



30579003577191



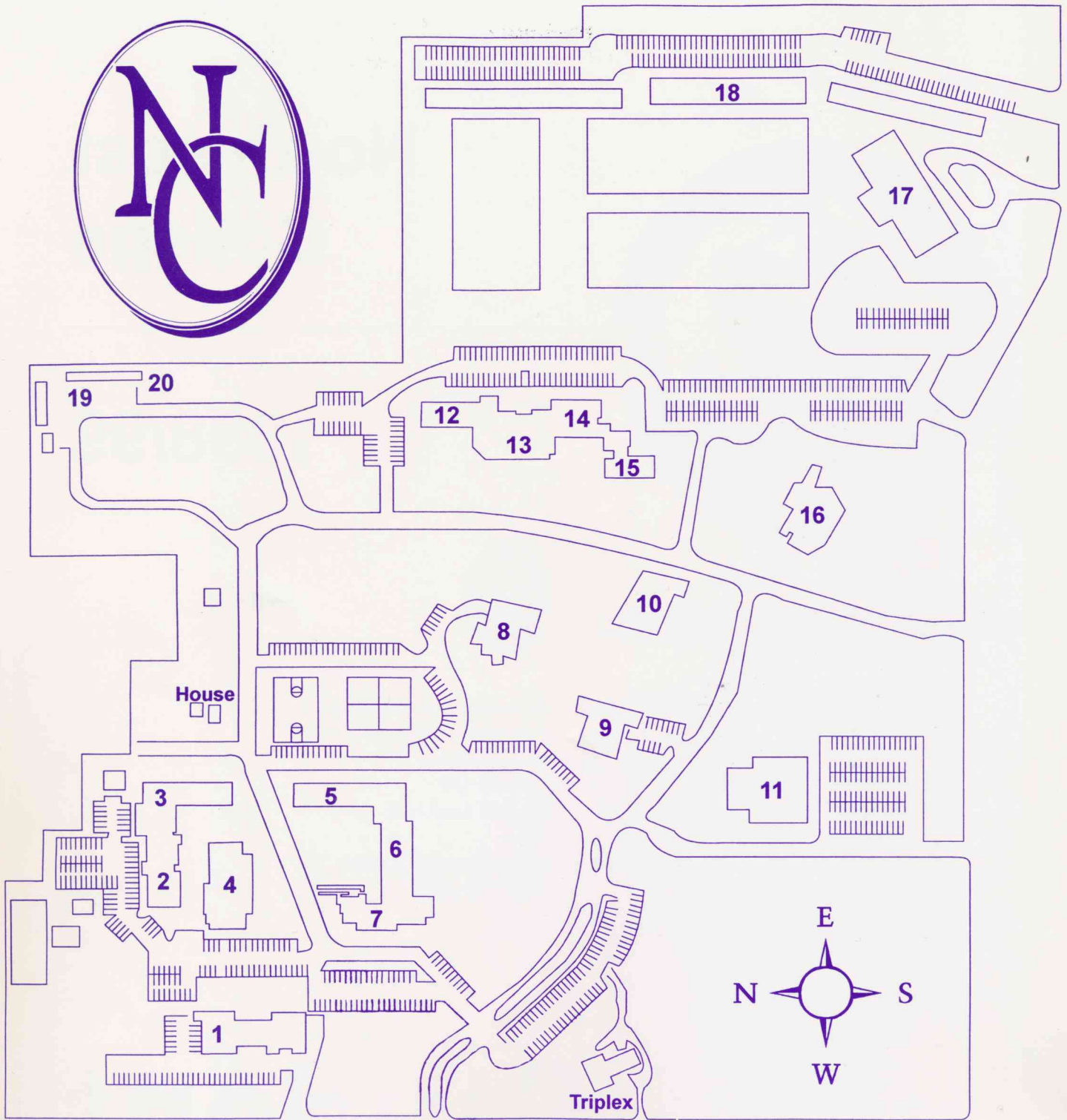
**Northwest  
College**

**1998/99**

*Building on Excellence*

# **Student Handbook**

Archives  
LB  
3012  
.N67  
S78  
1998-1999



5520 108th Ave. NE

## NORTHWEST COLLEGE

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

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

### Ness Academic Center:

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



## PREFACE

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

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

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

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

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

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

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



## TELEPHONE NUMBERS

### NORTHWEST COLLEGE ADMINISTRATION PHONE: (425) 822-8266

#### EMERGENCY SERVICES

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

#### CAMPUS PHONE NUMBERS

Academic Affairs	5237
ASB Office	5280
Athletic Department	4207
Bookstore	5268
<b>Campus Operator</b>	<b>0</b>
Computer/Internet	5305
Counseling/Career Development Center	5282
Director of Resident Life	5287
Enrollment Services - Admissions	5231
Faculty Secretary	5226
Financial Aid	5210
Health Services	5284
Job Search Office	5283
KCNC Radio	5281
Library	5266
Maintenance Department	5274
Music Department	5255
Registrar's Office	5232
Resident Director (Women)	5288
Resident Director (Men)	5289
Spiritual Life Office	5271
Student Accounts Office	5225
Student Life Office	5234
Teacher Education Office	5273
Telephone Service	5217

#### OTHER TELEPHONE NUMBERS

Pecota Student Center pay phone	822-9971
---------------------------------	----------

#### DIALING INSTRUCTIONS

##### **On Campus Calls**

Dial Extension Number

##### **Local Calls**

The area code for Bellevue, Bothell, Carnation, Duvall, Fall City, Issaquah, Kirkland, North Bend, Redmond, Seattle, Woodinville is **425 area code**.

Mercer Island and Seattle area codes are both **206 area code**. Dial 8 + the phone number.

##### **Long Distance Calls**

8 + 1 + Area Code + Phone Number + Authorization Code

##### **International Calls**

Calls **under 16 digits** (including the 011) must have a "#" symbol after the last digit followed by the code.

8 + 011 + Country Code + City Code

+ Phone number + # + Personal Code

International calls **with 16 digits** do not need the "#" symbol, and can be followed by the personal code when prompted.

##### **800 Calls**

8 + 1 + 800 + Number

##### **Collect Calls**

You cannot **RECEIVE** collect calls.

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

8-1-800-OPERATOR

8-1-800-COLLECT

8-1-800-CALL-ATT

##### **Other Long Distance**

Must use 800 numbers:

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

MCI 8-1-800-674-7000

SPRINT 8-1-800-877-8000

Students are responsible to determine if a number can be dialed locally. A system is in place that will, in most cases, warn the caller that the number they dialed can be dialed locally. In the event that a long-distance call is made to a local prefix, the student is still responsible for those charges.

**NO calling cards based on on-campus college phone numbers may be ordered directly from the telephone company by a student.** The College can issue Frontier Calling Cards to students upon request to the Information Services Department.

Voicemail is presently offered to students as an option. Cost is \$20.00 per semester.

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



## TABLE OF CONTENTS

Abbreviations .....	2	Insurance .....	11
Academic Calendar .....	3	Insurance (Athletic) .....	11
Academic Computing Center .....	13	Intercollegiate and Intramural Sports .....	30
Academic Life .....	35-38	Interim Housing .....	41
Administration / Faculty Emeriti / President Emeritus .....	8	Internet Connections .....	16
Administrators/Service Personnel .....	4-5	Juvenile Detention Center and Prison Ministries .....	25
All-School Events .....	30-31	Keys to College Facilities .....	15
Alma Mater .....	Inside back cover	Liability .....	11
Appearance / Dress .....	27	Library .....	13
Applied Music Faculty .....	7	Library Hours .....	13
Athletic Department Personnel .....	8	Mail (including student mail address) .....	14
Bookstore .....	13	Making Announcements in Chapel .....	24
Cafeteria Courtesies .....	48-49	Marriage .....	28
Cafeteria Hours .....	12-13	Married Student Housing (Firs) .....	15
Campus Communications .....	16	Missions .....	25
Campus Emergencies .....	42-44	Motor-Vehicle Policy .....	14
Chapel .....	23	NC Campus Ministries / Other Ministries .....	26
Chapel Attendance Exemption .....	23-24	Non-Discrimination Policy .....	28
Chapel Attendance Policy .....	23	Non-Student Ministry Guests .....	26
Chapel Failure Disciplinary Action .....	24	Off-Campus Housing .....	29
Chapel Failure Policy .....	24	Off-Campus Living .....	40
Check-in / Check-out Procedures .....	46	Off-Campus Meal Ticket .....	14
Children / Youth Ministries .....	25	Office Equipment .....	15
Christian Service .....	25	On-Campus Food Service .....	48
Church Attendance .....	24-25	Overnight Stay .....	44
Collect Calls .....	47	Pets .....	45
College Councils .....	2	Positing of Bulletins and Advertising .....	29
College Facilities (reserving) .....	15	Prank Calls .....	47
College Vans .....	14	Preface .....	i
Commercial Activities .....	15	Provision for Non-Motorized Bicycles .....	40
Community Affirmation .....	iv	Purchases .....	16
Community Service .....	25	Quiet Hours .....	45
Computer / Internet .....	45	Residence Hall Housing Exemptions Criteria .....	29-30
Contract Meal Plan .....	48	Residence Hall Lounges / Visitation in Lounges .....	44
Counseling / Career Services .....	11-12	Resident Personnel .....	41
Curfew Policy / Late-Ins .....	41-42	Room Damage .....	39
Damage Charges in Dorms .....	46-47	Security .....	14-15
Discipline / Grievances .....	32-34	Sexual Harassment Policy .....	27
Distribution of Materials .....	28	Social/Cultural Program .....	30
Drug Policy .....	28	Special Trays and Special Diets .....	48
Emergency Closure Notification Procedures .....	43-44	Spiritual / Mission / Other Emphasis Weeks .....	26
Employment .....	12	Spiritual Formation and Prayer .....	26
Entertainment .....	45	Spiritual Life .....	23
Faculty (Full Time) .....	5 - 6	Storage .....	15
Faculty (Part Time) .....	7	Student Associations .....	31
Financial Information .....	18-22	Student Bulletin .....	28-29
Fire and Fire Drills .....	16-17	Student Clubs .....	31
Fire Hazards .....	39	Student Leaders .....	9-10
Fireworks .....	17	Student Tithes and Offerings .....	24
Food Service (Snack Bar in Pecota Student Center) ...	12	Takeout Meals .....	48
Formation of Clubs .....	30	Telephone Numbers .....	ii
General Guidelines (Room) .....	39-40	Telephones/Telephone Number Changes/Extensions .....	47
Guests / Under Age 18 Guests .....	41	Television / VCR .....	45-46
Hazing / Water Fights .....	27	Toll Calls .....	48
Health Services .....	11	Upper Division Residence Floors .....	40
ID Cards .....	48	Weapons .....	16
Individual Room Guidelines .....	39	Weight Room .....	46
Inner City Ministries .....	25	Whom To See .....	1



## NORTHWEST COLLEGE COMMUNITY AFFIRMATION

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

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

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

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

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

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



## WHOM TO SEE

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



Registration .....	Registrar's Office
Rides To and From Campus (available to new students only) .....	Enrollment Services Office
Scheduling of Student Events .....	Student Life Office
Security Office .....	Crowder Lobby
Security Phones .....	Chapel and Pecota Student Center
Scholarship Information.....	Administrative Services
Student Accounts .....	Student Accounts Office/Administrative Center
Student Bulletin .....	Student Life Office
Student Recruitment.....	Enrollment Services
Summer Internship Information/Forms.....	Registrar's Office
Telephone Service.....	Information Services/Administrative Center
Transcript Evaluation/Service.....	Registrar's Office
Veterans Affairs.....	Registrar's Office
Withdrawals (class or college).....	Registrar's Office

### COLLEGE COUNCILS

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

Campus Council Members: Administrative Council, Associated Student Body President, Presidents of MSA, AWS, AMS, Class Presidents of Freshmen, Sophomores, Juniors, and Seniors, the Lead Resident Assistants, and a Male and Female Off-Campus Representatives.

Faculty Council Members: President, Administrative Council, full-time Faculty.

Student Council Members: Administrative Council, Resident Life Staff, all Student Leader positions.

### ABBREVIATIONS

**ASB** - Associated Student Body

**MSA** - Married Students Association

**AMS** - Associated Men Students

**AWS** - Associated Women Students

**PSC** - Pecota Student Center

**KCNC** - Radio Station

**RD** - Resident Director

**RA** - Resident Assistant

**LEAP** - Leadership Education for Adult Professionals



**NORTHWEST COLLEGE  
ACADEMIC CALENDAR**

<b>FALL SEMESTER</b>	<b>1998</b>	<b>1999</b>
Dorms and Cafeteria Open.....	Aug 26 .....	Aug 25
Orientation and Registration .....	Aug 26-30 .....	Aug 25-27
First Day of Class .....	Aug 31 .....	Aug 30
Academic Convocation .....	Aug 31 .....	Aug 30
Last Day to Register .....	Sept 4 .....	Sept 3
Last Day to Add or Drop a Class .....	Sept 4 .....	Sept 3
Labor Day Holiday .....	Sept 7 .....	Sept 6
Spiritual Emphasis Week.....	Sept 8-11 .....	Sept 7-10
AGTS Session.....	Sept 28-Oct 2.....	Sept 27-Oct 1
Alumni Weekend .....	Sept 24-26 .....	Sept 23-25
Executive Committee of Board .....	Sept. 28 .....	Sept 27
Missions Emphasis Week.....	Oct 5-9 .....	Oct 13-15
Reading Day.....	Oct 12 .....	Oct 11
Last Day to Withdraw with a "W" .....	Oct 23 .....	Oct 22
Harvest Social .....	Oct. 30 .....	TBA
Early Registration Spring Semester ....	Nov 9-14 .....	Nov 8-12
Church Ministries Lectureship.....	Nov 11-13 .....	Nov 10-12
Thanksgiving Holidays.....	Nov 26-27 .....	Nov 25-26
Board of Directors Meeting .....	Nov 30-Dec 2.....	Nov 27-Dec 1
Last Day to Withdraw from a Class.....	Dec 14 .....	Dec 13
Finals.....	Dec 15-18 .....	Dec 14-17
<b>SPRING SEMESTER</b>	<b>1998</b>	<b>2000</b>
Dorms and Cafeteria Open.....	Jan 7 .....	Jan 6
Orientation and Registration .....	Jan 7-8.....	Jan 6-7
First Day of Class .....	Jan 11 .....	Jan 10
Spiritual Emphasis Week.....	Jan 13-15.....	Jan 12-14
Last Day to Register .....	Jan 15 .....	Jan 14
Last Day to Add or Drop a Class .....	Jan 15 .....	Jan 14
Martin Luther King Jr. Day .....	Jan 18 .....	Jan 17
AGTS Session.....	Jan 25-29.....	Jan 24-28
Missions Emphasis Week.....	Jan 26-29.....	Jan 25-28
Homecoming/Parents Weekend .....	Feb 11-13 .....	Feb 18-20
President's Day Weekend.....	Feb 15.....	Feb 21
Executive Committee Board .....	Feb 22.....	Feb 21
Last Day to Withdraw with a "W" .....	Mar 5 .....	Mar 3
Spring Break .....	Mar 8-12 .....	Mar 6-10
Staley Lecture Series.....	Mar 17-19 .....	Mar 15-17
Easter Holidays .....	April 2-4 .....	April 21-23
Early Registration Fall Semester .....	April 5-7 .....	April 3-7
Last Day to Withdraw from a Class.....	April 30.....	April 28
Finals.....	May 3-6.....	May 1-4
Board of Directors Meeting .....	May 5-7 .....	May 3-5
Baccalaureate.....	May 7 .....	May 5
Commencement .....	May 8.....	May 6
<b>SUMMER COLLEGE</b>	<b>1998</b>	<b>2000</b>
NC Session, May/June .....	May 10-Jun 4.....	May 8-Jun 2
AGTS Session.....	May 17-21.....	May 22-26

## ADMINISTRATIVE PERSONNEL

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

### SERVICE PERSONNEL

Academic Advising Coordinator	Jacquelyn Randolph	Administrative Center
Alumni and Special Events Coordinator	Thora Jean Bulger	Administrative Center
Athletic Director	Wayne Mendezona	Administrative Center
Bookstore Manager	Gayle Turner	Pecota Student Center
College Relations Assistant	Tiffany Ruska	Administrative Center
College Relations Director	Jeff Lockhart	Administrative Center
Comptroller	Dale Sorensen	Administrative Center
Director of Annual Giving	Joni Welk Campbell	Administrative Center
Director of Counseling/Career Development	Teresa Regan	Perk's Hall
Director of Health Services	Jean Clark	Crowder Hall Lobby
Director of Resident Life	Geri Gray	Pecota Student Center
Enrollment Counselors	Darren Janzen Rose-mary Smith Dave Nitschke	Administrative Center
Financial Aid Coordinator	Lana Walter	Administrative Center
Financial Aid Lead Counselor	Rebecca Goodsky	Administrative Center
Financial Aid Office Assistant	Jennifer Fetters	Administrative Center
Financial Aid/Work Study Counselor	Rae Booher	Administrative Center
Firs Manager	Judy Olson	Administrative Center
Food Service Manager	Dan Pimm	Cafeteria



Human Resources/Job Search Director	Sheri Shirley	Administrative Center
NC Foundation Executive Director	Dr. Don Argue	Administrative Center
Registrar	James Jessup	Administrative Center
Resident Directors	Angie Gillaspie Marc Golden	Crowder Hall Lobby Gray Hall
Security Director	Gordon Sherman	Crowder Hall Lobby
Student Accounts	Jessica Green Steve Sankey	Administrative Center
Student Life Office Coordinator	Jan Hicks	Administrative Center
Veterans Coordinator	TBA	Administrative Center

### FULL TIME FACULTY

<u>Name</u>	<u>Division of Studies</u>	<u>Office Location</u>
Mrs. Donna Blue	Education	Rice Hall
Dr. Richard Blue	Dean of Teacher Education	Rice Hall
Dr. Dwaine Braddy	Bible, Church Ministries	Bronson Hall
Ms. Kristi Brodin	Physical Education	Pecota Student Center
Dr. Roger Butz	Professor at Large, Life Sciences	Bronson Hall
Dr. Blaine Charette	Bible and Greek	Bronson Hall
Ms. Ann Doyle	College Librarian	Hurst Library
Dr. C. David Elmes	Dean of Arts and Sciences	Bronson Hall
Mrs. Leslie Engelson	Technical Services Librarian	Hurst Library
Mr. Gary Gillespie	Communication	Amundsen Music Center
Mr. Philip Gustafson	Physical Science, Mathematics	Bronson Hall
Dr. Moses Harris	Modern Languages	Millard Hall
Dr. William Herkelrath	Psychology	Bronson Hall
Mrs. Ceri Hill	Education and Mathematics	Rice Hall
Dr. Darrell Hobson	Dean of Religious and Ministerial Studies	Bronson Hall
Dr. Robert Hoffman	Music	Amundsen Music Center
Dr. Forrest Inslee	Communication, Organizational Management	Hurst Library

Dr. LeRoy Johnson	History	Rice Hall
Ms. Suzan Kobashigawa	TESL	Bronson Hall
Rev. Waldemar Kowalski	Church History, Bible	Bronson Hall
Dr. Kevin Leach	Psychology	Bronson Hall
Rev. Larry Malcolm	Christian Formation, Church Ministries, Missions	Amundsen Music Center
Mrs. Sharon Mohan	Education	Rice Hall
TBA	Education	TBA
Ms. Deborah Pope	English	Hurst Library
Mrs. Jacquelyn Randolph	Bible, Church Ministries	Davis Administrative Center
Dr. William Randolph	Life Science, Education	Rice Hall
Mrs. Constance Rice	English	Hurst Library
Mrs. Ernestine Rice	Education	Rice Hall
Dr. John Ridge	History, Philosophy, Political Science	Bronson Hall
Dr. E. Arthur Self	Business Management and Administration	Fee Hall
Dr. Glenn Settle	English	Hurst Library
Ms. Lynette Sorenson	Reference Librarian	Hurst Library
Dr. Eric Steinkamp	Biology	Williams Hall
Mr. David Stoops	Business Management & Administration	Fee Hall
Dr. William R. Swaffield	Music	Amundsen Music Center
Dr. Francis Thee	Bible, Greek, Church History	Bronson Hall
Rev. Michael Thompson	Educational & Youth Ministries	Millard Hall
Dr. Dwayne Turner	Missions, Church Ministries	Bronson Hall
Mrs. Nola Ware	Systems Librarian	Hurst Library
Dr. Deborah White	Education, Music	Rice Hall
TBA	Missionary-in-Residence	Bronson Hall
Mrs. Julia Young	English	Hurst Library



**PART TIME FACULTY**

<b><u>NAME</u></b>	<b><u>DIVISION OF STUDY</u></b>
Ms. Kari Brodin .....	Biblical Languages
Dr. Warren Bullock .....	Theology
Mr. Tom Chow .....	Geography
Rev. Jeff Davis - Millard Hall.....	Christian Education
Mrs. Mizue Yamada Fells - Amundsen Music Center .....	Music
Dr. Joseph Fuiten .....	Church Ministries
Mr. Fritz Gere - Rice Hall.....	Education
Mrs. Julie Gere - Rice Hall.....	Education
Rev. John Gregg .....	Church Ministries
Mrs. Elizabeth Hayes.....	Biblical Languages
Mrs. Cindy Hoffman.....	Education
Rev. Troy Jones .....	Youth Ministries
Mrs. Denise Lowrie - Rice Hall .....	Education
Mrs. Lori McGowne - Fee Hall.....	Business Management
Mr. Nil Molvik- Millard Hall .....	Math
Mrs. Karen Newbill - Rice Hall.....	Education
Mr. Jeffrey Osborn - Williams Hall.....	Eco-intensive Biology
Dr. Wayne Pelligrini - Rice Hall.....	Political Science
Mrs. Kathy Pierce - Pavilion .....	Physical Education
Mr. Mark Putnam - Rice Hall .....	Education
Mrs. Patricia Rice -Rice Hall.....	Education
Dr. Jack Rozell - Millard Hall.....	Behavioral Science
Rev. Mark Schaufler .....	Youth Ministries
Dr. Roger Sherrard - Fee Hall .....	Business Management
Dr. Gary Snyder .....	Psychology
Mrs. Sherrie Snyder- Amundsen Music Center.....	Church Music
Mr. Dale Sorensen - Administrative Center .....	Business Management
Mrs. Jennifer Stanley - Pavilion .....	Physical Education
Rev. Milton Whitaker .....	Pastoral Counseling

**APPLIED MUSIC FACULTY**

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

## ATHLETIC DEPARTMENT PERSONNEL

Wayne Mendezona, Athletic Director/Men's Basketball Coach  
TBA, Women's Basketball Coach  
Barry Nicholson, Women's Volleyball Coach  
Bill Taylor, Men's & Women's Cross-Country  
and Men's & Women's Track & Field Coach  
Steve Turner, Men's Soccer Coach  
Stephanie Baller, Athletic Department Secretary

## ADMINISTRATION AND FACULTY EMERITI

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

## PRESIDENT EMERITUS

D.V. Hurst



## STUDENT LEADERS 1998/99

### Associated Student Body (A.S.B.)

ASB President .....	Valerie Kiesser
ASB Vice President for Student Activities .....	Dan Metteer
ASB Vice President for Outreach Ministries .....	Ben Thomas
ASB Outreach Ministries Secretary .....	Laura Gonzoles
ASB Secretary .....	Alicia Duchemin
ASB Treasurer .....	Priscilla Hines

### Associated Women Students (A.W.S)

President .....	Katherine Sylvester
Vice President of Activities .....	Rose Ayers
Secretary .....	Mary Beattie
Treasurer .....	Autumn Donnell

### Associated Men Students (A.M.S.)

President .....	Nathan Oliver
Vice President .....	Dan Redwine
Secretary/Treasurer .....	Jamie O'Clock

### Married Students Association (M.S.A.)

President .....	Peter Bergford
Vice President/Off-campus Rep. ....	Adam Hrebeniuk
Secretary/Treasurer .....	Laura Bunda
Hospitality .....	Rev. Steve Kiesser

### Senior Class

President .....	Gordon Glass
Vice President .....	Mark St.Clair
Secretary/Treasurer .....	Emily Hayes

### Junior Class

President .....	Josh Brittingham
Vice President .....	Troy Anderson
Secretary/Treasurer .....	John Shorb

### Sophomore Class

President .....	Kenneth (Aaron) Sperry
Vice President .....	Jeremy Seaward
Secretary/Treasurer .....	Debra Foster

### Freshmen Class

Elected during the Fall '98 semester

### Karisma (Yearbook)

Editor .....	Katrina Croutworst
Assistant Editor .....	Becky Ouldhouse
Photography .....	Mary Walker
Business Manager .....	Mike Bishop

**KCNC Radio**

Program Manager ..... TBA  
Station Manager ..... TBA

**Associated Business Students Club**

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

**Drama Club**

Advisor..... Dr. Forrest Inslee  
President ..... TBA  
Vice President of Organization and Drama Club..... TBA  
Vice President of Production ..... TBA  
Secretary ..... TBA  
Treasurer..... TBA

**Psychology Club**

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

**Resident Assistant (R.A.)**

**WOMEN**

Denise Cordova  
Stacy Hart  
Nici Hollingshead  
Brook McLachlan  
Christina Roberts  
Krystal Smith-Kendrick  
Jennifer Smith  
Sarah Waggie  
Alternate RA - Jennifer Smith  
Lead RA - Jodi Kelley

**MEN**

Chris Christensen  
David Dormaier  
Nathan Geer  
Andrew McNamar  
Dan Oxford  
Brian Reeder  
Alternate RA - Mario White  
Lead RA - Jacob Witt



Insurance

Students are encouraged to confirm that the various coverages under their parents' policy wherever possible. Family policy protection generally offers more comprehensive coverage to the student.

Student medical insurance is available and recommended to the College at the time of registration. Insurance brochures are available at registration, or from the Human Resources Office and the Health Center. Students are responsible for making the insurance purchase and representing their own coverage. Students should consult with the Human Resources Office regarding any questions concerning insurance coverage. If you are not covered under your parents' policy, it is strongly recommended that you purchase the college medical insurance.

Student Insurance

All students are required to purchase the college medical insurance. The college medical insurance is provided by the Student Health Insurance Plan. The college medical insurance is provided by the Student Health Insurance Plan. The college medical insurance is provided by the Student Health Insurance Plan. The college medical insurance is provided by the Student Health Insurance Plan.

Costs associated for utilization of HSA's excess coverage must reflect an expectation of burden (60%) from the primary carrier, and the patient shall bear the remainder.

Chaplain

The College does not assume the responsibility in providing medical or other services for the care of a major disaster for any student. The Human Resources Office and the Health Center are available to provide assistance in such situations.

# STUDENT SERVICES

The college health center provides a variety of health services to students. The college health center provides a variety of health services to students. The college health center provides a variety of health services to students. The college health center provides a variety of health services to students.

While the College does not maintain a staff physician, the Human Resources Office and the Center of Health Services will be glad to consult with students regarding the medical care of a student.

Counseling/Career Services

The Counseling and Career Development Center provides two student staff members, mental health counseling and career development services. The center provides a variety of services to students, including individual, couple, pre-marital, and group counseling; crisis intervention; career assessment; job search; campus and workplace; referrals to community resources.

Services include: individual, couple, pre-marital, and group counseling; crisis intervention; career assessment; job search; campus and workplace; referrals to community resources.





## SERVICES

### Insurance

Students are encouraged to continue their insurance coverage under their parents' policy whenever possible. Family policy protection generally offers more comprehensive coverage to the student.

Student medical insurance is available and recommended by the College at the time of registration. Insurance brochures are available at registration, or from the Human Resources Office and the Health Center. Students are responsible for reading the insurance brochure and implementing their own coverage. Students should consult with the Human Resources Office regarding any questions concerning insurance coverage. *If you are not covered under your parents policy, it is strongly recommended that you purchase the student medical insurance.*

### Athletic Insurance

All students who participate in the Northwest College intercollegiate athletic programs (Men's Soccer, Women's Volleyball, Men's Basketball and Women's Basketball, Men's and Women's Cross Country and Men's and Women's Track), and are listed on the official NCCAA/NAIA eligibility roster, will be required to provide evidence of insurance prior to the season in which he/she participates. The athlete's insurance will be 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 pertinent bill(s) from the provider(s).

### Liability

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

### Health Services

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

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

### Counseling/Career Services

The Counseling and Career Development Center provides two student development services: **mental health counseling** and **career development services**. The purpose of the Counseling and Career Development Center is to support students in their spiritual, psychological, vocational, social and academic development. Integrating counseling practice with Biblical principles, we endeavor to assist students in their personal growth and preparation for a lifetime of learning, leadership and service.

Services: Individual, couple, pre-marital, and group counseling; crisis intervention; career counseling; career resources; job listings; seminars and workshops; referrals to community resources.



**Fees:** Counseling services are offered at no cost to currently enrolled students. Students are responsible for the expense of test materials and other consumable resources they may use. This cost will be discussed with the student prior to the expense being incurred.

**Confidentiality:** Any student requesting counseling services for any reason will receive confidential counseling. Records maintained by the Counseling and Career Development Center do not become apart of a student's NC Education Record. No administrator, faculty or staff person of NC will have access to information regarding a student receiving counseling services. The only exceptions to this are written authorization from a student, or the following situations: 1) life threatening events (self or other); 2) information that a minor or dependent adult is being abused or neglected, or is the victim of a crime; 3) a student brings charges against their counselor; 4) the counselor receives a subpoena from a court of law.

Appointments can be scheduled by contacting the Counseling and Career Development Center at extension 5282.

## Employment

Employment opportunities in the Northwest College community are excellent. Off-campus employment positions are made available to NC students by the JOB SEARCH OFFICE. On-campus employment for students is coordinated through the Human Resources Office. Employment applications are available at the reception desk or the Human Resources Office in the Administrative Center.

All student employees must represent Northwest College with a positive Christian character. The College reserves the right to ask students to find different employment if employment is not consistent with Northwest College philosophies.

## Food Service (Pecota Student Center)

The Eagles Nest is located in the Pecota Student Center and serves an on-campus light food service for resident students and commuters. Pioneer Food Service is managed for the benefit of the students. Daytime hours are 7:00 a.m. to 2:30 p.m., Monday through Thursday, and 7:00 a.m. to 2:00 p.m. on Fridays. Sunday and Wednesday evening hours are, 7:00 p.m. to 11:00 p.m. Monday, Tuesday and Thursday evening hours are 5:00 p.m. to 11:00 p.m. Friday and Saturday evening hours are subject to games nights.

## Cafeteria Hours:

### Monday through Friday Hours

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

### Saturday Hours

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

### Sunday Hours

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

Student are not allowed to remove dishes, tableware, glasses and related items, or food from the Cafeteria. The exception is trays for students who are ill, which may be checked out by special permission. Students must



present their current I.D. Card with meal ticket number to be able to eat any given meal, or pay cash upon entry. Lost I.D. Cards must be replaced by the Student Life Office in order for the student to eat in the Cafeteria. Charge for the replacement of a lost I.D. Card is \$10.00. Off-campus students found eating in the cafeteria without paying for the meal may be subject to disciplinary action.

## **Bookstore**

The College Bookstore is located in the Pecota Student Center. The bookstore handles textbooks, Bibles, commentaries, concordances, dictionaries, etc. The bookstore also sells stationery supplies, Christian music, sportswear, recordings and books, and Northwest College souvenirs. Purchases are on a cash basis or students are allowed to charge up to \$400.00 per semester for textbooks, with prior approval. The bookstore is open Monday, Wednesday and Friday from 8:15 a.m. to 6:00 p.m., and Tuesday and Thursday from 8:15 a.m. to 4:00 p.m.

## **Library**

The D.V. Hurst Library is the information center on campus. The library contains over 100,000 catalogued items, including over 1150 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 in 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.

A Reference librarian is available for consultation for assignments using the library.

### **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. Please watch your student bulletin, or check postings in the library or on Voyager for changes in hours.

## **Academic Computing Center**

The Academic Computing Center (ACC) and dorm computer work stations offer a total of 36 Pentium computers; 30 of these stations offer laser printing. All stations are equipped with Windows 95®, Microsoft Office® and Microsoft Internet Explorer 4.0® with high speed connections. Some stations offer specialized programs for graphics, publications, and design. E-mail is provided for every student and is accessible on every computer. The dorm computer work stations are available 24 hours a day, 7 days a week. The ACC offers knowledgeable and helpful staff, willing to help with any academic need.



## Mail

Mailboxes are assigned at the time of the Student Life Registration in August. A student will maintain the same mailbox throughout their time at Northwest College. Mailboxes should be checked regularly for announcements, telephone messages, 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 - (place assigned NC mail box number here)**  
**Northwest College**  
**PO Box 97085**  
**Kirkland, WA 98083-9785**

## Off-Campus Meal Ticket

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

## Motor-Vehicle Policy

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

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

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

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

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

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

## College Vans

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

## Security

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



- To reach Security from a campus phone, dial **5500**. **For immediate service dial 222.**
- To reach Security from an off-campus telephone, dial **(425)803-0111**.
- To dial 911 from a campus phone, dial **911**.

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

## **Storage**

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

## **Married Student Housing**

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

## **College Facilities**

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

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

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

## **Office Equipment**

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

## **Keys to College Facilities**

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

## **Commercial Activities**

College facilities are not to be used for commercial solicitation, advertising or promotional activities without the permission of the Administrative Services Office located in the Administrative Center.

Non-students are not allowed to solicit sales in any form on campus except by special permission of the Administrative Services Office and/or the Student Life Office.



## Purchases

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

## Internet Connections

An Internet connection is available through the regular phone line from any local Internet service (AOL, MSN, etc.) and can be arranged through your Internet provider. The College also provides high speed Internet connections through the campus network. To use the campus network line you must have an IBM compatible PC running Windows 95 or higher and have 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 you permanently leave the campus, the College will buy back your network hardware for \$25.00, if it is still in good working condition, and you choose not to keep it.

The College monitors the entire College community to assure Internet users access appropriate Internet addresses (see Computer/Internet, page 45).

## Campus Communications

Students are encouraged to use their privileges and to follow proper procedures in communicating thoughts, opinions, or information regarding any College issue that concerns them. Student officers, Resident Life Staff, the Dean of Students and other College Administrators are available to hear recommendations, opinions, or complaints. Northwest College seeks to maintain a family atmosphere and works toward a peaceful understanding in the important areas of communication (see Grievances, page 34 ).

## Weapons

Items such as handguns, rifles, shotguns, flare guns, starter pistols, stun guns, B.B. guns, pellet guns or any other device which propels a projectile and is 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. In addition clubs, brass knuckles, nunchackas, switch blade knives, knives with a blade length in excess of 3 1/2 inches and any other object classified as a dangerous weapon in the state of Washington Weapon's Title Code, are prohibited on campus. Individuals found in possession of any such items, will be subject to disciplinary action which may include prosecution for any criminal violations. Disciplinary action may occur when an individual uses an object normally not classified as a weapon, in such a manner as to cause bodily harm (i.e. a baseball bat or table leg used as a weapon to facilitate bodily injury).

## Fire and Fire Drills

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

General instructions include the following:

1. Close all windows and doors.
2. Walk -- **DO NOT RUN** -- to the nearest exit. Exit routes are posted in each area.
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
7. Do not use elevators.

### **Fireworks**

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

STUDENT

FINANCIAL

INFORMATION





Costs

Northwest College is a private, church-related college. Therefore, no company funds have been or could be provided to support its operation. Each student is charged tuition and certain fees which cover about eighty-five percent of the cost of higher education. The remainder of the cost is provided by gifts from friends of the College, supporting districts, endowment income, and other earnings.

Financial Policy

Recognizing the necessity for the prompt payment of all school fees, not only as a good business principle but for the sake of character development, the Department of Education of the Association of Colleges has set forth the following financial policy:

In order to maintain our present educational standards and to guarantee that every good student is afforded an education, the school is a non-profit organization. No profit considerations will be taken. Services Office. No discount or cash payment is made for advance payment of school fees. All bills must be paid in full.

# STUDENT

Payment of Accounts

The regular school year is divided into two semesters of approximately four months each, and bills are issued on each semester. The College's policy is that fees can be paid past due amount of registration fee past due and all accounts must be paid prior to registering for the following semester. Any other arrangements must also be made.

# FINANCIAL

Tuition, fees, and other charges must be paid in full in advance of the start of classes each semester. All bills must be paid in full in advance of the start of classes each semester. All bills must be paid in full in advance of the start of classes each semester.

Spending/Expense Policy

A student with a spouse who has the right to receive the student's income must be notified by the spouse of the student's financial policy.

# INFORMATION

Deferred Payment Plan

The College Board of Directors has approved a deferred payment plan which allows students to pay their bills in installments. The payment schedule will be negotiated by the student and the College. The resulting net semester cost will be less than the total cost of the semester. This is a non-profit plan.





## STUDENT FINANCIAL INFORMATION

### Costs

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

### Financial Policy

Recognizing the necessity for the prompt payment of all school fees, not only as a good business principle but for the sake of character development, the Department of Education of the Assemblies of God has set forth the following financial policy:

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

### Payment of Accounts

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

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

### Student/Spouse Policy

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

### Deferred Payment Plan

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



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

### Finance Charge

A finance charge of 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.

### Late Payment

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

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

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

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

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

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

### Cancellation of Registration

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

### Withdrawal from College (See also Involuntary Withdrawal, p. 33)

Adjustments will be made on the accounts of students who withdraw during the semester subject to the following conditions (see top of next page):



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

Per day 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 page 29 under "Off-Campus Housing" for refund policy. Any **exceptions** to the refund policy will be processed through the Administrative Services Office.
9. When a student changes his or her schedule by dropping a course but does not withdraw from the College, tuition and fees will be adjusted through the first Friday of classes. After that, there is no reduction of tuition or the general fee for classes.

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

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

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

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



## Northwest College Scholarship/Tuition Credit Recipients

These awards are funded from donations of friends of the college for general award or are allocated from the general scholarship or discount pool in the general fund budget. Based on the sources of these funds, certain expectations of the recipient are attached to the award and acceptance of these funds. Students must be enrolled full-time in order to receive a Northwest College Scholarship (i.e., Fine Arts Scholarship, Academic Scholarship, Endowed Scholarship, etc.). Students may be enrolled for less than full-time and receive tuition credit (i.e., Ministers Dependent Tuition Credit, Faculty/Staff Dependent Tuition Credit, Spousal/Sibling Tuition Credit, etc.). Please refer to the Northwest College Catalog for a list of Northwest College scholarships and tuition credits.

1. Any student who is placed on citizenship probation will automatically forfeit any Northwest College self-funded Scholarship or discount for that semester.
2. Any student who fails chapel attendance will automatically forfeit any Northwest College self-funded Scholarship or discounts for that semester.
3. Any student who goes on academic probation two semesters in a row will forfeit any Northwest College self-funded Scholarship or discount for the following semester.
4. Any student who has an unpaid balance on entering a semester will forfeit any Northwest College self-funded Scholarship or discount for that semester.

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

## Financial Aid

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

Once a student has been awarded financial aid and their file is complete, the financial aid that has been awarded will be disbursed to the student's account. **Scholarships and grants** will automatically be applied to a student account once the financial aid file is complete and the student is making satisfactory academic progress for financial aid. The amount that will be disbursed each semester is indicated on 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 fall semester and \$500 for spring semester. Federal and institutional funds are disbursed after the add/drop period. The Washington State Need Grant funds are available for pick-up by the student in the Financial Aid Office after the start of each semester.

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

The **Federal Perkins Loan Office** is responsible for the administration of Federal Perkins Loan funds. Federal Perkins Loan recipients are required to sign the schedule of Advances at the beginning of each term



before funds can be credited to the student's account. Also, an entrance interview is required and students will be contacted by this office for further requirements.

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

### **Satisfactory Academic Progress Policy for Financial Aid**

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

### **ASB Fees**

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





Spiritual Life

As a Christian college, NC is interested in the spiritual development of its students and therefore practices a daily chapel time. Attendance and participation in chapel are vital components of the students' spiritual development. Our Chapel Mission Statement states, "Chapel exists to support meaningful worship, ensure personal growth, foster community spirit and respond to the Great Commission, for the glory of God." A wide variety of guests, faculty, administrators and student speakers, musicians, chorales, etc., provide opportunity for students to be involved in praise, prayer, and preaching/teaching of God's Word. Chapel behavior is to be in such a manner that is honoring to God and respectful to everyone who attends the chapel time.

Chapel

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

# SPIRITUAL

Chapel Attendance Policy

1. Chapel hours will be from 10:00 a.m. to 10:45 a.m. daily.
2. All students will be required to attend chapel 42 days during the semester. Excused absences are as follows: per week. Excusptions to this policy are explained under "No Chapel Days" below.
3. Attendance will be taken by a card-man process. Any student who does not show up for chapel 42 days will be counted absent.
4. A maximum of 3 days are allowed for lost ID cards. Students are required to report a missing ID card to the Student Life Office representatives during the 2 days which a card is lost. It is the responsibility of the student to obtain a new ID card from the Student Life Office representative as soon as possible.
5. Any student leaving chapel after reporting their ID Card missing to the Student Life Office representative. Failure to do so will result in a possible chapel day's attendance record and an additional chapel day.
6. Contact the Student Life Office at extension 5232 to check on your attendance.

# LIFE

Chapel Attendance Exemption

1. Students may apply for a chapel exemption for days in which they have no classes.
2. Students employed during the chapel hour may apply for exemption (be sure to get approval from your employer).
3. No exemptions are given for homework study or course. Students are required to arrange their schedules to meet their required days of chapel attendance.
4. Exemptions may be granted to those students involved in student teaching and practicum assignments. It conflicts with the chapel time.
5. Students teaching approaches a semester. An excused day will be credited by the Student Life Office regarding the number of days only. It does not affect a student's record.





# SPIRITUAL LIFE

## Spiritual Life

As a Christian college, NC is interested in the spiritual development of its students and therefore provides a daily chapel time. Attendance and participation in chapel are vital components of the students' spiritual development. Our Chapel Mission Statement states, "Chapel exists to express meaningful worship, nurture personal growth, foster community spirit and respond to the Great Commission, for the glory of God." A wide variety of guests, faculty, administrators and student speakers, musicians, dramatists, etc., provide opportunity for students to be involved in praise, prayer, and preaching/teaching of God's Word. Chapel behavior is to be in such a manner that is honoring to God and respectful to everyone who attends the chapel hour.

## Chapel

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

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

No committee meetings, practices, or student gatherings are to be held during the chapel hour.

## Chapel Attendance Policy

1. Chapel hours will be from 10:00 a.m. to 10:45 a.m. daily.
2. All students will be required to attend chapel 42 days during the semester (an average of three times per week). Exemptions to this policy are explained under the Chapel Exemption heading.
3. Attendance will be taken by a card-scan process. Any student scanning their ID card after 10:10 a.m. will be counted absent.
4. A maximum of 2 days are allotted for lost ID cards. Students are required to check in with a Student Life Office representative during the 2 days which a card is lost. If an ID card is lost it is the responsibility of the student to obtain a new ID card from the Student Life Office (\$10 replacement fee).
5. Any student leaving chapel after scanning their ID Card for attendance must notify the Student Life Office representative. Failure to do so will result in possible disciplinary action, the deletion of that day's attendance record and an additional chapel day.
6. Contact the Student Life Office at extension 5235 to check on the status of your chapel attendance.

## Chapel Attendance Exemption

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



6. Students are responsible for completing a Chapel Exemption Petition in the Student Life Office for each semester (Fall, Spring).

## Chapel Failure Policy

Any student who fails chapel attendance will automatically forfeit any Northwest College self-funded scholarship or discount for that semester. Students should contact the Student Accounts Office at extension 5225 to find out what kind of scholarship and/or discount you may have, (see Northwest College Scholarship/Tuition Credit Recipients, page 21).

## Chapel Failure Disciplinary Action

First chapel failure	-	Letter from the Student Life Office.
Second consecutive chapel failure	-	Citizenship Probation (see page 32).
Second cumulative chapel failure	-	Provisional Citizenship (see page 32).
Third consecutive chapel failure	-	Referred to Student Life Committee. (May affect re-enrollment.)
Third cumulative chapel failure	-	Citizenship Probation.
Fourth cumulative chapel failure	-	Referred to Student Life Committee. May affect re-enrollment.

All students in leadership positions, including music ministry (choirs, summer ministry teams) and athletic teams, must maintain a passing chapel grade during the semester of participation and the semester prior to participation. Failure to do so will immediately suspend their participation.

## Making Announcements in Chapel

Announcements in chapel may be done by receiving permission in advance. A one to two day advance notice to the Spiritual Life Office is required according to the guidelines listed below:

- Overhead Announcements: Please fill out a Chapel Announcement Request Form (located in the Spiritual Life Office) at least one day in advance.
- Oral announcements: Please call (extension 5307 or 5271), e-mail (dave.gerig@ncag.edu) or stop by the Spiritual Life Office. Oral announcements must be received at least two days in advance.

## Student Tithes and Offerings

Students are strongly urged to return tithes and give offerings regularly and consistently to support the work of Christ and His Church. It would be proper for students to contribute their tithes to the area church where they worship and minister or to their home church. All students are encouraged to be a part of the Missions Faith Promise Program administered by ASB Student Missions. Offerings are received throughout the year from students, staff and faculty and are used to support ASB missions projects, providing missions scholarships for students participating in approved mission outreaches during Spring Break and over the Summer. Offerings may be given in chapel or to the cashier anytime during office hours. If you require a Giving Receipt for tax purposes you must use a Giving Envelope, available from the cashier in the Administrative Center, the Spiritual Life Office, or in the Chapel.

## Church Attendance

Students are expected to choose a home church and attend faithfully while a student at NC. Students are also strongly encouraged to find a place of service within the church body. If you need help in locating and choosing a local church to worship, fellowship and serve, the Spiritual Life Office has a directory of churches



to assist you. The campus pastor is available and willing to help you find and get involved in a good church, as soon as possible.

### **Christian Service**

One of the most important components of a students' preparation and development while at Northwest College is their involvement in Christian service. All students are expected to faithfully and consistently participate in some aspect of Christian service either through an NC Outreach Ministry Team or their local church. The primary purpose of the NC Student Outreach Ministry program is to provide opportunity 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.

Students are expected to begin their ministry development and involvement upon their initial enrollment at Northwest College. The campus pastor and ASB Outreach Ministry officers are available to help students get involved in the various outreach ministries listed below:

### **Children/Youth Ministries**

- LUNCH BUDDIES - National program ministering to "At Risk" kids in the local school system.
- VOICES - Clown ministry to children in local churches
- H.O.P.E. - Hospital Outreach People Encouragement: Ministry to children and their families while at local hospitals.
- V.I.B.E.S. - Volunteers in the Bellevue Education System: One-on-one tutoring program helping children in grades K-12.

### **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 - Providing a variety of ministries to children and youth in an inner city church in Portland, OR, during Spring Break, each year.

### **Community Service**

- VISION HOUSE - Providing practical helps for the homeless and serving as a Big Brother/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.



## **Other Ministries**

Students are encouraged to launch new outreach ministries as the Lord leads them. If you would like to suggest or begin a new ministry please do not hesitate to contact the ASB Outreach Ministry officers at extension 5280 or the campus pastor at extension 5271. NC would like to sponsor as many Outreach Ministries as you, the student, would like to lead and participate in.

## **NC Campus Ministries**

- CHAPEL

Students are given opportunity to participate in chapel through the following ways:

1. Lead or be a part of a praise and worship team. Auditions are held in September.
2. Special music as a vocalist or instrumentalist.
3. Reading scripture, leading in prayer, giving a testimony, planning a service, etc.
4. Monday Night Worship - leading singing, playing an instrument, etc.

- GRIP (Global and Regional Intercessory Prayer)

1. Students are needed to facilitate an on-campus 24-hour prayer line, extension 7729 (PRAY).
2. Pray with students in chapel.
3. Provide leadership on special days called for prayer.
4. Prayer request cards are available in the chapel and at various areas around campus.

## **Spiritual/Mission/Other Emphasis Weeks**

In addition to the consistent focus on spiritual values and biblical principles that is made in Chapel, one week each semester is set aside for specific spiritual enrichment and growth, including morning and evening chapels. Also, each semester features a Missions Emphasis Week with a focus on praying for, giving to, and serving in, missions/outreach related ministry. Other special emphases are scheduled through the year such as Pastoral Lecture Series, Staley Lectures, Multi-Cultural Leadership Week, Holy Week, etc.

## **Spiritual Formation and Prayer**

The process of spiritual formation in the lives of NC students is facilitated in every setting on campus, including the chapel, classroom, library, cafeteria, dorms, Firs housing, etc. 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. The campus pastor, ASB officers, class officers, resident life staff, faculty, administrators, etc., cooperate in partnership to create and maintain a healthy spiritual atmosphere on campus, in order to stimulate spiritual growth and maturity in the lives of all students. Your cooperation and support of such an effort is greatly appreciated.

## **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 their reputation has been established; and provided that their coming will be consistent with the ministry, purpose, and objectives of the College. The scheduling of such ministries requires prior administrative approval which may be obtained through the Spiritual Life Office.



Appearance/Dress

Western College students are Christian and college life is their appearance and dress. Dressing properly includes modesty, neatness, cleanliness, and good taste. Appearance or dress which conflicts with college philosophies, or segments of society in opposition to Christian principles is not acceptable.

For smaller, more modest students must wear more types of footwear in public areas. Students are asked to use good judgment in how length and style.

Appropriateness in time, place, and activity should always be considered in the guidelines above. There should be participating in church services expected to dress accordingly in this environment or as directed by the designated chapel leader. The College reserves the right to prohibit certain attire, accessories, or dress and appearance for students who represent the College at events.

All clothing must be suitable in length and style. Items such as shorts, skirts, and dresses should be appropriate for class, chapel and campus activities. Items such as tank tops, halter necks, and spaghetti straps are not acceptable.

Items must be worn in a neat and clean manner. Items such as hats, sunglasses, and jewelry should be worn in a way that is appropriate for the campus environment. The wearing of hats, sunglasses, and jewelry should be limited to special occasions.

# CAMPUS

Hazing

Hazing is against the rules of the College and violates the laws of Ohio. Hazing means any activity that intentionally or recklessly endangers the physical health or safety of a student participating in sports or similar activities. Hazing may include, but is not limited to, the use of force or coercion to cause physical injury and defacement of character.

# LIFE

Sexual Harassment

Due to possible damage to property and safety, inappropriate behavior in dorms or other campus buildings will result in a suspension from the College.

Sexual Harassment Policy

Sexual harassment is a specific form of discrimination. It can be a verbal or non-verbal act of harassment. It is a means of degrading the equality of an individual. Sexual harassment can take the form of making unwanted statements with sexual connotations to another individual. Sexual harassment will not be tolerated in any form. Complaints of harassment may be brought forward by contacting the Dean of Students. Complaints will then be investigated by a designated committee for resolution.





## **CAMPUS LIFE**

### **Appearance/Dress**

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

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

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

All shorts must be modest in length and style. Gym shorts and spandex-wear are not acceptable dress for class, chapel and Sunday brunch. Spandex-wear is allowed only in the gym. Spandex worn with other short or shirt over, is permissible for weight room, field and cafeteria.

Shirts must be worn at all times except in athletic activities which require team designations or the combined vigorous nature of the sport and current high temperature deems it uncomfortable to wear a shirt. The shirt is to be worn to the sporting event and put on after the sporting event is complete. Swim suits are not to be worn on campus. The wearing of hats (baseball type) is not allowed in the chapel during chapel times or special evening chapels.

### **Hazing**

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

### **Water Fights**

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

### **Sexual Harassment Policy**

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



## **Non-Discrimination Policy**

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

## **Drug Policy**

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

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

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

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

## **Marriage**

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

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

## **Distribution of Materials**

Advertisements, leaflets, newspapers, other materials may not be distributed or posted by students or non-students on the College campus or in the College facilities without the expressed permission of the Student Life Office. All such materials must bear identification as to the publishing agency and distributing organization, church, or individual. This precaution is taken because the Administration desires to have positive influence in the things advertised to the students and eliminate any cross purposes to the nature of the College and needs of its students. Any student who violates any policy relating to the distribution or posting of handbills, leaflets, newspaper or related materials shall be subject to disciplinary action.

## **Student Bulletin**

The Student Bulletin is published by the Student Life Office and is prepared and provided weekly for all students noting current activities and announcements.

Bulletin announcements must be in the Student Life Office no later than 5:00 p.m. each Wednesday. Please choose one of the following methods for submitting your announcement (see top of next page):



- E-mail your student bulletin announcement to *jan.hicks@ncag.edu*
- Complete a *Bulletin Announcement Form* located in the Student Life Office.

## **Posting of Bulletins and Advertising**

The posting of all bulletins and announcements (except Student Ministry) is to be cleared with the Student Life Office.

Student Ministry bulletins and announcements should be cleared with the Spiritual Life Office, located in the Pecota Student Center. 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, a special double-sided tape will be provided by the Printing Services Office, Spiritual Life Office or the Student Life Office.

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

## **Off-Campus Housing**

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

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

## **Residence Hall Housing Exemptions 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 the residence hall must have an approved application on file with the Student Life Office prior to the start of the semester in question. Applications for non-residence hall housing are available in the Student Life Office.

Students who may be granted approval by the Student Life Office 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. 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 effect through vacations and summer period. The College may revoke the non-residence hall living arrangements at any time.

## **Social/Cultural Program**

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

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

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

## **Formation of Clubs**

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

## **Intercollegiate and Intramural Sports**

Northwest College participates competitively in Men's Basketball, Women's Basketball, Men's Soccer, Women's Volleyball, Men's and Women's Track and Field and Men's and Women's Cross Country. 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 consist of Flag Football, Volleyball and Basketball. Information will be available in the Athletic Department Office.

## **All-School Events:**

**Spiritual Enrichment Weeks** - Set aside in the early part of each semester for special emphasis on spiritual growth.

**Missions Emphasis Weeks** - ASB Outreach Ministries sponsors a Missions Convention each semester, designated to increase awareness and participation in missions, both local and international.

**Harvest Social** - This is an informal gathering for the entire student body, sponsored by the Sophomore Class and the ASB in the Fall semester of each year.



**Midnight Madness** - The Senior Class and the ASB sponsor a kickoff to the Men's and Women's Basketball season in the College gym. Student are encouraged to show their school spirit by coming dressed in blue and gold.

**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 AWS, AMS, MSA and the ASB sponsor a special evening in the College cafeteria to celebrate Valentine's Day.

**Spring Banquet** - This is a formal banquet sponsored by ASB during the Spring semester and is for all students, administrators, faculty and staff.

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

### **Student Associations**

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

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

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

### **Student Clubs**

- Business Management Club
- Drama Club
- Psychology Club

## DISCIPLINE

### Sanctions

The College is concerned with both the academic performance and the personal conduct of each student. Guidelines for student behavior and appearance are provided in the Student Handbook and College Catalog. Each student is responsible to read, become familiar with, and follow all policies set forth in the Student Handbook and the College Catalog.

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

### Appeals

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

### Actions

Any disciplinary actions taken during the last weeks of the semester may be carried over to the following semester. The following disciplinary actions may be imposed:

- a. **Residence Hall Penalties:** Different degrees of penalties may be given according to the seriousness of the infraction. These may include fines (damage reparations), residence hall probation and/or referral to the Student Life Office for formal College discipline.
- b. **Provisional Citizenship Probation:** Notice to a student in writing, that he/she has been in violation of the rules of student conduct or has otherwise failed to satisfy the College's expectations regarding conduct. A student's continued violation of student conduct policies while on Provisional Citizenship Probation will make the student subject to Citizenship Probation.
- c. **Citizenship Probation:** Formal action placing conditions upon the student's continued attendance for violation of rules of student conduct. Such action will specify in writing the period of non-participation in extra-curricular activities. Citizenship probation may be for a specific term or for an indefinite period which may extend to graduation. Students under citizenship probation are not allowed to participate in student leadership, athletic teams, summer ministry team, choir, or ensemble. Violation of citizenship probation shall be cause for further disciplinary actions. Being placed on citizenship probation during a semester may jeopardize the student privilege of interim housing. Any student who is placed on citizenship probation will automatically forfeit any Northwest College self-funded Scholarship or discount for that semester (see page 21)
- d. **Suspension:** Suspension may be for an indefinite or stated period of time. The notification of suspension will indicate in writing the term of the suspension and any special conditions which must be met before readmission. For board and room refunds and tuition refunds affected by suspension see the college refund policy.
- e. **Dismissal:** Termination of student status for violation of the standard of student conduct is considered permanent and final. Students dismissed from the College will not be allowed to apply for



readmission without the express permission of the President. For board and room tuition refunds affected by dismissal see the college refund policy.

### **Disciplinary Fines Schedule:**

Water Fights	\$25.00
VCR Policy Violation	\$25.00
Fire Works	\$25.00
Open Flame (in dorm room)	\$25.00
Provisional Citizenship	\$25.00
Citizenship Probation	\$25.00
Quiet Hours Violation	\$10.00
Microwave in Room	\$10.00
Vandalism	cost of repair (for time and materials and possible disciplinary action)
Late ins	(see page 42)

### **Jurisdiction**

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

### **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. (For procedures see full policy statement in the Student Life Office.)

### **Application of Citizenship Regulations**

Northwest College desires that its students develop lifestyles characterized by increasing freedom, built upon self-discipline, moderation, and adherence to biblical principles. In the application and enforcement of rules, 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.

## GRIEVANCES

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

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

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

### **The following guidelines are considered appropriate:**

1. If a student has a grievance against a professor, the student should first speak to the particular professor concerning the matter. If no satisfactory agreement is reached, he/she should take the matter to the Academic Affairs Office.
2. If a student has a grievance against another student or in matters of student life, he/she should try to settle the matter privately. If this cannot be done, the student may take the complaint to the respective Resident Director, the Director of Resident Life, and/or the Dean of Students.
3. If a student has a grievance against the College, he/she has elected class or student officers to represent him/her to the Administration. Students are free to voice their own grievance to the proper administrator.

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

### **Principles to Remember**

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

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



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

Students are expected to meet the College's standards and the individual professor's curriculum requirements in a positive way. They are expected to be courteous toward all professors and refrain from conduct which disrupts the learning process.

In cases of extraordinary irregularity with a faculty or the College's standards, the student is directed to see the Dean's Office on page 24.

Enrollment/Course Changes

Official registration may be made ONLY in the Registrar's Office. The only authority for an instructor to permit a student to be moved to 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 choose when they register. Students may be removed from a course and added to another in the Registrar's Office.

# ACADEMIC

Course drops are made through the Registrar's Office. Students who withdraw from a course during each semester receive a "W" (Withdrawal - Satisfactory) or a "WF" (Withdrawal - Unsatisfactory) or a grade of D or below. The assignment of "W" or "WF" will be at the discretion of each instructor based on class records and any special circumstances involved with the withdrawal. Students who do not complete course work and/or fail to attend classes through the Registrar's Office assume responsibility for all costs associated with that work. A student who is absent for more than two weeks consecutively without contacting the Director is subject to being dropped from enrollment with a grade of "F". (This College policy is subject to change.)

Attendance

Classes are conducted with a view to helping students learn. The student's attendance is assumed. If absences do occur, the individual professor determines the student's grade for the classes and publishes specific requirements in course syllabi. Special absences or tardiances should therefore be announced 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 appropriate form from the Director of Health Services in providing documentation to the faculty member regarding absences. A student's presence absent is still the prerogative of the individual faculty member. It is advised that absences be reported as soon as possible.

Class attendance (as required by various professors) in some College courses is necessary for success through the Academic Affairs Office under the Student Life Office. The faculty or staff member shall submit a list of students participating and the faculty member for Academic Affairs under the Dean of Students. Professors of classes the student has to be absent. Students are advised to leave class without being counted absent if the instructor fails to appear within the first 10 minutes of the class period.

# LIFE





## ACADEMIC LIFE

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

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

In case of unresolved incompatibility with a teacher or the College's standards, the student is directed to see the Grievances section on page 34.

### Enrollment/Course Change

Official registration may be made **ONLY** in the Registrar's Office. The only authority for an instructor to permit a student to be present in a class is authorization from the Registrar's Office. A student may add courses to his/her load through the first Friday of each semester. Students are responsible for the academic program they select when they register. Changes may be made by completing and Add/Drop form in the Registrar's Office.

Course drops through the first Friday of class instruction have no effect on the transcript. Course withdrawals during week two through the eighth Friday of class instruction result in a "W" (Withdrawal) on the transcript. Students who withdraw from a course during week nine through the last day of class instruction receive a "WS" (Withdrawal Satisfactory = Grade of C or better average) or a "WU" (Withdrawal Unsatisfactory = Grade of D average or below). The assignment of "WS" or "WU" will be at the sole discretion of each instructor based on class records and any special circumstances involved with the withdrawal. Students who do not complete course work and/or fail to officially withdraw through the Registrar's Office assume responsibility for all costs associated with that work. A student who is absent for more than two weeks consecutively without contacting the College to explain the reason for their absence may be dropped from enrollment with a grade of "F". (See College Catalog for further explanation.)

### Attendance

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

If a student is absent because of prolonged illness, he/she should contact the 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 activity are excused through the Academic Affairs Office and/or the Student Life Office. The faculty or staff member must submit a list of students participating and the Vice President for Academic Affairs and/or the Dean of Students informs professors of times the students are to be excused. Students are authorized to leave class without being counted absent if the instructor fails to appear within the first 10 minutes of the class period.



## Probationary Policy

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

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

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

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

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

## Working Students

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

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

## Recommended Academic Load

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

## Awards and Honors Convocation

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

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



## Make-Up Tests

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

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

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

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

## Requirements for Graduation

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

## Student Records Policy

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

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

1. **RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at this institution.
2. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
3. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

4. **RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION:** You have the right to file a complaint with the Family Policy and Regulations Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C., 20202, concerning this institution's failure to comply with FERPA.
5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by this institution in compliance with FERPA. A Copy may be obtained in person or by mail from: Northwest College, Registrar's Office, 5520 -108th Ave. NE, Kirkland, Washington, 98033.



## SINGLE STUDENT RESIDENCE LIFE

### Fire Hazards

Due to the danger of fire property damage, students in all residence halls are allowed to own only safe appliances in their rooms. Toasters, kettles, TV's, VCR's, record and tape players, hair dryers, coffee machines, and hot-watered appliances such as automatic coffee makers, pressure cookers and food mixers, electric stoves are not approved unless they are approved by Underwriters Laboratories. Request of students or inquiries, use of these appliances will result in their removal from the room. Appliances 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. Food may be stored in appropriate containers. A microwave with a maximum of 700 watts is permitted in each residence hall room for light cooking. Students who use the microwave oven should be sure to keep the area clean. Microwave ovens are allowed in Park Quad only. Guy, Crocker, Gray and Rensselaer are capable of handling the electrical load. Also, it is unsafe for incense, josses etc. to be used only in faculty rooms.

# RESIDENCE

### Individual

Students are expected to live in a responsible manner. This means that students should be aware of the college's policies which reflect Christian values in a responsible light of the suggestions in nature, and not offend, offend, offend, offend, offend. Any signs, posters, etc., which portray offensive pictures in a responsible light and/or are suggestive in nature that are placed on the outside of dorm doors or in any other residence hall common will be removed by the Resident Life Staff.

When a student leaves the residence halls, the room must be left clean and ready to be occupied by the next student. The room will not be changed or rearranged in any way.

Students should use every opportunity to volunteer their personal services to the college. This means to every way possible to obtain a job or working position. All students should be aware of the college's policies.

Special arrangements for students who are unable to attend classes should be made by the Dean of Students, Director of Resident Life, or a Resident Director.

# LIFE

### Room Damage

Breakers or damage in 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 occupants of the room in which the damage was done. The College is not responsible for damage caused by students in each individual room. Students are responsible for the condition of their rooms.

### General Guidelines

A student's room is private and it is to be treated as such. Borrowing another's room or borrowing possessions without permission is wrong, as is borrowing the property of a fellow student. Borrowing another's money or possessions is strongly discouraged. Students should learn to secure one of a family group without bringing on the name of others. The Student's Room Inventory is located in the room of the Resident Director or College Administration.

- 4. **RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION:** You have the right to file a complaint with the Family Policy and Regulations Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202, whenever the institution's failure to comply with FERPA.
- 5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by the institution in compliance with FERPA. A copy may be obtained in person or by mail from: Gateway College, Registrar's Office, 5520-100th Ave. NE, Kirkland, Washington 98033.

RESIDENCE

LIFE



## SINGLE STUDENT RESIDENCE LIFE

### Fire Hazards

Due to fire danger and/or property damage, students in all residence halls are allowed to use only light appliances in their rooms, i.e., razors, radios, TV's, VCR's, record and tape players, hair dryers, sewing machines, and self-contained appliances such as automatic coffee makers, popcorn poppers and toasters (toaster ovens are not approved) provided they are approved by Underwriter's Laboratories. Report of careless or improper use of these appliances will result in their removal from the room. 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. Food must be stored in appropriate containers. A kitchenette with a microwave is provided in each residence hall area for light cooking. Students who use the kitchenette area are responsible to keep the area clean. Microwaves are allowed in Perks dorm only. Guy, Crowder, Gray and Beatty are not capable of handling the electrical load. Due to extreme fire hazards, irons are to be used only in laundry areas.

### Individual Room Guidelines

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

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

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

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

### Room Damage

Breakage or damage to College property should be reported immediately to the Resident Director or Resident Assistant. The cost of unreported damage may be assessed to all of the students on the floor or room where the damage took place. No furniture is to be removed from lounges. **All College furniture must remain in each individual room; removal of furniture will constitute a fine and/or disciplinary action.**

### General Guidelines

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



No student is permitted to be in the on-campus living area of the opposite sex. This includes both the hallways and individual dorm rooms. Anyone found in violation of the policy will be subject to disciplinary action. A guest found in violation of the policy will not be allowed to return to Northwest College. Open visitation hours will be posted by the Resident Life Staff.

Single residence hall rooms are mainly for studying and sleeping. Storage of miscellaneous items such as auto parts, etc., is not permitted. Weights and weight lifting are confined to specified residence areas as approved by the Dean of Students through the Resident Directors.

Skateboards and/or roller blades are not allowed in any College facility.

### **Provision for Non-Motorized Bicycles:**

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

### **Off-Campus Living**

Any student currently living in the residence halls who is considering moving off campus will need to refer to page 29 regarding off campus criteria and refund policy.

### **Upper Division Residence Floors**

When Residence Hall population allows, certain floors are designated as Upper Division Residence Floors. These floors are available to students of Junior status (60 credit hours) and above, or students that are age 21 and above; (21 years of age prior to the beginning of the current semester). These floors are designed for those students who have proven themselves in academics, citizenship, and financial responsibility. Requests to live on an Upper Division Residence Floor are submitted to the respective Resident Director for consideration.



## **Interim Housing**

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

## **Resident Personnel**

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

## **Guests**

Students may invite a relative, friend, or current off-campus students to be their guest in the residence hall for three nights each semester without charge. Previous arrangements are made with the Resident Director. If the guest is to stay more than three nights, a \$10.00 charge per night will be made. Students having unregistered guests will forfeit their 3 nights (without charge) and will be assessed \$20.00 (double the guest rate) per night for each unregistered guest. Off campus students may stay in the dorm a maximum of 3 days per semester. Failure to comply will result in disciplinary action for both the off-campus guest(s) and student(s) occupying the room. Persons to whom students are ministering should not be invited to be guests. Any guests not complying with Northwest College policies will be asked to leave immediately. No guests are allowed in rooms or hallways of the opposite sex without prior approval. Guests may be registered by one of the following: Resident Assistant, Resident Director or Director of Resident Life.

All guests 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.

## **Under Age 18 Guests**

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

## **Curfew Policy**

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

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. should contact the Security Officer on duty for entry to the dorm. Students then record their name, dorm room number, time, and date.

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

1. Curfew time is 2:00 a.m.
2. Students are allowed five late-ins per semester beyond the 2:00 a.m. time before the fine policy takes affect.
3. Once a student has used their five allotted late-ins they will be contacted by their Resident Director regarding disciplinary actions and/or late-in fine policy.

Any student(s) involved in the propping of doors, letting students in after dorm lock up, or allowing student access through a window, will be subject to disciplinary action and/or fines.

Non-registered guests and visitors are not allowed to remain past dorm lock up.

### Late-Ins

Residence hall students under the curfew policy, (Freshmen, Sophomores, and students under age 21), are allowed five late-ins per semester after the established 2:00 a.m. curfew. After the fifth late-in, the following policy will take affect:

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

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

### Campus Emergencies

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

#### Definition of Emergencies:

1. **Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. Report incidents immediately to Security at ext. 5500 or 222.
2. **Major Emergency:** Any incident, potential or actual, which affects an entire building(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 usually be required from the College administration during times of crisis. Report incident to Security personnel.



**3. Disaster:** Any event or occurrence which has taken place and has seriously impaired or halted operations of the College. In some cases mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed.

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

### **Declaration of Campus State of Emergency**

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

During the period of any campus major emergency the Security Department, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency (safeguard persons and property, and maintain educational facilities). The plant Manager and the Security Director 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 involves College property, Security Officers will be dispatched to determine the extent of any damage to College property.

### **Emergency Closure Notification Procedures**

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

If the final decision is to cancel the daily class schedule, the Vice President for Academic Affairs or his representative, will contact the following local radio and television stations in order to communicate the intent to cancel classes:

KCIS 630 AM KCMS 105.3 FM  
KIRO 710 AM  
KIRO CHANNEL 7  
KOMO 1000/KOMO CHANNEL 4  
KING 1090 & KING CHANNEL 5

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

The Vice President for Academic Affairs will contact the Vice President for Administrative Services regarding the cancellation of the daily class schedule. Students will be notified via voice-mail, e-mail, the



Resident Life Staff, and/or the Student Life Office. At that time, the Vice President for Administrative Services will confer with the President regarding the staff and administration working day. If the final decision is to cancel a working day, the Vice President for Administrative Services will activate the Administrative Personnel Emergency Phone Chain.

Any pranks or behavior that risk potential injury or property damage during an emergency or potential emergency will result in disciplinary action which may include suspension or dismissal from Northwest College.

### **Overnight Stay**

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

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

### **Residence Hall Lounges**

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

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

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 which assist students' spiritual and social development. These interactions help the student toward responsible maturity in public and private relationships.

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

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

### **Visitation in Lounges**

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

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



## **Pets**

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

## **Quiet Hours**

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

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

## **Entertainment** (see Community Affirmation, p. iv)

Students of Northwest College are expected to recognize their responsibility to God by careful use of their time and to engage only in such activities as may contribute to their spiritual, moral, intellectual, and physical well-being. They should avoid questionable entertainment and activities including those which diminish a persons moral sensitivity. The College does not promote or condone social dancing. All floor activities and student organization activities must comply with all policies and standard of conduct of Northwest College.

Nothing should be viewed (e.g., television, video, movies, Internet, computer entertainment, etc.) or listened to (e.g., music, verbal discussion) which diminishes a persons moral sensitivity. As Christians we must realize the importance of being an example of Christian living both on and off campus.

## **Computer/Internet** (see Community Affirmation, p. iv)

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 (see Entertainment above). 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 loose the privileges of having a computer in their 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 does monitor the entire College community to assure Internet users access appropriate Internet addresses.

## **Television/VCR** (see Community Affirmation, p. iv)

Television sets in residence hall lounges are for weekend use only. Viewing purchased, rented, or copied video cassettes and laser or DVD disks in lounges or other common or shared areas of the dorms (a dorm room is not considered a common or shared area), is a violation of the Federal Copyright laws and is not permitted. Whereas many programs now shown on TV and VCR's are not conducive to spiritual strength, growth, and edification and whereas time is a God-given commodity especially significant to the Christian college student, it is expected that each individual student will assume the responsibility of self-discipline in their use of television in reference to the quality of programs viewed, the rights of others, and the total time spent watching. The College Administration and the Resident Life Staff have the responsibility and reserve the right to regulate the use of television and VCR's and determine the hours they are used. Television and VCR's are permitted in rooms under the following conditions (see top of next page):



- 1) All TV sets and VCR's must be registered with Resident Life Staff.
- 2) Any room containing a TV or VCR must have roommate approval.
- 3) 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 Cor. 8:13; Luke 17: 1-2).

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

### **Weight Room**

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

### **Check-in/Check-out Procedures**

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

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

1. Clean the room.
  - a. All personal belongings must be removed from the room.
  - b. The room needs to be vacuumed and dusted.
  - c. All furniture must be clean and in place.
  - d. Everything from the walls must be removed, including tape, wallpaper, contact papers; all nail holes filled.
2. After the above has been completed, the student should contact the Resident Assistant.
3. The Room Check-in/Check-out form, completed when the student moved in, will be reviewed and signed by the Resident Director.
4. If properly checked out by the RA and RD, refunds of the cleaning/damage deposit will be applied to account balances. Returning students who have a "zero" balance on their student accounts may request their cleaning/damage deposit be returned to them, or it may remain on their account as a cleaning/damage deposit for the following year.

### **Schedule of Damage Charges in Dorms**

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

#### General Damage:

Miscellaneous damage to carpet, closets, doors, beds, lights, windows, desks, chairs, etc. Actual cost of repairs including materials and time as follows (see top of next page):

#### Rooms Requiring Repairs/Painting:



Ceiling	\$20.00
Walls	\$20.00
Total Room	\$50.00
<u>Furniture:</u>	
Removal and/or dismantling of built-in furnishings. (This includes beds, bolsters, desks and closets)	
Per items, per offense:	\$20.00
<u>Carpet:</u>	
Damage	\$25.00 or cost of replacement.
<u>Heaters:</u>	
Heater covers which require replacing or repair:	\$20.00
<u>Custodial Charges:</u>	
Room not cleaned	\$25.00
<u>Improper Check-out:</u>	
Improper check-out or no check-out.	\$15.00
<u>Phones:</u>	
Missing or demolished	\$40.00
Part missing or damaged	\$ 5.00 per part

## Telephones

Phones are available for student's personal use. Any student needing a phone may check out one when moving into the dorm. The student can place long distance calls through the use of an access code assigned to them at the time of dorm check-in. The student will be billed by the College for any long distance charges incurred on their access code.

## Telephone Number Changes

Any student requesting a telephone number change will be assessed a \$10.00 fee.

## Extensions

Each dorm resident receives a phone number that can be dialed directly (for example, extension 6401 would be dialed directly by dialing 425-889-6401). This dorm 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-prefix.

## Collect Calls

To place a collect call, you must use any of the 800 numbers for the major long distance carriers. For further instructions, please see Telephone Numbers, page iii.

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

## Prank Calls

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

## **Toll Calls**

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

## **On-Campus Food Service**

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

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

## **Contract Meal Plan**

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

## **Takeout Meals**

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

## **Special Trays and Special Diets**

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

## **ID Cards**

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

## **Cafeteria Courtesies**

We ask that no food be carried out from the cafeteria. You may eat all the food you want in the cafeteria during meal hours. Unauthorized carrying out of food increases the cost of your food program and can contribute to other health and sanitation problems. We appreciate your understanding and compliance with this policy.



Please do not carry china, glassware and silverware from the cafeteria. Doing this creates a shortage, reduces our level of service and increases the cost of providing you with the highest quality dining program for your money.

Please bus your own food tray and carry it to the dish return areas as you leave the cafeteria. This will keep your Cafeteria cleaner and more attractive for you and your fellow students.

### ALMA MATER

1. Let light shine out in the great Northwest  
Go tell the Savior's grace  
Frien College hails its land afar  
Bring hope to ev'ry man.

Chorus

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

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





## ALMA MATER

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

### **Chorus**

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

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

Words by Maxine Williams  
Music by Wilho Saari



**Example of Student Mailing Address:**  
**John Doe - (place assigned NC mail box # here)**  
**Northwest College**  
**PO Box 97085**  
**Kirkland WA 98083-9785**

**Main Campus Phone: (425) 822-8266**  
**Fax: (425) 827-0148**

**The Student Handbook is Published  
by the Student Life Office**