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Student Handbook

ACADEMIC PLANNER

Northwest COLLEGE



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1999-2000

*Carry
the
Call*

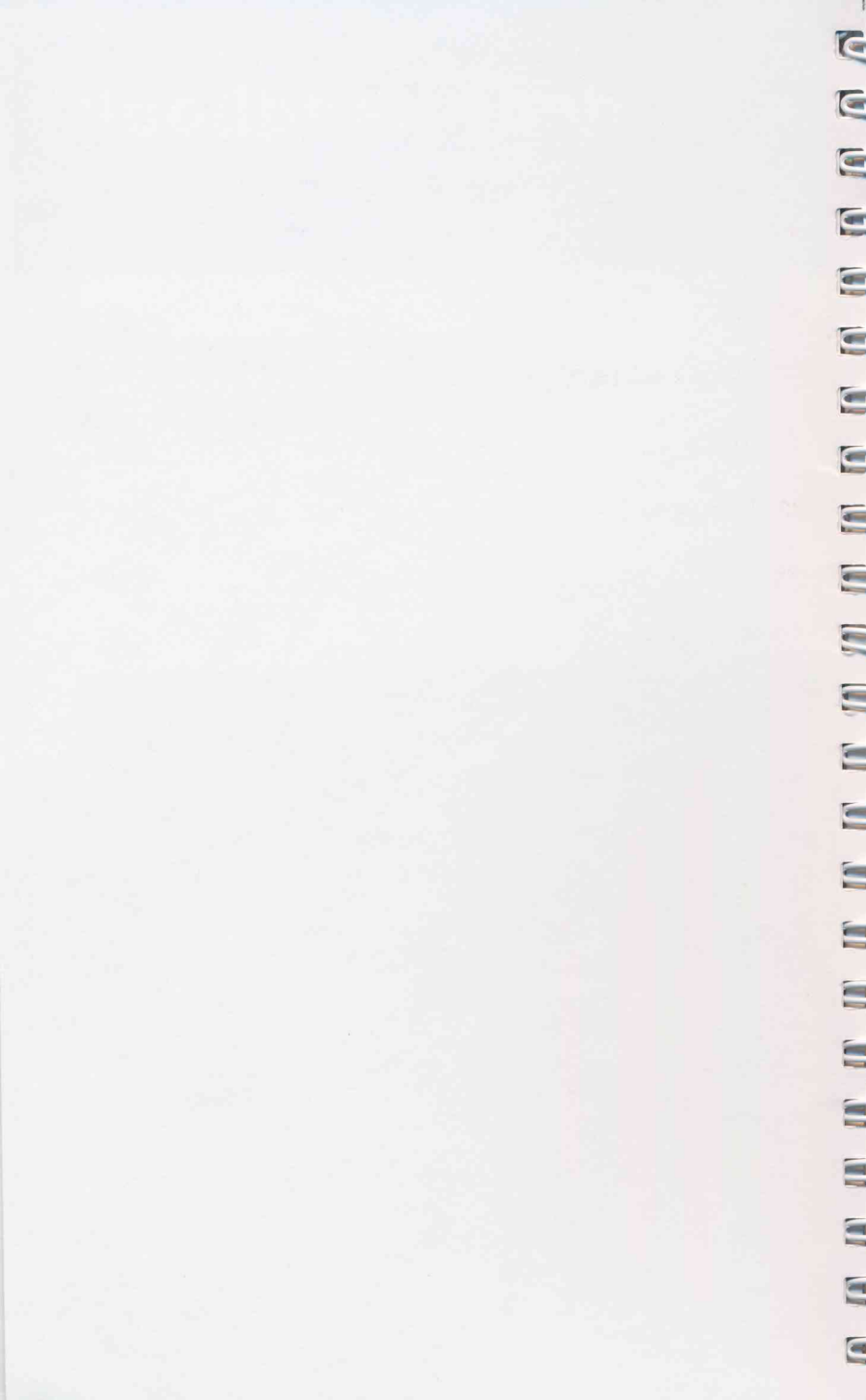


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NORTHWEST COLLEGE

KIRKLAND, WASHINGTON 98033

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Welcome to community life as a student at Northwest College. The development of students is the goal of the entire campus community. In particular, Student Development personnel are committed to helping all students experience personal growth through college programs that focus on spiritual development, academic instruction, social involvement, emotional maturation, and physical training. Our goal is to prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ (Ephesians 4:12-13).

Dr. Matt Nelson
Vice President
Student Development

Student Development Vision

Northwest College believes student development is governed by a person's total commitment to the Lordship of Jesus Christ. As a result the college community's vision for student development is seen through the adherence to five spiritual principles. Students are encouraged to: (1) Live an authentic faith in Christ; (2) Believe in and model the Word of God; (3) Be actively involved in mentoring and discipleship; (4) Be actively involved in ministry and Christian Service; and (5) Living in community with an attitude of repentance and restoration. Northwest College believes the student who lives out these five spiritual principles will be able to answer three fundamental questions: (1) Who am I in Christ? (2) What do I believe? (3) Where is God calling me? These five spiritual principles and three fundamental questions will help establish a foundation for a lifetime of personal development.

Student Development Goals:

- 1. Collaborative learning environment:** Student Development will work along side college staff and faculty to facilitate a campus-wide environment of collaboration to improve the learning experience of all students.
- 2. Student orientation/success:** Student Development will furnish programs designed to help students develop the skills necessary to achieve a successful college career.
- 3. Spiritual development:** Student Development will provide students intentional opportunities to mature in Christ and develop their Christian worldview.
- 4. Leadership education:** Student Development will give students the opportunity to acquire the skills needed to be effective leaders both on and off campus.
- 5. Learning communities:** Student Development will enhance the students' classroom experience by offering a living-learning environment that helps learning become more relevant to their lives.
- 6. Service learning:** Student Development will provide students with opportunities to serve others while increasing their awareness of social, cultural, commercial and political issues.

Northwest College Mission Statement

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

Northwest College Vision Statement - "Carry the Call"

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

Carry the Call - Head: We believe that the response to God's call is to develop exceptional character and competence. A commitment to scholarship and discipleship grows out a worldview anchored in Scripture. Northwest College integrates Faith and Truth with powerful, effective teaching in Ministry, Arts, Science and the Professions. The entire College community strives to engage biblical Christianity with every aspect of life.

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

Northwest College 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, dissension's, 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.

ACADEMIC CALENDAR

FALL SEMESTER

Residence Halls and Dining Hall Open
 Orientation and Registration
 First Day of Class
 Academic Convocation
 Last Day to Register
 Last Day to Add or Drop a Class
 Labor Day Holiday
 Spiritual Enrichment
 Alumni Weekend
 AGTS Session
 Executive Committee of Board
 Missions Emphasis
 Reading Days
 Last Day to Withdraw with a "W"
 Early Registration Spring semester
 Church Ministries Lectureship
 Thanksgiving Holidays
 Board of Directors Meeting
 Last Day to Withdraw from a Class
 Finals Dec 14-17

1999

Aug 25
 Aug 25-27
 Aug 30
 Sept 1
 Sept 3
 Sept 3
 Sept 6
 Sept 7-10
 Sept 23-25
 Sept 27-Oct 1
 Sept 27
 Oct 4-6
 Oct 11,12
 Oct 22
 Nov 8-11
 Nov 8-10
 Nov 25-28
 Nov 29-Dec 1
 Dec 13
 Dec 12-15

2000

Aug 23
 Aug 23 -25
 Aug 28
 Aug 28
 Sept 1
 Sept 1
 Sept 4
 Sept 5-8
 Sept 28-30
 Sept 25-29
 Oct 2
 Oct 11-13
 Oct 9,10
 Oct 20
 Nov 13-16
 Nov 6-8
 Nov 23-26
 Nov 27-29
 Dec 11

SPRING SEMESTER

Residence Halls and Dining Hall Open
 Orientation and Registration
 First Day of Class
 Spiritual Enrichment
 Last Day to Register
 Last Day to Add or Drop a Class
 Martin Luther King Jr. Day
 AGTS Session
 Homecoming/Family Weekend
 Missions Emphasis
 President's Day
 Executive Committee Board
 Last Day to Withdraw with a "W"
 Spring Break
 Early Registration for Fall semester
 Easter Holidays
 Last Day to Withdraw from a Class
 Finals May 1-4
 Board of Directors Meeting
 Baccalaureate
 Commencement

2000

Jan 6
 Jan 6-7
 Jan 10
 Jan 10-12
 Jan 14
 Jan 14
 Jan 17
 Feb 7-11
 Jan 28-29
 Feb 7-9
 Feb 21
 Feb 21
 Mar 3
 Mar 6-10
 Apr 3-7
 Apr 21-23
 Apr 28
 Apr 30-May 3
 May 3-5
 May 5
 May 6

2001

Jan 4
 Jan 4-5
 Jan 8
 Jan 10-12
 Jan 12
 Jan 12
 Jan 15
 TBA
 TBA
 Jan 22-24
 Feb 19
 Feb 19
 Mar 2
 Mar 5-9
 Apr 2-5
 Apr 13-15
 Apr 27
 May 2-4
 May 4
 May 5

SUMMER COLLEGE

NC Session, May/June

2000

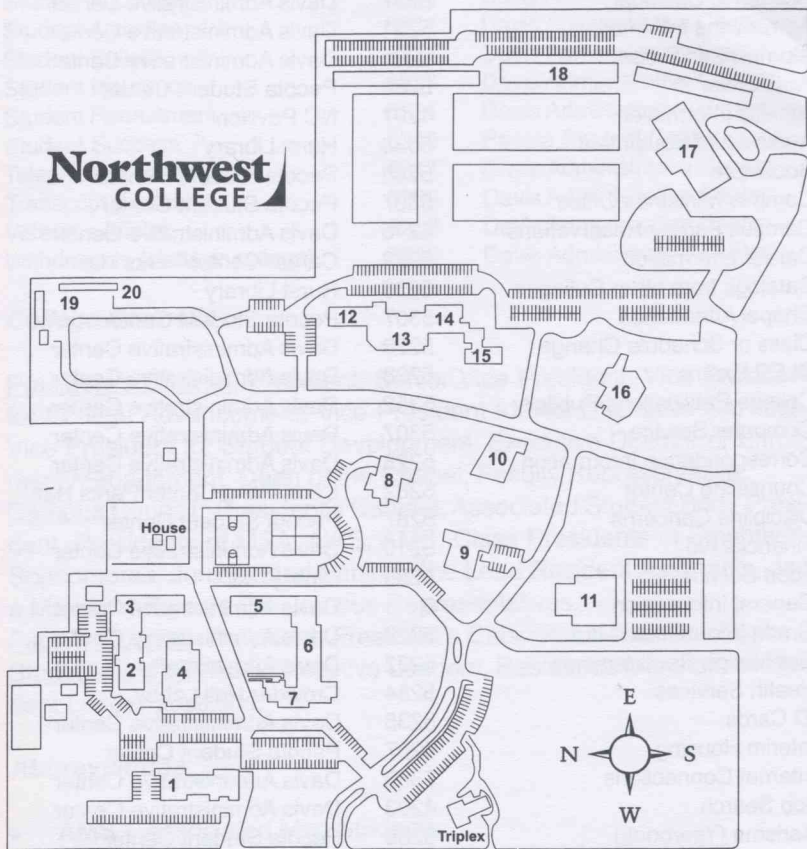
May 8-June 2

2001

May 7-June 1

CAMPUS MAP

**Northwest
COLLEGE**



5520 108th Ave.NE

NORTHWEST COLLEGE

- | | |
|--|---|
| 1. Dennis A. Davis Administrative Center | 10. Millard Hall
Faculty Offices, Classroom |
| 2. Gray Residence Hall (Men) | 11. Northwest Pavillion
* Athletic Department Offices, Gym |
| 3. Beatty Residence Hall (Men) | Ness Academic Center:
* Dickey Plaza |
| 4. Northwest Dining Hall (Cafeteria) | 12. Bronson Hall: Faculty Offices |
| 5. Parks Residence Hall (Women) | 13. Rice Hall: Teacher Education, Printing Services, Faculty Offices
and Classrooms |
| 6. Guy Residence Hall (Women) | 14. Williams Hall: Applied Science Center, Classrooms |
| 7. Crowder Residence Hall (Women)
* Health Center
* Security Office | 15. Fae Hall: Business Management & Faculty Offices, Classrooms |
| 8. Hurst Library
* Lower level: Computer Center, LEAP, Faculty Offices,
Classrooms
* Upper level: Library Conference Center | 16. Butterfield Chapel
* Lower level: Amundsen Music Center, Faculty Offices, Classrooms |
| 9. Pecosita Student Center
* Bookstore, Snack Shack, Resident Life & Student Ministries
Offices
* KCNC Karisma Office, Student Mail Boxes, ASB Office | 17. Seahawks Headquarters |
| | 18. Fire: Married Student Housing |
| | 19. Maintenance Workshops |
| | 20. Maintenance Office |

INFORMATION GUIDE

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

Public Relations	5352	Davis Administrative Center
Registration	5229	Davis Administrative Center
Scholarship Information	5210	Davis Administrative Services
Security Office	5500	Crowder Hall Lobby
Snack Bar	5270	Pecota Student Center
Student Accounts	5326	Davis Administrative Center
Student Activities	5234	Davis Administrative Center
Student Bulletin	5234	Davis Administrative Center
Student Insurance	5337	Davis Administrative Center
Student Recruitment	5231	Davis Administrative Center
Student Success	5310	Pecota Student Center
Telephone Service	5217	Davis Administrative Center
Transcript Evaluation	5230	Davis Administrative Center
Veterans Affairs	5232	Davis Administrative Center
Withdrawals (class or college)	5229	Davis Administrative Center

College Councils

President's Cabinet: President, Senior Vice President, Vice President for College Advancement, Vice President for Administrative Services, Vice President for Student Development, Executive Director of Enrollment Management, Dean of the Chapel, Faculty Representative.

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

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

Abbreviations

- **AMS** - Associated Men Students
- **AWS** - Associated Women Students
- **LEAP** - Leadership Education for Adult Professionals
- **MSA** - Married Students Association
- **RD** - Resident Director

EMERGENCIES

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 effect 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 effects 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 Vice President for Administrative Services, the Vice President for Student Development and the Campus 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 (safeguardn persons and property, and maintain educational facilities). The Plant Manager and the Campus Se-

curity 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 involve 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 Senior Vice President shall confer with the President for the purpose of deciding the course of action. If the Senior Vice President is not available for conference, the Registrar shall be responsible for emergency decision-making on behalf of the Senior Vice President.

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

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

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

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

Any 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.

Emergency Services

- Campus Security
Dial (from on campus) 222
Dial (from off campus) 269-7771
- Emergency **911**
- Kirkland Fire Department 828-1143
- Kirkland Police Department 828-1183
- Evergreen Hospital (Kirkland) 899-1000
- Overlake Hospital (Bellevue) 688-5000

Fire and Fire Drills

Fire drills will be conducted in all of the College buildings 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
6. Do not use elevators.

STUDENT LEADERS 1999/2000

Associated Student Body (A.S.B.)

ASB President	Jeremy Seaward
ASB Vice President for Student Activities	Jonathan Hayes
ASB Vice President for Outreach Ministries	Adam James
ASB Outreach Ministries Secretary	Mary Walker
ASB Secretary	Debra Foster
ASB Treasurer	John Shorb

Associated Women Students (A.W.S)

President	Jenifer Ramm
Vice President	Courtney Smith
Secretary	Kristen Swafford
Treasurer	Brooke Caldwell

Associated Men Students (A.M.S.)

President	TBA
Vice President	Andrew Hynson
Secretary/Treasurer	Ryen Newby

Married Students Association (M.S.A.)

President	Nathan Hansen
Vice President/Off-campus Representative	Todd Symons
Secretary/Treasurer	Brett Leighton
Hospitality Representatives	Joe and Danelle Danzer
Advisors	Professor and Mrs. Larry Malcolm

Senior Class Officers

President	Josh Brittingham
Vice President	David Dormaier
Secretary/Treasurer	James Stewart
Class Advisor	Professor Debbie Pope

Junior Class Officers

President	Lisa McKenney
Vice President	Margot Rea
Secretary/Treasurer	Amanda Otis
Class Advisor	Professor Julia Young

Sophomore Class

President	Megan Calkins
Vice President	Stephanie Platter
Secretary/Treasurer	September Secrist
Class Advisor	Dr. Glenn Settle

Freshmen Class Officers are elected during the Fall '99 semester.
Freshman Class Advisor Dr. Eric Steinkamp

Karisma Yearbook Staff

Editor Katrina Croutworst
Assistant Editor Becky Ouldhouse
Photography Jessica Dux
Business Manager Mike Bishop
Advisor Jennifer Fetters

Women Resident Assistants

Perks 200 Floor Lisha Clark
Perks 300 Floor Cecelia Paul
Guy 100 Floor Krystal Smith-Kendrick
Guy 200 Floor Autumn Donnell
Guy 300 Floor Kelly Miller
Crowder 400 Floor Rachel Huey
Crowder 500 Floor Pamela Roberts
Crowder 600 Floor Erica Davis
Alternate RA Becky Lukers
Lead RA Jennifer Smith

Men Resident Assistants

Beatty 100 Floor Josh Gifford
Beatty 200 Floor Nathan Oliver
Beatty 300 Floor Jamie O'Clock
Gray 400 Floor Shawn Alvarado
Gray 500 Floor David Dormaier
Gray 600 Floor Nathan Geer
Alternate RA Andrew Huson
Lead RA Dan Oxford

Student Leader GPA Requirements

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

STUDENT SERVICES

Academic Computing Center

The Academic Computing Center (located in the basement of the D.V. Hurst Library) 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.

All-College Events

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

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 kick-off to the Men's and Women's Basketball season in the College gym. Student are encouraged to show their college 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 Dining Hall to celebrate Valentine's Day.

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

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

Athletic Insurance

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

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.

Campus Communications

Students are encouraged to use their privileges and to follow proper procedures in communicating thoughts, opinions, or information regarding any College issue that concerns them. Student officers, Residence Life staff, Director of Student Success, the Vice President for Student Development 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.

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.

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 Davis 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.

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 Davis Administrative Center. Students are not allowed to conduct commercial activities in the Residence Halls.

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 Development Office.

Counseling/Career Services

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

Career Development: The Counseling Center provides resources to assist students with career decision making, job search strategies, resume writing, and career counseling.

Individual, Couple and Group Counseling: Individual, couple, and group counseling are offered for currently enrolled students and their spouses. Students who have needs beyond the scope of services provided by the Counseling Center will be offered assistance with referrals to off-campus service providers. The student is financially responsible for services provided to them outside of Northwest College.

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

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

1. A student is presenting a danger to themselves or others, such as contemplation or commission of a crime, self-harm, or threats against others' safety
2. A counselor receives information indicating that a minor or dependent adult is being abused or neglected, or is the victim of a crime
3. A student brings charges against a counselor or the Counseling Center a counselor receives a subpoena from a court of law

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

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

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

Dining Hall 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.

Students are not allowed to remove dishes, tableware, glasses and related items, or food from the Dining Hall. 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 Development Office in order for the student to eat in the Dining Hall. Charge for the replacement of a lost I.D. Card is \$10.00. Off-campus students found eating in the Dining Hall without paying for the meal may be subject to disciplinary action.

Employment

Employment opportunities in the Northwest College community are excellent. Off-campus employment positions are made available to NC students by the Human Resources/Job Search Office. Information regarding part-time of-campus positions may be researched by e-mailing jobsearch@ncag.edu. 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 Davis Administrative Center.

All student employees must represent Northwest College with a positive Christian character and in an appropriate professional image. 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 Snack Shack is located in the Pecota Student Center and serves an on-campus light food service for resident and commuter students. Pioneer Food Service is managed for the benefit of the students. Day-time 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.

Formation of Clubs

Membership in student organizations should be open to all students without regard to racial origin or social status.

1. Submit a preliminary, written proposal to the Student Development 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 Development 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 Director of Student Life a written Constitution and Bylaws constructed in accordance with the standing rules of the Student Council. Included should be titles and duties of officers, types of activities to be scheduled, and time and frequency of meetings.
4. The written Constitution and Bylaws are then submitted to the Administration for endorsement.

Health Services

The services of a registered nurse are available to all students. Office hours are Monday through Friday, 10:00 a.m. to 3:30 p.m. Special appointments may be made if the student has a schedule problem.

The nurse will consult with students concerning health matters and render certain health services as needed.

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

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.*

International students must have health insurance upon enrollment.

Intercollegiate and Intramural Sports

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

Internet Connections

The College 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 at least 16 MB of RAM. It will also be necessary to have at least 20 MB of free hard disk space. The cost of connecting to the campus network is \$75.00 (which includes the configuration of your system and all necessary hardware and software) and \$30.00 per semester. If the distance from your computer to the network jack in your room is more than six feet there may be an additional charge for installation. When 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 has the capacity to monitor the entire College community to assure Internet users access appropriate Internet addresses.

Keys to College Facilities

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

Liability

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

Library

The D.V. Hurst Library is the information center on campus. The library contains over 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 on assignments requiring library use.

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

Monday - Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 4:00 p.m.
Saturday	12 :00 p.m. - 4:00 p.m.
Sunday	4:00 p.m. - 10:00 p.m.

For other times, such as finals, breaks, holidays and summer col-

lege, the hours will vary. Please watch your student bulletin, or check postings in the library or on Voyager for changes in hours.

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**

Married Student Housing

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

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.

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

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

Security

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

- To reach Security from a campus phone, dial **5500**. For immediate service dial **222**.
- To reach Security from an off-campus telephone, dial **(425)269-7771**.
- 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.

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.

Storage

Storage space is available for students. You may contact the cashier in the Davis 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.

Student Associations

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

- 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

SPIRITUAL LIFE

As a Christian college, NC is interested in the spiritual development of its students and therefore provides a regular 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 are 10:10 a.m. to 11:10 a.m. Monday, Wednesday and Friday. Sunday and Monday evening at 9:00 p.m.
2. All students will be required to attend chapel on Monday, Wednesday and Friday from 10:10 a.m. to 11:10 a.m. during the semester. Each student will be allowed to miss a maximum of 6 chapels per semester. Exemptions to this policy are explained under the Chapel Exemption heading.
3. Attendance will be taken by a card-scan process.
4. A maximum of 2 days are allotted for lost ID cards. Students are required to check in with a Campus Ministries 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 Development Office (\$10 replacement fee).
5. Any student leaving chapel after scanning their ID Card for attendance must notify the Campus Ministries Office repre-

sentative. 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 Campus Ministries Office at extension 5307 to check on the status of your chapel attendance.

- *Chapel Attendance Exemption*

1. Off campus students may apply for an exemption for chapel 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 Campus Ministries Office regarding the number of days they will be required to attend.
6. Students are responsible for completing a Chapel Exemption Petition in the Campus Ministries Office for each semester (Fall, Spring).

- *Chapel Failure Policy*

Students who fail to attend their required semester chapel days can make up missed chapel days by acquiring cassette tape recordings of missed chapel services from Hurst library and write a full page review of each service. The report should be handwritten (neat), including the speaker's name, the date the chapel service was held, chapel topic, and a summary of "what you have learned," and "how you will apply the topic to your life." The report(s) should be submitted to the Dean of the Chapel for approval by the last day of classes for the semester. A student will be excused one chapel day, up to five chapel days total, for each full page report that is approved by the Dean of the Chapel.

Any student who fails chapel attendance will automatically forfeit any Northwest College self-funded scholarship or discount for the next semester. Students should contact the Student Accounts Office at extension 5326 to find out what kind of scholarship and/or discount they may have.

- *Chapel Failure Disciplinary Action*

1. First chapel failure: Letter from the Campus Ministries Office.
2. Second consecutive chapel failure: Citizenship Probation.
3. Second cumulative chapel failure: Provisional Citizenship.
4. Third consecutive chapel failure: Referred to Student Development Committee. (May effect re-enrollment.)
5. Third cumulative chapel failure: Citizenship Probation.
6. Fourth cumulative chapel failure: Referred to Student Development Committee. May effect 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.

- *Chapel Ministries*

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.

- *Making Announcements in Chapel*

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

1. Overhead Announcements: Please fill out a Chapel Announcement Request Form (located in the Campus Ministries Office) at least one day in advance.
2. Oral announcements: Please call (extension 5307 or 5271 or stop by the Campus Ministries 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 regu-

larly 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 Davis Administrative Center, the Campus Ministries Office, or in the Chapel.

Church Attendance

Students are encouraged to choose a home church and attend faithfully while a student at 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 Campus Ministries Office has a directory of churches to assist you. The Dean of the Chapel is available and willing to help you find and get involved in a church, as soon as possible.

Christian Service and Ministry

One of the most important components of a student's preparation and development while at Northwest College is their involvement in Christian service. All students are encouraged 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.

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

- *Children/Youth Ministries*

1. LUNCH BUDDIES - National program ministering to "At Risk" kids in the local college system.
2. VOICES - Clown ministry to children in local churches
3. H.O.P.E. - Hospital Outreach People Encouragement: Ministry

to children and their families while at local hospitals.

4. V.I.B.E.S. - Volunteers in the Bellevue Education System: One-on-one tutoring program helping children in grades K-12.
- G.R.I.P. - Global and Regional Intercessory Prayer -
 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.
 - *Inner City Ministries*
 1. LIGHTHOUSE - Relationship-based street ministry focused on Broadway Street in downtown Seattle.
 2. BREAD OF LIFE MISSION - Ministry to the homeless of Seattle.
 3. TEEN CHALLENGE - Ministry to those with life-controlling problems.
 4. 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*
 1. VISION HOUSE - Providing practical helps for the homeless and serving as a Big Brother/Sister.
 2. GOOD NEIGHBOR DAY - Practical ministry to senior citizens and single mothers one Saturday each semester.
 - *Missions*
 1. ESPERANZA - Outreach to all ages of the Hispanic community.
 2. PRAY FOR THE NATIONS - Weekly prayer group interceding for unreached and unsaved people groups all over the world.
 - *Juvenile Detention Center and Prison Ministries*
 1. PRISONERS FOR CHRIST OUTREACH - Ministering to youth ages 10-18 at Echo Glen Children's Facility in North Bend, WA.
 2. PRISON MINISTRY - A new outreach to youth and adults in one or more area prisons through music, preaching and befriending men and women who desperately need Christ.

Non-Student Ministry Guests/Groups

Groups or individuals may be invited to present their ministry or perform a service on campus provided that a need exists on campus for their ministry or services; provided they are not competitive with, nor antagonistic to an Assemblies of God program; provided 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 Campus Ministries Office.

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 Dean of the Chapel at extension 5271. NC would like to sponsor as many Outreach Ministries as you, the student, would like to lead and participate in.

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, Hurst Library, Dining Hall, Residence Halls, 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 Dean of the Chapel, ASB officers, class officers, Residence 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.

STUDENT FINANCIAL INFORMATION

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

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.

Costs

Northwest College is a private, church-related college. The College receives no taxes or public funds to support its operation. Each student is charged tuition and 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.

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:

Fall semester

- 40% - prior to first day of classes
- 20% - September 25
- 20% - October 25
- Remaining balance due November 25

Spring semester

- 40% - prior to first day of classes
- 20% - February 25
- 20% - March 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.

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 college 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 addi-

tion, 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 half-way 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.

Financial Policy

Recognizing the necessity for the prompt payment of all college 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 college for the full amount of his obligation on or before the close of each semester. No diplomas, certificates, degrees, or transcripts shall be expected or received until satisfactory payment is made for all college obligations.

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.

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.

Late Payment Fee is \$50.00. Students are required to pay in advance for the summer sessions unless alternate arrangements are made in the Student Accounts Office.

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.

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., Academic Scholarship, Endowed Scholarship, Fine Arts Scholarship, etc.). Students may be enrolled for less than full-time and receive tuition credit (i.e., Faculty/Staff Dependent Tuition Credit, Ministers 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 the following semester.
2. Any student who fails chapel attendance will automatically forfeit any Northwest College self-funded Scholarship or discounts for the following 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.

Payment of Accounts

The regular college year is divided into two semesters of approximately four months each, and tuition is based on each semester. The College's policy is that there can be no past due account at registration. All past due and old accounts must be paid 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.**

Residence Hall Deposit Refunds and Forfeits

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

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.

Snack Bar Plus Account

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

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

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.

Withdrawal from College

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

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

Per day during first week	2.5%
During second week	25.0%
During third week	37.5%
During fourth week	50.0%
During fifth week	62.5%
During sixth week	75.0%
During seventh week	87.5%
After seventh week	100.0%
6. Withdrawals from college (withdrawing from all courses and leaving college) may be made by obtaining the proper form from the Registrar's Office, completing it, securing appropriate signatures, and filling it out with the Registrar. If it is impossible to follow this procedure because of illness or emergency, the student must notify the Registrar within one week after leaving the College. The College reserves the right to require a letter of consent of parents or guardians for students under the age of twenty-one.
7. A student who is absent from all classes for more than two consecutive weeks without contacting the College to explain the reason for his/her absences, may be administratively withdrawn from the College with grades of "F" for the term. In this case, the official withdrawal date will be two (2) weeks after the last date of class attendance as verified by faculty attendance records.

8. Any student turning 21 years of age during the middle of a semester may petition to move off-campus. Refer to the Community Life section of this handbook regarding the *Residence Hall Housing Exemptions Criteria* policy.
9. When a student changes his or her schedule by dropping a course but does not withdraw from the College, tuition and fees will be adjusted through the first Friday of classes. After that, there is no reduction of tuition for classes.

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

Students withdrawing during Summer Session will be charged tuition as described below. Course fees are not refundable:

For sessions that are longer than three weeks, the charge is 20% of tuition 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 for withdrawal on the first day of classes. The charge is 40% for withdrawal on the second day and 100% after the second day of classes.

ACADEMIC LIFE

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

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 *Grievances* policy.

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 Senior Vice Presidents Office and/or the Student Development Office. The faculty or staff member must submit a list of students participating and the Senior Vice President and/or the Vice President for Student Development informs professors of times the students are to be excused. 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.

Awards and Honors Convocation

An Awards and Honors Convocation is held in the spring of each college year as an encouragement to students at Northwest College to strive for excellence. Recognition is given to such factors as exemplary

student life and academic achievement. These include the following annual awards:

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

Enrollment/Course Change

Official registration may be made **ONLY** in the Registrar's Office. The only authority for 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. (Course withdrawals do not reduce a student's tuition charges.)

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

Finals Preparation Week

- No written assignments, papers, projects, or tests of any kind shall be due during Finals Preparation Week. (Neither shall any of the latter be assigned to students during Finals Preparation Week to be turned in during Finals Week).
- Classes shall continue to meet according to their regular schedule. Class time during Finals Preparation Week should focus on review for the Final Exam, closure, and convergence.

- Campus activities, including intramural athletic events, class/organization functions, drama productions, etc., shall not take place during Finals Preparation Week.

Incomplete Grades

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

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 Senior Vice President(e.g., choir or varsity sports trips). Judgment as to whether or not a valid reason exists is the responsibility of the professor.

A student who has been absent for such valid reasons must make arrangements with the professor the next day he/she attends class or, 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.

Probationary Policy

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

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

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

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

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

Recommended Academic Load

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

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

Outside Work

- 34 or more hours a week
- 26 to 33 hours a week
- 15 to 25 hours a week

Academic Load

- Maximum 10 credits
- Maximum 13 credits
- Maximum 16 credits

Requirements for Graduation

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

Student Records Policy

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

In accordance with FERPA, 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.

Academic Schedule 1999-2000

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

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

COMMUNITY LIFE

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

The community at Northwest College has chosen to call for obedience to moral law as taught in the Old and New Testaments and exemplified in the life of Jesus Christ. The rules, restraints, and responsibilities that are outlined in this handbook attempt to reflect, in part, what is delineated in scripture as descriptive of right living. It is understood that the Christian community at large adheres to a variety of standards, opinions and interpretations of Scriptural principles. Because we come to this community with varied backgrounds, traditions, and understanding of biblical expectations, we acknowledge that it is impossible to create a community with expectations which are completely acceptable to every member. Nevertheless, expectations must be specified to assure orderly community life. This does not suppose or imply that other avenues of thought are necessarily wrong, but instead attempts to define a framework for this community within which mutual respect and servanthood may flourish. For some this will require the limiting of their Christian liberty out of respect for others; others will be required to offer understanding and grace to those who do not share their views. In the instance of disagreement about the standards outlined here, the College retains the right of interpretation of the Student Handbook. Violations of the rules will result in disciplinary action as well as possible criminal charges being filed for illegal activities.

Membership in the community at Northwest College is obtained through application and invitation. Those who accept an invitation to join the community agree to uphold its principles for living. Individuals who are invited to become members of this community but cannot with integrity pledge to uphold the application of these standards are advised not to accept the invitation and to seek a living-learning situation more acceptable to them.

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

Appearance/Dress

Within the context of a Christian community, it is necessary to maintain some minimal regulations consistent with respect for one another and in conformity to civic health and safety codes. In addition it is assumed that the Christian principles of modesty and moderation will guide students' clothing choices. State health codes require that students wear some kind of footwear in public places. Regulations specific to the College include:

- Gym shorts and spandex wear may be worn in the gym only.
- Spandex wear with other shorts or long shirt over may be worn in the weight rooms, the field, and Dining Hall only.
- Swim suits are not worn on campus.
- Hats may not be worn in chapel or during evening services.
- Shirts must be worn at all times. Men may remove their shirts during athletic activities which require team designations or at such times that the combined vigorous nature of the sport and current high temperature deems it significantly uncomfortable to wear a shirt. Men must wear a shirt to the sporting event and put it on after the sporting event is completed.

Students are asked to exercise moderation with regards to the wearing of body jewelry. Individual departments may have their own specific standards that apply to student appearance while completing practicums or internships. Excessive body jewelry may have an adverse effect on a student's access to jobs and/or ministry opportunities. In addition, the College retains the right to maintain standards for the appearance of students who are representing Northwest College at official college activities.

Assault

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

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 Development Office. All such materials must bear identification as to the publishing agency and distributing organization, church, or in-

dividual. 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 may be subject to disciplinary action.

Drug, Alcohol, Tobacco Policy

The purchase, possession, or consumption of any type of alcoholic beverage or illegal drug is not allowed at Northwest College. Any student who is found in possession of an alcoholic beverage or illegal drugs may be suspended. Residential students found to have alcohol or illegal drugs in their room may be suspended from the resident hall and subject to further disciplinary measures. Any guest on Northwest College campus found in possession of alcohol or illegal drugs will be asked to leave the campus and will not be allowed to return.

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

Violations of city, county, state and federal laws regarding illegal use of drugs or alcohol may result in charges being filed as well as disciplinary action.

Entertainment

Members of the community are expected to exercise good judgment by choosing entertainment (e.g. television, video, movies, Internet, computer, music, conversation, etc.) that contributes to their spiritual, moral, intellectual, and physical well being. Activities and questionable entertainment that may diminish moral sensitivity are to be avoided.

Because a significant number of evangelical Christians view social dancing as a questionable activity, social dancing is not permitted on or away from campus. Some forms of choreographed movements in academic or college activities, under the advisement of college personnel, however, may be acceptable.

Food Service

Meal tickets are available for off-campus and married students and may be purchased from the cashier in the Davis Administrative Center.

The 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 Al's Pizza is available for delivery to the Residence Halls and the Firs most nights.

Harassment Policy

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

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

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

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

Hazing, Pranks and "Horseplay"

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

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 dis-

crimination issues should be directed to the Student Development Office.

Off-Campus Housing Policy

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 Director of Student Life prior to the start of the semester in question. Applications for non-residence hall housing are available from the Director of Student Life or the Student Development Office.

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

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

Pornography

The possession or viewing of pornographic materials in any form, including via the Internet, is not allowed.

Posting of Bulletins and Advertising

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

Student Ministry bulletins and announcements should be cleared with the Campus Ministries 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, Campus Ministries Office or the Student Development Office.

Students may post advertisements for services offered and for 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.

Public Displays of Affection

Members of the community are expected to exercise moderation with regard to public displays of affection.

Sexual Assault

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

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

Sexual Misconduct

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

Given that even the appearance of evil is to be avoided by believers, 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 currently registered student of Northwest College. This policy remains in effect throughout vacations and summer period.

Student Bulletin

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

Bulletin announcements must be in the Student Development Office no later than 5:00 p.m. each Tuesday. Bulletin announcement forms are located in the Student Development Office.

Theft and Vandalism

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

Threatening or Endangering Physical or Emotional Safety

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

Weapons, Fireworks and Explosives

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

In addition clubs, brass knuckles, ninchackas, 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).

RESIDENCE LIFE

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 may not be allowed to return to Northwest College. Open visitation hours will be posted by the Residence 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 Director of Student Life through the Resident Directors.

Skateboards, roller blades or bicycles are not allowed in any College facility.

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.

Collect Calls

To **place** a collect call, you must use any of the 800 numbers for the major long distance carriers.

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.

Computer/Internet

The College encourages the use of computers, CD ROM, and the Internet for educational purposes. The use of computers, CD ROM and the Internet for inappropriate material (e.g., pornography) is not permitted. The College holds the owner of the computer equipment responsible for how the equipment is used. The owner of computer equipment used to view inappropriate material may lose the privileges of having a computer in 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 has the ability to monitor the entire College community to assure Internet users access appropriate Internet addresses.

Contract Meal Plan

The contract meal plan will be for 20 or 14 meals per week. This plan provides you with an appetizing, varied menu with unlimited servings except on "Steak Night". Students will be asked to select between the 14 or 20 meal plan at the time of residence hall check-in. All students on the 14 or 20 meal plan will have \$25.00 of credit to use at the Snack Shack or Big Al's Pizza. Students must have their current ID card with them to access these dollars. Unused balances at the end of the semester do not transfer to the next semester.

Curfew Policy

All 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:

- Curfew time is 2:00 a.m.
- Students are allowed five late-ins per semester beyond the 2:00 a.m. time before the disciplinary policy takes effect.
- Once a student has used their five allotted late-ins they will be contacted by their Resident Director regarding possible disciplinary action.
- 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.
- Non-registered guests and visitors are not allowed to remain past dorm lock up.

Dining Hall

We ask that no food be carried out from the Dining Hall. You may eat all the food you want in the Dining Hall 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 Dining Hall. 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 Dining Hall. This will keep your Dining Hall cleaner and more attractive for you and your fellow students.

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.

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 Student Life.

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

ID Cards

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

Individual Room Guidelines

Students are expected to keep their rooms clean and orderly to avoid potential health problems. Walls must not be defaced by nails, pins, paste or markings. Any posters or commercial product posters 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 Residence Life staff.

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

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

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

Interim Housing

On campus interim housing is available on a per month basis separate from the regular semester charges. Rent payment is due in advance. Interim housing is divided into two time-frames: 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.

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.

Work excused late-ins must be registered with the Resident Director **before** the student comes in late. Exceptions to the above policy depend upon one of the following: 1) the responsible initiative taken by the student to inform their Resident Director that they will be late, 2) the legitimacy of the excuse, and 3) the Resident Director's judgment in the matter.

Off-Campus Living

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

Overnight Stay

Northwest College expects all students spending the night away from campus to abide by the philosophies and policies of Northwest College. Students are expected to sign out with their RA and leave the requested information before they leave for the night. 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.

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.

Prank Calls

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

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 Residence 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.

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

Students should not linger outside residence halls or cause unnecessary noise 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.

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.

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.

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 may result in a fine and/or disciplinary action.**

Schedule of Damage Charges in Residence Halls

The following is a schedule of charges to be assessed for damages, etc. during college 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:

- Rooms Requiring Repairs/Painting:
Ceiling -\$40.00
Walls - \$40.00
Total Room- \$80.00
- Furniture:
Removal and/or dismantling of built-in furnishings. This includes beds, bolsters, desks and closets.
Per items, per offense: \$40.00
- Removal of personal furniture that is left behind: \$50.00
- Carpet:
Damage \$25.00 or cost of replacement.
- Heaters:
Heater covers which require replacing or repair - \$20.00
- Custodial Charges: Room not cleaned - \$25.00
- Improper Check-out:
Improper check-out or no check-out - \$15.00
- Phones:
Missing or demolished - \$40.00
Part missing or damaged -\$5.00 per part
- Fixtures:
\$25.00 or cost of replacement.

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.

Takeout Meals

When your schedule keeps you from eating meals in the Dining Hall, the College offers several takeout meal options. They are available if your classes or work conflict with regular meal hours in the Dining Hall. Sign up for sack lunches in the Snack Shack located in the Pecota Student Center. 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 Dining Hall.

Telephone Number Changes

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

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 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.

Television/VCR

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

- All TV sets and VCR's must be registered with Residence Life staff.
- Any room containing a TV or VCR must have roommate approval.
- The Northwest College residence halls are a shared community. Because of the shared community environment and that the residence hall students are diverse in age, maturity level (emotional/spiritual), and culture background, the viewing of

movies rated PG-13 and above are not permitted. This policy is based on the biblical principle that the freedoms of some should not cause the "weaker person" to stumble (1 Cor. 8:13; Luke 17: 1-2).

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

Under Age 18 Guests

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

Visitation in Lounges

Gray/Beatty, Perks:

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

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

No visitors of the opposite sex are permitted to go beyond 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.

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.

DISCIPLINE

Principles and Purpose of Discipline

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

Students are always considered to be innocent unless it is clearly demonstrated that they are not. Discipline will be based on the student's previous knowledge and personal accountability. Students who voluntarily come in to confess failure to act in accordance with the expectations of the College community with a humble and repentant attitude will usually be disciplined less stringently than those who must be called in. When violation of civil law is involved the College may refer such matters to proper civil authorities. In any case the ministry of discipline to the student will strive to be positive, flexible and preventative in nature with restitution, redemption and restoration as it's goal.

The purpose of disciplinary action, up to and including dismissal from the College, may be imposed upon a student for failure in action or in spirit to abide by the community principles herein outlined or the standards of the College even though they are not herein stated.

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 or other major violations of the standards of conduct.

Right of Initiation of Discipline

The disciplinary process may be initiated as a result of a complaint against a student by another member of the community or as a result of concerns regarding the student's behavior on the part of Student Development staff. Specifically, the Resident Directors, the Director of Student Life, the Vice President for Student Development, the President of Northwest College, faculty members, and any other specific individual designated by the President have the right of initiation of disciplinary action.

Student Rights

When a student is accused of wrongdoing, they may ask witnesses to speak on their behalf. Students may also file a grievance or exercise their right to appeal a disciplinary decision. Please see Appeals and/or Grievance section.

Disciplinary Procedures and Actions

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

1. Verbal Warning - Verbal notice by an RA or an individual with power of initiation with the expectation that the behavior will stop and the infraction will not happen again. A verbal warning may be given for relatively minor infractions such as but not limited to:
 - violation of dress code;
 - noise infractions such as quiet hours violations or honking a car horn on campus;
 - failure to appropriately sign-out of the residence hall;
 - unexcused "late-ins";
 - having inappropriate literature and/or posters on room walls, doors, ceiling, etc.;
 - having unauthorized appliances in room;
 - having unauthorized storage in room (weights, bicycles, etc.);
 - having pets contrary to policy in the residence rooms;
 - having an unauthorized guest in the room overnight;
 - having items deemed a fire hazard (candles, irons, incense, etc.);
 - inappropriate public display of affection;
 - use of skateboards, rollerblades, bicycles, etc., in College facilities;
 - "horseplay", including playing sports such as baseball, Frisbee, soccer, etc. inside College facilities;

- pranks that have not resulted in property damage or physical harm to another person;
 - vulgarity;
 - other infractions of similar nature.
2. Written Warning - Written notice of a violation may be given by an RA or an individual with power of disciplinary initiation. For residential students, a copy of the warning will be forwarded to the appropriate RD who will meet with the offending student for counseling and guidance. For nonresidential students, a copy of the warning will be forwarded to the Director of Student Life who will meet with the offending student for counseling and guidance. Failure to comply with a verbal warning, repetitive violations, disrespect, a resistant attitude or behavior may result in a verbal warning becoming a written warning. Infractions that may result in a written warning include all those listed under Verbal Warnings as well as but not limited to:
- hazing;
 - possession or deployment of fireworks;
 - damage to personal or College property, intentional or not;
 - closed resident hall violations (opposite sex in resident rooms);
 - prank calls;
 - spending the night with a boyfriend or girlfriend;
 - sexual impurity;
 - security violations (propping the door, windows, etc.);
 - viewing, possession or distribution of pornography;
 - or other infractions of a similar nature.
3. Provisional Citizenship Probation - For residential students, the appropriate Resident Director will provide notice to a student in writing that they have been in violation of the rules of student conduct or have otherwise failed to satisfy the College's expectations regarding conduct. The student will be required to meet with the RD and a disciplinary contract which may include but is not limited to regular meetings with the RD, monetary restitution, work detail, community service, etc., will be designed and accepted. For nonresidential students, the process will be the same, however, the Director of Student Life will fulfill the role that the RD fills for residential students. A student's refusal to accept and perform the prescribed discipline or continued violation of student conduct policies while on Provisional Citizenship Probation will make the student subject to Citizenship Probation. A student may be subject to Pro-

visional Citizenship Probation for violations listed under Verbal Warning and Written Warning at the discretion of their Resident Director.

4. Citizenship Probation - Written notice will be forwarded to the Director of Student Life who will initiate formal action placing conditions upon the student's continued attendance at the College for violation of rules of student conduct. A contract will be designed and accepted which may include but will not be limited to regular meetings with the Director of Student Life, work detail, community service, restitution, and/or other measures as deemed necessary. Such action will also specify in writing a 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 the following semester. Violations which may result in citizenship probation include the infractions listed in the previous sections as well as but not limited to:
 - sexual harassment;
 - racial harassment;
 - use, possession, or distribution of illegal drugs or alcohol;
 - vandalism;
 - or other similar behaviors.
5. Suspension - A written report will be submitted to the Vice President for Student Development describing the violation(s) committed by the student including disciplinary action that has already been administered. The Vice President for Student Development will present the evidence to the Citizenship Committee made up of select members of the Student Development Committee. The Citizenship Committee will determine if suspension is an appropriate discipline for the violation. 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 prior to readmission. If marked by continued violation, disrespect, or resistance to the discipline process, any of the infractions

noted in the sections above may result in suspension. Other violations that may result in suspension include but are not limited to:

- sexual harassment;
- racial harassment;
- use or possession of alcohol by a person under age 21;
- possession or deployment of fireworks or other explosives;
- possession of a weapon;
- vandalism;
- or any other behavior or action that is illegal under city, county, state, or federal law;
- other behaviors of a similar nature.

6. 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 Vice President for Student Development.

Appeals

Discipline may be appealed by a student. All student appeals must be made in writing to the Student Development Office within seven calendar days following notification of disciplinary action. Any disciplinary action taken by the Resident Director may be appealed by the student to the Director of Student Life. Disciplinary action taken by the Director of Student Life may be appealed to the Vice President for Student Development. Disciplinary action taken by the Vice President for Student Development may be appealed to the Citizenship Council, a council which consists of three faculty members as well as one student that has been appointed by the President for a one-year term. The Vice President for Student Development, the Director of Student Life and the Resident Director will act as advisors in the case of an appeal. A full description of the appeals process including a hearing before the Citizenship Council is found in the Citizenship Manual which is available in the Student Development Office, the Hurst Library and the office of the Director of Student Life. This provision does not include the discussion of the appeals of Chapel violations or traffic violations.

Involuntary Withdrawal

The College Board of Directors has provided for involuntary administrative withdrawal as follows:

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

Application of Citizenship Regulations

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

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

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

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

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

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

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 legitimate problems they may encounter.

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September 2000						
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October 2000						
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28	29	30	31			

November 2000						
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December 2000						
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July							August 1999							September						
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12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

Monday 16

Tuesday 17

Wednesday 18

• President's Cabinet Planning Day

To know what is right and not to do it is the worst cowardice. -Confucius

Thursday 19

- RA Orientation
- Professional Personnel Retreat

Friday 20

- RA Orientation
- Professional Personnel Retreat

Saturday 21

- 4:30 - 7:30 PM Professional Personnel Faculty Family Picnic

Sunday 22

- Student Leadership Retreat

July						August 1999						September								
M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S			
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12	13	14	15	16	17	9	10	11	12	13	14	13	14	15	16	17	18			
19	20	21	22	23	24	16	17	18	19	20	21	20	21	22	23	24	25			
26	27	28	29	30	31	23	24	25	26	27	28	27	28	29	30					
						30	31													

Monday 23

- Student Leadership Retreat
- 8:30 AM Academic Advising and Retention Workshop

Tuesday 24

- 10:00 AM NC Communion
- 11:00 AM Faculty Photo
- 12:00 PM BBQ (Faculty, Staff & Student Leaders)
- Student Leadership Retreat

Wednesday 25

- Orientation & Registration
- Residence Halls & Dining Hall Open

They condemn what they do not understand. -Marcus Tullius Cicero

Thursday 26

Rakhi

- Orientation & Registration

Friday 27

- Orientation & Registration
- New Student Orientation

Saturday 28

- New Student Orientation

Sunday 29

**September is
National
Hispanic-
American
Heritage
Month**

August 1999							September 1999							October							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
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2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				

Monday 30

• Classes Begin

Tuesday 31
AUGUST

Wednesday 1
SEPTEMBER

• 10:15 AM Academic Convocation (Butterfield Chapel)

Live your life, do your work, then take your hat. -Henry David Thoreau

Thursday 2

*Sri Ramakrishna Jayanti
Krishna Janmashami*

Friday 3

- Last Day to Register for Classes
- ADD/DROP DEADLINE
- Volleyball - Whitworth Tournament (Away)

Saturday 4

- Volleyball - Whitworth Tournament (Away)
- Cross Country - Lake Padden Relays (Bellingham)

Sunday 5

**September is
National
Hispanic-
American
Heritage
Month**

August							September 1999							October							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
						1			1	2	3	4	5						1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				

Monday 6

Labor Day

- College Closed

Tuesday 7

Paryushana Parva

- Spiritual Enrichment Week Sept. 7 - 10 (Butterfield Chapel)

Wednesday 8

- Spiritual Enrichment

You get what you give. -The New Radicals

Thursday 9

- Spiritual Enrichment
- 7:00 PM Volleyball - Eastern Oregon U. (Away)

Friday 10

- Spiritual Enrichment
- 7:00 PM Volleyball - Northwest Nazarene (Away)

Saturday 11

Rosh Hashanah

- 7:00 PM Volleyball - Albertson College (Away)
- Cross Country - Emerald City Invite (Seattle)
- Women's Fellowship Fall Fest

Sunday 12

Grandparent's Day

**September is
National
Hispanic-
American
Heritage
Month**

August							September 1999							October							
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				

Monday 13
Khamapana

Tuesday 14 • 7:00 PM Volleyball - Pacific University (Home)

Wednesday 15

Sir, I have found you an argument; but I am not obligated to find you an understanding.
-Samuel Johnson

Thursday 16

- Cross Country - Big Cross (Pasco)
- 3:00 - 5:00 PM Arts & Sciences Divisional Faculty Mtg. R-4

Friday 17

Citizenship Day

- Northwest Friday
- 7:00 PM Volleyball - Concordia University (Away)

Saturday 18

- 1:00 - 3:00 PM All School Picnic
- 7:00 PM Volleyball - Western Baptist (Away)

Sunday 19

San Gennaro Day

**September is
National
Hispanic-
American
Heritage
Month**

August							September 1999							October							
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				

Monday 20

Yom Kippur

Tuesday 21

- 2:30 - 5:00 PM Faculty Forum
- 7:00 PM Volleyball - Central Washington Univ. (Away)

Wednesday 22

- 2:30 - 5:00 PM Student Development Committee (LCC)

Fear of becoming a has-been keeps people from becoming anything. -Eric Hoffer

Thursday 23

First Day of Autumn

- Alumni Weekend Sept. 23 - 25

Friday 24

- Alumni/Friends Annual Banquet
- 7:00 PM Volleyball - Multnomah Bible (Home)
- Alumni Weekend

Saturday 25

First Day of Sukkot

- Alumni Weekend
- 7:00 PM Volleyball - Warner Pacific (Home)
- Cross Country - UW Sudoeger Invite (Seattle)

Sunday 26

**September is
National
Hispanic-
American
Heritage
Month**

September 1999						
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October 1999						
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November						
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29	30					

Monday 27

- Wellness Emphasis Week Sept. 27 - 30
- AGTS Session Sept. 27 - Oct. 1
- Executive Committee of Board

Tuesday 28

- Wellness Emphasis
- AGTS Session
- 7:00 PM Volleyball - Cascade College (Away)

Wednesday 29

- 11:00 AM - 4:00 PM Wellness Fair (NC Pavilion)
- Wellness Emphasis
- AGTS Session
- 7:00 PM Volleyball - Pacific University (Away)

Friend: One who knows about you and loves you just the same. -Elbert Hubbard

Thursday 30

SEPTEMBER

- AWS/AMS Floor Olympics
- AGTS Session
- Wellness Emphasis

Friday 1

OCTOBER

- NC Foundation Annual Mtg.
- 7:00 PM Volleyball - Southern Oregon Univ. (Home)
- AGTS Session

Saturday 2

Shemini 'Atzeret

- 7:00 PM Volleyball - OR Inst. of Technology (Home)
- Cross Country - Willamette Invite (Salem)

Sunday 3

Simchat Torah

September

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October 1999

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November

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Monday 4

- Missions Emphasis Week Oct. 4 -6 (Butterfield Chapel)

Tuesday 5

- Missions Emphasis
- Cross Country - Battle for the Seattle Cup (Seattle)

Wednesday 6

- Missions Emphasis

Who knows whether the Gods will add tomorrow to the days already past? -Horace

Thursday 7

- 2:30 - 4:30 PM Faculty Council

Friday 8

- 7:00 PM Volleyball - Northwest Nazarene (Home)

Saturday 9

- 7:00 PM Volleyball - Albertson College (Home)

Sunday 10

September

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October 1999

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November

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Monday 11

Columbus Day (Observance)
Thanksgiving (Canada)

- Reading Days - No Classes

Tuesday 12

- Reading Days - No Classes
- 7:00 PM Volleyball - Multnomah Bible (Away)

Wednesday 13

Thursday 14

- 3:00 - 5:00 PM Arts & Sciences Divisional Faculty Mtg. R-4

Friday 15

- 7:00 PM Volleyball - Western Baptist (Home)

Saturday 16

- Roomies Night Out
- 7:00 PM Volleyball - Concordia Univ. (Home)
- Cross Country - Conference Preview (LaGrande)

Sunday 17

September

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October 1999

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November

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Monday 18

- 5:00 - 7:00 PM Campus Council (NC Dining Hall)

Tuesday 19

Dusserah

- 7:00 PM Volleyball - Cascade College (Home)

Wednesday 20

The Birth of the Bab

There's more than one answer to these questions pointing me in a crooked line. -Indigo Girls

Thursday 21

- 2:30 - 5:00 PM Academic Affairs Committee Mtg. R-4
- 7:30 - 9:00 PM Gospel Concert

Friday 22

- Last Day to Withdraw with a W
- 7:00 PM Volleyball - Eastern Oregon U. (Home)

Saturday 23

- 2:00 PM Volleyball - Lewis & Clark College (Home)
- Cross Country - NC Invite (TBA)

Sunday 24

United Nations Day

September

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October 1999

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November

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Monday 25

- District Youth Director Days Oct. 25 -27
- Spring Registration Sign-Up Oct. 25 - 29

Tuesday 26

- 2:30 - 5:00 PM Faculty Forum
- 7:00 PM Volleyball - Central Washington Univ. (Home)
- DYD Days

Wednesday 27

- DYD Days

We are all in the gutter, but some of us are looking at stars. - Oscar Wilde

Thursday 28

- 12:00 PM Academic Planning Commission Mtg. LCC

Friday 29

- Northwest Friday
- Harvest Social
- 7:00 PM Volleyball - OR Inst. of Technology (Away)

Saturday 30

- 7:00 PM Volleyball - Southern Oregon Univ. (Away)

Sunday 31

Daylight Savings Time Ends
Halloween
Reformation Day

- Daylight Savings Times Clocks back 1 hour

**November is
National
American
Indian
Heritage
Month**

October	November 1999	December
M T W T F S S	M T W T F S S	M T W T F S S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5
4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12
11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19
18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26
25 26 27 28 29 30 31	29 30	27 28 29 30 31

Monday 1

All Saints Day

Tuesday 2

Election Day

Wednesday 3

The only thing sure about luck is that it will change. -Wilson Mizner

Thursday 4

- 2:00 - 4:30 PM Faculty Council F-7

Friday 5

- MBasketball - Tip Off Classic (Edmonds)
- 7:00 PM WBasketball - Cascade College (Home)
- Faculty - Spring Textbook Requisitions due

Saturday 6

- Cross Country - Cascade Conf. Champs (LaGrande)
- MBasketball - Tip Off Classic (Edmonds)
- 6:00 PM WBasketball - Fraser Valley (Home)

Sunday 7

Diwali

**November is
National
American
Indian
Heritage
Month**

October

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November 1999

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December

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Monday 8

Diwali

- Church Ministries Lectureship Nov. 8 - 9
- Early Registration Spring Semester

Tuesday 9

- Pastor's Day
- Church Ministries Lectureship
- Early Registration
- 7:00 PM MBasketball - Northwest Christian (Away)
- 7:00 PM WBasketball - Trinity Western Univ. (Home)

Wednesday 10

- Church Ministries Lectureship
- Early Registration

Everytime a child says, "I don't believe in fairies" there is a fairy somewhere that falls down dead. -J.M. Barrie

Thursday 11

*Veterans' Day
Remembrance Day (Canada)*

- 3:00 - 5:00 PM Arts & Sciences Divisional Faculty Mtg. R-4
- Early Registration

Friday 12

Baha'u'llah's Birthday

- 7:00 PM WBasketball - Puget Sound Christian (Home)
- 10:00 PM - 12:00 AM Midnight Madness (NC Pavilion)
- Early Registration

Saturday 13

- 7:00 PM MBasketball - Warner Pacific (Home)

Sunday 14

Thursday 18

Friday 19

Saturday 20

- 7:00 PM MBasketball - George Fox Univ. (Away)
- 7:00 PM WBasketball - Eastern Washington Univ. (Away)

Sunday 21

Thursday 25

Thanksgiving

- College Closed

Friday 26

- 7:00 PM MBasketball - U. of Puget Sound (Home)
- College Closed

Saturday 27

Sunday 28

First Sunday of Advent

Thursday 2

- Women's Fellowship Christmas Fair
- 2:30 PM Faculty Council
- 7:00 PM WBasketball - Central Washington Univ. (Away)
- 7:30 PM Christmas Concert (Butterfield Chapel)
- 8:00 PM MBasketball - Fraser Valley College (Home)

Friday 3

- Northwest Friday
- 6:00 PM WBasketball - Fraser Valley (Away)
- 7:00 PM Christmas Celebration (NC Dining Hall)

Saturday 4

First Day of Hanukkah

- Christmas Open Dorms
- 7:00 PM MBasketball - SE Missouri State U. (Away)

Sunday 5

November

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December 1999

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January 2000

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Monday 6

St. Nicholas Day

Tuesday 7

• 7:00 PM WBasketball - George Fox Univ. (Away)

Wednesday 8

Feast of The Immaculate
Conception
Bodhi Day

Edison did not invent the first talking machine. He invented the first one that could be turned off. -George Gobel

Thursday 9

First Day of Ramadan

- 3:00 PM Arts & Sciences Divisional Faculty Mtg. R-4

Friday 10

- 7:00 PM WBasketball - Cascade College (Away)
- 8:00 PM MBasketball - Fraser Valley College (Away)

Saturday 11

Sunday 12

*Festival of Our Lady of
Guadalupe*

November

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December 1999

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27	28	29	30	31		

January 2000

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24	25	26	27	28	29	30
31						

Monday 13

- Last Day to Withdraw from a Class
- Last Day of Classes

Tuesday 14

- Finals Week Dec. 14 - 17
- 2:30 PM Academic Affairs Committee Mtg. R:4

Wednesday 15

- Finals

Thursday 16

- Finals

Friday 17

- Finals
- MBasketball - UPS Tournament (Tacoma)

Saturday 18

Sunday 19

November

M	T	W	T	F	S	S
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22	23	24	25	26	27	28
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December 1999

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27	28	29	30	31		

January 2000

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Monday 20

- Christmas Holiday Break Begins

Tuesday 21

Wednesday 22

First Day of Winter

People often find it easier to be a result of the past than a cause of the future. -Anonymous

Thursday 23

Friday 24

Christmas Eve

• College Closed

Saturday 25

Christmas

Sunday 26

First Day of Kwanzaa

Boxing Day (Canada)

December 1999

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January 2000

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February

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Monday 27

- College Closed

Tuesday 28

- Grades due by 4:00 PM (Faculty)
- 7:00 PM W/Basketball - Seattle Pacific Univ. (Away)

Wednesday 29

Discussion is an exchange of knowledge, argument an exchange of ignorance. -Robert Quillen

Thursday 30

- 7:00 PM MBasketball - Seattle University (Home)
- WBasketball - Florida Southern Tournament (Away)

Friday 31

DECEMBER

New Year's Eve

- WBasketball - Florida Southern Tournament (Away)
- College Closed

Saturday 1

JANUARY

New Year's Day

Feast of St. Basil

Sunday 2

December

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27	28	29	30	31		

January 2000

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February

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Monday 3

Tuesday 4

• Faculty Professional Day

Wednesday 5

Console yourself that no matter what you produce today, it will be better than an equal volume of TV. -E. Jay O'Connell

Thursday 6

Ephiphany

Festival of The Three Kings

- Residence Halls & Dining Hall Open
- Orientation & Registration

Friday 7

The Nativity of Jesus Christ

- Orientation & Registration
- 7:00 PM WBasketball - Northwest Nazarene (Away)
- 8:00 PM MBasketball - Northwest Nazarene (Away)

Saturday 8

'Id al-Fitre

- 7:00 PM WBasketball - Albertson College (Away)
- 8:00 PM MBasketball - Albertson College (Away)

Sunday 9

December

M	T	W	T	F	S	S
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January 2000

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24	25	26	27	28	29	30
	31					

February

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21	22	23	24	25	26	27
28	29					

Monday 10

- Classes Begin
- Spiritual Enrichment Days Jan. 10 -12 (Butterfield Chapel)

Tuesday 11

- Spiritual Enrichment

Wednesday 12

- Spiritual Enrichment

What the world really needs is more love and less paperwork. -Pearl Bailey

Thursday 13

- 7:00 PM MBasketball - Concordia Univ. (Away)

Friday 14

- Last Day to Register for Classes
- ADD/DROP DEADLINE
- 7:00 PM WBasketball - Western Baptist (Away)

Saturday 15

- 7:00 PM MBasketball - Eastern Oregon Univ. (Away)
- 7:00 PM WBasketball - Concordia Univ. (Away)

Sunday 16

December

M	T	W	T	F	S	S
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January 2000

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February

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Monday 17

*Martin Luther King Jr.'s
Birthday Observed*

- No Classes

Tuesday 18

- 7:00 PM MBasketball - Cascade College (Home)

Wednesday 19

I may be crucified for my beliefs. If I am, you can say, "He died to make men free."
-Martin Luther King, Jr.

Thursday 20

- 3:00 PM Arts & Sciences Divisional Faculty Mtg. R-4

Friday 21

- Northwest Friday
- 6:00 PM WBasketball - Southern Oregon Univ. (Home)
- 8:00 PM MBasketball - OR Inst. of Technology (Home)

Saturday 22

- 6:00 PM WBasketball - Eastern Oregon Univ. (Home)
- 8:00 PM MBasketball - Southern Oregon Univ. (Home)

Sunday 23

December

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13	14	15	16	17	18	19
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January 2000

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	31					

February

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

Monday 24

- Spirit Week Jan. 24 - 28
- President's Cabinet Planning Days Jan. 24 - 26

Tuesday 25

- 7:00 PM MBasketball - Western Baptist (Away)
- 7:00 PM WBasketball - Evergreen State (Home)
- President's Cabinet Planning Days

Wednesday 26

- Spirit Week
- President's Cabinet Planning Days

You must do the thing you think you cannot do. -Eleanor Roosevelt

Thursday 27

- Spirit Week

Friday 28

- Homecoming/Parents Weekend
- 6:00 PM WBasketball - Albertson College (Home)
- 8:00 PM MBasketball - Northwest Christian (Home)
- Spirit Week

Saturday 29

- 7:00 PM WBasketball - Northwest Nazarene (Home)
- Homecoming/Parents Weekend

Sunday 30

**February is
National
African-
American
Heritage
Month**

January 2000

M	T	W	T	F	S	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
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February 2000

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28	29					

March

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27	28	29	30	31		

Monday 31
JANUARY

Tuesday 1
FEBRUARY

- 2:30 PM Commencement Committee Mtg.
- 7:00 PM MBasketball - Western Baptist (1 Home)

Wednesday 2
Groundhog Day

A great deal of talent is lost to the world for want of a little courage. -George Lieberman

Thursday 3

- 2:30 PM Faculty Council F-7
- 7:00 PM WBasketball - Eastern Oregon Univ. (Away)

Friday 4

- 7:00 PM MBasketball - Albertson College (Home)

Saturday 5

*Chinese, Korean and
Vietnamese New Year
(Year of the Dragon)*

- 7:00 PM MBasketball - Northwest Nazarene (Home)
- 7:00 PM WBasketball - Southern Oregon Univ. (Away)

Sunday 6

**February is
National
African-
American
Heritage
Month**

January							February 2000							March						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2		1	2	3	4	5	6			1	2	3	4	5
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26
24	25	26	27	28	29	30	28	29						27	28	29	30	31		
31																				

Monday 7

- Missions Emphasis Week Feb. 7 -9 (Butterfield Chapel)
- 5:00 PM Campus Council (NC Dining Hall)
- AGTS Session Feb. 7 - 11

Tuesday 8

- 7:00 PM WBasketball - Puget Sound Christian (Away)
- Missions Emphasis
- AGTS Session

Wednesday 9

- Missions Emphasis
- AGTS Session

The ballot is stronger than the bullet. -Abraham Lincoln

Thursday 10

- 7:00 PM MBasketball - Concordia Univ. (Home)
- AGTS Session

Friday 11

- 7:00 PM WBasketball - Concordia Univ. (Home)
- AGTS Session

Saturday 12

Abraham Lincoln's Birthday

- Women's Fellowship Scholarship Breakfast
- 6:00 PM WBasketball - Western Baptist (Home)
- 8:00 PM MBasketball - Eastern Oregon Univ. (Home)

Sunday 13

**February is
National
African-
American
Heritage
Month**

January							February 2000							March						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2		1	2	3	4	5	6			1	2	3	4	5
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26
24	25	26	27	28	29	30	28	29						27	28	29	30	31		
31																				

Monday 14

*St. Valentine's Day
Brotherhood/Sisterhood Week*

- 5:00 - 7:00 PM Valentine's Dinner (NC Dining Hall)

Tuesday 15

Nirvana Day

- 7:00 PM MBasketball - Cascade College (Away)
- 7:00 PM WBasketball - Warner Pacific (Home)

Wednesday 16

I won't belong to any organization that would have me as a member.
-Groucho Marx

Thursday 17

- 3:00 PM Arts & Sciences Divisional Faculty Mtg. R-4

Friday 18

- 7:00 PM MBasketball - Southern Oregon Univ. (Away)

Saturday 19

- 7:00 PM MBasketball - OR Inst. of Technology (Away)
- 7:00 PM WBasketball - Evergreen State (Away)

Sunday 20

**February is
National
African-
American
Heritage
Month**

January							February 2000							March						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
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10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26
24	25	26	27	28	29	30	28	29						27	28	29	30	31		
31																				

Monday 21

President's Day

- College Closed - No Classes
- Executive Committee of the Board

Tuesday 22

George Washington's Birthday

- 2:30 PM Academic Affairs Committee Mtg. R-4

Wednesday 23

- 2:30 PM Student Development Committee (LCC)

Few men have virtue to withstand the highest bidder. -George Washington

Thursday 24

- 2:45 PM Deans' List Reception

Friday 25

- Northwest Friday

Saturday 26

- Roomies Night Out

Sunday 27

Thursday 2

Baha'i Month of Fasting

- 2:30 PM Faculty Council F-7
- 7:30 PM Multi University Choir Concert (Butterfield Chapel)

Friday 3

- Last Day to Withdraw with a W

Saturday 4

Sunday 5

Thursday 9

- Spring Break

Friday 10

- Spring Break

Saturday 11

Sunday 12

**March is
National
Women's
History
Month**

February

M	T	W	T	F	S	S
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28	29					

March 2000

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April

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24	25	26	27	28	29	30

Monday 13

Eastern Orthodox Lent Begins

- Staley Lecture Series Mar. 13 - 14

Tuesday 14

- Staley Lecture Series

Wednesday 15

What garlic is to salad, insanity is to art. -Augustus Saint Gaudens

Thursday 16

- 3:00 PM Arts & Sciences Divisional Faculty Mtg. R-4
- Society for Pentecostal Studies Conference Mar. 16 - 18

Friday 17

St. Patrick's Day
Id al-Adha

- Northwest Friday
- Pentecostal Studies Conference

Saturday 18

- Pentecostal Studies Conference

Sunday 19

Thursday 23

- 12:00 PM Academic Planning Commission Mtg. LCC

Friday 24

Saturday 25

The Annunciation

Sunday 26

**March is
National
Women's
History
Month**

March 2000

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April 2000

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May

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29	30	31				

Monday 27

Tuesday 28

Wednesday 29

- 11:00 AM Career Expo (NC Pavilion)

Plunge into the deep without fear, with the gladness of April in your heart.
-Rabindranath Tagore

Thursday 30

Friday 31

MARCH

Saturday 1

APRIL

April Fool's Day

- All School Picnic

Sunday 2

Daylight Savings Time Begins

March

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20	21	22	23	24	25	26
27	28	29	30	31		

April 2000

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May

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29	30	31				

Monday 3

- 2:30 PM Student Development Committee (LCC)
- Early Registration for Fall Semester Apr. 3 - 7

Tuesday 4

- Early Registration

Wednesday 5

Bikaramajit

- Early Registration

When evil men shout ugly words of hatred, good men must commit themselves to the glories of love. -Martin Luther King Jr.

Thursday 6

Muharram

- 2:30 PM Faculty Council F-7
- Early Registration

Friday 7

- Northwest Friday
- Early Registration
- Student Leader Retreat Apr. 7 - 8 (Cedar Springs Camp)

Saturday 8

Wesak

- Student Leadership Retreat
- Women's Fellowship Spring Tea

Sunday 9

March

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April 2000

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May

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

Monday 10

Tuesday 11

Wednesday 12

Ramnavami

Wrinkles should merely indicate where smiles have been. -Mark Twain

Thursday 13

- Campus Days 2000 Apr. 13-15
- 3:00 PM Arts & Sciences Divisional Faculty Mtg. R-4
- 7:30 PM Concert

Friday 14

New Year (Cambodian)

- Campus Days 2000
- Spring Banquet

Saturday 15

New Year (Cambodian)

- Campus Days

Sunday 16

Palm Sunday (Roman Catholic & Protestant)

Mahavir Jayanti

New Year (Cambodian)

March						
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April 2000						
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May						
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29	30	31				

Monday 17

- 5:00 PM Campus Council (NC Dining Hall)
- Holy Week Series Apr. 17 - 20 (Butterfield Chapel)

Tuesday 18

- Holy Week Series
- 2:30 PM Academic Affairs Committee Mtg. R-4

Wednesday 19

- Holy Week Series

The past we choose to remember may be the best reflection of any present. -Paul Greenberg

Thursday 20

*Maunder Thursday
Passover Begins*

- Holy Week Series

Friday 21

*Good Friday
Ridvan Begins*

- College Closed

Saturday 22

Sunday 23

*Easter (Roman Catholic &
Protestant)
Palm Sunday (Eastern
Orthodox Christian)*

March

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20	21	22	23	24	25	26
27	28	29	30	31		

April 2000

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May

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29	30	31				

Monday 24

Armenian Martyrs' Day

Tuesday 25

Wednesday 26

• Awards and Honors Convocation

There is nothing so powerful as truth - and often nothing so strange. -Daniel Webster

Thursday 27

*Holy Thursday (Eastern
Orthodox Christian)*

Friday 28

*Holy Friday (Eastern
Orthodox Christian)*

- Last Day to Withdraw from a Class
- Last Day of Classes

Saturday 29

Sunday 30

*Easter (Eastern Orthodox
Christian)*

**May is
Asian-
American
Heritage
Month**

April

M	T	W	T	F	S	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2000

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22	23	24	25	26	27	28
29	30	31				

June

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

Monday 1

- Finals Week May 1-4

Tuesday 2
Yom Hashoah

- Finals

Wednesday 3

- Board of Directors Meeting
- Finals

My humanity is bound up in yours, for we can only be human together. -Desmond Tutu

Thursday 4

- Board of Directors Meeting
- Finals

Friday 5
Cinco de Mayo

- 7:00 PM Baccalaureate
- Board of Directors Meeting

Saturday 6

- 10:00 AM Commencement

Sunday 7

Thursday 11

Friday 12

• (Faculty) Grades due by 4:00 PM

Saturday 13

Sunday 14

Mother's Day

**May is
Asian-
American
Heritage
Month**

April

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May 2000

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June

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24	25	26	27	28	29	30

Monday 15

Tuesday 16

Wednesday 17

NO one can make you feel inferior without your permission. -Eleanor Roosevelt

Thursday 18

Friday 19

Saturday 20

• Flying Seminar May 20 - June 2

Sunday 21

**May is
Asian-
American
Heritage
Month**

April

M	T	W	T	F	S	S
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24	25	26	27	28	29	30

May 2000

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22	23	24	25	26	27	28
29	30	31				

June

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

Monday 22

• AGTS Session May 22 - 26

Tuesday 23

• AGTS Session

Wednesday 24

• AGTS Session

Ignorance is the night of the mind, a night without moon or star. -Confucius

Thursday 25

- AGTS Session

Friday 26

- AGTS Session

Saturday 27

Sunday 28

**May is
Asian-
American
Heritage
Month**

May 2000

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

June 2000

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July

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24	25	26	27	28	29	30
31						

Monday 29

Memorial Day Observance

- College Closed

Tuesday 30

Wednesday 31

MAY

Whoever loves true life, will love true love. -Elizabeth Barrett Browning

Thursday 1

JUNE

*Ascension Day (Roman
Catholic & Protestant)*

Friday 2

Saturday 3

Sunday 4

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