

Fall & Spring Adjunct Resources 2017-2018

Table of Contents

Table of Contents are live links.

Click on heading to access topics within this document or on the web (web pages may take a few seconds to load)

[Academic Calendar](#)

[Accommodations for Students with Disabilities](#)

[Appointment Letter](#)

[Beginning of Semester Checklist](#)

[Class Recordings](#)

[Computer Technology and Assistance](#)

[Computing Services](#)

[Contracts](#)

[Copy Center](#)

[End of Semester Checklist](#)

[Email Set Up](#)

[Emailing your classes](#)

[Everything Links – Faculty Resources](#)

[Exams](#)

[Facilities](#)

[Faculty Lounge](#)

[Grading](#)

[Graduation Requirements](#)

[Honor Code and Procedures](#)

[Individual Research](#)

[Library Services](#)

[Office Support](#)

[Parking passes and Registering Your Car](#)

[Pictures- Faculty, Staff & Students \(The Who's Who\)](#)

[Reception/Front Desk](#)

[Registrar's Office](#)

[Staying in Contact](#)

[Useful Staff and Administrative Contact Information](#)

[What's What – Student Handbook](#)

[Writing Requirements](#)

[Return to Table of Contents](#)

Staying in Contact

We will be in touch with you primarily through your email address. Please let Doreen Corwin know of any email address changes. She can be reached at 503-768-6852 or corwin@lclark.edu. Please check your e-mail from the law school a week before classes start *and then each week thereafter* on the day you teach.

If you desire, you may also have a physical mailbox that is located in the duplicating center on the third (uppermost) floor of the Legal Research Center. Let Doreen know if you'd like a box. If you choose to have a physical mailbox, your name will be below your box.

Accommodations for Students with Disabilities

The school policies on accommodating students with disabilities are detailed in the online student handbook, [“What’s What.”](#) Accommodation issues usually arise in relation to final examinations and may involve additional time, a separate room, a reader, or other adjustments specific to a particular person’s disability. In addition, during the semester a student may have been given access to note takers, special seating arrangements, or other accommodations. In the interest of maintaining some consistency in how each student is accommodated, and in the interest of preserving anonymity wherever possible, accommodations for students with disabilities must be arranged through Associate Dean Libby Davis’ office.

Dean Davis works with the institutional office of Student Support Services to review each request for an accommodation and the documentation of any disability. The school’s ADA specialists recommend the accommodations, and the Law School works with that office to tailor the accommodation to an individual student’s needs. Dean Davis also works with individual professors if accommodations are needed on specific assignments in order to work out the most reasonable accommodation for each student. **You must refer students with accommodation requests, particularly in regard to examinations, to Dean Davis.** In addition, students who have a one-time situation and who request to take an exam at a different time than the scheduled time or who need to take the exam outside the designated exam period must get approval through Dean Davis’ office.

Class Recordings

General Class Recording Policy

The Law School automatically makes an audio/video recording of all classes except those held in Room 335 and Seminar A, which lack the necessary equipment. Students are informed that the recordings are for their personal use only. Professors have three choices for how these recordings are distributed:

- the default is that all students registered in the class will receive a link to the recording;

[Return to Table of Contents](#)

- OR professors may choose to have the link sent to them directly to distribute to individual students per their stated policy. These professors will have to screen requests and handle distribution on their own, as faculty legal assistants will no longer distribute class recordings.
- OR professor may opt out of their class being recorded (see more details below).

If you have strong feelings about having your classes recorded, you may opt out of automatic recording by sending an email to Doreen Corwin (corwin@lclark.edu). But note that there is an exception—it is possible that the Associate Dean of Students will have authorized one or more students in your class to receive recordings due to ADA accommodations. If this is the case, the class will be recorded and the link sent to those students for their exclusive individual use regardless of the policy you adopt for the class in general.

Before each term begins, Doreen Corwin asks professors to notify her (corwin@lclark.edu) of their distribution choice. Again, if Doreen receives no response, the default will be that all registered students receive the recording link.

The full recording policy is available at <https://drive.google.com/a/lclark.edu/file/d/0B-dyHG5ggg-eRVIWODRIQXY5cHM/view?usp=sharing>.

Guest Speakers

Each guest speaker must sign a release form to allow the class to be recorded. Your faculty legal assistants, Lisa Frenz (frenz@lclark.edu or 503-768-6663) and Andy Marion (amarion@lclark.edu or 503-768-6790), can help you collect that release form.

The Speaker Release Form is found here under Administrative References:

https://law.lclark.edu/departments/law_faculty_resources/everything_links.php

If your speaker declines to be recorded, Lisa or Andy will arrange that no students, even those with special accommodations, receive the recording for that particular class. *Please provide sufficient advance notice to enable us to obtain note takers for students with special accommodations.*

Classroom Technology and Assistance

Ryan Montgomery, Computing Services Manager (ryanmontgomery@lclark.edu and 503-768-6645), is in charge of classroom technology, but all staff members in the Computing Services department are available to assist you. Ryan and the computing services staff are best reached by email: lawitservice@lclark.edu and *all emails to individual IT staff also should be copied to that address.*

Everyone in computing services checks email quite frequently. The department “hotline” phone number is 503-768-6644. Please be aware that even urgent requests can take up to several hours for response.

[Return to Table of Contents](#)

Directions for requesting IT assistance are below. *Please do not leave routine requests for service until the last minute*, as the staff is unlikely to be able to fulfill such requests.

Computing services can provide one-on-one training on the classroom equipment. Email lawitservices@lclark.edu to set up a time.

If you have a technology issue when you are in the classroom, Computing Services can dispatch assistance. In Fall, 2017, if your class is from 9:00 a.m. to 8:00 p.m. weekdays or 10:00 a.m. to 4:00 p.m. Saturdays, we have student computer lab assistants on duty at 503-768-6777 (6777 from an on-campus phone). If you cannot reach a lab assistant, call the hotline at 503-768-6644 (6644 from an on-campus phone) and leave a voice message if no one answers. Someone will assist you as soon as possible. This same information is also located near the computer in every classroom. Spring, 2018 student help desk coverage is likely to be the same; we will announce any changes prior to spring semester.

All regular classrooms have the following equipment: PC computer, projector, screen, PowerPoint advancer (“clicker”), document camera (high-tech overhead projector), and a DVD player (rooms 1, 2, 3, 7 & 8 can play BluRay). Seminar A has a flat panel screen with the ability to connect to a laptop in the room or to a personal laptop as well as to a document camera. Room 336 has a projector, screen, laptop computer, and a document camera.

All rooms can connect to the internet, and the computers are equipped with common programs such as Microsoft Word, Excel, PowerPoint, Adobe Reader, Corel WordPerfect and Presentations, Mozilla, Internet Explorer, and Chrome. The classrooms no longer have VHS videotape machines. All rooms except Smith and Lezak have a lapel microphone if you need to amplify your voice.

Each room—except Room 336 and Seminar A—has a camera mounted on the back wall and overhead microphones that are used to record the class. This equipment does not require any input from the faculty member; everything is set up remotely.

The classrooms are equipped to allow you to connect a personal laptop computer to the system. If you have a Macintosh computer, you will need to have a VGA adapter. Some rooms have an HDMI connector. If you want to use your Mac regularly, we would suggest that you purchase an adapter, as the ones the law school loans out are on a first come, first served basis.

You can log in to any classroom computer using your Lewis and Clark email credentials. If you don’t have an account or prefer not to use it, you can use the general login of “lectern” and the password “2learn.”

These login credentials are posted on the classroom lecterns. *Be sure to log out of the computer* when you are finished so no one can access your files. Do not shut the computer off!

If you have a specific technology need not mentioned above, or wish to schedule a training session on using classroom technology, please contact Computing Services (lawitservices@lclark.edu) in advance so we can meet your technology needs.

[Return to Table of Contents](#)

Video Conference and Collaboration

The school has several licenses for Zoom (a more robust program than Skype). Zoom can be used to bring in guest speakers for classes. The program allows multiple attendees at the same time, and desktops can be shared, which allows guests to lead the class using their own materials. If you would like to use Zoom, please be sure to contact Computing Services well in advance at lawitservices@lclark.edu or at 503-768-6644 so a Zoom account can be made before your class meeting. We would prefer to contact and perform testing with the remote site in advance, as there is a learning curve.

Appointment Letter

Appointment letters for adjunct professors are prepared and distributed by Associate Dean John Parry, Doreen Corwin, and Stefanie Pickard. If you have a question about your appointment letter, or if you have not received the letter by the first day of classes, please contact Stefanie Pickard at (503) 768-6801 or pickard@lclark.edu. *You also should make sure to complete required employment paperwork and online registration within three days of your first day of employment.* Note that the appointment letter states our cancellation policy for low enrollment classes.

Email Set Up

New adjunct professors can create a Lewis & Clark email account by going to the online account creation page:

http://www.lclark.edu/information_technology/information_systems/accounts/create/

Having a Lewis & Clark email account allows you to access library databases and faculty evaluations. It also gives you the ability to email your entire class and to access a variety of secure sites with valuable resources. We strongly encourage you to obtain an L&C email.

Emailing your classes

Faculty members are able to email each of their classes. The email address consists of the semester, the law department, the course number, and the section number. To find your course number, access this link on our website and locate your class: <http://law.lclark.edu/courses/catalog/>

Next to the class name is the course number and section letter(s). For example, if you are teaching in Fall 2017, and your course and section number are, for example, 547-SM, the address you would use to email your class would be: 17fl-law-547-sm@lclark.edu. Note that fl indicates a fall class; sl indicates a spring class; and ul indicates a summer class. The class emails are not case-sensitive. Also note that your faculty legal assistants, Lisa Frenz and Andy Marion, are able to email the class on your behalf.

[Return to Table of Contents](#)

“Everything” Links

The online “Everything Academic Resources” site was created by Doreen Corwin, the Director of Faculty Services. This site contains links that provide useful information for faculty. For example, there are links to academic requirements, administrative material (such as the Who’s Who campus photo directory, and phone and extension lists), calendars, class planning documents, and similar material. Access this site at: http://www.lclark.edu/law/departments/law_faculty_resources/everything_links.php.

Exams

General Information

If you are giving a final examination in your class, you will receive a request from the Registrar, Seneca Gray, asking whether you wish to have your exam scheduled or unscheduled. *It is important to let Seneca know if you are using another form of evaluation in lieu of a final exam.* If Seneca does not hear from you, he will schedule your exam. You can reach Seneca at seneca@lclark.edu or 503-768-6781.

Exams can be distributed as either scheduled exams or unscheduled exams. A scheduled exam will be taken at the same time by all the students. Some students may have made previous accommodations with Dean Libby Davis beforehand to take their exam at a different time. Unscheduled exams are available throughout the exam period at the Registrar’s office. The Registrar has three different pickup times (one in the morning, one in the afternoon and one in the evening) that students can pick up their exams at. There are designated rooms for the students to take these unscheduled exams in and when they are through they bring them back to the Registrar’s office.

Scheduled exams can be changed to unscheduled exams, but *unscheduled exams cannot be changed to scheduled*. Students are given the exam schedule at the time they register for classes (in late Spring of each year). They are expected to schedule their classes so they do not have exam conflicts.

The exam period is noted on the [academic calendar](#), and a copy of the schedule for specific exams is on the web. Some professors make the exam available during the reading period just before the actual exam period. This is allowable but *you need to make sure the Registrar knows in advance* that you are planning to do this. Contact Brooke at bmill@lclark.edu or 503-768-6614.

Exams can be typed, printed, and copied for you by the T.I.P.S. staff. At the end of each semester, T.I.P.S. staff notify all faculty, including adjuncts, of the processes and deadlines for getting exams prepared. They can be reached at: 503-768-6663 for Lisa Frenz (frenz@lclark.edu) or 503-768-6790 for Andy Marion (amarion@lclark.edu).

If you are planning to give a mid-term exam, please contact T.I.P.S. as soon as possible so they can get exam preparation information to you and also alert the Registrar in a timely manner.

Students are allowed to take exams on computers unless the professor in the class decides not to allow it. Most students take all exams on their computers. Exams taken by computer are administered using

[Return to Table of Contents](#)

the exam software called ExamSoft (SofTest) (see below). Students who do not use computers handwrite their essay and short-answer exams in L&C Blue Books, which are provided; while students taking a multiple-choice exam will be asked to borrow a laptop from the Registrar's office to complete the exam. If you do not want students to use computers to take their exams, please notify the Assistant Registrar, Brooke Mill bmill@lclark.edu or 503-768-6614, and state this on the Authorized Materials for Exams form you will be asked to complete for each exam. It is also prudent to let students know about this restriction as early in the semester as possible, preferably in your syllabus.

We have an honor code. Exams are not proctored except by the students themselves. The honor code is laid out in full in "What's What," the student handbook:

https://law.lclark.edu/academics/whats_what/

ExamSoft - SofTest

Information about taking exams using ExamSoft (SofTest) can be found at "Exam Rules and Instructions for SofTest" at this link: https://law.lclark.edu/offices/Registrar/instructions_for_paperless_exams/

We invite you to become familiar with the ExamSoft (SofTest) procedure prior to constructing your exam. If you plan to have space limits for answers on your mid-term or final exam, please contact John Parry (parry@lclark.edu or 503-768-6888) or Doreen Corwin (corwin@lclark.edu or 503-768-6852) for instruction on how this works with ExamSoft.

Altering Exam Schedules

A student cannot arrange with the professor to take the exam at some time other than either its scheduled time, if scheduled, or outside the regular exam period, if unscheduled. If a student is unable to take an exam, arrangements must be made through Associate Dean Libby Davis' office either to take the exam at another time or to drop the course. We generally allow a student to move an exam only because of extraordinary and compelling circumstances, usually medical in nature. In addition, we normally do not allow an exam to be rescheduled any later than two weeks past the end of the regular exam period. Although Associate Dean Davis will make every attempt to confer with a professor before making alternate arrangements for an exam, in some cases involving emergencies, or where there is difficulty connecting with the professor, she may have to make arrangements and notify the professor afterward.

Grading

Grades used

The law school uses a grading system ranging from A+ to F. For the purpose of determining grade point averages, grades have been assigned the following numerical equivalents:

A+ 4.3	C+ 2.3	F 0.5 or 0
A 4.0	C 2.0	
A- 3.7	C- 1.7	
B+ 3.3	D+ 1.3	
B 3.0	D 1.0	
B- 2.7	D- 0.7	

[Return to Table of Contents](#)

A+,A,A- Excellent

B+,B,B- Good

C+,C,C- Satisfactory

D+,D,D- Unsatisfactory

F Failing

F's will be treated as a 0.5 for the purposes of grade averages, unless specifically designated as a "0" by the professor.

The law school also occasionally uses grades that have no grade points assigned. These grades do not figure into the semester, yearly, or cumulative average of each student. Courses are designated as graded or ungraded by the Curriculum Committee. Professors do not have the authority to grant requests by individual students to treat a graded course as ungraded or vice versa.

CR Credit earned.

INC Course work not completed.

NC No credit earned.

W A designation meaning the student withdrew from the course after the end of the semester due to special circumstances.

Incompletes

A professor may grant a grade of "incomplete" if a student does not finish a paper or written assignment by the designated deadline. Please be conservative in granting incompletes. It is perfectly reasonable to allow students writing papers to continue through the winter break or past the examination period in the Spring to finish a paper. However, it is helpful for all concerned to set a final deadline that allows you to receive the paper in time to grade it by the date grades are due. The Fall and Spring grade deadlines are listed on the Academic Calendar. A student who receives permission to receive a grade of "incomplete" in a course must complete substantially the same requirements which the other students in the course fulfilled, to the satisfaction of the professor involved, by the end of the next full semester, or the grade of F may be entered for the course.

[Return to Table of Contents](#)

It is imperative that grades for graduating students be turned in on time. Grades received after the due date may be too late for us to certify a student to take the closest bar examination. Potentially graduating students with an “incomplete” at the deadline for spring grades will be listed as graduating at the next available graduation date. If, however, the “incomplete” is not made up in time for this subsequent graduation date, the student will be removed from the list of potential graduates and reinstated only when the required work to finish the incomplete course has been submitted to the professor for a final grade.

Maximum Grade Averages (Grading “curve”)

The Law School requires professors to curve the grades in each class to achieve a maximum grade point average, as set out below. There are many ways to achieve this maximum (for example, all students could receive a “B”), but a common approach is to base the curve on raw scores, with the average raw score receiving the maximum average grade set for that course and the others ranging upward and downward from that average. The Law School’s approach to maximum grade averages makes it inadvisable to use a rigid grading scale based on 100 points (for example, where A grades are limited to those scoring between 90 and 100, and so forth). The grade averages described below are the maximums that can be assigned in any given class. This rule is not intended to limit the discretion of a faculty member to use a grade average below the maximum. That said, absent exceptional circumstances, professors tend to assign grades so that the average is at or just below the maximum allowed. For questions or assistance in calculating grades, contact Associate Dean of Faculty John Parry (parry@lclark.edu).

The maximum grade averages vary with the class enrollment and the methods of evaluation:

1. The maximum grade average will be 3.00 in
 - a. each first-year class and
 - b. in upperclass courses having an enrollment of over 20 students, and in which students are assessed solely by means of examination.

For the purposes of this rule, students in a course are assessed solely by means of an examination if the written examination is the primary component of the grade, even if other factors such as class participation are taken into account in determining the final grade.

2. The maximum grade average is 3.30 in classes in which a paper satisfying the “Capstone” writing requirement is used as the sole means of assessment for all students. This average may be exceeded only in exceptional circumstances, where papers submitted by the majority of students in the class are remarkably strong.
3. There are two types of classes in which the faculty member has a certain amount of discretion:

[Return to Table of Contents](#)

- Classes having an enrollment of 20 students or fewer in which the “Capstone” writing requirement paper is not used as the sole means of assessment
- Classes having an enrollment of over 20 students, not evaluated solely by means of an examination

In these classes, the faculty member will have the discretion to determine the appropriate grade average, subject to the following rules:

- a. the grade average may exceed 3.00 if the faculty member determines, in the exercise of reasonable discretion, that the nature of the class and overall student performance justifies a higher average;
 - b. in exercising this discretion, the faculty member will take into account factors such as the advanced or specialized nature of the class, the method of assessment used, and the fairness of increasing the grade average beyond 3.00;
 - c. the expected maximum grade average in these classes will not exceed 3.30.
4. By its nature, independent research is not subject to rule regarding maximum grade averages.

Compliance with the rule on maximum grade averages

All members of the full-time faculty and adjunct faculty are required to comply with this rule.

At the beginning of each semester, the Registrar will report to the faculty on the grade averages of all courses taught in the previous semester to enable faculty members to monitor compliance with this requirement and to be informed of the manner in which discretion has been exercised. A faculty member who has submitted grades on the high end of the discretionary scale may provide the Registrar with a written explanation and justification to be circulated with the Registrar’s report.

The Dean and Associate Dean of Faculty will monitor grades submitted by adjunct professors, and, where appropriate, will call for justification of a high grade average.

Student Notification of Grades/Timing

Students can get their individual grades from the school web site once they have been put in the computer system by the Registrar. Usually grades will be available to the students within a day of the time they are turned in to the Registrar. Please refer to the Academic Calendar in your materials for due dates. *NOTE that Spring grades for graduating seniors are due ONE WEEK after exams end in the Spring.* If you have a spring class with both graduating seniors and other students, the need to stay

[Return to Table of Contents](#)

within the maximum grade limit may make it necessary to grade the entire class within the time needed to submit senior grades.

Individual Research

Individual Research is a research paper done for 2 hours credit (or for 3 credits by special permission) outside the structure of a scheduled class. Adjunct faculty professors may agree to supervise an Individual Research paper, however this arrangement must be approved by either Associate Dean Libby Davis (eadavis@lclark.edu or 503-768-6610) or Associate Dean John Parry (503-768-6888 or parry@lclark.edu). Adjunct faculty are paid no additional salary for taking on individual research papers and thus are under no obligation to agree to supervise one. Typically, the Associate Deans will not approve adjunct-taught individual research in a semester when the adjunct is not otherwise teaching.

Faculty Lounge

The faculty lounge is located on the first floor (bottom level of the Legal Research Center-the floor below the student lounge/cafeteria). It is near the faculty reading room. Both are available for class preparation but are not places for meeting with students. If you need a room in which to meet privately with a student, contact your faculty legal assistants, Andy Marion (amarion@lclark.edu or 503-768-6790) or Lisa Frenz (frenz@lclark.edu or 503-768-6663).

Parking Passes and Registering Your Car

(Please take care of car registration and parking passes as early as you can before the semester begins – Monday August 14, 2017 for fall; Monday January 8, 2018 for spring)

Below you will find information about ordering your parking passes and registering your car.

Registering your car

Q. Why do I register my car?

A. If your car is registered, the computer system notes that the car is eligible to park in the faculty/staff area of the parking lot WITH a valid parking pass, which can avoid parking problems. You must register any car you drive to campus. It costs nothing to register your car.

Q. How do I register my car?

A. Access <https://lclark.nupark.com/portal> and follow the instructions given there.

You will need your Lewis & Clark email user name and password to sign in.

[Return to Table of Contents](#)

Parking Passes

You will have money added to your contract payment to cover the cost of parking passes. Parking without a valid pass during hours when one is required will result in being ticketed.

Classes meet for 13 weeks each semester. Full-time faculty find it convenient to buy a parking pass for the entire semester, and some adjunct faculty who teach twice a week also employ this approach. Otherwise, you may find it more convenient or economical to buy a pass separately for each day you are on campus.

- Day passes are \$5 (7am-7pm)
- Evening passes are \$3 (3pm-7pm)

There is no charge or pass needed for parking after 7pm

The full Transportation and Parking web page can be reached at:

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

Once you have purchased your parking passes online, you may print them out from your personal computer/printer. You can choose specific dates and either print one date at a time or several.

There is also a kiosk in the law school parking lot on the sidewalk as you enter our campus where you can purchase passes one at a time with cash or debit card. The kiosk is located on the right sidewalk as you enter the law school parking lot in the Information booth.

Parking passes and reserved parking spaces for guest speakers.

Contact your faculty legal assistants, Andy Marion (amarion@lclark.edu or 503-768-6790) or Lisa Frenz (frenz@lclark.edu or 503-768-6663), and let them know how many reserved parking spaces you will need for your guests, their names, and the dates for which you need them. Andy/Lisa will make sure your guests know how to obtain their parking passes and where to park. You may also work with Andy/Lisa to reserve a parking space for guests as needed. *Please provide a few days notice for reserved parking.* If you have any questions about parking or parking passes, contact Andy/Lisa. If you are unable to reach them, contact Doreen Corwin at 503-768-6852 or corwin@lclark.edu.

Beginning of the Semester Checklist

Book orders

It is most economical to order books well in advance of the semester in which they will be used. Please get your book orders to the law bookstore manager, Stefanie Pickard, by the following dates. Stefanie can be reached at pickard@lclark.edu or 768-6801.

- For fall semester: end of June
- For spring semester: end of October

If you will be using photocopied course materials, please see below.

At least one month before the semester begins:

- If you will be using photocopied course materials in addition to, or in lieu of, a casebook or text book, please contact your faculty legal assistants, Andy Marion (amarion@lclark.edu or 503-768-6790) or Lisa Frenz (frenz@lclark.edu or 503-768-6663). They can assist with obtaining copyright permissions for those materials, where necessary, as well as assembling and copying those materials for your course packet. *Note that it will take at least one month to prepare these materials.*
- Should you want to use TWEN to create a website for your class, Andy or Lisa can assist you both with getting it set up and posting materials to it.
- Contact Computing Services (lawitservices@lclark.edu) if you want to schedule training on classroom technology.
- Register your car and arrange to get the necessary parking pass or passes.

One week before classes start:

- Check your e-mail from the law school for important information regarding your class (such as your class roster) and the law school in general. Remember, we will be contacting you primarily through e-mail.
- Provide students with the assignments for the first week so that they can come to class prepared. The normal approach is to send an email with these assignments to your class list; your faculty legal assistants, Andy Marion (amarion@lclark.edu or 503-768-6790) or Lisa Frenz (frenz@lclark.edu or 503-768-6663), can assist you. Andy/Lisa can also post hard-copy versions of the assignments on bulletin boards.

First Class

- Syllabus. We strongly recommend that you provide at least some portion of your syllabus to the students by the first class. It is not imperative that you provide the entire syllabus at the beginning, but you should try to give at least three weeks of assignments by the first day of class, as well as other significant information about the class. Students appreciate getting the remaining assignments at least two weeks in advance. You should have received a template to assist you in preparing a syllabus. If you do not have the template, you can request it from Doreen Corwin (corwin@lclark.edu) or John Parry (parry@lclark.edu).
- Class List. You will have received a class roster from the Registrar about one week before classes start. On the first day of class, check this class list for accuracy. Let the Registrar know as soon as possible if you have a student who is not attending so that the office can follow up. In addition, let the Registrar know the name of any students who believe they are registered in the class but whose names are not on the roster. If your class has a waiting list, students on that list may attend in case they are admitted during the add-drop period. Note that only the Registrar's office—not an individual professor—can allow students on the wait list to register for the class. If you have any questions about your class roster, contact the Registrar's office (503-768-6614).

End of Add-Drop Period

- When the add-drop period ends, about two weeks into the semester, the Registrar will provide you with a final class roster. Please check it for accuracy, as outlined for the first day of class.

End of the Semester Checklist

Mid-November or Mid-April

- Your final grade roster will become available. This roster will reflect any changes that occurred after the add/drop period ended. In the **Spring** semester you will also get a final grade roster for students who are graduating seniors for whom the Registrar needs grades ONE WEEK AFTER THE END OF THE EXAM PERIOD. A grade roster list for the complete class will also be included. The grade roster will be in exam-number order or name order, depending on whether class evaluation
- includes an exam or is limited to one or more papers. If you did not get the correct listing, please contact the Registrar's office. If you would like a copy of the final roster, let the Registrar's office know.

[Return to Table of Contents](#)

Three to four weeks prior to the last class

- Complete and return the online Notice of Authorized Materials the Registrar will email to you three weeks before exams start. This form allows the Assistant Registrar, Brooke Mill, to post information on special instructions, materials allowed in the exam, or other pertinent information regarding your exam. It also informs the Registrar as to the rules for your exam. The information on authorized materials will be posted on the web. Brooke can be reached at bmill@lclark.edu or 503-768-6614.

Be prepared to encourage students to complete faculty evaluation forms, now completed on-line. The numerical summaries of these forms are available on the web to all students, and the forms themselves, with comments, are also available to students on request. The administration uses the forms as a guide in hiring and evaluating adjuncts and full-time faculty. The evaluation results are available to professors once all grades have been submitted. You will need an L&C email address to log into the site. Linda Quandt in the Registrar's office will be working with you and she can be reached at: quandt@lclark.edu.

Two weeks prior to the exam

- If you are giving an exam, check the instructions you will receive on how to prepare your exam.
- If you are giving an exam, please fill out an Exam Processing Form located at https://docs.google.com/a/lclark.edu/forms/d/1v0GFzk0RRGmZ505rZ4JgORcHsPzndXG_EugqQaPdOAU/viewform
- If you wish to have the Text & Image Production Services (T.I.P.S.) staff type your exam, you must get the exam to them 10 days prior to the date on which the exam will be available to students.
- If you type the exam yourself or have someone on your staff do so, the Registrar's office will still need to work with T.I.P.S. to copy it and get it into envelopes for distribution to the students. The Registrar's office needs to have the exam at least 5 days prior to the date it will be available to students.
- If you change your exam from scheduled to unscheduled, let the Registrar know. **It is not possible to change an unscheduled exam to a scheduled exam.**

Turn in grades on time. One of the strongest complaints we have from students is late grades.

Fall grades are due: Monday, January 15, 2018.

Spring GRADUATES grades are due: Friday, May 11, 2018. NOTE: if a graduating student's grade is not submitted on time, that student *will not be listed* as a May grad and may not be eligible for the summer bar exam.

Spring grades for non-graduating students are due: Monday, June 4, 2018

[Return to Table of Contents](#)

Useful Staff and Administrative Contact Information

Front desk: (503) 768-6600 / Fax: (503) 768-6671

<p>Mari Cheney Digital Resources & Reference Librarian Boley Law Library 503-768-6708 maricheney@lclark.edu</p> <p>Doreen Corwin Director of Faculty Services Legal Research Center 503-768-6852 corwin@lclark.edu</p> <p>Libby Davis Associate Dean for Students Legal Research Center 503-768-6810 eadavis@lclark.edu</p> <p>Pamela Frasch Assistant Dean & Director Animal Law Program Wood Hall 503-768-6967 pfrasch@lclark.edu</p> <p>Lisa Frenz Faculty Legal Assistant Legal Research Center 503-768-6663 frenz@lclark.edu</p> <p>Steven Goebel Assistant Dean & Director Business Law Programs Legal Research Center 503-768-6677 sgoebel@lclark.edu</p>	<p>Seneca Gray Registrar Legal Research Center 503-768-6781 seneca@lclark.edu</p> <p>Andy Marion Faculty Legal Assistant Legal Research Center 503-768-6790 amarion@lclark.edu</p> <p>Ryan Montgomery Director of Computing Services Boley Library 503-768-6645 ryanmontgomery@lclark.edu or lawitservices@lclark.edu</p> <p>John Parry Edward Brunet Professor and Associate Dean of Faculty Legal Research Center 503-768-6888 parry@lclark.edu</p> <p>Stefanie Pickard Bookstore Manager 503-768-6747 pickard@lclark.edu</p> <p>Janice Weis Associate Dean for Environmental & Natural Resources Program Wood Hall 503-768-6649 jweis@lclark.edu</p>
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If your classroom is locked, contact Campus Safety at: 503-768-7855 for assistance.

For technical assistance, contact Computing Services hotline at: 503-768-6644.

For school closure information, call the Snowline at: 503-768-7669.