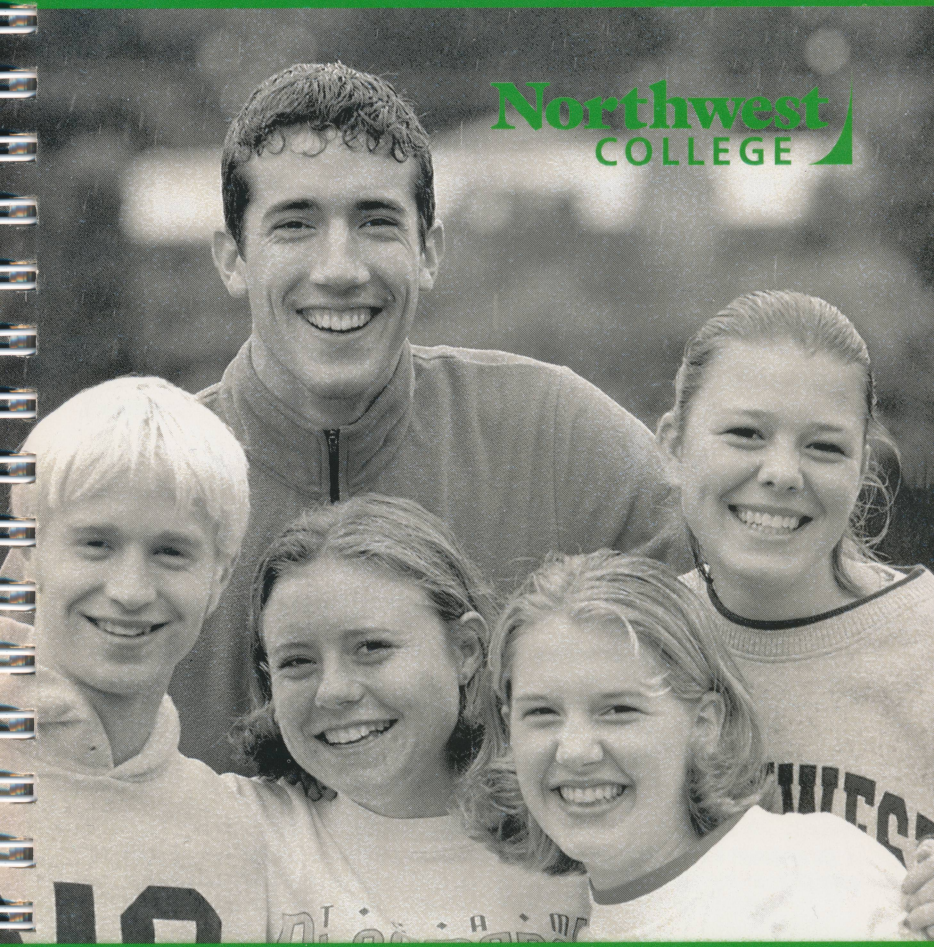
2000-2001

Student Handbook

ACADEMIC PLANNER



Carry the Call

WELCOME

A Message from the President

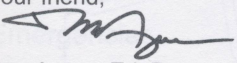
Welcome to Northwest College! I am looking forward to meeting you.

The words, *Student Development,* are very meaningful words. During your years on this campus you will grow and change dramatically. You will be challenged, encouraged and stretched. From the President's Office and throughout every office on this campus, we are committed to your success and to see you develop and become the person God desires you to be.

Northwest College is unique not by accident but by design. Every opportunity will be provided for you to grow intellectually, spiritually, relationally and emotionally. This book will be a great help to you.

I wish you God's best.

Your friend,



Don Argue, Ed. D.
President

A Message from the Vice President for Student Development

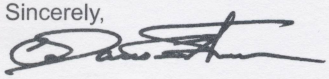
Welcome to the Northwest College community!

Faith, learning, and living are the vital components of life as we, together, intentionally establish and maintain a Christ-centered environment of worship. All college personnel are committed to helping students maximize the collegiate experience through programs that focus on spiritual, intellectual, social and physical development. This Student Handbook is designed to be a guide during the great college adventure of pursuing the call of God.

The reason Northwest College exists is to prepare students for servant leadership, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ (Ephesians 4:12-13).

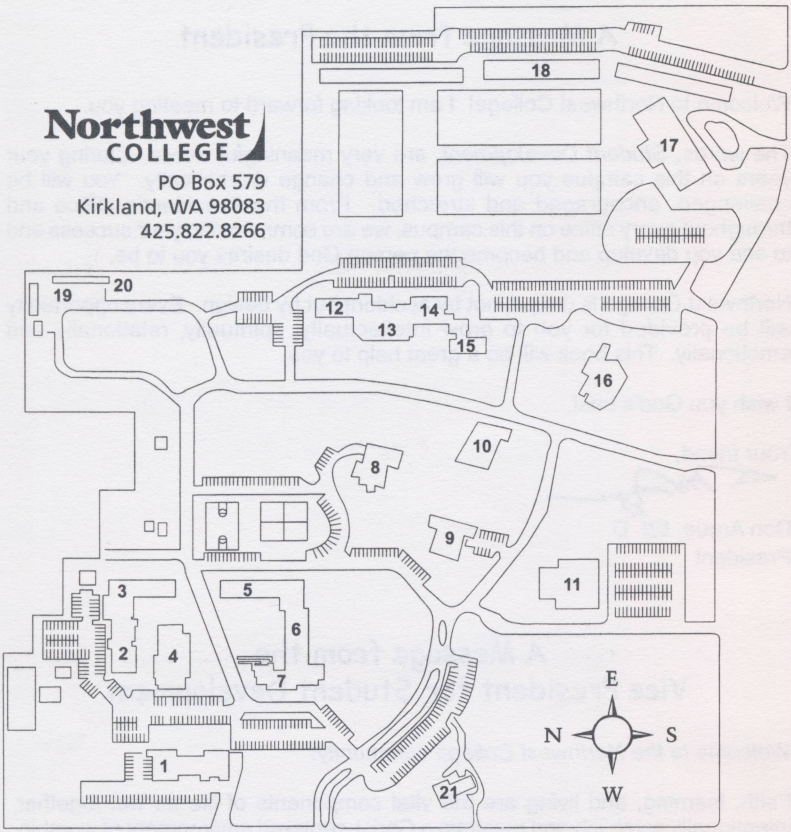
May our time together produce benefits for the Kingdom of God that will expedite our bringing people to know Christ and His soon return.

Sincerely,



C. David Elmes, Ed. D.
Vice President
Student Development

Northwest
COLLEGE
PO Box 579
Kirkland, WA 98083
425.822.8266



1. **Davis Administrative Center:** Executive Offices, Business Office, Registrar's Office, Student Development Office, Psychology Department
2. **Gray Residence Hall** (Men)
3. **Beatty Residence Hall** (Men)
4. **Northwest Dining Hall**
5. **Perks Residence Hall** (Women)
6. **Guy Residence Hall** (Women)
7. **Crowder Residence Hall:** (Women) Health Center, Security Office
8. **Hurst Library:** Lower level: Academic Computer Center, English Department, Faculty Offices, Classrooms, LEAP
   Upper level: Library Conference Center
9. **Pecota Student Center:** Bookstore, Snack Shack, Campus Ministries Office, Student Success Center, Student Mail Boxes
10. **Millard Hall:** Faculty Offices, Classrooms
11. **Northwest Pavilion:** Athletic Department Offices, Gym
12. **Bronson Hall:** School of Ministry, Division of Humanities, Pacific Rim Centre for Cross Cultural Studies, Buntain School of Nursing
13. **Rice Hall:** Division of Education, Printing Services, Faculty Offices, Classrooms
14. **Williams Hall:** Dickey Plaza, Nursing and Science Classrooms
15. **Fee Hall:** Science Department, Business Department, Faculty Offices, Classrooms
16. **Butterfield Chapel:**
    Lower level: Amundsen Music Center, Faculty Offices, Classrooms
17. **Seahawks Headquarters**
18. **Firs:** Family Housing
19. **Maintenance Workshops**
20. **Maintenance Office**
21. **Enrollment Center:** Admissions, Student Accounts, Financial Aid, Perkins Loan Office

TABLE OF CONTENTS

Welcome 1

Campus Map 2

Academic Planner 6-95

Introduction 96-98

Academic Calendar 99

Information Guide 100-101

Emergencies 102-104

Student Leaders 105-107

Student Services 108-118

Spiritual Life 119-125

Financial Information 126-132

Academic Life 133-138

Community Life 139-158

The Ministry of Discipline 159-163

Grievance Procedure 164-165

Index 166-168

2000

June 2000

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February 2002

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NORTHWEST COLLEGE

ACADEMIC CALENDAR

2000 • 2001

notes

July 2000

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Monday 31
JULY

Tuesday 1
AUGUST

Wednesday 2

• 3:00 PM All Staff Meeting

I don't know the key to success, but the key to failure is trying to please everybody.
Bill Cosby

Thursday 3

Friday 4

Saturday 5

Sunday 6

notes

July 2000

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Monday 7

Tuesday 8

- General Council 2000 Celebration - Indianapolis, IN

Wednesday 9

- General Council 2000 Celebration - Indianapolis, IN

We don't know a millionth of one percent about anything. *Thomas Alva Edison*

notes

September 2000

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Thursday 10

• General Council 2000 Celebration - Indianapolis, IN

Friday 11

• General Council 2000 Celebration - Indianapolis, IN

Saturday 12

• General Council 2000 Celebration - Indianapolis, IN

Sunday 13

notes

July 2000

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Monday 14

• Alumni Golf Tournament - Bear Creek Country Club

Tuesday 15

Wednesday 16

• President's Cabinet Planning Day

Try not to become a man of success but rather try to become a man of value. *Albert Einstein*

Thursday 17

- Leadership Team Retreat - Cedar Springs, Sumas, WA
- Resident Assistant Orientation

Friday 18

- Leadership Team Retreat - Cedar Springs, Sumas, WA
- Resident Assistant Orientation

Saturday 19

- 5:00 PM Leadership Team Picnic
- Resident Assistant Orientation

Sunday 20

- Resident Assistant Orientation

notes

July 2000

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Monday 21

- 10:00 AM NC Communion
- 11:00 AM Faculty Photo Shoot
- 12:00 PM Faculty/Student Leadership Luncheon
- Student Leaders Orientation

Tuesday 22

- Student Leaders Orientation

Wednesday 23

- Residence Halls Open
- Dining Hall Open
- 9:00 PM Ice Cream Social (Pavilion)
- Orientation & Registration

Choose a job you love, and you will never have to work a day in your life. *Confucius*

Thursday 24

- Orientation & Registration

Friday 25

- Orientation & Registration
- Volleyball - LCSC Tournament (Lewiston, ID)

Saturday 26

- Orientation
- Volleyball - LCSC Tournament (Lewiston, ID)

Sunday 27

- Orientation

notes

August 2000

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Monday 28

- First Day of Classes
- Academic Convocation

Tuesday 29

Wednesday 30

- 9:00 PM Sports Kick-off Event (Pavilion)

The price of greatness is responsibility. *Winston Churchill*

October 2000

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notes

Thursday 31

AUGUST

Friday 1

SEPTEMBER

- Last Day to register, add or drop classes
- Volleyball - NNU Tournament (Boise, ID)

Saturday 2

- Volleyball - NNU Tournament (Boise, ID)

Sunday 3

notes

August 2000

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Monday 4

Labor Day

- Labor Day - College Closed

Tuesday 5

- Volleyball - St. Martin's College (Away)

Wednesday 6

- Spiritual Enrichment Week - Dr. Deborah Gill

It's not whether you get knocked down, it's whether you get up. *Vince Lombardi*

Thursday 7

- Spiritual Enrichment Week - Dr. Deborah Gill

Friday 8

- Spiritual Enrichment Week - Dr. Deborah Gill
- Volleyball - Cascade College (Away)

Saturday 9

- Volleyball - Warner Pacific (Away)
- Cross Country - Emerald City Invite (Seattle, WA)

Sunday 10

Grandparent's Day

notes

August 2000

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Monday 11

Tuesday 12

• Volleyball - TBA

Wednesday 13

No one wants advice-only corroboration. *John Steinbeck*

Thursday 14

Friday 15

- Northwest Friday
- Volleyball - Western Baptist (Home)
- Soccer - Whitman College (Away)

Saturday 16

- 1:00 PM All School Picnic
- Volleyball - Concordia (Home)
- Soccer - Whitworth College (Away)

Sunday 17

Citizenship Day

notes

August 2000

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Monday 18

Tuesday 19

- 2:30 PM Academic Affairs Mtg.
- Volleyball - Simon Fraser Univ. (Away)
- Soccer - Evergreen State (Away)

Wednesday 20

- 2:30 PM Student Development Cmt. (LCC)

All our dreams can come true - if we have the courage to pursue them. *Walt Disney*

October 2000

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notes

Thursday 21

Friday 22

First Day of Autumn

- Volleyball - Walla Walla College (Home)
- Volleyball - Eastern Oregon (Home)
- Soccer - Albertson College (Away)

Saturday 23

- Volleyball - Albertson College (Home)
- Cross Country - UW Sundodger Invite (Seattle, WA)

Sunday 24

notes

September 2000

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Monday 25

- Executive Committee Bd. Mtg.

Tuesday 26

- 2:30 PM Faculty Forum (F7)

Wednesday 27

- 11:00 AM - 4:00 PM Wellness Fair (Dickey Plaza)
- Blood Drive

We grow old as soon as we cease to love and trust. *Madame De Choiseul*

November 2000

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notes

Thursday 28

- Volleyball - Southern Oregon (Away)

Friday 29

- 10:10 AM Buntain School of Nursing Dedication (Chapel)
- Foundation Board Mtg.
- Alumni/Friends Weekend
- Soccer - Warner Pacific (Home)

Saturday 30

SEPTEMBER

- Volleyball - Oregon Institute of Tech. (Away)
- Soccer - Western Baptist (Home)

Sunday 1

OCTOBER

notes

September 2000

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Monday 2

Tuesday 3

- PEAB Meeting (half day)
- 10:00 AM Faculty Council (F7)

Wednesday 4

- 3:00 PM All Staff Meeting

Excellence is to do a common thing in an uncommon way. *Booker T. Washington*

Thursday 5

Friday 6

- 1:00 - 5:00 PM High School Northwest Experience
- Volleyball - Western Baptist (Away)
- Soccer - Cascade College (Away)

Saturday 7

- Volleyball - Concordia (Away)
- Soccer - Concordia (Away)
- Cross Country - Concordia Invite (Away)

Sunday 8

notes

September 2000

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Monday 9

Columbus Day (Observed)

- Reading Day - No Classes

Tuesday 10

- Reading Day - No Classes
- Soccer - Evergreen State (Home)

Wednesday 11

- Missions Emphasis

Failure is only the opportunity to begin again more intelligently. *Henry Ford*

Thursday 12

- 3:00 PM Applied Science Center Mtg.
- 7:30 PM Multicultural Concert
- Missions Emphasis

Friday 13

- Northwest Friday
- Missions Emphasis
- Volleyball - Southern Oregon (Home)

Saturday 14

- Volleyball - Oregon Institute of Tech. (Home)
- Soccer - Albertson College (Home)
- Cross Country - NC Eagle Invite (Redmond, WA)

Sunday 15

notes

September 2000

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22	23	24	25	26	27	28
29	30	31				

Monday 16

Tuesday 17

- 2:30 PM Academic Affairs Mtg.
- Volleyball - Simon Fraser Univ. (Home)

Wednesday 18

There is no security in this life, only opportunity. *Douglas MacArthur*

November 2000

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2000

notes

Thursday 19

- 10:00 AM Campus Council (LCC)

Friday 20

- Last Day to withdraw with a "W"
- Volleyball - Cascade College (Home)
- Soccer - Western Baptist (Away)

Saturday 21

- Volleyball - Warner Pacific (Home)
- Soccer - Warner Pacific (Away)
- Cross Country - Vanguard Invite (Away)

Sunday 22

notes

September 2000

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October 2000

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15	16	17	18	19	20	21
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Monday 23

- Spring Semester Registration Sign-up Week

Tuesday 24

United Nations Day

- 2:30 Faculty Forum
- Spring Semester Registration Sign-up Week

Wednesday 25

- Spring Semester Registration Sign-up Week

Ability may get you to the top, but it takes character to keep you there. *John Wooden*

November 2000

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notes

Thursday 26

- 12:00 Noon - Academic Planning Commission Mtg. (LCC)
- Spring Semester Registration Sign-up Week

Friday 27

- Spring Semester Registration Sign-up Week
- Volleyball - Eastern Oregon (Away)
- Soccer - Concordia (Home)

Saturday 28

- The Freshman Break (Camp Casey)
- Volleyball - Albertson College (Away)
- Soccer - Cascade College (Home)

Sunday 29

Daylight Savings Time Ends

- Daylight Savings Time - Clocks back 1 hour
- Students Return from Freshman Break

notes

October 2000

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November 2000

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Monday 30

Tuesday 31

• 10:00 AM Faculty Council (F7)

OCTOBER
Halloween

Wednesday 1

NOVEMBER

There are two ways of meeting difficulties. You alter the difficulties or you alter yourself.
Phyliss Bottome

December 2000

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31						

notes

Thursday 2

Friday 3

- 7:00 PM Student Talent Show (Pavilion)
- Volleyball - NCCAA National Tournament
- WBasketball - Evergreen Classic (Olympia, WA)

Saturday 4

- WBasketball - Evergreen Classic (Olympia, WA)

Sunday 5

notes

October 2000

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November 2000

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Monday 6

- Church Ministries Lectureship
- Early Registration for Spring Semester 2001

Tuesday 7

Election Day

- Church Ministries Lectureship
- Early Registration for Spring Semester 2001

Wednesday 8

- Church Ministries Lectureship
- Early Registration for Spring Semester 2001
- 7:00 PM Shakespeare Play (M1)

Keep your face to the sunshine and you can not see the shadows. *Helen Keller*

December 2000

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NOVEMBER 2000

notes

Thursday 9

- Early Registration for Spring Semester 2001
- 7:00 PM Shakespeare Play (M1)

Friday 10

- Early Registration for Spring Semester 2001
- 7:00 PM Shakespeare Play (M1)
- Northwest Friday
- Volleyball - Cascade Conference Tournament
- MBasketball - Multnomah Bible (Away)

Saturday 11

Veterans' Day

- MBasketball - Northwest Christian (Away)

Sunday 12

notes

October 2000

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November 2000

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Monday 13

Tuesday 14

• MBasketball - Puget Sound Christian (Away)

Wednesday 15

We must seek, above all, a world of peace; a world in which peoples dwell together in mutual respect and work together in mutual regard. *John F. Kennedy*

Thursday 16

Friday 17

- WBasketball - CWU Tournament (Ellensburg, WA)
- MBasketball - University of Portland (Away)

Saturday 18

- WBasketball - CWU Tournament (Ellensburg, WA)

Sunday 19

notes

October 2000

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November 2000

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Monday 20

- 2:30 PM Student Development Cmt. (LCC)
- MBasketball - Western Washington (Away)

Tuesday 21

- 2:30 PM Academic Affairs Mtg.

Wednesday 22

In the middle of difficulty lies opportunity. *Albert Einstein*

December 2000

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NOVEMBER 2000

notes

Thursday 23

Thanksgiving

- Thanksgiving Holiday - College Closed

Friday 24

- College Closed
- WBasketball - NNU Tournament (Boise, ID)

Saturday 25

- WBasketball - NNU Tournament (Boise, ID)
- MBasketball - George Fox Univ. (Home)

Sunday 26

notes

November 2000

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December 2000

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Monday 27

Tuesday 28

- 7:30 PM Instrumental Concert
- MBasketball - Seattle University (Away)

Wednesday 29

- Board of Directors Mtg.
- 7:30 PM Leadership Team/Board Dinner

Example is not the main thing in influencing others. It is the only thing. *Albert Schweitzer*

January 2001

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notes

Thursday 30

NOVEMBER

- Board of Directors Mtg.

Friday 1

DECEMBER

- Northwest Friday
- 5:00 PM Christmas Dinner (Dining Hall)
- 7:30 PM Christmas Concert
- MBasketball - PLU Tournament (Tacoma, WA)

Saturday 2

- WBasketball - Trinity Western (Home)
- MBasketball - PLU Tournament (Tacoma, WA)

Sunday 3

notes

November 2000

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December 2000

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Monday 4

Tuesday 5

• PEAB Meeting (half day)

Wednesday 6

Aim for the highest. *Andrew Carnegie*

January 2001

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

notes

Thursday 7

- 10:00 AM Faculty Council

Friday 8

- MBasketball - Pacific Lutheran (Away)

Saturday 9

- MBasketball - Seattle University (Home)

Sunday 10

notes

November 2000

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		

December 2000

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24	25	26	27	28	29	30
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Monday 11

- Last Day to withdraw
- Last Day of Classes
- Fall Graduate Chapel

Tuesday 12

- 2:30 PM Academic Affairs Mtg.
- Finals

Wednesday 13

- 3:00 PM All Staff Meeting
- Finals

There are no gains without pains. *Ben Franklin*

January 2001

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

notes

Thursday 14

- Finals

Friday 15

- Finals
- WBasketball - Western Baptist (Home)
- MBasketball - Northwest Christian (Home)

Saturday 16

- WBasketball - Southern Oregon (Home)
- MBasketball - St. Martins (Away)

Sunday 17

notes

November 2000

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December 2000

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24	25	26	27	28	29	30
31						

Monday 18

• Christmas Holiday Break Begins

Tuesday 19

• WBasketball - Seattle Pacific Univ. (Away)

Wednesday 20

The quality of an individual is reflected in the standards they set for themselves. *Ray Kroc*

January 2001

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21	22	23	24	25	26	27
28	29	30	31			

notes

Thursday 21

First Day of Winter

Friday 22

• College Closed

Saturday 23

Sunday 24

Christmas Eve

notes

November 2000

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2000

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24	25	26	27	28	29	30
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Monday 25

Christmas

Tuesday 26

Wednesday 27

Personally, I am always ready to learn, although I do not always like being taught.
Winston Churchill

January 2001

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21	22	23	24	25	26	27
28	29	30	31			

notes

Thursday 28

Friday 29

- WBasketball - W. Montana Tournament (Dillon, MT)
- MBasketball - Oregon Institute of Tech. (Away)

Saturday 30

- WBasketball - W. Montana Tournament (Dillon, MT)
- MBasketball - Southern Oregon (Away)

Sunday 31

New Year's Eve

notes

December 2000

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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January 2001

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Monday 1

JANUARY
New Year's Day

- College Closed

Tuesday 2

- WBasketball - Warner Pacific (Away)
- MBasketball - Concordia (Home)

Wednesday 3

- Faculty Professional Day
- Resident Assistant Orientation

People who fly into a rage always make a bad landing. *Will Rogers*

February 2001

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18	19	20	21	22	23	24
25	26	27	28			

JANUARY 2001

notes

Thursday 4

- Student Leaders Orientation
- Residence Halls & Dining Hall Open
- Orientation & Registration

Friday 5

- Orientation & Registration

Saturday 6

- WBasketball - Evergreen State (Home)
- MBasketball - Evergreen State (Away)
- Orientation

Sunday 7

- Orientation

notes

December 2000

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17	18	19	20	21	22	23
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January 2001

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21	22	23	24	25	26	27
28	29	30	31			

Monday 8

- First Day of Spiritual Enrichment Week - Rev. Denny Duron

Tuesday 9

- PEAB Meeting (half day)
- Spiritual Enrichment Week - Rev. Denny Duron

Wednesday 10

- Spiritual Enrichment Week - Rev. Denny Duron

The word which gives the key to the national vice is waste. *Henry Miller*

February 2001

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

notes

Thursday 11

Friday 12

- Last Day to register, add or drop classes
- WBasketball - Cascade College (Away)
- MBasketball - Cascade College (Home)
- Resident Assistant Applications Due

Saturday 13

- WBasketball - Concordia (Away)
- MBasketball - Warner Pacific (Home)

Sunday 14

notes

December 2000

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January 2001

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Monday 15

- No Classes

Martin Luther King Jr.'s Birthday (Observed)

Tuesday 16

- 2:30 PM Academic Affairs Mtg.
- MBasketball - Western Baptist (Away)

Wednesday 17

The first responsibility of a leader is to define reality. The last is to say thank you. *Max DePree*

Thursday 18

Friday 19

- WBasketball - Albertson College (Home)
- MBasketball - Albertson College (Away)

Saturday 20

- WBasketball - Eastern Oregon (Home)
- MBasketball - Eastern Oregon (Away)

Sunday 21

notes

December 2000

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24	25	26	27	28	29	30
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January 2001

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21	22	23	24	25	26	27
28	29	30	31			

Monday 22

Tuesday 23

Wednesday 24

After I'm dead I'd rather have people ask why I have no monuments than why I have one.
Cato the Elder

Thursday 25

- WBasketball - Southern Oregon (Away)

Friday 26

- Northwest Friday
- MBasketball - Southern Oregon (Home)

Saturday 27

- WBasketball - Western Baptist (Away)
- MBasketball - Oregon Institute of Tech. (Home)

Sunday 28

notes

January 2001

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21	22	23	24	25	26	27
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February 2001

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18	19	20	21	22	23	24
25	26	27	28			

Monday 29

- Spirit Week

Tuesday 30

- 10:00 AM Faculty Council (F7)
- Spirit Week
- WBasketball - Warner Pacific (Home)
- MBasketball - Concordia (Away)

Wednesday 31
JANUARY

- Spirit Week

One cannot remove anxiety by arguing it away. *Paul Tillich*

March 2001

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

notes

Thursday 1

FEBRUARY

- Spirit Week

Friday 2

Groundhog Day

- Homecoming/Family Weekend
- Spirit Week

Saturday 3

- WBasketball - Evergreen State (Away)
- MBasketball - Evergreen State (Home)

Sunday 4

notes

January 2001

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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

February 2001

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Monday 5

Tuesday 6

- 10:00 AM Commencement Committee
- Missions Emphasis
- MBasketball - Multnomah Bible (Home)

Wednesday 7

- Missions Emphasis

Satisfaction lies in the effort, not in the attainment. Full effort is full victory.
Mahatma Gandhi

March 2001

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18	19	20	21	22	23	24
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FEBRUARY 2001

notes

Thursday 8

- 10:00 AM Campus Council (LCC)
- Missions Emphasis
- CCCU National Forum, Orlando, FL

Friday 9

- 5:00 PM Valentine's Dinner (Dining Hall)
- CCCU National Forum, Orlando, FL
- WBasketball - Concordia (Home)
- MBasketball - Warner Pacific (Away)

Saturday 10

- CCCU National Forum, Orlando, FL
- WBasketball - Cascade College (Home)
- MBasketball - Cascade College (Away)

Sunday 11

notes

January 2001

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28	29	30	31			

February 2001

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18	19	20	21	22	23	24
25	26	27	28			

Monday 12

Abraham Lincoln's Birthday

Tuesday 13

- 2:30 PM Academic Affairs Mtg.
- MBasketball - Western Baptist (Home)

Wednesday 14

St. Valentine's Day

Take your life in your own hands, and what happens? A terrible thing: no one to blame.
Erica Jong

March 2001

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

notes

Thursday 15

- 2:30 PM Student Development Cmt. (LCC)

Friday 16

- WBasketball - Eastern Oregon (Away)
- MBasketball - Eastern Oregon (Home)

Saturday 17

- WBasketball - Albertson College (Away)
- MBasketball - Albertson College (Home)

Sunday 18

notes

January 2001

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21	22	23	24	25	26	27
28	29	30	31			

February 2001

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Monday 19

• College Closed

President's Day

Tuesday 20

Wednesday 21

It is only in the giving of oneself to others that we truly live. *Ethel Percy Andrus*

March 2001

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

notes

Thursday 22

George Washington's Birthday

Friday 23

• Northwest Friday

Saturday 24

Sunday 25

notes

February 2001

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4	5	6	7	8	9	10
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25	26	27	28			

March 2001

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Monday 26

• Executive Committee of the Board

Tuesday 27

• 10:00 AM Faculty Council (F7)

Wednesday 28

FEBRUARY

Ash Wednesday

• 2:30 PM Pope Grant Mtg.

On revenge: "If thine enemy wrong thee, buy each of his children a drum." *Chinese Proverb*

April 2001

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22	23	24	25	26	27	28
29	30					

notes

Thursday 1

MARCH

- 10:00 AM Commencement Committee
- 7:30 PM Mid-Semester Concert

Friday 2

- ASB Elections Chapel
- Last Day to withdraw with a "W"

Saturday 3

Sunday 4

notes

February 2001

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2001

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Monday 5

• Spring Break

Tuesday 6

• Spring Break

Wednesday 7

• Spring Break

Art is meant to disturb. *Georges Braque*

Thursday 8

• Spring Break

Friday 9

• Spring Break

Saturday 10

Sunday 11

notes

February 2001

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2001

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Monday 12

- Fall 2001 Registration Sign-up

Tuesday 13

- Fall 2001 Registration Sign-up

Wednesday 14

- Staley Lecture Series - Clifton Taulbert
- Fall 2001 Registration Sign-up

Neither a wise man nor a brave man lies down on the tracks of history to wait for the train of the future to run over him. *Dwight D. Eisenhower*

April 2001

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

notes

Thursday 15

- Staley Lecture Series - Clifton Taulbert
- Fall 2001 Registration Sign-up

Friday 16

- Staley Lecture Series - Clifton Taulbert
- Fall 2001 Registration Sign-up
- Northwest Friday

Saturday 17

St. Patrick's Day

Sunday 18

notes

February 2001

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2001

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Monday 19

- Fall 2001 Advising Week

Tuesday 20

First Day of Spring

- Break-out Chapel - Class Officer Elections
- 2:30 PM Academic Affairs Cmt.
- Fall 2001 Advising Week

Wednesday 21

- Fall 2001 Advising Week

Many men love to be in battle. *Norman Mailer*

Thursday 22

- 12:00 Noon - Academic Planning Commission Mtg.
- Fall 2001 Advising Week

Friday 23

- Fall 2001 Advising Week
- New RA Retreat

Saturday 24

- New RA Retreat

Sunday 25

notes

March 2001

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2001

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Monday 26

- Fall 2001 Early Registration

Tuesday 27

- 10:00 AM Campus Council (LCC)
- PEAB Meeting (all day)
- Fall 2001 Early Registration

Wednesday 28

- Fall 2001 Early Registration

I don't like them fellas who drive in two runs and let in three. *Casey Stengel*

May 2001

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

notes

Thursday 29

- Break-out Chapel - Assoc. Officer Elections
- 6:00 PM Minister's Tax Seminar (F7)
- Fall 2001 Early Registration

Friday 30

- Fall 2001 Early Registration

Saturday 31

MARCH

- 1:00 PM All School Picnic

Sunday 1

APRIL

Daylight Savings Time Begins
April Fool's Day

notes

March 2001

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2001

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Monday 2

Tuesday 3

- 7:30 PM Spring Concert 1

Wednesday 4

Failure to prepare is preparing to fail. *John Wooden*

May 2001

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

notes

Thursday 5

- 7:30 PM Spring Concert 2

Friday 6

- Northwest Friday
- New Student Leader Retreat

Saturday 7

- New Student Leader Retreat

Sunday 8

Palm Sunday

notes

March 2001

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2001

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Monday 9

Tuesday 10

- 10:00 AM Faculty Council (F7)

Wednesday 11

- 2:30 PM Student Development Cmt. (LCC)

What you have become is the price you paid to get what you used to want.
Mignon McLaughlin

May 2001

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

notes

Thursday 12

Friday 13

Good Friday

• Good Friday - College Closed

Saturday 14

Sunday 15

Easter

notes

March 2001

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2001

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Monday 16

Tuesday 17

- 2:30 PM Academic Affairs Mtg. (R4)

Wednesday 18

Never tell people how to do things. Tell them what to do and they will surprise you with their ingenuity. *George S. Patton, Jr.*

May 2001

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

notes

Thursday 19

Friday 20

• 7:00 PM Spring Banquet

Saturday 21

Sunday 22

notes

March 2001

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2001

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Monday 23

Tuesday 24

Wednesday 25

• 10:10 AM Awards & Honors Convocation (Chapel)

Any fact facing us is not as important as our attitude toward it, for that determines our success or failure. *Norman Vincent Peale*

Thursday 26

Friday 27

- Last Day to withdraw from class
- Last Day of Classes

Saturday 28

Sunday 29

notes

April 2001

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2001

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Monday 30

• Finals

APRIL

Tuesday 1

• Finals

MAY

Wednesday 2

• Finals

One's action ought to come out of an achieved stillness: not to be a mere rushing on.
D. H. Lawrence

June 2001

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

notes

Thursday 3

- Finals
- Board of Directors Meeting

Friday 4

- Board of Directors Mtg.
- 7:00 PM Baccalaureate (Chapel)

Saturday 5

- 10:00 AM Commencement

Sunday 6

notes

April 2001

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2001

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Monday 7

- 12:00 Noon - Faculty Council Mtg./Lunch
- Summer College Begins

Tuesday 8

- Flying Seminar to Turkey/Greece (May 8-20)

Wednesday 9

The successful man will profit from his mistakes and try again in a different way.
Dale Carnegie

notes

June 2001

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Thursday 10

Friday 11

• Grades due by 4:00 PM

Saturday 12

Sunday 13

Mothers' Day

notes

April 2001

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2001

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Monday 14

Tuesday 15

Wednesday 16

A wise person is a greater asset to a nation than a king. *Maimonides*

Thursday 17

Friday 18

Saturday 19

Sunday 20

notes

April 2001

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2001

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Monday 21

Tuesday 22

- PEAB Meeting (half day)

Wednesday 23

Next to knowing when to seize an opportunity, the next important thing is to know when to forgo an advantage. *Benjamin Disraeli*

June 2001

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

notes

Thursday 24

Friday 25

Saturday 26

Sunday 27

notes

May 2001

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2001

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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Monday 28

• College Closed

Memorial Day Observed

Tuesday 29

Wednesday 30

All men are responsible for one another. *Talmud*

July 2001

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

notes

Thursday 31

MAY

Friday 1

JUNE

Saturday 2

Sunday 3

notes

May 2001

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2001

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Monday 4

Tuesday 5

Wednesday 6

Don't find fault. Find a remedy. *John Ford*

July 2001

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

notes

Thursday 7

Friday 8

Saturday 9

Sunday 10

INTRODUCTION

Student Development Perspective

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

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

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

Student Development Goals:

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

example, while increasing their awareness of social, cultural, commercial and political issues.

Northwest College Mission Statement

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

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

Northwest College Vision Statement - "Carry the Call"

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

Carry the Call - Head: The response to God's call is the development of exceptional character and competence. A passionate commitment to scholarship and discipleship grows out a worldview anchored in the Bible. Northwest College integrates faith and truth with effective teaching in Ministry, Humanities, Science and the Professions. The entire College community strives to engage biblical Christianity with every aspect of life with the intent to create a Christ-centered environment of worship.

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

Northwest College Supporting Documents

The Mission and Vision statements are supported by the Educational Philosophy, the Educational Goals, the Community

Affirmation Statement, the Statement of Faith, the Reconciliation Statement, and the Seal of the College. All these documents are located in the College Academic catalog for easy reference.

ACADEMIC CALENDAR

FALL SEMESTER	2000	2001
Residence Halls and Dining Hall Open	Aug 23	Aug 22
Orientation and Registration	Aug 24-25	Aug 23 -24
First Day of Class	Aug 28	Aug 27
Academic Convocation	Aug 28	Aug 27
Last Day to Register	Sept 1	Aug 31
Last Day to Add or Drop a Class	Sept 1	Aug 31
Labor Day Holiday	Sept 4	Sept 3
Alumni Weekend	Sept 28-30	Sept 27-29
AGTS Session	Sept 25-29	TBA
Executive Committee of Board	Sept 25	Sept 24
Reading Days	Oct 9, 10	Oct 8,9
Last Day to Withdraw with a "W"	Oct 20	Oct 19
Early Registration Spring Semester	Nov 6-10	Nov 5-9
Thanksgiving Holidays	Nov 23-26	Nov 22-25
Board of Directors Meeting	Nov 28-30	Nov 29,30
Last Day to Withdraw from a Class	Dec 11	Dec 10
Finals	Dec 12-15	Dec 11-14

SPRING SEMESTER	2001	2002
Residence Halls and Dining Hall Open	Jan 4	Jan 3
Orientation and Registration	Jan 4-5	Jan 3-4
First Day of Class	Jan 8	Jan 7
Last Day to Register	Jan 12	Jan 11
Last Day to Add or Drop a Class	Jan 12	Jan 11
Martin Luther King Jr. Day	Jan 15	Jan 14
AGTS Session	TBA	TBA
Homecoming/Family Weekend	Feb 2-3	TBA
President's Day	Feb 19	Feb 18
Executive Committee Board	Feb 26	Feb 25
Last Day to Withdraw with a "W"	Mar 2	Mar 1
Spring Break	Mar 5-9	Mar 4-8
Early Registration for Fall semester	Apr 2-5	Apr 1-5
Easter Holidays	Apr 13-5	Apr 29-31
Last Day to Withdraw from a Class	Apr 27	Apr 26
Finals	Apr 30-May 3	Apr 29-May 2
Board of Directors Meeting	May 3-4	May 2-3
Baccalaureate	May 4	May 3
Commencement	May 5	May 4

SUMMER COLLEGE	2001	2002
NC Session, May/June	May 7-June 1	May 6-May 31

INFORMATION GUIDE

Where to Go	Ext.	Building
Academic Advising	5227	Pecota Student Center
Academic Calendar	5237	Davis Administrative Center
Admissions Information	5231	Enrollment Center
Alumni Association	5206	Davis Administrative Center
ASB Office	5280	Pecota Student Center
Athletic Information	4207	NC Pavilion
Audiovisual Equipment	5538	Hurst Library
Bookstore	5268	Pecota Student Center
Campus Ministries Office	5307	Pecota Student Center
Campus Facility Reservations	5215	Davis Administrative Center
Chapel Attendance	5307	Pecota Student Center
Class or Schedule Change	5229	Davis Administrative Center
CLEP Exams	5228	Davis Administrative Center
College Publications/Publicity	5352	Davis Administrative Center
Computer Services (Help Desk)	4357	Davis Administrative Center
Correspondence Course Info.	5228	Davis Administrative Center
Counseling/Career Center	5282	Counseling Center/Perks Hall
Financial Aid	5210	Enrollment Center
Food Services	5285	Dining Hall
General Information	0	Davis Administrative Center
Grade Information	5229	Davis Administrative Center
Graduation Requirements	5232	Davis Administrative Center
Health Services	5284	Crowder Hall Lobby
Human Resources	4203	Davis Administrative Center
ID Cards	5235	Davis Administrative Center
Interim Housing	5287	Pecota Student Center
Internet Connections	7383	Davis Administrative Center
Karisma (Yearbook)	5269	Pecota Student Center
KCNC Radio Station	5281	Pecota Student Center
LEAP Office	7799	Hurst Library
Lost and Found	0	Davis Administrative Center
Mailroom (Postal Services)	5223	Rice Hall
Married Student Housing (FIRS)	5334	Davis Administrative Center
Medical/Information Forms/Reports	5284	Crowder Hall Lobby
Music Department	5255	Amundsen Music Center
On-Campus Residence Hall Living	5287	Pecota Student Center
Orientation Information	5287	Pecota Student Center
Pacific Rim Centre	5315	Bronson Hall
Parking Permits (Students)	5235	Davis Administrative Center
Parking Permits (Faculty/Staff)	4203	Davis Administrative Center
Parking Violations	5500	Crowder Hall Lobby
Payment on Accounts (Cashier)	5241	Davis Administrative Center
Payment of Parking Violations	5241	Davis Administrative Center
Phone Services	5217	Davis Administrative Center
Public Relations	5352	Davis Administrative Center

Registration	5229	Davis Administrative Center
Scholarship Information	5210	Davis Administrative Services
Security Office	5500	Crowder Hall Lobby
Snack Bar	5270	Pecota Student Center
Student Accounts	5326	Enrollment Center
Student Activities	5234	Davis Administrative Center
Student Bulletin	5234	Davis Administrative Center
Student Development Office	5234	Davis Administrative Center
Student Insurance	5337	Davis Administrative Center
Student Recruitment	5231	Enrollment Center
Student Success	7823	Pecota Student Center
Telephone Service	5217	Davis Administrative Center
Transcript Evaluation	5230	Davis Administrative Center
Veterans Affairs	5232	Davis Administrative Center
Withdrawals (class or college)	5229	Davis Administrative Center

College Councils

President's Cabinet: President, Senior Vice President, Vice President for Administrative Services, Vice President for College Advancement, Vice President for Student Development, Associate Vice President for Enrollment Management, Dean of the Chapel, Academic Deans, and persons appointed by the President.
Campus Council: President's Cabinet, Associated Student Body President, Presidents of AFS, ISS, AMS, AWS, Class Presidents of Freshmen, Sophomores, Juniors, and Seniors, the Lead Resident Assistants, and a Male and Female Off-Campus Representatives.
Citizenship Council: Three faculty members and two students from the Student Development Committee appointed by the President for a one-year term.
Faculty Council: President, President's Cabinet, full-time Faculty.
Student Council: ASB Executive Leaders, Residence Life staff, all Student Leader positions.

Abbreviations

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

EMERGENCIES

Campus Emergencies

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

Definitions of Emergencies:

1. **Minor Emergency**: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. Report incidents immediately to Security at extensions 5500, 222 or (206) 255-7727.
2. **Major Emergency**: Any incident, potential or actual, which affects an entire building(s), and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will be required from the College administration during times of crisis. Report incident to Security personnel.
3. **Disaster**: Any event that seriously impairs or halts the operations of the College. Mass personal casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources will be required. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. Any incident should be promptly reported to the Vice President for Administrative Services, the Vice President for Student Development and the Director of Campus Security.

Declaration of Campus State of Emergency

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

> *During the period of any major campus emergency the Security Department, as required, shall place into immediate affect the appropriate procedures necessary in order to meet the emergency (safeguarding persons and property, and*

maintain educational facilities). The Plant Manager and the Director of Campus Security shall immediately consult with the President or his designate regarding the emergency and the possible need for a declaration of a campus state of emergency.

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

Emergency Closure Notification Procedures

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

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

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

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

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

Emergency Services

- Campus Security:
  - On-campus 222
  - Off-campus (206) 255-7727
- Emergency **911**
- Kirkland Fire Department 828-1143
- Kirkland Police Department 828-1183
- Evergreen Hospital (Kirkland) 899-1000
- Overlake Hospital (Bellevue) 688-5000

Fire and Fire Drills

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

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

STUDENT LEADERS 2000/2001

Associated Student Body Officers (ASB)

ASB President ..... Jeremy Seaward
ASB Vice President for Student Activities ..... Stephanie Platter
ASB Secretary for Student Activities ..... Kyle Reynolds
ASB Vice President for Outreach Ministries ..... Mary Walker
ASB Outreach Ministries Secretary ..... Rebekah Vicknair
ASB Secretary ..... Megan Calkins
ASB Treasurer ..... Cortney Smith
Intramural Coordinator ..... Paul McArthur
Advisor ..... Dr. C. David Elmes

Associated Family Students (AFS)

President ..... Coral and Michael Lehman
Vice President/Off-campus Representative ..... Jaymi Fox
Secretary/Treasurer ..... Jenny Remick
Hospitality Representatives ..... Octavia Weiher
Advisor ..... TBA

International Student Services (ISS)

President ..... TBA
Vice President ..... TBA
Secretary/Treasurer ..... TBA
Hospitality Representatives ..... TBA
Advisor ..... TBA

Associated Men Students (AMS)

President ..... Joel Green
Vice President ..... Arthur VanDyke
Secretary/Treasurer ..... Jake Mohrmann
Advisor ..... TBA

Associated Women Students (AWS)

President ..... Kelly Miller
Vice President ..... Janie Kelley
Secretary ..... Emily McBlair
Treasurer ..... Kasea Hamar
Advisor ..... Valerie Geer, Resident Director

Senior Class Officers

President ..... Jonathan Hayes
Vice President ..... Roman Hill
Secretary/Treasurer ..... Alicia Rea
Class Advisor ..... Professor Julia Young

Junior Class Officers

President ..... Justin Keeler
Vice President ..... Brooke Caldwell
Secretary/Treasurer ..... Lynn Gustafson
Class Advisor ..... Dr. Glenn Settle

Sophomore Class

President ..... Naomi Robinson
Vice President ..... Sacha Burnem
Secretary/Treasurer ..... Mercy Sekhar
Class Advisor ..... Dr. Eric Steinkamp

Freshmen Class Officers are elected during the fall semester.

Freshman Class Advisor ..... TBA

Karisma Yearbook Staff

Editor ..... Melody Benson
Assistant Editor ..... Danielle Mackie
Photography ..... Jessica Dux
Business Manager ..... Jeff Paulus
Advisor ..... TBA

Women Resident Assistants

Perks 100 Floor ..... Kristin Schmidt
Perks 200 Floor ..... Rachel Hines
Perks 300 Floor ..... TBA
Guy 100 Floor ..... Annette Holmquist
Guy 200 Floor ..... Jenifer Ramm
Guy 300 Floor ..... Melissa Hostetler
Crowder 400 Floor ..... Margot Rea
Crowder 500 Floor ..... Pamela Roberts
Crowder 600 Floor ..... Rachel Fauerso
Alternate RA ..... TBA
Lead RA ..... Autumn Donnell

Men Resident Assistants

Beatty 100 Floor ..... Enos Marshall
Beatty 200 Floor ..... Paul Boyer
Beatty 300 Floor ..... Andrew Huson
Gray 400 Floor ..... Shawn Alvarado
Gray 500 Floor ..... Daniel Dormaier
Gray 600 Floor ..... Nathan Moser
Alternate RA ..... Brian Graham
Lead RA ..... Jamie O'Clock

Floor Chaplains

Beatty ..... Matt Miller
Crowder 500 floor ..... Mandy Hart
Guy ..... Sarah Morrison
Perks ..... Lynn Gustafson
Crowder 600 ..... Sara Miller
Crowder 400 ..... Nikki Reeves
Gray ..... Kyle Reynolds
Advisor ..... Pastor David Baker

Extra-curricular Activity and Student Leader GPA Requirements

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

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

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

STUDENT SERVICES

Academic Computing Center (ACC)

The Academic Computing Center, located in the basement of the Hurst Library, offers Pentium-class computers with for-cost laser printing. All stations are equipped with Microsoft Windows and Office software and are connected to the Internet via a T1 line. Some stations offer specialized programs for graphics, publications, and design.
E-mail is provided for every student and is accessible on every computer. Many courses are taught in the ACC, by a variety of departments, with curriculum covering a wide range from business applications to MCSE training. The ACC offers knowledgeable and helpful staff, willing to help with any academic need.

All-College Events

All-school Picnic - The Student Associations sponsor an all-school picnic each semester for all students, faculty and staff.

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

Midnight Madness - The Senior Class and the ASB sponsor a kickoff for **ALL SPORTS** in the College pavilion in the Fall semester.

Talent Show - This is an informal gathering for the entire College community, sponsored by the Sophomore Class and the ASB in the Fall semester of each year.

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

Valentine's Party - The AFS, ISS, AMS, AWS, and the ASB sponsor a special evening in the College Dining Hall to celebrate Valentine's Day.

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

Organizations and classes also have their own social events and sponsor activities during the year.

Athletic Insurance

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

eligibility roster, will be required to provide evidence of insurance prior to the season in which they participate. The athlete's personal insurance will be the primary coverage for sports injuries. Northwest College's athletic insurance will be excess coverage, and will not cover deductibles.

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

Bookstore

The College Bookstore is located in the Pecota Student Center. The bookstore carries textbooks, Bibles, commentaries, concordances, dictionaries, etc. The bookstore also sells stationery supplies, Christian music, sportswear, recordings, books, and Northwest College souvenirs. Purchases are on a cash basis or students are allowed to charge up to $425.00 per semester for textbooks, with prior approval by the Student Accounts office. The bookstore is open Monday, Tuesday and Thursday from 8:15 a.m. to 5:00 p.m. and Wednesday and Friday from 8:15 a.m. to 4:00 p.m.

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, Residence Life staff, Director of Student Success, the Vice President for Student Development, other College Administrators, and faculty are available to hear recommendations, opinions, or constructive criticism. Northwest College seeks to maintain a Christ-centered environment of worship and works toward a peaceful understanding in all areas of communication.

Clubs and Organizations

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

1. Submit a written proposal to the Vice President for Student Development. Proposals should include the rationale for organizing and at least ten signatures of students committed to support the organization.
2. Secure preliminary approval from the Vice President for Student Development. Such approval will be based on the purpose

and need for such an organization and the degree to which it may be in harmony with the Vision and Mission of the College.

3. Submit to the Director of Student Life a written Constitution and Bylaws constructed in accordance with the standing rules of the Student Council. Included should be titles and duties of officers, types of activities to be scheduled, and the time, frequency, and purposes of the meetings.
4. Submit to the Vice President for Student Development a written Constitution and Bylaws of the organization, which will then be submitted to the President's Cabinet for official endorsement.

College Facilities

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

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

College Vans

Northwest College has a limited number of vans available for approved College use only. To reserve a College van a completed "Van Request Form" with the approval and signature of the appropriate department head must be submitted to the Administrative Services Office. A seven (7) day advance notice is required, and all drivers must be pre-approved. All use reports including mileage and incidents must be completed and submitted to the Maintenance Department immediately upon return of the vans(s).

Commercial Activities

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

Counseling/Career Services

The Northwest College Counseling Center provides two distinct student development services: *personal counseling* and *career counseling*. The purpose of the counseling services is to support students in their spiritual, emotional, mental, academic, social, and vocational development, integrating counseling practice with biblical principles. God is fulfilling a redemptive story in each of our lives, and at times we need help as our stories unfold. Counselors are available to help students in this process.

Services: Services provided include: individual counseling; couple counseling; pre-marital counseling; career assessment and career counseling; seminars and workshops; and referral services to community resources. These services are offered to currently enrolled students and their spouses. Students who have needs beyond the scope of services provided by the Counseling Center are offered assistance with referrals to off-campus service providers. The student is financially responsible for services provided to them outside of Northwest College.

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

Disclosure of information about a student requires written consent from the student. The following situations are exceptions to confidentiality. The Counseling Center is legally and ethically mandated to release information in the following situations:

1. A student is presenting a danger to him/herself or others;
2. Information leading the counselor to suspect that a minor or dependent adult is being abused or neglected;
3. A counselor or the Counseling Center receives a subpoena from a court of law; and
4. A student brings charges against a counselor or the Counseling Center.

Fees: Counseling services provided by the College Counseling Center are offered at no cost to currently enrolled students. Students may be responsible for the expense of some test materials and other

consumable resources they use. Any cost will be discussed with the student prior to the expense being incurred.

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

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

Eagle's Nest in Pecota Student Center

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

Mondays	7:00 a.m. - 2:30 p.m. & 5:00 p.m. - 11:00 p.m.
Tuesdays	7:00 a.m. - 2:30 p.m. & 5:00 p.m. - 11:00 p.m.
Wednesdays	7:00 a.m. - 2:30 p.m. & 5:00 p.m. - 11:00 p.m.
Thursdays	7:00 a.m. - 2:30 p.m. & 5:00 p.m. - 11:00 p.m.
Fridays	7:00 a.m. - 2:00 p.m.

Friday and Saturday evening hours are subject to game nights.

Employment

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

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

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

Food Service - Dining Hall

Monday through Friday	
Breakfast:	7:00 a.m. - 8:00 a.m.
Continental Breakfast:	8:00 a.m. - 8:30 a.m.
Lunch:	11:00 a.m. - 2:15 p.m.
Dinner:	5:00 p.m. - 6:45 p.m.

Saturday	
Brunch:	10:30 a.m. - 12:30 p.m.
Dinner:	5:00 p.m. - 6:00 p.m.
Sunday	
Breakfast:	7:30 a.m. - 8:30 a.m.
Lunch:	12:30 p.m. - 2:00 p.m.
Light Meal:	8:00 p.m. - 8:45 p.m.

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

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

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

Health Services

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

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

Insurance

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

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

should purchase student medical insurance.

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

Intercollegiate and Intramural Sports

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

Internet Connections

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

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

Keys to College Facilities

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

Liability

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

Library

The Hurst Library is the information center on campus. The library contains over 150,000 cataloged items, including over 1160 periodicals. The Voyager Online Public Access Catalog (OPAC) provides access to materials in the library. Online databases provide full text articles as well as citations to find articles. Informational databases are also available. Articles or citations can be e-mailed or downloaded to a disk.

The OPAC, including most of the online databases, can also be accessed from any computer on campus through the College Web page (http://www.nwcollege.edu). The local catalog on the OPAC is available through the Internet from any computer with World Wide Web access, on or off campus.

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

Reference Librarians are available for consultation on assignments requiring library use.

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.	-	4:00 p.m.
Saturday	12 :00 p.m.	-	4:00 p.m.
Sunday	4:00 p.m.	-	10:00 p.m.

For other times, such as finals, breaks, holidays and Summer College, the hours will vary. Read the student bulletin, or check postings in the library or on Voyager for changes in hours.

Mail

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

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

Married/Single Parent Student Housing

The College has 78 apartments available for married students or single parent students. Thirty-six of these are one-bedroom units designed for married students without children. Forty-two are two bedroom units designed for married students with children or single parents. All apartments are under the College jurisdiction and management. Information concerning Married Student Housing may be obtained from the Firs Housing Management Office at (425) 889-5334.

Motor-Vehicle Policy

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

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

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

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

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

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

Purchases

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

Security

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

- **222** for immediate service;
- **5500** from a campus phone;
- **(206) 255-7727** from an off-campus phone; and
- **911** from any phone for emergency service.

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

Social/Cultural Program

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

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

Storage

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

Student Associations

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

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

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

Student Clubs

Current student organizations include:

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

SPIRITUAL LIFE

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

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

Chapel

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

- *Chapel Attendance Policy*

1. Chapel hours are 10:10 a.m. to 11:10 a.m. Monday, Wednesday and Friday. Monday evening at 9:00 p.m. provides another opportunity for corporate worship.
2. All students are required to attend chapel on Monday, Wednesday and Friday from 10:10 a.m. to 11:10 a.m. during the semester. Each student will be allowed to miss a maximum of 6 chapels per semester. Exemptions to this policy are explained below.
3. Attendance is taken by each student electronically scanning her/his ID card.
4. If an ID card is lost, it is the responsibility of the student to obtain a new ID card from the Student Development Office. There is a $10 replacement fee. A maximum of 2 days are allotted for lost ID cards. Students are required to notify the

Campus Ministries Office Representative in the chapel of their attendance during the 2 days a card is lost.

5. Any student leaving chapel after scanning her/his ID Card for attendance must notify the Campus Ministries Office Representative in the chapel. Failure to do so may result in disciplinary action.
6. Students may contact the Campus Ministries Office (x5307) regarding chapel attendance.

- *Chapel Attendance Exemption*

1. Off-campus students may apply for an exemption for chapel days during which they have no classes.
2. Students employed during the chapel hour may apply for exemption. Exemptions are not available for self-employment purposes.
3. Students are expected to arrange their schedule to meet the required days of chapel attendance. Exemptions are not available for homework and/or study purposes.
4. Exemptions may be granted to those students involved in student teaching and practicum assignments if such requirements conflict with the chapel hour.
5. Students receiving approved exemptions for certain days will be notified by the Campus Ministries Office regarding the number of days they will be required to attend.
6. Students are responsible for completing a Chapel Exemption Petition in the Campus Ministries Office for <u>each</u> semester (Fall, Spring). All petitions are processed by the Campus Ministries Office.

- *Chapel Failure Policy*

Students who do not attend their required semester chapel days can make up missed chapel days by acquiring cassette tape recordings of missed chapel services from Hurst library and writing a full-page review of each service. The report must be typed, include, the date the chapel service was conducted, the topic or theme, the speaker's name (if any), and a summary of "what you have learned," and "how you will apply the information to your life." The report(s) must be submitted to the Dean of the Chapel for approval by the last day of classes for the current semester. A student will be excused one chapel day, up to five chapel days total, for each full-page report that is approved by the Dean of the Chapel.

- *Chapel Failure Disciplinary Action*

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

Because chapel attendance and participation is vital to a Christ-centered environment of worship, the following corrective disciplinary measures are in place:

1. First chapel failure: Letter from the Vice President of Student Development.
2. Second consecutive chapel failure: Citizenship Probation.
3. Second cumulative chapel failure: Provisional Citizenship Probation.
4. Third consecutive chapel failure: Referred to Student Development Committee for a complete evaluation of the student's participation in the College community.
5. Third cumulative chapel failure: Citizenship Probation.
6. Fourth cumulative chapel failure: Referred to Student Development Committee for a complete evaluation of the student's participation in the College community.

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

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

- *Chapel Ministries*

Students are given opportunities to participate in chapel events by:

- Leading or helping to lead a chapel service. (Auditions are held in September of each year and coordinated by the Dean of The Chapel.)
- Participating as a vocalist or instrumentalist
- Reading scripture, leading in prayer, sharing a testimony, telling a story, planning a service, etc.

- *Making Announcements in Chapel*

It is possible to make announcements in chapel by obtaining the approval of the Dean of The Chapel. This is accomplished by meeting the following criteria:

- All Announcements - A "Chapel Announcement Request Form" located in the Campus Ministries Office must be completed by the person(s) desiring to make the announcement and submitted for approval by the Dean of The Chapel at least two days in advance.

- *Student Tithes and Offerings*

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

Church Attendance

Students are encouraged to choose a home church and attend faithfully while a student at Northwest College. Students are also encouraged to find a place of service within the church body. If help is needed in locating and choosing a local church in which to worship, fellowship and serve, a directory of local-area churches is available in the Campus Ministries Office. The Dean of the Chapel is available and willing to help students find and get involved in a church, as soon as possible.

Christian Service and Ministry

One of the most important components of student development at Northwest College is involvement in Christian service. All students are encouraged to faithfully and consistently participate in some aspect of Christian service either through a Northwest College Outreach Ministry Team or a local church. The primary purpose of the Student Outreach

Ministry program is to provide opportunities and encouragement for each student to give practical, hands-on experience in living out their faith in God and applying their knowledge of God and His Word to real-life situations.

The Dean of the Chapel and ASB Outreach Ministry officers are available to help students get involved in the various outreach ministries listed below.

- *Children/Youth Ministries*
    - LUNCH BUDDIES - a national program helping "at risk" children in the local schools
    - VOICES - a clown ministry to children in local churches
    - H.O.P.E. - Hospital Outreach People Encouragement - a ministry to children and their families while in local hospitals
    - V.I.B.E.S. - Volunteers in the Bellevue Education System - one-on-one tutoring program helping children in grades K-12
    - G.R.I.P. - Global and Regional Intercessory Prayer – prayer groups are facilitated by Resident Assistants and student chaplains; pray with students before and after chapel; provide leadership on special days called for prayer; prayer request cards are available in the chapel and at the Campus Ministries Office.
- *Inner City Ministries*
    - LIGHTHOUSE - relationship-based street ministry focused on Broadway Street in downtown Seattle
    - BREAD OF LIFE MISSION - ministry to the homeless of Seattle
    - TEEN CHALLENGE - ministry to those with life-controlling problems
    - PORTLAND PROJECT - provide a variety of ministries to children and youth in an inner city church in Portland, OR, each year during Spring Break
- *Community Service*
    - VISION HOUSE - Provide practical help for the homeless and serve as a Big Brother/Big Sister
    - GOOD NEIGHBOR DAY - Practical ministry to senior citizens and single mothers one Saturday each semester

- *Missions*
  - ESPERANZA - outreach to all ages of the Hispanic community
  - PRAY FOR THE NATIONS - weekly prayer group interceding for unreached and unsaved people groups all over the world
- *Juvenile Detention Center and Prison Ministries*
  - PRISONERS FOR CHRIST OUTREACH - ministering to youth ages 10-18 at Echo Glen Children's Facility in North Bend, WA.
  - PRISON MINISTRY - a new outreach to youth and adults in one or more area prisons through music, preaching and befriending men and women who desperately need Christ

Non-Student Ministry Guests/Groups

Groups or individuals may be invited to present their ministry or perform a service on campus provided that a need exists on campus for their ministry or services; provided they are not competitive with, nor antagonistic to an Assemblies of God program; provided they have an established positive and wholesome reputation; and provided that their coming will be complimentary to the vision, mission, and objectives of the College. The scheduling of such ministries requires prior administrative approval obtained from the Vice President for Student Development.

Other Ministries

Students are encouraged to launch new outreach ministries as the Lord leads them. The ASB Outreach Ministry officers (ext. 5280) and the Dean of the Chapel (ext. 5271) are available to help students suggest and/or begin new ministries. Northwest College is willing to sponsor as many outreach ministries as students can efficiently organize and spread the Gospel with excellence for the glory of God.

Spiritual/Mission/Other Emphasis Weeks

In addition to the consistent focus on spiritual values and biblical principles, there are emphases throughout the academic year designed specifically for spiritual enrichment and growth, including morning and evening chapels. Each semester features a Missions Emphasis with a focus on praying for, giving to, and serving in, missions/outreach related ministries. Other scheduled special emphases are the Pastoral Lecture Series, Staley Lectures, Leadership Forums, Holy Week, etc.

Worship, Formation, and Development

Everything is worship! Everything is formation and development! The Northwest College community strives to establish and maintain a Christ-centered environment of worship. In this environment, this paradigm, every behavior and attitude in every location, on and off campus, is understood to be an expression of worship unto God. This includes the chapel, all the classrooms, the library, the dining hall, all rooms of the residence halls, Firs housing, the maintenance buildings, all offices, the pavilion, places of work, recreation, and shopping, every home, etc. To assist in this quest, on occasion an entire chapel period, class period, or special prayer time may be called to encourage students, staff, and college personnel, to seek God. Student leaders, faculty, administrators, and staff cooperate in partnership to enhance this Christ-centered environment of worship, this atmosphere where spiritual, intellectual, social, and physical formation and development can be a reality on and off campus. As we daily Carry The Call, every student is invited to join this challenging adventure of "attaining to the whole measure of the fullness of Christ" (Ephesians 4:13).

FINANCIAL INFORMATION

Costs

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

Financial Policy

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

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

Student/Spouse Policy

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

Payment of Accounts

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

Pay In Full Plan: Tuition, fees and room and board charges are to be paid-in-full before the first day of classes each semester unless

other arrangements are made with Tuition Management Systems (TMS) prior to July 1st. All students must sign a contract/promissory note agreeing to payment terms prior to the start of classes each semester.

Tuition Management Systems (TMS): Those students who wish to make monthly payments based on the annual cost of tuition & fees will enroll with Tuition Management Systems. TMS is a budgeting service that let's the students pay an entire year's education costs with monthly installments. TMS provides an annual 10 or 9 month payment plan to help students manage the cost of education. (A single semester plan is also available.)

A budget is set up with TMS based on estimated charges less estimated financial aid (including loans) for the entire school year/ semester. The first payment must be received by TMS not later than June 1st (10 pay plan) or July 1st (9 pay plan) of each year to enroll for this option. Although there is a $100.00 enrollment fee for this plan, there are no finance charges to non-delinquent participants.

Finance Charge

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

Late Fees

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

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

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

Financial Aid

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

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

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

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

Refund of Title IV Funds apply when a student receives Title IV funds and totally withdraws, drops out, is expelled/dismissed, or otherwise fails to complete the period of enrollment for which funds

were received and charges applied. Please refer to the Northwest College Catalog for a more detailed description or contact the Financial Aid Services Office for a copy of the policy.

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

Northwest College Scholarship/Tuition Credit Recipients

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

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

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

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

Satisfactory Academic Progress Policy for Financial Aid

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

ASB Fees

A Student Activity Fee is charged on a semester basis at the time of registration. Fees vary semester-by-semester as established by the Board of Directors. The Associated Student Body Officers budget the use of these fees. Fees cover the cost of the College yearbook or its equivalent, admission to the all-college socials, cultural events, student-sponsored recreational and athletic activities, and class dues. Students who are registered for less than 8 credit hours will not be charged the student activity fee unless they request it. See the cashier or the Student Accounts Office to request this fee. Married couples that are both students are charged a reduced ASB fee and are given one yearbook or its equivalent. All students (with the exception of LEAP students) are required to pay these fees unless they are taking less than 8 credit hours.

Snack Bar Plus Account

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

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

Residence Hall Deposit Refunds and Forfeits

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

Cancellation of Registration

A student who registers for classes but decides not to attend must notify the Registrar's Office in writing before the first day of class. If the notification is not received prior to the first day and no classes are

attended, all tuition charges, except the $25.00 registration fee, will be reversed and a $100 administrative fee will be assessed on the account. This applies to all semesters, including summer.

Withdrawal from College

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

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 Residence 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 are non-refundable.
5. Tuition will be charged as follows from the first day of classes:

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

6. Withdrawals from college (withdrawing from all courses and leaving college) may be made by obtaining the proper form from the Registrar's Office, completing it, securing appropriate signatures, and filling it out with the Registrar. If it is impossible to follow this procedure because of illness or emergency, the student must notify the Registrar within one week after leaving the College. The College reserves the right to require a letter of consent of parents or guardians for students under the age of twenty-one.
7. A student who is absent from all classes for more than two consecutive weeks without contacting the College to explain the reason for his/her absences may be administratively withdrawn from the College with grades of "F" for the term. In this case, the official withdrawal date will be two (2) weeks after the last date of class attendance as verified by faculty attendance records.
8. Any student turning 21 years of age during the middle of a semester may petition to move off-campus. Refer to the Community Life section of this Handbook regarding the

Residence Hall Housing Exemptions Criteria policy.

9. When a student changes his or her schedule by dropping a course but does not withdraw from the College, tuition and fees will be adjusted through the first Friday of classes. After that, there is no reduction of tuition 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 as described below. Course fees are not refundable. For sessions of three weeks or less, the charge is 20% of tuition 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.

ACADEMIC LIFE

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

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

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

Attendance

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

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

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

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

Awards and Honors Convocation

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

- Graduate awards to the Associate in Arts and Bachelor of Arts graduates with the highest grade point averages on all academic work completed at N.C.,
- Departmental awards to the students with the highest grade point average of work completed in the major,
- Academic awards to all students in each class level whose grade point averages exceed 3.8, and
- The Student Life Awards for outstanding college students of the year.

Enrollment/Course Change

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

Course withdrawals during week two through the eighth Friday of class instruction result in a "W" (Withdrawal) on the transcript. Students who withdraw from a course during week nine through the last day of class instruction receive a "WS" (Withdrawal Satisfactory = Grade of C or better average) or a "WU" (Withdrawal Unsatisfactory = Grade of D average or below). The assignment of "WS" or "WU" will be at the sole discretion of each professor based on class records and any special circumstances involved with the withdrawal. (Course withdrawals do no reduce a student's tuition charges.)

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

Finals Preparation Week

- No written assignments, papers, projects, or tests of any kind shall be due during Finals Preparation Week.

- Classes shall continue to meet according to their regular schedule. Class time during Finals Preparation Week should focus on review for the Final Exam, closure, and convergence.
- Campus activities, including intramural athletic events, class/organization functions, drama productions, etc., shall not take place during Finals Preparation Week.

Incomplete Grades

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

Make-Up Tests

Procedures for making up tests are established by each professor and may be stated in the course syllabus. Generally, tests may be made up only if missed for serious, unavoidable, involuntary reasons. Such reasons would be: (1) Extreme emergencies (e.g., death in the family); (2) Serious illness (e.g. unable to go to classes, work, meals, etc.); (3) Unavoidable and/or unexpected work conflict; or (4) College sponsored and scheduled activities approved by the Senior Vice President and/or the Vice President for Student Development (e.g., choir, debate, or sports trips). Judgment as to whether or not a valid reason exists is the responsibility of the professor.

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

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

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

Probationary Policy

Academic probation places a student under special supervision for the purpose of providing opportunity for academic improvement. It is assigned when a student's grade point average falls below the following levels: Freshman, 1.7; Sophomore, 1.9; Junior, 2.0; Senior, 2.0 on a 4.0 scale.

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

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

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

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

Recommended Academic Load

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

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

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

Requirements for Graduation

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

Student Records Policy

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

In accordance with FERPA, students notified of the following:

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

ACADEMIC SCHEDULE 2000-2001

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

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

COMMUNITY LIFE

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

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

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

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

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

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

A student's room is private and is to be respected so by others. Entering another room or borrowing possessions without permission is wrong, as is damaging the property of a fellow student. Borrowing and/or loaning money or possessions is strongly discouraged. Students must learn to become one of a family group without infringing on the rights of others. The student's room, however, is subject to inspection at any time by the Resident Directors or College Administration.

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

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

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

Appearance/Dress

Within the context of the College community, it is necessary to maintain standards consistent with a Christ-centered environment of worship and in conformity with civic health and safety codes. It is expected that Christian principles of modesty and moderation will guide the clothing and appearance choices of all students. Footwear is required in public places by the State of Washington health code.

Expectations specific to the College include:

- Gym shorts and spandex wear may be worn in the gym only.
- Spandex wear with other shorts or a long shirt covering the Spandex wear may be worn in the weight rooms and the Dining Hall, and on the field only.
- Swimsuits may not be worn on campus.
- Hats may not be worn in the chapel or during "service" events.
- Shirts must be worn at all times.

Students are asked to exercise moderation regarding the wearing of body jewelry. Individual departments may have other specific

standards that apply to student appearance while completing practicums and internships. Excessive body jewelry may have an adverse affect on a student's access to jobs and/or ministry opportunities. The College retains the right to maintain standards for the appearance of students who are representing Northwest College in any context.

Assault

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

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

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

Bicycles

1. Bicycles may be stored in the designated bicycle rack located outside of the residence halls.
2. No bicycles are permitted at any time in the entryways, residence hall lounges or hallways, stairwells or closets in any of the residence halls or campus buildings. Any bicycles found in these areas will be confiscated.
3. Students may keep bicycles in their own rooms under the following conditions:
    a. All bicycles will be pushed to and from the student's room. At no time is any bicycle to be ridden in the residence hall.
    b. Students must notify the Resident Director when they are storing a bicycle in their rooms. This notification must include the specific residence hall, the student's room number, bicycle color, and name brand.
    c. Storage of bicycles in dorm rooms is only permitted for students who occupy the room and have received

permission from the Residence Life staff and from their roommate.

d. Any damage resulting from storage of bicycles in residence hall rooms will be assessed to occupants of that room.

Check-in/Check-out Procedures

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

When checking-out, each student must vacuum and thoroughly clean his/her room and put all original furniture in place. Defacing, removal of mounted furniture, or destruction of property will result in an assessed cost of repairs and appropriate discipline. A $100.00 per occupant room-cleaning fee will be assessed if the room is not clean and in usable condition when vacated. The Resident Life staff will judge the condition of each room.

All residents must vacate their rooms on or before the Sunday following Commencement. The only exceptions are those who have been approved for Summer Interim Housing. Exceptions to this policy must be approved by the Resident Life Staff. A $25.00 per day charge is assessed to those not meeting the deadline. If the checkout procedure is not followed, the cleaning/damage deposit will be forfeited.

When checking out, follow these steps:

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

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

Computer/Internet

The College encourages the use of computers, CD ROM, and the Internet for educational purposes. The use of computers, CD ROM and the Internet for inappropriate material (e.g., pornography) is not permitted. The College holds the owner of the computer equipment

responsible for how the equipment is used. The owner of computer equipment used to view inappropriate material may lose the privileges of having a computer in his/her room and/or Internet access. Northwest College computers used to view inappropriate material may be removed from the residence halls or other locations on campus. The College has the ability to monitor the entire College community to assure Internet users access appropriate Internet addresses. Modem use on campus is strongly discouraged. Modems reduce available phone lines for voice-calls.

Contract Meal Plan

The contract meal plan will be for 7, 14 or 20 meals per week. This plan provides an appetizing, varied menu with unlimited servings except on "Steak Night". Students will be asked to select between the 7, 14 or 20 meal plan at the time of residence hall check-in.

All students on the 7, 14 or 20 meal plan will have $25.00 of credit to use at the Eagle's Nest or Big Al's Pizza. Students must have their current ID card with them to access these dollars. Unused balances at the end of the semester do not transfer to the next semester.

Curfew Policy

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

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

A curfew of 2:00 a.m. is applied to Freshmen, Sophomores, and students under the age of 21. Juniors, Seniors, and students age 21 prior to the beginning of the current semester, and older, are not under a curfew.

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

The curfew policy for Freshmen, Sophomores, and students under the age of 21, is as follows:

- Curfew is 2:00 a.m.
- Students are allowed five "late-ins" per semester beyond the 2:00 a.m. time before the disciplinary policy takes affect.
- Once a student has used five allotted "late-ins" he/she will be contacted by the Resident Director regarding possible disciplinary action.

- Any student involved in the propping doors open, letting students in after lock-up, and/or allowing student access through a window, will be subject to disciplinary action.
- Non-registered guests and visitors are not allowed to remain past the lock-up of the residence halls.

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

Dining Hall

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

All china, glassware and silverware are to remain in the Dining Hall. This helps to reduce shortages, increase levels of service, and decrease the cost of providing a quality-dining program.

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

If a student is too sick to attend regular meals, he/she may have a friend and/or roommate obtain a sick tray. In the event that medical or health conditions require a student to have a special diet, he/she must submit a written notice from a licensed physician to the Food Service Director. Students are to provide a statement giving all information regarding restrictions and a list of recommended foods. There is no additional charge for this service.

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

Distribution of Materials and Posting Bulletins & Advertisements

Advertisements, leaflets, newspapers, and/or other materials may not be distributed or posted by students or non-students on the College campus or in the College facilities without the expressed permission of the Student Development Office. All such materials must include identification of the publisher and the distributing organization, church, or individual. Anything advertised on campus must have a positive influence on the College community and be complimentary to the Vision and Mission of the College. Students who violate any policy relating to the distribution or posting of leaflets, newspaper or related materials may be subject to disciplinary action.

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

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

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

Drug, Alcohol, Tobacco Policy

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

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

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

Entertainment

Members of the College community are expected to exercise good judgment by choosing entertainment (e.g. television, video, movies, Internet, computer, music, conversation, etc.) that contributes to a Christ-centered environment of worship and to the spiritual, intellectual, social, and physical development of everyone. It is expected that activities and questionable entertainment that may diminish moral sensitivity be avoided and rejected.

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

Fire Hazards

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

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

Guests

Students may invite a relative, friend, or current off-campus students to be their guest in the residence hall for three nights each semester without charge. Previous arrangements must be made with the Resident Director. If the guest is to stay more than three nights, a $10.00 charge per night will be assessed. Students having unregistered guests will forfeit their 3 nights (without charge) and will be assessed $20.00 (double the guest rate) per night for each unregistered guest. Off campus

students may stay in a residence hall 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 persons: Resident Assistant, Resident Director, or Director of Student Life.

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

Harassment Policy

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

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

Sexual harassment is defined as persistent, unwanted sexual attention toward another person that has an adverse affect on the person being harassed. Harassment may include, but is not limited to, abusive speech, offensive physical contact, solicitation of sexual activity, sexually suggestive comments or gestures made by an individual who knows or should reasonably know, that the behavior or speech is embarrassing, vulgar, unwelcome, intimidating or threatening.

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

Hazing, Pranks and "Horseplay"

Hazing is illegal in the **S**tate of Washington and violates College policy. State law prohibits any activity that "recklessly endangers" a person's mental or physical health and safety. Recreational activities

and "horseplay" (e.g., soccer, basketball, frisbees, water fights, etc.) are not permitted in College facilities. Regardless of motive or intent, those participating in hazing, pranks or other similar activities assume full responsibility for their actions and the possibility of legal sanctions as well as disciplinary action by the College and restitution for damages.

ID Cards

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

Individual Room Guidelines

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

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

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

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

Interim Housing

On campus interim housing is available on a per month basis separate from the regular semester charges. Rent payment is due in advance. Interim housing is divided into two time frames: Winter interim housing between Fall and Spring semesters, and summer interim housing. Interim housing is only available to those students pre-registered and returning for the next semester. Students who use their room as a residence between semesters are charged at the interim

rate. Students registered for the Spring semester who would like to leave personal affects in their room may do so at no charge. An Interim Housing Form must be completed, returned and approved by the Resident Director prior to dates needed. Students who have been placed on Citizenship Probation during a semester may forfeit interim housing privileges.

Kitchenettes

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

Lifestyle Standards

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

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

- Conduct that is considered a crime by the city of Kirkland, King County, the state of Washington or the United States of America
- Activities which interfere with the educational process of the College, including those which obstruct or disrupt the use of College premises, buildings, rooms or passages, or which incite a disturbance
- Behavior that endangers the physical, emotional, mental health or safety of self or others, or the use of threatened use of physical force, violence or verbal abuse towards any person
- Conduct that is lewd, indecent or obscene including inappropriate public displays of affection or immodest dress, vulgarity, etc.

- Viewing or possession of a video with a PG-13 or above
- Participation in social dancing on or off of campus
- Participation in acts or speech that involve racial, sexual, physical or other forms of harassment
- Hazing, pranks or "horseplay"
- Possession or viewing of pornographic materials in any form, including the Internet
- Cohabitation or sexually immoral conduct, including premarital, extramarital and homosexual activity
- Unauthorized possession of or damage to College property or services, or the property of others
- Possession, use or display of any firearms, dangerous weapons, fireworks, incendiary devices, explosives or other items that could cause injury to any person or damage on College property
- Possession, use or distribution of alcoholic beverages, illegal drugs or tobacco on or off campus or abuse of prescription drugs
- Dishonesty such as cheating/plagiarism; knowingly furnishing false information, forgery, alternation or unauthorized use of College documents, records or property
- Failure to comply with the directions of authorized College officials in the performance of their duties, including failure to identify oneself when requested to do so or failure to comply with the terms of disciplinary action
- Violation of the dress/appearance code
- Quiet hours violations
- Failure to sign-out of and/or sign-in to the residence hall and/or unexcused "late-ins"
- Inappropriate literature and/or posters on room walls, doors, ceiling, etc.
- Unauthorized appliances in room
- Unauthorized storage in room (weights, bicycles, etc.)
- Pets in the residence rooms not in keeping with policy
- Unauthorized guest in the room overnight
- Items deemed a fire hazard (candles, irons, incense, etc.) in College facilities
- Security violations (propping the door, windows, etc.)
- Use of skateboards, roller blades, bicycles, etc., in College facilities

Non-Discrimination Policy

It is the policy of Northwest College not to discriminate on the basis of sex, race, color or national origin in its educational programs,

admissions, activities, or employment practices. Any questions regarding discrimination issues should be directed to the Vice President for Student Development. Refer to the Reconciliation Statement in the College Catalog.

Off-Campus Housing Policy

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

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

- *Residence Hall Housing Exemption Criteria*

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

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

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

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

The College reserves the right to oversee the conduct and/or the appropriateness of non-residence hall living arrangements. No single co-ed (male/female) living arrangements are allowed for any current

registered student of Northwest College. This policy remains in affect through vacations and summer periods. The College may revoke the non-residence hall living arrangements at any time.

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

Overnight Stay

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

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

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

Pets

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

Pornography

The possession or viewing of pornographic materials in any form, including via the Internet, is prohibited.

Public Displays of Affection

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

Quiet Hours

Realizing the necessity for studies and sleep, quiet hours from 9:00 p.m. to 8:00 a.m. have been established. Out of respect for other students, unnecessary noise in rooms or hallways, such as loud playing of musical instruments or stereos, radios, TV, etc., is not permitted.

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

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

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

Residence Hall Lounges

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

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

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

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

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

Resident Personnel

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

they willingly accept the responsibility to supervise residence life and guide students in achieving successful adjustment to college life and residence hall living. Their availability for guidance and prayer affirms this relationship.

Room Damage

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

Schedule of Damage Charges in Residence Halls

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

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

Sexual Misconduct

Biblical standards for sexual behavior forbid premarital, extramarital, homosexual and all other sexual acts outside the context of marriage.

Any and all appearances of evil are to be avoided and rejected by all members of the College community.

Student Bulletin

The Student Bulletin is published weekly by the Student Development Office. Bulletin announcements must be in the Student Development Office no later than 5:00 p.m. each Tuesday. Forms for announcements are available in the Student Development Office.

Students with Mental Disorders

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

Telephones

Phones are available for students' personal use and can be picked up from the Resident Directors. Any student needing a phone may check out one when moving into the residence hall. The student can place long distance calls through the use of an access code assigned to him/her at the time of check-in. The student will be billed by the College for any long distance charges incurred on his/her access code.

Each student in the residence halls receives a phone number that can be dialed directly (for example, extension 6401 would be dialed directly by dialing 425-889-6401). This residence hall telephone number is the one to give to family, friends, employers, etc., instead of the main Northwest College number, (425) 822-8266. When calling from room to room, use only the extension number, and omit the (425) 889-. If a student desires a telephone number change, a $10.00 fee will be assessed for the service.

To place a collect call, use any of the 800 numbers of the major long distance carriers. The residence hall 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.

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 and are subject to disciplinary action.

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

Television/VCR

Television sets in residence hall lounges are for weekend use only. Many programs now shown on TV and VCR's are not conducive to spiritual strength, growth, and edification and whereas time is a God-given commodity especially significant to the Christian college student, it is encouraged that each student will assume the responsibility of self-discipline in the use of television viewing time in reference to the quality of programs, the rights of others, and the total time spent watching. The Residence Life staff has the responsibility and reserves the right to regulate the use of television and VCR's and determine the hours they are used. Television and VCR's are permitted in rooms under the following conditions:

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

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

Theft and Vandalism

Theft, attempted or actual, and/or vandalism to the property of Northwest College or the property of a member of the College community may result in criminal charges as well as College disciplinary action.

Threatening or Endangering Physical or Emotional Safety

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

Under Age 18 Guests

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

Visitation in Lounges

Gray/Beatty, Perks:

Sunday - Thursday 8:00 a.m. - midnight
Friday - Saturday 8:00 a.m. - 1:00 a.m.

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

Voter Registration

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

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

Weapons, Fireworks and Explosives

Items such as handguns, rifles, shotguns, flare guns, starter guns, stun guns, B.B. guns, pellet guns or any other device which propels a

projectile, including explosive devices, and may be used in such a manner as to cause bodily injury, will not be allowed on campus; neither on one's person, in campus buildings nor in any vehicle present on campus grounds.

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

Weight Room

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

THE MINISTRY OF DISCIPLINE

Principles and Purpose of Discipline

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

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

Jurisdiction

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

Right of Initiation of Discipline

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

Student Rights

Students are considered to be innocent unless it is clearly demonstrated they are not innocent. When a student is accused of wrongdoing, he/she will be treated fairly in accordance with the policies

and standards of the College. Witnesses may speak on the behalf of the student if requested. A student may appeal a disciplinary decision.

Disciplinary Procedures and Actions

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

Available disciplinary actions are:

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

- **Written Warning** – A written warning is recorded in the daily Resident Life log, forwarded to a Resident Director and/or the Director of Student Life for counseling/guidance with the student, and placed in the Resident Life file.

- **Provisional Citizenship Probation** – The Director of Student Life and/or the Vice President for Student Development will provide a written notice to any student placed on Provisional Citizenship Probation as a result of a violation of the behavioral and/or attitudinal standards of the College. A disciplinary contract that may include but is not limited to regular meetings with a Resident Director, monetary restitution, work assignments, community service, and/or other measures deemed necessary by the Resident Life staff will be designed and approved by the Director of Student Life and accepted by the student. A student's refusal to accept and perform the prescribed discipline or continued violation of student conduct policies while on Provisional Citizenship Probation will make the student subject to Citizenship Probation. A student may be subject to Provisional Citizenship Probation at the discretion of a Resident Director and the Director of Student Life.

- **Citizenship Probation** - A written report will be submitted to the Vice President for Student Development by the director of Student Life describing the violation(s) committed by the student including disciplinary action, if any, that has already been administered. The Director of Student Life and/or the Vice President for Student Development will provide a written notice to any student placed on Citizenship Probation as a result of a violating the behavioral and/or attitudinal standards of the College. Disciplinary action will place conditions upon the student's continued attendance at the College for violation of conduct standards. A disciplinary contract that may include but is not limited to regular meetings with a Resident Director, monetary restitution, work assignments, community service, and/or other measures deemed necessary by the Resident Life staff will be designed and approved by the Director of Student Life, the Vice President for Student Development, and accepted by the student. The disciplinary contract will specify the period of non-participation in extra-curricular activities including but not limited to student leadership, athletic teams, intramural sports, summer ministry teams, debate teams, musical groups, etc. Being placed on citizenship probation during a semester may jeopardize the student privilege of interim housing. Citizenship Probation may be for a specific term or for an indefinite period, which may extend to graduation. Violation of citizenship probation shall be cause for further disciplinary action. Any student who is placed on citizenship probation may forfeit any Northwest College self-funded scholarship or discount for the following semester. A student may be subject to Citizenship Probation at the discretion of the Resident Life staff, the Director of Student Life, and the Vice President for Student Development.

- **Suspension** - A written report will be submitted to the Vice President for Student Development by the Director of Student Life describing the violation(s) committed by the student including disciplinary action, if any, that has already been administered. The Vice President for Student Development will present the evidence to the Citizenship Council made up of select members of the Student Development Committee, (three faculty members and two students appointed by the President for a one-year term). The Citizenship Council will determine if suspension is an appropriate discipline for the violation. Suspension may be for an indefinite or specified period of time. A written notification of suspension will indicate

the term of the suspension and any special conditions, which must be met prior to re-admission.

- **Dismissal** - Termination of student status for violation of the standard of student conduct is considered permanent and final. Students dismissed from the College will not be allowed to apply for re-admission without the express written permission of the Vice President for Student Development.

Appeals

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

Involuntary Withdrawal

The College Board of Directors has provided for involuntary administrative withdrawal as follows:
A student will be subject to involuntary administrative withdrawal from Northwest College, or from Northwest College housing, if it appears that the student (a) engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, or (b) engages, or threatens to engage, in behavior which would cause property damage or impede the lawful activities of others.

Application of Citizenship Regulations

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

GRIEVANCE PROCEDURE

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

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

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

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

A full statement of the Student Academic - Citizenship Appeals Policy is available in the Senior Vice President's Office and the Student Development Office.

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

INDEX

Abbreviations 101
Academic Calendar 99
Academic Computing Center (ACC) 108
Academic Planner 6-95
Academic Schedule 139-140
All-College Events 108
Appeals 162
Appearance/Dress 140
Application of Citizenship Regulations 163
ASB Fees 130
Assault 141
Athletic Insurance 108-109
Attendance 133
Awards and Honors Convocation 134
Bicycles 141
Bookstore 109
Campus Communications 109
Cancellation of Registration 130
Chapel 119-122
Check-in/Check-out Procedures 142
Christian Service and Ministry 122-124
Church Attendance 122
Clubs and Organizations 109-110
College Councils 101
College Facilities 110
College Vans 110
Commercial Activities 110
Community Life 139-140
Computer/Internet 142-143
Contract Meal Plan 143
Costs 126
Counseling/Career Services 111-112
Curfew Policy 143-144
Dining Hall 144
Disciplinary Procedures and Actions 160-162
Distribution of Materials 145
Drug/Alcohol, Tobacco Policy 145
Eagle's Nest in Pecota Student Center 112
Emergencies 102-104
Employment 112
Enrollment/Course Change 134
Entertainment 146

Finals Preparation Week 134-135
Finance Charge 127
Financial Aid 128
Financial Policy 126
Fire Hazards 146
Food Service – NC Dining Hall 112-113
Grievance Procedure 164-165
Guests 146-147
Harassment Policy 147
Hazing, Pranks and "Horseplay" 147-148
Health Services 113
ID Cards 148
Incomplete Grades 134
Individual Room Guidelines 148
Information Guide – Where to Go 100-101
Insurance 113-114
Intercollegiate and Intramural Sports 114
Interim Housing 148-149
Internet Connections 114
Involuntary Withdrawal 162
Jurisdiction 159
Keys to College Facilities 114
Kitchenettes 149
Late Fees 127
Liability 115
Library 115
Library Hours 115
Lifestyle Standards 149-150
Mail 116
Make-up Tests 135
Map of NC Campus 2
Married/Single Parent Student Housing 116
Message from the President 1
Message from the VP for Student Development 1
Mission Statement 97
Motor-Vehicle Policy 116
Non-Discrimination Policy 150-151
Non-Student Ministry Guests/Groups 124
Off-Campus Housing Policy 151-152
Other Ministries 124
Overnight Stay 152
Payment of Accounts 126
Pets 152
Pornography 152
Principles and Purpose of Discipline 159

Probationary Policy 117
Public Displays of Affection 152
Purchases 117
Quiet Hours 153
Recommended Academic Load 136
Requirements for Graduation 136
Residence Hall Deposit Refunds and Forfeits 130
Residence Hall Lounges 153
Resident Personnel 153-154
Right of Initiation of Discipline 159
Room Damage 154
Satisfactory Academic Progress Policy for Financial Aid . 129-131
Schedule of Damage Charges in Residence Halls 154
Scholarship/Tuition Credit Recipients 129
Security 117
Sexual Misconduct 154-155
Snack Bar Plus Account 130
Social/Cultural Program 117
Spiritual/Mission/Other Emphasis Weeks 124
Storage 117
Student Associations 118
Student Bulletin 155
Student Clubs 118
Student Development Goals 96
Student Development Perspective 96
Student Leader GPA Requirements 107
Student Leaders for 2000/2001 105-107
Student Records Policy 137
Student Rights 159-160
Student/Spouse Policy 126
Students with Mental Disorders 155
Telephones 155
Television/VCR 156
Theft and Vandalism 157
Threatening or Endangering Physical or Emotional Safety 157
Under Age 18 Guests 157
Vision Statement 97-98
Visitation in Lounges 157
Voter Registration 157
Weapons, Fireworks and Explosives 157-158
Weight Room 158
Withdrawal from College 131
Worship, Formation, and Development 125