

Northwest COLLEGE



Student Handbook 2002/2003



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WELCOME

A Message from the President

Warmest Greetings from Northwest College! We are glad that you have returned for another year or have joined us as a new member of the community.

This college is committed to your growth and success—not only in academic areas, but also in your spiritual development. During your time here you will grow and change dramatically. We are dedicated to seeing you become the person God desires you to be.

Northwest College will provide many opportunities for you to grow intellectually, spiritually, relationally and emotionally. This book is designed to assist you in each area. Read it and refer to it. It can be a valuable tool to your success.

May God bless you as you pursue Him and the calling He places before you.

Dr. Don Argue

A Message from the Vice President for Student Development

On behalf of the entire Student Development team, welcome to the 2002-2003 academic year. My staff and I are committed to creating the best possible conditions for producing a meaningful college experience. It is our paramount goal to serve you, the student, and challenge you to grow as a whole person in knowledge, faith and body.

We are a community at Northwest College, and like any society, we must have some common understandings regarding practice and behavior to protect our mutual right to a safe and wholesome environment. I encourage you therefore to **Carry the Call** in whatever you do (*Colossians 3*). Every choice you make, every day is an opportunity for you to lead a life that demonstrates your character and faith, and ultimately honors God. Please take the time to read this handbook carefully. It is not perfect, but it is our best attempt to represent the interests of the sponsoring denomination, College Board, parents, alumni and this college community.

We are pleased to have you here. This institution exists for the glory of the kingdom and the preparation of competent Christian leadership. May God bless you as you obediently follow His calling at Northwest College.

Christian T. Lindbeck

WELCOME

A Message from the President

It is a pleasure to have you here at the University of Michigan. We are proud to have you as a member of our community.

The University of Michigan is a place where you can find the best of both worlds. We offer a world-class education and a vibrant campus life.

As you begin your journey here, we encourage you to explore all that the University has to offer. We are confident that you will find a place where you can thrive.

May you have a successful and enjoyable experience at the University of Michigan.

Dr. G. Engler

A Message from the Vice President for Student Development

On behalf of the University of Michigan, we welcome you to our campus. We are excited to have you as a member of our community.

We are committed to providing you with a high-quality education and a vibrant campus life. We encourage you to explore all that the University has to offer.

It is our goal to provide you with a world-class education and a vibrant campus life. We are confident that you will find a place where you can thrive.

Dr. G. Engler

INTRODUCTION

Student Development Perspective

At Northwest College, Student Development is governed by total commitment to the Lordship of Jesus Christ. Therefore, the vision of Student Development is based on the daily practice of five commitments:

1. Live an authentic faith in Christ;
2. Believe in and model the Word of God;
3. Participate in mentoring and discipleship;
4. Participate in ministry and Christian Service; and
5. Live in community with the attitudes of faith, hope, and love (1 Corinthians 13:13).

Students who live out these five commitments should be able to answer fundamental questions, such as: What do I believe? Who am I in Christ? How and where is God calling me? The commitments and answers will help establish a foundation for a lifetime of service through spiritual, intellectual, social, and physical development.

Student Development Goals:

1. **Collaborative learning environment:** Student Development will work with college staff and faculty to facilitate a campus-wide environment of collaboration to enhance the learning experience of all students.
2. **Student orientation & success:** Student Development will provide programs designed to help students develop the skills necessary to enjoy a successful college career.
3. **Spiritual, intellectual, social & physical development:** Student Development will provide students strategic opportunities to mature in Christ and develop a clear Christian worldview.
4. **Leadership education:** Student Development will provide students opportunities to acquire the skills needed to be effective leaders both on and off campus.
5. **Learning communities:** Student Development will enhance the classroom experience by offering a living-learning environment for development.
6. **Service learning:** Student Development will provide opportunities for students to serve others, following Christ's example, while increasing their awareness of social, cultural, commercial and political issues.

Northwest College Mission Statement

The mission of Northwest College is to provide, in a distinctly evangelical Christian environment, quality education to prepare students for service and leadership.

The college experience should: develop the whole person through general studies integrated with biblical knowledge; include professional and vocational skills in the student's preparation for service in the world; and help to fulfill the Great Commission and to propagate the historic faith of the sponsoring church.

Northwest College Vision Statement - "Carry the Call"

Carry the Call - Heart: The founders of Northwest College built a community of faith and learning, focused on serving people who are pursuing God's call on their lives. God continues to call every person to a life of faithful, devoted service. Northwest College is committed to being a college of choice for students passionate about confirming and clarifying God's call.

Carry the Call - Head: The response to God's call is the development of exceptional character and competence. A passionate commitment to scholarship and discipleship grows out

a worldview anchored in the Bible. Northwest College integrates faith and truth with effective teaching in Ministry, Humanities, Science and the Professions.

Carry the Call - Hand: Northwest College finds its crowning joy in thousands of alumni serving in nearly every profession around the world...they are people showing Christ's love through the hand of compassion. Our faculty model lives of wholehearted service. Our students make an impact for the Kingdom in numerous outreaches and ministries. Northwest College is committed to preparing people for service and leadership, doing God's work in God's world.

Northwest College Supporting Documents

The Mission and Vision statements are supported by the Educational Philosophy, the Educational Goals, the Community Affirmation Statement, the Statement of Faith, the Reconciliation Statement, and the Seal of the College. All these documents are located in the College Academic catalog for easy reference.

ACADEMIC CALENDAR 2002-2004

FALL SEMESTER	2002	2003
Residence Halls and Dining Hall Open.....	Aug 25	Aug 24
Student Orientation and Registration.....	Aug 26-28	Aug 25-27
First Day of Class	Aug 29	Aug 28
Academic Convocation	Aug 30	Aug 29
Labor Day Holiday	Sept 2	Sept 1
Last Day to Register; Last Day to Add/Drop	Sept 6	Sept 5
Foundation Board	Sept 13-14	Sept 29
AGTS Session	Sept 23-27	TBA
Executive Committee of Board	Oct 7	Sept 15
Alumni Weekend	Sept 27-28	Sept 26-27
Reading Days	Oct 14	Oct 13
Last Day to Withdraw with a "W"	Oct 25	Oct 24
Early Registration Spring Semester.....	Nov 4-8	Nov 3-7
Veterans Day	Nov 11	Nov 11
Thanksgiving Holidays.....	Nov 28-29	Nov 27-28
Board of Directors Meeting.....	Dec 4-5	Dec 3-4
Last Day to Classes/Last Day to Withdraw	Dec 13	Dec 13
Finals	Dec 16-19	Dec 15-18
SPRING SEMESTER	2003	2004
Residence Halls and Dining Hall Open.....	Jan 9.....	Jan 9
Orientation and Registration	Jan 9-10	Jan 8-9
First Day of Class	Jan 13	Jan 12
Last Day to Register, Last Day to Add/Drop	Jan 17	Jan 16
Martin Luther King Jr. Day	Jan 20	Jan 19
AGTS Session	TBA	TBA
Homecoming Weekend	Jan 31 – Feb 1	Jan 30-31
President's Day.....	Feb 17	Feb 16
Executive Committee of Board	Feb 24	Feb 23
Last Day to Withdraw with a "W"	Feb 28	Mar 5
Spring Break	Mar 10-14	Mar 8-12
Early Registration for Fall Semester	Mar 31-Apr 4	Mar 29-Apr 2
Easter Holidays.....	Apr 18-20.....	Apr 9-11
Last Day of Classes; Last Day to Withdraw	May 2.....	April 30
Finals	May 5-8.....	May 3-7
Board of Directors Meeting	May 8-9.....	May 6-7
Baccalaureate.....	May	May 9
Commencement.....	May 4	May 10
SUMMER COLLEGE	2003	2004
Summer College: Classroom Sessions	May 12-June 6	May 10-28
Summer College: Non-Classroom Sessions	May 12-Aug 15	May 10-Aug 13

INFORMATION GUIDE

Where to Go	Ext.	Building
Academic Advising	5227	Pecota Student Center
Academic Calendar	5237	Davis Administrative Center
Admissions Information	5231	Greeley-Reece Enrollment Center
Alumni Association	5206	Davis Administrative Center
ASB Office	5280	Pecota Student Center
Athletic Information	5341	NC Pavilion
Audiovisual Equipment	5201	Hurst Library
Bookstore	5268	Pecota Student Center
Campus Ministries Office	5307	Pecota Student Center
Campus Facility Reservations	5215	Davis Administrative Center
Chapel Attendance	5307	Pecota Student Center
Class or Schedule Change	5229	Davis Administrative Center
CLEP Exams	5228	Davis Administrative Center
College Publications/Publicity	5352	Davis Administrative Center
Computer Lab (ACC)	5351	Hurst Library
Computer Services (Help Desk)	4357	Davis Administrative Center
Correspondence Course Information	5228	Davis Administrative Center
Counseling/Career Center	5282	Counseling Center/Perks Hall
Email	7788	Davis Administrative Center
Families in Residence Housing (FIRs)	5334	FIRS Management Office
Financial Aid	5210	Greeley-Reece Enrollment Center
Food Services	5285	Dining Hall
General Information	0	Davis Administrative Center
Grade Information	5229	Davis Administrative Center
Graduation Requirements	5232	Davis Administrative Center
Health Services	5284	Crowder Hall Lobby
Human Resources	4203	Davis Administrative Center
ID Cards	5235	Davis Administrative Center
Interim Housing	5287	Pecota Student Center
Internet Connections	7383	Davis Administrative Center
ISS (International Student Services)	5315	Bronson Hall
Karisma (Yearbook)	5269	Pecota Student Center
KCNC Radio Station	5281	Pecota Student Center
LEAP Office	7799	Hurst Library
Library Services	5266	Hurst Library
Lost and Found	0	Davis Administrative Center
Mailroom (Postal Services)	5223	Rice Hall
Medical/Information Forms/Reports	5284	Crowder Hall Lobby
Music Department	5255	Amundsen Music Center
On-Campus Residence Hall Living	5287	Pecota Student Center
Orientation Information	5287	Pecota Student Center
Pacific Rim Centre	5315	Bronson Hall
Parking Permits (Students)	5235	Davis Administrative Center
Parking Permits (Faculty/Staff)	4203	Davis Administrative Center
Parking Violations	5500	Crowder Hall Lobby
Payment on Accounts (Cashier)	5241	Davis Administrative Center
Payment of Parking Violations	5241	Davis Administrative Center
Phone Services	5217	Davis Administrative Center
Public Relations	5352	Davis Administrative Center
Registration	5229	Davis Administrative Center
Scholarship Information	5210	Davis Administrative Services
Security Office	5500	Crowder Hall Lobby

Snack Bar.....	5270	Pecota Student Center
Student Accounts.....	5326	Greeley-Reece Enrollment Center
Student Activities.....	5234	Davis Administrative Center
Student Bulletin.....	5234	Davis Administrative Center
Student Development Office.....	5234	Davis Administrative Center
Student Insurance.....	4203	Davis Administrative Center
Student Recruitment.....	5231	Greeley-Reece Enrollment Center
Student Success.....	7823	Pecota Student Center
Telephone Service.....	5217	Davis Administrative Center
Transcript Evaluation.....	5230	Davis Administrative Center
Veterans Affairs.....	5232	Davis Administrative Center
Voice Mail.....	5217	Davis Administrative Center
Withdrawals (class or college).....	5229	Davis Administrative Center

College Councils

Executive Council: President, Senior Vice President, Vice President for Administrative Services, Vice President for College Advancement, Associate Vice President for Student Development, Associate Vice President for Enrollment Management, Associate Vice President and Dean of the Chapel.

President's Cabinet: President, Senior Vice President, Vice President for Administrative Services, Vice President for College Advancement, Associate Vice President for Student Development, Associate Vice President for Enrollment Management, Associate Vice President and Dean of the Chapel, Academic Deans, and two faculty representatives.

Campus Council: President's Cabinet, Associated Student Body President, Presidents of AFS, AIS, AMS, AWS, Class Presidents of Freshmen, Sophomores, Juniors, and Seniors, the Lead Resident Assistants, and a Male and Female Off-Campus Representatives.

Citizenship Council: Three faculty members and two students from the Student Development Committee appointed by the President for a one-year term.

Faculty Council: President, President's Cabinet, full-time Faculty.

Student Council: ASB Executive Leaders, Residence Life staff, all Student Leader positions.

Abbreviations

- **ASB** Associated Student Body
- **AFS** Associated Family Students
- **AIS** Associated International Students
- **AMS** Associated Men Students
- **AWS** Associated Women Students
- **LEAP** Leadership Education for Adult Professionals
- **RD** Resident Director
- **RA** Resident Assistant

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202 691-7000
Toll Free 1-800-955-4637
Fax 202 691-7002

Subcommittee

The Subcommittee on Human Resources, Education and Labor of the Committee on Education and the Workforce of the U.S. House of Representatives is pleased to announce the following members:
Chairman: Rep. Charles W. Stenholm (D-Texas)
Ranking Member: Rep. George Miller (D-California)
Members: Rep. Bob Latta (R-Ohio), Rep. Alan Brown (D-Illinois), Rep. Robert Pittenger (R-North Carolina), Rep. Tim Wirth (D-CO), Rep. Frank Wolf (R-VA), Rep. Lynn Westcott (R-Kansas), Rep. Greg Walcott (R-Texas), Rep. John Dingens (R-Maryland), Rep. James Rogan (R-Ohio), Rep. Richard Hanna (R-NY), Rep. G. K. Butterfield (R-NC), Rep. James Cooper (R-NC), Rep. Paul Ryan (R-WI), Rep. James Sensenbrenner (R-WI), Rep. Tom Latham (R-VA), Rep. Tom McClintock (R-California), Rep. Tim Huelskamp (R-Pa.), Rep. David Bonior (R-Michigan), Rep. Lou Gohmert (R-Texas), Rep. Louie Gohmert (R-Texas), Rep. Scott Perry (R-Pa.), Rep. Louie Gohmert (R-Texas), Rep. Louie Gohmert (R-Texas)

Staff

- RA: [Name]
- AW: [Name]
- AA: [Name]
- AW: [Name]
- AW: [Name]
- AW: [Name]
- AW: [Name]
- AW: [Name]
- AW: [Name]

EMERGENCIES

Campus Emergencies

Since an emergency is sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of type and magnitude.

Definitions of Emergencies:

- 1. Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. Report incidents immediately to Security at extensions 5500, 222 or (206) 228-9101.
- 2. Major Emergency:** Any incident, potential or actual, which affects an entire building(s), and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will be required from the College administration during times of crisis. Report incident to Security personnel.
- 3. Disaster:** Any event that seriously impairs or halts the operations of the College. Mass personal casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources will be required. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. Any incident should be promptly reported to the Vice President for Administrative Services, the Vice President for Student Development and the Director of Campus Security.

Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the College President, his designate, or representative, as follows:

During the period of any major campus emergency the Security Department, as required, shall place into immediate affect the appropriate procedures necessary in order to meet the emergency (safeguarding persons and property, and maintain educational facilities). The Plant Manager and the Director of Campus Security shall immediately consult with the President or his designate regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made, only registered students, faculty, staff and affiliates; (i.e. persons required by employment), are authorized to be present on campus. Those who cannot present proper identification (registration or identification card, or other ID) showing their legitimate business on campus will be asked to leave the campus. In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by the Campus Security Department will be allowed to enter the immediate disaster site. In the event of fires, storms, major disasters occurring (about the campus) or which involve College property; Security Officers may be dispatched to determine the extent of any damage to College property.

Emergency Closure Notification Procedures

When the daily class schedule is jeopardized by weather or natural disasters, the Senior Vice President shall confer with the President for the purpose of deciding the course of action. If the Senior Vice President is not available for conference, the Registrar shall be responsible for emergency decision-making on behalf of the Senior Vice President.

If the final decision is to cancel the daily class schedule, the Senior Vice President or his representative, will contact the following local radio and television stations in order to communicate the intent to cancel classes: KCIS 630 AM, KCMS 105.3 FM, KING 1090/KING Channel 5, KIRO 710 AM/KIRO Channel 7, and KOMO 1000/KOMO Channel 4.

The Senior Vice President will activate the Faculty Emergency Phone Chain for the purpose of contacting all faculty regarding the cancellation of the daily class schedule. The Senior Vice President will contact the Vice President for Administrative Services regarding the cancellation of the daily class schedule.

Students will be notified via voice-mail, e-mail, the Residence Life staff, and/or the Student Development Office. At that time, the Vice President for Administrative Services will confer with the President regarding the staff and administration working day. If the final decision is to cancel a working day, the Vice President for Administrative Services will activate the Administrative Personnel Emergency Phone Chain.

Any member of the College community that endangers persons or property during an emergency or potential emergency will result in corrective disciplinary action, which may include suspension or dismissal from Northwest College.

Emergency Services

- Campus Security:
 - On-campus 222
 - Off-campus (206) 228-9101
- Emergency 911
- Kirkland Fire Department 828-1143
- Kirkland Police Department 828-1183
- Evergreen Hospital (Kirkland) 899-1000
- Overlake Hospital (Bellevue) 688-5000

Fire and Fire Drills

Fire drills will be conducted in all of the College buildings. General instructions are:

1. Close all windows and doors.
2. Walk — **DO NOT RUN** — to the nearest exit. Exit routes are posted in each building.
3. Move to designated evacuation areas or at least 250 feet away from the building in case of a natural gas explosion.
4. Stay outside until a clearance signal is given.
5. If you notice a fire in the building:
 - a. Activate the fire alarm.
 - b. Call **911**.
 - c. Notify security as to the location of the fire.
6. **Use stairs only!** Do not use elevators.

STUDENT LEADERS 2002/2003

Associated Student Body Officers (ASB)

ASB President Naomi Robinson
 President for Student Activities Matt Welk
 Secretary for Student Activities Katie Valnes
 President for Outreach Ministries Mike Purcell
 Outreach Ministries Secretary Laura Johnson
 Secretary Rachael Dill
 Treasurer Christine Pablo
 Intramural Coordinator Amanda Peterson
 Advisor Associate VP for Student Development, Christian Lindbeck

Associated Family Students (AFS)

President TBA
 Vice President/Off-campus Representative TBA
 Secretary/Treasurer TBA
 Hospitality Representatives TBA
 Advisor TBA

Associated International Students (AIS)

President Fred Simposya
 Vice President Yuri Semenchuk
 Secretary/Treasurer Chikano Kinjo
 Advisor Professor Suzan Kobashigawa

Associated Men Students (AMS)

President Nathan Pracht
 Vice President Rod Lyons
 Secretary/Treasurer Justin Pike
 Advisors Resident Director's, Jeremy Kinlock and Nathan Moser

Associated Women Students (AWS)

President Lisa Scansen
 Vice President Call Berg
 Secretary Denise Thiessen
 Treasurer TBA
 Advisor Resident Director's, Bethene Engelsvold and Casey Hamar

Senior Class Officers

President Emily McBlair
 Vice President Amy Oliver
 Secretary/Treasurer Chandra Porter
 Class Advisor Dr. Eric Steinkamp

Junior Class Officers

President Tina Reasner
 Vice President Melissa Forrey
 Secretary/Treasurer Anne Severtsen
 Class Advisor Dr. Kevin Leach

Sophomore Class

President Trevor Millar
 Vice President Heather Deuman
 Secretary/Treasurer Amy Burtis
 Class Advisor Mrs. Jan Hicks

Freshmen Class Officers will be elected in September.

Freshman Class Advisor..... TBA

Karisma Yearbook Staff

Editor Cherree Crumbo
Assistant Editor..... Casey Kilpatrick
Assistant Editor..... Brandon Olson
Photography Editor..... Casey Broadwater
Business Manager..... Lisa Truemper
Editorial Advisor..... Professor Julia Young

Women Resident Assistants

Perks 100 Floor Carrie Pitts
Perks 200 Floor Summer Stewart
Perks 300 Floor Melody Benson
Guy 100 Floor Elisa Reimer
Guy 200 Floor Kasea Hamar
Guy 300 Floor Lisa Blomquist
Crowder 400 Floor Nikki Reeves
Crowder 500 Floor Mel Tang
Crowder 600 Floor Amanda Hamar
Lead Assistant Sara Miller

Men Resident Assistants

Beatty 100 Floor Jordan Hansen
Beatty 200 Floor Chris Judd
Beatty 300 Floor Scott McFarland
Gray 400 Floor Jim Dailey
Gray 500 Floor Ben Langhans
Gray 600 Floor Trevor Miller
Lead Assistant Jesse Bryan

Extra-curricular Activity and Student Leader GPA Requirements

All students participating in any extra-curricular activity (e.g. sports, music, debate, leadership, etc.) at Northwest College must have a cum of 2.0 GPA the semester prior to participation.

All students interested in leadership positions (e.g. ASB Executive Officers, Association Officers, Class Officers, Karisma Yearbook Officers, Resident Assistants, etc.) must have a cum of 2.75 GPA the semester prior to participating.

All interested students must be making progress toward a Northwest College degree by successfully completing at least 24 academic credit hours during the two previous semesters.

STUDENT SERVICES

Academic Computing Center (ACC)

The Academic Computing Center, located in the basement of the Hurst Library building (entrance from outside the library only), offers Pentium-class computers with \$.05/page laser printing. All stations are equipped with Windows XP and Microsoft Office software and are connected to the Internet via a T1 line. E-mail is provided for every student and is accessible on every computer. Many courses are taught in the ACC, by a variety of departments, with curriculum covering a wide range from business applications to MCSE training. The ACC offers staffed assistance during all open hours.

All-College Events

All-College Picnic – The Associated Women Students and the Associated Men Students sponsor all-college picnics, one in the fall and one in the spring, for students, faculty, and staff.

Missions Conventions - ASB Outreach Ministries sponsor a Missions Convention each semester, designed to increase awareness and participation in local and international missions.

All-Sports Kick-Off - The Junior Class and the ASB sponsor a kickoff for ALL SPORTS in the College pavilion in the fall semester.

Talent Show - This is an informal gathering for the entire College community in support of one another's gifts and creativity, sponsored by the Senior Class and the ASB in the fall semester of each year.

Christmas Celebration - The Sophomore Class and the ASB sponsor a time to celebrate the Christmas season and the birth of our Lord Jesus Christ.

Homecoming – Sponsored by the Alumni Association and the ASB, this weeklong celebration salutes young alumni, school spirit and college athletics. Participants earn prizes and floor points. Those with the most points at the end of the week are awarded the coveted "Screaming Eagle."

Valentine's Party – All of the various associations and the ASB sponsor a special evening in the College Dining Hall to celebrate Valentine's Day.

The Freshman Event – The Freshmen Class sponsor an "improv night" in the spring semester featuring Northwest College students.

Gotcha – Gotcha is a campus-wide squirt gun game in the fall or spring semester.

T-birds Hockey and Mariners Games – Student associations and the ASB sponsor a variety of off-campus activities such as visiting the Key Arena for a Hockey game, or the new Safeco Field to see the Mariners play baseball.

Spring Banquet - This is a formal banquet sponsored by ASB during the spring semester and is for all members of the College community.

Other Events – Organizations and classes have social events and sponsor various activities during the year.

Athletic Insurance

All students who participate in the Northwest College intercollegiate athletic programs (Men's Basketball and Women's Basketball, Men's and Women's Cross Country, Men's Soccer, Men's and Women's Track and Women's Volleyball), and are listed on the official NCCAA/NAIA eligibility roster, will be required to provide evidence of insurance prior to the season in which they participate. The athlete's personal insurance will be the primary coverage for sports injuries. Northwest College's athletic insurance will be excess coverage, and will not cover deductibles.

Claims submitted for utilization of NC's excess coverage must include an explanation of benefits (EOB) from the primary carrier, and the itemized bill(s) from the provider(s).

Bookstore

The College Bookstore is located in the Pecota Student Center. The bookstore carries textbooks, Bibles, commentaries, concordances, dictionaries, etc. The bookstore also sells stationery supplies, Christian music, sportswear, recordings, books, and Northwest College souvenirs. Purchases are on a cash basis or students are allowed to charge up to \$425.00 per semester for textbooks, with prior approval by the Student Accounts office. The bookstore is open Monday-Thursday, 8:15 a.m. to 6:00 p.m. and Wednesday and Friday from 8:15 a.m. to 4:00 p.m.

Campus Communications

The Northwest College email system with student, faculty, and staff email addresses is critical when the College communicates with students and students communicate with College staff and faculty. It is also expected that each student will check his or her NC mailbox frequently as this is another crucial link to campus communication. Therefore, EVERY student is expected to use his/her assigned NC email address and assigned NC mailbox throughout the college year. This is a vital communication link and will keep everyone better informed.

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, Residence Life staff, Director of Student Success, the Vice President for Student Development, other College Administrators, and faculty are available to hear recommendations, opinions, or constructive criticism.

Clubs and Organizations

Membership in student organizations is open to all students without regard to racial origin or social status. People who wish to form an organization are expected to:

1. Submit a written proposal to the Vice President for Student Development. Proposals should include the rationale for organizing and at least ten signatures of students committed to support the organization.
2. Secure preliminary approval from the Vice President for Student Development. Such approval will be based on the purpose and need for such an organization and the degree to which it may be in harmony with the Vision and Mission of the College.
3. Submit to the Director of Resident Life a written Constitution and Bylaws constructed in accordance with the standing rules of the Student Council. Included should be titles and duties of officers, types of activities to be scheduled, and the time, frequency, and purposes of the meetings.
4. Submit to the Vice President for Student Development a written Constitution and Bylaws of the organization, which will then be submitted to the President's Cabinet for official endorsement.

College Facilities

The campus of Northwest College is for the use of the college community. Reserving the use of all facilities is made by: filling out the "Facilities Request" form, obtaining the signature approval from the department head, and submitting the form for final approval to the Administrative Services Office.

Future use of a Northwest College facility is determined by the clean and properly used condition of the facility after each use. All use reports including mileage and incidents must be completed and submitted to the Maintenance Department immediately upon return of the van(s).

College Vans

Northwest College has a limited number of vans available for approved College use only. To reserve a College van a completed "Van Request Form" with the approval and signature of the

appropriate department head must be submitted to the Administrative Services Office. A seven (7) day advance notice is required, and all drivers must be pre-approved. All use reports including mileage and incidents must be completed and submitted to the Maintenance Department immediately upon return of the vans(s).

Commercial Activities

The Administrative Services Office and the Student Development Office must approve any use of College facilities for commercial solicitation, advertising, and/or promotional activities in advance. Commercial activities of any kind are not permitted in the Residence Halls. The solicitation by non-students is not allowed on campus except by special permission from the Administrative Services Office and the Student Development Office.

Counseling

The purpose of Northwest College Counseling Services is to support and encourage students in their spiritual, psychological, social, vocational and academic development. Counseling services are both preventive and redemptive. We believe that God is fulfilling a redemptive story in our lives, and at times we need help as our stories unfold. Counseling is available to help students in this process. Integrating counseling practice with Biblical faith, we endeavor to assist students to be better equipped to live Christ-centered lives in service, vocation, and community.

Services provided include: individual counseling, family counseling, pre-engagement and pre-marital counseling, crisis intervention, referrals to community resources, career counseling, and workshops and seminars. The Director of Counseling Services may determine that a student's concern or need is beyond the scope of services provided by the Counseling Center. The Counseling Center will assist the student with referrals to off-campus service providers.

Confidentiality: Confidentiality is the legal right of students seeking counseling. Students receiving counseling for any reason will receive confidential treatment. Included in this are students whose behavior violates community standards as described in the Student Handbook. Adhering to confidentiality does not imply that the Counseling Center personnel endorse or approve of such behavior, however it does mean that students can safely share their struggles and concerns with a counselor and trust the professional will handle the information without disclosures or breach of confidentiality.

In the following exceptional situations the counselee's right to confidentiality is waived with or without the consent of the counselee:

- contemplation or commission of a harmful act, including threat of harm to the counselee or another person;
- suspected abuse or neglect of a child, dependent adult, or developmentally delayed individual;
- a counselor or the Counseling Center receives a subpoena or court order;
- the counselee brings charges against a counselor or the Counseling Center.

Fees: Counseling services provided by NC Counseling Center are offered at no cost to currently enrolled students. Alumni may use the counseling services for a fee. Students may be responsible for the expense of some test materials and other consumable resources they use. This cost will be discussed with the student prior to the expense being incurred. Students are financially responsible for services provided by off-campus providers.

Appointments: Appointments can be scheduled by contacting the Counseling Center at ext. 5282.

Location: The Counseling Center is located to the north of the entrance to Perks Lounge.

Career Counseling

Limited career counseling is available through the Counseling Center.

Eagle's Nest in Pecota Student Center

The Eagle's Nest is located in the Pecota Student Center and serves an on-campus light food service for resident and commuter students. Daytime hours are:

Mondays 7:00 a.m. - 2:30 p.m. & 5:00 p.m. - 11:00 p.m.

Tuesdays 7:00 a.m. - 2:30 p.m. & 5:00 p.m. - 11:00 p.m.

Wednesdays 7:00 a.m. - 2:30 p.m. & 5:00 p.m. - 11:00 p.m.

Thursdays 7:00 a.m. - 2:30 p.m. & 5:00 p.m. - 11:00 p.m.

Fridays 7:00 a.m. - 2:00 p.m.

Friday and Saturday evening hours are subject to game nights.

Employment

Employment opportunities in the Northwest College community are excellent. On-campus employment for students is coordinated through the Human Resources Office where applications are available or at the reception desk of Davis Administrative Center.

Human Resources also has information regarding part time off-campus employment opportunities. This information is posted on the bulletin board in the lobby of Davis Administrative Center or can be obtained by sending an e-mail to jobsearch@ncag.edu. International students are generally not legible to work off-campus while studying in the United States.

Students are expected to represent Northwest College at all times, on and off campus, with positive Christian characteristics and appropriate professional behavior.

Family Student Housing

The College has 78 apartments available for married students or single parent 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 or single parents. All apartments are under the College jurisdiction and management. Information concerning Family Student Housing may be obtained from the Families In Residence (FIRs) Housing Management Office at (425) 889-5334.

Food Service - Dining Hall

Monday through Friday

Breakfast: 7:00 a.m. - 8:00 a.m.

Continental Breakfast: 8:00 a.m. - 8:30 a.m.

Lunch: 11:00 a.m. - 2:15 p.m.

Dinner: 5:00 p.m. - 6:45 p.m.

Saturday

Brunch: 10:30 a.m. - 12:30 p.m.

Dinner: 5:00 p.m. - 6:00 p.m.

Sunday

Breakfast: 7:30 a.m. - 8:30 a.m.

Lunch: 12:30 p.m. - 2:00 p.m.

Light Meal: 8:00 p.m. - 8:45 p.m.

All students must present their current I.D. Card with the meal ticket number to be able to eat any meal, or pay cash upon entry. Lost I.D. Cards must be replaced by the Student Development Office in order for the student to eat in the Dining Hall. The charge for the replacement of a lost I.D. Card is \$10.00. Dishes, tableware, glasses, related items, and food must remain in the Dining Hall. The only exception is for students who are ill and who have received permission.

Options are available to students who wish to purchase a meal ticket for food services. Meal ticket purchases can be made from the Cashier in the Davis Administrative Center.

The food service at Northwest College is operated by Pioneer College Caterers.

Health Services

The services of a registered nurse are available to all students. Office hours are Monday through Friday; 10:00 a.m. to 3:30 p.m. Special appointments may be made if the student has a scheduling difficulty. The nurse will consult with students concerning health matters and render certain health services as needed.

While the College does not maintain a staff physician, the Director of Health Services will provide referrals to students needing the services of a physician. Health Services is supervised by Eastside Family Health Center, P.S.

Insurance

All students should carry medical insurance and continue existing policies because family policy protection generally offers more comprehensive coverage for the student.

Information is available regarding the purchase of student medical insurance through an outside agency. Brochures are available during registration, from the Human Resources Office, and the Health Center. Students are responsible for reading the brochure and implementing their own coverage. Questions regarding this insurance may be answered by the Human Resources Office (ext. 4203) or by calling the insurance broker directly. Students not covered under an existing policy should purchase student medical insurance.

International students must have proof of health insurance upon enrollment at Northwest College.

Intercollegiate and Intramural Sports

Northwest College participates competitively in Men's Basketball, Women's Basketball, Men's and Women's Cross Country, Men's Soccer, Men's and Women's Track and Field, and Women's Volleyball. Northwest College is a member of the National Christian College Athletic Association (NCCAA), the National Association of Intercollegiate Athletics (NAIA) and the Cascade Collegiate Conference. Intramural sports include basketball, flag football, volleyball, etc. Information will be available in the Athletic Department Office located in the Northwest Pavilion

International Student Services

Northwest College provides support to international students through the International Student Services Office (ISS) located in the Pacific Rim Centre in Bronson Hall. The College recognizes that international students have unique needs. ISS offers a convenient and friendly one-stop location for international students needing answers to questions or assistance of any kind.

Internet Connections

The College provides high-speed Internet connections through the campus network. To use the campus network line, a student must have an IBM compatible PC running Windows 95 or higher and have at least 16 MB of RAM. It will also be necessary to have at least 20 MB of free hard disk space. The cost of connecting to the campus network is \$75.00 (which includes the configuration of your system and all necessary hardware and software) and \$30.00 per semester. If the distance from your computer to the network jack in your room is more than six feet there may be an additional charge for installation. When a student permanently leaves the campus, the College will buy back the network hardware for \$25.00, if it is still in good working condition, and the student chooses not to keep it.

The College has the capacity to monitor the entire College community to assure Internet users access appropriate Internet addresses.

Keys to College Facilities

Upon receipt of any college key(s), the student will assure the College by their signature that they will neither loan nor duplicate any key to College buildings or rooms. Any person violating this policy or found in possession of unauthorized keys may be subject to disciplinary action.

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, loss of life, personal injury or vehicle damage.

Library

The D.V. Hurst Library is the information center on campus. The Library contains over 165,000 cataloged items, including almost 3000 periodical titles, most of them available as full-text electronic documents. The Library web page (<http://www.nwcollege.edu/library/>) provides easy access to Voyager, the local catalog of Northwest College's library holdings. The web page also provides links to Online Databases and other information sources. The online databases provide full text articles as well as citations to find articles. Articles or citations can be printed, e-mailed or downloaded to a disk. All of the databases are available from computers on campus or any computer globally that is connected to the Internet (provided you are a registered Northwest student). Many other resources are available at the Library web page, such as MP3 files of chapel sessions, electronic forums, citation and style guides for term papers, and Research Guides for specific departments and majors, such as Education and Nursing.

College ID is required to check out materials in the Library. Library collections, services, policies and facilities are described on the library's web page. Students are responsible to know the library's lending and fine policies. To avoid fines, or the loss of borrowing privileges, materials must be renewed or returned by the due date.

Reference staff is available for consultation for any information needs, and specific queries can be sent via e-mail to library@ncag.edu.

In addition to the resources of the D.V. Hurst Library, all Northwest College students have borrowing privileges to a group of local academic libraries, known as the PSAIL (Puget Sound Academic Independent Libraries) Consortium. They include:

- Pacific Lutheran University (Tacoma)
- Saint Martin's College (Lacey)
- Seattle Pacific University (Seattle)
- Seattle University (Seattle)
- University of Puget Sound (Tacoma)

You can search their holdings from the Library's web page. Please be aware of their borrowing policies and be sure to return materials to the lending library on or before the due date.

Library Hours (when classes are in session Fall and Spring semesters):

Monday – Thursday	7:30am – 11:00pm
Friday	7:30am – 5:00pm
Saturday	12:00am – 5:00pm
Sunday	4:00pm – 10:00pm

For other times, such as the last weeks of the semester including finals week, breaks, holidays, summer college and summer, the hours will vary. Please watch your student bulletin on the NC web site for updates, or check the Library's web page.

Mail

Mailboxes are assigned at the time of Student Development Registration in the fall and spring. A student will maintain the same mailbox throughout her/his time at Northwest College. Mailboxes should be checked regularly for announcements, exam papers, and mail. All mailboxes are located in the Pecota Student Center. **The following example should be followed for addressing mail to NC students:**

**John Doe - (NC mail box number here)
Northwest College
PO Box 97085
Kirkland, WA 98083-9785**

Motor-Vehicle Policy

All students should read the Northwest College Motor Vehicle Policy and Vehicle Code, which are available in the Campus Security Office and the Student Development Office.

The College is responsible to provide and maintain a safe campus for pedestrian and automobile traffic. It is expected that students who drive will maintain a Christian attitude and display courtesy at all times.

All motor vehicles owned and operated by students must be registered with the College. The Motor Vehicle Policy gives information on designated parking areas.

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

The College is not liable for vandalism or theft of any vehicle on campus. Students are encouraged to keep their vehicles locked at all times.

Students will need to check with the Washington State Department of Licensing with regard to out-of-state vehicle registration and driver's licensing requirements.

No vehicles may be parked during the summer break without written permission from the Safety/Security Department and the Student Development office. To request such a privilege, the student must give the Director of Safety/Security the make, year, model, color, license number with state, and the keys of the vehicle. Additional information required includes the owner's name, address and phone number, how the owner can be contacted during the summer break, current insurance company and policy number, and a detailed reason why the vehicle needs to be on College property. Northwest College is not liable for the protection of or possible damage to the vehicle. Any vehicle parked without the above procedure being followed will be towed and stored, or disposed of, at the owner's expense.

Purchases

The name of Northwest College may be used for College-authorized purchases only. Appropriate authorization may be obtained from the head of a department and the approval of the Administrative Services Office.

Security

Northwest College has security personnel who are available for assistance 24 hours a day. Students and guests are expected to fully cooperate with security personnel. The following phone numbers may be used when security assistance is needed:

- **222** for immediate service;
- **5500** from a campus phone;
- **(206) 228-9101** from an off-campus phone; and
- **911** from any phone for emergency service.

Use of these numbers helps keep the campus safe and is for security purposes only. Campus Security is automatically alerted when a call is made to 911 from a campus phone.

Social/Cultural Program

The Associated Student Body, in cooperation with the Faculty and Administration, sponsors spiritual, cultural, and social-life programs to expand the cultural awareness of each student. These include but are not limited to films, lectures, musical presentations, and guests.

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

Storage

Students who are interested in the limited storage space available may contact the Cashier in the Davis Administrative Center at extension 5241 for further information. Students' personal property stored in the storage facility is not covered by College insurance. The College is not responsible to insure against the loss of, or damage to, personal equipment and affects of the students.

Student Associations

The College provides activities, which give opportunities for campus involvement. Examples of these organizations are:

- Associated Family Students (AFS) = All family students;
- Associated International Students (AIS) = All international students;
- Associated Men Students (AMS) = All single men students;
- Associated Student Body Officers (ASB) = All student-elected ASB officers;
- Associated Women Students (AWS) = All single women students.

These organizations have regular meetings, times of praise & prayer, and opportunities to enjoy speakers and musical guests.

Student Clubs

Current student organizations include:

- Drama Club
- Environmental Stewardship Club
- KCNC Radio
- PSI CHI Honor Society (psychology)
- Students In Free Enterprise (business)

SPIRITUAL LIFE

As a Christian institution, Northwest College is committed to the enterprise of student development and therefore, is intentional about providing a Christ-centered environment enveloping everything and every person. The spiritual, intellectual, social, and physical development of all students is the primary focus of the College.

Chapel events are the largest community expression of corporate worship on campus. Therefore, chapel attendance and participation are vital components of the development process. The Chapel Mission Statement is, "**Chapel exists to express meaningful cooperate worship, nurture personal growth, foster community spirit, and respond to the Great Commission, for the glory of God.**" A variety of guests, faculty, administrators and student speakers, musicians, dramatists, etc., provide opportunities for students to be involved in praise, prayer, and preaching/teaching of God's Word. All behavior and attitudes are to be honoring of God, loving of people, and to extend beyond the walls of the chapel to every corner of every person's life.

Chapel

Chapel attendance is a requirement for students and faculty. It is part of the Assemblies of God Division of Higher Education endorsement. Administrators and staff are encouraged to attend when possible. Committee meetings, practices, student gatherings, advising, counseling, etc. are to be conducted at times other than the chapel hour.

Chapel Attendance Policy

Chapel hours are 10:10 a.m. to 11:10 a.m. Monday, Wednesday and Friday.

All students are required to attend chapel on Monday, Wednesday and Friday from 10:10 a.m. to 11:10 a.m. during the semester. Each student will be allowed to miss a maximum of 6 chapels per semester. Exemptions to this policy are explained below.

Attendance is taken as each student electronically scans her/his ID card.

If an ID card is lost, it is the responsibility of the student to obtain a new ID card from the Student Development Office. There is a \$10 replacement fee. A maximum of 2 days are allotted for lost ID cards. Students are required to notify the Campus Ministries Office Representative in the chapel of their attendance during the 2 days a card is lost.

Any student leaving chapel after scanning her/his ID Card for attendance must notify the Campus Ministries Office Representative in the chapel. Failure to do so may result in disciplinary action.

Students may contact the Campus Ministries Office (ext. 5307) regarding chapel attendance.

Chapel Attendance Exemption

Students are expected to arrange their schedule to meet the required days of chapel attendance. Exemptions are not available for homework, lunch, and/or study purposes.

Students are responsible for completing a Chapel Exemption Petition in the Campus Ministries Office for each semester (Fall, Spring) they are petitioning for an exemption.

Students receiving approved exemptions for certain days will be notified by the Campus Ministries Office regarding the numbers of days they will be required to attend.

Exemptions may be granted to those students involved in student teaching, nursing, and practicum assignments if such requirements conflict with the chapel hour. In these cases, exemption forms must be completed by the student and signed by their approving faculty.

Off-campus students may apply for an exemption for chapel days during which they have no classes.

Students employed during the chapel hour may apply for exemption. Exemptions are not available for self-employment purposes.

Chapel Failure Disciplinary Action

All students participating in leadership, music ministries (choirs, summer ministry teams, etc.), debate teams, athletic teams, and/or any other extra-curricular activities must maintain a passing chapel grade during the semester of participation and the semester immediately prior to participation. Failure to do so may immediately suspend participation.

Because chapel attendance and participation is vital to a Christian community, the following corrective disciplinary measures are in place:

All Chapel Failures will be filed on students Northwest College Records.

First chapel failure: Letter from the Dean of the Chapel.

Second consecutive chapel failure: Citizenship Probation.

Second cumulative chapel failure: Provisional Citizenship Probation.

Third consecutive chapel failure: Referred to Student Development Committee for a complete evaluation of the student's participation in the College community.

Third cumulative chapel failure: Citizenship Probation.

Fourth cumulative chapel failure: Referred to Student Development Committee for a complete evaluation of the student's participation in the College community.

Any student with a second consecutive or third cumulative chapel failure may jeopardize any Northwest College self-funded scholarship or discount for the next semester due to being placed on Provisional Citizenship status. A student should contact the Student Accounts Office (ext. 5326) to learn the kind of scholarship and/or discount he/she may currently have.

A student who fails chapel a third or fourth cumulative semester may jeopardize his/her enrollment at Northwest College.

Making Announcements in Chapel

It is possible to make announcements in chapel by obtaining the approval of Campus Ministries Office. This is accomplished by meeting the following criteria: All Announcements must be submitted in Power Point Form; approved by the Campus Ministries Office a week in advance.

Student Tithes and Offerings

Students are instructed to tithe and give offerings regularly and consistently support the work of Christ and His Church. It is proper for students to contribute to the area church where they worship and minister or to their home church. All students are encouraged to be a part of the Missions Faith Promise Program administered by ASB Student Missions. Offerings are received throughout the year from students, staff and faculty and are used to support ASB mission projects, providing missions scholarships for students participating in approved mission outreaches during the Spring Break and the summer. Offerings may be given in chapel or to the Cashier anytime during office hours. If a Giving Receipt is required for tax purposes, a Giving

Envelope is available from the Cashier in the Davis Administrative Center, the Campus Ministries Office, or in the Chapel.

Church Attendance

Students are expected to choose a home church and attend faithfully while a student at Northwest College. Students are also expected to find a place of service within the church body. If help is needed in locating and choosing a local church in which to worship, fellowship and serve, the Campus Ministry Office is pleased to assist you.

Christian Service and Ministry

One of the most important components of student expected to faithfully and consistently participate in some aspect of Christian service either through a Northwest College Outreach Ministry Team or a local church. The primary purpose of the Student Outreach Ministry program is to provide opportunities and encouragement for each student to give practical, hands-on experience in living out their faith in God and applying their knowledge of God and His Word to real-life situations. A quality record of Christian Service can be a vital component in obtaining a career position prior to and following graduation.

The Dean of the Chapel and ASB Outreach Ministry officers are committed to helping students get involved in outreach ministries*. Current opportunities are listed below.

- **The Intercessory Prayer Team** – meets every morning at 7 am to intercede on behalf of students, faculty, and staff, at Northwest. In addition, this team of students has been dedicated to praying for the world around us.
- **Lighthouse** – a ministry to the people of Seattle's University District. Each Friday night students commute to the University District to build relationships with people on the streets, occasionally bringing food and clothes.
- **Bread of Life** – a ministry to a shelter on Seattle's Capitol Hill. Once a month this team of students participates in a church service and feed the homeless.
- **Good Neighbor Day** – an ongoing ministry of the Outreach department at Northwest College. This ministry blesses local senior citizens with much needed assistance around their homes.
- **Waterfront Worship** – Several times a semester a student worship band does a night of outreach at the Gazebo in Kirkland's marina Park. The hope is to attract many of the individuals headed to local bars, and clubs and impact them with the message of Jesus Christ.
- **Prison Ministry** – a new addition to outreach teams this year. Students minister to inmates in the local prison system.
- **Pursuit** – Monday night outreach to the students of Northwest College. This time of prayer, intercession and worship has been an ongoing encouragement in the weekly lives of students at NC.
- **High School Outreach** – During the academic year there are several nights designated to attending local high school sporting events. These events provide an opportunity for our students to support the local high schools and create bonds with the community.
- **Spring Break Missions Trip** – Students will have the opportunity to spend Spring Break teamed up with Sun City Missions to minister in Mexico.

* To get involved in any of these ministry opportunities, contact the Campus ministries office at ext. 5307, or the ASB Outreach Ministry Officer at ext. 5280.

Non-Student Ministry Guests/Groups

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 services; provided they are not

competitive with, nor antagonistic to an Assemblies of God program; provided they have an established positive and wholesome reputation; and provided that their coming will be complimentary to the vision, mission, and objectives of the College. The scheduling of such ministries requires prior administrative approval obtained from the Dean of the Chapel and the Vice President for Student Development.

New Ministries

Students are encouraged to launch new outreach ministries as the Lord leads them. The ASB Outreach Ministry officers (ext. 5280) and the Dean of the Chapel (ext. 5307) are available to help students suggest and/or begin new ministries. Northwest College is willing to sponsor as many outreach ministries as students can efficiently organize and spread the Gospel with excellence for the glory of God.

FINANCIAL INFORMATION

Costs

Northwest College is a private, church-related college. The College receives no taxes or public funds to support its operation. Each student is charged tuition and fees, which cover about eighty-five percent of the cost of his/her education. The remainder of the costs is provided by gifts from friends of the College, supporting districts, endowment income, and other earnings.

Financial Policy

Recognizing the necessity for the prompt payment of all financial obligations, as a good business principle and for the sake of character development, the Department of Education of the Assemblies of God has established the following financial policy:

In order to improve our present educational institutions and to guarantee their future, each student is expected to reimburse the college for the full amount of his/her obligation on or before the close of each semester. No diplomas, certificates, degrees, or transcripts shall be expected or received until satisfactory payment is made for all college obligations.

Student/Spouse Policy

A student with a spouse who has any unpaid balance will be responsible for the amount due by the spouse. Neither student will be allowed to register for classes, participate in graduation ceremonies, or receive any other benefits excluded from a student with a delinquent or unpaid balance. Credit balances in a student's account can be transferred to the spouse's account upon request.

Payment of Accounts

The regular college year is divided into two semesters of approximately four months each, and tuition is based on each semester. The College's policy is that there can be no past due account at registration. All past due and old accounts must be paid-in-full prior to registering for the following semester. Any other arrangements must also be cleared with the Student Account Office prior to registering.

Pay In Full Plan: Tuition, fees and room and board charges are to be paid-in-full before the first day of classes each semester unless other arrangements are made with Tuition Management Systems (TMS) prior to July 1st. All students must sign a contract/promissory note agreeing to payment terms prior to the start of classes each semester.

Tuition Management Systems (TMS): Those students who wish to make monthly payments based on the annual cost of tuition & fees will enroll with Tuition Management Systems. TMS is a budgeting service that let's the students pay an entire year's education costs with monthly installments. TMS provides an annual 10 or 9 month payment plan to help students manage the cost of education. (A single semester plan is also available.) To enroll with Tuition Managements Systems, you may contact them via the web at www.afford.com or by telephone at 1.800.722.4867.

A budget is set up with TMS based on estimated charges less estimated financial aid (including loans) for the entire school year/semester. The first payment must be received by TMS not later than June 1st (10 pay plan) or July 1st (9 pay plan) of each year to enroll for this option. Although there is an annual enrollment fee for this plan, there is no finance charge to non-delinquent participants.

Finance Charge

A finance charge of 12% (APR) will be assessed on Fall semester Student Account balances at the end of October, November, December, and each subsequent month. A finance charge of

12% (APR) will be assessed on Student Account balances at the end of February, March, April, and each subsequent month. Finance charges will be added to the next scheduled payment. For those paying with TMS, finance charges will be waived for the months specified.

Late Fees

Missing Financial Aid: A grace period is given to allow pending financial aid to be posted to the student's account. For the Fall semester, a \$50.00 late fee will be assessed on any financial aid still missing on the last business day of October, and any month following. For the Spring semester, a \$50.00 late fee will be assessed on any financial aid still missing on the last business day of February, and any month following.

Missing Payments: For those who have not paid in full, nor have enrolled for the payment plan through *Tuition Management Systems* (TMS), a late fee not to exceed \$50.00 will be assessed if payment in full (not counting financial aid) is not received by 5:00 p.m. on the last business day of the first week that classes are offered. An additional late fee may be added at the end of each subsequent month for which payment in full is not made.

Tuition Management Systems: TMS will assess a \$50.00 late fee for each late payment made on the monthly plan established at the beginning of the school year/semester the student is attending. Please contact them for further details.

Financial Aid

The Financial Aid Services Office is open during regular campus business hours. The staff is available to assist students with the process of applying for and receiving financial aid. For details on how to apply for financial aid, please refer to the Northwest College Catalog.

Once a student has been awarded financial aid and his/her file is complete, the financial aid that has been awarded will be disbursed to the student's account. **Scholarships and grants** will automatically be applied to a student account once the financial aid file is complete and the student is making satisfactory academic progress for financial aid. The amount that will be disbursed each semester is indicated in the award letter. Most often an award is disbursed in two equal payments, half each semester at the beginning of the term. For example a \$1,000 grant will be disbursed \$500 for the Fall semester and \$500 for the Spring semester. The Washington State Need Grant funds are available for pick-up by the student in the Financial Aid Services Office after the start of each semester.

If a student has been awarded, accepted, and applied for a **Federal Stafford Student Loan**, Electronic Funds Transfer (EFT) will send the loan proceeds to the college from the lenders. EFT funds will be credited directly to the student's account. The student will be notified by letter of the date and amount of funds applied to their account. The student borrower at the Cashier's window in the Davis Administration Building must sign any loan funds sent by check. In addition, the borrower must attend an entrance interview session, which explains issues of rights and responsibilities before receipt of loan funds. For students attending one semester, their loan may be disbursed in two payments: one payment after add/drop and the second payment halfway through the semester.

The **Federal Perkins Loan Office** is responsible for the administration of Federal Perkins Loan funds. Federal Perkins Loan recipients are required to sign the schedule of advances at the beginning of each term before funds can be credited to the student's account. Also, an entrance interview is required and this office for further requirements will contact students.

Refund of Title IV Funds apply when a student receives Title IV funds and totally withdraws, drops out, is expelled/dismissed, or otherwise fails to complete the period of enrollment for which funds were received and charges applied. Please refer to the Northwest College Catalog for a more detailed description or contact the Financial Aid Services Office for a copy of the policy.

Students receiving financial aid must maintain "Satisfactory Academic Progress" (SAP). A copy of the policy can be found in the College Catalog or obtained from the Financial Aid Services Office.

Northwest College Scholarship/Tuition Credit Recipients

These awards are funded from donations of friends of the College for general award or are allocated from the general scholarship or discount pool in the general fund budget. Based on the sources of these funds, certain expectations of the recipient are attached to the award and acceptance of these funds. Please refer to the Northwest College Catalog for a list of Northwest College scholarships and tuition credits.

1. Any student who fails chapel attendance may forfeit any Northwest College self-funded scholarship or discounts for the following semester.
2. Any student who goes on academic probation two semesters in a row may forfeit any Northwest College self-funded scholarship or discount for the following semester.

Students receiving Northwest College scholarship/tuition credits must maintain satisfactory academic progress (SAP as detailed in the SAP policy available from the Financial Aid Services Office). Specific awards may have higher academic requirements than the SAP policy. Refer to the College Catalog for specific requirements for NC scholarships, talent awarding and endowed scholarships.

Students who receive a Northwest College funded scholarship or discount, agree that as part of the acceptance of these funds they will attend church regularly, and follow all guidelines for dress code, appearance, and general behavior as outlined in the Student Handbook. In addition, they understand that the preceding four requirements will apply and be enforced if required. Certain scholarships require additional standards.

Satisfactory Academic Progress Policy for Financial Aid

Students who receive financial aid at Northwest College must maintain satisfactory academic progress and be enrolled in an eligible degree or certificate program. Financial aid recipients are required to meet the standards of the Northwest College Satisfactory Academic Progress Policy in the College Catalog or the Financial Aid Office for a copy.

ASB Fees

A Student Activity 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 or its equivalent, admission to the all-college socials, cultural events, student-sponsored recreational and athletic activities, and class dues. Students who are registered for less than 8 credit hours will not be charged the student activity fee unless they request it. See the Cashier or the Student Accounts Office to request this fee. Married couples that are both students are charged a reduced ASB fee and are given one yearbook or its equivalent. All students (with the exception of LEAP students) are required to pay these fees unless they are taking less than 8 credit hours.

Snack Bar Plus Account

The Snack Bar Plus Account is available for purchase to all Northwest College students, faculty and staff, from the Cashier in the Davis Administrative Center. The Snack Bar Plus Account enables an individual to make purchases at the Eagle's Nest, Big Al's Pizza, or in the Dining Hall. Unused balances at the end of the semester do not transfer to the next semester.

The Snack Bar Plus Account options are:

- \$25.00 (\$27.50 buying power)
- \$50.00 (\$55.00 buying power)
- \$75.00 (\$82.50 buying power)

Residence Hall Deposit Refunds and Forfeits

Residence Hall students must inform their Resident Director *in writing* of their intentions not to live in the Residence Halls by August 1st for the Fall semester or December 15th for the Spring semester in order to receive a refund of the housing deposit. Refund of the housing deposit is credited to the student's account. If this results in an overpayment on the student's account, a refund check will be issued. Failure to notify the Resident Director by these dates will result in the housing deposit being forfeited.

Cancellation of Registration

A student who registers for classes but decides not to attend must notify the Registrar's Office in writing before the first day of class and will incur a \$25 registration/cancellation fee. If the notification is not received prior to the first day and no classes are attended, all tuition charges, except the \$25.00 registration fee, will be reversed and a \$100 administrative fee will be assessed on the account. This applies to all semesters, including summer.

Withdrawal from College

Adjustments will be made on the accounts of students who withdraw during the semester subject to the following conditions:

- The student must have officially withdrawn from college;
- Institutional financial aid will be removed during the semester of withdrawal – this includes but is not limited to NC scholarships and tuition credits;
- Exit clearance from Residence Hall Personnel is required for resident hall students.
- Room and board charges are pro-rated by the day from the official opening of the Residence Hall through the point of official dorm checkout with the Resident Assistant;
- Residence Hall deposit is not refundable; fees are nonrefundable; tuition will be charged according to the chart below based upon the date the Withdrawal Form is submitted. Tuition is charged based on the highest number of credits during the semester:
- Tuition will be charged as follows from the first day of classes:

Per day during first week	2.5%
During second week	25.0%
During third week	37.5%
During fourth week	50.0%
During fifth week	62.5%
During sixth week	75.0%
During seventh week	87.5%
After seventh week	100.0%

If a student is absent from all classes for more than two weeks consecutively without contacting the Registrar of Academic Affairs Office to explain the reason for his or her absences, the College has the authority to administratively withdraw the student from all course enrollments and to assign grades of "F" to each course. In this case, the official withdrawal date for financial obligation purposed will be two weeks after the last date of class attendance as certified by faculty and verified by the Registrar's Office.

Withdrawal from Summer College

Students are required to pay in advance for the Summer Sessions.

Students withdrawing from college during summer session will be charged tuition as described below. Course fees are not refundable. Adding or dropping of classes during Summer College must be made prior to 5:00 p.m. of the first day of respective class session.

For Summer College sessions of three weeks or less:

20% of tuition for withdrawal on the first day of classes
40% of tuition for withdrawal on the second day of classes, and
100% of tuition after the third day of classes.

For Summer College sessions that are longer than three weeks:

20% of tuition for withdrawal on the first or second day of classes;
40% of tuition for withdrawal on the third or fourth day of classes;
60% of tuition for withdrawal on the fifth or sixth day of classes;
80% of tuition for withdrawal on the seventh or eighth day of classes.

Withdrawing from a Course

When a student changes his/her course schedule by dropping a course, but does not withdraw from college, tuition and fees will be adjusted through the Last Day to Add/Drop Courses. After that, courses can only be withdrawn, and there is no reduction to tuition or course fees.

During Summer College, adding or dropping of course must be made prior to the end of the first day of the respective class session.

1970-1971
1972-1973
1974-1975

For the purpose of this report, the following information is provided:

The following information is provided for the purpose of this report:

Reference is made to the following documents:

The following information is provided for the purpose of this report:

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 with skilled precision.

Students are expected to relate to the College's standards and the individual professor's classroom regulations in a positive way. They are expected to be courteous toward their professors and refrain from conduct, which disrupts the learning process.

In case of unresolved incompatibility with a professor or the College's standards, the student is directed to see the *Grievances* policy.

Attendance

Classes are conducted with a view of helping students develop in knowledge and character, and the student's faithful attendance is assumed and expected. If absences do occur, the student is responsible for work missed and all course requirements. Because classes differ in purpose and character, the individual professor determines the affects of absences upon grades for the classes and publishes specific requirements in course syllabi. Appeals relating to attendance should, therefore, be addressed first to the professor.

If a student is absent because of prolonged illness, he/she should contact the Director of Health Services for an official documentation of medical care. The student will then receive the assistance from the Director of Health Services in providing documentation to the faculty member regarding absences linked to prolonged illness. It is still the prerogative of the individual faculty member to determine how absences will impact course grading.

Class absences necessitated by required participation in some College-sponsored activities are excused through the Senior Vice Presidents Office and/or the Student Development Office. The faculty or staff member must submit a list of students participating and the Senior Vice President and/or the Vice President for Student Development informs professors of times the students are to be excused. It is still the prerogative of the individual faculty member to determine how absences will impact course grading.

Students are permitted to leave class without being counted absent if the instructor fails to appear within the first 10 minutes of the class period.

Awards and Honors Convocation

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

- Graduate awards to the Associate in Arts and 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, and
- The Student Life Awards for outstanding college students of the year.

Enrollment/Course Change

Official registration may be made **ONLY** in the Registrar's Office. The only authority for a professor to permit a student to be present in a class is authorization from the Registrar's Office. A student may add courses to his/her load through the first Friday of each semester. Students are responsible for the academic program they select when they register. Changes may be made by completing and Add/Drop form in the Registrar's Office. (Course drops through the first Friday of class instruction have no affect on the transcript.)

Course withdrawals during week two through the eighth Friday of class instruction result in a "W" (Withdrawal) on the transcript. Students who withdraw from a course during week nine through the last day of class instruction receive a "WS" (Withdrawal 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 professor based on class records and any special circumstances involved with the withdrawal. (Course withdrawals do not reduce a student's tuition charges.)

A student who is absent for more than two weeks consecutively without contacting the College to explain the reason for their absence may be dropped from enrollment with a grade of "F". (See Academic Catalog for additional explanation.)

Finals Preparation Week

- No written assignments, papers, projects, or tests of any kind shall be due during Finals Preparation Week.
- Classes shall continue to meet according to their regular schedule. Class time during Finals Preparation Week should focus on review for the Final Exam, closure, and convergence.
- Campus activities, including intramural athletic events, class/organization functions, drama productions, etc., shall not take place during Finals Preparation Week.

Incomplete Grades

A student may request an incomplete grade for reasons of illness or emergency. A written request for an Incomplete must be submitted to and approved by the professor of the course before the final examination. The Incomplete must be removed from the record by the end of the succeeding semester. Otherwise, the grade automatically converts to an "F" on the student's transcript/record.

Make-Up Tests

Procedures for making up tests are established by each professor and may be stated in the course syllabus. Generally, 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 Senior Vice President and/or the Vice President for Student Development (e.g., choir, debate, or sports trips). Judgment as to whether or not a valid reason exists is the responsibility of the professor.

A student who has been absent for such valid reasons must make arrangements with the professor the next day he/she attends class or, in advance, when possible. This must be done with the professor 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 plans for work, travel, weddings, etc. with this in mind.

If a student is scheduled to have three final exams on the same day he/she may petition the professor of the third exam for testing at a different time. The time of the rescheduled test would be determined in consultation with the professor and taken within 4 days of the final.

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, 1.9; Junior, 2.0; Senior, 2.0 on a 4.0 scale.

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

1. Are under the special supervision of the Senior Vice President,
2. Will be requested to adjust academic loads (12-13 hour maximum),
3. Are restricted from participation in certain extra- and co-curricular activities, and
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 Senior Vice President.

All students participating in any extra-curricular activity at Northwest must have a cumulative GPA of 2.0 the semester prior to participation. All student leaders (e.g. ASB Executive Officers, Association Officers, Class Officers, Karisma Yearbook Officers and Resident Assistants) must have a cumulative GPA of 2.75 the semester prior to participation in order to run/apply for a student leadership position.

Recommended Academic Load

The average number of credit hours per semester is 16. Permission from the Academic Advisor is required for a student to carry an academic load of more than 18 hours.

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

<u>Outside Work</u>	<u>Academic Load</u>
34 or more hours a week	Maximum 10 credits
26 to 33 hours a week	Maximum 13 credits
15 to 25 hours a week	Maximum 16 credits

Requirements for Graduation

For graduation requirements see the College Catalog. For additional clarification consult the Registrar's Office regarding the graduation checklists or audits.

Student Records Policy

The Family Educational Rights and Privacy Act of 1974/1996 (FERPA) specifies rights and privileges regarding student records. The written institutional policy adopted by Northwest College in compliance with FERPA is available from the Registrar's Office. Annual notice regarding FERPA rights is provided in the College's Student Handbook and College Catalog.

In accordance with FERPA, students notified of the following:

1. **RIGHT TO INSPECT:** The student has the right to review and inspect substantially all his/her education records maintained by or at this institution.
2. **RIGHT TO PREVENT DISCLOSURES:** The student has 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 the student's education records to those instances when prior written consent has been given for the disclosure, as an item of directory information of which the student has not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
3. **RIGHT TO REQUEST AMENDMENT:** The student has the right to seek to have corrected any parts of an education record which the student believes to be inaccurate, misleading or otherwise in violation of your rights. This 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 the student's request.
4. **RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION:** The student has 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 a perceived failure of this institution to comply with FERPA.

5. **RIGHT TO OBTAIN POLICY:** The student has 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, Registrar's Office, 5520 108th Ave. NE, Kirkland, Washington, 98033.

ACADEMIC SCHEDULE 2002-2003

Monday	Wednesday	Friday	
Per. 1	8:00 - 8:50 am	8:00 - 8:50 am	8:00 - 8:50 am
Per. 2	9:00 - 9:50 am	9:00 - 9:50 am	9:00 - 9:50 am
Chapel	10:10 - 11:10 am	10:10 - 11:10 am	10:10 - 11:10 am
Per. 3	11:30 - 12:20 pm	11:30 - 12:20 pm	11:30 - 12:20 pm
Per. 4	12:30 - 1:20 pm	12:30 - 1:20 pm	12:30 - 1:20 pm
Per. 5	1:30 - 2:20 pm	1:30 - 2:20 pm	1:30 - 2:20 pm
Per. 6	2:30 - 3:20 pm	2:30 - 3:20 pm	2:30 - 3:20 pm
Per. 7	3:30 - 4:20 pm	3:30 - 4:20 pm	3:30 - 4:20 pm
Per. 8	4:30 - 5:20 pm	4:30 - 5:20 pm	4:30 - 5:20 pm

Tuesday		Thursday	
2 Credit Classes	3 Credit Classes	2 Credit Classes	3 Credit Classes
Per. 1	8:00 - 8:50 am	8:00 - 8:50 am	
Per. 2	9:00 - 9:50 am	8:30 - 9:45 am	8:30 - 9:45 am
Chapel	10:10 - 11:10 am	10:10 - 11:10 am	10:10 - 11:10 am
Per. 3	11:30 - 12:20 pm	11:30 - 12:45 pm	11:30 - 12:45 pm
Per. 4	12:30 - 1:20 pm	1:00 - 2:15 pm	1:00 - 2:15 pm
Per. 5	1:30 - 2:20 pm	2:30 - 3:45 pm	2:30 - 3:45 pm
Per. 6	2:30 - 3:20 pm		
Per. 7	3:30 - 4:20 pm	4:00 - 5:15 pm	4:00 - 5:15 pm
Per. 8	4:30 - 5:20 pm	4:30 - 5:20 pm	

COMMUNITY LIFE

Living together in Christian community is both enriching and challenging. Members of this community seek to make evident the presence and work of God by His Holy Spirit in each of our lives. "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control" Galatians 5:22-23a. As these characteristics take root, grow and mature, each member of this community will become more conformed to the image of Christ and guided by the Holy Spirit. As this work continues, community life will be ever more vital.

The community at Northwest College has chosen to call for obedience to moral law as taught in the Old and New Testaments and exemplified in the life of Jesus Christ. The privileges, and responsibilities outlined in this handbook attempt to reflect biblical living. It is understood that the Christian community at large adheres to a variety of standards, opinions and interpretations of biblical principles.

Because all of us come to this community with varied backgrounds, traditions, and understandings, we acknowledge that it is impossible to create a community with expectations completely acceptable to every member. Nevertheless, expectations must be specified to assure orderly community life. This does not suppose or imply that other avenues of thought are necessarily wrong, but instead attempts to define a framework for this community where mutual respect and servanthood may flourish.

For some this will require the limiting of their Christian liberty out of respect for others; others will be required to offer understanding and grace to those who do not share their views. In the instance of disagreement about the standards outlined here, the College retains the right of interpretation of the Student Handbook. Violations of the rules will result in disciplinary action as well as possible criminal charges being filed for illegal activities.

Membership in the Northwest College community is obtained through application and invitation. As the result of an approved application, those who accept an invitation to join the community agree to live according to the principles of the community. Individuals who are invited to become members of this community but cannot, with integrity, pledge to live by the standards of the community are advised not to accept the invitation and to seek a living-learning environment more suitable to them.

It is the hope and goal of the College that, as a community of believers, we will learn to live with one another in love. "How good and pleasant it is when brothers and sisters live together in unity . . . For there the Lord bestows His blessing" (Psalms 133:1, 3).

A student's room is private and is to be respected so by others. Entering another room or borrowing possessions without permission is wrong, as is damaging the property of a fellow student. Borrowing and/or loaning money or possessions is strongly discouraged. Students must 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 Directors or College Administration.

No student is permitted to be in the on-campus living area of the opposite sex. This includes both the hallways and individual residence hall rooms. Anyone found in violation of the policy will be subject to disciplinary action. A guest found in violation of the policy may not be allowed to return to Northwest College. The Residence Life staff will post open visitation hours during which students may visit other residence halls.

Single residence hall rooms are mainly for studying and sleeping. Storage of miscellaneous items such as auto parts, etc., is not permitted. Weights and weight lifting are confined to specified residence areas as approved by Director of Resident Life through the Resident Directors. Skateboards, roller blades or bicycles are not allowed in any College facility.

These expectations are designed to assist the College community in the establishment and maintenance of a Christ-centered environment. Every person's behavior and attitudes are determined by his/her beliefs and values.

Appearance/Dress Statement

Students are expected to exercise moderation regarding the wearing of body jewelry and body art. Individual departments may have specific standards that apply to student appearance while completing practicums and internships. Body jewelry and body art may have an adverse affect on a student's access to jobs and/or ministry opportunities. Any student representing the College in any manner is required to meet the standards of no facial jewelry and/or body art on men and no facial jewelry and/or body art on women with the only exception of small petite earrings. Northwest College retains the right to maintain standards of appearance for all students.

Answers to possible questions:

- Exposed swimsuits, sports bras, stomachs, spaghetti straps, etc., are not allowed on the Northwest College campus.
- All head coverings of men and women are not allowed in the Chapel.
- Men must wear shirts at all times including sporting activities
- The Dean of The Chapel will communicate the Chapel dress code for all participants.

A glossary . . .

Moderation avoids trends that are considered extreme by the College culture.

Modesty avoids bringing undue attention to the body including the length and fit of clothes, and drawing attention to various anatomical features.

Neatness includes grooming, cleanliness, and wearing shoes in public places.

Good Taste avoids clothes with slogans, logos, and pictures that are not in keeping with Christian values.

Assault

Physical assault by any member of this community against another person, on or off campus, will not be tolerated. Persons initiating such violence may be subject to suspension, dismissal and/or criminal charges.

Sexual assault is defined as the act or threat of physical aggression which includes but is not limited to acts ranging from rape to inappropriate touching of another's sexual body parts whether directly or through clothing without their consent either by a stranger or an acquaintance. Whatever the act, it is perpetrated without consent of the complainant and can involve coercion, the threat to harm the complainant, and/or physical violence.

Any person who has been sexually assaulted while a student at Northwest College should promptly report to their Resident Director, the Director of Resident Life or the Vice President for Student Development. Accusations of any type of sexual assault against a member of this community will result in an investigation after which appropriate disciplinary action will take place that may include suspension, dismissal, and/or criminal charges.

Bicycles

1. Bicycles may be stored in the designated bicycle rack located outside of the residence halls. Northwest College is not responsible for lost, damaged, or stolen bicycles. It is up to the student to provide his/her own lock.
2. No bicycles are permitted at any time in the entryways, residence hall lounges or hallways, stairwells or closets in any of the residence halls 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 student's room. At no time is any bicycle to be ridden in the residence hall.
 - b. Students must notify the Resident Director when they are storing a bicycle in their rooms. This notification must include the specific residence hall, the student's room number, bicycle color, and name brand.

- c. Storage of bicycles in dorm rooms is only permitted for students who occupy the room and have received permission from the Resident Life Staff and from their roommate.
- d. Any damage resulting from storage of bicycles in residence hall rooms will be assessed to occupants of that room.

Check in/Check out Procedures

When checking-in, each student must sign a form verifying the furniture in the room and the condition of the room and the furniture.

When checking-out, each student must vacuum and thoroughly clean his/her room and put all original furniture in place. Defacing, removal of mounted furniture, or destruction of property will result in an assessed cost of repairs and appropriate discipline. A \$50.00 per occupant fee will be charged if the proper checkout procedures are not followed.

All residents must vacate their rooms on or before the Sunday following Commencement. The only exceptions are those who have been approved for Summer Interim Housing. Exceptions to this policy must be approved by the Resident Life Staff. If the checkout procedure is not followed, the cleaning/damage deposit will be forfeited.

When checking out, follow these steps:

1. Clean the room.
 - a. Remove all personal belongings from the room.
 - b. Vacuum, dust, and thoroughly clean the room.
 - c. Clean and put in place all original furniture.
 - d. Remove everything from the walls, including tape, wallpaper, contact paper, pictures, etc. and repair all holes.
2. After the room is thoroughly clean, contact the Resident Assistant and/or the Resident Director.
3. The Room Check-in/Check-out form, completed when the student moved in, will be reviewed and signed by the Resident Director.

If properly checked out and approved by the Resident Assistant and the Resident Director, refunds of the cleaning/damage deposit will be applied to account balances.

Computer/Internet

The College encourages the use of computers, CD ROM, and the Internet for educational purposes. The use of computers, CD ROM and the Internet for inappropriate material (e.g., pornography) is not permitted. The College holds the owner of the computer equipment responsible for how the equipment is used. The owner of computer equipment used to view inappropriate material may lose the privileges of having a computer in his/her room and/or Internet access. Northwest College computers used to view inappropriate material may be removed from the residence halls or other locations on campus. The College has the ability to monitor the entire College community to assure Internet users access appropriate Internet addresses. Modem use on campus is strongly discouraged. Modems reduce available phone lines for voice-calls.

Contract Meal Plan

For greater flexibility and improved service, we offer 6 meal plans:

7-Meal Plan	\$1,449
Block 80	\$1,449
14-Meal Plan	\$1,659
Block 150	\$1,659
20-Meal Plan	\$1,733
Block 190	\$1,733

The **7, 14 and 20-Meal Plans** entitle you to a set number of meals **each week**. *Unused meals do not transfer from one week to the next.*

The **Block Plans** entitle you to a specific number of meals per semester. Additionally, the Block Plans may be used for guest meals as well. You will be limited to five meals at any single meal period. *Unused meals cannot be transferred to the next semester.*

All meal plans include a \$25.00 Snack Bar Plus account for use in the Eagle's Nest.

All students select their meal plan at the time of application, registration for housing or residence hall check-in. Students must have their current ID card with them to access these dollars.

Curfew Policy

All students are expected to follow the sign-out and sign-in procedure for the sake of good communication when leaving overnight.

All outside residence hall doors will be locked at 12:00 midnight Sunday through Thursday, and 1:00 a.m. Friday and Saturday. Residence hall lounges will remain open until corresponding times. (No loitering is permitted on campus after 12:00 midnight.)

A curfew of 2:00 a.m. is applied for all students.

All students returning to campus after 2:00 a.m. must contact the Security Officer on duty for entry to the residence hall. Students must record their name, residence hall room number, time of return, from what destination, and the date.

The curfew policy for all students, is as follows:

- Curfew is 2:00 a.m.
- Students are allowed five "late-ins" per semester beyond the 2:00 a.m. time before the disciplinary policy takes affect.
- Once a student has used five allotted "late-ins" he/she will be contacted by the Resident Director regarding possible disciplinary action.
- Any student involved in the propping doors open, letting students in after lock-up, and/or allowing student access through a window, will be subject to disciplinary action.
- Non-registered guests and visitors are not allowed to remain past the lock-up of the residence halls.

All students returning to campus after 2:00 a.m. must contact the Security Officer on duty for entry to the residence hall. Students must record their name, residence hall room number, time of return, from what destination, and the date.

Work excused late-ins must be registered with the Resident Director before the student comes in late. Exceptions to the above policy depend upon the responsible initiative taken by the student to inform their Resident Director of the late-in, the legitimacy of the excuse, and/or the Resident Director's judgment in the matter.

Dining Hall

No food is carried out from the Dining Hall. A student may eat all the food he/she desires in the Dining Hall during meal hours. Unauthorized carrying out of food increases the cost of the food program and can contribute to other health and sanitation problems. Understanding and compliance with this policy is appreciated.

All china, glassware and silverware are to remain in the Dining Hall. This helps to reduce shortages, increase levels of service, and decrease the cost of providing a quality-dining program. A fine of \$10.00 per item will be assessed for all dining hall utensils/items found in residence halls and/or rooms.

Each student is expected to bus his/her food tray and carry it to the dish return area upon leaving the Dining Hall. This effort helps to keep the Dining Hall cleaner and more attractive for all members of the College community.

If a student is too sick to attend regular meals, he/she may have a friend and/or roommate obtain a sick tray. In the event that medical or health conditions require a student to have a special diet, he/she must submit a written notice from a licensed physician to the Food Service

Director. Students are to provide a statement giving all information regarding restrictions and a list of recommended foods. There is no additional charge for this service.

When a student's schedule keeps him/her from eating meals in the Dining Hall, the College offers several takeout meal options. They are available if classes or work conflict with regular meal hours in the Dining Hall. Sign up for sack lunches in the Eagle's Nest located in the Pecota Student Center. Please give twenty-four hour advance notice. If a sack lunch does not suit a student's taste, there are other options. Contact the Food Service Manager in the Dining Hall.

Distribution of Materials and Posting Bulletins & Advertisements

Advertisements, leaflets, newspapers, and/or 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 Student Development Office. All such materials must include identification of the publisher and the distributing organization, church, or individual. Anything advertised on campus must have a positive influence on the College community and be complimentary to the Vision and Mission of the College. Students who violate any policy relating to the distribution or posting of leaflets, newspaper or related materials may be subject to disciplinary action.

The Student Development Office must approve all bulletins and announcements to be posted. The Campus Ministries Office must approve Student Ministry bulletins and announcements.

The posting by student organizations of posters, signs, or announcements are allowed only on designated bulletin boards. If permission is granted to post signs on glass or walls, double-sided tape must be used and is available in the Printing Services Office, Campus Ministries Office, or the Student Development Office.

Students may post advertisements for services offered and for used merchandise, but not for new merchandise for which the student may or may not be an agent or sales representative. Permission to post such an ad is not an endorsement by the College.

Drug, Alcohol, Tobacco Policy

Northwest College prohibits the purchase, possession, and/or consumption of any type of alcoholic beverage or illegal drug at *anytime* during your college career. Any student who is found in possession of an alcoholic beverage and/or illegal drugs may be suspended. Residential students found to have alcoholic beverages and/or illegal drugs in their room may be suspended from the resident hall and subject to further disciplinary measures. Any guest on Northwest College campus found in possession of alcoholic beverages and/or illegal drugs will be asked to leave the campus immediately.

Northwest College is a tobacco-free environment. Possession or use of tobacco products is in violation of Northwest College standards and policy.

Violations of city, county, state and federal laws regarding the use of illegal drugs and/or alcoholic beverages may result in charges being filed with the proper law enforcement authorities as well as College disciplinary action.

Email

All students are expected to use their Northwest College email address. Since this is the most efficient way the College has in communicating with as many students as possible, other email addresses will not be used. Contact the Information Services (IS) with questions or comments.

Entertainment

Members of the College community are expected to exercise good judgment by choosing entertainment (e.g. television, video, movies, Internet, computer, music, conversation, etc.) that contributes to the spiritual, intellectual, social, and physical development of everyone. It is

expected that activities and questionable entertainment that may diminish moral sensitivity be avoided and rejected.

Because a significant number of evangelical Christians view social dancing as a questionable activity, dancing is not permitted. This standard is maintained in the spirit of Romans 14:19-23 and 1 Corinthians 10:31-33. Some forms of choreographed movements in academic or collegiate activities, under the advisement and supervision of College personnel, however, may be acceptable.

Fire Hazards

Due to fire danger and/or property damage, students in all residence halls are allowed to use only light appliances in their rooms, i.e., razors, radios, TV's, VCR's, tape/CD players, hair dryers, sewing machines, and self-contained appliances such as automatic coffee makers, popcorn poppers and toasters (toaster ovens are not approved) provided they are approved by Underwriter's Laboratories. Food must be stored in appropriate containers. Report of careless or improper use of these appliances will result in their removal from the room. Halogen lamps are not allowed in the residence halls, due to the fire hazard they pose. Owners of appliances that are not approved for the residence halls will be held responsible for any damage caused by their use.

The use of candles, incense or any open flame in the residence halls is viewed as a fire hazard and is therefore prohibited. Microwaves are allowed in Perks Hall only. Guy, Crowder, Gray and Beatty are not capable of handling the electrical load. Due to extreme fire hazards, irons are to be used only in laundry areas.

Guests

Students may invite a relative, friend, or current off-campus students to be their guest in the residence hall for 3 nights each semester without charge. Previous arrangements must be made with the Resident Director by registering a completed Guest Registration form. If the guest is to stay more than three nights, a \$10.00 charge per night will be assessed. A guest may be allowed to stay a maximum of 7 nights per semester, room permitting. Students having unregistered guests will forfeit their 3 nights (without charge) and will be assessed \$20.00 (double the guest rate) per night for each unregistered guest. Failure to comply will result in disciplinary action. Any guests not complying with Northwest College policies will be asked to leave immediately. No guests are allowed in rooms or hallways of the opposite sex without prior approval. Guests must be registered by using a Guest Registration Form available from one of the following persons: Resident Assistant, Resident Director, or Director of Resident Life.

All guests not registered for an overnight stay must leave the campus by 12:00 midnight Sunday through Thursday, and 1:00 a.m. Friday and Saturday. Violation of this policy will prohibit the guest from being on campus at any time.

Harassment Policy

Harassment is defined as a form of discrimination which includes repetitious verbal and/or physical behavior that stigmatizes or victimizes an individual or group of individuals based on race, ethnicity, nationality, cultural or denominational background, political affiliation, social standing, age, physical or mental traits, or gender. Such malicious behavior will not be tolerated in the College community.

Racial harassment is defined as flagrant and/or repetitious verbal or physical behavior that stigmatizes or victimizes an individual or group on the basis of race, ethnicity or ancestry. Racial harassment includes objectionable epithets, demeaning depictions or treatment, intimidating language or behavior, and threatened or actual abuse. Protection against racial harassment is provided state and federal law.

Sexual harassment is defined as persistent, unwanted sexual attention toward another person that has an adverse affect on the person being harassed. Harassment may include, but is not limited to, abusive speech, offensive physical contact, solicitation of sexual activity, sexually

suggestive comments or gestures made by an individual who knows or should reasonably know, that the behavior or speech is embarrassing, vulgar, unwelcome, intimidating or threatening.

If you believe you are being harassed, it is important that you report to your Resident Assistant, Resident Director, the Director of Resident Life, or the Vice President for Student Development so that action may be taken to protect you from further harassment.

Hazing, Pranks and "Horseplay"

Hazing is illegal in the State of Washington and violates College policy. State law prohibits any activity that "recklessly endangers" a person's mental or physical health and safety. Recreational activities and "horseplay" (e.g., soccer, basketball, frisbees, water fights, etc.) are not permitted in College facilities. Regardless of motive or intent, those participating in hazing, pranks or other similar activities assume full responsibility for their actions and the possibility of legal sanctions as well as disciplinary action by the College and restitution for damages.

ID Cards

Each student must have his/her current Northwest College ID card for admission to the NC Dining Hall, checking out library material in Hurst Library, recording of Chapel attendance and for admission to NC athletic events held in the Pavilion. Enforcing this policy consistently helps to ensure that students are getting the most for their investment. Replacement ID cards may be obtained from the Student Development Office at a cost of \$10.00.

Individual Room Guidelines

Students are expected to keep their rooms clean and orderly to avoid potential health problems. Walls must not be defaced by nails, paste or markings. Any posters or commercial product posters that portray Christian values in a negative light or are suggestive in nature are not allowed inside residence hall rooms. Any signs, posters etc., which portray Christian values in a negative light and/or are suggestive in nature that are placed on the outside of residence hall doors or in any other residence hall location will be removed by the Residence Life staff.

All trash must be disposed of in dumpsters located outside each residence hall. Trash and/or garbage from residence hall rooms is not to be placed in bathroom trash receptacles, in hallways, etc. Students may be fined up to \$25.00 per offense in this regard.

When a student leaves the residence room, lights should be off and windows should be closed so that the blinds will not be damaged by rain or wind.

Students should use every precaution to safeguard their personal property. College authorities assist in every way possible to locate lost or missing articles, but cannot assume responsibility in this matter.

Special arrangements for moving after a room is assigned must be pre-approved by the Resident Director.

Interim Housing

On campus interim housing is available on a per month basis separate from the regular semester charges. Rent payment is due in advance. Interim housing is divided into two time frames: Winter interim housing between Fall and Spring semesters, and summer interim housing. Interim housing is only available to those students pre-registered and returning for the next semester. Students who use their room as a residence between semesters are charged at the interim rate. Students registered for the Spring semester who would like to leave personal affects in their room may do so at no charge. An Interim Housing Form must be completed, returned and approved by the Resident Director prior to dates needed. Students who have been placed on Citizenship Probation during a semester may forfeit interim housing privileges.

Kitchenettes

Two kitchenettes with a microwave and a stove are available for light cooking. One is located in the basement of Guy Hall; the other in the basement of Beatty Hall. No refrigerators are provided. Students who use the kitchenettes are responsible to keep the area clean. Any utensils left in the kitchenettes will be removed each night.

Lifestyle Standards

College polices relative to lifestyle expectations are shaped and informed by the following realities: legal authority (local, state and federal law), scriptural authority, historic Christianity, the values of the sponsoring church, the vision and mission of the College, and the commitment to establishing and maintaining a Christ-centered environment.

Ideally, all behaviors and attitudes in a Christ-centered environment are aligned with biblical truth. However, as fallen creators redeemed by God's grace, the members of the Northwest College community are committed to a lifestyle that glorifies God, is exciting and challenging, and is mutually beneficial. Therefore, the following behaviors and attitudes are identified as being inconsistent with the Vision and Mission of the College and are subject to redemptive disciplinary action.

- Conduct that is considered a crime by the city of Kirkland, King County, the state of Washington or the United States of America
- Activities which interfere with the educational process of the College, including those which obstruct or disrupt the use of College premises, buildings, rooms or passages, or which incite a disturbance
- Behavior that endangers the physical, emotional, mental health or safety of self or others, or the use of threatened use of physical force, violence or verbal abuse towards any person
- Conduct that is lewd, indecent or obscene including inappropriate public displays of affection or immodest dress, vulgarity, etc.
- Viewing or possession of entertainment with a rating other than a G or PG
- Participation in acts or speech that involve racial, sexual, physical or other forms of harassment
- Hazing, pranks or "horseplay"
- Possession or viewing of pornographic materials in any form, including the Internet
- Cohabitation or sexually immoral conduct, including premarital, extramarital and homosexual activity
- Unauthorized possession of or damage to College property or services, or the property of others
- Possession, use or display of any firearms, dangerous weapons, fireworks, incendiary devices, explosives or other items that could cause injury to any person or damage on College property
- Possession, use or distribution of alcoholic beverages, illegal drugs or tobacco on or off campus or abuse of prescription drugs
- Dishonesty such as cheating/plagiarism; knowingly furnishing false information, forgery, alteration or unauthorized use of College documents, records or property
- Failure to comply with the directions of authorized College officials in the performance of their duties, including failure to identify oneself when requested to do so or failure to comply with the terms of disciplinary action
- Violation of the dress/appearance code
- Quiet hours violations
- Failure to sign-out of and/or sign-in to the residence hall and/or unexcused "late-ins"
- Inappropriate literature and/or posters on room walls, doors, ceiling, etc.
- Unauthorized appliances in room

- Unauthorized storage in room (weights, bicycles, etc.)
- Pets in the residence rooms not in keeping with policy
- Unauthorized guest in the room overnight
- Items deemed a fire hazard (candles, irons, incense, etc.) in College facilities
- Security violations (propping the door, windows, etc.)
- Use of skateboards, roller blades, bicycles, etc., in College facilities

Non-Discrimination Policy

It is the policy of Northwest College not to discriminate on the basis of sex, race, color or national origin in its educational programs, admissions, activities, or employment practices. Any questions regarding discrimination issues should be directed to the Vice President for Student Development. Refer to the Reconciliation Statement in the College Catalog.

Off-Campus Housing Policy

Northwest College is a residential campus. The purposes of Northwest College are fulfilled in part through the activities and environment of residence hall life, which are designed to assist in the spiritual, intellectual, social, and physical development of a maturing Christian person.

All single students under age 21 are required to live in a residence hall unless they meet the Residence Hall Housing Exemption Criteria. It is understood that this is an agreement when accepting admission to Northwest College. All students should experience at least one year of residence hall living.

- *Residence Hall Housing Exemption Criteria*
 1. Commuting from parent's home or an approved adult relative's residence.
 2. Living situation is related directly to work (a letter must be included from parent(s) and from the individual(s) providing housing).
 3. Academic Junior status (60 credits).
 4. Students age 21 or above, or who will turn 21 years of age during the semester in question.

Single students under age 21 who prefer not to live in a residence hall must have an approved application on file with the Director of Resident Life prior to the start of the semester in question. Applications for non-residence hall housing are available from the Director of Resident Life or the Student Development Office.

Students who may be granted approval by the Director of Resident Life to move out of the residence hall after a semester has started will be subject to the following financial policy:

1. Charges for the unused portion of room and board will be credited to the student's account. Room and board charges will be pro-rated from the official opening of the residence hall through the first Saturday after the last day of finals week.
2. Residence hall deposits are not refundable.
3. A process fee of \$100.00 will be charged.

The College reserves the right to oversee the conduct and/or the appropriateness of non-residence hall living arrangements. No single co-ed (male/female) living arrangements are allowed for any current registered student of Northwest College. This policy remains in affect through vacations and summer periods. The College may revoke the non-residence hall living arrangements at any time.

Any student currently living in the residence halls who are considering moving off campus will need to refer to the *Residence Hall Housing Exemptions Criteria* and the *Residence Hall Deposit Refunds and Forfeits* heading of this Handbook.

Overnight Stay

Northwest College expects all students spending the night away from campus to abide by the philosophies and policies of Northwest College. All students must sign out with their Resident Assistant and leave the necessary information before they leave for the night. For security and emergency purposes the following information is critical:

1. Name
2. Address
3. Phone Number
4. City & State
4. Relationship (roommate, relative, friend, etc.).

Any student under age 18 intending to spend the night away from campus must inform their Resident Director before leaving.

Pets

Students are not permitted to keep pets of any kind in residence hall rooms or student apartments. The only exemption to this policy is fish contained in a fish tank of no more than twenty-five gallons per room.

Pornography

The possession or viewing of pornographic materials in any form, including via the Internet, is strictly prohibited. Northwest College does filter and monitor all inappropriate internet activity on campus.

Public Displays of Affection

As members of the College community and participants in a Christ-centered environment, everyone is expected to exercise moderation regarding public displays of affection.

Quiet Hours

Realizing the necessity for studies and sleep, quiet hours from 9:00 p.m. to 8:00 a.m. have been established. All students are expected to intentionally contribute to an atmosphere of study and quietness. Out of 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.

All musical instruments are to be played at room level. Residence Life staff reserves the right to define room level volume and to determine instruments that cannot be played at room level. Electrically amplified instruments should be played quietly during the day, and with headphones during quiet hours. This standard is in place for the sake of respecting other students and maintaining a community where different tastes and schedules can be maintained. Failure to abide by these standards may result in loss of privileges.

Students should not linger outside residence halls or cause unnecessary noise between 9:00 p.m. and 8:00 a.m.

Students are encouraged to listen to radio programs and recordings that are in harmony with Christian standards. Out of consideration for others, all music should be played only at room level volume.

Residence Hall Lounges

The lounge of each residence hall serves many functions: a lobby, communication center and visitor area. All behavior in the residence hall lobbies must comply with the guidelines and policies of Northwest College.

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

Students appearing in the lounge of their residence halls during open house hours must be dressed in acceptable general campus attire. Sleep attire, robes or pajamas are not allowed.

The College encourages a variety of social and cultural opportunities that contribute to students' spiritual, intellectual, social, and physical development. These interactions help students toward responsible maturity in public and private relationships while remembering the importance of a Christ-centered environment.

Crowder Hall Lobby is not to be used as a lounge. Students are asked not to remain in this area for more than 15 minutes.

Resident Personnel

Resident Personnel live in each of the residence halls. These dedicated and committed people are not only trained and educated to recognize student need, but also have a sincere desire to minister with compassion to help students 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 guidance and prayer affirms this relationship.

Room Damage

Breakage or damage to College property should be reported immediately to the Resident Director or Resident Assistant. The cost of unreported damage may be assessed to all of the students on the floor or room where the damage took place. **All College furniture must remain in each lounge and in each individual room; removal of furniture may result in a fine and/or disciplinary action.**

Any property damage occurring in the residence halls may result in the cost of the repair of the damage being dispersed among the residents on the floor or building where the damage occurred.

Schedule of Damage Charges in Residence Halls

The following is a schedule of charges that may be assessed for general and miscellaneous damage to carpet, closets, doors, beds, lights, windows, desks, chairs, etc. The actual cost of repairs including materials and time are estimated as follows:

- Rooms Requiring Repairs/Painting:
 - Ceiling - \$50.00
 - Walls - \$25.00 per wall.
 - Total Room - \$200.00 for rooms requiring repairs and painting.
- Furniture removal and/or dismantling of built-in furnishings including beds, bolsters, desks and closets, etc.
 - Per items: \$100.00
 - Removal of personal furniture left behind: \$100.00
- Carpet:
 - Damage \$100.00 or cost of replacement.
- Heaters:
 - Heater covers which require replacing or repair - \$100.00
- Custodial Charges:
 - Room not cleaned - \$100.00
- Improper Check-in/Check-out- \$100.00
- Phones:
 - Missing or demolished - \$100.00
 - Parts missing or damaged -\$25.00 per part
- Fixtures -- 100.00

Sexual Misconduct

Biblical standards for sexual behavior forbid premarital, extramarital, homosexual and all other sexual acts outside the context of marriage. Any and all appearances of evil are to be avoided and rejected by all members of the College community.

Student Bulletin

The Student Development office publishes the Student Bulletin weekly on the NC web site. Bulletin announcements must be in the Student Development Office no later than 5:00 p.m. each Tuesday. Forms for announcements are available in the Student Development Office.

Students with Mental Disorders

A student challenged with a mental disorder, as defined by the current American Psychiatric Association Diagnostic Manual or its equivalent is encouraged to seek appropriate professional treatment so they may meet and maintain the academic and behavioral standards of Northwest College. A student who violates the academic and/or behavioral standards of the College will be subject to disciplinary action (The Ministry of Discipline section of the Student Handbook). In the judgment of the Vice President for Student Development and the Student Development staff, a student challenged with a mental disorder who is believed to be in violation of the academic and/or behavioral standards of the College will not be diverted from the normal disciplinary process unless, as a result of the mental disorder, they do not understand the severity of the identified violations and/or do not have the capacity to respond to the resulting consequences of the violations.

Telephones

Phones are available for students' personal use and can be picked up from the Resident Directors. Any student needing a phone may check one out when moving into the residence hall. The student can place long distance calls through the use of an access code assigned to him/her by the IS Telecommunications Department. The college will bill the student for any long distance charges incurred on his/her access code. Any violation of using a long distant code without proper consent may result in disciplinary action.

Each student in the residence halls receives a phone number that can be dialed directly (i.e. extension 6401 would be dialed directly by dialing 425-889-6401). This residence hall telephone number is the one given to family, friends, employers, etc., instead of the main Northwest College telephone number, 425-822-8266. When calling from room to room, use only the extension number and omit the 425-889.

To place a collect call, use any of the 800 numbers of the major long distance carriers. The residence hall telephone system will not accept incoming collect calls. Therefore, outside operators are directed not to allow these calls. Persons attempting to receive incoming collect calls will be responsible for any charges incurred and are subject to disciplinary action.

Placing calls to 900 numbers or other tolls calls is unauthorized. A "toll call" is a call where there is an additional charge for the call, beyond the cost of long distance. Persons attempting to make these calls will be responsible for all charges and are subject to disciplinary action.

The use of the telephone system for prank phone calls is against federal laws and Christian principles. Any violation may result in disciplinary action.

Students may purchase or bring their own phone from home. The phone must be a single, not multi-line set. Also the phone should always be set to phone, not pulse.

Voice Mail

All dorm rooms are issued a phone number, which is shared between the roommates at no cost. The option of using the campus voice mail system is available for a charge of \$20.00 per

semester per voice mailbox. Roommates can pay for individual boxes or one student can establish a voice mailbox and share expenses with their roommate at their own risk.

It is your responsibility as a student of Northwest College to fully comply with the principles outlined in the student handbook. Inappropriate or illegal use of the voice mail system (tampering with the system, your personal voice mail box, or other boxes) will be referred to the Student Development Office and/or other appropriate authorities for disciplinary/legal action. Tampering of any kind will also result in immediate termination of voice mail service without any refund. This agreement in no way represents a guarantee of service from Northwest College to the student. Students should expect that at times the voice mail system would be down and plan accordingly. Northwest College will not reimburse users for the time that the voicemail system is not available. Failure to pay your bill in a timely manner will result in immediate termination of your voice mail privileges.

Television/VCR

Television sets in residence hall lounges are for weekend use only. Many programs now shown on TV and VCR's 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 encouraged that each student will assume the responsibility of self-discipline in the use of television viewing time in reference to the quality of programs, the rights of others, and the total time spent watching. The Residence Life staff has the responsibility and reserves the right to regulate the use of television and VCR's and determine the hours they are used. Television and VCR's are permitted in rooms under the following conditions:

- All TV sets and VCR's must be registered with Residence Life staff.
- Any room containing a TV or VCR must have roommate approval including all viewed material.
- The Northwest College residence halls are a shared community. Because of the shared community environment and that the residence hall students are diverse in age, maturity level (emotional/spiritual), and culture background, all material viewed in the residence halls and student lounges must be compatible with a Christ-centered environment. This policy is based on the biblical principle that the freedoms of some should not cause the "weaker person" to stumble (1 Corinthians 8:13; Luke 17: 1-2).

Violations of any of the Television/VCR policies may result in disciplinary action.

Theft and Vandalism

Theft, attempted or actual, and/or vandalism to the property of Northwest College or the property of a member of the College community may result in criminal charges as well as College disciplinary action. Repairs of damage caused by vandalism and/or pranks will be charged to the student or students at a rate of \$50.00 per hour plus materials.

Threatening or Endangering Physical or Emotional Safety

Any conduct that threatens or endangers the health, physical, or emotional safety of a community member, including threatening or intimidating speech, will not be tolerated.

Under Age 18 Guests

All guests under age 18 must have verbal or written permission from their parent/guardian submitted to the Director of Resident Life prior to the requested stay. An "Under Age 18" form must be filled out by the student making the request and approved by the Resident Life staff prior to the guest's stay. Forms are available from the Resident Director and/or the Director of Resident Life.

Visitation in Lounges

Gray/Beatty, Perks:

Sunday - Thursday 8:00 a.m. - midnight

Friday - Saturday 8:00 a.m. - 1:00 a.m.

No visitors of the opposite sex are permitted to go beyond the lounges. A given lounge may be closed on special occasions. Conduct in the residence hall lounges must be in keeping with Christian principles of modesty and good taste. Activities that can be embarrassing to participants and observers will not be permitted.

Voter Registration

As members of the Northwest College community we are all encouraged to vote. Therefore a voter registration form is included in the information packet given to new students during New Student Orientation.

Voter registration forms are also available throughout the year in the Student Development Office, Hurst Library and the LEAP Office.

Weapons, Fireworks and Explosives

Items such as handguns, rifles, shotguns, flare guns, starter guns, stun guns, B.B. guns, pellet guns or any other device which propels a projectile, including explosive devices, and may be used in such a manner as to cause bodily injury, will not be allowed on campus; neither on one's person, in campus buildings nor in any vehicle present on campus grounds.

Clubs, brass knuckles, ninchackas, switch blade knives, knives with a blade length in excess of 3 1/2 inches or any other object classified as a dangerous weapon in the State of Washington Weapons Title Code, are prohibited on campus. Individuals found in possession of any such items, will be subject to disciplinary action that may include prosecution for any criminal violations. Disciplinary action may occur when an individual uses any object normally not classified as a weapon, in such a manner as to cause bodily harm.

Weight Room

A weight room is provided for students under the Gray/Beatty lounge. Hours will be posted for appropriate use time. All music in the weight room must follow guidelines consistent with Northwest College policies. Noise is to be kept at a minimum.

THE MINISTRY OF DISCIPLINE

Principles and Purpose of Discipline

All discipline exercised at Northwest College strives to be based on biblical principles. Christian discipline seeks to maintain the integrity of the community and to be redemptive for everyone. Development of self-discipline (wise self-guidance) is the goal of all discipline.

Discipline will be based on the student's previous knowledge, personal accountability, and the failure, in action or in spirit, to abide by the principles and standards of the College. Students who voluntarily confess their difficulty and/or failure to act in accordance with the expectations of the College community with a humble and repentant attitude will usually be disciplined less stringently than those who must be confronted and are arrogant and defensive. When violation of civil law is involved, the College may refer such matters to proper civil authorities. The "ministry" of discipline is designed to be positive, flexible and preventative in nature with restitution, redemption and restoration as it's goal. The Vision and Mission statements of the College are documents that guide the ministry of discipline.

Jurisdiction

All regulations concerning student conduct and discipline shall apply to all students attending Northwest College. It is expected that students will abide by the standards of conduct of the College during the interim and vacation periods. The College reserves the right to invoke retroactive discipline or refuse continued student status to and student who becomes involved in moral and/or other major violations of the standards of conduct.

Right of Initiation of Discipline

The disciplinary process may be initiated as a result of a complaint against a student by another member of the community or as a result of concerns regarding a student's behavior by Student Development staff, faculty, administration and/or any other specific individual designated by the President.

Student Rights

Students are considered to be innocent unless it is clearly demonstrated they are not innocent. When a student is accused of wrongdoing, he/she will be treated fairly in accordance with the policies and standards of the College. Witnesses may speak on the behalf of the student if requested. A student may appeal a disciplinary decision.

Disciplinary Procedures and Actions

Violations of behavioral expectations of the College community will be processed according to the potential impact of the violations on an individual community member, a group of community members, or the College community as a whole including the Christian witness of the community as persons who have committed themselves to follow the example of Jesus Christ. Repetitious violations, disrespect of authority and/or a resistant attitude or behavior may result in a minor violation becoming a major violation with a corresponding increase in the severity of disciplinary action.

Available disciplinary actions are:

- **Verbal Warning** – A verbal warning is recorded in the daily Resident Life log. If a student does not comply with a verbal warning as evidenced by repetitious violations, disrespect, and/or a resistant attitude, a verbal warning can become a written warning.

- **Written Warning** – A written warning is recorded in the daily Resident Life log, forwarded to a Resident Director and/or the Director of Resident Life for counseling/guidance with the student, and placed in the Resident Life file.
- **Provisional Citizenship Probation** – The Director of Resident Life and/or the Vice President for Student Development will provide a written notice to any student placed on Provisional Citizenship Probation as a result of a violation of the behavioral and/or attitudinal standards of the College. A disciplinary contract that may include but is not limited to regular meetings with a Resident Director, monetary restitution, work assignments, community service, and/or other measures deemed necessary by the Resident Life staff will be designed and approved by the Director of Resident Life and accepted by the student. A student's refusal to accept and perform the prescribed discipline or continued violation of student conduct policies while on Provisional Citizenship Probation will make the student subject to Citizenship Probation. A student may be subject to Provisional Citizenship Probation at the discretion of a Resident Director and the Director of Resident Life.
- **Citizenship Probation** - A written report will be submitted to the Vice President for Student Development by the Director of Resident Life describing the violation(s) committed by the student including disciplinary action, if any, that has already been administered. The Director of Resident Life and/or the Vice President for Student Development will provide a written notice to any student placed on Citizenship Probation as a result of a violating the behavioral and/or attitudinal standards of the College. Disciplinary action will place conditions upon the student's continued attendance at the College for violation of conduct standards. A disciplinary contract that may include but is not limited to regular meetings with a Resident Director, monetary restitution, work assignments, community service, and/or other measures deemed necessary by the Resident Life staff will be designed and approved by the Director of Resident Life, the Vice President for Student Development, and accepted by the student. The disciplinary contract will specify the period of non-participation in extra-curricular activities including but not limited to student leadership, athletic teams, intramural sports, summer ministry teams, debate teams, musical groups, etc. Being placed on citizenship probation during a semester may jeopardize the student privilege of interim housing. Citizenship Probation may be for a specific term or for an indefinite period, which may extend to graduation. Violation of citizenship probation shall be cause for further disciplinary action. Any student who is placed on citizenship probation may forfeit any Northwest College self-funded scholarship or discount for the following semester. A student may be subject to Citizenship Probation at the discretion of the Resident Life staff, the Director of Resident Life, and the Vice President for Student Development.
- **Suspension** - A written report will be submitted to the Vice President for Student Development by the Director of Resident Life describing the violation(s) committed by the student including disciplinary action, if any, that has already been administered. The Vice President for Student Development will present the evidence to the Citizenship Council made up of select members of the Student Development Committee, (three faculty members and two students appointed by the President for a one-year term). The Citizenship Council will determine if suspension is an appropriate discipline for the violation. Suspension may be for an indefinite or specified period of time. A written notification of suspension will indicate the term of the suspension and any special conditions, which must be met prior to re-admission.
- **Dismissal** - Termination of student status for violation of the standard of student conduct is considered permanent and final. Students dismissed from the College will not be allowed to apply for re-admission without the express written permission of the Vice President for Student Development.

Appeals

A student may appeal any disciplinary action. All student appeals must be made in writing to the Student Development Office within seven calendar days following notification of disciplinary action. The student may appeal to the Director of Resident Life any disciplinary action taken by a Resident Director. Disciplinary action taken by the Director of Resident Life may be appealed to the Vice President for Student Development. Disciplinary action taken by the Vice President for Student Development may be appealed to the Citizenship Council. The Vice President for Student Development, the Director of Resident Life and the Resident Director will act as advisors to the citizenship Committee in the case of an appeal. A full description of the appeals process is found in the Citizenship Manual.

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 others, or (b) engages, or threatens to engage, in behavior which would cause property damage or impede the lawful activities of others.

Application of Citizenship Regulations

Northwest College desires that its students develop lifestyles characterized by increasing freedom, built upon self-discipline, moderation, and adherence to biblical principles and standards of behavior. In the application and enforcement of regulations, it is desirable to match the degree of discipline to the student's culpability in terms of knowledge, recalcitrance, and malice. Enforcement will be aimed at correction of obvious deviations in order to maintain reasonable adherence to standards. The standards and regulations of Northwest College are intended to assist the entire College community to establish and maintain a Christ-centered environment, where the commitment to Carry the Call with servant leadership is a reality.

The first section of the report is a general overview of the project. This section should include a brief description of the project, its objectives, and the scope of the work. The second section is a detailed description of the methodology used in the study. This section should include a description of the data collection methods, the data analysis techniques, and the statistical tests used. The third section is a description of the results of the study. This section should include a description of the data, the results of the statistical tests, and a discussion of the implications of the findings. The fourth section is a conclusion and a list of references.

Methodology

The methodology used in this study was a combination of qualitative and quantitative methods. The qualitative methods included interviews with the participants and a content analysis of the data. The quantitative methods included a survey of the participants and a statistical analysis of the data. The data was collected over a period of six months. The data was analyzed using a combination of content analysis and statistical methods. The results of the study are presented in the following sections.

Results of the Study

The results of the study are presented in this section. The first part of the section is a description of the data. The data was collected from a sample of 100 participants. The data was analyzed using a combination of content analysis and statistical methods. The results of the statistical analysis are presented in the following table. The results of the content analysis are presented in the following text. The results of the study are discussed in the following section.

GRIEVANCE PROCEDURE

Should any person, including students, staff, faculty, administration, business associates, or guests have a complaint (or grievance), the College is interested and concerned. In accordance with Matthew 18:15, if there is a dispute between two individuals the matter should be handled privately and promptly. If the issue is not resolved, the person with the grievance should discuss the matter with the appropriate authority as soon as possible. An honest effort will be made to resolve the matter to the mutual satisfaction of all concerned as quickly as possible.

While individuals are encouraged to discuss problems first with the person with whom they are in dispute in accordance with biblical guidelines, it is understood that under some circumstances an individual might believe it to be unsafe for them to do so. In that instance the person with the grievance should ask for the help of the appropriate authority in bringing the issue to the attention of the other person involved in the dispute and to mediate a solution to the problem. There will be no reprisal for pursuing a grievance.

The following guidelines are considered appropriate for students with a grievance:

1. If a student has a grievance against a professor, the student should first speak to the particular professor concerning the matter. If no satisfactory agreement is reached, they should take the matter to the Senior Vice President's Office.
2. If a student has a grievance against another student or in matters of student life, they should try to settle the matter privately between themselves and the other student or staff person. If this cannot be done, the student may take the complaint to their respective Resident Director, the Director of Resident Life, and/or the Vice President for Student Development.
3. If a student has a grievance against the College, the student is urged to present their concerns to the Vice President for Student Development. They may ask an elected class or ASB officer, a faculty member, or a staff member to assist them in addressing the Administration about the grievance.

The College personnel cannot always work instant solutions to all problems, but the NC student is among friends who care and will take all reasonable steps toward the solution of legitimate problems he/she may encounter. All grievances are processed in the spirit of Christ and with the understanding that all staff, students, faculty, and administrators are members of a Christ-centered community.

GRADUATE PROCEDURE

The first part of the procedure is the selection of the graduate. This is done by the faculty of the department. The faculty members are given a list of students who are eligible for graduation. They then select the students who they believe are qualified to graduate. The second part of the procedure is the preparation of the diploma. This is done by the registrar's office. They take the list of graduates and prepare the diplomas. The third part of the procedure is the distribution of the diplomas. This is done by the registrar's office. They give the diplomas to the graduates. The fourth part of the procedure is the recording of the graduates. This is done by the registrar's office. They record the names of the graduates in the university's records.

The final part of the procedure is the celebration of the graduation ceremony. This is done by the university. They hold a ceremony where the graduates are honored and receive their diplomas.

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