**Terms all Clark College Students Should Know**

**Academic Standards Policy:** The purpose of the Academic Standards Policy is to quickly identify and alert students with low academic achievement and provide those students with assistance to improve their academic performance. For more information, visit http://www.clark.edu/about/governance/policies-procedures/academic\_standards/index.php

**Academic Calendar:** The Clark College Academic Calendar is a calendar designed to show important dates for students. These calendars show the First Day Classes start each quarter, what days Final Exams begin, and any major holidays that impact the school quarter. Academic Calendars can be found online at **clark.edu**

**Academic Early Warning (AEW):** Academic Early Warning is a resource that enables instructors to communicate with students about any behaviors that are interfering with the student’s success in their class. Students who are placed on Academic Early Warning will be referred to Success Coaches and Peer Mentors to help them devise strategies for success.

**Admissions:** Admissions is the first step to starting or returning to Clark College after an absence. In the Admissions office, students can **Apply** to the college, request a campus tour, and provide basic information on enrolling. For more information, visit the Enrollment Services office in **Gaiser Hall** 128

**Advising Services:** Advising services provides students assistance in academic planning. Students can see an advisor to get help understanding degree requirements, registration procedures, transfer information, and college policies. Advising Services is located in **Gaiser Hall** (**GHL**) 108

**Archer Gallery:** Archer Gallery serves the students and community of Clark College by exhibiting contemporary art in a not-for-profit educational setting. Pieces within the gallery can have ties to regional, national, or international locations, have a strong connection to new contemporary art concepts or methods, Artwork that connects to the Clark College Art Department Curriculum, and works by artists with significant historical influences on contemporary art practices. The Archer gallery is located on the bottom floor of the **Penguin Union Building**. For more information, call 360-992-2246

**Assessment Center:** The Assessment Center helps students through testing determine what classes they place into. Students just entering college can take an assessment to determine what Math and English classes they need to attend. Students can also take exams for students attempting to get their GED, students who are trying to place into Foreign Language classes, and test proctoring. For more information, contact the Assessment Center at (360) 992-2588 or visit them in **Penguin Union Building (PUB) 015**

**Associate Students of Clark College (ASCC):** The Associated Students of Clark College (ASCC) advocate and represent the students of Clark College by serving as the liaison between students and faculty, staff, administration, and the community. By involving students at the college they seek to enhance the community through leadership, respect for difference, engagement and service. To get involved with the ASCC or for more information, contact them at (360) 992-2353 X3640

**Bakery:** The Clark CollegeBakery is operated by students and baking/culinary arts faculty, bringing a high degree of baking excellence to the Clark College community. Students, Faculty, Staff, and community members are encouraged to stop by the Bakery located in **Gaiser Hall Student Center** to enjoy a wide variety of baked goods. The Clark College Bakery is currently undergoing renovations and will reopen in the Fall of 2017

**Bookstore:** The Clark College Bookstore provides students materials for the classes they are taking. These materials include textbooks and school supplies (pens, paper, exam books). Customers can also purchase Clark College apparel, accessories, technology (flash drives, headphones) and food and beverage items. The Clark College Bookstore is located in **Gaiser Hall**

**C-Tran BackPASS:** The C-Tran BackPASS is a bus pass provided to students who commuteto and from school via public transit. C-tran BackPASS’s cost $15.00 and $48.00 if pass need replacement or is stolen. Cost includes new Student ID card. For more information, visit **Security** in Gaiser Hall next to the **Bookstore**

**CANVAS:** CANVAS is an integrated learning system used bystudents and instructors to communicate information, assignments, documents, and discussions. Students who are enrolled at Clark College will receive a CANVAS account which can be accessed from school, home, and on the go. Each class that uses CANVAS is unique, so make sure to check your account often/ For more information on CANVAS, visit the TechHub in the **Library (LIB)** or call 360) 992-2010

**Career Services:** Career Services provides students support by providing resources and strategies for making positive career choices. Career Services can help students choose a college major, develop career plans, create job search materials (resumes and cover letters), find internships, and part/full time positions. Career Services is located in **Penguin Union Building (PUB) 002**

**Cashier’s Office:** The Cashier’s Office of Clark College offers students a place to pay for tuition or fees. Transactions made by cash, credit card, or check may be made at the Cashier’s Office. The Cashier’s Office is located in **Gaiser Hall** or can be reached at (360) 992-2177

**Childcare:** Childcare is provided at Clark College through the Child and Family Studies program. Childcare is available to all students, faculty, and community members at a nominal cost. For more information, contact the Child and Family Studies department at (360)992-2393. The **Child and Family Studies (CFS)** building is located on the northern edge of campus in the **Green Lot 1**

**Classes Today:** The Classes Today webpage allows students to see if their classes are canceled. Any classes list on the webpage will not meet for the day. To find out if your class is canceled for the day, visit http://www.clark.edu/academics/cancellations-delays.php

**Class Schedule:** The Clark CollegeClass Scheduleallows students to see classes being offered quarter by quarter. Classes for the future quarter, current quarter, and previous quarter will be displayed. For view the Clark College Class Schedule, go to http://www.clark.edu/academics/schedule/index.php

**Commencement:** Commencement is the culmination of all the hard work of Clark College students. At Commencement, students are awarded their High School Diploma or GED, an Associate’s degree, Bachelor’s Degree, or Certificate of Completion. The type of degree of certificate you receive is dependent on the program of study you are in. For more information, visit the Office of Eligibility in **Gaiser Hall**

**Computer Labs:** Clark College provides general computing labs in various locations around the campus for students. You may use the open computer lab facilities if you are enrolled in credit classes. You must read and abide by the [Student Computer Policies](http://www.clark.edu/campus-life/student-support/computing_resources/policies.php).  Student logins are required. Computer Labs are located in **Library (LIB 100 and 203), Scarpeli Hall (SHL) 135, Columbia Tech Center (CTC) 203, AA4 116, Scarpeli Hall (SHLE) 023, and Baur Hall (BHL) 101/102**

**Counseling and Health Center:** TheCounselingand Health Center offer students the opportunity to speak with a counselor to discuss and make changes that will help them in their personal, academic, and professional lives. Counseling is available by appointment. The Counseling and Health Center also offers access to a nurse practitioner, who can assist when you are feeling sick, need prescription medications, or need immunizations. In addition, many over-the-counter medications are offered free of charge. The Counseling and Health center is located on the upper west side of campus in the **HSC Building**

**Degree Audit:** A Degree Audit is a report of the credits you have earned from taking classes and the classes you have taken. A Degree Audit can be used by students and advisors to determine what classes should be taken, how long it will take a student to get through a degree program, and what path a student should take. Degree Audits can be found in every students **Clark Students Account Page** on the Clark College website

**Disability Support Services:** The Disability Support Services office assists students with disabilities in accomplishing their educational goals. Students who would like more information can call (360)992-2314 or visit the Disability Support website at <http://www.clark.edu/campus-life/student-support/disability_support/index.php>

**Diversity Center:** The function of the Diversity Center is to be a welcoming and safe place for the entire Clark community (students, faculty, staff, and community members) to learn about and engage in conversations regarding diversity, inclusion, power, privilege, inequity, and social justice.  The Diversity Center’s location is located in Gaiser Hall room 214. Please stop by for a visit, we look forward to seeing you soon

**Financial Aid:** The Office of **Financial Aid** is dedicated to helping students gain the funds to attend college. Financial aid can connect you to local and federal aid sources. They can also give you information on possible work/study positions. For more information, visit the Office of Financial Aid in the **Gaiser Hall** main concourse

**Financial Literacy:** Financial Literacy is a program designedprovidequality training and resources to students, increasing awareness to money and money management. Students can either meet one-on-one with a Financial Literacy coach or can attend Financial Literacy Workshops. For more information, call the **Career Services** at 360-992-2902 or visit them in Penguin Union Building 002

**Fitness Center:** The Clark College Fitness Center offers a place for students, staff, and faculty to stay fit. Students enrolled in a Fitness class are given a free membership. Those not enrolled pay a small fee to join for the quarter. The Fitness Center provides a weight room, circuit room, and trainers to help students achieve their fitness goals. For more info, visit the O’Connel Sports Complex (OSC) or call (360) 992-2808

**Global Pin:** A Global Pin is a unique ID number assigned to each student. Students will need to know their Global Pin when registering for classes, signing in to their Clark Student Accounts, or when trying to change a password.

**Grade Point Average (GPA):** Grade Point Average is the number representing the average value of the accumulated final grades earned in courses over time. See an **Advisor** in **Advising Services** to help understand your GPA and what it means to you

**Library:** The Cannell Library of Clark College is a plethora of resources for students. Students can checkout materials (books, calculators, DVDs, laptops) to help them succeed. The Library also offers ample study space for students to use. The Reference Desk can help students with research topics, writing, and questions about citing sources for schoolwork. Students can also use computers to complete assignments and print materials. The Cannell Library is located in the center of the Main Clark College Campus in the **LIB** **Building**. There is also the **iCommons** located at the Clark College at Columbia Tech Center (CTC) campus. For more information, visit the Library or call 360-992-2151 (360-992-6138 for CTC patrons)

**Passwords:** Each Clark College student will be assigned a password to login in the campus computer system and for their student email account. Passwords for campus computers need to be changed at the end of each quarter. Students who need to change a password can visit the **Clark Students Account Page** at <https://www.clark.edu/current_students/> to do so, or can visit the TechHub, located in the **Library (LIB) aaaa**

**Pathways Center:** The Pathways Center offers a staffed computer lab for students to work in. Staff members can help students solve computer issues with logging in, email, CANVAS, and more! Workshops are also provided to help teach study skills, job readiness, and technology (such as Microsoft programs, Google, and CANVAS). For more info, visit the Pathways Center in **T Building (TBG) 226** 0o call (360) 992-2747

**Peer Mentors:** Clark College Peer Mentors are here to help students in achieving their goals, both through personal experiences and academics. Student peer mentors can help talk to students about study skills, barriers to learning, and academic success. To find out more, contact the Transitions Peer Mentors at (360) 992-2752, the Student Success Peer Mentors at (360) 992-2704, or the Multi-cultural Peer Mentors at (360) 992-2831

**RAVEalerts:** Rave Alert is Clark College's text message and email emergency notification system. It allows you to quickly receive emergency communications and other important information via text message and email. Notifications may be about inclement weather alerts or other emergency communications. To sign up for RAVEalerts, visit https://www.getrave.com/login/clark

**Security:** Clark College Security provides and safety to students on campus. If you have an emergency, call Security at 360-992-2133. Clark College Security also provides walk-along to students who feel unsafe walking to or room classes or to their vehicle in the parking lot. If you lose an item while on campus, check with **Lost and Found** at 360-992-2429. Security is located in **Gaiser Hall** next to the **Bookstore**

**Student Code of Conduct:** The Clark College Student Code of Conduct is a designated set of rules and expectations **ALL** Clark College students are assigned to follow. The view the Code of Student Conduct, visit
http://www.clark.edu/about/governance/policies-procedures/student\_code.php

**Student Employment:** Clark College students who are enrolled in 6 credits or more and have maintained a 2.0 GPA (grade point average) or higher, may be eligible for student employment. Students must first create a Career Services approved resume and take the Student Employment Quiz before they are eliable for employment. For more information, visit **Career Services** in PUB 002

**Student ID Number (SID#):** Every Clark College student is given a Student ID number, which is their main source of identification when on campus. Students may be asked to provide your SID# when filling out forms, registering for classes, etc.

**Student Schedule:** A Student Schedule shows the classes a student is enrolled in, and the times, locations, and instructors of these classes. A Student Schedule also shows the amount of tuition owned and if that tuition has been paid. Students can obtain a copy of their schedule from the **Clark Students Account Page** on the Clark College website, or through the **Registration** office.

**Student Wireless:** The Clark College Student Wireless is wireless internet access for Clark College students, faculty, and staff. If you would like to use the Student Wireless Network, locate the network Clark Student on your mobile device, enter the Wireless Network password (as of Winter 2017: it is blue sky). You will then be asked to enter your username and password that you use for the campus computer system.

**TEchHub:** The Student TechHub is a computer resource center dedicated to helping students who are having trouble logging in to the computer system, logging into email, or are having trouble with CANVAS. The TechHub provides trained staff to help solve these issues. For more information, visit the TechHub in the **Library (LIB)** or call (360) 992-2010

**Tutoring Services:** Clark College offers tutoring services in Math, Writing and Language, Science and Technology, and Accounting and Business. These tutoring services are offered free of charge and are available to all students. For more information, contact Janice Taylor at (360) 992-2773

**Veterans Resource Center:** The Veterans Resource Center is available to help veterans and their dependents get connected with the resources and networks of support available to them at Clark College and in the local community.