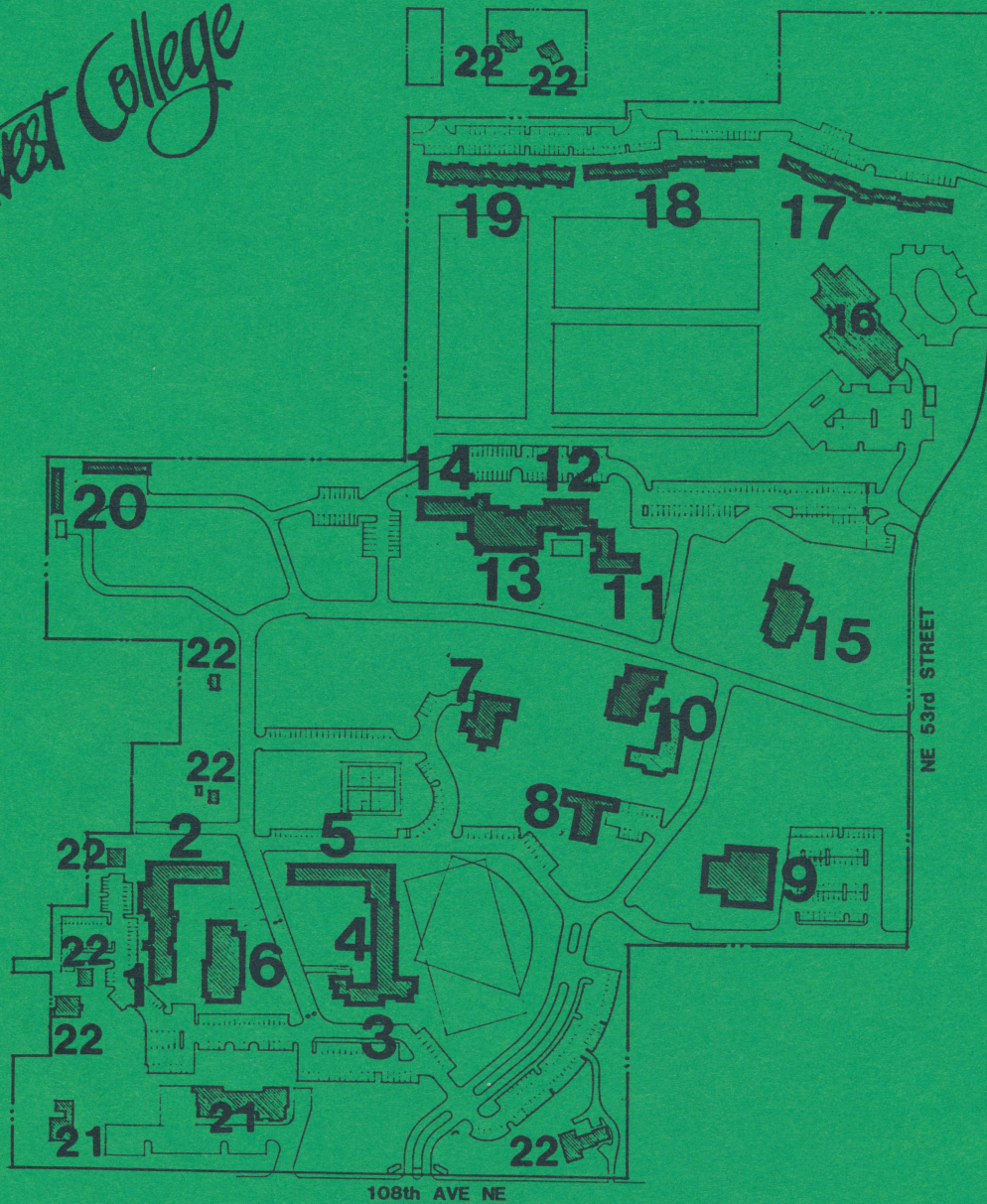


# **NORTHWEST COLLEGE**

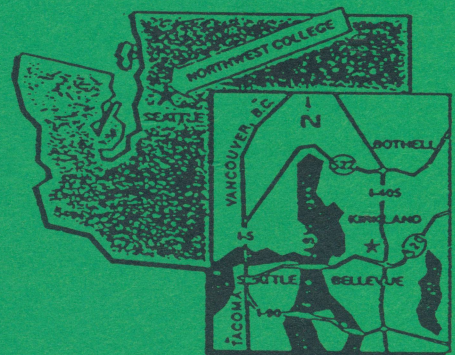


**STUDENT HANDBOOK  
1990-91**

# Northwest College



- 1 - F. Gray Men's Residence Hall
- 2 - C.C. Beatty Men's Residence Hall
- 3 - H.W. Crowder Women's Residence/Health Center
- 4 - B. Guy Women's Residence Hall
- 5 - M.J. Perks Women's Residence Hall
- 6 - Cafeteria Food Service
- 7 - D.V. Hurst Library
- 8 - Student Union Building/Snack Shack/Game Room
- 9 - Northwest Pavilion - Gym
- 10 - A.D. Millard Hall - Classrooms
- 11 - D. Fee Hall - Classrooms
- 12 - M. Williams Hall - Classrooms/Dickey Plaza
- 13 - H.H. Ness Administration
- 14 - E.V. Bronson - Faculty Offices
- 15 - C.E. Butterfield Chapel/Arundson Music Center
- 16 - Seattle Seahawks Administration
- 17 - The Flrs - Married Student Apartments  
(Dwight E. McLaughlin & R.J. Carlson Halls)
- 18 - The Flrs - Married Student Apartments  
(O.S. Hodges Hall)
- 19 - The Flrs - Married Student Two-Bedroom Apts
- 20 - Maintenance Buildings
- 21 - N.W. District Council of the Assemblies of God
- 22 - College Owned Homes



## PREFACE

Northwest College of the Assemblies of God is dedicated to the task of preparing young men and women for effective service in the church and in the world. Therefore, the objectives of the College are to develop the social, physical, intellectual, and spiritual areas of life.

Like any other institution having its own special purpose, a College must maintain conditions conducive to the effective performance of its function. Therefore, the College does have special expectations regarding the conduct of the various participants in the academic community. Conduct which distracts from or interferes with the purpose of the College is not acceptable.

Admission to Northwest College carries with it the assumption that a student will conduct themselves as mature, responsible member of the academic community. It is expected that they will obey the civil law, will comply with the standards of the College, will maintain a high standard of Christian character, and will respect the rights, privileges and property of others. Students affirm this when they sign the student affirmation of the College application form.

The students are responsible for their conduct. In order to provide students a full understanding of the standards that will enable the College to maintain conditions conducive to the effective performance of its goal and functions, this student handbook is published and revised yearly by the College Administration and Associated Student Body.

The College expects each student to develop every aspect of their life by practicing the basic principles of God's Word. In their spiritual life, the Christian student seeks to love God with all their heart. Academically, they study to be approved by both God and man. Socially, they love their neighbor as themselves. And physically, they practice stewardship of their body, possessions and the property of others.

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## STUDENT MINISTRIES

### **STUDENT MINISTRIES ARE DESIGNED TO:**

1. Encourage spiritual growth
2. Develop Christian Service opportunities
3. Promote spiritual life activities
4. Coordinate spiritual life activities

Within the student body there are various Student Ministries, including:

### FRONTLINES

Monthly Student Ministries Bulletin.

### CAMPUS MINISTRIES

Sharing Groups, Prayer Cells, Prayer Emphasis on Campus with Resident Halls Devotional Groups.

### CHILDREN'S MINISTRIES

Bible Clubs, Children's Orthopedic Hospital, Sunday School Workers, Children's Church, Royal Rangers, Missionettes.

### COMMUNITY SERVICE

Rest Homes, Social Welfare Projects, Tutoring-Neighborhood House, YMCA, "Big Brother" Program.

### EVANGELISM

U. of Washington Witness, Street Work, Church Canvassing, Ferry-Boat Ministry, House-to-House Witnessing, Seattle Center Witness, Publicity.

### GOSPEL TEAMS

Churches, Rest Homes, Missions, Prisons, Home Missions, Drama.

### INTERNSHIP

Practical experience is available in specific areas of: Christian Education Missions (including MAPS and AIM), Pastoral Care, Pastoral Ministry, Sacred Music and Youth Ministry.

### SUMMER MINISTRY TEAMS

Four to five groups, minister in music, drama, counseling, preaching and are available to aid in general duties at summer camps and churches throughout the Northwest Region.

### YOUTH

Church, Juvenile Detention Center, Teen Drop-In Center.

**NORTHWEST COLLEGE CALENDAR**  
**Fall Semester**

**Event**

**1990 - 1991**

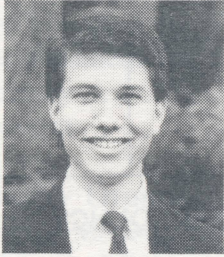
Dorms & Cafeteria Open	9/1
Orientation & Registration	9/3-5
Labor Day Holiday	9/3
Classes Begin	9/6
Convocation Chapel	9/7
Last Day to Register	9/12
Add/Drop Deadline	9/14
Alumni Banquet	9/28
Fall Revival	10/1-5
Senior Days	10/25-26
Pastoral Lectureship	11/6-8
Preregistration Spring Semester	11/13-16
Thanksgiving Holidays	11/22-25
Reading Day	12/12
Finals	12/13-18
Christmas Vacation	12/19-1/9

**Spring Semester**

Dorms & Cafeteria Open	1/8
Orientation & Registration	1/9
Classes Begin	1/10
Last Day to Register	1/16
Add/Drop Deadline	1/18
Martin Luther King Holiday	1/21
Missions Convention	2/4-8
Homecoming-Parents Weekend	2/15-16
President's Day Holiday	2/18
Northwest Regional Prayer Conference	2/18-19
Spring Break	3/2-10
Staley Lecture Series	3/25-28
Easter Holidays	3/29-4/1
Campus Days	4/4-6
Finals	4/29-5/2
Baccalaureate	5/3
Graduation	5/4
Friends Banquet	5/4
Summer College	5/7-6/1

**1990-91 EXECUTIVE ASSOCIATED STUDENT BODY OFFICERS**

**ASB PRESIDENT**



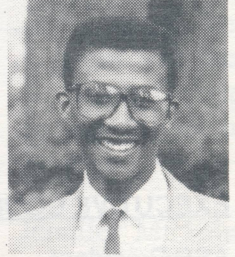
**Brent Molskness**  
**Albert Lee, MN**  
 Senior - Pastoral Ministries

**ASB VICE PRESIDENT  
 FOR STUDENT ACTIVITIES**



**Mike Alexander**  
**Richland, WA**  
 Senior - Youth Ministry

**ASB VICE PRESIDENT  
 FOR STUDENT MINISTRIES**



**James Boyd**  
**Gig Harbor, WA**  
 Senior - Biblical Literature

**ASB VICE PRESIDENT  
 FOR STUDENT MISSIONS**



**Tami Ver Steeg**  
**Inwood, IA**  
 Senior - Biblical Literature

**ASB SECRETARY**



**Angie Gillaspie**  
**Newberg, OR**  
 Senior - Behavioral Science

**ASB TREASURER**



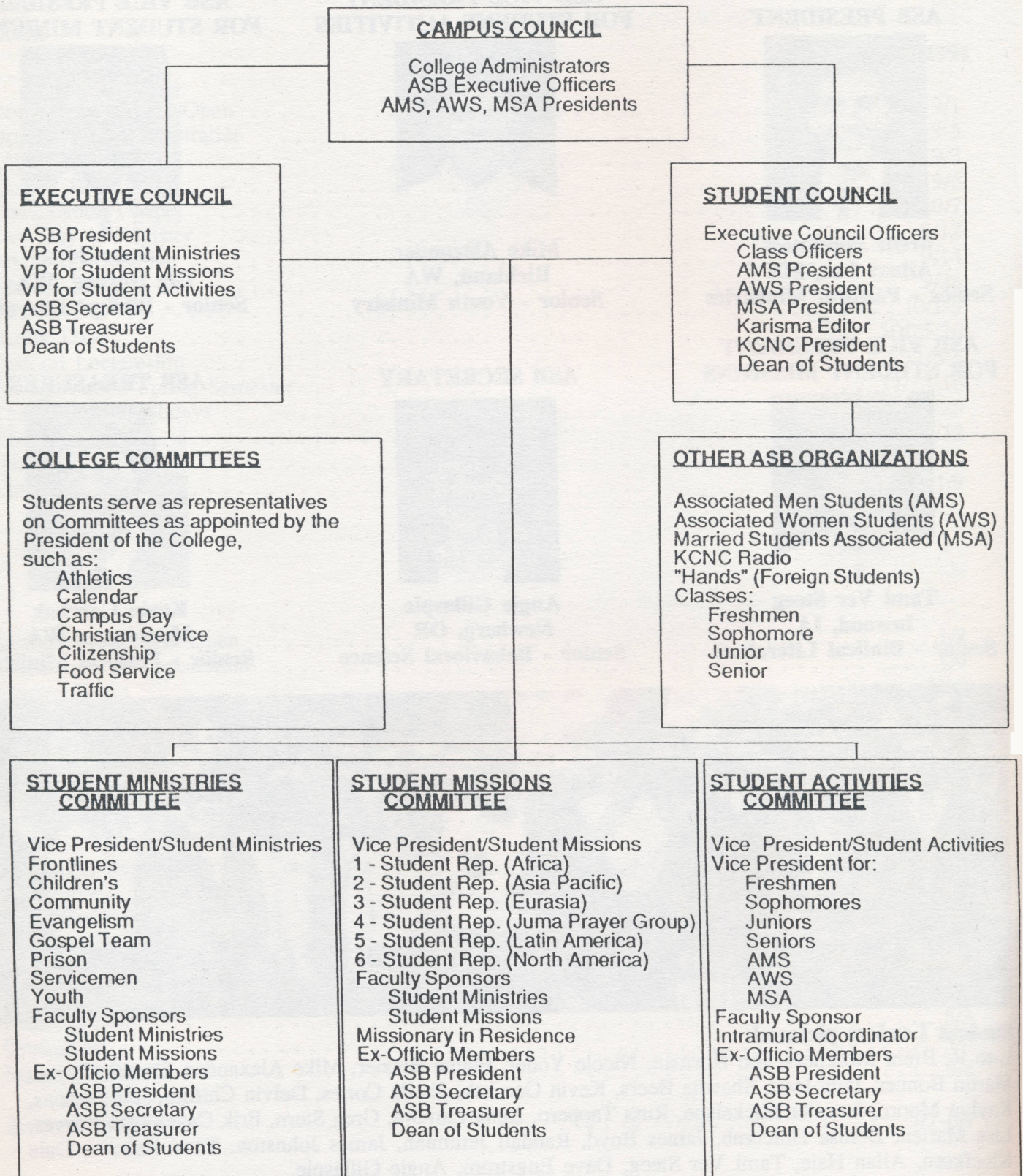
**Kevin Gerchak**  
**Montesano, WA**  
 Senior - Pastoral Ministries



**Student Leaders pictured:**

L to R, Brent Molskness, Jon Norman, Nicole Yoder, Elaine Blazier, Mike Alexander, Camille Payne, Martin Bonner, Jami Hart, Shawna Beers, Kevin Gerchak, Sheila Cortes, Delvin Chittim, Jeff Lemons, Kaylyn Moore, Jennifer Mickelson, Russ Tappero, Dena Cambra, Greg Stern, Erik Cave, Tom Reeves, Lisa Marten, Denise Holcomb, James Boyd, Randall Jeremiah, James Johnston, Tami Roberts, Dale Kloefkorn, Allan Hale, Tami Ver Steeg, Dave Engstrom, Angie Gillaspie.

# STUDENT COUNCILS - COMMITTEES - ORGANIZATIONS





## STUDENT LEADERSHIP

### Associated Student Body

President	Brent Molskness
Vice President for Student Activities	Mike Alexander
Vice President for Student Ministries	James Boyd
Vice President for Student Missions	Tami Ver Steeg
Secretary	Angie Gillaspie
Treasurer	Kevin Gerchak

### Ministry Groups

Campus Ministry	Jennifer Mickelson
Children's Ministry	Bruce Murphy
Community Ministry	Julie Young
Evangelism Ministry	Randall Jeremiah
Gospel Team Ministry	Tom Reeves
Prison Ministry	Tim Buckley
Youth Ministry	Allan Hale
Frontlines	Brian Mayta

### Associated Women Students

President	Sheila Cortes
Vice President of Missions	Shawnda Beers
Vice President of Activities	Tracy Zook
Secretary/Treasurer	Camille Payne

### Associated Men Students

President	Jon Norman
Vice President	Mike Allen
Secretary/Treasurer	Don Linenberger

### Associated Married Students

President	Dave Kloefkorn
Vice President	Dave Engstrom
Secretary/Treasurer	Kathy Balts

### Senior Class

President	David Acree
Vice President	Kaylyn Moore
Secretary/Treasurer	Robin Loewen

### Junior Class

President	James Johnston
Vice President	Dena Cambra
Secretary Treasurer	Erik Cave

**Sophomore Class**

President . . . . . Delvin Chittim  
Vice President . . . . . Tom Reeves  
Secretary/Treasurer . . . . . Trevor Watkins

\*Freshman Class to be elected in the Fall.

**Karisma**

Editor . . . . . Jamison Hart  
Assistant Editor . . . . . Elaina Blazier  
Photography Editor . . . . . Kaylyn Moore  
Business Manager . . . . . Greg Stern

**Resident Assistants**

Women

Dena Cambra  
Denise Holcomb  
Robin Lowen  
Jennifer Mickelson  
Tami Roberts  
Nicole Yoder  
Tracy Zook, alternate

Men

Tim Burtis  
Erik Cave  
Kevin Gerchak  
Jeff Lemons  
Jeff Portmann  
Chris Williams  
Martin Bonner, alternate

**TELEPHONE NUMBERS**  
**N.W. COLLEGE ADM. PHONE - 822-8266**

**SINGLE RESIDENTS HALL - STUDENT ACCESS NUMBER - 822-5777**

**DORM RESIDENT PHONE NUMBERS**

**Beatty Hall**

1st Floor (100) - 822-9915  
2nd Floor (200) - 822-9965  
3rd Floor (300) - 822-9985

**Gray Hall**

4th Floor (400) - 822-9991  
5th Floor (500) - 827-9809  
6th Floor (600) - 822-9937

**Guy Hall**

1st Floor (100) - 822-9981  
2nd Floor (200) - 822-9945  
3rd Floor (300) - 822-0040

**Public Pay Telephones**

Cafeteria - 827-9852  
Crowder Lobby - 822-0008  
Dickey Plaza - 827-9836  
Student Center - 822-9971

**Perks Hall**

4th Floor (400) - 822-9978  
5th Floor (500) - 822-9907  
6th Floor (600) - 822-9920

**Crowder Hall**

1st Floor (100) - 822-9956  
2nd Floor (200) - 822-9948 or 822-9922  
3rd Floor (300) - 822-9905

**A.S.B. Office - 827-3613**

Karisma Office - 822-3968

**Emergency Services**

Emergency - 911  
Fire - 828-2243  
Police - 828-1183  
Overlake Hosp.- 454-4011  
Evergreen Hosp. 821-1111

## WHERE IT'S FOUND - WHOM TO SEE

Academic Matters . . . . .	(See Classes)
Activity Calendar . . . . .	Dean of Students Office
Admissions Information . . . . .	Admissions and Records Office
Advanced Standing (transfer students) . . . . .	Admissions and Records Office
Alumni Association . . . . .	Vice President for Development Office
Audiovisual Equipment . . . . .	D.V. Hurst Library
Books and Supplies . . . . .	Bookstore
Campus Day Information . . . . .	College Relations Office
Catalogs from other Colleges . . . . .	D.V. Hurst Library
Chapel Attendance . . . . .	Dean of Students Office
<b>Classes</b>	
Academic Petitions . . . . .	Vice President for Academic Affairs Office
Attendance Policy and Problems . . . . .	Professor
Class or Schedule Change . . . . .	Admissions and Records Office
Grade Information . . . . .	Admissions and Records Office
Instructional Procedures . . . . .	Vice President for Academic Affairs Office
Registration . . . . .	Admissions and Records Office
Withdrawals (class or college) . . . . .	Admissions and Records Office
CLEP Exams (credit by examination) . . . . .	Admissions and Records Office
<b>College Publications/Publicity</b>	
Christian Service/Policy Manuals . . . . .	Dean of Students Office
Karisma (yearbook) . . . . .	ASB/Student Center
Publicity Off-Campus . . . . .	College Relations Office
Publicity On-Campus (Poster Clearance) . . . . .	Dean of Students Office
Student Bulletin (Campus Newsletter) . . . . .	Dean of Students Office
Correspondence Education Information . . . . .	Admissions and Records Office
Employment (Off-Campus) . . . . .	Director of Off-Campus Employment & Housing
Employment (On-Campus) . . . . .	Vice President for Business Affairs Office
Financial Aid . . . . .	Financial Aid Officer
<b>Financial Credit Information</b>	
& Student Accounts . . . . .	Vice President for Business Affairs
General Information . . . . .	Reception Desk, Ness Adm. Building
Graduation Requirements . . . . .	Admissions and Records Office
Health Services . . . . .	Crowder Hall Health Center
Housing Off-Campus . . . . .	Director of Off-Campus Employment & Housing
Housing On-Campus (including Interim Housing) . . . . .	Dean of Students Office
Insurance . . . . .	Vice President for Business Affairs Office
KCNC Radio Station . . . . .	Student Center
Loans . . . . .	Financial Aid Officer/Vice President for Business Affairs
Lost and Found . . . . .	Reception Desk, Ness Adm. Building
Mail Deposit (Faculty and Students) . . . . .	Ness Administration Building
MSA Housing - "Firs" . . . . .	5325 113th Place NE #Apt.,Kirkland 98033
Student Mail Distribution (On-Campus Residence) . . . . .	Residence Halls
(Off-Campus Residence) . . . . .	Student Center
Married Student Housing - On-Campus . . . . .	Dean of Students Office
Medical Reports . . . . .	Admissions and Records Office/Health Center
Music Practice Rooms . . . . .	Residence Halls/Music Center

Occupational Information	D.V. Hurst Library
Public Telephone	Cafeteria/Dickey Plaza/Residence Halls/Student Center
Payment of Accounts	Cashier/Ness Administration Bldg.
Parking (Permits)	Dean of Students Office
Payment of Citation	Cashier/Ness Adm. Building
Rides To and From Campus (New Students Only)	Dean of Students Office
Scheduling of Student Events	Dean of Students Office
Scholarship Information	Vice President for Business Affairs Office
Snack Shack	Student Center
Student Recruitment	College Relations Office
Summer Internship Information/Forms	Admissions and Records Office
Transcript Evaluation/Service	Admissions and Records Office
Veterans Affairs	Admissions and Records Office

### COLLEGE COUNCIL

**Administrative Council:** President, Vice President for Academic Affairs, Vice President for Business Affairs, Vice President for Development, Dean of Students, Assistant to the President for College Relations, Director of Admissions and Records.

**Faculty Council:** President, Administrative Officers, Full-Time Faculty.

**Campus Council:** Members of Administrative Council, Associated Student Body Officers, Student Representatives - Presidents of MSA, AWS and AMS.

**Citizenship Council:** Dean of Student, representatives from Faculty and the Associated Student Body President.

### **ABBREVIATIONS**

- ASB Associated Student Body
- MSA Married Students Association
- AWS Associated Women Students
- SUB Student Center Building
- KCNC Radio Station
- RC Resident Counselor
- RA Resident Assistant

**ADMINISTRATIVE, PASTORAL AND FIELD  
REPRESENTATION PERSONNEL**

<b>TITLE</b>	<b>NAME</b>	<b>OFFICE LOCATION</b>
President	Rev. Dennis Davis	Ness Adm. Bldg.
Vice Presidents:		
Academic Affairs	Rev. Marshall Flowers	Ness Adm. Bldg.
Business Affairs	Rev. Owen Hodges	Ness Adm. Bldg.
Development	Dr. Randall K. Barton	Ness Adm. Bldg.
Dean of Students	Rev. Steven R. Emerson	Ness Adm. Bldg.
Assistant to the President for College Relations	Rev. Robert Foster	Ness Adm. Bldg.
Director of Admissions & Records	Dr. Calvin L. White	Ness Adm. Bldg.
Pastor-in-Residence	Rev. Al Munger	Student Center

**SERVICE PERSONNEL**

Bookstore Manager	Gayle Turner	Student Center Bldg.
Counseling Services	Dr. Robert Parlotz	Bronson Hall
Director of Off Campus Employment & Housing	Rev. Owen Hodges	Bronson Hall
Financial Aid Officer	Dean Riley	Ness Adm. Bldg.
Health Services	Jean Clark, R.N.	Crowder Hall
Librarian	Ann Rosett	D.V. Hurst Library
Snack Shack Manager	Faye Wilson	Student Center Bldg.
Resident Personnel:		
Resident Dean of Women	Deanna Stone	Crowder Hall
Resident Dean of Men	Michael Nossier	Gray Hall
Resident Counselor	Angie Gunia	Perks Hall
Resident Counselor	Gerri Butz	Guy Hall
Resident Counselor	Joseph Ferrazzi	Beatty Hall

## FULL TIME FACULTY

NAME	DIVISION OF STUDIES	OFFICE LOCATION
Dr. Dwaine Braddy	Pastoral Ministries	Fee Bldg.
Ms. Kristi Brodin	Physical Education	Bronson Hall
Mr. Douglas Filan	Physical Education	Pavilion
Rev. Orville Clark	Behavioral Science	Bronson Hall
Mr. Stan Durst	Elementary Education	D.V. Hurst Library
Mrs. Margaret Frye	Cataloging Librarian	D.V. Hurst Library
Mr. Gary Gillespie	Communication	Amundsen Music Center
Mr. Philip Gustafson	Physical Science, Education, Mathematics	Bronson Hall
Mrs. Esther Harmon	Business	D.V. Hurst Library
Rev. Darrell Hobson	Bible, Philosophy, Hebrew	Bronson Hall
Dr. LeRoy Johnson	History	Bronson Hall
Rev. Waldemar Kowalski	Church History, Bible	Bronson Hall
Rev. Dennis Leggett	Youth Ministry, Bible	Millard Hall
Rev. Larry Malcolm	Christian Formation	Amundsen Music Center
Dr. Robert Parlotz	Behavioral Science	Bronson Hall
Dr. Danial Pecota	Theology, Greek, Bible	Bronson Hall
Mr. William Randolph	Life Science, Education	Bronson Hall
Dr. Frank Rice	English	Bronson Hall
Mrs. Ann Rosett	Librarian	D.V. Hurst Library
Mrs. Marjorie Stewart	English	Bronson Hall
Dr. W. Robert Swaffield	Church Music	Amundsen Music Center
Dr. Francis Thee	Bible, Greek	Bronson Hall

Dr. Dwayne Turner	Missions, Christian Education	Bronson Hall
Dr. Deborah White	Church Music	Amundsen Music Center
Dr. Raymond White	Elementary Education	D.V. Hurst Library

### PART TIME FACULTY

NAME	DIVISION OF STUDY
Ms. Yvonne Altura	Languages
Dr. Randall K. Barton	Business & Ministerial Studies
Dr. Warren Bullock	Theology
Rev. Steven R. Emerson	Behavioral Science, Pastoral Ministries
Rev. Marshall E. Flowers	Christian Education, Pastoral Ministries
Mr. Karl Froelich	Computer Science
Mrs. Katherine Lindquist	Languages
Mrs. Kay McIntosh	Education
Mr. Paul Melidona	Church Music
Dr. Amos Millard	Bible
Mr. Nil Molvik	Math, Education
Mrs. Jacquelyn Randolph	Bible & Christian Education
Mr. John Schmenker	Education
Mr. Dale Sorenson	Business & Ministerial Studies
Mrs. Shirley Stoddard	Physical Education
Mr. J. Philip Turner	English
Rev. Milton Whitaker	Pastoral Counseling
Dr. Calvin L. White	Church Music

### APPLIED MUSIC FACULTY

Ms. Anne Bergsma	Voice
Mr. Doug Carter	Guitar
Ms. Kivela Chaffee	Voice
Mrs. Mizue Yamada Fells	Piano
Mrs. Marian Hood	Piano, Voice
Mrs. Heidi Lee	Piano
Mrs. Joan Lundquist	Piano, Organ
Mrs. Jane Measel	Flute
Mrs. Sherrie Snyder	Piano
Mr. Rick Vale	Voice



## SPIRITUAL LIFE

### **Prayer and Spiritual Life Emphasis**

Prayer rooms in the residence halls are provided for student use. On occasion, entire Chapel periods, class periods or special prayer times may be set aside to encourage students to seek God.

### **Chapel**

As a Christian College, NC is vitally interested in the spiritual development and maturity of its students and therefore provides a daily chapel. This gathering together of the entire NC family allows for times of spiritual growth, sharing of needs, hearing different guest ministers, and speakers.

Some Chapels will be used for assemblies, elections, student orientation, etc., to meet the organizational and informational purposes of the College and its students.

### **Chapel Attendance**

Chapel attendance is vital part of the student's spiritual development. Attendance at daily chapel is required of all students. A student is counted absent when they have not checked in with their proper chapel attendance monitor.

A part time chapel excuse may be requested by off-campus students carrying less than 6 credits. Students whose work involves the chapel hour may also apply for a chapel excuse. The student is responsible to submit the request to the Dean of Students. Applications are in the Administration Building and Dean of Students Office.

If an off-campus student lives in excess of ten (10) miles from campus they may apply for a chapel excuse for days no class is scheduled before the fourth period. On-campus students are required to attend chapel even on days which no class is scheduled.

Chapel attendance will be taken daily. The Dean of Students Office will notify students when they have exceeded 6 absences per semester. After 12 absences students shall receive notification they have reached the maximum allowable absences per semester. Students exceeding the maximum allowable absences will receive a grade of F for that semester.

A student who fails chapel may be referred to the Citizenship Council for counseling and/or disciplinary action.

All students in leadership positions, including music ministry (choirs, gospel teams) and athletic teams, are expected to maintain a positive example of chapel attendance. Failure to do so may jeopardize heir continued participation in particular activities.

A grade of S or F is recorded on a student's transcripts depending upon his attendance record. Two consecutive F's or three accumulative F's during the students' attendance at Northwest College might affect re-enrollment; and an F during the year of a student's graduation may jeopardize eligibility to graduate.

## **Spiritual Emphasis Week**

Every week spiritual values are emphasized. In addition several weeks are set aside for special emphasis and growth. The Fall revival emphasizes commitment. The Spring Missions Convention highlights world evangelization. Other special emphasis are scheduled through the year as the School of Prayer, the Staley Lectures, the Pastoral Lecture Series, etc.

## **Church Attendance**

Students are expected to observe Sunday as a special day of rest and worship. Students are expected to make a choice of a church home they will attend while in College. Students are also expected to attend Sunday School, morning and evening services and to participate in the total church life. Student's record of attendance will become part of an overall Christian Service report as explained below.

## **Christian Service**

The student at NC is preparing himself to help others through Christian ministry. One of the most important parts of the student's total ministry, educational preparation, and development, takes place in Christian Service experience. Development of a ministry is a process which should start no later than when a student first enrolls at Northwest College. Concern for others doesn't stand idle until graduation. Therefore, all students are expected to participate in some aspect of the Christian Service.

The Christian Service Report Form will be distributed during the first chapel of each week. The Christian Service Report form will be processed through the Dean of Student's Office and placed on the student's Christian Service file. This information of Christian service will be used to assist students in placement.

All other information concerning Christian Service is available to all students through the Christian Service Manual.

## PRINCIPLES AND PRACTICES OF CHRISTIAN CITIZENSHIP

As an institution of the Assemblies of God, Northwest College has standards for student behavior based on Biblical precepts and principles, the doctrinal statements of the church, and generally held practices in the fellowship.

This handbook is published to acquaint the student with the way of life at NC. It tells the student what he can expect of the College and what the College expects of them as they seek to prepare themselves for Christian ministry.

Among Northwest College's distinctive reasons for existence are the motivation and guidance of young people toward holy living and broadened spiritual and social maturity.

Christian maturity involves more than adherence to explicit Scriptural statements of right and wrong. It involves a total commitment to the Lordship of Christ and a life of dynamic discipleship. The mature Christian recognizes Scriptural principles that govern conduct and he applies these principles to every area of attitude, conviction, and behavior.

The Scriptures establish basic principles which guide the development of Christian character and govern all Christian behavior.

These include:

1. The Lordship of Christ over all of life and thought. This involves wholehearted obedience to the moral law of God as taught in the Bible exemplified in the life of Christ; the careful stewardship of mind, time, abilities, funds; opportunities for intellectual and spiritual growth; and the care of the body as the temple of the Holy Spirit.
2. The responsibility to love God with all our being and to love our neighbor as ourselves. This means that unselfish love should be the motive in all life's decisions, actions and relationships.
3. The responsibility to seek after righteousness, to practice justice in dealings with one another and in social institutions, and to help those in need.
4. The need to exercise freedom responsibly, lovingly, and sensitively within the framework of God's moral law in relationship to the Assemblies of God Fellowship at large and to other communities.
5. Access through Jesus Christ to the forgiveness of God and to the help of the Holy Spirit in doing heartily what God requires. (Romans 14:4-10, 15:1-3, Phil. 1:20-27, I Cor. 8:7-10, Col. 3:23, II Cor.6:14-18, James 1:27, 4:4, I John 2:15-18).

The College accepts and affirms Paul's description of behavior unfitting for a Christian. "The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery (indulgence in sensuality); idolatry and witchcraft, hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy, drunkenness, orgies and the like." Galatians 5:19-21 (NIV)

When a student applies for admission to Northwest College, they must indicate that they have made a personal commitment to Jesus Christ as Lord and Savior and that they are willing to live by the community rules adopted by the College. This means abstaining from practices morally wrong such as stealing, use of profane, vulgar language, sexual sins, and dishonesty, including cheating.

It means that the student will abstain from gambling, pornographic literature, the possession or use of tobacco or illegal drugs, social dancing, the possession or use of any alcoholic beverage, and other behavior detrimental to community life. It is recognized that in all things the principles of selectivity and concern for Christian testimony must be exercised.

While attitudes are difficult to detect, they are as important to God as are outward forms of conduct. The College community is responsible to repudiate unacceptable attitudes and assist in seeking forgiveness so that each individual may grow in grace and righteousness.

In keeping with the College's goal of guidance toward holy living the following are attitudes, qualities of life, and action affirmed and encouraged. "But the fruit of the Spirit is love, joy, peace, long suffering, gentleness, goodness, faith, meekness and temperance." Galatians 5:22-23

The College promotes Christian Citizenship by instruction, loving corrective confrontation, and discipline, when necessary for the purpose of development of Christian lifestyle in the students.

An acceptable citizenship record also includes financial responsibility to the College and must be maintained in order to qualify for graduation or participation in student offices or extra-curricular assignments.

The College reserves the right to modify and amplify the standards and dates set forth in the Student Handbook and to use it's discretion in the interpretation and enforcement of all ideals and standards of conduct however communicated.

The College Administration also reserves the right to require any student to withdraw who is considered to be out of harmony with the goals and the spirit of the College.

## SINGLE STUDENT RESIDENCE LIFE

### **Single Student Residence Halls**

The purposes of Northwest College are fulfilled in part through the activities of residence hall life. These activities are designed to assist in the development of a mature Christian person.

All single students, 21 years and under, are required to live on campus. Any exceptions to this policy must be processed through Dean of Students' Office. Failure to receive prior approval will result in disciplinary action. It is understood that this is the agreement when accepting admission to Northwest College. Students 22 years of age are not required to live in the residence halls but may do so. (It is recommended that all students experience at least one year of residence hall living.) The following factors are considered when granting approval for off-campus housing:

1. Commuting from parents or relatives residence.
2. The space available on campus.
3. "Live in" residence (related to work).
4. The student's motivation for the request.
5. Age 21, and has prior established local residence.
6. The student's G.P.A., citizenship, and financial circumstances.
7. Significant documented financial savings.
8. The quality of the off-campus facility. (Is it conducive to study, NC standards, and welfare of the student?)

Applications for single student off-campus housing are available through the Dean of Student's Office. They must be submitted and approved before living arrangements are made.

Students are expected to keep their rooms clean and orderly. Walls must not be defaced by mails, pins, paste or markings. The decor of the rooms should always be in good Christian taste.

When a student leaves the residence room, lights should be off and windows should be closed so that drapes will not be damaged by moisture or wind. Window screens are not to be removed.

Breakage or damage to College property should be reported immediately to the Resident Dean or Resident Counselors. The cost of unreported damage will be assessed to all of the students on the floor or room where the damage took place. Furniture must not be removed from lounges or rooms without permission of the Resident Deans or Counselors.

The use of candles, or any open flame in the residence halls is viewed as a fire hazard and is therefore prohibited.

Food must be stored in appropriate containers. A kitchenette with a microwave is provided in each residence hall area for light cooking. Students who use the kitchenette area are responsible to keep the area clean. Microwave ovens are NOT allowed in student's rooms.

Due to fire danger and/or property damage, students in all residence are allowed to use only light appliances in their rooms, i.e.; razors, radios, TV's, VCR's, record and tape players, hair dryers, sewing machines, and self-contained appliances such as automatic coffee makers, popcorn poppers and toasters provided they are Underwriter's Laboratories approved and registered with the Resident Deans. Report of careless or improper use of these appliances will result in their removal from the room. Owners of such appliances will be held responsible for any damage caused by them.

Single residence hall rooms are mainly for study and sleeping. Storage of miscellaneous items such as auto parts, etc., is not permitted. Weights and weight lifting are confined to specified resident areas as approved by the Dean of Students through the Resident Deans. Students desiring to keep bicycles in their rooms must receive permission from the Resident Dean or Counselor and comply with the following guidelines and conditions:

## **P O L I C Y**

### **PROVISIONS FOR NON-MOTORIZED BICYCLES**

1. All bicycles must be stored in the designated bicycle rack located outside of the resident halls.
2. No bicycles are permitted at any time in the entry ways, resident hall lounges, dorm hallways, stair wells or closets in any of the dormitories or campus buildings. Any bicycles found in these areas will be confiscated.
3. Students may keep bicycles in their own rooms under the following conditions:
  - a) All bicycles will be pushed to and from the students room. At no time is any bicycle to be ridden in the resident dorm.
  - b) Student must notify the Resident Dean when they are storing a bicycle in their rooms. This notification must include the specific resident hall, the student's room number, bicycle color and name brand.
  - c) Storage of bicycles in dorm rooms are only permitted for students who occupy the room.
  - d) Any damage resulting from storage of bicycles in dorm rooms will be assessed to occupants of that room. (Revised 1990)

A Student's room is private and is to be so treated by others. Entering another's room or borrowing another's possessions without their permission is wrong, as is damaging the property of a fellow students. Students should learn to become one of a family group without infringing on the rights of others. The student's room, however, is subject to inspection at any time by the Resident Deans or College Administration.

On-Campus or off-campus single students are not permitted to be in the living quarters of the opposite sex or to have members of the opposite sex in their living quarters without appropriate chaperone arrangements and approval from one of the following: The Dean of Students, Resident Deans, or Resident Counselors. Any student who fails to receive prior approval will be subject to being placed on Citizenship Probation.

Students should use every precaution to safeguard their personal property. A Lock is provided on the door of each student's room and keys are assigned to all occupants. School authorities assist in every way possible to locate lost or missing articles, but cannot assume responsibility in this matter.

Rooms should be vacated in good order, all original furniture in place, and the key returned to the Resident Dean's Office. Defacing or destruction of property will result in discipline and assessed cost of repairs. A \$25.00 per occupant room-cleaning fee will be charged if the room is left in an unclean condition when occupants vacate. When they are available, single rooms may be arranged at an additional charge.

Refunds will be mailed to the student after the close of the semester if they are returning, the room condition is satisfactory and proper check-out procedures have been followed.

Water fights are not sanctioned by the College and are prohibited in the residence halls and other buildings on campus.

### **Interim Housing**

On Campus Interim Housing is available on a per diem basis separate from the regular semester charges. Interim housing is divided into two time-frames; Interim housing between Fall and Spring Semester, and Summer Interim Housing (Summer Interim Housing is only available to those students pre-registered and returning for the Fall Semester). Students who use their room as a residence between semesters are charged at a per diem basis. Students registered for Spring Semester who would like to leave personal effects in their room may do so at no charge. An interim housing form must be completed, returned and approved prior to dates needed.

Those students who have been placed on Citizenship Probation during a semester may forfeit the privileges of Interim Housing.

### **Resident Personnel**

Resident Personnel reside in all residence halls. These dedicated and committed people are not only trained and educated to recognize students need, but also have a sincere concern to minister, and compassion to help the student mature and grow in Christ. Therefore, they willingly accept the responsibility to supervise residence life and guide students in achieving successful adjustment to College life and residence hall living. Their availability for counseling and prayer affirms this relationship.

## **Guests**

Students may invite a relative or friend to be their guest in the residence hall for three nights each semester without charge if previous arrangements are made with the Resident Dean or Resident Counselor. If the guest is to stay more than three nights, a charge per night will be made. Additional visitors will be charged per night and a double charge will be assessed for unregistered persons. A guest is a person who has not visited campus previously during the semester, and is invited to campus by the student with whom he stays. Guests are expected to comply with College regulations. Persons to whom students are ministering should not be invited to be guests.

## **Courtesy Information Cards**

A courtesy information and check-out card are provided for each student in the residence hall. The card is filled out at the beginning of students residency and turned in to the Resident Dean. This enables the College to make contact in case of emergencies.

## **Closing Hours**

The residence halls will close at 12:00 midnight Sunday through Thursday; 1:00 a.m. Friday and Saturday. Students are to check in by the stated closing hours. Violators will be disciplined.

Students may not leave residence halls for any reason between closing time and 6:00 a.m. The use of windows for exits, except for fire, is prohibited.

Non-registered guests/or visitors (as noted above) are not permitted in the residence halls after closing time.

## **All Night Study Time**

Students are not allowed to use local restaurants or others places for all night study times.

## **Late-Ins**

Students who return to the Residence Hall after stated curfew hours must contact the Resident Assistant on duty throughout the buzzer system. Students are required to record their name, dorm room number, time, date, and reason for not meeting the stated curfew hour. The Resident Assistant will supply the form.

The Resident Counselor will make the initial contact with the student after the first late-in offence. Subsequent violations of stated curfew hours will result in one or more of the following:

Conference with the Resident Dean; work detail; and/or a fine. Repeated violations will be referred to the Dean of Students for formal action. Employment late-ins for men or women are issued upon request and verification of working hours. Application must be made through the Resident Dean's Office.



## **Overnight Stay**

Students wishing to stay over-night at the home of another student, relative, or friend, must notify their Resident Assistant, Resident Counselor, or Resident Dean of their intentions before leaving. The following information is need: 1) Name, 2) Address, 3) Phone Number, 4) Relationship, (roommate, relative, friend, etc.).

Students wishing to visit over-night at the home of a member of the opposite sex must have a letter of invitation. Students under 18 years of age, intending to visit over-night in the home of a member of the opposite sex, must have written permission of their parents or guardians, and a letter of invitation from the parents of the person visited. These must be presented to the respective Deans before leaving. Such leaves are restricted to weekends.

## **Residence Hall Lounges**

The lounge of each residence hall serves many functions: a lobby, communication center, and visitor area.

The lounges in the residences are provided as places where students may come for social fellowship and relaxation.

The College encourages a variety of social and cultural opportunities which assist student's spiritual and social development. These interactions help the student toward responsible maturity in public and private relationships.

Crowder Hall Lobby is not to be used as a lounge, but a place for meeting guest and communications. Students are asked not to remain in the lobby for more than 15 minutes.

The Student Center accommodates more recreational types of activities. Its co-educational function provides an eating place (Snack Shack) as well as a visiting and play area. Student leaders will provide activities and socials on a planned basis.

Except during "closed" residence meetings, students appearing in the lounge of their residence must be dressed in acceptable general campus attire.

Refreshments may be served on special occasions and by permission from the Resident Dean or Resident Counselor; otherwise, food is not to be brought into the lounge.

Typewriters are not to be used in the lounge or recreation room after closing.

## **Visitation in Lounges**

### **Gray-Beatty, Guy-Perks:**

Monday - Friday . . . . . 8:00 a.m. - midnight  
Saturday . . . . . 9:00 a.m. - midnight  
Sunday . . . . . 9:00 a.m. - 5:30p.m.  
. . . . . 8:00 p.m. - midnight

No visitors of the opposite sex are permitted to go beyond these lounges.

A given lounge may be closed on special occasions.

Conduct in the residence hall lounges should be in keeping with Christian principles of modesty and good taste. Activities that can be embarrassing to participants and observers will not be permitted.

Due to possible damage to property and injury to person, engaging in water fights and similar irresponsible behavior in Lounges or other college facilities, will result in a \$25.00 fine. Repeated violations of improper conduct may result in suspension or dismissal from College.

### **Pets**

Students are not permitted to keep animals of any kind residence rooms or student apartments.

### **Quite Hours**

Realizing the necessity for studies and sleep, quite hours from 9:00 p.m. to 8:00 a.m. have been established. In respect for other students, unnecessary noise in rooms or hallways, such as loud playing of musical instruments or stereos, radios, TV, etc., is not permitted. Students shall not linger outside residence halls or cause unnecessary noise after 11:00 p.m. and before 6:00 a.m.

Students are encouraged to listen to radio programs and recording which are in harmony with Christian standards and only at room level volume. The College reserves the right to require headphones or to store sets where habitual abuse occurs.

### **Music**

Students are asked not to produce or listen to music which is not consistent with positive Christian development and influence.

Like language, music is a form of expression. Just as a single word may be morally neutral, a single musical note is neither morally right nor wrong. But words can be combined into either good or sinful sentences. The same is true of music.

## **Television**

Television sets are provided and maintained in resident hall lounges for weekend use. The Resident Assistants have the responsibility of regulating the television in regards to hours used and insuring the quality of programs viewed. Whereas many programs now shown on TV and VCRs are not conducive to spiritual strength, growth, and edification and whereas time is a God-given commodity especially significant to the Christian College student, it is expected that each individual student will assume the responsibility of self-discipline in his use of television in reference to the quality of programs viewed, the rights of others, and the total time spent watching. The College Administration and the Resident Deans have the responsibility and reserve the right to regulate the use of television and VCRs and determine the hours they are used.

Television sets are not permitted in the hallways. They are permitted in rooms under the following conditions: 1) All TV sets and VCRs will be registered with Residence Staff, 2) the respective roommate must approve, and 3) headphones are required after 11:00 p.m. Cable TV is not approved for residence halls. Movies/Videos rated "R" or "PG-13" are not acceptable viewing and are disapproved in the strongest terms. Abuse will result in elimination of privilege.

## **Laundry**

Meter-controlled automatic washing and drying facilities are provided for the occupants' convenience. These are for the use of resident students only. Washed and dried clothing must be removed immediately so that the machines may be available for other students. No clothing, clean or dirty, is to be left in the laundry rooms overnight.

Ironing boards are provided in the laundry rooms and are not to be removed. There is to be no ironing done in private rooms or in the halls.

## **Storage**

Limited storage space is provided for the use of resident students. Any luggage stored here must be clearly marked with the student's name and room number. The College is not responsible to insure against the loss of, or damage to, personal equipment and effects of the students. No summer or non-student storage is available.

## **Personal Property**

Borrowing money, clothing, and personal effects or lending the same to fellow students is discouraged. Student personal property is not covered by College insurance.

## **Married Student Housing**

The College has available 78 units for married students. Thirty-six of these are one bedroom units designed for married students without children. Forty-two are two bedroom units designed for married students with children. All units are under college jurisdiction and management. Information concerning Married Student Housing may be obtained from the Dean of Students Office.

## CAMPUS LIFE

### **Appearance/Dress**

Northwest College students are Christian and collegiate in their appearance and dress. Guiding principles include moderation, modesty, neatness, good taste, and propriety. Appearance or dress which identifies with attitudes, philosophies, or segments of society in opposition to Christian principles is not acceptable. Clothes that draw undue attention to the body (such as short skirts and tight, form-fitting pants or dresses) are not permitted. While it is appropriate to be in style, modesty and good taste should not be sacrificed for the "latest".

Students must always wear some type of footwear in public, and men must wear shirts. Women should avoid excess in makeup and jewelry. Men will use good judgement in hair length and styles. If beards or mustaches are worn, they must be neatly trimmed.

Appropriateness to time, place and activity should determine dress, within the guidelines above. Neat and clean street clothing is appropriate for most occasions. Dress-up clothing is appropriate for church and for chapel participation. Mini-skirts are not acceptable wear. Gym wear should be confined to the gym or approved athletic activities. Shorts are inappropriate for class, chapel, library, cafeteria, and the Administration Building. Swimsuits shall not be worn on campus. Grubbies or work clothing are not acceptable for class wear or general campus wear. The wearing of hats by men students in classes, cafeteria, or chapel, is not acceptable.

The College reserves the right to establish special requirements for students who represent the College off campus.

### **Hazing**

The College does not permit hazing for initiations and engagements if it causes personal injury, damage to personal or College property, or detracts from the testimony of the College or individual. Activities that can be embarrassing to participants and observers will not be permitted.

Due to possible damage to property and injury to person, engaging in water fights and similar irresponsible behavior in Lounges or other College facilities will result in a \$25.00 fine and/or cost for damage incurred. Repeated violations of improper conduct may result in suspension or dismissal from College.

### **Marriage**

Since the stated purpose of Northwest College is to minister to the whole man and because marriage is a divine institution as well as a matter of individual responsibility, the administration, faculty, and counseling staff of the College will provide counseling for students who are married or preparing for marriage. This counseling shall emphasize the sacredness of marriage, its responsibilities and its privileges. It shall be directed to meet the needs of the individual and his ability to cope with adjustment problems inherent in the union, such as age differences, race differences, social-cultural differences, and previous marriage relationships.

Inasmuch as marriage involves new adjustments to life and added responsibilities, students 21 and under are not permitted to marry during the academic school year. Exceptions to this policy will be considered if request is made in writing to the Dean of Students Office and justifiable reasons are given. Violation of this standard subjects the student to immediate suspension.

### **Telephones**

There are telephones located in each room for student's personal use. A \$30.00 phone security deposit will be required from all Single Resident Hall Students. Policies and guidelines relating to the cost and operational procedures are published in the Single Resident Hall phone policy. Students are to notify their parents of the specific Resident Hall phone number 822-5777, which is to be used at all times.

### **Off-Campus Musical and Entertaining Groups, and Speakers**

Groups or individuals may be invited to present their ministry or perform a service on campus provided that a need exists on campus for their ministry or service; provided they are not competitive with nor antagonistic to the Assemblies of God programs; provided their reputation has been established; and provided that their coming will be consistent with the ministry, purpose, and objectives of the Church and College. The use of such ministries requires prior administrative approval which is sought through the Dean of Students.

## **COLLEGE FACILITIES**

Northwest College encourages "self-maintenance" by all who use the College facilities. Students are urged to cooperate in the matter of keeping the College premises orderly through (1) responsible and appropriate use, (2) leaving facilities as found or in better appearance and condition whenever possible, and (3) prompt reporting of repair and other maintenance needed.

### **Office Equipment**

The College duplication facilities and office equipment are not for student use. Necessary equipment and supplies are arranged by ASB. Photo copying service is available in Hurst Library.

### **Keys to College Facilities**

Each student admitted to residence living will receive a key for their room in the residence hall. A \$5.00 key deposit is charged and is refundable when it is returned to the Resident Dean or Resident Counselor. A \$5.00 deposit for the mailbox key is also required. Students are requested to keep their rooms locked at all times, for the College cannot assume responsibility for any loss of personal property. If a student key is lost or stolen, it should be reported immediately to the Resident Deans or Resident Counselor who alone are authorized to have another key made. A minimum charge of \$10.00 will be made for duplicating the key.

Upon receipt of any key, the student will assure the College by their signature that they will neither loan nor duplicate any key to College buildings or rooms. Students violating this policy or found in possession of unauthorized keys will be subject to immediate discipline.

## COMMERCIAL ACTIVITIES

College facilities are not to be used for commercial solicitation, advertising or promotional activities without the permission of the College Administration.

Students may sell services on campus (fix hair, shine shoes, etc.) but they are not allowed to merchandise products on campus.

Non-students are not allowed to solicit sales in any form on campus except by special permission of the College Administration. In advertising service, off-campus students should not imply College approval.

### **Student Bulletin**

The administration at Northwest College encourages pastors to advertise their church activities and services by submitting "blurbs" (short publicity notices) to the Dean of Student's Office for inclusion in the Student Bulletin. This bulletin is prepared and provided for all students weekly for current activities and announcements. An annual Church Directory of the greater Seattle area is also provided each student at the beginning of Fall Semester.

### **Distribution of Materials**

Handbills, leaflets, newspapers, and other materials may not be distributed or posted by students or non-students on the College campus or in the College facilities without the expressed permission of the College Administration. All such materials must bear identification as to the publishing agency, distributing organization, church, or individual. All posters must be submitted to the Dean of Students Office for clearance. This precaution is taken because the administration desires to have positive influence in the things advertised to the students and to eliminate any cross purposes to the nature of the College and needs of its students.

Any student who violates any policy relating to the distribution, or posting of handbills, leaflets, newspaper or related materials shall be subject to disciplinary action.

### **Posting of Bulletins and Advertising**

The posting of all bulletins and announcements is to be cleared with the Dean of Students. Students may post advertisements of services offered or, occasionally, of used merchandise, but not of new merchandise for which the student may be an agent or sales representative. Permission to post such ads is not to be construed as an endorsement by the College.

The posting by student organizations of handbills, posters, signs, or announcements is prohibited except on designated bulletin boards.

### **Purchases**

No use shall be made of the name of the College for the purchase of any merchandise or service without a purchase order and appropriate use of authorization from the Business Office.

## STUDENT FINANCES

1. Tuition and fees are due and payable in full by the first day of classes each semester. Students are expected to meet this due date and make payment in full.
2. For Students who cannot pay their accounts in full at the first of each semester, a deferred payment system can be negotiated with the Business Office, whereby the fees and one-third of the tuition, board and room charges are paid at the beginning of the semester, one-third mid-semester, and one-third fifteen days before final examinations.
3. Carrying charges are assessed to any unpaid balance after the Friday of the first full week of classes at the rate of one and one-half percent per month.
4. Students failing to meet the payment schedule will not be eligible to continue in classes and a student whose account falls ten days in arrears may be suspended from classes or from school.
5. A student must clear their previous account before starting classes in an ensuing semester.
6. Payment of account policy applies to those qualifying for V.A. benefits.
7. The College reserves the right to assign delinquent account to an agency for collection. Any collection charges are added to the student's account.
8. Student's account must be paid in full, or kept current, in order to receive transcripts for credit.

### ASB Fees

A Student body fee is charged on a semester basis at the time of registration. Fees vary semester by semester as established by the Board of Directors. The Associated Student Body Officers budget the use of these fees.

Fees cover the cost of the College yearbook, admission to the all-school socials, cultural events, student-sponsored recreational and athletic activities and class dues. Married couples who are both students are charged for and given one yearbook only. The spouses of married students are admitted to the College sponsored athletic activities at the regular student price. All Students are required to pay these fees.

### Student Tithes and Offerings

Students are strongly urged to return tithes and give offerings regularly and consistently to support the work of Christ and His Church. The revenue for funding Student Ministries and Student Missions comes from finances raised through the receiving of student tithes and offerings. It would be proper for students to contribute their tithes to the area church where they worship and minister or to their home church. However, all students should faithfully contribute offerings for the support of the Students Ministries and Student Missions sponsored by Northwest College.

Church offerings received for Gospel Team and Drama Ministries shall also be used to underwrite the cost of providing this ministry to churches in the area.

## CAFETERIA

The College makes every effort to provide regular balanced meals with variety. Effort is made to keep costs assessed to the student at a minimum.

### **Contract Meal Ticket**

Resident Campus students may apply for an adjusted meal ticket if they meet one or both of the following policies:

1. **Two Meal A Day Ticket**

Students who receive a meal supplied by their employer at work. This can be breakfast, lunch, or dinner. Adjustment will be at a percentage of the contract price. Verification from employer will be required.

2. **Five Day Ticket**

Students who commute on a regular basis to their home on weekends. Reimbursement is for Saturday and Sunday meals only. Adjustment will be given at a percentage of contract price.

Provision for reimbursement if approved by the Dean of Students becomes effective the date application is submitted. Refund is made only at the end of each semester. Students are charged full meal ticket price for meals eaten during approved discount period. Applications must be submitted for each semester. Applications and other policy details are available through the Dean of Students Office.

### **Sack Lunches**

Sack lunches are also available for students who work during open hours and their employer does not provide a meal. Sign up for sack lunches should be 24 hours in advance in the location provided.

### **Off-Campus Ticket**

There are three options that are available to off-campus students. Further information can be obtained from the Dean of Students Office.

### **Special Diet**

In the event of medical or health conditions a student is required to have a special diet, they should submit a written notice from their doctor to the Dean of Student's Office. Students are to provide a medical doctor's statement giving all information regarding restrictions and a list of recommended foods to eat. Every effort is made to meet the special requirements of diet when health is a factor. The college reserves the right to charge for special diet provision if necessary. There is no reimbursement for a special diet.



## **Restrictions**

It is not permissible to remove dishes, tableware, glasses, and related items, or food from the Cafeteria. The exceptions is trays for the sick, which may be checked out by special permission.

Students must present their I.D. Card with meal ticket number to be able to eat any given meal, or pay cash. Lost I.D. Cards must be replaced by the Dean of Students Office in order for the student to eat in the Cafeteria. Charge for the replacement of a lost I.D. Card is \$5.00.

## **CAMPUS COMMUNICATIONS**

Students are encouraged to use their privileges and to follow proper procedures in communicating thoughts, opinions, or information regarding any College issue that concerns them. Student officers, student representatives to the Campus Council (see page 10 of handbook -- Campus Council), the Resident Deans, the Resident Counselors, the Dean of Students and other College Administrators are available to hear recommendations, opinions, or complaints. It is unnecessary to form a student petition to achieve what is proper and necessary. Northwest College seeks to maintain a family atmosphere and work toward peaceful understanding in the important area of communication (see page 43 -- "Grievances").

## **CAMPUS SAFETY**

### **Firearms**

Students are not permitted to carry on their person weapons (firearms, knives, etc.)

### **Fire Drills**

Fire drills will be conducted in all of the College buildings at the discretion of the Administration.

General instructions include the following:

1. Close all windows and doors.
2. Walk -- **DO NOT RUN** -- to the nearest exit.
3. The first person to the exit should hold the door open for the others.
4. Move at least 250 feet away from the building in case of a natural gas explosion.
5. Stay outside until a clearance signal is given.
6. If you notice a fire in the building:
  - a. Break the glass rod in front of the fire alarm box.
  - b. Notify the office as to the location of the fire.

### **Fireworks**

The use of fireworks on campus is prohibited. Violators are subject to fines and disciplinary action.

## MOTOR-VEHICLE POLICY

The College is responsible to provide and maintain a safe campus for pedestrian and automobile traffic. It is expected that each student driver will maintain a Christian attitude and courtesy in his driving at all times.

All motor vehicles owned or operated by students must be registered with the College and parked on campus in their assigned area.

Violations of traffic regulations may result in fines, removal of cars by towing, at owner's expense and/or suspension of the privilege of having a motor-vehicle on campus.

The full statement of the Vehicle Code, fines and procedures is available in the Dean of Students Office. All Students are responsible to read the Motor Vehicle Policy.

## **ACADEMIC LIFE**

Academic excellence should be the goal of every serious minded Christian student. Northwest College encourages Christian scholarship. The mind of each student is a tool to be sharpened and used for the glory of God.

The student is expected to relate to the College's standards and the individual teacher's classroom regulations in a positive way. They must be courteous towards their teachers and refrain from conduct which disrupts the learning process.

In case of unresolved incompatibility with a teacher or the College's standards, the student is directed to see the Grievance section on Page 39. They shall withdraw from class or from the College rather than promote disunity.

### **Enrollment/Course Change**

Official registration may be made **ONLY** in the Admissions & Records Office. The only authority for an instructor to permit a student to be present in a classes authorization from the Admissions & Records Office. A student may add courses to his load through the second Friday of each semester. Students are responsible for the academic program they select when they register. Changes may only be made when filling out an Add/Drop Form in the Office of Admissions and records.

Course withdrawals through the second Friday of class instruction have no effect on the transcript. Course withdrawals during week three through the eighth Friday of class instruction result in a "W" (Withdrawal) on the transcript. Students who withdrawal from a course during week nine through the last day of class instruction receive a "WS" (Withdraw Satisfactory = Grade of C or better average) or a "WU" (Withdrawal Unsatisfactory = Grade of D average or below). The assignment of "WS" or "WU" will be at the sole discretion of each instructor based on class records and any special circumstances involved with the withdrawal. Students who do not complete a course and fail to withdrawal properly will receive their earned grade. There is no Automatic Dropping of courses resulting from a student's failure to attend class sessions.

### **Attendance**

Classes are conducted with a view to helping students develop in knowledge and character, and the student's attendance is assumed. If absences do occur, the student is responsible for work missed. Because classes differ in purpose and character, individual teachers determine the effects of absences upon grades for their classes and publish specific requirements in course syllabi. Appeals relating to attendance should therefore be addressed first to the teacher.

Class absences necessitated by required participation in some College-sponsored activity are excused through the Academic Affairs Office. The faculty or staff member submit a list of students participating and the Vice President for Academic Affairs informs teachers of times the students are to be excused. Students are authorized to leave class without being counted absent if the instructor fails to appear within the first 10 minutes of the class period.

## Probationary Policy

Academic probation places a student under special supervision for the purpose of providing opportunity for academic improvement. It is assigned when a student's grade point average falls below the following levels: Freshman, 1.7; Sophomore, 1.8; Junior, 1.9; Senior, 2.0.

When a probationary student's cumulative GPA rises above these minimum levels he is removed from probation. Students on probation:

1. Are under the special supervision of the Vice President for Academic Affairs.
2. Will be requested to adjust academic loads (12 hr. Max).
3. Are restricted from participation in certain extra-and-co-curricular activities.
4. May be requested to take special classes, such as, Study Skills.

To be eligible for continued pursuit of a degree program at the College, students must have the minimum GPA's listed above for admission to the next level of study. Evaluations are made following the end of each academic year. Appeals for enrollment reinstatement must be directed to the Vice President for Academic Affairs.

## Working Students

Working students should plan their academic load in view of the following recommended academic load:

Outside Work	Academic load
34 or more hrs. a week	Max. 10 credits
26 to 33 hrs. a week	Max. 13 credits

## Recommended Academic Load

The average number of credit hours per semester is 16. Permission of the student's faculty advisor is required for a student to carry an academic load of more than 18 hours.

## Make-Up Tests

Tests may be made up only if missed for serious, unavoidable, involuntary reasons. Such reasons would be: (1) extreme emergencies (e.g., death in the family); (2) Serious illness (e.g. unable to go to classes, work, meals, etc.); (3) Unavoidable and/or unexpected work conflict; or (4) College sponsored and scheduled activities approved by the Vice President for Academic Affairs (e.g., choir or varsity sports trips). Judgement as to whether or not a valid reason exists is the responsibility of the instructor.

A student who has been absent for such valid reasons must make arrangements the next day he attends class, or, when possible, in advance. This must be done with the instructor to make up the test.

No semester is officially ended until all tests are completed. Students should not plan to leave campus before the end of the testing schedule and should not ask to take exams early! Students who leave early will receive an "F" on the final. Make your plans for work, travel or weddings with this in mind.

If a student should have three exams on the same day they may petition the instructor of the third exam for testing at a different time. The time of the rescheduled test would be determined in consultation with the professor, but the text must be taken within the 4 days of finals.

### **Requirements for Graduation**

For graduation requirements see the College Catalog. For additional clarification consult the Director of Admissions and Records regarding the graduation checklists or audits.

### **Student Records Policy**

The Family Educational Rights and Privacy Act of 1974 (FERPA) specifies rights and privileges regarding student records. The written institutional policy adopted by Northwest College in compliance with FERPA is available from the Office of Admissions and Records. Annual notice regarding FERPA rights is provided in the College's Student Handbook and Catalog.

In accordance with FERPA, you are notified of the following:

1. **RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at this institution.
2. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
3. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.
4. **RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION:** You have the right to file a complaint with the Family Policy and Regulations Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C., 20202, concerning this institution's failure to comply with FERPA.
5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by this institution in compliance with FERPA. A Copy may be obtained in person or by mail from: Northwest College, Office of Admissions and Records, 5520 - 108th Ave., NE, Kirkland, Washington, 98033.

## ACTIVITIES

### **Awards and Honors Convocation**

An Awards and Honors Convocation is held in the spring of each school year as an encouragement to students in Northwest College to strive for excellence. Recognition is given to such factors as exemplary students life, and academic achievement. These include the following annual awards:

- Graduate awards to the Associate of Arts 7 Bachelor of Arts graduates with the highest grade point averages on all academic work completed at N.C;
- Departmental awards to the students with the highest grade point average of work completed in the major;
- Academic awards to all students in each class level whose grade point averages exceed 3.8;
- Certificate awards for Resident Assistants in honor of their specific on-campus ministry;
- The Student Life Awards for an outstanding representative man, women, and married student of the year.

### **Social/Cultural Program**

The Associated Student Body in cooperation with the College Administration sponsors a spiritual, cultural and social life program to encourage the development of the whole person.

A social-cultural committee composed of all ASB organization Vice Presidents develops and promotes the student body social-cultural program and calendar for the year. All organizations must clear their calendars through the committee and the Administration for coordination and to make the event official. The social-cultural committee is chaired by the ASB Vice President for Student Activities who is responsible for all student social;-cultural events.

A variety of cultural events are held throughout the year in order to expand the cultural awareness of the student. Such events feature films and lectures, musical presentations and special guests.

### **Residence Meetings**

The AWS or AMS residence meeting as well as the evening floor meetings are for inspiration, encouragement, sharing of pertinent information and for discussing important matters. Students are encouraged to attend regularly.

### **All-School Events**

Harvestime Social - An informal gathering sponsored by the ASB held in the Fall Semester of each year for the entire student body.

Missions Convention - During the beginning of Spring Semester a Missions Convention is held. Various projects may include a Food Fair (featuring foods from various parts of the world), Pre-Convention Brunch, booths, missionary guests, parade, costumes, special music or films, etc., and are designated to emphasize World World Missions.

All-School Banquet - This is a formal banquet sponsored by ASB held in the Spring Semester and is for all students, administrators, faculty, and front line staff.

All-Sports Banquet - An event when athletes from all the varsity sports enjoy an evening of sharing faith, food, fun, and fellowship! Administrators, faculty, staff, and special guests, all convene to show appreciation of coaches and players of Northwest College. This annual event is scheduled in April of each year.

All-School Theme Nights - Different nights throughout each semester where all students are encouraged to join in special dress-up nights to fit the theme.

Other organizations, such as classes, also have their own social events and sponsor activities for their members during the year.

## **ATHLETICS**

### **Varsity and Intramural Sports**

Northwest College participates competitively in men's basketball and soccer; and women's basketball and volleyball. Northwest College is affiliated with the Pacific Northwest College Conference and is a member of the national Christian College Athletic Association.

### **WOMEN'S VOLLEYBALL SCHEDULE**

#### **Tentative Schedule**

<b><u>DATE</u></b>	<b><u>DAY</u></b>	<b><u>OPPONENT</u></b>	<b><u>PLACE</u></b>	<b><u>TIME</u></b>
September 8	Saturday	Shoreline Tournament	Seattle	9:00 am
September 14	Friday	TBA		
September 15	Saturday	St. Martins/Columbia Christian/Warner Pacific	Lacey	TBA
September 19	Wednesday	Shoreline	Seattle	4:00 pm
September 21	Friday	Warner Pacific	Portland	7:00 pm
September 22	Saturday	Columbia Christian/ Western Baptist	Portland Salem	TBA 5:00 pm
September 25	Tuesday	Bellevue Community	Bellevue	7:00 pm
September 29	Saturday	Multnomah/ Trinity Western	Home	11:00am. 3:00 pm
October 3	Wednesday	Central Washington	Ellensburg	4:00 pm
October 5	Friday	Western Baptist	Home	7:00 pm
October 6	Saturday	Multnomah	Portland	2:00 pm
October 9	Tuesday	Trinity Western	Langley, B.C.	5:00 pm
October 11	Thursday	Central Washington	Home	7:00 pm
October 13	Saturday	TBA		
October 16	Tuesday	Shoreline	Home	7:00 pm

October 19	Friday	TBA		
October 20	Saturday	St. Martin's	Home	7:00 pm
October 22	Monday	Bellevue	Home	7:00 pm
October 25-27		NCCAA II Tournament	Fullerton, CA	
		Pacific Christian College		

### WOMEN'S BASKETBALL SCHEDULE

Tentative

Nov. 16	Friday	Pacific Luthern U.	Tacoma	7:00 pm
Nov. 17	Saturday	Seattle Pacific U.	Home	7:00 pm
Nov. 20	Tuesday	St. Martin's College	Home	7:00 pm
Nov. 27	Tuesday	Edmonds College	Home	7:00 pm
Nov. 30	Friday	Sheldon Jackson	Sitka, AK	6:00 pm
Dec. 1	Saturday	Sheldon Jackson	Sitka, AK	6:00 pm
Dec. 3	Monday	Alaska Pacific U.	Anchorage AK	TBA
Dec. 7	Friday	Olympic College	Bremerton	7:00 pm
Dec. 8	Saturday	Western Baptist	Home	6:00 pm
Dec. 11	Tuesday	U. of Puget Sound	Tacoma	7:00 pm
Dec. 14	Friday	Columbia Christian	Home	6:30 pm
Jan. 11	Tuesday	Alaska Pacific U.	Home	6:00 pm
Jan. 12	Saturday	Central Washington	Ellensburg	5:00 pm
Jan. 15	Tuesday	Olympic College	Home	6:00 pm
Jan. 19	Saturday	Western Baptist	Salem	5:00 pm
Jan. 25	Friday	Puget Sound Christian	Edmonds	6:00 pm
Jan. 26	Saturday	Sheldon Jackson	Home	6:00 pm
Jan. 29	Tuesday	Trinity Western	Langley, B.C.	6:30 pm
Feb. 1	Friday	Puget Sound Christian	Home	7:00 pm
Feb. 4	Monday	Edmonds College	Edmonds	4:00 pm
Feb. 7	Thursday	Seattle Pacific	Seattle	7:00 pm
Feb. 9	Saturday	St. Martin's College	Lacey	7:00 pm
Feb. 11	Monday	Columbia Christian	Portland	5:15 pm
Feb. 15	Friday	Central Washington	Home	6:00 pm
Feb. 16	Saturday	Trinity Western	Home	7:00 pm
Feb. 19	Tuesday	U. of Puget Sound	Home	7:00 pm
Feb. 22	Friday	Central Washington	Home	7:00 pm
Mar. 1	TBA			
Mar. 1	TBA			
March 7-9		NCCAA II National Tournament		
		Clarks Summit, Pennsylvania		



## MEN'S SOCCER SCHEDULE

### Tentative Schedule

September 21	Friday	Western Baptist	Salem	4:00 pm
September 22	Saturday	Columbia Christian	Home	1:00 pm
September 28	Friday	George Fox College	Newberg	4:00 pm
September 29	Saturday	Columbia Christian	Portland	1:00 pm
October 5	Friday	Everett Community	Everett	3:00 pm
October 8	Monday	Concordia	TBA	3:00 pm
October 18	Thursday	Everett Community	Home	3:00 pm
October 27	Saturday	Western Baptist	Home	1:00 pm

## MEN'S BASKETBALL

### Tentative Schedule

November 8	Thursday	Trinity Western	Home	8:00 pm
November 9	Friday	Concordia		7:30 pm
November 10	Saturday	Warner Pacific	Portland	7:30 pm
November 13	Tuesday	Trinity Western	Langley, B.C.	8:15 pm
November 16-17	Friday	Lewis & Clark Tournament	Lewiston, ID	TBA
November 19	Monday	Whitworth	Spokane	7:30 pm
November 27	Tuesday	Simon Fraser	Burnaby, B.C.	7:30 pm
Nov.29 - Dec. 1	Thurs.- Sat.	Sheldon Jackson	Sitka	TBA
December 4	Tuesday	Simon Fraser	Home	7:30 pm
December 8	Saturday	Concordia College	Home	7:30 pm
December 13	Thursday	St. Martins	Lacey	7:30 pm
January 8	Tuesday	Dordt College	Home	7:30 pm
January 11	Friday	Whitworth	Home	8:00 pm
January 12	Saturday	Multnomah	Home	7:30 pm
January 15	Tuesday	Puget Sound	Edmonds	7:30 pm
January 18	Friday	Multnomah	Home	7:30 pm
January 19	Saturday	Portland Bible	Home	7:30 pm
January 22	Tuesday	Warner Pacific	Home	7:30 pm
January 25	Friday	Puget Sound	Edmonds	7:30 pm
January 26	Saturday	Columbia Christian	Home	8:00 pm
January 29	Tuesday	Puget Sound	Home	7:30 pm
February 1	Friday	Multnomah	Portland	7:30 pm
February 2	Saturday	Portland Bible	Portland	7:30 pm
February 7	Thursday	Lewis & Clark State	Home	8:00 pm
February 8	Friday	Northwest Christian	Eugene	7:30 pm
February 9	Saturday	Multnomah	Portland	7:30 pm
February 11	Monday	Columbia Christian	Portland	7:30 pm
February 14-15	Thurs., Fri.	Puget Sound/ Northwest Christian	Home	8:00 pm

**President** . . . . . **Rev. Dennis Davis**  
**Dean of Students** . . . . . **Steven R. Emerson**  
**Assistant Athletic Director/Men's Basketball** . . . . . **Coach Doug Filan**  
**Women's Coach** . . . . . **Kristi Brodin**  
**Men's Soccer Coach** . . . . . **Doug Clark**  
**Mascot** . . . . . **"Eagles"**  
**School Colors** . . . . . **Royal Blue & Gold**  
**Cheerleading Advisor** . . . . . **Deanna Stone**

## DISCIPLINE

### 1. SANCTIONS

The College is concerned not only with the academic performance but with the personal conduct of each student. Guidelines for student behavior and appearance are provided for all students in the Student Handbook and College catalog. Each student is responsible to read and become familiar with all policies set forth herein. Failure to read the material does not excuse the student from the consequence of violations.

Disciplinary action, up to and including dismissal from the College may be imposed upon a student for failure in action or spirit to abide by the statement of student conduct as outlined in this handbook, the Citizenship Manual or the standards of the College.

### 2. APPEALS

Disciplinary action may be applied to the Citizenship Council. Disciplinary action taken by the Council may be appealed by the student to the President of the College. All appeals by a student must be made in writing to the Council or to the President within seven calendar days of the notification by the Dean of Students. A full explanation of the "Appeals Policies" are available in the Library.

### 3. ACTIONS

The following disciplinary actions may be imposed upon violator of Student Conduct:

**a. Residence Hall Penalties:** Different degrees of penalties may be given according to the seriousness of the infraction. These may include work detail or fines (damage reparations), residence hall probation and/or referral to the Dean of Student's Office for formal College discipline as outlined below.

**b. Provisional Citizenship Probation:** Notice to a student in writing, that he has been in violation of the rules of student conduct or has otherwise failed to satisfy the Colleges expectations regarding conduct. A student's continued violation of student conduct policies while on Provisional Citizenship Probation will make the student subject to Citizenship Probation.

**c. Citizenship Probation:** Formal action placing conditions upon the student's continued attendance for violation of rules of student conduct. Students under Citizenship Probation are restricted from some College activities. Being placed on Citizenship Probation during the semester may jeopardize the student's privilege of interim housing.

**d. Suspension:** An involuntary separation from College for an indefinite or stated period of time.

**e. Dismissal:** Involuntary separation from College and termination of student status. Students dismissed from the College will not be allowed to apply for readmission without the express permission of the President.

#### **4. JURISDICTION**

All regulation herein stated concerning student conduct and discipline shall apply to all students attending Northwest College. The College expects that its students will abide by its stated standard of conduct during the interim and vacation periods. It reserves the right to invoke retroactive discipline or refuse continued student status to students who become involved in moral and other major violations of the standards of conduct that involve student life or the College testimony.

#### **5. INVOLUNTARY WITHDRAWAL**

The College Board of directors has provided for involuntary administrative withdrawal as follows:

A student will be subject to involuntary administrative withdrawal from Northwest College, or from Northwest College housing, if it appears that the student (a) engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or theirs, or (b) engages, or threatens to engage, in behavior which would cause property damage, or impede the lawful activities of others. Additionally, a student accused of violating other College disciplinary regulations may be diverted from the disciplinary process stated in the current edition of the Student Citizenship Manual and withdrawn in accordance with these standards, if the student, (a) lacks the capacity or fails to respond to pending disciplinary charges, or (b) did not know or does not recognize the nature of wrongfulness of the conduct. (For procedures see full policy statement in the Dean of Students Office.)

#### **6. APPLICATION OF CITIZENSHIP REGULATIONS**

Northwest College desires that its students develop life styles characterized by increasing freedom, built upon self-discipline, moderation, and adherence to Biblical principles. In the application and enforcement of rules affecting student appearance, it is desirable to match the degree of discipline to the student's culpability in terms of knowledge, recalcitrance, and malice. Enforcement will necessarily be selective, aimed at correction of obvious deviations in order to maintain reasonable adherence to standards. Individual responsibility is not abrogated by failure to punish all offenses. A civil and law-abiding community is the object.

#### **GRIEVANCES**

Northwest College is interested in providing an atmosphere consistent with its goals of preparing workers for Christian ministries. Policies, rules, regulations, and guidelines are established as a framework within which the "College family" can live harmoniously and with consideration for one another, as well as for the ongoing purposes of the College.

The College desires to deal equitably and fairly with all persons, whether students, staff, faculty, administration, business associates, or guests. Should any student have a complaint (or grievance), the College is interested and concerned. The student is urged to follow scriptural patterns for the solutions of problems. This should become a part of his educational experience and spiritual development.

**The following guidelines are considered appropriate:**

1. If a student has a grievance against a teacher, the student should first speak to the particular teacher concerning the matter. If no satisfactory agreement is reached, he should take the matter to the Academic Affairs Office.
2. If a student has a grievance against another student or in matters of student life, he should try to settle the matter privately. If this cannot be done, the student may take the complaint to the respective Resident Dean and/or the Dean of Students.
3. If a student has a grievance against the College, they have elected class or student officers to represent them to the administration. They also are free to voice their own grievance to the proper Administrator.

A full statement of Student Academic - Citizenship Appeals Policy is available in the Dean of Students Office and the Academic Affairs Office.

**Principles to Remember**

1. Proverbs 26:32 - "He that is slow to anger is better than the mighty and he that ruleth his spirit than he that taketh a city!" Don't do or say things for which you will be sorry, or which will make the solution or reconciliation more difficult. Let the men be "gentlemen", and the women be "ladies", even when the going gets difficult.
2. Mark 11:25 - ". . . When ye stand praying. . .forgive." God is interested in you as a person, and in the kind of person you are becoming. Let God help you find the right approach to the solution of the problem. "More things are wrought by prayer than this world dreams of."
3. Matthew 18:15-16 - If your brother wrongs you, go and show him his fault, between you and him privately. If he listens to you, you have won back your brother. But if he does not listen, take along with you one or two others, so that every work may be confirmed and upheld by the testimony of two or three witnesses.

It should be remembered that the College personnel cannot always work instant solutions to all problems, but the N.C. student is among friends who care and who will take all reasonable steps toward the solution of all legitimate problems he may encounter.

## SERVICES

### Insurance

Students are encouraged to continue their insurance coverage under their parents' policy when this is possible. Family policy protection extended for the full calendar year and generally offers more complete coverage to the student.

Students are required to take out medical insurance offered by the College unless written evidence of their medical insurance coverage is submitted to the Business Office at the time of registration (Membership card or letter from parents.) Claim forms are available from the Business Office and must be submitted for each separate accident or illness. Students involved in athletics may be expected to carry special coverage when applicable.

### Athletic Liability Coverage

- (1) Take out group insurance available through the College, or
- (2) Show proof of coverage under another program.

Those indicating coverage under another program but who are participants in any of the College group activities involving traveling, are required to sign a Waiver of Responsibility form verifying that they are covered under another program and declaring that the College is not liable for any cost involved in a claim while traveling for the College.

### Liability

The College does not assume the responsibility to provide housing or food service in the case of a major disaster that would render the present facilities inoperable. The College cannot and does not insure against or assume responsibility for loss due to fire, theft, vandalism, or loss of life or personal injury.

### Health Services

The services of a registered nurse are available to all students. She will consult with students concerning health matters and render certain health services as may be needed. Her hours are posted on the door of the Health Service Center in Crowder Hall. Special appointments may be made if the student has a schedule problem.

While the College does not maintain a staff physician, the Resident Deans or the College Nurse will be glad to consult with students needing the services of a physician.

**HEALTH CENTER HOURS:** Monday - Thursday 11:00 A.M. to 4:00 P.M.

## **Counseling Services**

The Counseling program of the College offers a variety of services. The services offered are preventive, redemptive, and supportive, and include, testing service, vocational counseling, growth groups, academic guidance, pastoral care, and referral counseling. The services are paid for by student fees. If a student is referred to a counseling agency apart from Northwest College, all fee schedules are between the student and agency to whom referral is made.

All Northwest College students needing services are referred through the Dean of Students Office.

## **Employment**

Employment possibilities in the area of Northwest college are very good. Assistance in finding off-campus employment is given to our students by the Off-Campus Employment Service. In order to keep a good job market available, students are requested to inform this office of any changes they make in employment. On-campus employment is arranged through the Vice President for Business Affairs.

Students engaged in any form of employment that extends beyond closing hours of the residence must make special arrangements for entry with the Resident Deans or Resident Counselor. Those who do not have automobiles must prearrange return transportation with their employers and not with other students.

Women students who take jobs as babysitters, will be allowed to take a special late-in provided the circumstances warrant it and permission is requested in advance from the Resident Dean. Work situations involving a students advance from the Resident Dean. Work situations involving a student's late entry after 1:00 A.M. should be avoided.

## **College Snack Shack**

The Snack Shack is located in the Student Center Building and serves as an on-campus light food service for resident students and commuters. It is managed by the College for the benefit of the students. Snack Shack hours are 8:00 A.M. to 1:30 P.M. Monday through Friday. The Snack Shack is open some evenings for special occasions. The Snack Shack area (including the Student Center offices and game room) is closed during the Chapel hour.

## **Bookstore**

The College Bookstore is located in the Student Center Building and handles textbooks, Bibles, commentaries, concordances, dictionaries, and other books of value in building a Christian worker's library. The bookstore also sells stationary supplies, Gospel recordings, songbooks, College souvenirs and gifts. Bookstore purchases shall be on a cash basis.

## **Library**

The D.V. Hurst Library is the center for information services on campus. The library houses over 83,000 catalogued items, including over 400 periodical titles.

Library operations, services, and facilities are described in the library brochure. There are also handouts available explaining how to use various resources and gain access to the information you need.

The librarian is available for consultation for any assignment using library resources, no matter how large or small.

### **Library hours when classes are in session Fall and Spring Semesters:**

Monday - Thursday	8:00 A.M. - 10:00 P.M.
Friday	8:00 A.M. - 5:00 P.M.
Saturday	10:00 A.M.- 8:00 P.M.
Sunday	1:30 P.M. - 5:30 P.M.

**The Library is closed during Chapel.**

For other times, such as finals, vacations, holidays, and summer school, the hours vary. Please watch your student bulletin for notice of changes in library hours or watch the front doors of the library for posted notices on library hours. The library is closed for most staff holidays.

## **Mail**

Mail boxes are assigned at registration and should be checked regularly for announcements, telephone messages, examination papers, and mail. For on-campus students, they are located in the respective residence halls and for off-campus students in the Student Center Building. The following should be used for all mail addressed to students:

**John Doe  
Box # 000  
Northwest College  
P.O. Box 97085  
Kirkland, WA 98083-0579**



## NOTES

Northwest College of the Assemblies of God is dedicated to the task of preparing young men and women for effective service in the church and in the world. Therefore, the objectives of the College are to develop the social, physical, intellectual, and spiritual aspects of life.

Like any other institution having its own special purpose, a College must maintain conditions conducive to the effective performance of its function. Therefore, the College does have special expectations regarding the conduct of the various participants in the academic community. Conduct which distracts from or interferes with the purpose of the College is not acceptable.

Admission to Northwest College carries with it the assumption that a student will conduct themselves as mature, responsible member of the academic community. It is expected that they will obey the civil laws, will comply with the standards of the College, will maintain a high standard of Christian character, and will respect the rights, privileges and property of others. Students affirm this when they sign the student affirmation of the College application form.

The students are responsible for their conduct. In order to provide students a full understanding of the standards that will enable the College to maintain conditions conducive to the effective performance of its God-given functions, this student handbook is published and revised yearly by the College Administration and Associated Student Body.

The College expects each student to develop every aspect of their life by practicing the basic principles of God's Word. In their spiritual life, the Christian student seeks to love God with all their heart. Academically, they study to be approved by both God and man. Socially, they love their neighbor as themselves. And physically, they practice abstinence of their body, possessions, and the property of others.



## ALMA MATER

1. Let light shine out in the great Northwest;  
Go tell the Saviour's grace  
From College halls to land afar  
Bring hope to ev'ry race.

### **Chorus**

Lord, bless Thy work at N.C.  
We turn our hearts to Thee  
Oh, thrust us out and lead us on  
To promised victory!

2. His Word approved in lives of those  
Who've trained at N.C.  
The Spirit sought for pow'r and truth.  
'Til all His glory see.

Words by Maxine Williams

Music by Wilho Saari



*Published by:*

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Northwest College  
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Kirkland, WA 98033  
(206) 822-8266*