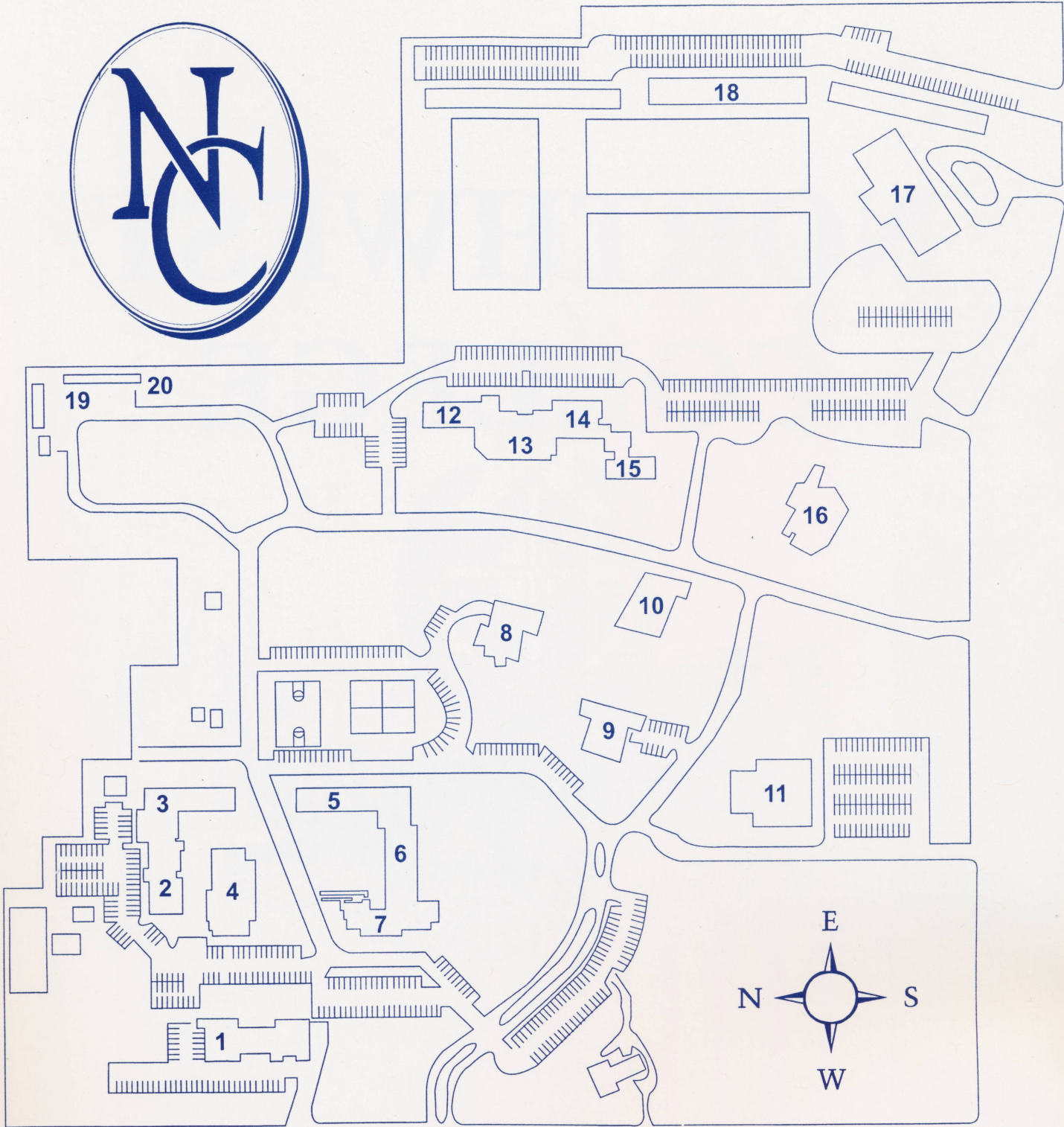


NORTHWEST COLLEGE



STUDENT HANDBOOK
1997-98



5520 108th Ave. NE

NORTHWEST COLLEGE

- 1. **Administrative Center**
- 2. **Gray Residence Hall (Men)**
- 3. **Beatty Residence Hall (Men)**
- 4. **Northwest Dining Hall (Cafeteria)**
- 5. **Perks Residence Hall (floor: 100 Men; 200-300 Women)**
- 6. **Guy Residence Hall (Women)**
- 7. **Crowder Residence Hall (Women)**
 - * Health Center
 - * Security Office
- 8. **Hurst Library**
 - * Lower level: Computer Center, LEAP, Faculty Offices, Classrooms
 - * Upper level: Library Conference Center
- 9. **Pecota Student Center**
 - * Bookstore, Snack Shack, Resident Life & Student Ministries Offices
 - * KCNC Karisma Office, Student Mail Boxes, ASB Office
- 10. **Millard Hall**
 - * Faculty Offices, Classroom

- 11. **Northwest Pavilion**
 - * Athletic Department Offices, Gym

Ness Academic Center:

- * Dickey Plaza
 - 12. **Bronson Hall:** Faculty Offices
 - 13. **Rice Hall:** Teacher Education, Printing Services, Faculty Offices & Classrooms
 - 14. **Williams Hall:** Applied Science Center, Classrooms
 - 15. **Fee Hall:** Business Management & Faculty Offices, Classrooms
-
- 16. **Butterfield Chapel**
 - * Lower level: Amundsen Music Center, Faculty Offices, Classrooms
 - 17. **Seahawks Headquarters**
 - 18. **Firs:** Married Student Housing
 - 19. **Maintenance Workshops**
 - 20. **Maintenance Office**

PREFACE

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

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

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

The students are responsible for their conduct. In order to provide students a full understanding of the standards set which enable the College to be effective in the performance of its goal and functions, this student handbook is published yearly by the College Administration and Associated Student Body.

**PUBLISHED BY THE
STUDENT LIFE OFFICE
NORTHWEST COLLEGE
5520 108TH AVE. NE
KIRKLAND, WA 98033
PHONE - (425)822-8266**

The College expects each student to live out of their life by practicing the basic principles of God's Word. In their hearts, they seek to love God with all their heart, mind, strength, and resources. Academically, they study to become wise and to glorify God. Socially, they love their neighbors as themselves. And physically, they protect and preserve their body, possessions and the property of others.

All regulations herein stated concerning student conduct and discipline shall apply to all students attending Northwest College. The College expects that its students will abide by its stated standard of conduct during the interim and vacation periods. It reserves the right to revoke restrictive discipline or refuse continued student status to students who are in violation of the standards of conduct that involves student life or the College's testimony.

This handbook is published to acquaint students with the way of life at NW. It tells students what they can expect of the College and what the College expects of them as they seek to prepare themselves for a life of Christian service and leadership.

PREFACE

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

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

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

All regulations herein stated concerning student conduct and discipline shall apply to all students attending Northwest College. The College expects that its students will abide by its stated standard of conduct during the interim and vacation periods. It reserves the right to invoke retroactive discipline or refuse continued student status to students who are in violation of the standards of conduct that involves student life or the College testimony.

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

NORTHWEST COLLEGE COMMUNITY AFFIRMATION

NORTHWEST seeks to relate biblical Christianity to every area of life, both on and off campus: to academic disciplines, to co-and extra-curricular activities, in the residence halls, in the local community, and in one's personal life. It assumes that all members of the NORTHWEST community desire meaningful involvement in the process of Christian higher education as they seek to express their faith in the context of an Assemblies of God college. Faculty and staff members commit themselves to be facilitators and learners in this educational endeavor. Students, by enrolling, join with them in accepting the responsibilities of membership in the community.

Since NORTHWEST holds that the Scripture is the infallible rule for faith and conduct, the Bible will always be the authority in all matters pertaining to personal and corporate behavior. The College believes that its statement of faith and its statement of principles regarding behavior find their basis in the Bible. This affirmation attempts to provide a means to understanding the nature of this community of believing learners and to encourage a sincere commitment to it.

We affirm the Lordship of Christ over all of life and thought; our responsibility to love God with all our being and our neighbors as ourselves; our obligation to seek righteousness, to practice justice in all situations, and to express mercy to all; our need to exercise Christian freedom responsibly and lovingly and our dependence on the empowering of the Holy Spirit if we are to faithfully fulfill what God requires.

We affirm the biblical description of attitudes and behavior unfitting for a Christian: "The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery, idolatry and witchcraft, hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy, drunkenness, orgies, and the like" (Gal. 5:19-21a, NIV). Through the help of the Holy Spirit we strive to allow none of these to be part of our behavior. We affirm also the biblical description of attitudes and behavior fitting for a Christian: "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control" (Gal. 5:22-23a, NIV). We seek to maintain a vital relationship with the Spirit so that such attitudes and behavior will be evident among us. We seek to follow Christ's example of unselfish love in our actions, attitudes, and relationships. We strive to maintain stewardship of body, mind, time, abilities, and resources. We strive to integrate corporate worship, personal faith, and intellectual growth. Attendance at the College chapel services and faithful attendance and support of a local church are integral parts of the process.

NORTHWEST recognizes that not all believers share the same standards in matters of behavior the Bible does not specifically address. As members of this community, however, we also recognize the importance of respecting the values and goals of the College and will, therefore, seek to conduct ourselves in a manner that will bring only credit to the gospel and to NORTHWEST. Since we are also part of the larger society, and in order to "let our light shine out," we will strive to maintain good community relations in respect to governing authorities, social activities, and business dealings.

This affirmation provides a positive and constructive framework to aid one's personal development and for ongoing relationships with all other members of this community. We join with each other as we seek to live out this affirmation in a spirit of unity and openness, of helpfulness and caring.

TELEPHONE NUMBERS

NORTHWEST COLLEGE ADMINISTRATION PHONE: (425) 822-8266

EMERGENCY SERVICES

Campus Security	(from on campus)	222
	(from off campus)	803-0111
Emergency		911
Fire		828-1143
Police		828-1183
Overlake Hospital		688-5000
Evergreen Hospital		899-1000

CAMPUS PHONE NUMBERS

Academic Affairs	5237
ASB Office	5280
Bookstore	5268
Campus Directory of Faculty & Staff	555
Campus Operator	0
Counseling/Career Services	5282
Student Life Office	5234
Enrollment Services - Financial Aid	5210
Enrollment Services - Admissions	5231
Faculty Secretary	5226
Health Center	5284
Job Search	5283
KCNC Radio	5281
Library	5266
Maintenance	5274
Music Department	5255
Resident Director - BEATTY	6180
Resident Director - CROWDER/PERKS 4300	5288
Resident Director - GRAY	5289
Resident Director - GUY/PERKS 4200	5287
Registrar's Office	5232
Student Accounts	5225
Student Ministries	5271
Teacher Education	5273
Telephone Service	5217

OTHER TELEPHONE NUMBERS

Pecota Student Center pay phone	822-9971
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DIALING INSTRUCTIONS

On Campus Calls

Dial Extension Number

Local Calls

(Bellevue, Bothell, Carnation, Duvall, Fall City, Issaquah, Kirkland, North Bend, Mercer Island, Redmond, Seattle, Woodinville) Dial 8 + Number

Long Distance Calls

8 + 1 + Area Code + Number

8 + Authorization Code

International Calls

Calls under 16 digits (including the 011) must have a “#” cymbal after the last digit followed by the code.

8 + 011 + Country Code + City Code

+ Phone number + # + Personal Code

International calls with 16 digits do not need the “#” cymbal, and can be followed by the personal code when prompted.

800 Calls

8 + 1 + 800 + Number

Collect Calls

You cannot RECEIVE collect calls.

To **PLACE** a collect call, use 800 numbers under “Other Long Distance” or use the following:

8-1-800-OPERATOR

8-1-800-COLLECT

8-1-800-CALL-ATT

Other Long Distance

Must use 800 numbers:

AT&T 8-1-800-321-0288

MCI 8-1-800-674-7000

SPRINT 8-1-800-877-8000

Students are responsible to determine if a number can be dialed locally or not. A system is in place that will, in most cases, warn the caller that the number they dialed can be dialed locally. In the event that a long-distance call is made to a local prefix, the student is still responsible for those charges.

Voicemail is presently offered to students on a restricted basis.

Questions regarding use of College telephones can be directed to the Information Services department by filling out a form at the reception desk in the Administrative Center.

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WHOM TO SEE

Academic Calendar	Academic Affairs Office
Academic Matters	Academic Affairs Office
Admission Information	Enrollment Services
Advanced Standing (transfer students)	Registrar's Office
Alumni Association	College Advancement Office
ASB	ASB Office/Peters Student Center
Attendance Policy and Problems	Individual Professors
Audiovisual Equipment	D.V. Hunt Library
Books and Supplies	Bookstore
Campus Day Information	Enrollment Services
Campus Room Reservations	Administrative Services
Catalogs from other Colleges	D.V. Hunt Library
Chapel Attendance	Student Life Office
Christian Service	Spiritual Life Office/Student Ministry
Class or Schedule Change	Registrar's Office
CLSP Exam	Registrar's Office
College Publications	Management Office
Concessions	Registrar's Office
Conciliation	Student Life Office
Employment	Administrative Center
Financial Aid	Enrollment Services
General Information	Reception Desk
Grade Information	Registrar's Office
Graduation Requirements	Registrar's Office
Health Services	Campus Health Center
Housing On Campus (including Interim Housing)	Student Life Office
Instructional Procedures	Registrar's Office
Insurance	Registrar's Office
Internet Connections	Information Services/Computer Center
Karaoke (Yearbook)	Karaoke Office/Peters Student Center
KCNC Radio	Student Center
Losses	Enrollment Services
Lost and Found	Administrative Center
Mail Delivery	Post Office Building
Mail Drop	Student Center
Married Student Housing in the Pines	Administrative Center
Medical Records Forms/Reports	Health Center
Music Practice Rooms	Recreation/Recreational Center
Occupational Information	D.V. Hunt Library
Parking (Permits)	Student Life Office
Payment of Accounts	Cashier/Administrative Center
Payment of Parking Tickets	Cashier/Administrative Center
Public Telephone	Peters Student Center
Postality Off Campus	College Advancement Office
Postality On Campus (for Bulletin Boards)	Student Life Office
Registration	Registrar's Office
Rides To and From Campus (New Students Only)	Enrollment Services Office
Scheduling of Student Events	Student Life Office
Scholarship Information	Administrative Services

STUDENT

SERVICES

WHOM TO SEE

Academic Calendar	Academic Affairs Office
Academic Matters.....	Academic Affairs Office
Admissions Information.....	Enrollment Services
Advanced Standing (transfer students).....	Registrar's Office
Alumni Association.....	College Advancement Office
ASB.....	ASB Office/Pecota Student Center
Attendance Policy and Problems	Individual Professors
Audiovisual Equipment.....	D.V. Hurst Library
Books and Supplies	Bookstore
Campus Day Information.....	Enrollment Services
Campus Room Reservations	Administrative Services
Catalogs from other Colleges.....	D.V. Hurst Library
Chapel Attendance	Student Life Office
Christian Service	Spiritual Life Office/Student Ministries
Class or Schedule Change.....	Registrar's Office
CLEP Exams (credit by examination)	Registrar's Office
College Publications/Publicity.....	College Advancement Office
Correspondence Education Information.....	Registrar's Office
Counseling/Career Services	Student Life Office
Employment (Off-Campus and On-Campus).....	Human Resources/Job Search Director/Administrative Center
Financial Aid	Enrollment Services
General Information	Reception Desk
Grade Information	Registrar's Office
Graduation Requirements.....	Registrar's Office
Health Services.....	Crowder Hall Health Center
Housing On-Campus (including Interim Housing).....	Student Life Office
Instructional Procedures.....	Academic Affairs Office
Insurance.....	Human Resources
Internet Connections.....	Information Services/Administrative Center
Karisma (Yearbook).....	Karisma Office/Pecota Student Center
KCNC Radio Station.....	Pecota Student Center
Loans.....	Enrollment Services/Administrative Services
Lost and Found	Reception Desk/Administrative Center
Mail Deposit (faculty and students).....	Ness Administration Building
Mail Distribution (for all students)	Pecota Student Center
Married Student Housing in the FIRS	FIRS Manager/Administrative Center
Medical /Information Forms/Reports	Health Center
Music Practice Rooms.....	Residence Halls/Music Center
Occupational Information	D.V. Hurst Library
Parking (Permits).....	Student Life Office
Payment of Accounts	Cashier/Administrative Center
Payment of Parking Ticket.....	Cashier/Administrative Center
Public Telephone	Pecota Student Center
Publicity Off Campus.....	College Advancement Office
Publicity On Campus (for Bulletin Boards).....	Student Life Office
Registration.....	Registrar's Office
Rides To and From Campus (New Students Only).....	Enrollment Services Office
Scheduling of Student Events	Student Life Office
Scholarship Information.....	Administrative Services

Student Accounts.....	Student Accounts Office/Administrative Center
Student Bulletin	Student Life Office
Student Recruitment.....	Enrollment Services
Summer Internship Information/Forms.....	Registrar's Office
Telephone Service	Information Services/Administrative Center
Transcript Evaluation/Service.....	Registrar's Office
Veterans Affairs.....	Registrar's Office
Withdrawals (class or college).....	Registrar's Office

COLLEGE COUNCILS

Administrative Council: President, Vice President for Academic Affairs, Vice President for Administrative Services, Vice President for College Advancement, Dean of Students, Director of Enrollment Services, Director of Student Ministries and Spiritual Life.

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

Campus Council: Members of Administrative Council, Associated Student Body Officers, Student Class Representatives - Presidents of MSA, AWS, AMS, and the Resident Life Staff.

ABBREVIATIONS

ASB - Associated Student Body

MSA - Married Students Association

AMS - Associated Men Students

AWS - Associated Women Students

PSC - Pecota Student Center

KCNC - Radio Station

RD - Resident Director

RA - Resident Assistant

**NORTHWEST COLLEGE
ACADEMIC CALENDAR**

FALL SEMESTER	1997	1998
Dorms and Cafeteria Open.....	Aug 27.....	Aug 26
Orientation and Registration	Aug 27-31	Aug 26-30
Labor Day Holiday.....	Sep 1.....	Sep 7
First Day of Class.....	Sep 2.....	Aug 31
Academic Convocation	Sep 3.....	Sep 2
Last Day to Register.....	Sep 5.....	Sep 4
Last Day to Add or Drop a Class	Sep 5.....	Sep 4
Spiritual Emphasis Week	Sep 8-12	Sep 8-11
Missions Emphasis Week.....	Sep 17-19	Oct 5-9
AGTS Session	Sep 22-26	Sep 21-25
Alumni Weekend	Sep 26-27	Sep 24-26
Executive Committee of Board.....	Sep 29.....	Sep 25
Reading Day.....	Oct 13.....	Oct 12
Last Day to Withdraw with a "W"	Oct 24.....	Oct 23
Early Registration Spring Semester	Nov 10-14	Nov 9-13
Church Ministries Lectureship.....	TBA.....	Nov 11-13
Thanksgiving Holidays	Nov 27-28	Nov 26-27
Board of Directors Meeting	Dec 1-3.....	Nov 30-Dec 2
Last Day to Withdraw from a Class	Dec 15	Dec 14
Finals.....	Dec 16-19.....	Dec 15-18

SPRING SEMESTER	1998	1999
Dorms and Cafeteria Open.....	Jan 8	Jan 7
Orientation and Registration	Jan 8-9.....	Jan 7-8
First Day of Class.....	Jan 12	Jan 11
Spiritual Emphasis Week	Jan 13-16.....	Jan 12-15
Last Day to Register.....	Jan 16	Jan 15
Last Day to Add or Drop a Class	Jan 16	Jan 15
Martin Luther King Jr. Day.....	Jan 19	Jan 18
AGTS Session	Jan 26-30.....	Jan 25-29
Missions Emphasis Week.....	Jan 27-30.....	Jan 26-29
Homecoming/Parents Weekend	Feb 5-7	Feb 4-6
Church Ministries Lectureship.....	Feb 11-13	TBA
President's Day Weekend.....	Feb 16.....	Feb 15
Executive Committee Board	Feb 23.....	Feb 22
Last Day to Withdraw with a "W"	Mar 6	Mar 5
Spring Break	Mar 9-13.....	Mar 8-12
Staley Lecture Series.....	Mar 16-18.....	Mar 17-19
Easter Holidays	Apr 10-12.....	Apr 2-4
Early Registration Fall Semester.....	Apr 6-9.....	Apr 5-8
Last Day to Withdraw from a Class	May 1	Apr 30
Finals.....	May 4-7.....	May 3-6
Board of Directors Meeting	May 6-8.....	May 5-7
Baccalaureate	May 8	May 7
Commencement	May 9	May 8

SUMMER COLLEGE	1998	1999
NC Session, May/June	May 11-Jun 5	May 10-Jun 4
AGTS Session	May 18-22.....	May 17-21
NC Session, August	Aug 3-21	Aug 2-20

ADMINISTRATIVE PERSONNEL

ADMINISTRATIVE PERSONNEL

<u>TITLE</u>	<u>NAME</u>	<u>OFFICE LOCATION</u>
President	Rev. Dennis A. Davis	Administrative Center
Vice Presidents:		
Academic Affairs	Dr. Marshall E. Flowers, Jr.	Administrative Center
Administrative Services	Mr. Dan Schimelpfenig	Administrative Center
College Advancement	Mr. Richard R. Rose	Administrative Center
Dean of Students	Dr. Matt Nelson	Administrative Center
Dir. of Student Ministries/Spiritual Life	Rev. David Gerig	Pecota Student Center
Director of Enrollment Services	Dr. Calvin L. White	Administrative Center

SERVICE PERSONNEL

Academic Advising Coordinator	Jacquelyn Randolph	Administrative Center
Alumni and Special Events Coordinator	Thora Jean Bulger	Administrative Center
Comptroller	Dale Sorensen	Administrative Center
Athletic Director	Wayne Mendezona	Administrative Center
Bookstore Manager	Gayle Turner	Pecota Student Center
Foundation Officer/Development Coord.	Joni Welk Campbell	Administrative Center
College Relations Director	Jeff Lockhart	Administrative Center
College Relations Assistant	Lisa Laidlaw	Administrative Center
Director of Counseling/Career Counseling	Teresa Regan	Perk's Hall
Enrollment Counselors	Darren Janzen	Administrative Center
	Rose Mary Kim	Administrative Center
	Dave Nitschke	Administrative Center
Financial Planning Coordinator	Lana Walter	Administrative Center
Financial Planning Assistant Coordinator	Heather Weeks	Administrative Center
Financial Planning Counselors	Rae Booher	Administrative Center
	Rebecca Goodsky	Administrative Center
Food Service Manager	Dan Pimm	Cafeteria
NC Foundation Executive Director	President Dennis A. Davis	Administrative Center

Health Services Director	Jean Clark	Crowder Hall Lobby
Human Resources/Job Search Director	Sheri Shirley	Administrative Center
Firs Manager	Judy Olson	Administrative Center
Registrar	James Jessup	Administrative Center
Director of Resident Life	Geri Gray	Pecota Student Center
Veterans Coordinator	Carol Richards	Administrative Center
Resident Director s	Angie Gillaspie Marc Golden	Crowder Lobby Gray Dorm
Security Office	Gordon Sherman	Crowder Lobby

FULL TIME FACULTY

<u>Name</u>	<u>Division of Studies</u>	<u>Office Location</u>
Mrs. Donna Blue	Education	Rice Hall
Dr. Richard Blue	Director of Teacher Education	Rice Hall
Dr. Dwaine Braddy	Bible, Church Ministries	Bronson Hall
Ms. Kristi Brodin	Physical Education, Behavioral Science, Women's Coach	Pecota Student Center
Dr. Roger Butz	Professor at Large, Life Sciences	Bronson Hall
Dr. Blaine Charette	Bible and Greek	Bronson Hall
Dr. Gary Chiang	Biology	TBA
Ms. Ann Doyle	Librarian	D.V. Hurst Library
Rev. C. David Elmes	Behavioral Science, Bible, Church Ministries	Bronson Hall
Mr. Gary Gillespie	Communication	Amundsen Music Center
Mr. Philip Gustafson	Physical Science, Mathematics	Bronson Hall
Dr. Moses Harris	Modern Languages	Millard Hall
Dr. William Herkelrath	Behavioral Science	Bronson Hall
Mrs. Ceri Hill	Education and Mathematics	Rice Hall

Dr. Darrell Hobson	Bible, Philosophy, Hebrew	Bronson Hall
Dr. Robert Hoffman	Music	Amundsen Music Center
Dr. Forrest Inslee	Communication, Organizational Management	D.V. Hurst Library
Dr. LeRoy Johnson	History	Rice Hall
Ms. Suzan Kobashigawa	TESL	Bronson Hall
Rev. Waldemar Kowalski	Church History, Bible	Bronson Hall
Rev. Larry Malcolm	Christian Formation, Church Ministries, Missions	Amundsen Music Center
Mrs. Sheron Mohan	Education	Rice Hall
Ms. Deborah Pope	English	Hurst Library
Mrs. Jacquelyn Randolph	Bible, Church Ministries	Registrar's Office
Dr. William Randolph	Life Science, Education	Rice Hall
Mrs. Constance Rice	English	Hurst Library
Mrs. Ernestine Rice	Education	Rice Hall
Dr. John Ridge	History, Philosophy, Political Science	Bronson Hall
Dr. E. Arthur Self	Business Management and Administration	Fee Hall
Dr. Glenn Settle	TBA	TBA
Ms. Lynette Sorenson	Reference Librarian	D.V. Hurst Library
Mr. David Stoops	Business Management & Administration	Fee Hall
Mrs. Teresa Stoops	Education	Rice Hall
Dr. William R. Swaffield	Music	Amundsen Music Center
Dr. Francis Thee	Bible, Greek, Church History	Bronson Hall
Rev. Michael Thompson	Educational & Youth Ministries	Millard Hall
Dr. Dwayne Turner	Missions, Church Ministries	Bronson Hall
Mrs. Nola Ware	Technical Services and Systems Librarian	Hurst Library
Dr. Deborah White	Education, Music	Rice Hall

Rev. John Wilkie

Missionary-in-Residence

Bronson Hall

Mrs. Julia Young

English

Hurst Library

NAME

PART TIME FACULTY

DIVISION OF STUDY

Mrs. Jasona Brown - Millard Hall.....	Communication, English
Dr. Warren Bullock	Theology
Mr. Tom Carlson - Rice Hall.....	Elementary Education
Mr. Tom Chow	Geography
Rev. Jeff Davis - Millard Hall	Christian Education
Mrs. Mizue Yamada Fells - Amundsen Music Center.....	Music
Dr. Joseph Fuiten	Church Ministries
Mr. Fritz Gere - Rice Hall	Education
Mrs. Julie Gere - Rice Hall.....	Education
Rev. John Gregg.....	Church Ministries
Mr. Kirk Hunt - Fee Hall	Business Management
Mrs. Denise Lowrie - Rice Hall	Education
Mrs. Lori McGowne - Fee Hall.....	Business Management
Dr. Michael McKenzie - Hurst Library	Philosophy
Mr. Nil Molvik- Millard Hall.....	Math
Dr. Gary Newbill - Rice Hall	Education
Mrs. Karen Newbill - Rice Hall	Education
Mr. Jeffrey Osborn - Williams Hall	Ecointensive Biology
Dr. Wayne Pelligrini - Rice Hall	Political Science
Mrs. Kathy Pierce - Pavilion	Physical Education
Mr. Mark Putnam - Rice Hall.....	Education
Mrs. Brenda Rasmussen - Admunson Music Center.....	Music
Mrs. Patricia Rice -Rice Hall.....	Education
Dr. Jack Rozell - Millard Hall	Behavioral Science
Mr. John Seimers - Rice Hall	Education
Dr. Roger Sherrard - Fee Hall	Business Management
Mrs. Sherrie Snyder- Amundsen Music Center.....	Church Music
Mr. Dale Sorensen - Administrative Center	Business Management
Mrs. Linda Souman - Rice Hall.....	Education
Mrs. Jennifer Stanley - Pavilion	Physical Education
Mrs. Diana Wasson - Bronson Hall	Science
Mrs. Monique Walters-Arnold - Millard Hall	French
Rev. Milton Whitaker	Pastoral Counseling
Rev. Jack Wisemore	Theology

APPLIED MUSIC FACULTY

Mrs. Mizue Yamada Fells - Amundsen Music Center.....	Piano
Mr. Richard Hall - Amundsen Music Center.....	Music
Mrs. Marian Hood - Amundsen Music Center	Piano, Voice
Mrs. Heidi Lee - Amundsen Music Center	Piano
Mrs. Jane Measel - Amundsen Music Center	Flute
Mr. Doug Zanger - Amundsen Music Center	Guitar

ATHLETIC DEPARTMENT PERSONNEL

Ms. Kristi Brodin, Women's Basketball Coach
Wayne Mendezona , Ath. Dir./Men's Basketball Coach
Mr. Ross Johnson, Women's Volleyball Coach
Mr. Bill Taylor, Men's & Women's Cross-Country
and Men's & Women's Track & Field Coach
Mr. Steve Turner, Men's Soccer Coach
TBA, Athletic Secretary

ADMINISTRATION AND FACULTY EMERITI

Shirley Clark
Margaret Frye
Owen Hodges
Bessie Guy McMullen
Amos D. Millard
Danial B. Pecota
John M. Pope
Frank B. Rice
Marjorie Stewart

PRESIDENT EMERITUS

D.V. Hurst

STUDENT LEADERS 1997/98

Associated Student Body

ASB President..... Josh McQueen
ASB Vice President for Student Activities..... Brian Becker
ASB Vice President for Outreach Ministries..... Guy Becker
ASB Outreach Ministries Secretary..... Valerie Kiesser
ASB Secretary..... Paula Carrigan
ASB Treasurer..... Priscilla Hines

Associated Women Students

President..... TBA
Vice President of Activities..... TBA
Vice President of Ministries..... TBA
Secretary..... TBA
Treasurer..... TBA

Associated Men Students

President..... TBA
Vice President..... TBA
Secretary/Treasurer..... TBA
TBA

Married Students Association

President..... TBA
Vice President..... TBA
Secretary/Treasurer..... TBA

Senior Class

President..... Dustin Jensen
Vice President..... Larra Gonzales
Secretary/Treasurer..... Kristi Guenther

Junior Class

President..... Troy Brinkman
Vice President..... Sabreena Krake
Secretary/Treasurer..... Gordon Glass

Sophomore Class

President..... Josh Brittingham
Vice President..... Krystal Smith-Kendrick
Secretary/Treasurer..... Sarah Waggie

NOTE - FRESHMAN CLASS OFFICERS ARE ELECTED IN THE FALL SEMESTER.

Karisma (Yearbook)

Editor..... TBA
Assistant Editor..... TBA
Photography Editor/Business Manager..... TBA

KCNC Radio

Program Manager TBA
Station Manager TBA

Associated Business Students Club

Advisor Professor David Stoops
President TBA
Vice President TBA
Secretary/Treasurer TBA

Drama Club

Advisor Dr. Forrest Inslee
President Devorah Williams
Vice President of Organization and Drama Club Brad Murphy
Vice President of Production TBA
Secretary Jack Downs
Treasurer TBA

Psychology Club

Advisor Dr. Herkelrath
President TBA
Vice President TBA
Treasurer TBA

RESIDENT ASSISTANTS (R.A.'s)

WOMEN

Crowder 5400 floor **Jodi Kelly**
Crowder 5500 floor **Jamie Osse**
Crowder 5600 floor **Larra Gonzales**
Guy 5100 floor **Sheri Cardoza**
Guy 5200 floor **Kristi Guenther**
Guy 5300 floor **Christina Roberts**
Perks 4200 floor **Rachel Blow**
Perks 4300 floor **Angie Deering**
Lead RA - **Katrin Chriss**

MEN

Beatty 7100 floor **Stephen Pitzer**
Beatty 7200 floor **Randy Bicknell**
Beatty 7300 floor **Troy Brinkman**
Gray 7400 floor **Jeremy Kinlock**
Gray 7500 floor **Jeff Duchemin**
Gray 7600 floor **Peter Degon**
Perks 4100 floor **Aaron Hunter**
Alternate R.A. - **Andy McNamar**

STUDENT OUTREACH: The Integration of Faith and Learning

While the classroom experience is absolutely essential, application of learning in personal experience cements the lesson for life. There are many service opportunities which develop skills and character while providing a way for students to put their faith into action in a concrete manner. The following is a sample of possibilities at Northwest College:

CHILDREN'S MINISTRIES

Children's Teams, Lunch Buddies, involvement in local churches through Sunday School, Children's Church, Royal Ranger, Missionettes, Nursery.

COMMUNITY SERVICE

Food and clothing distribution, tutoring, hospital visitations, Good Neighbor Day.

CHAPEL

Service planning, music, speaking, as well as the student led Monday night worship sessions.

INNER CITY MINISTRIES

Street witnessing and evangelism, discipleship on Capital Hill, ministry to the homeless, Portland Project, North American Assemblies of God Outreach.

YOUTH

Youth Teams, Young Life, Youth for Christ, involvement in local churches, youth programs.

INTERNSHIP

Available in specific fields of study such as Church Ministries, Behavioral Science, Business Management, and Education.

MISSIONS

Hispanic ministry, participation in missions conventions program, music, decoration, promotion.

SERVICES

Insurance

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

Student medical insurance is offered and recommended by the College at the time of registration. Forms are available from the Human Resources Office and/or the Health Center. Claim forms must be submitted for each separate accident or illness. Students are responsible to read the Insurance Coverage Handout. If you are not covered under your parents policy, it is strongly recommended that you purchase student medical insurance. Students should consult with the Human Resources Office regarding any questions concerning insurance coverage.

Athletic Liability Coverage (subject to change per athletic insurance company)

All students who participate in the Northwest College intercollegiate athletic programs (Men's Soccer, Women's Volleyball, Men's Basketball, Women's Basketball, Men's and Women's Cross Country and Men's and Women's Track), and are listed on the official NCCAA/NAIA eligibility roster, are covered under the Northwest College athletic insurance program.

All athletic claims are processed through the Human Resources Office. A claim form must be submitted for each individual injury. Claims should be submitted as quickly as possible.

Liability

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

Health Services

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

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

Counseling /Career Services

The Counseling Department at the College offers a variety of services. The services offered are preventive, redemptive and supportive. They include testing service, vocational counseling, growth groups, academic guidance, and referral counseling. The services are paid for by student fees.

All appointments for counseling are made directly through the Counseling Department at extension 5282.

Employment

Employment possibilities in the area of Northwest College are very good. Assistance in finding off-campus employment is given to our students by the JOB SEACH OFFICE. In order to keep a good job market available, students

are requested to inform this office of any changes they make in employment. On-campus employment is arranged through the Human Resources Office.

All student employment must be a positive influence and represent Northwest College guidelines, and development of Christian character. The College reserves the right to ask students to find different employment if employment is not consistent with Northwest College philosophies.

Food Service (Pecota Student Center)

The Eagles Nest is located in the Pecota Student Center and serves as an on-campus light food service for resident students and commuters. It is managed by Pioneer Food Service for the benefit of the students. Hours open are 7:30 a.m. to 3:00 p.m. Monday through Thursday, and 7:30 a.m. to 2:00 p.m. Friday. It is open some evenings for special occasions.

Food Service (Cafeteria Hours)

The cafeteria hours for regular food service are as follows:

Cafeteria hours for 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 hours:

Brunch:	10:30 a.m. - 12:30 p.m.
Dinner:	5:00 p.m. - 6:00 p.m.

Sunday hours:

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.

It is not permissible to remove dishes, tableware, glasses and related items, or food from the Cafeteria. The exception is trays for students who are ill, which may be checked out by special permission. Students must present their current I.D. Card with meal ticket number to be able to eat any given meal, or pay cash upon entry. Lost I.D. Cards must be replaced by the Student Life Office in order for the student to eat in the Cafeteria. Charge for the replacement of a lost I.D. Card is \$10.00. Off-campus students found eating in the cafeteria without paying for the meal will be subject to immediate disciplinary action.

Bookstore

The College Bookstore is located in the Pecota Student Center. The bookstore handles textbooks, Bibles, commentaries, concordances, dictionaries, etc. The bookstore also sells stationery supplies, Christian music, sportswear, recordings and books, and Northwest College souvenirs. Purchases are on a cash basis or students are allowed to charge up to \$300.00 per semester for textbooks, with prior approval. The bookstore is open Monday, Tuesday and Thursday from 8:15 a.m. to 6:00 p.m., and Wednesday and Friday from 8:15 a.m. to 4:00 p.m.

Library

The D.V. Hurst Library is the center for information services on campus. The library houses over 100,000 catalogued items, including over 1150 periodicals. Reference computers provide access to journal and magazine articles as well as other information through CD-ROM products. The Voyager Online Public Access Catalog (OPAC) provides access to library materials.

Library collections, services, policies and facilities are described in the library's literature. Students are responsible to know the library's lending and fines policies. To avoid fines, or the loss of borrowing privileges, materials must be returned by the due date (and time, where applicable). A staff member is available to answer any questions students may have in regard to library policy.

A Librarian is available for consultation for assignments using library. Resources not in our library maybe available through interlibrary loan.

Library hours when classes are in session Fall and Spring semesters:

Monday - Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	12:00 p.m. - 5:00 p.m.
Sunday	2:00 p.m. - 11:00 p.m.

For other times, such as finals, breaks, holidays and summer college, the hours will vary. Please watch your student bulletin, postings in the library, or library voice mail, or Voyager for changes in hours.

Academic Computing Center

The Academic Computing Center (ACC) and dorm computer work stations are equipped with spreadsheets, drawing, high speed connections to the Internet and much more.

Mail

Mailboxes are assigned at the time of the Student Life Registration in August. Mailboxes should be checked regularly for announcements, telephone messages, exam papers, and mail. All mailboxes are located in the Pecota Student Center. The following should be used for all mail addressed to students:

(Your name here) - (Your box number here)
Northwest College
PO Box 97085
Kirkland, WA 98083-9785

Off-Campus Meal Ticket

There are options available to off-campus students who wish to purchase a meal ticket for food services. Meal ticket purchases can be made from the cashier in the Administrative Center. The food service at Northwest College is operated by Pioneer College Caterers.

Motor-Vehicle Policy

The full statement of the Vehicle Code, fines and procedures is available in the Student Life Office. All students should read the Motor Vehicle Manual.

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 Manual will give information of assigned parking area.

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

The College is not liable for vandalism or theft of any vehicle on campus. Students are encouraged to keep their vehicles locked at all times. Any student or guest caught speeding or driving in a reckless manner may forfeit their right to drive on campus.

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

College Vans

Northwest College has a limited number of vans available for college use only. Vans are reserved by filling out the "Van Request" form (available at the Receptionist Desk in the Administrative Center) and securing approval signature by the head of the department requesting the reservation. A seven (7) day advance notice is required, and all drivers must be pre-approved.

Security

Northwest College has security personnel who are available for assistance 24 hours a day. Students and guests are asked to fully cooperate with security personnel. The following phone numbers are used when you need to reach security.

- To reach Security from a campus phone, dial **222 (emergency)**.
- To reach Security from a campus phone, dial **5500 (non-emergency)**.
- To reach Security from an off-campus telephone, dial **803-0111**.
- To dial 911 from a campus phone, dial **911**.

These numbers are for security purposes only. Calls made to 911 automatically alert campus security as well. Using these numbers as a prank or joke is grounds for disciplinary action.

Storage

Limited storage space is available for students. You may contact the cashier in the Administrative Center at extension 5241 for further information. Students' personal property is not covered by College insurance. The College is not responsible to insure against the loss of, or damage to, personal equipment and effects of the students.

Married 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 Married Student Housing may be obtained from the Firs Housing Management Office at (206) 889-5334.

College Facilities

The campus of Northwest College is for the use of the college community. Reserving of all facilities is made by:

- filling out the "Facilities Request" form,
- signature approval from the department head,
- submitting the form for approval to the Administrative Services Office.

The use of a Northwest College facility is forfeited for future use when the area is not left as found and ready for the next event or class.

Office Equipment

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

Guidelines for Audio Equipment Check-out

Audio equipment may be checked out by student groups, ministry teams, and other music groups of Northwest College. The following guidelines will be strictly adhered to:

1. The function for which the equipment is checked-out for must be an official school function.
2. An Audio Request Form must be turned in with at least 7 days advance notice.
3. Check-out of equipment will take place the last working day prior to the event from 2:00 p.m. to 3:00 p.m., unless otherwise scheduled by the audio department supervisor.
4. Check-in of the equipment will take place the next working day after the event as scheduled by the audio department supervisor.
5. Because of prior bookings and special events, equipment may not be available.

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. Students violating this policy or found in possession of unauthorized keys will be subject to immediate discipline.

Commercial Activities

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

All commercial services and/or merchandise must be approved by the Student Life Office before it can be sold. Non-students are not allowed to solicit sales in any form on campus except by special permission of the College Administration.

Purchases

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

Internet Connections

An internet connection is available through the regular phone line from any local internet service (AOL, MSN, etc....) and can be arranged through your internet provider. The College also provides high speed internet connections through the campus network. To use the campus network line you must have an IBM compatible PC running Windows 95 or higher and have 8 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 \$125.00 (which includes the configuration of your system and all necessary hardware and software) and \$7.50 a month. 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 you permanently leave the campus, the College will buy back your network hardware for \$25.00, if it is still in good working condition.

Campus Communications

Students are encouraged to use their privileges and to follow proper procedures in communicating thoughts, opinions, or information regarding any College issue that concerns them. Student officers, Resident Life Staff, the Dean of Students

and other College Administrators are available to hear recommendations, opinions, or complaints. Northwest College seeks to maintain a family atmosphere and works toward a peaceful understanding in the important areas of communication (see Grievances, page 32).

Firearms

Weapons (firearms, knives, etc.) are not permitted on the Northwest College campus.

Fire Drills

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

General instructions include the following:

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

Fireworks

The use of fireworks on campus is strictly prohibited. The use of any fireworks inside a Northwest College building will result in immediate citizenship probation and/or dismissal from school.

STUDENT FINANCIAL INFORMATION

Costs

Northwest College is a private, church-related college. Therefore, no operating funds from taxes or public funds support its operation. Each student is charged tuition and certain 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 school fees, not only as a good business principle but for the sake of character development, the Department of Education of the Assemblies of God has set forth the following financial policy:

In order to improve our present educational institutions and to guarantee their future, each student is expected to reimburse the school for the full amount of his obligation on or before the close of each semester. No final examinations will be taken until a satisfactory arrangement has been made with the Administrative Services Office. No diplomas, certificates, degrees, or transcripts shall be expected or received until satisfactory payment is made for all school obligations. Students will not be eligible to participate in graduation ceremonies until all accounts are paid in full.

Payment of Accounts

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

Tuition, fees, and room and board charges are to be paid in full before the first day of classes each semester unless arrangements are made with the Student Accounts Office prior to arriving on campus. **All students must sign a contract/promissory note agreeing to payment terms prior to the start of classes each semester.** All tuition, fees, long-distance phone charges, rent, fines, and room and board charges must be paid in full in order to take final exams.

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(s) will be automatically transferred to the spouse's account prior to issuing refunds.

Deferred Payment Plan

The College Board of Directors has approved an alternate semester payment plan with flexible, but certain, terms. Dependent on evidence of ability to pay, students may be offered this Deferred Payment Plan. This payment schedule will be calculated by subtracting disburseable financial aid from total semester charges. The resulting net semester cost, which is eligible for this Deferred Payment Plan, will be due as follows (there is no deferred payment plan for Summer School):

FALL	SPRING
40% - prior to first day of classes	40% - prior to first day of classes
20% - September 25	20% - February 25
20% - October 25	20% - March 25
Remaining balance due November 25	Remaining balance due April 25

Finance Charge

A finance charge of 1% will be assessed on Fall semester Student Account balances at the end of October, November, December, and each subsequent month. A finance charge of 1% will be assessed on Student Account balances at the end of February, March, April, and each subsequent month. Finance charge will be added to the next scheduled payment.

Late Payment

Fall Semester: Fall Semester balances will be assessed a Late Payment Fee on balances which exceed 20% of total semester charges on October 31; and any balance remaining on November 30 and on the last day of subsequent months.

Spring Semester: Spring Semester balances will be assessed a Late Payment Fee on balances which exceed 40% of total semester charges on February 28, and 20% of the total semester charges on March 31, and any balance remaining on April 30 and on the last day of subsequent months.

Late Payment Fee is \$50.00. If the late amount is less than \$50.00, the Late Fee will be 100% of the late amount.

Students failing to meet the payment schedule may be suspended from class or school. No Northwest College scholarships or discounts will be awarded to any student who does not have all prior accounts paid in full by the first class day of the semester. Students are required to pay in advance for the summer sessions. Before participating in commencement exercises, graduates must pay all estimated charges for summer (or later) course work that is required to fulfill the academic requirements of their degree.

The payment of accounts policy also applies to those qualifying for veteran's benefits, employer education reimbursement benefits, and work retraining programs.

The College reserves the right to assign delinquent accounts to an agency for collections and/or attach student's credit report. The venue of defaulted Federal Perkins Student/NDSL shall be in King County/State of Washington or as determined by the holder of the defaulted Promissory Note.

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. If the notification is not received and no classes are attended all tuition and general fee 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:

1. The student must have officially withdrawn from college;
2. NC Award/Scholarship credit will not apply during the semester of withdrawal;
3. Exit clearance from Resident Hall Personnel is required for dormitory students;
 - A. Room and board charges are pro-rated by the day from the official opening of the Residence Hall;
 - B. Residence Hall deposit is not refundable;
4. Fees other than the general fee are non-refundable;
5. Tuition and the general fee will be charged as follows from the first day of classes:

Per day for the first 5 days	2.5%
First full week	12.5%

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%

6. Withdrawals from college (withdrawing from all courses and leaving college) may be made by obtaining the proper form from the Registrar's Office, completing it, securing appropriate signatures, and filling it out with the Registrar. If it is impossible to follow this procedure because of illness or emergency, the student must notify the Registrar within one week after leaving the College. The College reserves the right to require a letter of consent of parents or guardians for students under the age of twenty-one.
7. A student who is absent from all classes for more than two consecutive weeks without contacting the College to explain the reason for his/her absences, may be administratively withdrawn from the College with grades of "F" for the term. In this case, the official withdrawal date will be two (2) weeks after the last date of class attendance as verified by faculty attendance records..
8. Any student turning 21 years of age during the middle of a semester may petition to move off-campus. Refer to page 25 under "Off-Campus Housing" for refund policy. Any *exceptions* to the refund policy will be processed through the Administrative Services Office.
9. When a student changes his or her schedule by dropping a course but does not withdraw the College, tuition and fees will be adjusted through the first Friday of classes. After that, there is no reduction of tuition or the general fee for classes.

Students who do not complete course work and/or who fail to officially withdraw from class through the Registrar's Office, assume responsibility for all costs associated with that work.

Students withdrawing during Summer session will be charged tuition and general fee as described below. Course fees are not refundable:

For sessions that are longer than three weeks, the charge is 20% of tuition and general fee for withdrawal on the first or second day. The charge is 40% for withdrawal on the third or fourth day and 60% for withdrawal on the fifth or sixth class day and 80% for withdrawal on the seventh or eighth class day and 100% after the eighth class day.

For sessions of three weeks or less, the charge is 20% of tuition and general fee for withdrawal on the first day of classes. The charge is 40% for withdrawal on the second day and 100% after the second day of classes.

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. Students must be enrolled full-time in order to receive a Northwest College Scholarship (i.e., Fine Arts Scholarship, Academic Scholarship, Endowed Scholarship, etc.). Students may be enrolled for less than full-time and receive tuition credit (i.e., Ministers Dependent Tuition Credit, Faculty/Staff Dependent Tuition Credit, Spousal/Sibling Tuition Credit, etc.). Please refer to the Northwest College Catalog for a list of Northwest College scholarships and tuition credits.

1. Any student who is placed on citizenship probation will automatically forfeit any Northwest College self funded Scholarship or discount for that semester.
2. Any student who fails chapel attendance will automatically forfeit any Northwest College self funded Scholarship or discounts for that semester.

3. Any student who goes on academic probation two semesters in a row will forfeit any Northwest College self funded Scholarship or discount for the following semester.
4. Any student who has an unpaid balance on entering a semester will forfeit any Northwest College self funded Scholarship or discount for that semester.

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, higher standards.

Financial Planning

The Financial Planning 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 their 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 on your 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 fall semester and \$500 for spring semester. Federal and institutional funds are disbursed after the add/drop period. The Washington State Need Grant funds are available for pick-up by the student in the Financial Planning Office after the start of each semester.

If a student has been awarded, accepted and applied for a **Federal Stafford Student Loan**, the loan proceeds will be sent to the school from the lenders by Electronic Funds Transfer (EFT). 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. Any loan funds sent by check must be signed by the student borrower. In addition, the borrower must attend an entrance interview session which will explain issues of rights and responsibilities before receipt of loan funds. For students attending one semester, their loan will 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 students will be contacted by this office for further requirements.

Refund and Repayment Requirements apply when a student receives Title IV funds and totally withdraws, drops out, is expelled, 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 Planning Office for a copy of the policy.

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 described in the Northwest College Satisfactory Academic Progress Policy. The policy can be found in the Northwest College Catalog or contact the Financial Planning Office for a copy.

ASB Fees

A Student Body Fee is charged on a semester basis at the time of registration. Fees vary semester by semester as established by the Board of Directors. The Associated Student Body Officers budget the use of these fees. Fees cover the cost of the College yearbook, admission to the all-school socials, cultural events, student-sponsored recreational and athletic activities, and class dues. 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 who are both students are charged a reduced ASB fee and are given one yearbook only. All Students are required to pay these fees unless they are taking less than 8 credit hours.

Appearance

Northwest College students are Christian and collegiate in their appearance and dress. Clothing guidelines include modesty, neatness, and good taste. Appearance or dress which identifies with attitudes, philosophies, or segments of society in opposition to Christian principles is not acceptable.

For health, safety reasons, students must wear some type of footwear in public areas. Students are asked to use good judgment in hair length and style.

Appropriateness to time, place, and activity should determine dress within the guidelines above. Those students participating in Chapel are expected to dress according to their involvement or as required by the designated chapel leader. The College reserves the right to establish special requirements in dress and appearance for students who represent the College off campus.

All items must be modest in length and style. Open shorts and spaghetti-strap are not acceptable. Dress for class, chapel or other campus activities should be appropriate to the occasion. The dress code is in effect during chapel.

CAMPUS

Being in against the spirit of the College and the laws of Washington. Washington State law prohibits any activity that "recklessly endangers" a person's health or physical well-being. Those participating in parties or other activities assume full responsibility for their actions and the possibility of disciplinary action. Parties which carry the risk of vandalism to College property, damage to personal property, personal injury and destruction of character, will result in disciplinary action and penalties.

Water Fights

Due to possible damage to property and injury to persons, throwing water fights and similar activities in buildings or on College facilities will result in a \$25.00 fine.

Sexual Harassment Policy

Sexual harassment is a hostile form of discrimination. It is the result of degrading the sexuality of an individual. Sexual harassment is any unwelcome or unwanted sexual comments or actions directed at an individual. It is a violation of the college's policy. Complaints of harassment may be brought forward by any student to the Dean of Students. Complaints will be investigated by a selected committee of members.

LIFE

Non-Discrimination Policy

It is the policy of Northwest College not to discriminate on the basis of race, color, or ethnic origin in its educational programs, admissions, activities, or employment practices. Any questions regarding this policy should be directed to the Student Life Office.

CAMPUS LIFE

Appearance/Dress

Northwest College students are Christian and collegiate in their appearance and dress. Guiding principles include moderation, modesty, neatness, and good taste. Appearance or dress which identifies with attitudes, philosophies, or segments of society in opposition to Christian principles is not acceptable.

For health code reasons, students must wear some type of footwear in public areas. Students are asked to use good judgment in hair length and styles.

Appropriateness to time, place, and activity should determine dress within the guidelines above. Those students participating in chapel are expected to dress according to their involvement or as required by the designated chapel leader. The College reserves the right to establish special requirements in dress and appearance for students who represent the College off campus.

All shorts must be modest in length and style. Gym shorts and spandex-wear are not acceptable dress for class, chapel and Sunday brunch. Shirts must be worn at all times except in athletic activities which require team designations. Swim suits are not to be worn on campus. The wearing of hats (baseball type) is not allowed in the chapel during chapel times or special evening chapels.

Hazing

Hazing is against the rules of the College and violates the laws of Washington. Washington State law prohibits any activity that "recklessly endangers" a person's mental or physical health and safety. Those participating in pranks or similar activities assume full responsibility for their actions and the possibility of disciplinary sanctions. Pranks which carry the risk of vandalism to College property, damage to personal property, potential injury and defamation of character, will result in disciplinary action and restitution.

Water Fights

Due to possible damage to property and injury to person, engaging in water fights and similar irresponsible behavior in lounges or other College facilities will result in a \$25.00 fine and/or cost for damage incurred.

Sexual Harassment Policy

Sexual harassment is a specific form of discrimination. It can be a verbal or non-verbal form of harassment. It is a means of degrading the sexuality of an individual. Sexual harassment can also be a means of making unwanted statements with sexual connotations to another individual. Behavior of this nature will not be tolerated in any form. Complaints of harassment may be brought forward by any student to the Dean of Students. Complaints will then be investigated by a selected committee for resolution.

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 Student Life Office.

Drug Policy

Northwest College will be in compliance with all city, county, state and federal laws regarding illegal use of drugs and alcohol. This information is available to all students through the Drug and Alcohol Abuse Manual, which is distributed to all students at the start of the school year.

Any current student of Northwest College who is involved in the purchase, possession, or consumption of any type of alcoholic beverage or illegal drug will be subject to immediate disciplinary action. Any resident hall student who is found in possession of an alcoholic beverage or illegal drugs in the dormitory residence will be suspended from residence hall living and subject to further disciplinary action.

Any guest on Northwest College campus found in possession of alcohol or illegal drugs will be asked to leave the campus immediately and not be allowed to return.

No smoking is allowed in any buildings or on the campus grounds.

Marriage

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

Inasmuch as marriage involves new adjustments to life and added responsibilities, students are discouraged to marry during the academic year.

Non-Student Ministry 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 the Assemblies of God program; provided their reputation has been established; and provided that their coming will be consistent with the ministry, purpose, and objectives of the Church and College. The scheduling of such ministries requires prior administrative approval which may be obtained through the Dean of Students.

Entertainment

Students of Northwest College are expected to recognize their responsibility to God by careful use of their time and to engage only in such activities as may contribute to their spiritual, moral, intellectual, and physical well-being. They should avoid questionable entertainment and activities including those which diminish a persons moral sensitivity. The College does not promote or condone social dancing. All floor activities and student organization activities must comply with all policies and standard of conduct of Northwest College. Nothing should be viewed or listened to which contains unacceptable views that portray Christian principles in a negative light. As Christians we must realize the importance of being an example of Christian living both on and off campus.

Distribution of Materials

Advertisements, leaflets, newspapers, 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 Life Office. All such materials must bear identification as to the publishing agency and distributing organization, church, or individual. This

precaution is taken because the Administration desires to have positive influence in the things advertised to the students and eliminate any cross purposes to the nature of the College and needs of its students. Any student who violates any policy relating to the distribution or posting of handbills, leaflets, newspaper or related materials shall be subject to disciplinary action.

Student Bulletin

The student bulletin is prepared and provided for all students weekly for current activities and announcements. Contact the Student Life Office for bulletin procedure and deadlines.

Posting of Bulletins and Advertising

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

The posting by student organizations of posters, signs, or announcements are allowed only on designated bulletin boards.

Off-Campus Housing

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

All single students under age 21 are required to live on campus unless they meet one of the criteria listed below. It is understood that this is an agreement when accepting admission to Northwest College. It is recommended that all students experience at least one year of residence hall living.

Off-Campus 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).

Any student turning 21 years of age during the middle of a semester may petition to move off-campus. The following refund policy will be in effect for those students qualifying to move off-campus during the semester. Any *exceptions* to the refund policy will be processed through the *Administrative Services Office*:

1. Fall semester - any student moving off between the 1st day of classes and September 30th will be charged \$100 and the forfeit of all deposits;
2. After September 30th there will be no pro-rated refund of room and board charges.
3. Spring semester - any student moving off between the 1st day of classes and January 31st will be charged \$100.00 and the forfeit of all deposits.
4. After January 31st there will be no pro-rated refund of room and board charges.

Applications for off-campus housing are available at the Student Life Office. All applications must be approved prior to the start of the semester in question. Students who fail to follow guidelines regarding off-campus housing will be subject to administrative withdrawal.

The College reserves the right to rule concerning conduct and/or the appropriateness of off-campus living arrangements. No single co-ed (male/female) living arrangements are allowed for any current registered student of Northwest College. This policy remains in effect through vacations and summer period. The College may revoke the student off-campus privileges at any time.

Student Tithes and Offerings

Students are strongly urged to return tithes and give offerings regularly and consistently to support the work of Christ and His Church. It would be proper for students to contribute their tithes 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. Student offerings help support ASB Student Missions' projects sponsored by Northwest College.

Social/Cultural Program

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

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

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

Spiritual Life

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

Chapel

As a Christian college, NC is vitally interested in the spiritual development and maturity of its students and therefore provides a chapel time. Chapel attendance is a vital part of the student's spiritual development. This gathering together of the NC family allows for times of spiritual growth, sharing of needs, hearing different guest ministers, and speakers. The goal of chapel is to provide opportunity for students to be involved in prayer, praise and preaching of the Word. Chapel behavior is to be in such a manner that is respectful to those individual(s) who are participating in the chapel hour.

Required chapel attendance is a policy of Northwest College and is also part of our endorsement with the Assemblies of God Division of Higher Education.

Some chapels will be used for assemblies, elections, student orientation, etc., to accomplish the organizational and informational needs of the College and its students.

Chapel Attendance Policy

1. Chapel hours will be from 10:00 a.m. to 10:45 a.m. daily.
2. All students will be required to attend chapel 42 days during the semester. The required days will be at the choice of each student. Exemptions to this policy are explained in the Chapel Exemption heading.

3. Attendance will be taken by a card-scan process. Card-scan process must be done prior to the beginning of chapel. Each student will be required to scan their individual ID card at one of the various scan locations.
4. A maximum of 2 days is allotted for lost ID cards. Students are required to check in with the Student Life Office during the 2 days which a card is lost. If an ID card is lost it is the responsibility of the student to obtain a new ID card from the Student Life Office.
5. Any student checking in after 10:10 a.m. will be counted absent.
6. Any student leaving chapel after scanning their ID Card for attendance must notify the chapel attendance monitor. Failure to do so will result in disciplinary action and automatic chapel failure.
7. Any student involved in scanning another student's ID card will result in disciplinary action and automatic chapel failure.

Chapel Attendance Exemption:

1. Students may apply for a chapel exemption for days in which they have no classes.
2. Students employed during the chapel hour may apply for exemption (no exemptions will be given for self-employment).
3. **No exemptions are given for homework study purposes.** Students are expected to arrange their schedule to meet their required days.
4. Exemptions may be granted to those students involved in student teaching and practicum assignments if it conflicts with the chapel hour.
5. Students receiving approved exemptions for certain days will be notified by the Student Life Office the number of days they will be required to attend.
6. Students are responsible to submit a request to the Dean of Students for each semester (Fall, Spring). Applications are available in the Student Life Office.

Chapel Failure Policy

A grade of "S" or "F" is recorded on a student's transcript depending upon their chapel grade. **Any student who fails chapel attendance will automatically forfeit any Northwest College self funded scholarship or discount for that semester.**

Chapel Failure Disciplinary Action

First chapel failure	-	Letter from the Student Life Office.
Second consecutive chapel failure	-	Citizenship Probation (see page 30).
Second cumulative chapel failure	-	Provisional Citizenship (see page 30).
Third consecutive chapel failure	-	Referred to Student Life Committee.
	-	May affect re-enrollment.
Third cumulative chapel failure	-	Citizenship Probation.
Fourth cumulative chapel failure	-	Referred to Student Life Committee. May affect re-enrollment.

All students in leadership positions, including music ministry (choirs, summer ministry teams) and athletic teams, must maintain a passing chapel grade during the semester of participation and the semester prior to participation. **Failure to do so will stop their participation.** Students checking in for chapel and leaving without notifying the chapel attendance monitor will be charged an additional chapel absence. They will also be subject to disciplinary action.

Spiritual Emphasis Week

Spiritual values are emphasized daily. In addition several weeks are set aside for special emphasis and growth. During each semester, the College emphasizes both spiritual growth and evangelical outreach. Other special emphases are scheduled through the year such as the Staley Lectures, the Pastoral Lecture Series and Missions Emphasis Week, etc.

Church Attendance

Students are expected to observe Sunday as a special day of rest and worship. Students are expected to make a choice of a church home they will attend while in college.

Christian Service

The student at NC is preparing to help others through Christian ministry. One of the most important parts of the student's total ministry, educational preparation, and development takes place in Christian Service experience. Development of a ministry is a process which should start no later than the student's initial enrollment at Northwest College. Therefore, all students are expected to participate in some aspect of Christian Service.

Formation of Clubs

1. Submit a preliminary, written proposal to the Student Life Office. Proposals should include at least ten signatures of students committed to support the organization, should also be submitted.
2. Preliminary approval should be secured from the Student Life Office. Such approval will be based on the purpose and need for such an organization and the degree to which it blends with the total College program and policy.
3. Submit to the Dean of Students 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, as well as time and frequency of meetings.
4. The written Constitution and Bylaws are then submitted to the Administration for endorsement.
5. Membership in student organizations should be open to all students without regard to racial origin or social status.

Intercollegiate and Intramural Sports

Northwest College participates competitively in Men's Basketball, Men's Soccer, Women's Basketball, Women's Volleyball, Men's and Women's Track and Men's and Women's Cross Country. Northwest College is a member of the National Christian College Athletic Association and the National Association of Intercollegiate Athletics. Intramural sports consist of Flag Football, Volleyball and Basketball. Information will be available in the Athletic Department Office and the Student Life Office.

All-School Events

Harvesttime Social - An informal gathering, for the entire student body, sponsored by the ASB in the Fall semester of each year.

Student Outreach Missions Convention - At the beginning of each semester, Student Outreach sponsors a missions convention. This special time is designed to increase student awareness and participation in missions, both local and international.

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

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

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

Student Associations

The College provides a number of activities which give opportunity for campus involvement. Three of these main areas are as follows:

- Married Student Association (MSA) - All married students of Northwest College.
- Associated Women Students (AWS) - All women of Northwest College.
- Associated Men Students (AMS) - All men of Northwest College.

These Organizations have regular meetings and specific chapel times designated for special speakers.

Student Clubs

- 1) Business Management Club
- 2) Drama Club
- 3) Psychology Club

DISCIPLINE

1. SANCTIONS

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

Disciplinary action, up to and including dismissal from the College, may be imposed upon a student for failure in action or spirit to abide by the statement of student conduct and the standards of the College as outlined in this handbook, and the Citizenship Manual. A complete copy of the Citizenship Manual is placed in the library. The manual is available to all students.

2. APPEALS

Discipline may be appealed by a student. All student appeals must be made in writing to the Student Life Office within seven calendar days following notification of disciplinary action. A full explanation of the "Appeals Policy" is available in the library and the Student Life Office.

3. ACTIONS

Any disciplinary actions taken during the last two weeks of school (last week of classes and finals week) will be carried over to the following semester. The following disciplinary actions may be imposed upon a violator of student conduct:

- a. **Residence Hall Penalties:** Different degrees of penalties may be given according to the seriousness of the infraction. These may include work detail or fines (damage reparations), residence hall probation and/or referral to the Student Life Office for formal College discipline as outlined below.
- b. **Provisional Citizenship Probation:** Notice to a student in writing, that he/she has been in violation of the rules of student conduct or has otherwise failed to satisfy the College's expectations regarding conduct. A student's continued violation of student conduct policies while on Provisional Citizenship Probation will make the student subject to Citizenship Probation.
- c. **Citizenship Probation:** Formal action placing conditions upon the student's continued attendance for violation of rules of student conduct. Such action will specify in writing the period of non-participation in extra-curricular activities. Citizenship probation may be for a specific term or for an indefinite period which may extend to graduation. Students under citizenship probation are not allowed to participate in outreach ministries, athletic teams, summer ministry team, choir, ensemble, or as an individual. Such students may participate with non-college groups, but such groups will not be invited to participate at College functions. Violation of citizenship probation shall be cause for further disciplinary actions. Being placed on citizenship probation during a semester may jeopardize the student privilege of interim housing. Citizenship probation action taken after November 1 will be carried over to the following semester. Any student who is placed on citizenship probation will automatically forfeit any Northwest College self funded Scholarship or discount for that semester.
- d. **Suspension:** Suspension may be for an indefinite or stated period of time. The notification of suspension will indicate in writing the term of the suspension and any special conditions which must be met before readmission. For board and room refunds and tuition refunds affected by suspension see the college refund policy.

- e. **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 readmission without the express permission of the President. For board and room tuition refunds affected by dismissal see the College Refund Policy.

4. DISCIPLINARY FINES SCHEDULE

Water Fights	\$25.00
VCR Policy Violation	\$25.00
Fire Works	\$25.00
Open Flame (in dorm room)	\$25.00
Provisional Citizenship	\$25.00
Citizenship Probation	\$25.00
Quiet Hours Violation	\$10.00
Microwave in Room	\$10.00
Vandalism - cost of repair	(for time and materials)
Late-in procedure (see page 39)	

5. JURISDICTION

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

6. 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. Additionally, a student accused of violating other College disciplinary regulations may be diverted from the disciplinary process stated in the current edition of the Student Citizenship Manual and withdrawn in accordance with these standards if the student fails to understand the nature of their behavior or fails to respond to pending disciplinary action. (For procedures see full policy statement in the Student Life Office.)

7. 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. In the application and enforcement of rules affecting student appearance, it is desirable to match the degree of discipline to the student's culpability in terms of knowledge, recalcitrance, and malice. Enforcement will necessarily be selective, aimed at correction of obvious deviations in order to maintain reasonable adherence to standards. Individual responsibility is not abrogated by failure to punish all offenses. A civil and law-abiding community is the objective.

GRIEVANCES

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

The College desires to deal equitably and fairly with all persons, whether students, staff, faculty, administration, business associates, or guests.

Should any student have a complaint (or grievance), the College is interested and concerned. The student is urged to follow scriptural patterns for the solutions of problems. This should become a part of his/her educational experience and spiritual development.

The following guidelines are considered appropriate:

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, he/she should take the matter to the Academic Affairs Office.
2. If a student has a grievance against another student or in matters of student life, he/she should try to settle the matter privately. If this cannot be done, the student may take the complaint to the respective Resident Director and/or the Dean of Students.
3. If a student has a grievance against the College, he/she has elected class or student officers to represent him/her to the Administration. Students are free to voice their own grievance to the proper administrator.

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

Principles to Remember

1. **Proverbs 26:32** - "He that is slow to anger is better than the mighty and he that ruleth his spirit than he that taketh a city!" Don't do or say things for which you will be sorry, or which will make the solution or reconciliation more difficult.
2. **Matthew 18:15-16** - "If your brother wrongs you, go and show him his fault, between you and him privately. If he listens to you, you have won back your brother. But if he does not listen, take along with you one or two others, so that every work may be confirmed and upheld by the testimony of two or three witnesses."

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

ACADEMIC LIFE

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

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 teacher or the College's standards, the student is directed to see the Grievance section on page 32.

Registration/Course Change

Official registration may be made ONLY in the Registrar's Office. The only authority for an instructor 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 submitting a Request for Change to the Registrar's Office.

ACADEMIC

Course withdrawal during the semester is permitted through the Registrar's Office. Students who withdraw during the semester will 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 instructor based on class records and any special circumstances involved with the withdrawal. Students who do not complete course work and/or fail to officially withdraw through the Registrar's Office assume responsibility for all work associated with that work. A student who is absent for more than two weeks consecutively without contacting the College to explain the reason for such absence will be dropped from enrollment with a grade of "F". (See College Catalog for further regulations.)

Attendance

Classes are conducted with a view to helping students acquire the maximum benefit from their education. The student's attendance is assumed. If absences do occur, the student is responsible for making up the work. The instructor will determine the purpose and character, the individual professor determines the weight of the work. The instructor will determine the weight and publishes specific requirements in course syllabi, appends relating to the course and first to the professor.

LIFE

If a student is absent because of prolonged illness, he/she should contact the Campus Nurse in the Health Services for an official documentation of medical care. The student will then receive the assistance of the Campus Nurse in providing documentation to the faculty member regarding absences related 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 activity are excused through the Academic Affairs Office and/or the Student Life Office. The faculty or staff member must submit a list of students participating, and the Vice President for Academic Affairs and/or the Dean of Students informs professors of those students who are to be excused. Students are authorized to leave class without being counted absent if the instructor fails to appear within the first 10 minutes of the class period.

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.

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 teacher or the College's standards, the student is directed to see the Grievance section on page 32.

Enrollment/Course Change

Official registration may be made **ONLY** in the Registrar's Office. The only authority for an instructor 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 effect 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 instructor based on class records and any special circumstances involved with the withdrawal. Students who do not complete course work and/or fail to officially withdraw through the Registrar's Office assume responsibility for all costs associated with that work. A student who is absent for more than two weeks consecutively without contacting the College to explain the reason for their absence will be dropped from enrollment with a grade of "F". (See College Catalog for further explanation.)

Attendance

Classes are conducted with a view to helping students develop in knowledge and character, and the student's attendance is assumed. If absences do occur, the student is responsible for work missed. Because classes differ in purpose and character, the individual professor determines the effects 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 Campus Nurse in Health Services for an official documentation of medical care. The student will then receive the assistance of the Campus Nurse 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 activity are excused through the Academic Affairs Office and/or the Student Life Office. The faculty or staff member must submit a list of students participating and the Vice President for Academic Affairs and/or the Dean of Students informs professors of times the students are to be excused. Students are authorized to leave class without being counted absent if the instructor fails to appear within the first 10 minutes of the class period.

Probationary Policy

Academic probation places a student under special supervision for the purpose of providing opportunity for academic improvement. It is assigned when a student's grade point average falls below the following levels: Freshman, 1.7; Sophomore, 1.9; 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 Vice President for Academic Affairs.
2. Will be requested to adjust academic loads (12 - 13 hour maximum).
3. Are restricted from participation in certain extra- and co-curricular activities.
4. May be requested to take special classes, such as Study Skills.

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

All students participating in any extra-curricular activity at Northwest must have a 2.0 GPA the semester prior to participation.

Working Students

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

Outside Work	Academic load
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

Recommended Academic Load

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

Awards and Honors Convocation

An Awards and Honors Convocation is held in the spring of each school 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;
- The Student Life Awards for outstanding college student's of the year.

Make-Up Tests

Procedures for making up tests are established by each individual 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 Vice President for Academic Affairs (e.g., choir or varsity sports trips). Judgment as to whether or not a valid reason exists is the responsibility of the instructor.

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

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

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

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 (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 Catalog.

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

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

SINGLE STUDENT RESIDENCE LIFE

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., radios, toasters, TV's, VCR's, record and tape players, hair dryers, sewing machines, and self-contained appliances such as automatic coffee makers, popcorn poppers and toasters (toaster ovens are not approved) provided they are approved by Underwriter's Laboratories. Report of accidents or improper use of these appliances will result in their removal from the room. Owners of such appliances will be held responsible for any damage caused by 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. Food must be stored in appropriate containers. A kitchenette with a microwave is provided in each residence hall area for Kohn cooking. Students who use the kitchenette area are responsible to keep the area clean. Microwave are allowed in Park dorms only. Guy, Crowley, Gray and Shelby are not capable of handling the electrical load. Due to extreme fire hazards, areas are to be used only in family areas.

Individual Room Guidelines

RESIDENCE

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 moisture or wind.

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

Special arrangements for moving after a room is assigned must be made with the Resident Director or Resident Director's Assistant.

LIFE

Room Damage

Breakage or damage to College property should be reported immediately to the Resident Director or Resident Assistant. The cost of repaired damage may be assessed to all of the occupants of the floor or room where the damage took place. No attempt is to be removed from housing. All College furnished goods are to be kept in each individual's room. Removal of furniture will constitute a fire under disciplinary action. A list of room damage charges is found on pages 43 and 44.

General Guidelines

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

SINGLE STUDENT RESIDENCE LIFE

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, record and tape 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. Report of careless or improper use of these appliances will result in their removal from the room. Owners of such appliances will be held responsible for any damage caused by 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. Food must be stored in appropriate containers. A kitchenette with a microwave is provided in each residence hall area for light cooking. Students who use the kitchenette area are responsible to keep the area clean. Microwaves are allowed in Perks dorm 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.

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, pins, paste or markings. Any posters or commercial product posters which portray Christian values in a negative light or are suggestive in nature, are not allowed inside dormitory 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 dorm doors or in any other residence hall location will be removed by the Resident Life Staff.

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 moisture or wind.

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

Special arrangements for moving after a room is assigned must be pre-approved by one of the following: the Dean of Students, Director of Resident Life or a Resident Director.

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. No furniture is to be removed from lounges. **All College furniture must remain in each individual room; removal of furniture will constitute a fine and/or disciplinary action.** A list of room damage charges is found on pages 43 and 44.

General Guidelines

A student's room is private and is to be treated 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 should learn to become one of a family group without infringing on the rights of others. The student's room, however, is subject to inspection at any time by the Resident 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 dorm rooms. Anyone found in violation of the policy will be subject to immediate disciplinary action which may consist of suspension from residence halls, dismissal from Northwest College, or in the case of a guest, not being allowed to return to Northwest College. Open visitation hours will be posted by the Resident Life Staff.

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 the Dean of Students through the Resident Directors.

Skateboarding and/or rollerblading is not allowed in any College facility.

Dorm Keys

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

Provision for Non-Motorized Bicycles

1. Bicycles may be stored in the designated bicycle rack located outside of the residence halls.
2. No bicycles are permitted at any time in the entry ways, residence hall lounges, dorm hallways, stairwells or closets in any of the dormitories or campus buildings. Any bicycles found in these areas will be confiscated.
3. Students may keep bicycles in their own rooms under the following conditions:
 - a) All bicycles will be pushed to and from the 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 dorm rooms will be assessed to occupants of that room.

Off-Campus Living

Any student currently living in the residence halls who is considering moving off campus will need to refer to pages 25 and 26 regarding off campus criteria and refund policy.

Upper Division Residence Hall

Northwest College has established Perks Hall as an upper division residence. This means that Perks dorm is available only to students of junior status (60 credit hours) and above, and/or to students that are age 21 and above; (you must be 21 years of age prior to date of occupancy).

Perks Residence Hall is designed for those students who have proven themselves in academics, citizenship, and financial responsibility. A minimum of 9 credit hours per semester is required for residency. Occupancy with less than 9 credit hours will be based on space availability and special approval.

There will be no established curfew and each resident will have their own outside key access to the residence hall. There will be a percentage of Perks rooms designated for single occupancy. The individual(s) with the longest tenure will be the first to retain single occupancy (if they so choose). You may request double occupancy to save cost.

Cost for a private room is *\$2,435.00* per semester. The cost for a double occupancy room is *\$2,155.00*. This dorm setting seeks to provide students with more privacy and better study atmosphere.

Perks 4100 floor will be assigned as a men's residence, and Perks 4200 floor and 4300 floor as a women's residence. All other student life policies will be in effect. Because this is an upper division dorm any major violation of student policy will constitute immediate removal and/or disciplinary action.

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: Interim housing between Fall and Spring Semester, 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 Spring semester who would like to leave personal effects in their room may do so at no charge. An interim housing form must be completed, returned and approved prior to dates needed. Those students who have been placed on Citizenship Probation during a semester may forfeit the privileges of interim housing.

Resident Personnel

Resident Personnel live in each 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 and a compassion to help the student mature and grow in Christ. Therefore, they willingly accept the responsibility to supervise residence life and guide students in achieving successful adjustment to college life and residence hall living. Their availability for counseling and prayer affirms this relationship.

Guests

Students may invite a relative, friend, or current off-campus students to be their guest in the residence hall for three nights each semester without charge. Previous arrangements are made with the Resident Director. If the guest is to stay more than three nights, a \$10.00 charge per night will be made. Students having unregistered guests will forfeit their 3 nights (without charge) and will be assessed \$10.00 per night for each unregistered guest. Off campus students may stay in the dorm a maximum of 3 days per semester. Failure to comply will result in disciplinary action for both the off-campus guest(s) and student(s) occupying the room. Persons to whom students are ministering should not be invited to be guests. 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 may be registered by one of the following: Resident Assistant, Resident Director or Director of Resident Life.

All guests must leave the campus by 12:00 midnight Sunday through Thursday, and 1:00 a.m. Friday and Saturday, unless arrangements have been made for spending the night. Violation of this policy will prohibit the guest from being on campus at any time.

Under Age 18 Guests

All guests under age 18 must have verbal or written permission from their parent/guardian. A "Under Age 18 Form" must be filled out and approved prior to stay. Forms are available in the Student Life Office.

Curfew Policy

All outside residence hall doors (except main lobby 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 on campus after 12:00 midnight.

Curfew Policy is as follows:

1. Curfew time is 2:00 a.m.
2. Students are allowed five late-ins per semester beyond the 2:00 a.m. time before a fine policy takes affect.
3. Students returning to campus after the curfew hour of 2:00 a.m. must contact the security officer on duty for entrance. Students returning after the 2:00 a.m. time are required to record their name, dorm room number, time, date, and reason for not meeting the stated curfew hour.
4. Any student(s) involved in the propping of doors, letting students in after curfew hours, or allowing student access through a window will be subject to disciplinary action and/or fines.
5. Once a student has used their five allotted late-ins they will be contacted by the Resident Director or the Director of Resident Life regarding disciplinary actions and/or late-in fine policy.
6. Non-registered guests/visitors are not allowed to remain past the lock-up times.

Late-Ins

Residence hall students are allowed five late-ins per semester after the established 2:00 a.m. curfew. After the fifth late-in, the following policy will take effect:

CHECK-IN TIME:	CONSEQUENCE
2:01 a.m. - 2:59 a.m.	\$ 5.00 fine
3:00 a.m. - 3:59 a.m.	\$10.00 fine
4:00 a.m. - 4:59 a.m.	\$15.00 fine
5:00 a.m. - 5:59 a.m.	\$20.00 fine

- Note:
1. This chart is for each individual night that a resident comes in late.
 2. Twenty-five dollars in late-in fines may constitute citizenship action (provisional, citizenship or suspension) through the Director of Resident Life.
 3. Work excused late-ins must be registered with the Resident Director *before* the student comes in late.
 4. Exceptions to the above policy depend upon one of the following: 1) the responsible initiative taken by the student to inform his/her Resident Director that they will be late, 2) the legitimacy of the excuse, and 3) the Resident Director's judgment in the matter.

Campus Emergencies

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Definition 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 ext. 5500 or 222.
2. **Major Emergency:** Any incident, potential or actual, which affects an entire building, or building, 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 usually be required from the College administration during times of crisis. Report incident to Security.
3. **Disaster:** Any event or occurrence which has taken place and has seriously impaired or halted operations of the College. In some cases mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. 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.

In addition, any incident which has the potential for adverse publicity concerning campus resources should be promptly reported to the VP for Administrative Services, the Student Life Office and the Security Supervisor.

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 campus major emergency the Security Department, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency (safeguard persons and property, and maintain educational facilities). The plant Manager and Security Supervisor 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 or major disasters occurring, (about the campus) or which involves College property, Security Officers will 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 Vice President of Academic Affairs shall confer with the President for the purpose of deciding the course of action. If

the Vice President for Academic Affairs is not available for conference, the Registrar shall be responsible for emergency decision-making on behalf of the Vice President for Academic Affairs.

If the final decision is to cancel the daily class schedule, the Vice President for Academic Affairs 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
KIRO 710 AM
KIRO CHANNEL 7
KOMO 1000/KOMO CHANNEL 4
KING 1090 & KING CHANNEL 5

The Vice President for Academic Affairs will activate the Faculty Emergency Phone Chain for the purpose of contacting all faculty regarding the cancellation of the daily class schedule.

The Vice President for Academic Affairs will contact the Vice President for Administrative Services regarding the cancellation of the daily class schedule. Students will be notified via voice-mail from the Student Life 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 pranks or behavior that risk potential injury or property damage during an emergency or potential emergency will result in disciplinary action which may include suspension or dismissal from Northwest College.

Overnight Stay

Northwest College expects all students spending the night away from campus to abide by the philosophies and policies of Northwest College. For security and emergency purposes the following information is needed: 1) Name, 2) Address, 3) Phone Number, 4) City & State, 5) 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.

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 residences are provided as places where students may come for social fellowship and relaxation.

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

Crowder Hall Lobby and the men's Perks 4100 floor waiting area are not to be used as lounges. Students are asked not to remain in these areas for more than 15 minutes.

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

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.

Visitation in Lounges

Gray/Beatty, Perks:	Monday - Friday	8:00 a.m. - midnight
	Saturday/Sunday	9:00 a.m. - midnight

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

Pets

Students are not permitted to keep pets of any kind in residence rooms or student apartments. The only exemption to this policy is fish contained in a fish tank of no more than 25 gallons per room

Quiet Hours

Realizing the necessity for studies and sleep, quiet hours from 9:00 p.m. to 8:00 a.m. have been established. In respect for other students, unnecessary noise in rooms or hallways, such as loud playing of musical instruments or stereos, radios, TV, etc., is not permitted. All musical instruments are to be played in designated practice rooms only. Students shall not linger outside residence halls or cause unnecessary noise after 10:00 p.m. and before 6:00 a.m.

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

Television/VCR

Television sets are provided and maintained in residence hall lounges for weekend use. The Resident Assistants have the responsibility of regulating the television in regards to hours used and insuring the quality of programs viewed.

Whereas many programs now shown on TV and 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 expected that each individual student will assume the responsibility of self-discipline in their use of television in reference to the quality of programs viewed, the rights of others, and the total time spent watching. The College Administration and the Resident Directors have the responsibility and reserve 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:

- 1) All TV sets and VCR's must be registered with Resident Life Staff.
- 2) Any room containing a TV or VCR must have roommate approval.
- 3) Movies rated R or PG-13, or movies that contain unacceptable views which portray Christian principles in a negative light are not permitted.
- 4) Any video game, computer game, or computer Internet access portraying Christian principles in a negative light are not permitted.
- 5) C.D.'s that contain unacceptable views which portray Christian principles in a negative light are not permitted.

Violations of any of the VCR policies will carry the following disciplinary action:

- First Offense:
- 1) provisional citizenship,
 - 2) confiscation of the VCR for 30 days (second offense will be for the balance of the semester),
 - 3) \$25.00 disciplinary fine.

Second Offense: Subsequent violations of this policy will constitute stronger disciplinary action.

Weight Room

A weight room is provided for student usage 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.

Check-in /Check-out Procedures

Rooms should be vacated in good order, all original furniture in place, and the key returned to the Resident Director's Office. Defacing, removal of mounted furniture, or destruction of property will result in discipline and assessed cost of repairs. A \$25.00 per occupant room-cleaning fee will be charged if the room is left in an unclean condition when occupants vacate.

All residents must vacate their rooms on or before the Sunday following Commencement. The only exceptions are those who have been approved for Summer Housing. Exceptions must be cleared by the Resident Director. A \$10.00 per day charge is assessed to those not meeting the deadline. If the check-out procedure is not followed, the cleaning/damage deposit will be forfeited. In checking out, follow these steps:

1. Clean the room.
 - a. All personal belongings must be removed from the room.
 - b. The room needs to be vacuumed and dusted.
 - c. All furniture must be clean and in place.
 - d. Everything from the walls must be removed, including tape, wallpaper, contact papers; all nail holes filled.
2. After the above has been completed, the student should contact the Resident Director or Resident Assistant.
3. The Room Check-in/Check-out form, completed when the student moved in, will be reviewed and signed by the Resident Director and/or the Resident Assistant.
4. Keys should be returned to the Resident Director. For keys not returned, a replacement fee will be assessed to the student's account.
5. If properly checked out by the RA and RD, refunds of the cleaning/damage deposit will be applied to account balances. Returning students who have a "zero" balance on their student accounts may request their cleaning/damage deposit be returned to them, or it may remain on their account as a cleaning/damage deposit for the following year.

Schedule of Damage Charges in Dorms

The following is a schedule of charges to be assessed for damages, etc. during school and when checking out of the rooms:

GENERAL DAMAGE: Miscellaneous damage to carpet, closets, doors, beds, lights, windows, desks, chairs, etc. Actual cost of repairs including materials and time. All phone damage will result in the replacement cost of the phone.

ROOMS REQUIRING REPAIRS/PAINTING:

Ceiling	\$20.00
Walls	\$20.00
Total Room	\$50.00

FURNITURE: Removal and/or dismantling of built-in furnishings. This includes beds, bolsters, desks and closets.

Per items, per offense:	\$20.00
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HEATERS:

Heater covers which require replacing or repair:	\$20.00
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CUSTODIAL CHARGES:

Room not cleaned	\$25.00
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IMPROPER CHECK-OUT:

Improper check-out or no check-out.	\$15.00
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KEYS - DORMITORY ROOM:

Lost keys - replacement	\$10.00
Failure to return key - cost of re-keying door.	\$30.00

Telephones

Each dorm room has a telephone for the student's personal use, the charges for which are included in the dormitory fees. The student can also place long distance calls through the use of an access code assigned to them at dorm check-in. The student will be billed directly from the long distance carrier for any long distance charges incurred on their access code.

Extensions

Each dorm resident receives a phone number that can be dialed directly (for example, extension 6401 would be dialed directly by dialing 889-6401). This dorm telephone number is the one to give to family, friends, employers, etc., instead of the main Northwest College number, 822-8266. When calling from room to room, use only the extension number, and omit the 889-prefix.

Collect Calls

To place a collect call, you must use any of the 800 numbers for the major long distance carriers. For further instructions, please see the "Telephone Numbers" section earlier in this handbook.

The Telephone system is not capable of receiving incoming collect calls. Therefore, outside operators are instructed not to allow these calls. Persons attempting to receive incoming collect calls will be responsible for all charges incurred and are subject to disciplinary action.

Prank Calls

The use of the telephone system for prank calls is against federal laws and Christian principles. Any violation of this nature will result in immediate disciplinary action.

Toll Calls

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

On-Campus Food Service

The College will provide regular balanced meals that includes variety and quantity. Major efforts have been made to provide this service at a reasonable cost to the student. Pioneer College Caterers has been chosen, as an outside contractor, to provide a defined service at a fixed cost. This means that for the services listed below, the resident campus student will pay a fixed price for the meal service for each semester. Meal tickets are available for off-campus and married students and may be purchased from the cashier in the Administrative Center.

The "Eagle's Next" Snack Bar in the Pecota Student Center is an alternative food service option for off-campus and married students. It is open during the week and in the evening for late-night snacks. Big Dan's Pizza is available for delivery to the dorms and the Firs most nights.

Contract Meal Plan

The contract meal ticket will be for 20 meals per week. This plan provides you with an appetizing, varied menu with unlimited servings except "Steak Night".

Takeout Meals

When your schedule keeps you from eating meals in the Cafeteria, we offer several takeout meal options. They are available if your classes or work conflict with regular meal hours in the Cafeteria. Sign up for sack lunches in the "Eagle's Nest". Please give twenty-four hour advance notice. If a sack lunch does not suit your taste, there are other options. Contact the Food Service Manager in the Cafeteria.

Special Trays & Special Diets

If you are too sick to attend regular meals, you may obtain a form from your Resident Assistant to have a friend and/or roommate obtain a sick tray for you. 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.

ID Cards

You must show your ID card to be admitted to the Cafeteria. Enforcing this policy consistently helps us to ensure that you are getting the most for your board dollars. Replacement ID cards may be obtained from the Student Life Office at a cost of \$10.00.

ALMA MATER

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

Chorus

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

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

Words by Maxine Williams
Music by Wilho Saari

