

Student Handbook

Academic English Studies

Lewis & Clark College
Portland, Oregon

AES STUDENT HANDBOOK

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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,

Laura Shier
AES Director

AES ADMINISTRATION

Laura Shier, Director

M.A. Applied Linguistics, 1989, University of Wisconsin. B.A. English, 1986, University of Wisconsin.

David Hoffman, Assistant Director and Core Instructor

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

Amy Baskin, Community Friends Coordinator

B.A., History & French, 1993, McGill University.

AES FACULTY

John Barritt, Core Instructor

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

Alexis Olson, Core Instructor

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

Brittney Peake, Core Instructor

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

Julie Vorholt, Core Instructor

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

OVERVIEW OF COURSES AND ACTIVITIES

A. AES COURSE OFFERINGS

Level 1	Low Intermediate Core Reading and Writing (AES 107) (10 hours/week)
	Low Intermediate Communication Skills (AES 103) (5 hours/week)
	Intermediate Integrated Skills Content-Based Topics (105, 106) (4 hours/week)
Level 2	Intermediate Core Reading and Writing (AES 127) (10 hours/week)
	Intermediate Communication Skills (AES 130) (5 hours/week)
	Intermediate Integrated Skills Content-Based Topics (AES 150, 151) (4 hours/week)
Level 3	High Intermediate Core Reading and Writing (AES 167) (10 hours/week)
	High Intermediate Communication Skills (AES 163) (5 hours/week)
	High Intermediate Integrated Skills Content-Based Topics (AES 165, 166) (4 hours/week)
Level 4	Advanced Reading (AES 210) (5 hours/week)
	Advanced Writing (AES 221) (5 hours/week)
	Seminar (AES 240) (5 hours/week)
	Advanced Integrated Skills Content-Based Topics (AES 250, 251) (4 hours/week)
	Introduction to Modes of Inquiry (AES 260—faculty recommendation required)
Level 5	One to four of the following courses dependent on AES faculty recommendation
	Advanced Reading (AES 210) (5 hours/week)
	Advanced Writing (AES 222—required) (3 hours/week)
	Seminar (AES 240) (5 hours/week)
	Advanced Integrated Skills Content-Based Topics (AES 250, 251)
	Introduction to Modes of Inquiry (AES 260—faculty recommendation required)

(See p. 15 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 College credit. A maximum of 24 credits may be applied toward a Lewis & Clark Bachelor of Arts degree. Students may be required to repeat a level if they do not meet the standards of the level.

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 courses 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 courses also guide students through the process of doing library research, debating a topic, and ultimately producing a research paper.

Communication Skills, Levels 1, 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 course at a higher level than their writing course.

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 Levels 4 & 5 (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. Texts may vary from term to term, thus making it possible for transition-level and part-time students to repeat this course.

Seminar Levels 4 & 5 (5 hours/week): The seminar course focuses on an academic subject area, in direct preparation for undergraduate courses. Students are required to produce a research project, 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.

Integrated Skills Content-Based Topics Levels 1-4 (4 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 course. 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

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.

International Students of Lewis & Clark (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>

Academic English Studies Club (AES Club) is an organization whose goal is to provide activities to engage AES students with the greater Lewis & Clark student body for cultural and language exchange. AES students may see Laura Shier if they are interested in leadership or joining the AES Club.

Community Friends Program makes it possible for AES students to meet and get to know Americans off campus. For most 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.

Conversation Partners bring 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 meeting new people. Early in Fall term, the Conversation Partner Coordinator, a Lewis & Clark student intern, organizes the groups which then meet regularly.

Field Trips: Individual teachers schedule appropriate field trips for their courses. Participation is required.

College Outdoors provides the Lewis & Clark College community with access to 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 pack-outs, transportation, organization, group equipment, and personal equipment such as wetsuits, rain gear and backpacks. For more information, go to: https://www.lclark.edu/programs/college_outdoors/

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.lcpioneers.com/about/intramurals/intramurals>

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

AES OFFICE

A. GENERAL HOURS

The office is open Monday, Wednesday, & Friday from 1pm to 3pm. You can make an appointment to speak with your instructors or a member of the AES staff during office hours.

B. SERVICES AVAILABLE

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

PEOPLE AND TOOLS TO HELP YOU

A. Talk to your INSTRUCTOR if:

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

B. Talk to your ADVISOR if:

- You need academic counseling/advice or assistance adjusting to life in the U.S.
- You want information about Lewis & Clark College or other universities.
- You want a letter of recommendation. (Fill out the Recommendation Request Form at least two weeks before you need the letter [at https://www.lclark.edu/live/forms/753-recommendation-request-form?](https://www.lclark.edu/live/forms/753-recommendation-request-form?))

C. Talk to the DIRECTOR if:

- You are going to be absent for several days.
- You have program concerns.
- You have an emergency.
- 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.
- You want information about tuition and registration.
- You have questions about immigration (visas, passports, etc.).
- You are going to transfer.
- You want to know about on-campus housing.
- You want a letter that says you are a full-time student.
- You need help opening a bank account or getting an I.D.
- You want general program information about AES.

D. Talk to the COMMUNITY FRIENDS COORDINATOR if:

- You want a Community Friend.
- You want information about Community Friend activities and social events.
- You have questions or concerns about your Community Friends.

E. Talk to the CONVERSATION PARTNER COORDINATOR (in the ISS Office) if:

- You want a Conversation Partner.
- You need information about Conversation Partner activities and social events.
- Link to online form: https://www.lclark.edu/offices/international/third_culture_kids/resources/

G. WEBADVISOR

WebAdvisor is an online tool that helps Lewis & Clark students manage their accounts. On WebAdvisor, students can

- Check their account statement
- View or print unofficial transcripts
- View grades, course schedule, financial information
- Register for non-AES courses
- Update emergency contact information (required every 6 months)

Log in with LC User ID and Password: <https://webadvisor.lclark.edu/>

H. MOODLE and Google Classroom- online learning portals

Moodle is an online tool that many Lewis & Clark instructors use to share information about their course(s) with their students. Through Moodle, students can

- Access course calendar, homework assignments, and materials
- Email classmates and instructors

Log in with LC User ID and Password: <https://moodle.lclark.edu/>

Some instructors may use *Google Classroom*. You will receive an invitation to the Classroom to access class schedules and materials.

I. Tutoring

One-on-one tutoring is available for students every term through the Student Academic Affairs Board (SAAB) at LC. Sometimes AES instructors recommend a student see a tutor regularly (once or twice a week) in order to work on language skills that are especially challenging for that student. If you would like to arrange a tutor, talk to

your Core Reading and Writing instructor at the beginning of the term. AES will do its best to find a tutor who best suits your language learning goals and needs.

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. ENROLLMENT & REGISTRATION

AES offers a full course of study in Levels 1-3 of the program. All students in the language program with an F-1 visa (that is, those not admitted to Lewis & Clark) must attend AES classes 18-20 clock hours per week to maintain their visa status.

In Levels 4 and 5, students who are admitted to the Lewis & Clark College of Arts & Sciences (CAS) as undergraduates may register for a full load of courses in AES and the CAS concurrently. Levels 4 and 5 students who are admitted to the AES program (but not the CAS) may register for AES courses and GRE, GMAT or LSAT test preparation courses at a SEVP-approved institution concurrently. (See p. 15 for a detailed explanation of options at Levels 4 and 5.)

B. 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 courses. Students may not enroll in courses at a level above their Core Reading and Writing course.

Continuing students must complete Summer III to be eligible for progression to the next level of courses in the fall semester.

C. PETITION FOR LEVEL CHANGE

New students may petition to change a level during the first week of class. If you think you should change levels, obtain a petition form from the AES office. Complete the form and give it to your writing instructor by 12:30 p.m. on the first Thursday of the Fall and Spring semesters, and by 12:30 p.m. on the first Wednesday of the summer session. The faculty will meet to discuss the petition and notify you of the decision by the first Friday.

D. ATTENDANCE

You must attend all classes 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. (Note that excessive absences 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 your instructors, and then call a classmate or check Moodle / Google Classroom to find out about the assignments before the next class.

You may be marked absent if:

- You are not in class (remotely or in-person).
- You are more than 10 minutes late.
- You do not have your books or class supplies.
- You have not done your assignment and/or you are unprepared to contribute to the class.
- You leave the class before it has ended (remotely or in-person).

Instructors will describe their attendance policies on the course syllabus. Policies may vary between instructors

Statement of Understanding - Attendance Requirements for Visa Compliance - [click here for form.](#)

E. 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 incident. Also, you may fail the course or be expelled from AES and Lewis & Clark College. For more information, see College Policies: https://college.lclark.edu/student_life/student_conduct/

F. GRADES AND PROMOTION

The following grades are given in AES:

Letter	GPA	Description
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	0	failing
*CR	credit	
NC	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. Students may not enroll in courses at a level above their Core Reading and Writing 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.

G. PROBATION AND EXPULSION

You may be placed on academic probation or expelled from AES, if you

- Earn less than a "C-" average (1.7).
- Fail your Core Reading and Writing or Advanced Writing course.
- Have excessive absences.

Academic Warning: At midterm, if you have a grade of "C-"(1.7) or below in the majority of your courses or have excessive absences, you are officially on Academic Warning. If you do not improve your grades by the end of the term, you will have to repeat the level and be on Academic Probation the following term.

Academic Probation: If your semester GPA is "C-"(1.7) or below or you have had excessive absences, you will be on Academic Probation. **If you do not earn at least a "C" average each semester after being put on academic probation or if you continue to have excessive absences, you may be expelled.**

Expulsion: AES students may appeal in writing to the AES Director.

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>

H. PART-TIME UNDERGRADUATE STUDY

The AES program offers students accepted to Lewis & Clark College of Arts & Sciences (CAS) the opportunity to take both English language courses and Lewis & Clark undergraduate courses simultaneously in Level 4 and Level 5. These are the requirements for part-time academic study:

- You must be admitted to the CAS. Generally, this means that you should have a "B" average on your high school record.
- You must have the recommendation of your AES instructors.
- You should maintain at least a B average in AES and receive no grade less than a B- in Levels 3-5 of AES.

All three of the above requirements must be met before you will be permitted to study in the undergraduate program. Only students admitted to the CAS of Lewis & Clark College may enroll in undergraduate courses. See the chart on page 15 for registration guidelines.

H. TRANSITION TO THE LEWIS & CLARK UNDERGRADUATE PROGRAM

Students who are admitted to the Lewis & Clark College of Arts and Sciences (CAS) as undergraduates must maintain a B average in their courses in Levels 3, 4, and 5. They must receive a B- or higher in each class in order to transition to full-time undergraduate courses. Permission to transition rests with the AES faculty.

If you are accepted to the CAS undergraduate program, Level 2 - Level 5 courses 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 students earn more than 24 AES credits, it is the final 24 credits that will be counted and included in cumulative GPA calculations. For more information on the undergraduate admission process for international students, see International Student Admission the Lewis & Clark College catalog.

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

If you are in Level 5* and you have the recommendation of AES faculty, you may register for AES 260 to attend and observe a course in the undergraduate program. This is called a “supervised audit.” The requirements for the supervised audit are:

- You must meet at least once a week with your AES supervisor to discuss your notes and the course assignments.
- You must attempt all the assigned readings and review them with your AES faculty supervisor, even if they are very challenging. If permitted by the LC professor, you may complete any coursework, including papers, tests, or examinations.
- You must also report on your experiences in the course in a presentation to the other AES 260 students at the end of the term.

*Waseda and Hoksei Gakuen permission may be given for level 4 students. See your advisor.

J. REGISTRATION GUIDELINES

Level	Registration Guidelines	
Level 1, 2, 3	<ul style="list-style-type: none"> Four AES 4-credit courses, 16 total credits (required) One Music Performance (MUP) or Physical Education (PE) 1-credit course (optional) 	
Level 4	<p>AES-only Students</p> <p>Option 1</p> <ul style="list-style-type: none"> Four AES 4-credit courses, 16 total credits One Music Performance (MUP) or Physical Education (PE) 1-credit course (optional but not recommended) <p style="text-align: center;">Or</p> <p>Option 2</p> <ul style="list-style-type: none"> Three AES 4-credit courses, 12 total credits Standardized test preparation courses at a SEVP-approved institution. Must show proof of admission, participation, and completion for GRE/GMAT-graduation preparation course ONLY. 	<p>Undergraduate Admitted Students</p> <p>Option 1</p> <ul style="list-style-type: none"> Four AES 4-credit courses, 16 total credits If recommended by AES faculty, may enroll in AES 260 during the academic year (Fall and Spring). One Music Performance (MUP) or Physical Education (PE) 1-credit course (optional) <p style="text-align: center;">Or</p> <p>Option 2</p> <ul style="list-style-type: none"> Three AES 4-credit courses, 12 total credits One of the following non-language intensive undergraduate courses if recommended by AES faculty: <ul style="list-style-type: none"> CS 102, Math 115, Math 131 (3-4 cr.)--must take quantitative reasoning exam for initial placement. Studio Art (4 cr.) Foreign language course (4 cr.) One Music Performance (MUP) or Physical Education (PE) 1-credit course (optional)
Level 5	<p>AES-only Students</p> <p>Option 1</p> <ul style="list-style-type: none"> Four AES 4-credit courses, 16 total credits <ul style="list-style-type: none"> AES 222 Advanced Writing AES 260 Supervised Audit (not available Summer term) Level 4 AES courses One Music Performance (MUP) or Physical Education (PE) 1-credit course (optional) <p style="text-align: center;">Or</p> <p>Option 2</p> <ul style="list-style-type: none"> Three AES 4-credit courses, 12 total credits (See list above.) Standardized test preparation courses at a SEVP-approved institution for GRE/GMAT-graduate preparation course ONLY. Must show proof of admission, participation, and completion. 	<p>Undergraduate Admitted Students</p> <p>Who?</p> <ul style="list-style-type: none"> Students who have completed AES Level 4 New undergraduate admitted students whose placement scores indicate a need for more English instruction. <p>Required</p> <ul style="list-style-type: none"> AES 222 Advanced Writing <p>Options</p> <ul style="list-style-type: none"> AES 260 Supervised Audit (not available Summer term) Level 4 AES courses Undergraduate courses <p>Courses are selected in consultation with both the AES and undergraduate academic advisor. Undergraduate students taking an AES course fall term may defer E&D for academic year.</p>

K. SUMMER SESSION ACADEMIC POLICIES

AES has a 12-week summer session. Continuing students are required to take the full 12-week summer session unless they are eligible for a vacation term. (AES only students must complete fall and spring semesters to be eligible for summer vacation term.) Please see the Administrative Specialist or Director to confirm that you are eligible for a vacation term. Students who take a vacation term must take the AES placement test when they return.

Summer Session Admissions

Students who begin AES classes during summer session may register for the AES non-credit options (EAPP) and may join at weeks 1, 5, and 9 of the summer session. Students who register for EAPP courses may complete 4, 8, or 12 weeks for no credit. Placement is determined by your level at the time of entry in the semester. If planning to continue for fall semester, new students who enter at the start of summer session should consider registering for credit. Students must successfully complete the end of the 12-week summer session in order to progress to the next level for fall. Please speak with your advisor or the director if you have questions. **New** students (starting in summer terms) who only study 4-8 weeks in the summer and wish to continue in Fall semester must meet with the Director to determine fall placement.

Summer Add/Drop policy: Students in the AES program have an add/drop period which extends through the first week of the session.

L. 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 AES 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.

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 semester deadline to settle your student account is typically in early August. The Spring semester deadline to settle your student account is typically in mid-December. To avoid any late payment penalties, your account must be settled by the first day of the term 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, Visa, Discover, and American Express (convenience fee of 2.2% - 3.5%)

Lewis & Clark partners with Flywire to streamline the tuition payment process for payment with international currency. Through this partnership, students are afforded excellent foreign exchange rates, faster processing time, and the ability to track your payment status.

Click here to be directed to our payment page where you can select Flywire after selecting Make a One-Time Payment then begin the payment process.

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 semesters 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 \$10 late fee per semester, 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 College of Arts and Sciences 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 semester, 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 SESSION FINANCIAL POLICIES

Payment of Summer session tuition and fees is due on the first day of the Summer session that 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 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:

Classes dropped or withdrawn from on or before Friday of the first week of summer session 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.

G. FINANCIAL POLICY REGARDING GOVERNMENT SPONSORED STUDENTS IN THE AES PROGRAM

Government-sponsored students must provide a final proof of financial support by the first day of class. If the final proof of financial support is not provided, the student will not be registered. If this situation continues past the add/drop deadline (the end of the second Friday during fall and spring semesters, and the end of the first Friday during the summer sessions), students will remain unregistered and will be out-of-status with immigration. This policy does not apply to students accepted to the undergraduate or graduate programs.

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:

- Completed Lewis & Clark application, including:
- A brief autobiography
- A statement of academic purpose
- Letter of financial responsibility
- Official high school and university transcripts
- An AES grade report submitted to the International Student and Scholars Office from WebAdvisor

Your application is due at least six weeks before the end of the semester. Present all papers to the International Student and Scholars Office. More information is available on the Admissions Office website:

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

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. Here are some suggested steps to find a program of study:

- Talk with your advisor.
- Search for admissions and college catalogue information on the Internet.
- After you have selected the institutions you are interested in, send an e-mail to the international student admissions offices.

B. HOW TO APPLY

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

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

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

Request **transcripts** from the Lewis & Clark Registrar's Office in the basement of Templeton. 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.

Letters of Recommendation from AES Instructors: Fill out the Recommendation Request Form at least two weeks before you need the letter: <https://www.lclark.edu/live/forms/753-recommendation-request-form?>

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/eli>
- IELTS: The IELTS is given at two locations: 1) The ELS Language Center at Concordia University in NE Portland, 503-280-8552, and 2) Portland English Language Academy in SW Portland, <http://portlandenglish.edu/student-resources/ielts-test-center/>

D. RESOURCES

Lewis & Clark Essay Topics and Tips:

http://college.lclark.edu/offices/admissions/apply/essay_topics/#ans1

Undergraduate Application Essays:

<http://www.cws.illinois.edu/workshop/writers/tips/personalstatement/>

<http://admissions.vanderbilt.edu/vandybloggers/2010/09/writing-a-personal-statement/>

<http://admissions.berkeley.edu/personalstatement>

<http://www.admissions.ucla.edu/prospect/perstmt.htm>

<http://admissions.yale.edu/advice-putting-together-your-application#essay>

<https://www.admissions.uga.edu/article/suggestions-for-writing-admission-essays.html>

<https://owl.english.purdue.edu/owl/resource/966/01/>

<http://apply.jhu.edu/apply/essays/>

<http://www.bu.edu/admissions/apply/how-to-write-an-essay-that-gets-noticed/>

Writing the Statement of Purpose:

http://grad.berkeley.edu/admissions/state_purpose.shtml

<http://cai.ucdavis.edu/sop/sopadvice.html>

Writing Cover Letters:

<http://www.career.vt.edu/JobSearchGuide/CoverLetterSamples.html>

<http://cafmr.missouri.edu/career-services/jobs/intern-letter.php>

<https://owl.english.purdue.edu/owl/resource/549/01/>

HOUSING

Students are advised to live on campus and are usually 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 Lewis & Clark 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 landline. All residence halls have wireless Internet connections. Bedding is not included.

B. OFF CAMPUS

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 meals.

ANDEO International Homestays

<http://www.andeo.org>

503-274-1776

Renting an Apartment or a House: Important points to remember about renting:

- 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 pictures of any existing damage to the apartment.
- Learn how to use the dishwasher, heater, air conditioner, stove, etc. If you don't know how, ask the manager.
- Pay your rent on time.
- Keep your apartment clean.
- You may have to pay a cleaning deposit and first and last month's rent in advance when you rent an apartment.

- 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.
- Be polite and considerate to your neighbors.

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

People's Furniture Rental (rent)

111035 SW 11th St, Suite 290, Beaverton, OR (503-684-0400)

portland@peoples1.com

<http://www.peoples1.com/>

Rent-A-Center (rent)

12455 SW Allen Ave. (SW Hall and SW Allen), Beaverton, OR (503-643-0419)

<https://www.rentacenter.com/>

Ikea (buy)

10280 NE Cascades Pkwy, Portland, OR (888-888-4532)

<http://www.ikea.com/us/en/>

Target (buy)

9009 SW Hall Blvd, Tigard, OR (503-624-0273)

www.target.com

Utilities are the electricity, gas, water, cable television, and garbage services. Ask your manager which utilities you must pay for and the telephone numbers for the utility companies.

HEALTH SERVICES

A. ON CAMPUS MEDICAL CARE

The Lewis & Clark College **Student Health Center** is located in the basement of Templeton Student Center and is open during Fall and Spring terms. A doctor and nurses are prepared to take care of most of your general medical needs and can refer you to outside medical care if needed.

All Visits are By Appointment Only: M-F, 8 a.m. to 4 p.m. Monday through Friday

Contact: 503-768-7165, http://www.lclark.edu/offices/student_health_services/

Nurse Phone Consultation: 24-hours a day, 7-days a week, 1-800-607-5501

Closed: Summer term, holidays, and breaks

Note: 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 are made to your LC account.

B. ON CAMPUS COUNSELING SERVICES

At one time or another, most students feel overwhelmed by the responsibilities of college, work, family, or relationships. Counseling Service staff are available to help students cope with these and other stressors. About 15 percent of Lewis & Clark students visit the Counseling Service each year.

The Lewis & Clark College **Counseling Service** is located in the basement of Templeton Student Center and is open during Fall and Spring terms and by appointment only Summer term.

Contact: 503-768-7160, counsel@lclark.edu

Open 8:30 a.m. – noon and 1-4:30 p.m. Monday through Friday

24-hour Crisis Counseling Service: 503-265-7804

C. OFF CAMPUS MEDICAL CARE

Non-emergency care for off-campus and all Summer semester students:

ZoomCare

(There are many offices throughout the Portland area.)

<http://www.zoomcare.com/>

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

Providence St. Vincent's Hospital

Legacy Good Samaritan Medical Center

9205 SW Barnes Rd., Portland, OR
Emergency Number: 503-216-1234

1015 NW 22nd, Portland, OR
Emergency Number: 503-413-7711

After hours emergency care (continued):

Legacy Meridian Park Medical Center
19300 SW 65th Ave., Tualatin, OR
Emergency Number: 503-692-1212

Oregon Health Sciences Univ.
3181 SW Sam Jackson Park Rd.
Emergency Number: 503-494-4313

IF YOU NEED AN AMBULANCE, CALL 911.

IF YOU ARE ON CAMPUS, THE CAMPUS SAFETY EMERGENCY NUMBER IS 503-768-7777.

D. HEALTH INSURANCE

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. Please note the following policies:

- All students can access the Student Health Service, regardless of which insurance they have. Provider visits at the Health Service are free to all students, but there can be fees for medications, lab tests, or specific procedures. Student Health Insurance can help with these costs, as well as with the costs of getting care off-campus.
- The Lewis & Clark Student Health Insurance plan provides you with coverage for many accidents, injuries, and hospital visits—as long as you are being seen for a covered condition.
- Students enrolled at LC in the summer must purchase insurance coverage. Students are not automatically billed for insurance in the summer.
- The Lewis & Clark Student Health Insurance plan covers one eye exam each year. (Glasses are not covered.) The Lewis & Clark Student Health Insurance plan does not cover routine dental (teeth) exams, but may cover injuries to teeth or removal of impacted wisdom teeth.
- If a student withdraws from the College BEFORE completing the first 15 days of classes of a semester they are NOT eligible to stay enrolled in the Student Health Insurance Plan. The College will refund any insurance premium they have paid for the semester.
- If a student withdraws from the college AFTER the first 15 days of classes for fall or spring semesters, they will continue to be covered by the Student Health Insurance Plan through December 31 for Fall Semester or August 14 for Spring/Summer. Your premium will NOT be refunded.

CULTURAL PERSPECTIVES

A. CULTURE SHOCK

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 alone, only spending time with people from your own country, etc.), unexplained crying, or physical ailments (headaches, stomachaches, etc.). There are several ways a person can lessen "culture shock":

- 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.
- Learn as much as you can about the U.S. and its people.
- Teach others about your culture.
- Look for logical reasons behind the strange differences between U.S. culture and your own. Observe and try to find the patterns.
- Don't always stay with friends who are not open to learning about other cultures.
- Talk to a North American friend who can explain the things you don't understand. Ask questions!
- Keep a sense of humor and have faith in yourself!

B. 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.

C. 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, including marijuana. For more information, see the Dean of Students and the Campus Safety office at Lewis & Clark.

D. ACADEMIC SUCCESS

The following are suggestions for finding academic success at Lewis & Clark College:

- It is very important to be motivated and to concentrate on your studies.
- You should have a quiet place to study where you will not be distracted.
- Set a definite schedule and then follow it. Organize your study hours with breaks to go for a walk or check email.
- 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.
- Remember that doing all of your homework and attending class is very important. Your final grade will be based on homework, class participation, quizzes, papers, and exams.
- Plan to spend an average of two hours (including weekend study) on outside preparation for each hour that you spend in class.

TRANSPORTATION

A. CARS

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.

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):

DMV Lake Oswego Office

3 SW Monroe Parkway, Suite V, Lake Oswego (503-299-9999)

[Oregon DMV](https://www.oregon.gov/odot/safety/pages/belts-seats.aspx)

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. For more information on car seat safety, see: <https://www.oregon.gov/odot/safety/pages/belts-seats.aspx>

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.

Registration: Your car must be registered with the DMV and have an up-to-date (current) license plate. For more information, see: <https://www.oregon.gov/ODOT/DMV/Pages/Vehicle/Registration.aspx>

Field Trips: Students are not expected to take classmates in their cars on AES field trips. Please discuss transportation with your instructor.

Parking at Lewis & Clark: If you drive your car on campus during the academic year (Spring and Fall terms), 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, 503-768-7857.

B. BUS SERVICE

Tri-Met (Portland bus transportation): The #39 Lewis & Clark Tri-Met bus runs between Lewis & Clark College and the Fred Meyer/Burlingame Transit Station on Barbur Blvd. This bus is very convenient if you just want to go shopping at Fred Meyer or visit nearby banks. There is no Tri-Met bus service from Lewis & Clark after 7:00 pm and on weekends. If you want to go downtown, you must transfer from the #39 bus to the #12 bus at the Fred Meyer/Burlingame Transit Station on Barbur Blvd.

Exact change is needed when you board Tri-Met busses. You may also purchase a monthly bus pass at a 75% discount or a book of 10 bus tickets (valid at any time) online:

<https://lclark.nupark.com/portal/Account/Login?ReturnUrl=%2fportal>

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 p.m. on weekdays and as late as 2:00 a.m. on the weekend. Schedules are available at the Information Desk in Templeton or at the Campus Safety Office. For more information, call 503-768-7857 or see http://www.lclark.edu/offices/transportation_and_parking/shuttle

During the Summer term (May – August), shuttle service is limited to afternoon and evenings, Friday – Sunday.

IMMIGRATION

A. YOUR STATUS

You must obey the laws of the United States government for "non-immigrant" students. Thus,, you must do the following things:

- **Passport:** You must make sure that you renew your passport six months before it expires.
- **Address:** You must inform AES within 10 days of any move and give the AES Administrative Specialist your new address and phone number.
- **School registration:** You must be enrolled in school full-time and take a complete course of study.
- **Traveling home or to another country:** 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:
 - o See the AES Administrative Specialist or Director to have your I-20 form signed.
 - o Have a valid passport and entry visa to the United States.

B. DEPARTMENT OF HOMELAND SECURITY (DHS)

[U.S. Citizenship and Immigration Services \(USCIS\)](#)

1455 NW Overton, Portland, OR 97209 (1-800-375-5283)

C. STUDENT VISAS

The U.S. Consulate outside of the United States issues your 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 questions.

D. 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.

E. 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.

F. TRANSFER

In order to release your SEVIS record to your new institution, AES will need a copy of your admissions letter and, if the new institution requires it, a transfer release form. You have 60 days from the program end date on your I-20 to transfer to another institution. Your initial start date for the new school must be 5 months from your program end date in AES. Contact the administrative specialist if you have questions regarding the transfer procedure. The SEVIS transfer date will be the last day of classes for a semester (includes exams). The new institution will provide a new I-20 for you.

G. VACATION TERM

Students who have studied for a full academic year are eligible for a vacation term. Please contact the administrative specialist if you are planning a vacation term.

TRAVEL

A. INSIDE THE UNITED STATES

If you travel to any city or state inside the United States, you should carry your passport 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 with a current signature from Lewis & Clark. Contact the AES Administrative Specialist if you have questions about the validity of your I-20.

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 Village, 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

Two cafeterias are available on campus:

- **Fields Dining Hall ("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. Fields is open intermittently in the summer depending on conference schedules.
- **Trail Room:** Meals may be purchased on an "a la carte" basis, which means you pay for each food item individually.

Two coffee shops are available on campus:

- **Maggie's:** Located on the first floor of Roberts Residence Hall, this cafe serves coffee, fresh made smoothies, and sandwiches. It also includes a convenience store, which sells health bars, organic groceries, candy, and household items.
- **The Dovecote:** Located in the Albany Quadrangle, here you can enjoy a fresh made pastry and coffee, or pick up a sandwich, salad, or soup.

For current hours and menus for these locations, click: <https://lewisandclark.cafebonappetit.com/>

Students without a meal plan may deposit money on their ID card and use it to purchase food from any on-campus food service. If you are interested, go to the Bon Appetit Office in Templeton.

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)

Passport: 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.

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 the Campus Safety Office to get another card. There is a \$5 fee for replacing a lost card.

Oregon ID: If you drive a car, you can use your Oregon Driver's License for identification. 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 apply for your Oregon ID Card.

E. WATZEK LIBRARY

The Watzek Library is usually open 7 days a week, except holidays, but hours vary throughout the year depending on term, breaks, final exams, etc. Check availability online: <http://library.lclark.edu/lib/hours.htm>

F. COMPUTER LABS

There are four computer labs commonly used by AES students:

- **Watzek Library** has PC and Mac computers and printing available for students during open hours.
- **The Dubach Mac and Dubach PC labs**, located by the post office and mailboxes in Templeton.
- **Keck Interactive Learning Center** in Miller 211 is open Monday – Friday from 8:00 a.m. – 5:00 p.m. and by appointment evenings and weekends. Check availability online:

https://college.lclark.edu/offices/interactive_learning_center/

Each LC student can print a total of 650 pages free of charge (250 for summer session). You may check your print balance and purchase more printing online: <https://lclark.pcounterwebpay.com/?>

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 provide the same basic services, and 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 two pieces of ID (a passport and a Lewis & Clark ID). 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.

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

B. SHOPPING AREAS

Food: The food market near campus is the [Fred Meyer shopping complex on Barbur Boulevard](#), 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 [Tri-Met bus](#) or [Lewis & Clark shuttle](#). Check with the AES office. Some of the areas include Pioneer Square (downtown Portland), Lloyd Center (NE Portland), and Washington Square (Portland/Beaverton).

C. Child Care

Portland has many childcare options. The AES office has a list of local childcare businesses. One agency popular with our students is KinderCare: <http://www.kindercare.com/>

D. PARKS

Portland has many parks where you can go for a picnic, to play sports, or to just take a walk. For more information, see <http://www.portlandonline.com/parks/>

E. LOCATIONS OF INTEREST

Keller Auditorium (Portland Center for the Performing Arts)
222 SW Clay St. (503-248-4335)
<http://www.pcpa.com/events/keller.php>

Moda Center (sports and music arena)

1 N Center Ct St. (503-797-9619)

<http://www.rosequarter.com/>

Oregon Historical Society

1200 SW Park Ave. (503-222-1741)

<http://www.ohs.org>

Oregon Museum of Science and Industry (OMSI)

1945 SE Water Ave. (503-797-4000)

<http://www.oms.edu/>

Oregon Zoo (Washington Park)

4001 SW Canyon Rd. (503-226-1561)

<http://www.oregonzoo.org/>

Portland Art Museum

1219 SW Park Ave. (503-226-2811)

<http://www.portlandartmuseum.org>

Portland Classical Chinese Garden

239 NW Everett St. (503-228-8131)

<http://portlandchinesegarden.org>

Portland Japanese Garden

611 SW Kingston Ave. (503-223-1321)

<http://www.japanesegarden.com>

Rose Festival (May festival)

<http://www.rosefestival.org>

Saturday Market

2 SW Naito Pkwy. (503-241-4188)

<http://www.saturdaymarket.org>

World Forestry Center

4033 SW Canyon Rd. (503-228-1367)

<http://www.worldforestry.org/>

F. PROFESSIONAL SPORTS TEAMS

Portland Trail Blazers (basketball)

<http://www.nba.com/blazers>

Portland Winter Hawks (ice hockey)

<http://www.winterhawks.com>

Seattle Mariners (baseball)

<http://seattle.mariners.mlb.com>

Portland Timbers (soccer)

<http://www.portlandtimbers.com>

Portland Thorns (soccer)

<http://www.portlandtimbers.com/thornsfc>

IMPORTANT TELEPHONE NUMBERS/EMERGENCY SERVICES

Immigration

U.S. Citizenship and Immigration Services (USCIS)	1-800-375-5283
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Hospital or Emergency Centers

Emergency (Fire, Police, Medical), any emergency any time	911
Legacy Meridian Park Hospital Emergency (Tualatin)	503-692-1212
Legacy Good Samaritan Hospital Emergency (NW Portland)	503-413-7711
Oregon Health Sciences University Emergency (SW Portland)	503-494-7551
Information	503-494-8311
St. Vincent's Hospital Emergency (SW Portland/Beaverton)	503-216-2361
Information	503-216-1234

Lewis & Clark College

AES Office	503-768-7310
Campus Safety Office, on-campus emergencies at any time	503-768-7777
International Student and Scholars Office	503-768-7305
Lewis & Clark College Information	503-768-7188
Student Health Services (closed summer)	503-768-7165
Student Health Services Nurse Consultation	1-800-607-5501

COVID information and links

For COVID-19 related information, be sure to check the university webpage as it will be updated frequently.

https://college.lclark.edu/offices/health_promotion_and_wellness/covid-resources/

COVID-19 Confirmed Cases Status Report (updated daily):

https://college.lclark.edu/offices/health_promotion_and_wellness/covid-resources/list/

Health and Safety Expectations (<https://www.lclark.edu/news/2020-plans/health-and-safety/>)

Hand Washing and Health Etiquette

All members of the LC Community are expected to perform appropriate hand hygiene upon their arrival to campus and regularly throughout the day: washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol. Show respect for your colleagues: cover coughs and sneezes with an elbow, or a tissue, especially when not wearing a mask. Tissues should be disposed of and hands washed or sanitized immediately. Please review this [short video from the World Health Organization](#) about how to protect yourself and others from the spread of COVID-19.

Face Coverings

Consistent with executive orders from Oregon Governor Kate Brown JD '85, face coverings are required whenever indoors (other than in private areas of your residence hall or when alone in your own single-occupancy office) and in all areas—indoors or outdoors—where social distancing is difficult to maintain. Face coverings are required in classrooms, meeting rooms and the dining hall. Face coverings can be removed while eating or drinking. Cloth face masks are the preferred type of face covering. However, face shields can be used either (a) as a supplement to a face mask; or (b) when a face mask cannot be worn for equity or accessibility reasons. In addition, face shields may be worn by faculty, in lieu of a face mask, while teaching, if doing so better allows students participating remotely to hear the faculty member or otherwise better allows students to participate fully in the class, provided that six-feet of social distancing is maintained by the faculty member. Other classroom exceptions may be permitted by the relevant dean if necessary to address equity or accessibility issues, provided that six-feet of social distancing is maintained.

Any student seeking an accommodation related to this requirement due to a disability must contact [Student Support Services](#). Any employee seeking such an accommodation must contact [Human Resources](#).

The College will provide two reusable cloth face masks to all students, staff and faculty. Please review this [short video from the World Health Organization](#) about the proper use of cloth face masks.

Social distancing

Classrooms will be set up so that students and faculty can maintain a minimum of six feet of social distance between one another. The same will be true in the dining halls, student support buildings, and the student center. Plexiglass barriers are being installed in areas that require them for your protection.

Self-Screening

All members of the LC Community are responsible for a daily self-check for COVID-19 symptoms before coming to a campus. Individuals are to stay at their residence if they have COVID-19 symptoms. COVID-19 symptoms are as follows:

- Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing
- Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19, but are non-specific.
- Emergency signs and symptoms that require immediate medical attention:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to awaken
 - Bluish lips or face
 - Other severe symptoms
- Those who have a chronic or baseline cough that has worsened or is not well-controlled with medication should stay at their place of residence.

More information about COVID-19 symptoms can be found on the [CDC webpage](#).

We are considering a self-assessment checklist or phone app to assist with daily self-screening and will share more information as it is available.

Students with the symptoms identified above are expected to immediately self-isolate in their residence, consult with a healthcare provider, and follow the directions of that healthcare provider. This consultation can be provided by the Health Service. Anytime the Health Service is closed, students can access the Nurse Consultation Service at 1-844-915-2069. Students with symptoms will need to follow the [COVID-19 Monitoring, Isolation and Quarantine Plan for Lewis & Clark Students, Academic Year 2020-21](#).

Employees with the symptoms identified above are expected to stay at their residence and may not come to campus. Employees should notify their supervisor and/or HR, should seek medical care and COVID-19 testing from their regular health care provider or public health authority, and are expected to comply with the [COVID-19 Monitoring, Isolation and Quarantine Plan for Lewis & Clark Employees, Academic Year 2020-21](#).

COVID-19 Testing

The College is currently planning to utilize a multi-pronged COVID-testing program in an effort to quickly identify the presence of the virus on the campus. This program may change in response to circumstances and medical advances. The testing plan includes:

Effluent Testing

Lewis & Clark has partnered with Clean Water Services to conduct sewer surveillance of the College's residential facilities. Samples from sewer lines out of residence halls will be taken and analyzed weekly as we begin the semester. The samples will be concentrated by filtration upon a negatively-charged 0.2 micron filter. The SARS-CoV-2 RNA will be extracted from the filter and detected using an established protocol of reverse transcriptase digital droplet polymerase chain reaction (RT-ddPCR) and reverse transcriptase quantitative PCR (RT-qPCR) at the Oregon State University Gene Laboratory. We will reconsider the efficacy of effluent testing as the semester progresses to determine the frequency of monitoring.

If significant virus concentrations are detected students will be required to isolate in their residential facility and individual testing will be conducted as quickly as possible using a combination of the College's on-site and off-site resources and Multnomah County's Contact Tracing program to identify individuals who may have experienced exposure.

On-Site COVID Testing for Symptomatic or Exposed Students

Lewis & Clark's Health Service expects to receive two Abbott ID-NOW testing instruments by early September. These instruments will be used by qualified Health Services staff to conduct point-of-care (nasal swab) testing on students. These instruments generally provide same-day results. These instruments will be used primarily for the testing of symptomatic students or students who have come in close contact with an infected person. All students—including graduate and law students—have access to testing in Health Services if they are symptomatic or have been in close contact with a person who has tested positive for COVID.

Undergraduate Student COVID Surveillance Testing

It is an institutional expectation that all undergraduate students participate in surveillance testing during the fall semester. All undergraduate students studying on campus in Portland, with limited exceptions, will be tested in the Health Service COVID-19 Testing Clinic over the course of the first week of fall semester classes, at no expense to students. These tests will be analyzed by an external laboratory, with results expected within 2 days.

We expect that the vast majority of the student body will test negative. *For that reason, we will only be notifying students of their results if students test positive.* If a student needs confirmation of a negative result, please e-mail health@lclark.edu no sooner than two business days after your test. Should a student test positive, Wellness staff will notify public health officials, per Oregon law; reach out to ensure the student is supported into isolation; and collaborate with public health officials on contact tracing efforts. A positive test result may be disconcerting, but know that we will provide any student testing positive with support resources.

The testing that will be done is a PCR saliva test. Students should familiarize themselves with this procedure prior to their test date by reading this testing [consent form](#) and the [fact sheet](#). (Students must bring their own pen with them on the testing date to sign the consent form.) It is an institutional expectation that all undergraduate students participate in surveillance testing this semester. If a student refuses to participate in this testing, they will not be allowed to attend in-person classes this fall. If you wish to make this choice, please contact hancock@lclark.edu.

We will determine the extent and frequency of subsequent testing as the semester progresses.

Employee Testing

Employees who are symptomatic or who meet OHA's criteria for testing will access testing through their health care provider. The College provides health insurance to benefits-eligible employees through Kaiser Permanente.

[Information regarding COVID testing](#) is available on Kaiser's website. In addition, we have shared with the College community information from OHA about COVID testing locations in the state, which include an [English language version](#) and a [Spanish-language version](#).

Research Labs

Principal Investigators are responsible for making sure their research laboratories and facilities comply with applicable regulations; state, local public health, OHA, and HECC guidelines; and institution-wide expectations for the Lewis & Clark community as indicated on the [Reopening for Fall 2020](#) webpages. Prior to reopening an on campus laboratory for research activities or resuming fieldwork, each PI is required to submit a [Research Reopening Application](#) to their department chair for consideration. The department chair will make a recommendation to the SPARC Office, which will issue approval; the Dean's Office will be consulted as necessary. In addition, students who will participate in research in each lab need to complete and sign a [Return to Laboratory Research Agreement](#), which PIs will collect and keep on file. Research involving Human Subjects requires additional review and approval by the IRB. All activities should ensure appropriate physical distancing and limit the total person density on campus as much as possible. Non-essential travel is not allowed, and any permitted activities must be able to quickly transition to an earlier stage if required.

Public Access to Campus

Per the Governor's Executive Order, campus spaces and buildings will be closed to the general public until applicable state restrictions are lifted. Libraries and recreation facilities that are ordinarily available to the public will be limited to members of the Lewis & Clark community only. Please review our [Interim Policy Regarding Campus Visitors Policy During COVID-19 Pandemic](#) for more detail.

Events

In-person events and gatherings are limited to "mission-critical events" that are approved by the relevant dean or vice president and that can be conducted in a safe manner that complies with all applicable public health requirements. Events must be planned with care to limit potential exposure and spread of COVID-19. Event attendance is limited to those invited to participate in official College business and is not to be open to the general public. For more information, please see our [Interim Policy Regarding Events During COVID-19 Pandemic](#).

Cleaning

Classrooms, residence halls, and dining spaces will be regularly disinfected. The campus cleaning schedule is being updated with enhanced disinfecting protocols, including electrostatic sprayers, and increased frequency in all campus buildings.

Heating, Air Conditioning and Ventilation (HVAC) Systems

Lewis & Clark continues to follow best practices regarding reduction of transmission. Person-to-person transmission via secretions like expelled aerosols and respiratory droplets remains the primary route of infection. Larger droplets tend to quickly fall to the ground close to the source, while smaller aerosols may linger and get carried further by air

currents. These aerosols present a potential for transmission over distances further than the recommended six feet that social distancing provides, albeit at a diminished concentration. Any viral reduction benefits of HVAC strategies do not reduce the need for face coverings, regular handwashing, and social distancing as the primary means of reducing the spread of COVID-19.

Ventilation: Air handlers will be reprogrammed to draw 100% outside air during operating hours if feasible. While operating in this mode, all air from the space is exhausted to the outside, and no interior air is recycled. In those cases where this is not possible, air handlers will be turned off and passive sources of fresh air, such as doors and windows, should be used.

Filtration: All HVAC filters were recently replaced, and with upgraded filters if the system could accommodate them based on design. All air filters will be inspected and changed with increased frequency. To accommodate HEPA or similar filters campus systems would need to be redesigned and upgraded.

Sterilization: Ultraviolet technology cannot easily be installed in current campus HVAC systems. To do so would require redesign and replacement of large parts of the systems. This technology is currently not used in any LC buildings.

Water Fountains

Water fountains on campus will be available for bottle filling only.

Statement of Understanding

U. S. Student Visa Requirements:

- 1) I must be a full-time student at Lewis & Clark College.
- 2) I must attend all classes; I must attend a minimum of 18-25 clock hours per week.
- 3) I must make "good progress" in all courses.
- 4) I must not violate school policies.
- 5) I must not be suspended or expelled from Lewis & Clark College.

If I do NOT fulfill the requirements above, I may be expelled from Lewis & Clark College. If I am expelled:

- 1) I will lose the status of "foreign student" and the right to remain in the U.S.
- 2) I will be required to leave the U.S. immediately.
- 3) I cannot be reinstated.

Lewis & Clark College & AES Academic Requirements

- 1) I must follow the rules stated above.
- 2) It is my responsibility to make up all of the coursework that I miss when I am absent. This includes when I am absent due to illness or family emergency.
- 3) I must attain a C average or above in order to pass my English course.
A "C-" grade may require that I repeat my course.
- 4) I must attain a B- or above in every course in levels 3, 4 & 5 AND an average of B in order to enroll in the Lewis & Clark College of Arts and Sciences.

5) I must pass my Core Reading/Writing course in order to advance to the next level of instruction in AES.

STUDENT CONFIRMATION

I, _____, have been informed about and understand the international student visa requirements, as well as the Lewis & Clark College academic standing policies outlined above.

Signature

Date

Important Note: If you have been absent often, and if you have not completed the class work, or your assignments, you are in danger of failing your courses and being suspended or expelled. If expelled, you will be out of status. When a student is out of status, the student must return home immediately and cannot be reinstated in order to attend a different school in the U.S. Suspension will be noted on your transcript FOREVER.

It is your responsibility to make up all of the coursework that you miss when you are absent. This includes when you are absent due to illness.

Please review the following overview about the U.S. law, and if you have questions, please talk to your advisor. Also, please look at the attachment that has been sent to your email account. Lewis & Clark will suspend you if you have a GPA under 1.5. For more information, go to the CAS Catalog and your AES Student Handbook.

Official U.S. Legal Policy for Student Visa Holders in English Programs:

Academic Failure: Lack of attendance, academic failure or other types of academic, disciplinary and other violations of the school's policies may jeopardize your standing as a student and result in expulsion. Expulsion from the school that has issued you the most current Form I-20 would cause you to lose the status of Foreign Student and the right to legally remain in the United States. Under such circumstances, the student is expected to depart the United States immediately.

Academic Reinstatement: If you have lost Foreign Student status due to academic or disciplinary

violations within your control, the Foreign Student status cannot be reinstated. You can apply for Foreign Student status reinstatement within 5 months after the loss of status if the violation resulted from circumstances outside your control (medical, closure of institution, natural disaster, etc. or if the loss of status resulted from an error on the part of the institution).