

NEW FAMILY

A GUIDE FOR NEW FAMILIES

HANDBOOK



CLARK
UNIVERSITY



CHALLENGE CONVENTION. CHANGE OUR WORLD.



Dear Clark Families,

Welcome to the Clark community! This is undoubtedly an exciting time for you, and we look forward to working with you to help your student thrive here. This handbook will familiarize you with Clark and the resources available to you. For step-by-step information and key resources to prepare for your student's arrival on campus this August, please visit clarku.edu/welcome.

Your student is about to embark on a meaningful, life-changing transition. For many, this will be their first time away from home. All of them will need to handle college-level academic work, make new friends, deal with finances, live in a community, and respond to numerous other issues associated with building independent lives.

At Clark, we consider all of these components of college life to be part of the educational experience. We don't divide your student's life here into academic and cocurricular zones; instead, we are committed to meeting the needs of each student as a whole. We recognize that our students have their own histories, strengths and challenges. Our academic and student affairs staffs work together to help our students capitalize on those strengths and challenge themselves to grow. We also encourage our students to be forthcoming about their needs and to take advantage of the many support services that are available. These services are outlined in this handbook, and you should feel free to consult any of them yourself as well.

This information will give you a sense of how the Clark faculty, administration, and staff work to sustain a challenging and supportive environment that allows each of our students to develop and succeed, intellectually and personally. We also hope this handbook will clarify for you how we can work together to ensure that your student makes the most of the truly extraordinary learning opportunities and resources that Clark offers.

Again, congratulations and welcome to the Clark community. We look forward to getting to know your student, and you, over the next four years.

Sincerely,

Matt Malsky
*Dean of the College and
Associate Provost*

Francy Magee, Ed.D.
*Dean of Students and
Assistant Provost*

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GENERAL ADVICE FOR FAMILIES

Sending a student off to college is a major milestone, often accompanied by a variety of feelings, including pride, excitement, anxiety and trepidation. Letting go is rarely easy, and it can be hard to adjust to having a student away from home. However, it is important to remember two things: most students do make the adjustment to college life—and to life at Clark, in particular—quite successfully, and one of the major aims of the college experience is for young people to develop the capacities of self-responsibility and independent action.

In the first few days and weeks, it is not uncommon for a student who encounters a challenge to turn to the major source of support they have always had—you. You may get a phone call from your student complaining about a roommate who is “impossible to live with” or a course that has an “unreasonably heavy workload.” As families, it is natural to want to fix the problem. If this happens, we recommend you take the following steps:

1. Talk about the situation with your student and explore possible solutions to the problem.
2. Ask if they have taken advantage of campus resources, such as a faculty adviser, LEEP Center adviser, resident adviser, or a dean in the Dean of Students Office.
3. Look through the list of offices and services in this handbook to help your student identify the best place to look for help on campus.

Remember, though, that it is always best to allow your student to work through their issues rather than attempting to do it for them.

As the semester unfolds, most students will encounter other stressful junctures. They may feel especially anxious around midterm exams, the deadlines for and return of their first research papers, or the start of the reading period and final examinations. Figuring out how to handle these stresses on their own is a major developmental step for students and is essential to their growth. Encouraging them to deal with disappointments and frustrations themselves enables our students to mature in ways that will benefit them for the rest of their lives.

In general, the best way you can help your student adjust to college life is to offer your love, support, understanding, and encouragement. It is also important to remind your student to get enough sleep, physical exercise, and nourishment to be able to do their best work.

We are confident that, over the next several months and years, you—and we—will experience the gratification that comes from watching your student demonstrate a continued capacity to learn and growing ability to act independently: to make choices wisely, learn from mistakes, and accept increasingly higher levels of responsibility.

The next several weeks will go by quickly; so will the next four years. Try to relax—from time to time—and enjoy them.

AN IMPORTANT NOTE ABOUT COMMUNICATION AND CONFIDENTIALITY

The Family Educational Rights and Privacy Act of 1974 (FERPA), more commonly known as the Buckley Amendment, is a federal regulation designed to protect the privacy of students and restricts the dissemination of information within the educational record without the student's explicit consent. FERPA does, however, permit universities to disclose directory information, as appropriate, without a student's consent. For more information on the FERPA regulation and Clark's policy on directory information, please visit clarku.edu/offices/registrar/ferpa.

In accordance with FERPA, the Registrar's Office emails all students instructions on how to provide a FERPA authorization form online via their CUWeb accounts. During a student's time at Clark, we defer to their wishes and disclose specific information about their education record only to those person(s) whom the student specifically authorized. In certain circumstances, Clark University may disclose to parents, who claim the student as a dependent for tax purposes, other information concerning the student's cocurricular behavior. Please be advised that students do retain the right to appeal a decision to disclose the information described above, either by challenging a parental claim of dependency or by making a compelling case that disclosure to parents would be detrimental to the well-being of the student.

In addition to the requirements of FERPA, our relationship with our students is based on the assumption that they are in the process of becoming young adults and should be offered guidance, trust, and respect, and be allowed to make mistakes—learning and growing from both successes and failures.

Families who have been accustomed to receiving regular, detailed reports about their students from their elementary and secondary schools may find it difficult to adjust to not receiving such reports from their college. We urge students to communicate directly and honestly with their families. We also encourage you to ask your student directly about how things are going, and to offer your support and understanding. In addition, we hope you will feel free to contact the offices listed in this handbook if you have questions about general policies, procedures, or resources concerning your student's education and well-being.

We also hope you will understand that, except in rare emergencies, we will seek a student's permission before discussing specific academic, social, or personal matters involving them. We appreciate families' concerns and take them very seriously. However, we also believe it is essential for our students to learn how to articulate their own needs and to resolve problems directly with the appropriate individuals, using the many resources that are available at Clark.

ACADEMICS AT CLARK

Clark University's mission is to educate students to be imaginative and contributing citizens of the world and to advance the frontiers of knowledge and understanding through rigorous scholarship and creative effort.

The intellectual and personal growth of students is enhanced by a wide variety of educational programs and cocurricular activities. We believe that intellectual growth must be accompanied by the development of values, the cultivation of responsible independence, and the appreciation of a range of perspectives.

Clark's academic community has long been distinguished by the pursuit of scientific inquiry and humanistic studies, enlivened by a concern for significant social issues. Clark is dedicated to being a dynamic community of learners; the University maintains a national and international presence, attracting high-caliber students and faculty from around the world. As a university located in the second-largest city in New England, Clark also strives to address the needs and opportunities of contemporary urban life.

Clark's intimate academic setting and long tradition of "elbow teaching"—close working relationships between students and faculty—provide many opportunities for students to pursue knowledge through active participation. High expectations, as well as easy access to our scholar-teacher faculty, encourage students to become autonomous learners.

STUDENT LIFE

While academics are at the heart of the Clark undergraduate experience, the University's commitment to broad-based liberal learning extends beyond the classroom. Participation in cocurricular activities is associated with positive academic performance and contributes to students' overall satisfaction with college. Here, students are encouraged to get involved in cocurricular activities to further their personal growth and development. Clark offers more than 130 different student organizations, ranging from student government and the weekly newspaper to the campus radio station; from the Outing Club and Clark Eco-Reps to a capella groups, dance ensembles, and film societies. We also urge students to volunteer for community service, such as mentoring or providing after-school tutoring to children in our Main South community.

Becoming involved with a student organization, athletic team, or community service group helps students meet others who share common interests, and learn from people whose interests are different from their own—all part of the diverse Clark experience. Connecting to the larger campus community also eases the transition to college. We remind students that their coursework must be their top priority; however, if they manage their time carefully, they can take part in an enriching cocurricular life and still excel academically.

THE ACADEMIC PROGRAM: LIBERAL EDUCATION AND EFFECTIVE PRACTICE (LEEP)

In December 2009, the Clark faculty unanimously adopted the following statement of Clark's learning goals. It sets out the five characteristics that all Clark graduates should possess and be able to demonstrate.

Clark is a small research university that values liberal education. We aspire to engender in our students a love of learning, a respect for inquiry and imagination, and a spirit of engagement with the world in all its diversity and complexity. At Clark, a student's pursuit of liberal education is understood as a developmental and socially situated process that engages students actively in the discovery and creation of knowledge. Clark graduates will be liberally educated people who possess and can demonstrate the following five characteristics:

FOUNDATIONAL LIBERAL EDUCATION SKILLS AND CAPACITIES

- 1. Knowledge of the Natural World and Human Cultures and Societies**—including foundational disciplinary knowledge and the ability to employ different ways of knowing the world in its many dimensions.

The acquisition of this knowledge will be focused by rigorous engagement with big questions, both contemporary and enduring.

- 2. Intellectual and Practical skills**—including inquiry and analysis, the generation and evaluation of evidence and argument, critical and creative thinking, written and oral communication, quantitative literacy, information literacy, teamwork, and problem-solving.

These skills will be practiced extensively, across the curriculum, in the context of progressively more challenging problems, projects, and standards for performance.

- 3. Personal and Social Responsibility**—including ethical reasoning and action, the intercultural understanding and competence to participate in a global society, civic knowledge and engagement locally as well as globally, and the lifelong habits of critical self-reflection and learning.

These abilities will be anchored through active involvement with diverse communities and real-world challenges, taking particular advantage of Clark's urban location and global connections.

- 4. Ability to Integrate Knowledge and Skills**—including synthesis and advanced accomplishment across general and specialized studies, bridging disciplinary and interdisciplinary thinking, and connecting the classroom and the world.

This will be experienced through progressively more advanced knowledge creation, contextual reasoning, and the construction of shared meaning and opportunities for reflection.

CLARK'S DEFINING CONTRIBUTION: THE CAPACITY FOR EFFECTIVE PRACTICE

5. Capacities of Effective Practice—including creativity and imagination, self-directedness, resilience and persistence, and the abilities to collaborate with others across differences and to manage complexity and uncertainty.

These will be demonstrated by application of knowledge and skills to issues of consequence and by emerging membership in larger communities of scholarship or practice.

Clark's curricular framework has three required foundational elements—a First-Year Intensive course, the completion of the Program of Liberal Studies (described on page 8), and a major, culminating with an integrative capstone course or project that demonstrates a student's achievement of the five learning goals. Clark's distinctive approach to undergraduate education provides a structure and guidance for learning while giving students considerable freedom to choose specific courses and pursue fields according to their interests.

SELECTING A MAJOR

Clark currently offers 33 majors, 34 minors, 12 interdisciplinary concentrations, and 14 accelerated bachelor's/master's degree programs. Students have until the end of the second semester of their sophomore year to declare their major. They may also choose to pursue, in addition to their major, a minor or an interdisciplinary concentration to gain depth in an area of interest.

We encourage students to explore a variety of possible majors before choosing one. Many students discover they are fascinated by a field they never studied, or even knew existed, before they got to college. We are convinced that the most important consideration in selecting a major is for students to find a subject about which they are truly passionate. Academic advisers offer guidance in choosing a major, and the staffs of the Academic Advising Office and LEEP Center also are available to help students think through various options.

While families, understandably, hope their students will choose majors that will help them secure good jobs upon graduation, employers regularly emphasize to us that they do not seek students trained in a particular area. Instead, they look for broadly educated individuals who can think critically, learn quickly, and adapt to change. We encourage you to allow your student to decide on a major without feeling unduly pressured to pick something you believe will be "useful" or "practical."

It is important to note that even the most competitive post-baccalaureate professional programs look very favorably upon applicants who have majored in a wide variety of disciplines. For example, in recent years, a Clark physics major was admitted to several of the most prestigious law schools in the United States, and an English major was admitted to a number of fine medical schools (after making sure to take the appropriate science courses as electives). Students are most successful doing what they love; this success is the key to a rich future. The major one chooses is often less important. So, while economics and management can be excellent majors, students majoring in quite different fields can graduate well-prepared to pursue careers in business or go on to graduate school in management.

PROGRAM OF LIBERAL STUDIES

The Program of Liberal Studies has two components:

1. Critical Thinking Courses: While every course in the University involves work in critical thinking, two types of courses place special emphasis on the cultivation of these skills. Students take one course in each of these areas:

Verbal Expression (VE) courses emphasize the relationship between writing and critical thinking within a particular discipline.

Formal Analysis (FA) courses include a formal, symbolic language as appropriate for a specific discipline, rules of logic for that language, and the use of that language for modeling the subject matter of the discipline.

2. Perspective Courses: Perspective courses offer breadth and introduce students to the different ways in which various disciplines or fields define thinking, learning, and knowing. Students must successfully complete one course in each of the following six perspective categories, with each course taken in a different academic department:

Aesthetic Perspective (AP) courses emphasize artistic expression and the perception, analysis, and evaluation of aesthetic form. These courses are designed to enhance students' appreciation and understanding of the arts.

Global Comparative Perspective (GP) courses introduce students to comparative analysis by exploring the cultural, political, or economic aspects of human diversity around the world. They provide students with tools for analyzing human experience by examining similarities and differences in a global or international context.

Historical Perspective (HP) courses develop a student's capacity to understand the contemporary world in the larger framework of tradition and history. Courses focus on the problems of interpreting the past and can also deal with the relationship between past and present. All courses are broad in scope and introduce students to the ways in which scholars think critically about the past, present, and future.

Language and Culture Perspective (LP) courses foster the study of language as an expression of culture. Some students elect to complete this requirement by taking two semesters of American Sign Language. On occasion there is an opportunity to complete this perspective with an English language course.

Natural Scientific Perspective (SP) courses teach the principal methods and results of the study of the natural world and focus on the knowledge and theoretical bases of science. They also include laboratories or similar components to introduce students to the observation of natural phenomena and the nature of scientific study.

Values Perspective (VP) courses examine the moral dimension of human life as reflected in personal behavior, institutional structures, and public policy in local and global communities. Courses taught from the values perspective focus not only on the systematic formulation and analysis of moral and ethical claims, but also on how moral decisions affect both the individual and society.

FIRST-YEAR INTENSIVE COURSES

First-Year Intensive (FYI) courses are stimulating and challenging courses designed for first-year students only. The majority of FYI courses focus in-depth on a specific topic, but students may also enroll in a special section of an introductory course or one that focuses on a particular research project. Each FYI course will fulfill one of Clark's Program of Liberal Studies requirements.

These courses, which all first-year students must complete, are designed to assist the transition to college by providing students with opportunities for frequent feedback and academically focused peer interaction. These courses are rich in intellectual content and emphasize the development of students' communication and analytic skills. The faculty member who teaches the First-Year Intensive course will usually serve as the student's academic adviser until the student declares a major in the second year.

ACCELERATED B.A./MASTER'S DEGREE PROGRAM

Clark offers several programs that allow students to complete the requirements for both bachelor's and master's degrees in an accelerated five-year period. Students may obtain a master of arts (M.A.), master of business administration (MBA), master of public administration (MPA), master of science in finance (MSF), or master of science in professional communication (MSPC) degree. Students submit the online application to the Accelerated B.A./Master's Degree Program at the end of their junior year and begin meeting Graduate School requirements in their senior year, when they enroll in two to four graduate courses as part of their schedule. These courses fulfill both undergraduate and graduate degree requirements. Bachelor's degrees are granted en route to the master's degree.

For eligible students, the fifth year is tuition-free. To qualify, a student must be a full-time undergraduate for four years at Clark; meet bachelor's/master's course prerequisites set by their chosen program; receive a Clark bachelor's degree within five years; and earn a minimum overall 3.40 grade-point average during the second and third years of undergraduate study, as well as a minimum GPA of 3.40 in the fourth year, when they will also take some graduate courses (some programs have a higher minimum GPA requirement or additional departmental requirements for admission). Undergraduates who transfer to Clark are eligible for a 50 percent tuition fellowship during the fifth year of study. To qualify, a transfer student must earn at least a 3.40 GPA for courses taken at Clark, maintain a 3.40 GPA during the fourth year, and meet program course requirements.

The University has approved accelerated programs in biology, biochemistry, business management, chemistry, community development and planning, education, environmental science and policy, finance, geographic information systems, history, international development, public administration, professional communication, and physics. For up-to-date information and application procedures, visit clarku.edu/accelerate or contact the Academic Advising office at 508-793-7468.

ACADEMIC POLICIES AND REGULATIONS

The academic policies and regulations are reviewed and published in the University's academic catalog each June and cover topics such as grading details and options, registration, academic standing, and registration policies. The 2018-2019 academic catalog is available at catalog.clarku.edu.

DISCRIMINATION AND HARASSMENT

It is the policy of Clark University that all students, faculty, and staff should enjoy an environment free of discrimination and harassment and shall have equal opportunity in the education, employment, and services of the University. This policy refers to, but is not limited to, harassment and/or discrimination in the following areas: age, race, color, national origin, religion, sex, sexual orientation, marital status, handicap, and veteran status. Students who have concerns regarding harassment or discrimination are urged to bring them to the attention of the Director of Human Resources/Affirmative Action (HR/AA). Students may choose to have issues involving student-to-student concerns addressed by staff in the Dean of Students Office, who will consult with the Director of HR/AA as appropriate.

STUDENT RESOURCES AND SERVICES

Campus resources and services available to your student are listed alphabetically below. Many of these offices also have information and resources available online at clarku.edu.

ACADEMIC ADVISING

508-793-7468

advising@clarku.edu

clarku.edu/advising

This office assigns academic advisers to all new students. In almost all cases, first-year students' pre-major advisers are their First-Year Intensive instructors. These advisers meet with their advisees weekly in class during their first semester and generally continue to advise them until they declare their majors in their sophomore year. At this point a student is assigned to an adviser from their major department. Academic advisers help students select courses, assess progress, clarify goals, and develop career plans. They also provide information about academic policies and programs.

Academic advising and LEEP Center staff are also available to provide students with general academic advice or to help them choose their majors. Evaluation of transfer credit is handled through the Academic Advising Office, as well as petitions to the College Board for exceptions to university academic policy, undergraduate advising on the accelerated master's program, and assessment of the initial application to that program.

ACADEMIC INTERNSHIP PROGRAM (CAREER SERVICES)

508-793-7258

careers@clarku.edu

clarku.edu/internships

Internships allow students to apply what they are studying in the classroom to real-world situations, earn academic credit, and learn about potential career fields. To be eligible, students must have a minimum cumulative GPA of 2.75 and their proposed internship must be approved through the Career Services' application process. Academic internships are supervised by a faculty member who assigns a complementary academic project. Full details of the academic internship program are available on the Career Services website.

ATHLETICS AND RECREATION

508-793-7161

athletics@clarku.edu

clarkathletics.com

Clark offers 17 NCAA Division III varsity sports: ten for women (basketball, cross country, field hockey, lacrosse, rowing, soccer, softball, swimming & diving, tennis, and volleyball) and seven for men (baseball, basketball, cross country, lacrosse, soccer, swimming & diving, and tennis).

A member of the New England Men's and Women's Athletic Conference (NEWMAC), Clark has established itself as one of the premier athletic programs in New England. The other NEWMAC institutions are Babson, Emerson, MIT, Mount Holyoke, Smith, Springfield, Wheaton, U.S. Coast Guard Academy, Wellesley, and WPI.

The Cougars play a competitive regional schedule in all sports and have enjoyed waves of success recently, including NCAA postseason appearances by men's soccer (2008), men's basketball (2010), men's and women's swimming & diving (2009-2012), and women's volleyball (2016).

The hub of athletic and recreational activity on the Clark campus is the Kneller Athletic Center, which offers most everything an active college student desires.

The ground level features a 2,000-seat gymnasium with a main court that is home to the men's and women's basketball and volleyball teams. The main court and its two adjoining courts is used for activities including basketball, volleyball, and indoor soccer, as well as concerts, performances, and other major events.

The Department of Athletics and Recreation is located on the Kneller's second level, while the lower level features a six-lane, 25-yard, competition-sized swimming pool, squash/racquetball courts, and locker rooms.

The newly renovated and expanded Bickman Fitness Center, adjacent to the Kneller, includes 12,000 square feet of space with cardiovascular machines, weight machines, free weights, exercise space, and a large multipurpose room for fitness classes and dance activities.

The Granger Field Complex, on Beaver Street, houses two large playing fields and six tennis courts, all fitted with custom light towers for evening athletic and recreation events.

One of those playing fields was recently converted from natural grass to a synthetic surface, allowing for extended use for intercollegiate and club/intramural teams. The adjacent Dolan Field House provides support for the outdoor facilities and can accommodate basketball,

indoor soccer, tennis, lacrosse, and many other activities. The building also features locker rooms and a concession stand. The Granger and Dolan complex is home to Clark's baseball, field hockey, lacrosse, and men's and women's soccer teams, and also serves as the main hub of intramural and club sport activities. The complex provides general recreation opportunities for the entire campus community.

Other Clark athletic facilities include the O'Brien Softball Field on Knowles Road (about a mile from campus) and the Donahue Rowing Center for the Cougar rowing programs, located at historic Lake Quinsigamond.

Intramural sports include basketball, floor hockey, ultimate Frisbee, volleyball, indoor soccer, soccer, and softball; club sport offerings include ice hockey, women's lacrosse, equestrian, men's volleyball, men's soccer, Quidditch, and track and field. Clark students also take advantage of fitness and wellness classes including yoga, Zumba, Pilates, strength and toning, tae kwan do, karate, and capoeira. For those interested in dance, there are several different groups on campus including Hip Hop Collabo and the Variant Dance Troupe, as well as ballroom dance instruction, among others.

CAMPUS MINISTRIES AND RELIGIOUS ORGANIZATIONS

Members of the clergy and counselors provide spiritual guidance to students. They also support student religious organizations that sponsor discussions and other activities that encourage the exchange of fellowship and ideas. Organized religious and cultural groups on campus include the Newman Association (a Catholic student association), Hillel/Jewish Student Coalition (508-793-7296), Muslim Cultural Society, Worcester Collegiate Christian Network, Campus Christian Ministries, and Unitarian Universalists.

CENTER FOR COUNSELING AND PERSONAL GROWTH

508-793-7678

counseling@clarku.edu

clarku.edu/counseling

The Center for Counseling and Personal Growth (CPG) is staffed by psychologists, licensed professional counselors, and graduate-level interns who are available to help students with personal and academic problems. All meetings between clinicians and students are confidential unless there is imminent danger to the student or someone else, or by written consent of the student. Members of the counseling staff see students about issues including general anxiety, depression, relationships with friends and roommates, eating disorders, drug and alcohol abuse, and many other matters. Enrolled students are eligible to receive assistance from the Center for Counseling and Personal Growth at no charge. Students are able to schedule intake appointments in which they receive an initial assessment of their presenting problems as well as a recommendation for follow up treatment and/or referrals. Psychiatric evaluations and medication management are available off-site; however, health insurance is required for this service.

Any student who wants to schedule an intake appointment should contact CPG by email (counseling@clarku.edu) or phone (508-793-7678; leave a message in mailbox 1). Emails and calls are responded to within one business day, and students are typically seen

for an appointment within a week. The Center for Counseling and Personal Growth is open Monday through Friday, from 9 a.m. to 5 p.m., during the school year (August 15 to May 15). Services are not available during summer break.

The Center for Counseling and Personal Growth helps students make responsible, healthy choices as they navigate their academic and social lives and provides educational programming on a variety of health and wellness topics such as body image, sexual health, drug and alcohol use and stress management.

Families who wish to speak with a counselor about issues pertaining to a student should call during regular business hours. Counselors are unable to share any information about a student who is receiving treatment at the Center for Counseling and Personal Growth without a signed release from the student.

DEAN OF THE COLLEGE

508-793-7671

dean@clarku.edu

clarku.edu/deanofcollege

The Dean of the College develops and implements undergraduate academic programs and policies. The dean oversees curriculum and instruction, including academic support services, study abroad programs, student-designed majors, and teaching evaluations. The dean works closely with the Undergraduate Academic Board, a faculty committee that reviews proposals for new courses, majors, concentrations, and academic requirements, and assesses existing programs and requirements. He also works closely with three associate deans: one who oversees academic advising and the College Board, one who oversees student success and fellowship/scholarship opportunities, and one who directs the LEEP Center, including career services, study abroad programs, community engagement and volunteering, and the Writing Center.

DEAN OF STUDENTS

508-793-7423

dos@clarku.edu

clarku.edu/deanofstudents

The deans in this office work with students in areas that contribute to students' holistic development. The deans see students for a multitude of issues including emotional, academic, and social concerns. They also partner with others across campus to deliver programs designed to foster an environment that encourages students to become active, involved, and responsible citizens in the global community. Students are encouraged to schedule individual appointments by calling the number above. Students who are thinking about taking a leave of absence or withdrawing should meet with a dean early in that process.

The Dean of Students Office also coordinates services related to housing, residential life, student services, new student orientation, health services, student leadership and programming, wellness, personal counseling, multicultural and first-generation student support, and student conduct.

FINANCIAL ASSISTANCE

508-793-7478

finaid@clarku.edu

clarku.edu/finaid

The Office of Financial Assistance provides guidance to all students who need help financing their Clark education. Each student has a financial aid counselor who can help apply for aid and discuss various financing options. Information regarding the necessary forms required to apply for aid, deadline dates for applying, and the various types of assistance available are on Clark's website, as is information on the various family financing options, such as payment plans and alternative loan options.

HEALTH SERVICES

508-793-7467

Fax: 508-751-5947

clarku.edu/health

Clark Health Services is located at 501 Park Ave. The clinic is open Monday through Friday, 9 a.m. to 5 p.m. There are no services during the summer or school breaks. The clinic is staffed by physicians, nurse practitioners, nurses, and secretarial staff. Students should call to schedule an appointment.

If an illness occurs when Health Services is closed, access to medical care is available through the Hahnemann Family Health Center. Your student should follow the steps below for after-hours care.

1. Call the Hahnemann Family Health Center's answering service at 508-334-8830 and identify as a Clark University student.
2. Leave their name and telephone number with the answering service. The physician on call will respond within approximately one hour.
3. When the physician calls, describe the problem. If the physician decides the student needs to be seen, they will be referred to the emergency room at UMass Memorial Medical Center, 119 Belmont Street, Worcester (umassmemorial.org).
4. At the emergency room, the student should explain that they are a Clark University student and give the name of the physician they spoke with at the Hahnemann Family Health Center.

INFORMATION TECHNOLOGY SERVICES

508-793-7745

helpdesk@clarku.edu

clarku.edu/its

Information Technology Services (ITS) provides support for computing, telecommunications, and networking resources. Popular ITS services for students include:

- General purpose and specialized computing labs
- Discounted computer hardware and free/reduced-cost software (including antivirus and Microsoft Office 365)
- Phone, walk-in and on-campus "house call" technical support for common computer and networking issues
- Wired and wireless networking throughout campus (including public areas, classrooms, residence halls, etc.)

- Email and cloud-based file storage
- An online campus web portal (ClarkYOU), a learning management system (Moodle), and CUWeb, a system for course registration, checking grades, updating addresses, and more

INTERNATIONAL STUDENTS AND SCHOLARS OFFICE

508-793-7362

isso@clarku.edu

clarku.edu/isso

The International Students and Scholars Office (ISSO) staff advises approximately 900 international students, faculty, scholars, and their dependents from more than 90 countries on matters relating to immigration as well as academic, social, financial, and personal concerns about daily life in the United States.

THE LEEP CENTER

508-793-8819

leepcenter@clarku.edu

clarku.edu/leep-center

The LEEP Center provides the guidance, resources, and support necessary for students to identify and achieve their personal and professional goals. Located in the Alumni and Student Engagement Center, the office is home to Academic Advising, Career Services, Community Engagement, Study Abroad, and the Writing Center.

The staff in the LEEP Center also serve as advisers to students, complementing the work of the pre-major and major advisers. Each first-year student will be assigned a LEEP Center adviser, who will be available to meet with the student individually and in groups throughout the student's tenure at Clark. Students can come to the LEEP Center for advising, programs, and opportunities. Students will be able to rely on their LEEP Center adviser for guidance regarding interest exploration; major declaration; experiential and cocurricular learning opportunities, including internships and volunteering; and post-baccalaureate options and preparation.

Academic Advising

508-793-7468

advising@clarku.edu

clarku.edu/advising

The Academic Advising Office helps students plan their academic programs through a coordinated set of activities and services. All new students are assigned a faculty adviser who helps them select courses and programs. Once a student has chosen a major, academic advising is coordinated by faculty within the student's major department. Academic Advising assists with faculty advising, scholarships and fellowships, the Accelerated B.A./Master's Degree Program, and College Board petitions.

Career Services

508-793-7258

careers@clarku.edu

clarku.edu/career

Through individual advising and group workshops, Career Services helps students identify their academic interests, explore career paths, find internships, learn job-search strategies, and plan for graduate or professional school. Each year, job fairs and student/alumni events are offered to allow students to network and learn about internships and postgraduate opportunities. Career Services also maintains a web-based recruiting and job-search system with thousands of internships and full-time positions.

Community Engagement**508-793-8815****cev@clarku.edu****clarku.edu/cev**

The Community Engagement Office is a place for students, faculty, and staff who want to make a difference in the Worcester community. Clark has a strong tradition of community involvement, particularly in our own Main South neighborhood. The office works with local organizations to align Clark student-led projects with identified community needs. Community Engagement works with community-based learning courses, advises service-related student groups, and coordinates an annual community engagement fair for students to find organizations that match their interests.

Study Abroad and Study Away Programs**508-793-7363****studyabroad@clarku.edu****clarku.edu/studyabroad**

The Office of Study Abroad and Study Away Programs staff advises students about credit-bearing opportunities beyond the borders of the Clark campus and across the globe. The University is affiliated with more than 50 semester and yearlong programs on six continents and in more than 20 countries. Students may choose to participate in research, foreign language study, cross-cultural immersion, experiential learning, community engagement, or traditional classroom learning. They are provided with support throughout the program selection and application process and upon their return. Students begin their journey usually in their first or second year at Clark by attending a Study Abroad 101 information session (offered monthly) and the fall Study Abroad Fair.

Writing Center**508-793-7405****writingcenter@clarku.edu****clarku.edu/writing**

The Writing Center helps students improve their writing—from idea generation, organization and composition to final editing and proofreading. Free individual sessions with graduate student writing consultants are available to all students, and Writing Center consultants can help with writing assignments for any course, in any discipline. Many students also use the Writing Center for help with applications for fellowships, scholarships, graduate school, and employment.

LEIR LUXEMBOURG PROGRAM**ugertz@clarku.edu****508-793-7634****clarku.edu/leir**

The Henry J. Leir Luxembourg Program-Clark University (LLP-CU) was founded through the generosity of Dr. h. c. Henry J. Leir, a highly successful industrialist, humanist, and philanthropist. The program's mission is to continue Mr. Leir's philanthropic work by expanding, deepening, and improving relations between Clark University and the Grand Duchy of Luxembourg, the country that offered Mr. Leir refuge on the eve of World War II. The LLP-CU offers a variety of programs and awards aimed at different constituencies, among them the May Term Program in Luxembourg; faculty conferences; the Henry J. Leir Student Conference Participation Award; the Henry J. Leir Summer Research Scholarship; the Henry J. Leir Ph.D. Research Scholarship; the Henry J. Leir Grade 11 Prize; and the Henry J. Leir Lectures.

LIBRARIES

clarku.edu/goddard

508-793-7461

The University's main Robert Hutchings Goddard Library is a cutting-edge facility offering centralized academic and research support services for the entire campus community. The Academic Commons at Goddard Library includes the University's main computer lab and late-night study rooms, the Mosakowski Institute for Public Enterprise, Jazzman's Café, and the Library's Rare Book Room.

Goddard Library includes more than 600,000 volumes, 300,000 monographs, and subscriptions to 1,500 periodical titles. It provides access to more than 1,000 online journals and more than 70 subject-specific databases. Wireless internet access is available throughout the building. The library is open 102 hours per week, with an extended schedule at exam periods. Classes on research techniques and information skills are provided throughout the academic year. Individual research and reference assistance is provided personally and/or electronically. Each First-Year Intensive has a "personal librarian" available to acquaint FYI students with the University's library and information resources.

The Carlson Science Library (508-793-7712) is dedicated to the disciplines of biology, chemistry, math, and physics. Internet access and subject-specific databases are provided. The Guy Burnham Map and Aerial Photography Library (508-793-7322) houses more than 200,000 maps and 7,500 aerial photographs, as well as atlases, journals, globes, map reference materials, and tourist information.

The Jeanne X. Kasperson Research Library (508-751-4630) has a specialized collection in the areas of environment, risks and hazards, development, energy, and technology.

MEDICAL CAREER ADVISING PROGRAM

508-793-7119

premed@clarku.edu

clarku.edu/prehealth

Students considering health-related careers, including medicine, dentistry, optometry, osteopathy, podiatry, veterinary, and others, receive detailed instruction on appropriate course selection, choice of major, preparation for standardized exams, and cocurricular activities. Students are guided through the application process, the selection of schools, and interviewing. Interested students are strongly advised to attend an information session during orientation. Other highlights of the program include volunteering in the emergency room at a local hospital, attending lectures by distinguished guest speakers, and scholarships and prizes for pre-medical students.

STUDENT ACCESSIBILITY SERVICES

508-798-4368

accessibilityservices@clarku.edu

Student Accessibility Services provides academic accommodations and assistance to students with disabilities, whether physical, cognitive, psychiatric, or developmental, and who have provided current disability documentation to the office. Student Accessibility Services treats all materials pertaining to a student's disability as confidential.

PRE-LAW ADVISING

508-793-7233

clarku.edu/prelaw

Professor Mark C. Miller serves as the university's pre-law adviser, with assistance from the faculty members of the pre-law advisory committee. The program provides guidance to undergraduates considering law careers and facilitates the entrance of qualified students into law school. In conjunction with the student-run Pre-law Society, the program sponsors workshops, lectures, and meetings, and provides informational materials to students. At Clark, pre-law advising is highly individualized to meet the needs of each student.

REGISTRAR'S OFFICE

508-793-7426

registrar@clarku.edu

clarku.edu/registrar

The Registrar's Office is responsible for all student academic records, scheduling of courses and exams, classroom assignments, and the academic catalog. Students typically interact with the Registrar's Office during registration periods; the major, minor, or concentration declaration process; junior year, when graduation clearances are required; senior year for commencement preparations; and finally, as alumni who may need transcripts or duplicate diplomas. The Registrar's Office certifies enrollment through the National Student Clearinghouse for all students for financial aid, veteran's benefits, scholarships, loan deferments, health insurance, auto insurance, or other purposes.

RESIDENTIAL LIFE AND HOUSING OFFICE

508-793-7453

housing@clarku.edu

clarku.edu/housing

Staff in this office assist students with a variety of residential needs, including room assignments for on-campus housing, room changes, and the spring housing selection process. The office selects, trains, and supervises the professional and paraprofessional residential life staff, who live in the halls and offer personal advising, academic support, and activities aimed at promoting a safe and enjoyable living environment.

Each hall/house is supervised by an area coordinator or hall director, full-time professionals who generally have an advanced degree and experience in residential life. Assistant directors and hall directors supervise the resident advisers—undergraduate students selected for their excellent human-relations and community-building skills—who are trained to help other students. Resident advisers coordinate social, recreational, educational, and community-service programs intended to build a living-and-learning community.

STUDENT ACCOUNTS OFFICE

508-421-3801

saccounts@clarku.edu

clarku.edu/studentaccounts

The Student Accounts Office is responsible for billing and assisting students and families with paying for their education. Each student is assigned a Student Account Counselor who is available to answer any questions or concerns and to assist students and families with determining the best payment option for them. All of our billing is done electronically, so students are able to view their bills by logging into their CUWeb accounts. Each student has the ability to authorize third parties (parent, grandparent) to view their e-bills; Instructions can be found on the site.

STUDENT LEADERSHIP AND PROGRAMMING

508-793-7549

studentevents@clarku.edu

The Office of Student Leadership and Programming strives to infuse leadership growth and a positive cocurricular life into the fabric of the out-of-classroom experience for students. The office works closely with student clubs and organizations to create a vibrant, engaging, and exciting calendar of events throughout the academic year. At Clark University, students are given the tools to help them succeed in bringing diverse programming opportunities to the campus.

UNIVERSITY POLICE

508-793-7575

clarku.edu/police

The University Police Department, staffed by certified special state police officers, provides year-round, 24-hour community safety services. Clark's security program provides students with precautionary information and services to help ensure their safety and protect their property. A student safety escort service offers free transportation by van to locations on and near campus between 4 p.m. and 4 a.m. daily throughout the academic sessions, with limited summer hours. University Police welcomes your input and will work with you if you have any concerns. University Police also offers Emergency Medical Squad Services, 24/7, during academic sessions.

SPECIAL EVENTS OF NOTE

ORIENTATION (WEEK ONE)

orientation@clarku.edu

clarku.edu/weekone

New student orientation, known as Week One, is designed to help students become acclimated to Clark and to facilitate their transition to college life. During the first week, students attend information sessions and panel discussions, take placement tests, and meet with faculty and peer advisers and residential life staff. They also attend social events and participate in other fun activities to help them get acquainted with their classmates and the campus community. Presentations introduce students to Clark's diverse array of academic programs and courses, cocurricular activities, and community service projects. On the first day of orientation, a special program will be held to familiarize families with Clark; we encourage you to attend.

FAMILY WEEKEND

clarku.edu/familyweekend

Family Weekend provides a wonderful opportunity for you to visit your student on campus, see how well they've settled in to the Clark community, meet their new friends, see their room, and share some new experiences. A variety of activities—academic, social, and cultural—are planned for all members of the family, including siblings. Be sure to mark your calendar and join us Oct. 12-14.

TRAVEL, LODGING, RESTAURANTS AND DIRECTIONS

DIRECTIONS TO CAMPUS

clarku.edu/directions

LODGING AND RESTAURANT INFORMATION

clarku.edu/lodging

clarku.edu/restaurants

IMPORTANT TELEPHONE NUMBERS

All numbers listed below are in area code 508 and have the prefix 793, unless otherwise indicated.

ACADEMIC ADVISING7468

faculty advising, scholarships and fellowships, Accelerated B.A./Master's Degree Program, College Board petitions

ACCOUNTING OFFICE421-3801

billing, student accounts

CAMPUS OPERATOR/MAIN SWITCHBOARD NUMBER 7711

CAREER SERVICES7258

career and graduate school resources, internships

COUNSELING AND PERSONAL GROWTH7678
short-term mental health counseling

DEAN OF THE COLLEGE 7671
overall curriculum development and academic services, commencement,
student award committees

DEAN OF GRADUATE STUDIES7676
graduate programs, Accelerated B.A./Master’s Degree Program

DEAN OF STUDENTS7423
housing, residential life, new student services, new student orientation,
health and wellness, counseling services, student activities, academic support,
multicultural and first-generation student support, student conduct, and
leaves of absence and withdrawals

FINANCIAL ASSISTANCE OFFICE7478
financial aid, loans

GODDARD LIBRARY 7461
library resources

HEALTH SERVICES7467
diagnosis, treatment, and follow-up

INFORMATION TECHNOLOGY SERVICES & HELP DESK7745
technology resources, services, computer hardware and software

INTERNATIONAL STUDENTS AND SCHOLARS OFFICE7362
immigration, employment, academics and student life for international students,
faculty and staff

LEEP CENTER8819
personal and professional advising, LEEP Projects, academic and cocurricular support

Academic Advising7468
 faculty advising, scholarships and fellowships, Accelerated B.A./Master’s
 Degree Program, College Board petitions

Career Services7258
 career & graduate school resources, internships

Community Engagement Office..... 8815
 community engagement and community service

Study Abroad and Study Away Programs7363
 international study programs

Writing Center7405
 writing skills, paper preparation, help with applications for graduate school,
 scholarships and fellowships

KNELLER ATHLETIC CENTER	7161
athletics, trainer services, sports schedules, intramurals	
STUDENT ACCESSIBILITY SERVICES	798-4368
services for students with special needs/physical or learning disabilities	
PRELAW ADVISING	7233
academics, majors, resources	
PREMEDICAL, PREDENTAL, AND PREVETERINARY ADVISING	7119
academics, majors, resources	
PRESIDENT'S OFFICE	7320
REGISTRAR'S OFFICE	7426
student records, course registration, FERPA	
RESIDENTIAL LIFE AND HOUSING OFFICE	7453
housing assignments, roommate assignments, activities in residence halls, resident advisers	
STUDENT ACCOUNTS OFFICE	421-3801
billing and payments	
STUDENT LEADERSHIP AND PROGRAMMING	7549
student organizations	
STUDY ABROAD PROGRAM OFFICE	7363
international study programs	
UNIVERSITY MARKETING AND COMMUNICATIONS	7441
media relations, website, publications, University social media	
UNIVERSITY POLICE	7575
personal safety, campus security, safety escort service, engraving personal property	



ACADEMIC CALENDAR 2018-2019

FALL 2018

Aug. 23-26	Welcome to Clark (class of 2022)
Aug. 27	First day of classes (full semester and Module A)
Sept. 3	Labor Day - no classes (university holiday)
Oct. 8-9	Fall Break - no classes
Oct. 12-14	Family Weekend
Oct. 17	Last day of classes (Module A)
Oct. 18	First day of classes (Module B)
TBD	Fall Fest
Nov. 2	Last day for undergraduate students to withdraw with a grade of "W"
Nov. 21-23	Thanksgiving Recess - no classes (university holidays, Nov. 22 & 23)
Dec. 10	Last day of classes (full semester and Module B)
Dec. 11-12 and Dec. 15-16	Reading Days
Dec. 13-14 and Dec. 17-18	Final Exams
Dec. 19	Exam makeup day (if university closes on a regular exam day)

SPRING 2019

Jan. 14	First day of classes (full semester and Module A)
Jan. 21	Martin Luther King Jr. Day - no classes (university holiday)
March 1	Last day of classes (Module A)
March 4-8	Spring break - no classes
March 11	First day of classes (Module B)
March 29	Last day for undergraduate students to withdraw with a grade of "W"
TBD	Academic Spree Day
April 29	Last day of classes (full semester and Module B)
April 30 and May 1, 4-5	Reading Days
May 2-3 and May 6-7	Final Exams
May 19	Commencement

Visit: clarku.edu/academiccalendar

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O F C L A R K A S Y O U R S T U D E N T .

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Dean of Students Office
950 Main Street, Worcester MA 01610-1477
508-793-7423
clarku.edu/deanofstudents