

GUIDE FOR  
FAMILIES



CLARK  
UNIVERSITY





Dear Clark Families,

Welcome to the Clark community! This is undoubtedly an exciting time for you, and we are eager to work with you to help your student thrive here. This guide will familiarize you with Clark and the resources available.

Your student has embarked on a meaningful, life-changing transition. For many, this is their first time away from home. They will need to handle college-level academic work, make new friends, deal with finances, and respond to numerous other issues associated with building independent lives.

All of these components make up the Clark 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 in their entirety. We recognize that our students have their own histories, talents, and motivations, and our academic and student affairs staffs work together to help our students capitalize on their 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, all outlined in this guide, available at Clark.

Your student's transition to Clark will be a new and delicate experience, and we are prepared to support them — from the first moments they set foot on campus, through orientation and the Navigator Program, and as they dig into their coursework and cocurricular activities. We know that at Clark, your student will find and cultivate their passions, their knowledge — and themselves.

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

Again, welcome to the Clark community. We are excited to getting to know your student, and you, throughout their Clark career.

Sincerely,

**BETSY HUANG**  
*Associate Provost and  
Dean of the College*

**KAMALA KIEM**  
*Associate Provost for Student Success  
and Dean of Students*

# TABLE OF CONTENTS

<b>GENERAL ADVICE FOR FAMILIES</b>	3	Quantitative Skills Center	18
<b>COMMUNICATION AND CONFIDENTIALITY</b>	4	Strategic Learning Services	18
<b>ACADEMICS AT CLARK</b>	4	Student Accessibility Services	18
<b>STUDENT LIFE</b>	5	Study Abroad and Away	19
<b>ACADEMIC PROGRAM</b>	6	The Writing Center	19
Program of Liberal Studies	7	University Police	19
First-Year Intensive Courses	8	<b>IMPORTANT OFFICES AND PROGRAMS</b>	19
Clark Navigator	8	Alumni and Friends Engagement	19
Selecting a Major	8	Career Connections Center	19
Accelerated B.A./Master's Degree Program	9	Cashier	20
<b>ACADEMIC POLICIES AND REGULATIONS</b>	9	Clark OneCard	20
Discrimination and Harassment	9	Dean of Students	20
Bias Incidents	9	Dean of the College	20
Title IX	10	Facilities Management	20
<b>CAMPUS RESOURCES</b>	10	Financial Assistance	21
<b>STUDENT LIFE</b>	10	Human Resources and Affirmative Action	21
Athletics and Recreation	10	Information Technology Services	21
Campus Ministries and Religious Organizations	11	Leir Luxembourg Program	21
Clark Collective	11	Marketing and Communications	22
ClarkRIDE	11	Medical Career Advising Program	22
Clark Shuttle	11	Office of Diversity and Inclusion	22
Community Engagement and Volunteering	11	Planning and Finance	22
Dining Services	12	Prelaw Advising	22
Identity, Student Engagement, and Access	12	President's Office	23
International Center	13	Provost	23
Lockout Assistants	13	Recycling	23
Mail Services	13	Registrar	23
Residential Life and Housing	14	Student Accounts	24
Student Leadership and Programming	14	Undergraduate Admissions	24
Student Organizations	14	<b>CLARK UNIVERSITY ONLINE</b>	24
Sustainable Clark	15	Clark ALERTS	24
Student Employment	15	Clark Engage and CORQ	24
Undergraduate Student Council	15	Clark "Everyday" Dining Services App	24
Wellness Education	15	ClarkCONNECT	25
<b>SUPPORT RESOURCES</b>	16	ClarkYOU	25
Academic Advising	16	Guardian App	25
Academic Support	16	Handshake	25
DOS CARE and Student Support Services	16	Housing and Dining Portal	25
Center for Counseling and Personal Growth	16	Moodle	25
Clark Swipe Out Hunger	17	Online Textbook Ordering	25
Clark U Rapid Response	17	Panopto	26
Health Services	17	Social Media	26
LEEP Student Success Network	17	USafe-US	26
Peer Success Advising and Tutoring	18	<b>SPECIAL EVENTS OF NOTE</b>	26
Prestigious Fellowships and Scholarships	18	Orientation	26
		Family and Friends Weekend	26
		<b>IMPORTANT TELEPHONE NUMBERS</b>	27
		<b>IMPORTANT DATES</b>	28

# 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 a 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 the following actions:

- Talk about the situation with your student and explore possible solutions to the problem.
- Ask if they have taken advantage of campus resources, such as a faculty member, the LEEP Student Success Network, their peer mentor, resident adviser, or a dean in the Dean of Students Office.
- Look through the list of offices and services in this guide to help your student identify the best place to look for help on campus. *Remember, though, 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 to 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 increasing 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!

# 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](http://clarku.edu/offices/registrar/ferpa).

In accordance with FERPA, the Registrar's Office emails all students instructions on how to provide a FERPA authorization online via their CU Web accounts. During their time at Clark, we defer to students' 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 student's well-being.

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 families to ask students directly about how things are going, and to offer support and understanding. Feel free to contact the offices listed in this guide 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. Throughout their college experience, students will grow and change, develop new skills, learn more about themselves, create lifelong friends, and experience a series of emotions and life events. Student life at Clark is intentionally created and developed to support students through these experiences and prepare them for life after graduation. Students are encouraged to go to activities, engage with people whose ideas are different from their own, and contemplate the impact they want to make in the world.

Participation in cocurricular activities is associated with positive academic performance and contributes to students' overall satisfaction with college. At Clark, students are encouraged to get involved in cocurricular activities to further their personal growth and development, and take advantage of all the campus, and Worcester, has to offer.

Clark offers more than 130 different student-led organizations, ranging from student government and the weekly newspaper to the campus radio station: from the Outing Club and Clark Eco-Reps to acapella groups, dance ensembles, and film societies. Students are urged to volunteer in the community through activities such as mentoring or providing after-school tutoring to children in our Main South neighborhood. 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.

Clark University Student Affairs provides numerous resources to support students in their mental health and wellness, belonging and engagement, care, and community living.

# THE ACADEMIC PROGRAM

Clark is a small research university that values liberal education. We aspire to catalyze 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:

- 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.
- 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 the 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.



## PROGRAM OF LIBERAL STUDIES

The Program of Liberal Studies (PLS) helps students understand the world in diverse ways and make vital connections across subjects. PLS courses constitute their general course requirements over multiple perspectives.

The Program of Liberal Studies has two components:

**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.

**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 specifically for first-year students. 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 fulfills one of Clark's Program of Liberal Studies requirements.

These courses, which are required for all first-year students, are designed to assist the transition to college by providing students with opportunities for frequent feedback and academically focused peer integration. These courses are rich in intellectual content and emphasize the development of students' communication and analytical skills. The faculty member who teaches their FYI course will usually serve as a student's academic adviser until they declare a major.

## **CLARK NAVIGATOR**

All first-year students participate in the Clark Navigator, a program designed to help students transition to academic and campus life at Clark. Through Clark Navigator activities, students are introduced to the fully array of campus facilities, academic resources, social and cocurricular life, and events and opportunities in the Worcester community. Beginning at Orientation and throughout the fall semester, first-year students will meet regularly with their Navigator group. They are paired with a peer mentor, an upperclass student dedicated to steering students through the calm and storm of their first semester, and will learn more about themselves and how they interact and experience the Clark community.

## **SELECTING A MAJOR**

Clark currently offers 36 majors, 35 minors, 12 interdisciplinary concentrations, and 18 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 Student Success Network 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 urge 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 postbaccalaureate 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 — their chosen major 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.

### **ACCELERATED B.A./MASTER'S DEGREE PROGRAM**

Clark offers almost 20 programs that allow students to complete the requirements for both bachelor's and master's degrees in an accelerated, five-year period. These programs are listed in the Program of Study section of the Clark Catalog under the heading "Accelerated Degree." Students apply to the Accelerated B.A./Master's Degree Program in their junior year, and begin taking graduate-level courses during their senior year. These graduate courses provide academic credit toward the completion of the bachelor's degree and fulfill some of the course requirements of the graduate degree. Eligible students are admitted to the graduate program of their choice upon receipt of their bachelor's degree, and complete the course requirements for the master's degree in the fifth year of study.

For additional information regarding the Accelerated B.A./Master's Degree Program, including qualifications and deadline requirements, your student can contact the Graduate Admissions Office at [gradadmissions@clarku.edu](mailto:gradadmissions@clarku.edu) or 508-793-7373, or visit [clarku.edu/accelerated](http://clarku.edu/accelerated).

## **ACADEMIC POLICIES AND REGULATIONS**

Clark's 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 2022-23 academic catalog is available at [catalog.clarku.edu](http://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, gender, gender identity, gender expression, 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.

### **BIAS INCIDENTS**

Clark University values diversity, inclusion, and an environment free from biased or discriminatory behavior. The University embraces diversity of all kinds and is committed to providing a safe, respectful, and equitable educational and work environment free of harassment and intimidation for all members of the Clark community. Further, the University is committed to identifying and implementing anti-racist policies, procedures, and training with all members of the Clark community as part of its ongoing commitment to advance its mission with regards to equity and

inclusion. Students are encouraged to report incidents of bias to [clarku.edu/offices/campus-safety-and-security/bias-incident-reporting](https://clarku.edu/offices/campus-safety-and-security/bias-incident-reporting).

## TITLE IX

Clark University commits itself to providing a campus environment where all students are safe from sexual violence, sexual harassment, and gender (identity or expression) discrimination. Clark believes in the power of a strong community, and it is stronger when all students are engaged in relationships based on mutual care and respect. Both in intimate and platonic settings, Clark expects its community members to practice open communication and effective consent. The Title IX Office develops, enforces, and processes the Title IX Policy at Clark University.

## CAMPUS RESOURCES

Clark offers numerous resources to support students on campus. This section provides an overview of dozens of offices students may use throughout their undergraduate career. Resources are divided into four categories, and are listed alphabetically in each:

- Student Life Resources
- Support Resources
- Important Offices and Programs
- Clark University Online

## STUDENT LIFE

### ATHLETICS AND RECREATION

The Department of Athletics and Recreation provides students, faculty, and staff an opportunity to gain a sense of physical well-being through various forms of activity. Because everyone has a different approach to achieving their own level of personal fitness, Clark Athletics offers both individual and team activities, at varying levels of competition, in three structured forms of recreation: intercollegiate athletics, intramural athletics, and wellness activities.

#### *Intercollegiate Athletics*

Clark's 17 intercollegiate varsity teams compete in National Collegiate Athletic Association (NCAA) Division III. Locally, Clark competes in the New England Women's and Men's Athletic Conference (NEWMAC), which also includes Babson College, Emerson College, Massachusetts Institute of Technology, Mount Holyoke College, Smith College, Springfield College, United States Coast Guard Academy, Wellesley College, Wheaton College, and Worcester Polytechnic Institute. Men's varsity sports are baseball, basketball, cross country, lacrosse, soccer, swimming and diving, and tennis. Women's varsity sports are basketball, cross country, field hockey, lacrosse, rowing, soccer, softball, swimming and diving, tennis, and volleyball.

#### *Intramural Athletics*

Clark's intramural program gives eligible students the chance to participate in organized physical activities without the demands of varsity intercollegiate athletics — but with the same enjoyment and achievement. Clark staff or students supervise all activities. Leagues

and tournaments are structured in a variety of ways, such as by level of competition or gender. Activities, which range from one-day tournaments to league play, include fall and winter soccer, flag football, volleyball, basketball, softball, floor hockey, whiffle ball, squash, and racquetball.

### *Wellness Activities*

Wellness Education at Clark University strives to create a campus culture of equitable wellness, resilience, and adaptability. Each semester, Wellness Education services and programming incorporate large campus-wide events, workshops on specific health-related topics, peer education, the incorporation of habitual self-care practices with the Weekly Wellness Staples, and individual wellness coaching and personal exploration. Follow [@clarku\\_wellness](#) on Instagram or stop by to get connected with the office, Room 305 in the UC.

## **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 encouraging 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), Muslim Cultural Society, Worcester Collegiate Christian Network, Campus Christian Ministries, and Unitarian Universalists.

## **CLARK COLLECTIVE**

The Clark Collective facilitates events and activities where Clark student small business owners can sell their products and services. Currently, the Clark Collective hosts pop-ups in Red Square. Tables and social media marketing are provided!

## **ClarkRIDE**

ClarkRIDE provides transportation for students to and from off-campus housing within the Main South neighborhood and the Clark campus area only. To get to commercial destinations, please use the Clark Shuttle.

## **CLARK SHUTTLE**

The Clark Shuttle, provides transportation between Clark's main campus and the Becker School of Design & Technology classrooms at 80 Williams Street and 61 Sever Street. It also makes stops at various stores and commercial locations during weekday evenings, and at popular Worcester destinations on the weekends, including Shrewsbury Street, the Worcester Common, the Canal District, and more.

## **COMMUNITY ENGAGEMENT AND VOLUNTEERING**

*Shaich Family Alumni and Student Engagement Center, room 209B*

The Community Engagement and Volunteering Center — part of the University's LEEP Student Success Network — supports Clark's academic mission by connecting students with local organizations for academic and cocurricular experiences. Some students volunteer on an ongoing basis, supporting the work of local organizations, while others embrace advocacy, raising awareness about causes ranging from health care to social justice. Often, community engagement is woven into the Clark academic experience through course-based projects, internships, or collaborative research.

## DINING SERVICES

Clark University takes pride in offering its students excellent dining choices. Food service options located in the Higgins University Center and Academic Commons are open every day during the academic year, from early morning until late at night. Different meal plans are available to satisfy all dietary needs, personal tastes, and individual schedules. Clark Dining Services can accommodate most allergies and restrictions; students should contact the Dining Services General Manager at x7158 to discuss any special needs or concerns. Please visit [clarku.edu/life-at-clark/dining-on-campus](http://clarku.edu/life-at-clark/dining-on-campus) for the most up-to-date information regarding daily menus, hours of operation, nutritional information, contact information, and special events. Students living in Traditional and Suite Lifestyle Housing are required to enroll in a meal plan, and may choose from the All Access, 15, 12, and 10 meal options. A “plus” option may be added to any one of these plans, which will allow a late-night meal swap and \$25 additional dining dollars. Apartment Lifestyle Housing includes the 5 Meal Plan by default, but students may upgrade to a larger plan; sophomores, juniors, and seniors living in Apartment Lifestyle Housing may opt out of the meal plan requirement. Graduate students may purchase the graduate meal plan in blocks of 10 meals.

Students may change their meal plan choices within the first two weeks of each semester. Find a complete list of meal plan options at [clarku.edu/dining](http://clarku.edu/dining). The dining website has the most up-to-date information regarding daily menus, hours, contact information, and special events.

## IDENTITY, STUDENT ENGAGEMENT, AND ACCESS

*Dana Commons*

[clarku.edu/offices/identity](http://clarku.edu/offices/identity)

The Office for Identity, Student Engagement, and Access (ISEA) enhances access to community and resources for students to ensure they know they belong and can thrive during their time at Clark. Our team empowers students holistically by cultivating social and cultural capital and resources to communities that have been systematically and historically underserved. Our space seeks to honor the advocacy, activism, and legacy of the students, staff, and faculty who have come before us, making this space and community possible. Through intentional mentoring, identity-centered experiences, and spaces that build community, we advocate for and empower students to find their voice and provide support to actualize their potential.

ISEA currently supports:

- Students of African American/Black, Latine/Latinx, Asian/Desi-American, Pacific Islander, Native/Indigenous, and Multiracial descent
- Students in the LGBTQIA+ community, exploring their identity as it relates to gender and sexuality, and larger gender diverse population
- First-generation college students\*
- Student populations who may need support and new resourced initiatives may expand over time

\*At Clark University, first-generation is defined as an individual whose parents/guardians did not complete a 4-year degree. This does not include siblings.

## INTERNATIONAL CENTER

The International Center (IC) supports anyone who identifies as an international student or who has a connection to a country or culture outside of the U.S. The International Center comprises three different departments located in Corner House: the American Language and Culture Institute (ALCI), International Programs, and the International Students and Scholars Office (ISSO).

While each office has its own specialization, everyone who works in the International Center is committed to supporting the needs of the international community at Clark and enhancing the international student experience. IC programs help students connect with others across campus, create spaces where students can safely ask questions, and support students' linguistic needs and cultural adjustment.

The American Language and Culture Institute provides academic support to students for whom English is not their first language and who are interested in further developing their English skills. The International Student and Scholars Office serves the needs of international students, researchers, and faculty through immigration advising and document processing.

## LOCKOUT ASSISTANTS

On-campus students who are locked out of their rooms and cannot find a roommate, suitemate, or on-duty resident adviser can call a lockout assistant for help. Lockout assistants are available seven days a week, 9 a.m. to 9 p.m., by calling 508-735-2413. From 9 p.m. to 1 a.m., the resident adviser on duty can help students who are locked out; University Police will respond between 1 and 9 a.m.

## MAIL SERVICES

*Higgins University Center, second floor*

Student mailboxes are located on the second floor of the Higgins University Center; The mailroom staff distributes all U.S. Postal Service and campus mail.

Any mail for students should be addressed as follows:

Student name  
Campus box number  
Clark University  
950 Main St.  
Worcester, MA 01610

Students living in Clark-owned housing must use their box number for all mail correspondence as the USPS will not deliver to residence halls or houses. Graduate students have window service mailboxes, which means they show their Clark ID at the mailroom window to pick up their mail.

Packages may be picked up at the mailroom window. Students will be notified via email that a package has arrived, and should wait a few hours after receiving the email to pick up packages. Students must show a valid Clark ID to pick up packages.

Any student expecting a package that for some reason is not found in the second-floor mailroom should go to the main mailroom in the basement of the University Center and speak to a full-time employee. During the first few weeks of the semester, the mailroom is extremely busy, so please plan on longer wait times after receiving emails and longer lines at the window.

Please be aware that students' campus boxes are not post office boxes. All FedEx, UPS, DHL, and Laser Ship packages sent to Clark students are signed for by mailroom staff, so it is imperative that they be addressed with the correct campus box number.

Students may also send FedEx, UPS, and USPS packages, with prepaid labels, using the collection boxes located in the vestibule at the main entrance of the University Center. Packages that do not fit in these boxes can be brought to the mailroom in the basement. Please note that the second-floor mailroom will not accept outgoing packages.

## **RESIDENTIAL LIFE AND HOUSING**

*Higgins University Center, third floor*

The Residential Life and Housing (RLH) office supports students' residential needs and supervises the staff who live in residence halls and houses —the people who offer personal and resource support and work to provide a safe and enjoyable living atmosphere. Additionally, room assignments for on-campus housing, room changes, and the spring housing lottery are coordinated through this office. For more information about residential life at Clark, please visit [clarku.edu/offices/housing](http://clarku.edu/offices/housing).

RLH has more than 40 student resident advisers who live and work in the residence halls to build community, be a resource to students, and create engaging programming opportunities. Follow [@clarkuniversityreslife](https://www.instagram.com/clarkuniversityreslife) on Instagram to get updates on all the great things happening at Clark.

## **STUDENT LEADERSHIP AND PROGRAMMING**

*Higgins University Center, third floor*

The Office of Student Leadership and Programming weaves a positive cocurricular experience into the fabric of students' lives outside of the classroom. The office works closely with undergraduate student clubs and organizations to plan, implement, and promote a vibrant, engaging, and exciting calendar of events throughout the academic year.

Office staff can provide information about upcoming events; Undergraduate Student Council and funding opportunities; membership and involvement in Clark's 130+ student organizations; and leadership development programs. The office also coordinates Orientation and various pre-orientation programs.

## **STUDENT ORGANIZATIONS**

Clark University offers multiple ways for students to connect and be involved. Clark hosts more than 130 undergraduate and graduate clubs in a range of categories, including academic and preprofessional, arts and performance, governance and politics, global and environmental, student support, cultural and diversity, religious and spiritual, club sports, media and publications, and community engagement. Students should visit [engage.clarku.edu](http://engage.clarku.edu) to learn more about club offerings and events.



## **SUSTAINABLE CLARK**

Sustainable Clark's mission is to make Clark greener. Whether it's waste reduction and recycling, energy efficiency, water conservation, composting, edible landscaping, real food, or fighting climate change, we're on it. Clark's bold Climate Action Plan targets climate neutrality by 2030. Clark's Eco-Reps, along with members of other sustainability-focused clubs and student ventures, embody the mission through student engagement, activities, events, and sustainable businesses.

## **STUDENT EMPLOYMENT**

*Shaich Family Alumni and Student Engagement Center*

Clark's undergraduate student employment program provides opportunities for students to gain professional experience by working in departments on campus and in the local community. In these workplace settings, students can use their talents while acquiring new skills that help them prepare for life after Clark. Student Employment is part of the Career Connections Center.

## **UNDERGRADUATE STUDENT COUNCIL**

*Higgins University Center, first floor*

The Clark Undergraduate Student Council (CUSC) advances the interests of students and ensures that students play a vital role in decisions at the University.

CUSC is charged by the Trustees of Clark University as caretakers for the Student Activities Fund in its entirety, and is responsible for supporting the undergraduate student body by providing funds to all recognized student clubs and student initiatives. The Student Council also is responsible for representing the student body in the form of binding and nonbinding legislature, resolutions, and formal correspondence with the administration.

## **WELLNESS EDUCATION**

*Higgins University Center, third floor*

The driving vision of Wellness Education at Clark University is to create a campus culture of equitable wellness, resilience, and adaptability. The offered services and programming increase the education, skills, supports, and practices students need to build a healthy lifestyle. The concept of holistic health is taught through the framework of the Wellness Wheel, which highlights eight essential areas: mental and emotional wellness, physical wellness, social and cultural wellness, sexual wellness, spiritual wellness, occupational wellness, financial wellness, and environmental wellness.

Wellness Education also highly values and often uses peer education, in which members of our student community are supported and trained to promote health-enhancing change and the prioritization of well-being among their peers. Each year, new wellness ambassadors are trained through the NASPA-Certified Peer Educator training program and consent advocates are trained to facilitate the Consenting Communities program.

# SUPPORT RESOURCES

## ACADEMIC ADVISING

*Shaich Family Alumni and Student Engagement Center, room 214*

The Academic Advising Center assigns advisers to assist first-year students with their first-semester course registration. The Center also evaluates transfer and advanced standing credit, and students are invited to meet with a staff member for general academic advice or for help in deciding on a major. Academic Advising processes College Board petitions for exceptions to any academic policy, as well as approvals of courses to be completed outside of Clark; and the Associate Dean of Academic Services reviews cases involving possible violations of academic integrity, as well as all College Board petitions.

## ACADEMIC SUPPORT

*Academic Commons, Goddard Library, first floor*

The Office for Academic Support helps all students achieve their full academic potential through tutoring — in biology, chemistry, computer science, economics, geography, math, psychology, and Spanish — and peer success advising in time management, organization, study skills, and more. The office also houses the Quantitative Skills Center and the Writing Center.

## DOS CARE AND STUDENT SUPPORT SERVICES

*Shaich Family Alumni and Student Engagement Center, second floor*

The DOS CARE (Campus Assessment, Response, and Education) team creates sustainable systems of support that are accessible, inclusive, and equitable, so students can thrive as they work to reach their full potential. CARE's goal is to provide wraparound services that increase students' awareness of both local and campus resources, add value to their experience, and enhance their sense of personal worth, belonging, and self-efficacy. Students can contact DOS CARE with questions, concerns, or support needs in a number of areas, including academic progress, personal issues, mental health concerns, leaves of absence, food insecurity, and more.

## CENTER FOR COUNSELING AND PERSONAL GROWTH

*114 Woodland Street; 508-793-7678*

Staffed by mental health professionals and graduate interns, the Center for Counseling and Personal Growth (CPG) provides services including short-term individual therapy, group therapy, consultations and training for faculty and staff, crisis intervention, and referrals to local psychiatrists and mental health specialists. Counseling is provided free of charge to both undergraduate and graduate students.

CPG assists students in dealing with a variety of issues, including (but not limited to) depression, anxiety, adjustment issues, time/stress management, and body image issues. The Center is open Monday through Friday from 9 a.m. to 5 p.m. Appointments are required; students should call 508-793-7678, x1, or email [counseling@clarku.edu](mailto:counseling@clarku.edu). Students can access CPG After Hours between 5 p.m. and 9 a.m. on weekdays and 24 hours on weekends. To connect with a professional therapist through CPG After Hours, students should call 508-793-7678 and select option 2.

Counseling for students at Clark is confidential, and information is not shared without permission, except in cases where an individual's safety is at risk. Students who have been clinically determined to be a risk to themselves or others may be assessed by the emergency mental health service at

UMass Memorial Medical Center (Lake Avenue campus). The University's protocol following any mental health hospital evaluation or hospitalization includes a re-entry interview by an on-campus clinician, which must take place within 24 business hours of release from the hospital. A student is not allowed back on campus until the interview has been conducted, or unless otherwise approved by the Dean of Students.

### **CLARK SWIPE OUT HUNGER**

Swipe Out Hunger is a program that allows any Clark student experiencing food insecurity to obtain a set number of free meal swipes, transferred directly onto their OneCard (Clark ID). Students who are allocated meals will receive swipes on their card within two business days of their call with someone from the program; the swipes can be redeemed in the dining hall or Bistro. Students who have questions or concerns can reach out to the Dean of Students office at 508-793-7423 or email [DOS@clarku.edu](mailto:DOS@clarku.edu).

### **CLARK U RAPID RESPONSE**

*Call University Police at 508-793-7575*

All Clark University Rapid Responders (CURR) are undergraduates who are trained as certified first responders and carry an AED (automated external defibrillator), wound treatment supplies, splinting equipment, etc. CURR is overseen by a five-member executive board of undergraduate students, and University Police Officer Nelson Perry serves as CURR's adviser. CURR maintains a close relationship with MedStar Ambulance and Clark University Health Services, and provides standby coverage at both small and large University events.

In case of an emergency on campus, students should call University Police at 508-793-7575 to request CURR (**they should not call 911**, as this will delay the response time). As the overseeing department for CURR, University Police may also respond and authorize an ambulance call if necessary.

### **HEALTH SERVICES**

*501 Park Avenue*

Clark University Health Services, staffed by physicians, nurse practitioners, nurses, and administrative personnel, is a primary care outpatient clinic providing on-campus health care to full-time undergraduate students. Graduate students may use Health Services on a fee-for-service basis. The office is open from 9 a.m. to 5 p.m., Monday through Friday, when classes are in session. Students can call x7467 to schedule an appointment.

If an illness occurs when Health Services is closed, medical care is available through the Hahnemann Family Health Center. Information for accessing after-hours care can be found online and in the Student Handbook.

### **LEEP STUDENT SUCCESS NETWORK**

Clark's LEEP Student Success Network is a constellation of academic advising and support staff that complements the work of faculty advisers. Throughout students' academic experience and career development, they may connect with advisers in the following offices for sustained and coordinated guidance: Academic Advising Center, Career Connections Center, Community Engagement and Volunteering, Peer Success Advising and Tutoring, Prestigious Fellowships and Scholarships, Quantitative Skills Center, Student Accessibility Services, Study Abroad and Away, and the Writing Center.

## **PEER SUCCESS ADVISING AND TUTORING**

*Academic Commons 104*

Peer Success Advising and Tutoring helps students improve their time management, organization, and study skills, and also provides support for nonquantitative courses such as psychology, biology, and Spanish. These services are available in the Academic Support Center.

## **PRESTIGIOUS FELLOWSHIPS AND SCHOLARSHIPS**

*Shaich Family Alumni and Student Engagement Center*

Clark University encourages undergraduate students, graduate students, and recent alumni to apply for competitive fellowships and scholarships to advance their research, teaching, and career trajectories. Prestigious fellowships and scholarships provide opportunities and financial support for a variety of experiences, including study abroad, undergraduate and graduate study, federal employment, teaching, research, and public service. The office advises and assists interested students throughout the application process, including planning, writing personal statements and proposals, and interviewing.

## **QUANTITATIVE SKILLS CENTER**

*Academic Commons, Goddard Library, first floor*

The Quantitative Skills Center (or “Q Center”), located within the Academic Support Center, provides one-on-one peer tutoring in math and statistics subjects. Frequently used tutoring services include support for PSYC 105, CSCI 120, GEOG 110, ECON 160, MATH 119, MATH 120/124, and MATH 121/125.

## **STRATEGIC LEARNING SERVICES (SLS)**

The Strategic Learning Services program (SLS) at Clark University supports students with a holistic track to long-term success. Strategic learning coaches help students build self-confidence, motivation, and self-reliance through individualized study strategies that are adapted to a student’s needs and style. Students will develop skills including efficient note taking, organization, time and stress management, test-taking strategies, and more.

Strategic learning coaches model effective student-teacher interactions and encourage students to take responsibility for their choices and actions, leading to positive self-perception and the motivation to succeed. Students meet with their coach for one hour-long session (or two half-hour sessions) per week throughout the semester.

## **STUDENT ACCESSIBILITY SERVICES**

*Academic Commons, Goddard Library, first floor (Academic Support Center)*

Student Accessibility Services provides academic accommodations and assistance to students with disabilities — including physical, cognitive, psychiatric, or developmental — and who have provided current disability documentation to the office. All materials pertaining to a student’s disability are confidential.

## STUDY ABROAD AND AWAY

*Shaich Family Alumni and Student Engagement Center, room 205*

The Office of Study Abroad and Away helps to connect undergraduate students with opportunities that align their academic and cocurricular interests with credit-bearing experiences beyond the Worcester campus. Whether students are looking for Spanish immersion in Latin America or an internship in Europe, Study Abroad and Away can provide an educational opportunity in one of Clark's 50+ approved programs around the globe.

## THE WRITING CENTER

*Academic Commons, Goddard Library, first floor (Academic Support Center)*

The Clark University Writing Center assists students with writing in every discipline in the University. The Writing Center will help with writing at any stage — whether a student writer is brainstorming ideas, writing a first draft, or editing a final version. Students can get help starting projects, organizing their thoughts, revising drafts, and working with citations, and will improve the mechanics of their written English and learn to avoid plagiarism. Students can bring writing for any class, in any discipline, as well as cover letters, résumés, and personal statements. For more information about the Writing Center's services, visit [clarku.edu/writing](http://clarku.edu/writing).

## UNIVERSITY POLICE

*Bullock Hall, basement*

The University Police Department, staffed by Massachusetts State Special Police Officers, provides life and property protection to the Clark community — 24 hours a day, 365 days a year. In addition to patrolling grounds and buildings routinely, the department supervises a student-run emergency medical services program and the ClarkRIDE safety transportation service. Officers are specially trained in sexual assault investigations, diversity, medical response, active shooter response, hate bias crimes, and crime prevention, among other areas.

# IMPORTANT OFFICES AND PROGRAMS

## ALUMNI AND FRIENDS ENGAGEMENT

*122 Woodland Street*

The Office of Alumni and Friends engagement comprises two departments: The Clark Fund and Alumni Affairs. Together, the teams work to build meaningful, long-term relationships among Clark University, its graduates, and stakeholders through communications, programming, events, volunteer opportunities, networking, and fundraising. The office coordinates alumni communities and events, fundraising initiatives, Family and Friends Weekend, and Reunion Weekend, and advises two student groups: the Student Alumni Relations Committee (SARC) and the Senior Class Gift Committee.

## CAREER CONNECTIONS CENTER

*Shaich Family Alumni and Student Engagement Center*

At the Career Connections Center (CCC), students can get help finding on-campus jobs; search for and secure internships or off-campus jobs; engage in mock interviews; have their résumé and cover letter reviewed; connect with Clark alumni; and explore graduate school options. For more information, visit [clarku.edu/offices/career-connections-center](http://clarku.edu/offices/career-connections-center), and connect with us on social media.

## **CASHIER**

*Shaich Family Alumni and Student Engagement Center, room 318*

The Cashier's Office processes payments, and is where students can go to cash checks or add money to their Clark OneCard. For more information and policies, visit [clarku.edu/offices/cashiers](http://clarku.edu/offices/cashiers).

## **CLARK ONECARD**

*Shaich Family Alumni and Student Engagement Center, room 325*

Issued to all new students during Orientation, the OneCard is their official University ID. The card acts as an entrance key to a number of areas on campus, including residential and academic buildings, the Kneller Athletic Center, and Goddard Library. It is also used for meal plans, printing, and the CashCard program, which lets students make purchases at locations on and off campus. The CashCard is convenient, flexible, and secure, and can support students with budgeting and accountability, including a history of all transactions.

## **DEAN OF STUDENTS**

*Shaich Family Alumni and Student Engagement Center, second floor*

The Dean of Students Office (DOS) and Student Affairs team coordinate services related to housing, residential life, new student orientation, health services, student engagement, belonging, identity, personal counseling, wellness, and student conduct. Student Affairs creates and maintains vibrant student experiences, and supports students' holistic growth and development while at Clark. All students are welcome in the Dean of Students office, which collaborates with faculty, staff, administrators, student organizations, and the Undergraduate Student Council to engage and care for students at Clark.

## **DEAN OF THE COLLEGE**

*Shaich Family Alumni and Student Engagement Center, second floor*

The Dean of the College is responsible for undergraduate academic and cocurricular programs and policies. The Dean also serves as Associate Provost of the University, with broad responsibility for all aspects of curriculum, instruction, advising, and the evaluation of teaching effectiveness. The Dean of the College works closely with the Undergraduate Academic Board to review proposals for new and revised courses, majors, concentrations, and academic requirements, as well as to assess existing programs and requirements. This office also oversees the Dean's List and ClarkFEST; coordinates several undergraduate student award committees; and manages the LEEP Student Success Network.

## **FACILITIES MANAGEMENT**

*501 Park Avenue*

The Facilities Management office ensures that the environment in which students study and live is safe and healthy. The custodians, maintenance workers, and groundskeepers maintain workspaces, classrooms, and residence halls, clean houses, and mow lawns, among many other tasks.

The office is located on the corner of Maywood Street and Park Avenue, and the door is always open to students.

Students who need something repaired should submit a Facilities work request online at [clarku.edu/offices/facilities-management](http://clarku.edu/offices/facilities-management); emergencies should be reported immediately by calling 508-793-7566 (or, after business hours, by contacting University Police at 508-793-7575). Facilities is not responsible for laundry or cable concerns.

## **FINANCIAL ASSISTANCE**

*Saich Family Alumni and Student Engagement Center, room 334*

The Office of Financial Assistance awards nearly \$50 million in financial aid through Clark scholarships, grants, federal grants, work-study, and state scholarships, and provides information and counseling about the financing options available to both parents and students. Students can access information about their financial aid application through CU Web. Financial Assistance, along with Student Employment in the Career Connections Center, coordinates the undergraduate student employment system, including the process and forms students must complete to be set up in the payroll system.

## **HUMAN RESOURCES AND AFFIRMATIVE ACTION**

*Saich Family Alumni and Student Engagement Center, room 402*

The Office of Human Resources is responsible for non-student employment processes and University-wide issues of affirmative action, including harassment and discrimination.

## **INFORMATION TECHNOLOGY SERVICES**

*Help Desk: Academic Commons, Goddard Library, first floor*

Information Technology Services (ITS) supports computing, telecommunications, and networking resources on campus. Popular ITS services for students include general purpose and specialized computer labs, discounted computer hardware and software, technical support for common computer and networking issues, wired and wireless networking throughout campus, email and cloud-based file storage, and many campus modules. For help with a technology issue, students should email [helpdesk@clarku.edu](mailto:helpdesk@clarku.edu).

## **LEIR LUXEMBOURG PROGRAM**

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. LLP-CU offers a variety of programs and awards aimed at different constituencies, including the May Term 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.

## **MARKETING AND COMMUNICATIONS**

*138 Woodland Street*

The Marketing and Communications office is responsible for elevating Clark's standing and reputation as a university of global consequence — in undergraduate and graduate education, research, and community partnerships — with prospective students, alumni, educators, public and private leaders, media, employers, and foundations. The office provides communications, public relations, and creative services for the University; produces awareness, recruitment, and fundraising campaigns; manages the University's website, ClarkNow news hub, and primary social media channels; and publishes *Clark* magazine.

## **MEDICAL CAREER ADVISING PROGRAM**

Students considering health-related careers, including medicine (physician or physician assistant), dentistry, optometry, osteopathy, podiatry, veterinary, and others, receive detailed instruction through the prehealth program 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 opportunities to volunteer in the emergency room at a local hospital, attend lectures by distinguished guest speakers, and apply for scholarships and prizes for premedical students.

## **OFFICE OF DIVERSITY AND INCLUSION**

*Dana Commons, first floor, suite 2*

The Office of Diversity and Inclusion advances the University's mission and commitment to excellence by promoting a campus climate that values diversity and inclusion and is free of bias and harassment for all. The office takes a broad view of the talents, perspectives, and contributions of all members of the community, and recognizes the richness of humanity reflected in our students, faculty, and staff.

## **PLANNING AND FINANCE**

*Geography Building, room 203*

The Office of Planning and Finance oversees the offices of Human Resources, Financial Services, University Budgeting, and the Business Manager. The office also is responsible for the University's investments, external debt, and financial planning.

## **PRELAW ADVISING**

The Prelaw Advising Program provides guidance to undergraduates considering law careers and facilitates the entrance of qualified students into law school. In conjunction with the student-run Prelaw Society, the program sponsors workshops, lectures, and meetings, and provides informational materials to students. At Clark, prelaw advising is highly individualized to meet the needs of each student.



## **PRESIDENT'S OFFICE**

*Geography Building, room 202*

David Fithian is the 10th president of Clark University. As the chief executive officer, he is responsible for the overall administration and general welfare of the University, and works to achieve a dynamic fit among faculty, students, staff, programs, facilities, and resources. While ultimately responsible to the Board of Trustees and overseeing general concerns around the budget, academic programs, and development, the President also publicly represents Clark to its many constituencies, including students, alumni, families, donors, friends, the Worcester community, and the larger academic community.

## **PROVOST**

*Geography Building, Room 212*

The Office of the Provost oversees all undergraduate and graduate academic programs, as well as athletics, student affairs, sponsored research, university libraries, and the registrar. As Clark University's senior academic administrator, the Provost works with the president and the faculty to set strategic and academic priorities for the University. The Provost also allocates and oversees the resources that support the educational and research missions of the University. Working with faculty, the Provost is responsible for attracting, retaining, and supporting faculty members who are not only excellent teachers and mentors to their students but also nationally and internationally recognized scholars in their fields.

## **RECYCLING**

Clark's student Recycling Crew, in collaboration with Facilities Management custodial staff, has managed the University's award-winning recycling program since 1992. The Crew picks up paper, cardboard, glass, metal, electronics, compost, and stiff plastics #1-7 (that's everything plastic, except soft plastic bags and wrappers). The crew sorts everything at the Recycling Center, sells the valuable commodities, and recycles the rest responsibly/locally. Clark diverts and recycles more than 50% of campus waste.

## **REGISTRAR**

*Shaich Family Alumni and Student Engagement Center, room 305*

The Registrar's Office is responsible for all student academic records, course and exam scheduling, 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 as alumni who may need transcripts or duplicate diplomas.

The Registrar's Office certifies enrollment several times each semester through the National Student Clearinghouse (NSC), and sends degree award information to NSC after degrees are awarded in August, December, and May. Outside agencies may obtain degree information by contacting NSC directly. Students may print out their own enrollment certificates through their CU Web accounts.

## STUDENT ACCOUNTS

*Shaich Family Alumni and Student Engagement Center, room 320*

The Student Accounts Office helps students determine how much their Clark education will cost and answers questions regarding their bill, monthly payment plan, or financing options.

## UNDERGRADUATE ADMISSIONS

*3 Maywood Street*

At the “front lines” of public contact, Admissions informs prospective students about academic opportunities at Clark and campus life in general. While charged with reviewing applications and selecting the incoming class, staff members also are interested in the experience students have after they enroll at Clark. The Admissions office is always looking for current Clarkies to participate in the student admissions ambassador program and hires students each spring. First-year students are invited to open their rooms to visiting high school students and families during the fall and spring semesters, or to serve as overnight hosts in the spring semester.

# CLARK UNIVERSITY ONLINE

Clark offers many services online, digitally, or through apps for ease and convenience. Below are a few students should bookmark or download and access regularly.

## CLARK ALERTS

Clark ALERTS, the University’s emergency notification system, contacts students, faculty, and staff via text messages (SMS) to mobile devices, voice calls to mobile phones and off-campus phone numbers, and emails to Clark and non-Clark addresses. During an emergency situation, the Clark ALERTS system will send a message with information and/or instructions.

Students should upload their contact information through the ClarkYOU portal under the Clark ALERTS channel and keep that information up-to-date.

## CLARK ENGAGE AND CORQ

Discover unique opportunities on Clark Engage, [engage.clarku.edu](https://engage.clarku.edu), which includes a list of student clubs and contact information, a calendar of events and activities, and the opportunity for student clubs to advertise events and check their financial budgets. Students also can access Clark Engage by downloading the CORQ app, which connects them to events, clubs, and opportunities for involvement wherever they are.

## CLARK “EVERYDAY” DINING APP

“Everyday” is the new Clark Dining Services mobile ordering app that will allow students and customers to purchase meals with ease. With an easy sign-up process, students will be able to order with ease. More information about this new and improved app can be found at [clarkdining.sodexomyway.com](https://clarkdining.sodexomyway.com).

## ClarkCONNECT

ClarkCONNECT is a platform for mentorship, networking, and finding and sharing professional opportunities — designed exclusively for Clark students and alumni around the world. It's a dedicated online network where students can choose to mentor or be mentored through a "flash" meeting or for a longer, sustained period of time. On ClarkCONNECT, alumni and students ask questions and seek guidance, coach and inspire, and find paths to professional and academic success. Students can access ClarkCONNECT through ClarkYOU or at [clarkconnect.clarku.edu](https://clarkconnect.clarku.edu).

## ClarkYOU

ClarkYOU is the gateway to content, communications, and web services for the Clark community. Logging in to ClarkYOU (with Clark credentials) lets students access CU Web for student accounts, grades, and payroll information; Clark email and OneDrive; ClarkCONNECT; Moodle; Panopto; Clark Engage; LinkedIn Learning; the Digital Commons; Facilities Work Requests; SmartBuyPlus; the housing portal; OneCard balances; and more.

## GUARDIAN APP

Guardian is a free mobile app that turns a smartphone into a personal safety device — it's like having an emergency blue light system on a student's phone at all times. Through the app, students may connect to University Police directly in an emergency (or to 911 if off campus), or submit an anonymous tip to University Police in non-emergencies. The app also includes important phone numbers and campus resources through its call and content directories. Students can update their profile information to include allergies or medical conditions in case of emergency.

## HANDSHAKE

Handshake is a career services platform that connects students and employers for events and opportunities. Every Clark student has a Handshake profile and can log in using their Clark email address and password at [clarku.edu/handshake](https://clarku.edu/handshake). Handshake is also where students can search and apply for on-campus jobs. Questions about Handshake can be directed to the Career Connections Center, [cservices@clarku.edu](mailto:cservices@clarku.edu).

## HOUSING AND DINING PORTAL

The Housing and Dining Portal provides self-service access for students to select and change their meal plan, apply to live on campus, upload their housing preferences, and participate in the housing selection and lottery. Students access the portal through ClarkYOU.

## MOODLE

Moodle is Clark University's learning management system (LMS). Moodle, accessible through ClarkYOU and at [moodle.clarku.edu](https://moodle.clarku.edu), is where students can find class documents and videos, take quizzes, submit papers, connect through discussion boards, and view grades.

## ONLINE TEXTBOOK ORDERING

Clark's bookstore is completely online. To order textbooks, students should log on to [store.clarku.edu/textbooks](https://store.clarku.edu/textbooks). On the MyCourses page, students will find all the required materials, as well as pricing options (new, used, marketplace, e-book, or rental). Students may choose where they would like to have their books delivered. All returns and book buybacks will be handled through the site as well.

## **PANOPTO**

Panopto is Clark's online streaming service that allows community members to create, share and view streaming video content. Panopto works similarly to YouTube or Vimeo, but gives faculty and staff greater control over who can access videos, creates integrated links to copyrighted videos (used under the Fair Use exemptions or TEACH Act), and supports students in making their own videos. Students may access Panopto through ClarkYOU.

## **SOCIAL MEDIA**

Clark uses social media to create and share content, amplify the work of faculty and students, and interact with various constituencies. Connect with Clark University, different departments, and student clubs on Instagram, Facebook, Twitter, LinkedIn, YouTube, and TikTok.

## **USAFE-US**

USafe is an app that can help a student get out of an uncomfortable situation. Some features include sending a fake text message or phone call, letting others know to check in when walking alone, asking bar staff for help without anyone knowing, and finding resources, answers, or guidance if an individual or a friend experience sexual harassment, assault, relationship violence, or stalking.

# **SPECIAL EVENTS OF NOTE**

## **ORIENTATION AT CLARK**

New student orientation is designed to help students become acclimated to Clark and to facilitate their transition to college life. New Clark students arrive to campus prior to classes to attend information sessions and panel discussions, 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 engagement. On the first day of orientation for first-year students, a special program is held to familiarize families with Clark; we encourage you to attend..

## **FAMILY AND FRIENDS WEEKEND**

Each fall, families and friends of Clark students are invited to campus to celebrate the school year, connect with their student, and enjoy a weekend of special events, tours, athletic competitions, and opportunities to explore the campus and city of Worcester. Information about the date, travel, lodging, restaurants, and directions will be communicated in the late summer to all families.

# IMPORTANT TELEPHONE NUMBERS

Academic Advising	508-793-7468
Academic Support	508-793-7522
Campus operator/main switchboard number	508-793-7711
Career Connections Center	508-793-7258
Community Engagement and Volunteering	508-793-8815
Center for Counseling and Personal Growth	508-793-7678
Dean of Research and Graduate Studies	508-793-7676
Dean of Students	508-793-7423
Dean of the College	508-793-7671
Financial Assistance	508-793-7478
Goddard Library	508-793-7461
Health Services	508-793-7467
Identity, Student Engagement, and Access	508-421-3722
Information Technology Services Help Desk	508-793-7745
International Center	508-793-7362
Kneller Athletic Center	508-793-7161
LEEP Student Success Network	508-793-8819
Medical Career Advising	508-793-7119
Office of the President	508-793-7320
Prelaw Advising	508-793-7233
Registrar	508-793-7426
Residential Life and Housing	508-793-7453
Strategic Learning Services	508-796-4390
Student Accessibility Services	508-798-4368
Student Accounts	508-421-3801
Student Leadership and Programming	508-793-7549
Study Abroad and Study Away Programs	508-793-7363
University Marketing and Communications	508-793-7441
University Police	508-793-7575

## FOLLOW CLARK ONLINE

Read about what's happening at Clark  
[clarku.edu/clarknow](http://clarku.edu/clarknow)



Like Clark on Facebook  
[clarku.edu/facebook](http://clarku.edu/facebook)



Join the Clark fun on TikTok  
[@clarkuniversityworcester](https://www.tiktok.com/@clarkuniversityworcester)



Follow Clark on Twitter  
[clarku.edu/twitter](http://clarku.edu/twitter)



Subscribe to the Clark YouTube channel  
[clarku.edu/youtube](http://clarku.edu/youtube)



Connect and network  
with Clark alumni  
[clarku.edu/linkedin](http://clarku.edu/linkedin)



Check out shared images of  
Clark and Clarkies on Instagram  
[@ClarkUniversity](https://www.instagram.com/ClarkUniversity)



## IMPORTANT DATES

### FALL 2022

August 25	Incoming/First Year Student Move-In
August 26	New Transfer Student Move-In
August 28	Returning Student Move-In
August 29	First Day of Classes
September 5	Labor Day (University Holiday - no classes)
September 7	Add/Drop Ends
September 9	Last day to request Meal Plan changes for Fall 2022
September 19	Room Change Requests begin for residential students
October 10-11	Fall Break - no classes (University closed Monday)
October 14-16	Family and Friends Weekend
November 23-25	Thanksgiving break - no classes (University closed Thursday & Friday)
December 13, 14, 17, 18	Reading Days
December 15, 16, 19, 20	Final Exams
December 21	Residence Halls close at 12pm
January 3	Grades Due

### SPRING 2023

January 14	New and Transfer Student Move-In
January 15	Returning Student Move-In, Residence Halls Open
January 16	Martin Luther King Jr. Day (University Holiday - no classes)
January 17	First Day of Classes
January 26	Add/Drop Ends
January 31	Last day to request Meal Plan changes for Spring 2023
February 1	Room Change Request Forms opens
March 3	Room Change Request Forms closes
March 6-10	Spring Break - no classes
April 4-7	Housing Selection
May 2,3,6,7	Reading Days
May 4,5,8,9	Final Exams
May 10	Undergraduate Residence Halls close at 12pm
May 16-20	Senior Week
May 21	Commencement, graduating students move out of residence halls by 5pm



# Family AND Friends WEEKEND

SAVE THE DATE

OCTOBER 14-16

CLARK  
UNIVERSITY



Dean of Students Office  
950 Main Street, Worcester MA 01610-1477  
508-793-7423

[clarku.edu/offices/dean-of-students](https://clarku.edu/offices/dean-of-students)