899
www.lclark.edu

Phone: 503-768-7040
Toll free: 800-444-4111
Fax: 503-768-7055
E-mail: admissions@lclark.edu

Application Instructions for Special Student Admission

We welcome your interest in Lewis & Clark College and look forward to working with you in the admission process.

What Is a Special Student?

A Special Student is a non-degree-seeking student who wishes to take a course or courses at Lewis & Clark College for academic credit. Special Student admission does not constitute admission to the regular degree program. A student who is admitted to Lewis & Clark College as a Special Student may register only for the semester indicated in the acceptance letter. Registration for subsequent semesters is subject to review by the admissions committee.

A student who is planning to pursue a degree at Lewis & Clark should apply as a regular candidate. Students seeking Graduate School of Education and Counseling Special Student status should contact the appropriate graduate department office. A student who already has an undergraduate degree and wishes to work toward another should apply as a Transfer Student. International students seeking Special Student status should contact International Students and Scholars.

Application Requirements

Because of the rigorous nature of Lewis & Clark's academic program, prospective Special Students are required to complete an application (available from the admissions office), including a statement of intention; submit complete transcripts from previous academic institutions; and pay a \$50 nonrefundable application fee (waived for employees of Lewis & Clark).

Fall semester application deadline: **August 1**
Spring semester application deadline: **December 1**

The admissions office will notify you of their admission decision shortly after all your application materials have been received. Admitted students will receive instructions for registration.

Costs

All tuition costs and course fees are due at the time of registration. Special Student tuition is based on semester hours. Tuition for the 2011-12 academic year is about \$1,925 per semester hour; a Special Student enrolled in one four-semester-hour class for 2011-12 would pay \$7,700. Most Lewis & Clark classes are four semester hours.

Special Students are required to have health insurance coverage. You must either purchase this insurance through Lewis & Clark or sign an insurance waiver form at the cashier's office, which can be reached at 503-768-7829.

For More Information

If you have questions about Special Student status or wish to apply, please contact Janice Schermer, senior associate dean of admissions, at 503-768-7041. Admissions office hours are 8:30 a.m. to 5 p.m., Monday through Friday.

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Application for Special Student Status

Admissions Plans

Entry date:

Year _____

- Fall
 Spring

Personal *(Please type or print in ink.)*

Legal name _____ Sex: M _____ F _____
last first middle jr., etc.

Preferred name _____ Former last name(s), if any _____

Permanent home address _____
number and street

_____ Telephone _____
city or town state zip (area code) number

If different from above, please give your mailing address for all correspondence: Fax _____ E-mail _____
please print clearly

Mailing address _____ Telephone _____
number and street (area code) number

_____ Until what date? _____
city or town state zip

Social Security number -- Birth date _____
month day year

Education

Have you previously registered for credit at Lewis & Clark? Yes No

If yes, please provide the following information: term Fall Winter Spring Summer year _____

Lewis & Clark ID number

Are you a Lewis & Clark degree candidate? Yes No

Have you previously registered as a Special Student at Lewis & Clark? Yes No

Please list all colleges and universities you have attended, most recent first.

Name of school	City, state	Graduated?	Dates attended
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

From what high school did you graduate? _____ Date _____

Or, did you earn your GED? Yes _____ No
date (mo/yr)

Are you a regular student in good standing at another institution? Yes No

If yes, please name: _____

If you want your Lewis & Clark credits to be forwarded to another college, please fill out a Transcript Request Form in the Registrar's Office.

Please have an official transcript from the most recent institution you have attended sent to the admissions office.

On a separate sheet, please state the reasons you wish to attend Lewis & Clark as a Special Student and the way in which your Lewis & Clark course or courses will help you meet your educational or vocational goals.

Proposed Courses

Are you planning to take the proposed course(s) for professional/personal enrichment? Yes No

Are you planning to take the proposed course(s) to supplement a degree at another institution? Yes No

Please list the courses for which you would like to register.

Course number

Course title

_____	_____
_____	_____
_____	_____
_____	_____

My signature below indicates that all the information I submit for my application is complete, factually correct, and honestly presented.

Applicant's signature _____ Date _____

Please submit your \$50 nonrefundable application fee, payable to Lewis & Clark College, with this form.

(This fee is waived for employees of Lewis & Clark.)