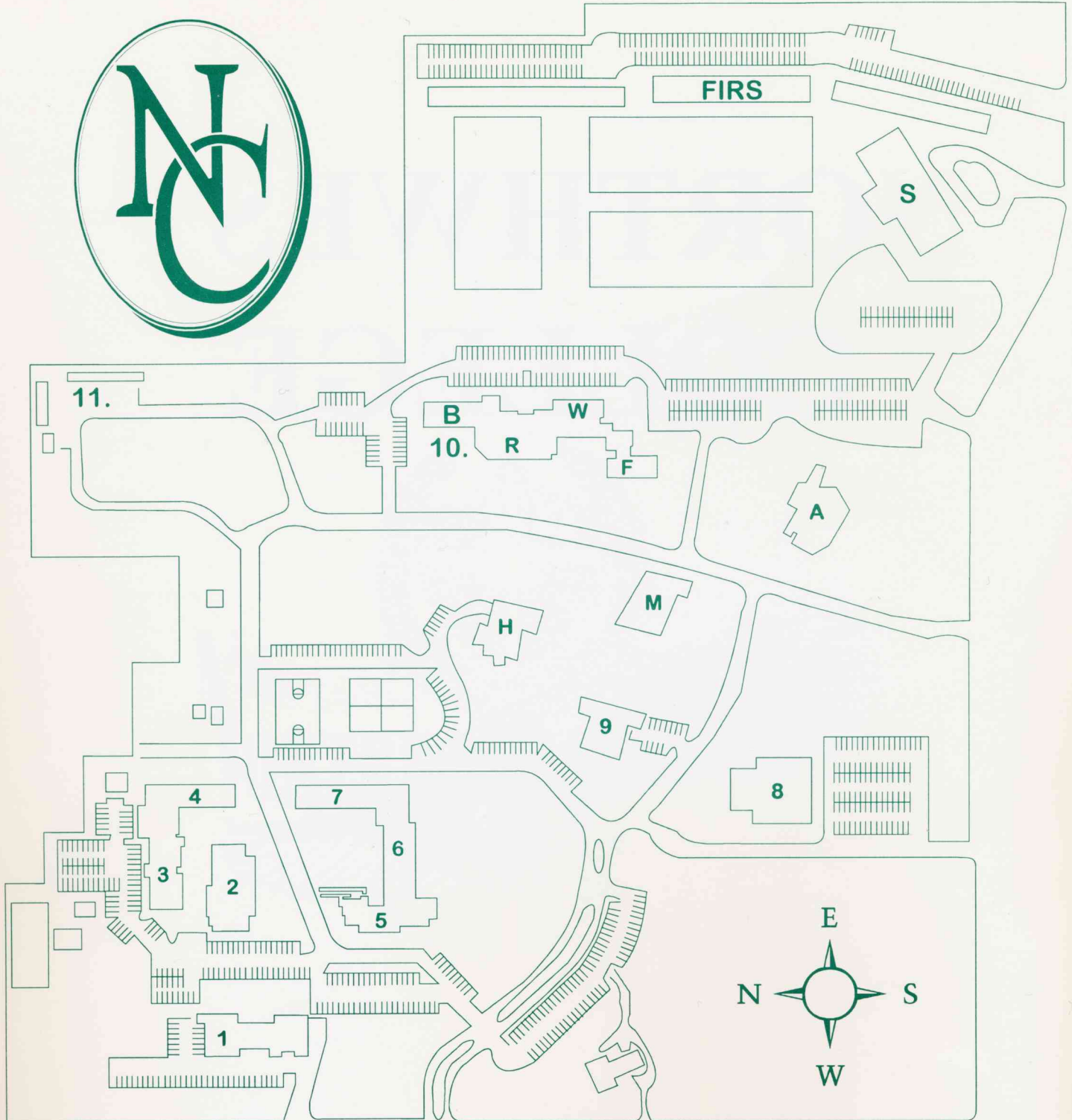


# **NORTHWEST COLLEGE**



**STUDENT HANDBOOK  
1996-97**



5520 108th Ave.NE

## NORTHWEST COLLEGE

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>1. Administrative Center</li> <li>2. Cafeteria</li> <li>3. Gray Residence Hall (Men)</li> <li>4. Beatty Residence Hall (Men)</li> <li>5. Crowder Residence Hall (Women)               <ul style="list-style-type: none"> <li>- Health Center</li> <li>- Security Office</li> </ul> </li> <li>6. Guy Residence Hall (Women)</li> <li>7. Perks Residence Hall               <ul style="list-style-type: none"> <li>-(1, Men) - (2 &amp; 3, Women)</li> </ul> </li> <li>8. Northwest Pavilion</li> <li>9. Pecota Student Center, Bookstore, Snack Shack, Faculty Offices, KCNC, Karisma Office, Student Mail Boxes</li> <li>10. Ness Academic Center</li> </ul> | <ul style="list-style-type: none"> <li>11. Maintenance</li> <li>A Amundsen Music Center, Faculty Offices (lower level)               <ul style="list-style-type: none"> <li>- Butterfield Chapel (upper level)</li> </ul> </li> <li>B Bronson Hall - Faculty Offices</li> <li>F Fee Hall, Faculty Offices &amp; Business Center</li> <li>H Hurst Library               <ul style="list-style-type: none"> <li>- Computer Center, LEAP, Faculty Offices (lower level)</li> <li>- LCC, Library Conference Center (main level)</li> </ul> </li> <li>M Millard Hall, Faculty Offices</li> <li>FIRS Married Student Housing</li> <li>R Rice Hall - Faculty Offices, Classrooms, Printing Services, Teacher Education</li> <li>S Seahawks Practice Facility</li> <li>W Williams Hall - Applied Science Center</li> </ul> |
|---|--|

## PREFACE

Northwest College of the Association of Christian Colleges is dedicated to the task of preparing young men and women for 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.

As the only Christian institution having its own special purpose, a college must maintain excellence in the academic performance of its function. Therefore, the College does have special provisions regarding the conduct of the various participants in the academic community. Conduct which detracts from or interferes with the purpose of the College is not acceptable.

Students of Northwest College, coming with it the conviction that students will conduct themselves as citizens, responsible members of the academic community. It is expected that they will obey the civil law, and comply with the standards of the College, will maintain a high standard of Christian character, and will respect the rights, work and property of others. Students must accept the responsibility and the obligation to the College and to the community.

The students are responsible for their conduct. In order to receive a degree a full year's standing of the student is required. The College is not responsible for the conduct of its students. The student must be a member of the Christian Church, and must be approved by the faculty and the Board of Trustees. The student must be a resident of the United States.

**Published by the  
Student Life Office  
Northwest College  
5520 108th Ave. NE  
Kirkland, WA 98033  
Phone - (206) 822-8266**

All registrations have been made according to the standards and procedures of the Association of Christian Colleges. The College reserves the right to investigate the conduct of its students and to take appropriate action. The College reserves the right to investigate the conduct of its students and to take appropriate action. The College reserves the right to investigate the conduct of its students and to take appropriate action.

The Board of Trustees is authorized to conduct business with the College. The Board of Trustees is authorized to conduct business with the College. The Board of Trustees is authorized to conduct business with the College.



## 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 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 become involved in moral and other major violations of the standards of conduct that involve 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.

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# STUDENT

# SERVICES

## 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.



## WHOM TO SEE

Academic Matters .....	Academic Affairs Office
Academic Calendar .....	Academic Affairs Office
Admissions Information.....	Enrollment Services
Advanced Standing (transfer students).....	Registrar's Office
Alumni Association.....	College Advancement Office
ASB .....	Pecota Student Center
Attendance Policy and Problems .....	Individual Professors
Audiovisual Equipment .....	D.V. Hurst Library
Books and Supplies.....	Bookstore
Campus Day Information.....	Enrollment Services
Catalogs from other Colleges.....	D.V. Hurst Library
Chapel Attendance .....	Student Life Office
Christian Service .....	Pecota Student Center
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 Services .....	Student Life Office
Employment (Off-Campus and On-Campus) .....	Human Resources/Job Search Director
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
Karisma (Yearbook).....	Pecota Student Center
KNCR Radio Station.....	Pecota Student Center
Loans .....	Enrollment Services/Administrative Services
Lost and Found.....	Reception Desk
Mail Distribution (for all students) .....	Pecota Student Center
Mail Deposit (faculty and students).....	Ness Administration Building
Married Student Housing in the FIRS .....	FIRS Manager/Administrative Center
Medical Reports .....	Health Center
Music Practice Rooms .....	Residence Halls/Music Center
Occupational Information .....	D.V. Hurst Library
Parking (Permits) .....	Student Life Office
Payment of Parking Ticket.....	Cashier/Administrative Center
Payment of Accounts .....	Cashier/Administrative Center
Public Telephone.....	Pecota Student Center
Publicity On Campus (for Bulletin Boards).....	Student Life Office
Publicity Off Campus.....	College Advancement Office
Registration .....	Registrar's Office
Rides To and From Campus (New Students Only).....	Enrollment Services

Scheduling of Student Events .....	Student Life Office
Scholarship Information.....	Administrative Services
Student Recruitment.....	Enrollment Services
Student Bulletin.....	Student Life Office
Student Accounts .....	Student Accounts Office/Administrative Center
Summer Internship Information/Forms.....	Registrar's Office
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

<u>FALL SEMESTER</u>	<u>1996</u>	<u>1997</u>
Dorms and Cafeteria Open .....	Aug 28 .....	Aug 27
Orientation and Registration.....	Aug 28-Sep 2.....	Aug 27-31
Labor Day Holiday .....	Sep 2 .....	Sep 1
Classes Begin.....	Sep 3 .....	Sep 2
Academic Convocation.....	Sep 4 .....	Sep 3
Last Day to Register .....	Sep 6 .....	Sep 5
Last Day to Add or Drop a Class.....	Sep 6 .....	Sep 5
Spiritual Emphasis Week.....	Sep 9-10.....	Sep 8-12
Church Ministries Lectureship .....	Sep 11-13.....	Nov 5-7
AGTS Session.....	Sep 23-27.....	Sep 22-26
Alumni Weekend.....	Sep 27-28.....	Sep 26-27
Executive Committee of Board .....	Oct 2 .....	Sep 29
Missions Emphasis Week .....	Oct 7-11 .....	Oct 6-10
Reading Day .....	Oct 14 .....	Oct 13
Last Day to Withdraw with a "W".....	Oct 25 .....	Oct 24
Early Registration Spring Semester.....	Nov 11-15.....	Nov 10-14
Board of Directors Meeting.....	Nov 18-20.....	Dec 1-3
Thanksgiving Holidays.....	Nov 28-29.....	Nov 27-28
Last Day to Withdraw from a Class.....	Dec 16 .....	Dec 15
Finals .....	Dec 17-20 .....	Dec 16-19

<u>SPRING SEMESTER</u>	<u>1997</u>	<u>1998</u>
Dorms and Cafeteria Open .....	Jan 9 .....	Jan 8
Orientation and Registration.....	Jan 9-10 .....	Jan 8-9
Classes Begin.....	Jan 13 .....	Jan 12
Spiritual Emphasis Week.....	Jan 14-17 .....	Jan 13-16
Last Day to Register .....	Jan 17.....	Jan 16
Last Day to Add or Drop a Class.....	Jan 17.....	Jan 16
Martin Luther King Jr. Day .....	Jan 20.....	Jan 19
AGTS Session.....	Jan 27-31 .....	Jan 26-30
Missions Emphasis Week .....	Jan 28-31 .....	Jan 27-30
Homecoming/Parents Weekend.....	Feb 7-8.....	Feb 5-7
President's Day Weekend .....	Feb 17.....	Feb 16
Executive Committee Board.....	Feb 24.....	Feb 23
Last Day to Withdraw with a "W" .....	Mar 7 .....	Mar 6
Spring Break .....	Mar 10-14.....	Mar 9-13
Staley Lecture Series .....	Mar 17-19.....	Mar 16-18
Easter Holidays.....	Mar 28-30.....	Apr 10-12
Early Registration for Fall Semester.....	Apr 7-11 .....	Apr 6-9
Last Day to Withdraw from a Class.....	May 2.....	May 1
Finals .....	May 5-8 .....	May 4-7
Board of Directors Meeting.....	May 7-9 .....	May 6-8
Baccalaureate.....	May 9.....	May 8
Commencement.....	May 10.....	May 9

<u>SUMMER COLLEGE</u>	<u>1997</u>	<u>1998</u>
NC Session, May/June.....	May 12-Jun 6.....	May 11-Jun 5
AGTS Session.....	May 19-23 .....	May 18-22
NC Session, August.....	Aug 4-22 .....	Aug 3-21

**ADMINISTRATIVE PERSONNEL**

<u>TITLE</u>	<u>NAME</u>	<u>OFFICE LOCATION</u>
President	Dennis A. Davis	Administrative Center
Vice Presidents:		
Academic Affairs	Marshall E. Flowers, Jr.	Administrative Center
Administrative Services	Dan Schimelpfenig	Administrative Center
College Advancement	Richard R. Rose	Administrative Center
Dean of Students	Steven R. Emerson	Administrative Center
Director of Student Ministries/Spiritual Life	Jack Wisemore	Pecota Student Center
Director of Enrollment Services	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	Steven R. Emerson	Administrative Center
Bookstore Manager	Gayle Turner	Pecota Student Center
Foundation Officer/Development Coord.	Joni Welk Campbell	Administrative Center
College Relations Director	John Fox	Administrative Center
College Relations Assistant	Steve Opbroek	Administrative Center
Director of Counseling	TBA	Ness Academic Center
Enrollment Counselors	Rose Mary Kim Debbie Lamm Dave Nitschke	Administrative Center Administrative Center Administrative Center
Financial Planning Coordinator	Al Perry	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	Michael A. Nosser	Pecota Student Center
Veterans Coordinator	Carol Richards	Administrative Center
Resident Directors	TBA	Gray Hall
	Angie Gillaspie	Crowder Hall/Women's Perks Hall
	Marc Golden	Beatty Hall/Men's Perks Hall
	Geri Gray	Guy Hall/Women's Perks Hall

### 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
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. LeRoy Johnson	History	Rice Hall
Mrs. Suzan Kobashigawa	TESL	Bronson Hall

Rev. Waldemar Kowalski	Church History, Bible	Bronson Hall
Rev. Larry Malcolm	Christian Formation, Church Ministries, Missions	Amundsen Music Center
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
Ms. Lynette Sorenson	Reference Librarian	D.V. Hurst Library
Ms. Rachel Stewart	Behavioral Science, Education	Bronson Hall
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

<u>NAME</u>	<u>PART TIME FACULTY</u>	<u>DIVISION OF STUDY</u>
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
Dr. Arden Grabke-Rundell - Fee Hall.....		Business Management
Rev. John Gregg.....		Church Ministries
Dr. Moses Harris - Millard Hall .....		Modern Languages
Mr. Kirk Hunt - Fee Hall .....		Business Management
Mrs. Katherine Lindquist - Fee Hall .....		Modern Languages
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
Mr. Gary Newbill - Rice Hall.....		Education
Mrs. Karen Newbill - Rice Hall .....		Education
Mrs. Patricia Rice -Rice Hall.....		Education
Dr. Jack Rozell - Millard Hall.....		Behavioral Science
Mr. Roger Sherrard - Fee Hall.....		Business Management
Mrs. Deanna Skinner - Rice Hall .....		Education
Mrs. Sherrie Snyder- Amundsen Music Center.....		Church Music
Mr. Dale Sorensen - Administrative Center .....		Business Management
Mr. Kingston Wall - Fee Hall.....		Business Management
Mrs. Diana Wasson - Bronson Hall .....		Science
Rev. Milton Whitaker .....		Pastoral Counseling

**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  
(TBA), Men's Basketball  
Mr. Ross Johnson, Women's Volleyball  
Mr. Bill Taylor, Men's & Women's Cross-Country  
and Men's & Women's Track & Field  
Mr. Steve Turner, Men's Soccer

**ADMINISTRATION AND FACULTY EMERITI**

Shirley N. Clark  
Donald H. Fee  
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 1996/97

### Associated Student Body

ASB President.....	Jeremy Johnson
ASB Vice President for Student Activities.....	Christa Roberts
ASB Vice President for Outreach Ministries.....	Josh McQueen
ASB Outreach Ministries Secretary.....	Dawnita Thomas
ASB Secretary.....	Jayna Snyder
ASB Treasurer.....	Mindy Coombs

### Associated Women Students

President.....	Sheila Holliman
Vice President of Activities.....	Sabreena Krake
Vice President of Ministries.....	Ellen Jackson
Secretary.....	Amy Herwin
Treasurer.....	Priscilla Hines

### Associated Men Students

President.....	Dowain Geesey
Vice President.....	Brian Holmes
Secretary/Treasurer.....	Brett Beaman

### Married Students Association

President.....	Louise Wall
Vice President.....	Kristen Lance
Secretary/Treasurer.....	Tim Inman

### Senior Class

President.....	Dave Needham
Vice President.....	Nicole Richards
Secretary/Treasurer.....	Kim Smalley

### Junior Class

President.....	Dustin Jensen
Vice President.....	Sandi Stoddard
Secretary/Treasurer.....	Ruth Williamson

### Sophomore Class

President.....	Troy Brinkman
Vice President.....	Peter Blue
Secretary/Treasurer.....	Mindy Galbreath

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

### Karisma (Yearbook)

Editor.....	Holly Jacobs
Assistant Editor.....	Stephanie Valentine
Photography Editor.....	TBA
Business Manager.....	TBA



**KCNC Radio**

Program Manager ..... Brian Stanhope  
Station Manager ..... Jack Downs

**Associated Business Students Club**

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

**Drama Club**

Advisor ..... TBA  
President ..... TBA  
Vice President ..... TBA  
Secretary ..... TBA  
Treasurer ..... TBA

**Psychology Club**

Advisor ..... Dr. Herkelrath  
President ..... TBA  
Vice President ..... TBA  
Treasurer ..... TBA

**RESIDENT ASSISTANTS (R.A.'s)**

**WOMEN**

Crowder 5400 floor **Mary Clark**  
Crowder 5500 floor **Jamie Osse**  
Crowder 5600 floor **Cara Walz**  
Guy 5100 floor **Andrea Beck**  
Guy 5200 floor **Kendra Vowels**  
Guy 5300 floor **Sandra Stoddard**  
Perks 4200 floor **Heidi Tait**  
Perks 4300 floor **Katrin Chriss**  
Alternate R.A. - **Rachel Blow**

**MEN**

Beatty 7100 floor **Doug Myers**  
Beatty 7200 floor **Troy Phifer**  
Beatty 7300 floor **Kelly Conklin**  
Gray 7400 floor **Jeremy Kinlock**  
Gray 7500 floor **Aaron Hunter**  
Gray 7600 floor **John Hull**  
Perks 4100 floor **Noah Miles**  
Alternate R.A. - **Brett Rodli**

## **STUDENT MINISTRY: CONCEPT AND CONVICTION**

### **"Education without application limits realization."**

Practical field experience is essential for successful service and leadership. As students apply classroom knowledge to real-life situations they develop their skills, and become more perceptive and more valued in their chosen field.

#### **CHILDREN'S MINISTRIES**

Bible clubs, Puppets, Rallies, Sunday School, "Lunch Buddies" for kids at risk, Missionettes, Royal Rangers.

#### **COMMUNITY SERVICE**

Food and clothing distribution, Nursing Residences, Tutoring, "Big Brother/Sister," Day Care for adults, Day Care and Preschool, Hospital Chaplain, Senior Citizen Outreach.

#### **EVANGELISM**

Witnessing, U of W, Seattle Center, House to House, City and County Parks, Street and Mall.

#### **GOSPEL TEAMS**

Music, Drama, Mime, Puppets, Preaching in Churches, Prisons, Nursing Homes, Parks, Schools.

#### **INNER CITY MINISTRIES**

Evangelism, Church Planting, Feeding/Clothing the poor.

#### **YOUTH**

Churches, Juvenile Detention Centers, Teen Drop-in Center, Camps, Retreats, Athletics.

#### **INTERNSHIP**

Practical experience is available in specific fields such as Christian Education, Elementary Education, Missions (including MAPS and AIM), Pastoral Ministries, Sacred Music, Youth, Behavioral Science, Business Management.

#### **FRONTLINES**

The Student Ministry Bulletin.

## 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 by the College at the time of registration. Claim forms are available from the Human Resources Office and must be submitted for each separate accident or illness. Students are responsible to read the Insurance Coverage Handout. 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 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 Services

The counseling program 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, pastoral care, and referral counseling. The services are paid for by student fees.

Appointments with the Counseling Service Department and/or outside referrals are made through the Student Life Office.

### Employment

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

students are requested to inform this office of any changes they make in employment. On-campus employment is arranged through the 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. The Eagles Nest area (including the Pecota Student Center Offices and game room), is closed during the Chapel hour.

### **Food Service (Cafeteria Hours)**

The cafeteria hours for regular food service are as follows:

#### **Cafeteria hours for Monday through Friday:**

<b>Breakfast:</b>	<b>7:00 a.m. - 8:00 a.m.</b>
<b>Continental Breakfast:</b>	<b>8:00 a.m. - 8:30 a.m.</b>
<b>Lunch:</b>	<b>11:00 a.m. - 2:15 p.m.</b>
<b>Dinner:</b>	<b>5:00 p.m. - 6:45 p.m.</b>

#### **Saturday hours:**

<b>Brunch:</b>	<b>10:30 a.m. -12:30 p.m.</b>
<b>Dinner:</b>	<b>5:00 p.m. - 6:00 p.m.</b>

#### **Sunday hours:**

<b>Breakfast:</b>	<b>7:30 a.m. - 8:30 a.m.</b>
<b>Lunch:</b>	<b>12:30 p.m. - 2:00 p.m.</b>
<b>Light Meal:</b>	<b>8:00 p.m. - 8:45 p.m.</b>

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, and other books of value in building a Christian's library. The bookstore also sells stationery supplies, Christian music, sportswear, recordings and books, and 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. Bookstore hours are 8:15 A.M. to 4:00 P.M., Monday through Friday.

## 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 card catalog provides access to books.

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, you must return library materials 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 no matter how large or small. Resources not in our library are 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	12:30 p.m. - 5:30 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 for changes in hours.

## Academic Computing Center

The Academic Computing Center (ACC) is equipped with PC's and Macintoshes. It has CD-ROM capabilities and the latest software for word processing, spread sheets, drawing 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:

**John Doe - Mail Box # 000**  
**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 Policy.

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 courtesy at all times.

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

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

The 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 in 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 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.

### **Storage**

Limited storage space is available for students. You may contact the Business Office for 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. 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 Dean of Students,
- 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.

## 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. In advertising any service, off-campus students should not imply College approval.

## 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 Administrative Services Office.

## Campus Communications

Students are encouraged to use their privileges and to follow proper procedures in communicating thoughts, opinions, or information regarding any College issue that concerns them. Student officers, student representatives to the Campus Council (see Campus Council, page 3), the Resident Life Staff, the Dean of Students and other College Administrators are available to hear recommendations, opinions, or complaints. It is unnecessary to form a student petition to achieve what is proper and necessary. Northwest College seeks to maintain a family atmosphere and work toward peaceful understanding in the important area of communication (see Grievances, page 31).

## 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.

## TELEPHONE NUMBERS

### N.W. COLLEGE ADMINISTRATION PHONE - (206) 822-8266

#### EMERGENCY SERVICES

Campus Security	(from on campus)	222
	(from off-campus)	803-0111
<b>Emergency</b>		<b>8-911</b>
Fire		828-2243
Police		828-1183
Overlake Hospital		454-4011
Evergreen Hospital		821-1111

#### CAMPUS PHONE NUMBERS

Academic Affairs	5237
ASB Office	5280
Bookstore	5268
<b>Campus Directory of Faculty &amp; Staff</b>	<b>555</b>
<b>Campus Operator</b>	<b>0</b>
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**

8 + 011 + Country Code + City Code

+ Number + Authorization Code

##### **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, and is not available for general subscription.

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. For long distance billing questions please call 8-1-800-922-7146.



## 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 necessary 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%

- Any student turning 21 years of age during the middle of a semester may petition to move off-campus. Refer to page 24 under "Off-Campus Housing" for refund policy. Any *exceptions* to the refund policy will be processed through the Administrative Services Office.
- 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/Discount Recipients**

These scholarships 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. Examples of these scholarships or discounts include: Academic and Fine Arts Scholarship; Dependent (Ministerial, Missionary, Staff, Chaplain, Etc.), Sibling, and Spouse Discounts. Based on the sources of these funds, certain expectations of the recipient are attached to the award and acceptance of these funds.

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

## ASB Fees

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

# CAMPUS

# LIFE

## 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.

## **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 under 21 years of age will not be allowed to marry during the academic year without special permission from the Dean of Students.

## **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 person's moral sensitivity. The College does not promote or condone social dancing. 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**

Handbills, leaflets, newspapers, and other materials may not be distributed or posted by students or non-students on the College campus or in the College facilities without the expressed permission of the College Administration. All such materials must bear identification as to the publishing agency and distributing organization, church, or individual. All posters must be submitted to the Student Life Office for clearance. 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 handbills, posters, signs, or announcements is allowed 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 (62 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 1<sup>st</sup> day of classes and September 30<sup>th</sup> will be charged \$100 and the forfeit of all deposits;
2. After September 30<sup>th</sup> there will be no pro-rated refund of room and board charges.
3. Spring semester - any student moving off between the 1<sup>st</sup> day of classes and January 31<sup>st</sup> will be charged \$100.00 and the forfeit of all deposits.
4. After January 31<sup>st</sup> 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, and 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.

Some chapels will be used for assemblies, elections, student orientation, etc., to accomplish the organizational and informational needs of the College and its students. **The Eagle's Nest snack area and Pecota Student Center recreation area are closed during the chapel time.**

### **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 three days a week. The three required days will be at the choice of the student.
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. If an ID card is lost it is the responsibility of the student to obtain a new ID card for chapel attendance per policies. This must be done within three school days. Students are required to check in with the chapel attendance taker during the days which a card is lost.
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.
8. Each student will be allotted six additional absences per semester. Emergency situations, illness and other general absences are counted toward the six absences. Students may contact the Student Life Office for a report of current chapel absences. It is the student's responsibility to keep track of chapel absences.

#### Chapel Attendance Exemption:

1. Students may apply for a chapel exemption for only those 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 the three required days.
4. All other exemption requests must be submitted in writing to the Student Life Office.
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. Students are responsible to submit a request to the Dean of Students for each semester (Fall, Spring). Applications are in the Student Life Office.

#### **Chapel Failure Policy**

All students must attend 3 out of 5 chapel days per week.

3 days per week attended	= 0 charge absences
2 days per week attended	= 1 charged chapel absence
1 day per week attended	= 2 chapel charged absences
0 days attended	= 3 charged chapel absences

Students receiving exemptions will be notified by the Student Life Office of the number of days they are required to attend. Each student will receive notification from the Student Life Office when they have exceeded the allotted 6 absences and have failed chapel. 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 29).
Second cumulative chapel failure	-	Provisional Citizenship (see page 29).
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. Concern for others doesn't stand idle until graduation. Therefore, all students are expected to participate in some aspect of Christian Service.

### **Formation of Clubs**

1. Submit a preliminary, written proposal to the Dean of Students (including suggestions beforehand). A brief statement of purpose, together with at least ten signatures of students committed to support the organization, should also be submitted.
2. Preliminary approval should be secured from the Dean of Students. 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. Schedules are available for all students.

### **All-School Events**

**Harvestime 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, either as a member of a college gospel team, 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	(time and materials)
Late-in procedure (see page 40)	

A complete list of fines is available in the Student Life Office.

#### 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.

# ACADEMIC

# LIFE

## 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. 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 31.

### **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 filling out an Add/Drop form in the Registrar's Office.

Course withdrawals 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:

<b>Outside Work</b>	<b>Academic load</b>
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 male student, female student, and/or married student/couple 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.

# RESIDENCE

# LIFE

## 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 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. 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. The decor of the rooms should always be in good Christian taste.

When a student leaves the residence room, lights should be off and windows should be closed so that 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 42-43.

### 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.

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 24-25 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 (62 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.

Each room will be furnished with modular furniture. There will be no established curfew and each resident will have their own key access to residence hall and to their assigned room. Each single occupant will be assigned a parking space. Double occupancy will share a parking space on a first come, first served basis. 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 Perks private room is **\$2320.00** per semester. The cost for a Perks double occupancy room is **\$2095.00**. This is only **\$100.00** over the regular board/room rate of **\$1995.00**. This dorm setting seeks to provide students with more privacy, better study atmosphere, and greater freedom in living arrangement.

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 a per day 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 or friend to be their guest in the residence hall for three nights each semester without charge if previous arrangements are made with the Resident 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.

### **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, Dean of Students Office and 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 final outcome. 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. 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.

### 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.

### Overnight Stay

Northwest College expects all students spending the night away from campus to abide by the philosophy's 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 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**

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.

### 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:

- I. 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.

**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

**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.

**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 **8-911**.

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.

**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. An outside contractor has been selected to provide a defined service for a fixed cost. This means that for the service listed below, the resident campus student will pay a fixed price for the meal service for each semester. Students who miss a meal time because of Education Department student teaching assignments may appeal for a meal credit to their board account. Appeal forms are available in the Student Life Office. There is a meal ticket available to off-campus and married students.

## **Contract Meal Plan**

The contract meal ticket will be for 20 meals per week, a choice of at least 3 main entrees per meal, and unlimited seconds on anything except steak on "steak night."

## **Sack Lunches**

Sack lunches are available for students who work during meal hours. Sign-up for sack lunches should be 24 hours in advance in the location provided with a choice of sandwiches, microwave meal, or chef's salad.

## **Special Diet**

In the event that medical or health conditions require a student to have a special diet, he/she must submit a written notice from his/her doctor to the Food Service Director. Students are to provide a medical doctor's statement giving all information regarding restrictions and a list of recommended foods to eat. There is no additional charge for this service.

## 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

