

# Buying Books

Here are a few tips on how to buy books for your classes. Remember that the school bookstore is not your only option when it comes to purchasing course material. Websites (with inexpensive new/used books). Items can be returned; however, policies vary by company and provider.

[www.amazon.com](http://www.amazon.com)

[www.barnesandnoble.com](http://www.barnesandnoble.com)

[www.abe.com](http://www.abe.com)

[www.ebay.com](http://www.ebay.com)

## E-Books:

The Lewis & Clark Bookstore, for some books has the option when choosing "format" to choose an e-book. Barnes & Noble and Amazon are good options for e-books.

## Stores:

**Lewis & Clark Bookstore** - they do offer used books, just look for the "used book" label.

## Special message regarding Fall 2021 textbook ordering:

At this time, the Lewis & Clark Bookstore recommends that students place their textbook and school supply orders online. If you live in the Portland area, please choose to have your orders shipped to you. If you are traveling to campus, please choose in-store pick up.

After the order for books is submitted, the Lewis & Clark Bookstore will send an email indicating that the order has been received and another email letting students know when the books are ready to be picked up.

If you decide to drop a class you can return a book within 2 weeks to get your money back (keep your receipt!).

**Powell's Bookstore** - [www.powells.com](http://www.powells.com) to order online or check locations nearest you.

## Other Options:

Another option is to borrow the books from the **Watzek Library** on campus. You can borrow books for six weeks and renew them a few times (unless someone has your book on hold, therefore this is a risky option). The advantage with borrowing a book first is that you can check with the professor on whether he or she requires a certain edition that can be cheaper. Then you can debate whether you want to purchase the book. Some professors put a book copy on reserve that you can borrow while studying at the library, but the book cannot leave the library.

### **Buy/Borrow a book from a friend:**

This is always a good option. You're not only getting the book you want but you're doing your friends a favor buying from them. Ask around and find out who has taken your course in the past.

### **Book Rental:**

Lastly we recommend renting books. You can rent a book for a very low price and then return it after your semester is over. *If you drop a class, you can return your books for a full refund.* You can rent books at the Lewis & Clark Bookstore, or on one of the websites below.

<http://slugbooks.com> (Lists different websites and prices for buying and renting books. Policies vary for each vendor).

[www.chegg.com](http://www.chegg.com)

### **Tips and Additional Information:**

- Use the **ISBN Number** of a book to find it, that will ensure that you have the exact edition and publisher your professor requires.
- Instead of buying a hardcover book, purchase **Paperback** which can save you lots of money.
- Some professors don't mind if you purchase an older edition of a text books, saving you money.
- If you are renting a book from a website such as Chegg or Amazon, keep the box and bubble wrap that it came in. You can use it again when it is time to send it back!

### **Selling Books**

If you are not interested in keeping your books after you are done with your classes, there are various options to consider of how to sell them.

### **Bookstore:**

The Lewis & Clark Bookstore will buy back your books during the last few days of classes each semester.

### **Online:**

You can open up an account of the websites listed above (see Buying Books) and sell your books to other people.

You can also sell your books to **Powell's Bookstore**.

# Oregon IDs

One of the first things you should do when you arrive at Lewis & Clark is to go to the Department of Motor Vehicles (DMV) to obtain an Oregon ID (identification) card, or a driver's license if you plan on driving. In order to obtain an ID card/driver's license, you must go to the DMV in person.

The nearest DMV offices are located at:

1502 SW Sixth Ave  
Portland, OR 97201  
(503) 299-9999

<http://www.oregon.gov/ODOT/DMV/pages/offices/portlanddowntown.aspx>

8:00 AM - 5:00 PM, Monday and Tuesday

10:00 AM - 5:00 PM, Wednesday

8:00 AM - 5:00 PM, Thursday and Friday

**This office is open by appointment. Some standby services available if DMV office has capacity.**

3 Monroe Parkway, Suite D  
Lake Oswego, OR 97035  
TEL: (503) 299-9999

Web: <http://www.oregon.gov/ODOT/DMV/pages/offices/lakeo.aspx>

8:00 AM - 5:00 PM, Monday and Tuesday

10:00 AM - 5:00 PM, Wednesday

8:00 AM - 5:00 PM, Thursday and Friday

**This office is open by appointment. Some standby services available if DMV office has capacity.**

In order to obtain an Oregon ID card or driver's license, you must provide the following information:

- An unexpired foreign passport that includes your I-94 form.
- Proof of residence address: You can show this by providing mail you've received from a bank or credit card company, a government office, or other verifiable business. If you don't have anything that fits this description ask that a letter be sent in the mail to your address from the International Students and Scholars office giving your name, US address, and telephone number (which proves your place of residence).
- Your Lewis & Clark ID card.
- Your original/official US Social Security card / **Or** / Your signature on an "Oath" card (available at the DMV) stating that you have never been assigned a social security number.

- Your mother's maiden name.

The DMV charges \$60 for a driver's license valid for eight years and \$44.50 for an Oregon ID card. Replacement cards are approximately \$40. The DMV accepts cash, checks, credit or debit cards. If you plan to obtain a driver's license, you have to take three tests:

- a vision test
- a written test on Oregon driving laws
- a driving test

The Oregon Driver's Manual describes these tests and provides you with the information needed in order to pass them. This manual can be obtained at the DMV.

For more info on the Department of Motor Vehicles, please click [here](http://www.oregon.gov/ODOT/DMV/Pages/index.aspx). (The website address is: <http://www.oregon.gov/ODOT/DMV/Pages/index.aspx>)

\*\*The Oregon Drive Knowledge Test is available in Arabic, English, Japanese, Korean, Mandarin Chinese, Russian, Spanish, and Vietnamese.\*\*

# Bank Accounts

One of the things you will want to do soon after arriving on campus is to open a bank account, usually a "checking account" or a "savings account." Below is a list of information you will need to speed the process of opening an account. This information is based on the requirements for the banks located nearest the Lewis & Clark campus.

## **Wells Fargo Bank**

7615 SW 13th Avenue  
Portland, OR 97219  
TEL: 503- 225-3151

## **U.S. Bank**

7300 SW Terwilliger Blvd  
Portland, OR 97219  
TEL: 503-275-6504

## **OnPoint Community Credit Union**

Kruse Meadows Branch  
6300 SW Meadows Road  
Lake Oswego, OR 97035  
TEL: 503-228-7077

## **Chase Bank**

7405 SW Barbur Blvd  
Portland, OR 97219  
TEL: 503-231-4546

### At the Bank, You Will Need

1. Your full name, home address, home telephone number, your campus telephone number, and your college address. (Your campus box number will be given to you before or soon after your arrival).
2. Two pieces of identification. Acceptable IDs include: your passport, your Lewis & Clark ID card, birth certificate (acceptable at some banks), Oregon driver's license, or a letter from International Students and Scholars.
3. Your mother's maiden name.

### More Info

In order to open an account, your funds must be in cash, in travelers checks, or in the form of a check that is payable through a U.S. bank.

For your convenience, after you have opened a local account, **Student and Departmental Account Services** will cash your personal check up to \$25 if you present a valid Lewis & Clark ID card. If you have any questions regarding banking, please feel free to contact International Student Services at (503) 768-7305.

# How to Make a Tuition Payment with International Funds

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.

**The information below includes a summary of instructions.**

**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.

- To get started, select the country from which your funds will be coming from, and the payment amount you wish to pay, in U.S. dollars.
- After providing some basic information, you will connect with your bank to send funds from your bank to Flywire per Flywire provided instructions.
- Flywire will then convert the funds to U.S. dollars and forward the funds to Lewis & Clark to pay your student account.
- Through the Flywire student dashboard you will be able to track the payment process.
- An email confirmation will be sent when your payment is disbursed to the school.
- No matter your time zone a dedicated multilingual customer support team is available 24/7 via live chat, Skype, email, and phone. Payer support is available by [clicking here](#).

# Student Health Insurance

## Student Health Insurance Waiver for Academic Year 2021-22 Now Available

With a few exceptions (see details below), all undergraduate and law students are automatically enrolled in the student health insurance plan each fall and spring semester. Click on this [link](#) if you are an undergraduate or law student with other [comparable health insurance coverage](#), and you wish to waive enrollment in the student health insurance plan. Students who do not complete a waiver will be enrolled in and charged for student health insurance. **This year's waiver deadline is September 13, 2021!** Students enrolled in the Graduate School of Education & Counseling (GSEC) are NOT automatically enrolled in the student health insurance plan, so do not need to complete this waiver. Trouble completing the waiver? Please contact Clarke Morefield at [stuhealthinsurance@lclark.edu](mailto:stuhealthinsurance@lclark.edu) or 503-768-7160.

**\*If you are a visiting student from Hoksuei Gakuen, Waseda, SACM, the Embassy of Kuwait, Rikkyo or Konkuk**, you will have health insurance coverage through your sponsoring organization so you will not be enrolled in student health insurance. You do not need to complete a waiver.

[Information about rates and costs for 2021-2021 Insurance Plan](#)

# Academic Glossary

Adjusting to college can be a confusing process for anyone, and especially for international students and U.S. students who live overseas. Unfamiliar academic terms, new educational concepts, and new words often confuse international students when they arrive. This glossary or “dictionary” is designed to explain some of the academic terms used frequently in the process of advising and registration.

## **Liberal Arts**

Lewis & Clark, like many other U.S. colleges and universities, is a liberal arts institution. This means that we believe that an “educated person” is one who is familiar with a broad range of academic areas—natural sciences and math (biology, chemistry, physics, calculus etc.), international issues (history, economics, international affairs, political science, etc.), the arts (art, theater, music, etc.), languages and so forth.

The liberal arts concept is very different from that followed by most European and many Asian educational systems where students are encouraged to focus on a particular area of study. In the liberal arts system, students are encouraged to explore, to gain a broad-based education, to question, and to see how academic fields interrelate. In the U.S. students begin to focus on their major in the last two years of study.

Through the liberal arts system, Lewis & Clark encourages students to formulate independent thought by the acquisition of as much available knowledge as possible in their four years of higher education.

At Lewis & Clark some courses called “General Education” or “Gen Ed,” or “Core” courses are required. These include two core courses for first-year students and other courses involving the areas of Bibliographic Research and Writing; Creative Arts; Culture, Power, and Identity; Global Perspectives; Historical Perspectives; Natural Sciences; Physical Education and Well-Being; and World Language.

## **The Semester System**

Lewis & Clark currently operates on the “semester system.” The semester system divides the year into two academic sessions - fall semester and spring semester, each lasting approximately fifteen weeks. Fall semester begins in late August or early September and continues through mid-December. Spring semester begins in mid-January and continues through early May. Most students attend only the fall and spring semesters, but some enroll in the optional summer semester to make up work or to graduate early.

## **Student Status**

Under the current semester system, a full-time student must take a minimum of 12 credits per semester. However, to graduate on time, it is advisable for students to take 16-18 credits per semester. A student taking less than 12 credits is considered to be a part-time student (a violation of Department of Homeland Security rules for international students). Each class listed on the registration website has its value of credits adjacent to it. Most academic classes are four credits each, and most students at Lewis & Clark take four classes per semester plus a physical education (sports), music, or activity class.



Student status—freshman (first year), sophomore (second year), junior (third year), or senior (fourth year)—is determined by the amount of credits you earn. To make normal progress toward graduation it is advisable to take between 16 and 18 credits per semester, thus maintaining a 32 credit average per year.

### **Class Hours or Credits**

The amount of course credit is usually determined by the amount of time spent in the classroom, the amount of homework required, and the difficulty of the course. Most courses at Lewis & Clark are 4 credits. PHIL 101 (Logic) , ECON 210 (Financial Analysis), PHYS 110 (Great Ideas in Physics), and SOAN 100 (Introduction to Sociology) are all 4 credit courses. If the course is worth four credits, a student can usually expect to be in class for three to four hours per week, and spend at least 8 hours on homework for the class. (We usually say that for each one hour in class, you need to study for three hours outside of class). U.S. students refer to their total class hours in many different ways but it all means the same thing. For example, students may say, "I'm taking "sixteen hours" or "sixteen semester hours" or "sixteen credits" or "sixteen credit hours." All in all, this simply refers to the number of credits that the classes are worth academically.

Some courses are worth less than four credits. Some theater, music and physical education (sports) courses are like this. For example, PE/A 101 (Beginning Tennis), MUP 131 (Voice Class), and TH 107 (Ballet) are worth only one or two credits because they require less homework, meet less often, or are not as academically difficult.

To graduate from Lewis & Clark College a student needs to complete a minimum of 128 credits. This normally takes 4 years. If a student goes to summer school, the time required to graduate can be reduced.

A typical class schedule for an incoming freshman might look like this for the fall semester.

JAPANESE 101-02 (Beginning Japanese)	Meets M,W,Th, F from 12:40 - 1:40	4 credits
PE/A 101-38 (Weight Training)	Meets T,Th from 9:45 - 10:45	1 credit
EXPLORATION & DISCOVERY (Core 106)	Meets M,W,F from 1:50 - 2:50	4 credits
BIOLOGY 100-01 (Perspectives)	Meets M,W,F from 10:20 - 11:20	4 credits
BIOLOGY 100-02 (Lab)	Meets T from 3:30 - 6:00	0 credits
THEATER 113-02 (Acting 1: Fundamentals)	Meets T,Th from 1:50 - 3:20	4 credits
<b>Total</b>		<b>17 credits</b>

*Therefore, this student has a total of 17 credits for the fall semester.*

## Prerequisites

Most upper division courses (courses numbered 200 or above) e.g. MATH 315 (Number Theory), or IA 430 (International Affairs Seminar) have certain prerequisites that must be completed before enrolling in the course. These prerequisites are designed to insure that all students enrolled in the class are at the same level of expertise, and have covered and are familiar with material that will be studied. These prerequisites are not designed to keep anyone out of a course.

For example, ECON 215 (Game Theory) has a prerequisite of ECON 100 (Principles of Economics). Therefore, before students can register for ECON 215, they must first pass ECON 100.

If there are recommended courses listed, then it is not mandatory for students to have completed them in order to enroll in the class; merely advisable.

## Grading System

Most courses at Lewis & Clark are graded courses which mean that students receive A, A-, B+, B, B-, C+, C, C-, D+, D, or F. The system for grading in each class is determined solely by the instructor and is not standardized. Most instructors provide information about grading with the course outline or syllabus. All students are thus given equal opportunity, and maximum time to obtain the best grade possible.

Some courses may be taken "credit / no credit" ("CR/NC") which means that a student takes the class but does not receive a letter grade. If students pass the course, they receive the grade of "CR" which means "Credit." If students do not pass the course, they receive a grade of "NC" which means "No Credit." Grades of A, B, C, D, or F are not given in CR/NC courses and the results do not affect the students grade point average. Important to note: All "General Education" or "Core" courses must be taken for a grade.

To select a CR/NC designation, you must obtain the signature of the instructor (forms are available at the Registrar's Office), and file the form within the first ten days of the term. Once this form is filed, it is impossible to change to a letter grade.

## Adding / Dropping a Course

A student may "add" or "drop" a course within the first two weeks of the semester. Adding a course means registering for the course. Dropping a course means stopping the course. **All regular add/drop registration is done via WebAdvisor.** During the ADD/DROP period you must obtain the permission of the faculty instructor to register for all courses. If the instructor agrees to give permission, the instructor will record permission via WebAdvisor. Once this is done, you will be able to register for the course section on WebAdvisor, provided a seat is available. Courses that are dropped in the first two weeks of the semester are not recorded on the student's transcript.

## Withdrawal from a Course

While students may initiate a course withdrawal (for all courses except CORE 120/121) up until the end of the 10<sup>th</sup> week deadline, faculty may not override the deadline by permission. The deadline is a hard deadline.

If for any reason a student cannot complete the requirements of the course within the semester, an incomplete grade ("I") may be issued, with the permission of the instructor. This allows the student to complete all the requirements at a later date, and thus still receive credit and a grade for the course. A grade of "incomplete" will change to a predetermined grade if the work is not completed before the deadline.

## **Transcript**

A transcript is the student's academic record. It lists all courses and grades, including withdrawals, in a student's academic history. The transcript also notes if a student has been on academic probation or suspended from the college. In the U.S. the transcript may be examined by employers when the student applies for a job. The transcript is more important to U.S. students than the "diploma," which is a ceremonial document.

## **First Year Seminars (Core 120 and Core 121)**

The first year seminars (Core 120 Words and Core 121 Numbers) are required courses for all first-year students. It is a two-semester course and enrollment is limited to twenty or fewer students in each section. The seminars are taught by faculty members from many different departments and academic disciplines.

*Words* teaches students to explore the meaning and significance of texts via close reading and analysis, and to express that analysis in writing.

*Numbers* teaches students to interpret quantitative information presented in various forms and contexts; to understand the logical structure of quantitative arguments; and to use quantitative models, theories, and data to simplify, explain, and make predictions.

## **Advisors**

All Lewis & Clark College students—Americans as well as international students—are assigned an advisor, a professor, when they arrive on campus. The advisor's duty is to help the student make intelligent decisions about class load, course selection, academic goals, meeting college requirements, and so forth. First-year students must have the signature of their advisor in order to register for classes.

Advisors are assigned carefully, not randomly, especially for international students. We try to pair advisors and advisees (students) who have a class together. Department chairs serve as advisors for transfer students.

Students may change their advisors at any time. It is easy to do so.

GPA (Grade Point Average)

GPA means grade point average. Employers look for students with a "good" or "high" GPA. Students want to have a "high GPA".

In the U.S. system, the GPA range is listed below:

A = 4.0	C+ = 2.3	F = 0.0
A- = 3.7	C = 2.0	
B+ = 3.3	C- = 1.7	
B = 3.0	D+ = 1.3	
B- = 2.7	D = 1.0	

A student who has a 4.0 GPA (average) is an excellent student. That student has an "A" average. To graduate from Lewis & Clark, a student must have a GPA of at least 2.0 or "C."

Look at the example student record below:

History 110	4 credits	X	B (3.0)	= 12 points
Mathematics 131	4 credits	X	A (4.0)	= 16 points
Exploration & Discovery	4 credits	X	B (3.0)	= 12 points
Psychology 100	4 credits	X	C (2.0)	= 8 points
<b>Total</b>	16 credits			48 points

The student took four graded classes and passed all of them. He earned 16 credits toward graduation. If you multiply the number of credits (4) by the points of the grade (A=4, B=3, C=2, D=1), the student earned 48 points. To get the GPA, divide the points by the credits (48 divided by 16). The student will have a GPA of 3.0. That is the equivalent of a "B" average.

# Telephone and Email Logistics

## Cell Phones

International students occasionally complain that they cannot get a cell phone without a social security number. But there is at least one service that will provide a cell phone without a social security number.

AT&T at 734 SW 3rd Avenue in downtown Portland sells "Pre-paid Phones." TEL: 503-228-2675. Here are the details:

"Pre-paid Phones" are pre-paid. You buy the phone (phone prices start at \$50 and go up) and you can add time to the phone via the phone, the computer or by stopping by AT&T.

For more info on the AT&T services, please see their website at [AT&T Personal](http://www.att.com/gophone). (<http://www.att.com/gophone>)

To get a phone, visit the AT&T store at 734 SW 3rd Avenue. You will need to take with you the following:

- Cash or debit card to purchase the phone.
- Oregon ID card or Passport

## E-mail

E-mail is an important means of communication on the Lewis & Clark campus. You should have opened a Lewis & Clark e-mail account via the internet before you arrived at L&C. You must check your L&C email account everyday.

To open your e-mail account, go to: [http://www.lclark.edu/information\\_technology/information\\_systems/accounts/create/](http://www.lclark.edu/information_technology/information_systems/accounts/create/)

Enter your L&C ID# (seven digits); click on "student," enter your birthdate, enter your last name, and click on "submit."

## Forwarding Email

Remember that you need to check your Lewis & Clark e-mail everyday. If you have a favorite e-mail account (e.g. hotmail, yahoo, etc.), you can easily forward your L&C e-mail to it. This will make checking your e-mail easier and it will help to insure that you will not miss an important message from your professor or the ISS Office.

To forward your Lewis & Clark email, go to: [http://www.lclark.edu/information\\_technology/information\\_systems/accounts/vacation\\_forward/](http://www.lclark.edu/information_technology/information_systems/accounts/vacation_forward/) Type in your Lewis & Clark e-mail login. (Example: bdwhite). Make sure that the login is correct and that it is not capitalized. Then simply type in the complete address of your favorite e-mail account. Your e-mail will be forwarded.

# Emergency Contacts

## **International Students / TCKs Emergency Contacts**

Int'l Student Office **503-768-7305**  
Mon-Fri 8:30am-5:00pm  
After Hours Phone **503-568-1618**

will reach Brian White, Bridget Flaherty,  
or Paola Dennis; or you can call  
Brian's cell phone: 503-936-2855

## **In case of emergency requiring police, fire or medical assistance:**

Lewis & Clark Campus Safety  
Emergency Telephone: (503) 768-7777  
(Operated 24 hours a day during school year)  
Dial **911** off campus emergency assistance

Emergency Hospital Services -- Oregon Health  
Sciences University Hospital, **for urgent and  
emergency care:** TEL: **503-494-7551**

# Portland Guide

Prepared by ISLC student government [Portland Guide](#)