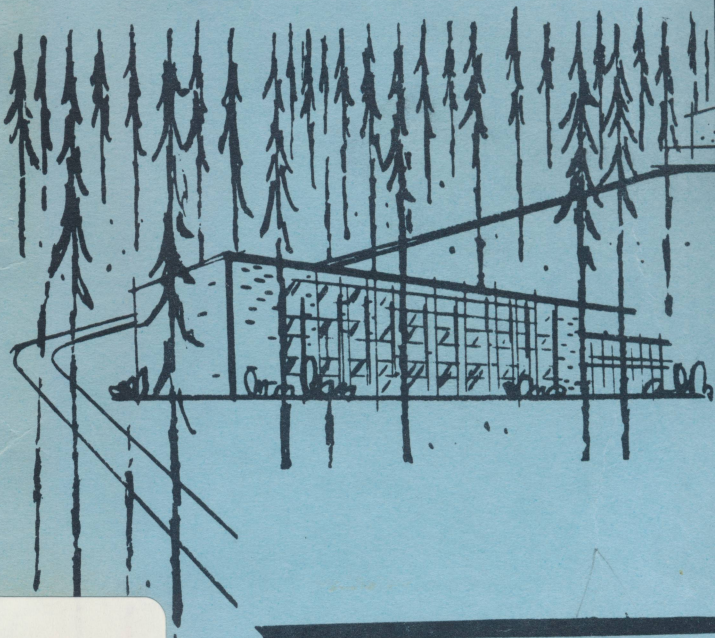


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STUDENT HANDBOOK

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Student Handbook 1962-63

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ALMA MATER

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

Chorus

- Lord, bless Thy work at N.C.
 We turn our hearts to Thee.
 Oh, thrust us out and lead us on
 To promised victory!
2. His Word approved in lives of men
 Who've trained at N.C.
 The Spirit sought for pow'r and
 truth,
 'Till all His glory see.

--Words by Maxine Williams

"Give diligence to present thyself
 approved unto God, a workman that
 needeth not to be ashamed, rightly
 dividing the word of truth."

--Saint Paul

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The world greatly needs well-educated, trained and dedicated men and women of strong Christian character both as Christian laymen and those entering the full-time ministry. To this end Northwest College is dedicated. It is assumed that the primary purpose of students coming to Northwest College is to acquire a thorough Biblically-centered education in preparation for their life's work.

In keeping with the fact that Christian education embraces the whole personality--providing for the physical, social, and spiritual development of the student--the rules presented in this handbook have been prayerfully chosen as a basis for the student's guidance and Christian development. It is confidently expected that they will be observed in spirit as well as in letter.

It is the sincere hope of the college that each student's stay in Northwest College will be a most profitable and enjoyable one. Since the college is a Christian college, it encourages its students to keep their fellowship and conduct on a truly Christian level in every respect so that the time spent within its halls may be infinitely enriching.

Each student should preserve this handbook and use it for reference throughout the school year.

STUDENT HANDBOOK

For information regarding the following, please consult the catalog: (1) Financial: tuition, room and board, scholarships, student loans. (2) Academic: requirements for admission, application procedure, registration, orientation, examinations, late registration, change in registration, withdrawals, student classifications, academic load, grading system, honors, scholarship requirements, standards of conduct, citizenship grading, guidance and counseling.

ENROLLMENT

Students may not register for credit after prescribed time limits, as stated in the catalog. Merely speaking with a counselor or instructor about enrolling in a course does not constitute enrollment. Official registrations may be effected in the Registrar's office only. The only authority for an instructor to enroll a student in a course is the class card given to the instructor by the Registrar. Likewise, failure to properly withdraw from a course will result in credit forfeiture for excessive absences, which in turn, will adversely affect the student's record. Students who secure drop forms must be careful to see that such forms are actually returned to the Registrar's office.

ATTENDANCE REGULATIONS

Class attendance. -- There are no excused absences. When absences accrue in excess of twice the number of times

a class meets per week, credit will be forfeited irrespective of reason. There will be no reinstatement to class except in certain cases. In such cases the student must submit a written petition to the Dean of Education, and action will be taken by the Academic Affairs Committee. In considering such cases the committee will be guided by a consideration of the reasons for the previous absences prior to the forfeiture as well as the circumstances at the time the excessive absence was incurred. The teacher reserves the right to penalize a student's grade in a course in which any absence is considered unwarranted even though within the limits of maximum absences.

Three times tardy will be counted the same as one absence. Any tardiness beyond ten minutes shall be counted as an absence. In case of tardy arrival to class it is the student's responsibility to notify the teacher of tardy arrival at the conclusion of that class period. Should it be necessary for the student to leave class early, arrangements should be made with the instructor before the class period begins. Leaving a class early will be calculated on the same basis as lateness in arriving.

Any student who absents himself for eleven consecutive school days without notice will be automatically dropped from school.

Absences on instructional days immediately before and after holidays will be counted as double absences except in cases of illness or extreme emergency. Any request for considering

the absence as a single absence only must be submitted in writing to the Dean of Education.

Chapel attendance.—Chapel constitutes a vital feature in college life at Northwest College. Therefore students are expected to attend chapel each morning and to sit in the seats assigned to them. Off-campus students who carry part-time loads and who may be unable to attend chapel for various reasons may be excused from chapel attendance at the discretion of the Dean of Students. Such an excuse, however, will be granted only if the student's schedule is such as to make chapel attendance impossible or a hardship upon the student.

A maximum of three absences will be allowed each quarter. Three times tardy to chapel will count as one absence. Any tardiness beyond ten minutes shall be counted as an absence. It shall be the student's responsibility in case of tardiness to chapel to notify the monitor upon arrival at the chapel. The penalty for leaving chapel early is the same as late arrival. Absences on instructional days immediately before and after holidays will be counted as double absences except in cases of illness or emergency.

The Student Union Building and library will be closed during chapel.

Attendance at closing exercises and special occasions.— Students are expected to attend all academic services of the school year. Non-attendance will affect citizenship grades. If an employer will not release

a student, a written statement from the employer must be presented to the Dean of Students.

FINANCES

Through the Associated Student Body and the Missionary Council many projects are undertaken in Northwest College. Each Monday morning during chapel an A.S.B. offering is received and each Friday a missionary offering. The Northwest District has recommended that the students pay their tithes into these two funds while attending college here. If each student is conscientious in this respect much can be accomplished during the year.

PROBATION AND LOW SCHOLARSHIP WARNING

Any student whose grade point average for any quarter drops below 1.5 will be placed on academic probation for the following quarter. If, during this ensuing quarter, he does not raise his grade to at least 1.5, he will not be permitted to register for the following quarter but may continue in school only as an auditor, by special permission of the Dean of Education. A student whose grades are below 1.5 for two consecutive quarters may not continue his college course. If such a student enrolls as an auditor for one quarter or stays out of college for at least one quarter, he may then apply to the Dean of Education for reinstatement to the college.

If a student is placed on probation at two different times during his college career, this will jeopardize his continuance in the college.

A student whose grade point average for any quarter is 1.5 to 1.8 will be placed on the low scholarship warning list. If a student remains on low scholarship for such a period of time as to make graduation doubtful, he may be asked to withdraw.

GRADUATION

For graduation requirements concerning the respective programs consult the catalog.

Graduation application. --- Students who anticipate graduation at the spring commencement exercises must file appropriate application with the Registrar not later than the sixth week of the autumn quarter preceding such exercises. No one will be allowed to participate in the graduation exercises unless all requirements (academic and financial) are met as of date of graduation.

LIBRARY

A library manual, which includes library hours, is distributed to each student.

HOUSING

All single students, except those living at home or having "live in" positions, will be housed in the residence halls on campus. In every case the housing arrangements of all single students must be approved by the college. The college will assist married students in finding suitable housing.

HOUSE RULES FOR OFF-CAMPUS STUDENTS

Students are expected to keep their rooms neat and clean (beds made daily and belongings all in place), ready for inspection at any time.

Students (except those living with parents) are not permitted to visit or entertain those of the opposite sex in their rooms, living quarters, or homes, except by permission of respective deans. Married students may not entertain unmarried student couples in their homes without permission of the Dean of Students.

All students will observe quiet hours for study between the hours of 7:00 p.m. and 9:00 p.m. Monday through Friday.

All students who withdraw from school during the school year, and who share living quarters with other Northwest College students, will be expected to vacate such living quarters at the time of their withdrawal from school.

Students are not permitted to have television sets in their living quarters.

Freshmen and all lady students except those living on campus or at home must personally sign in each night on special report forms. These reports must be handed in Monday and no later than Wednesday of each week. Sign-in time indicates the last time in for the night.

OVERNIGHT LEAVE

Emergencies sometimes arise when students must be located immediately; therefore, it is necessary to know the whereabouts of the students at all times. A student wishing to absent himself from his residence overnight must have a signed permit before leaving. Those going to their own homes must have the signature of the respective Residence Supervisor. All others must be signed by the respective student deans by 3:00 p.m. on school days.

A student under 21 years of age must have written permission of his parents or guardian and a letter of invitation for visits other than to his own home and he must present same to respective dean before leaving. SUCH LEAVES SHOULD NOT EXCEED ONE A MONTH.

SOCIAL LIFE

The cultivation of proper social relationships is of great importance, and this has a definite bearing upon spiritual growth and service to the Lord. A Christian college constitutes a natural environment where life-long relationships may be formed. Therefore, students should use the utmost care regarding these friendships. The faculty is deeply concerned about this phase of college life, and the following is intended for the general good of the students--to assist them to know the will of God for their future lives of service to Him.

Students are free to plan their social life within the following specified list of social privilege times.

Definition of social privilege.--A "social privilege" or date will be defined as "any meeting with a member of the opposite sex off-campus when time is spent together for reason of personal interest." Any pleasure-car-riding by a couple will be considered a date. No permission is necessary for a social privilege, but an off-campus man student will be required to secure and complete a date record form prior to the time of the date and hand it in to the administration office. If this is impossible, the completed form is to be submitted not later than the first morning of classes following the date. Such forms are to be completed whether dating college girls or others. All other students (on-campus students) will indicate with whom on dates on sign-in cards. Freshman students are not permitted social privileges for the first three weeks of the quarter they enroll. Thereafter freshmen and sophomores are permitted two such privileges per week and juniors and seniors three. Whenever there are mixed-class dates the lower-class ruling prevails.

Failure to complete any school forms or discrepancies or falsifications of information regarding the signing of housing forms or any other records where information is required shall subject the student to loss of citizenship points, disciplinary action, and could result in dismissal from school.

Any infraction of the above rules will seriously affect future social privileges.

Marriage. -- Inasmuch as marriage involves new adjustments to life and many added responsibilities, marriage in the early years of college life often tends to lower either the quality of one's academic training or to threaten its continuance for one or both parties. Therefore, any student under 21 years of age who is contemplating marriage before the completion of the second year of college work must have written approval of parents or legal guardians. The student must consult with and receive the permission of the Dean of Students.

Students are not permitted to get married during the school year. Anyone violating this rule will be dismissed immediately from school.

SOCIAL GATHERINGS

An official college reservation calendar will be maintained at the administration desk. Those wishing to arrange any social function should first consult this calendar and have the same recorded therein.

Students will consult with the Dean of Students before arranging for any social gathering, party, or outing. All parties and picnics must be supervised by persons approved by the Dean of Students. Reservations for the use of the Student Union Building for all social gatherings will be arranged through the Dean of Students.

No overnight permits will be granted on nights of all-school activities.

DRESS

Men students should have at least one dark suit for wearing on assignments and special occasions. Suits or conservative sport jackets (not sweaters) with slacks, shirts, and ties must be worn for church attendance and by those taking part in chapel services. For class wear, men will be required to wear suits, jackets, sport shirts, or coat sweaters and to be attired in a manner becoming to Christian college students. The wearing of Levis, work clothes, or T shirts in the classroom or dining room is not permitted.

Women students should have suits for wearing on assignments and other special occasions. Sleeveless, low-necked, or sheer blouses or dresses may not be worn except under jackets.

Students who appear in classes not properly attired may be asked by the teacher to leave the classroom.

Women students shall not wear shorts, slacks, or any other such attire in college residence or in public. Pedal pushers may be worn in the gymnasium, and culottes may be worn at any time in recreational activities. Pedal pushers may be worn in homes where students are employed, subject to the approval of the employer, providing they are not worn to and from work. The use of make-up or excessive jewelry is not in keeping with Northwest College standards and will be discouraged.

CONDUCT

One of the high marks of Christian character is loyalty to God, the church, and the college. This quality should be manifested in a student's actions and conversation. His testimony will go a long way if he is loyal in all of his associations.

At school.--When a class period is devoted to prayer, or when time is given to the entire student body for prayer, students shall not leave without permission.

If a student has a grievance against a teacher the student shall first speak to the particular teacher concerning the matter. If no satisfactory agreement is reached, the matter may be taken to the Dean of Education (Matthew 18: 14-17).

If a student has a grievance against another student, he should try to settle the matter privately. If this cannot be done, the student may take the complaint to the Dean of Students.

Borrowing money, clothing, and personal effects from or lending same to fellow students is discouraged.

No use shall be made of the name of the college for the purchase of any merchandise or services without a purchase order or authorization from the business office.

Students are urged to cooperate in the matter of keeping the college premises orderly. They should take pride in keeping the floors and grounds free from papers and other refuse.

Personal property should not be left in the buildings.

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

The posting by student organizations of hand-bills, posters, signs, or announcements over the buildings or over the campus grounds is prohibited. These materials may be posted on designated bulletin boards or on easels which are available for that purpose.

Automobiles.--All automobiles owned or operated by students must be registered at the time of registration for college. If a car is brought on campus later in the term it must be registered within 48 hours. When a car is registered a parking-permit sticker will be issued which must be placed immediately on the lower left-hand corner of the windshield.

A. Parking.

1. Parking areas:

- a. West side only of 111th.
- b. Chapel area parking lot.
- c. Student Union Building parking lot.

2. No parking in the following areas:

- a. In front of fire hydrants.
- b. Double parking.
- c. In front of the walkway

between the Student Union Building and the educational buildings.

- d. At the end of the sidewalk in front of the chapel.
- e. In the faculty parking lot except at night and then only on the north side.

B. Use of cars.

1. Maximum speed is 20 miles per hour.
2. Racing of motors and sounding of horns on campus is prohibited.
3. Insurance should be carried, including Public Liability and Property Damage.
4. There will be no unnecessary driving of vehicles on campus.
5. Couples will not be permitted to sit in parked cars.
6. Students should be courteous in the use of cars both on and off campus.

VIOLATIONS of the above regulations could be sufficient grounds for suspension of parking permit or disciplinary action.

DRIVE CAREFULLY--THE LIFE YOU SAVE
MAY ATTEND NORTHWEST COLLEGE

CHRISTIAN SERVICE

Students will be granted three Sundays to make choice of a church home while in college. A change from one assigned church to another is not permitted except by permission of the Dean of Students.

All students are expected to attend Sunday school and morning service at their assigned churches and Sunday evening service at the churches of their choice---except when excused or on assignment---and are encouraged to participate whenever possible. A church attendance report must be handed in each Monday morning at chapel time, or if the student is absent, the first day of classes thereafter.

All students engaging in any form of Christian work, whether arranged personally or by the school, must register with the Christian Service Director.

All musical groups on team work must be auditioned and approved by the music director. All team assignments must be carefully carried out.

Dating is not permitted on team assignments.

HEALTH SERVICES

The services of a registered nurse are available to all students. She will consult with students concerning health matters and render certain health services as may be needed. Her hours will be posted on the infirmary door. Special arrangements may be made with the nurse for hours that fit better into the student's schedule. All illnesses should be reported to the school nurse.

While the college does not maintain a staff physician the student deans or the college nurse will be glad to consult with students needing the services of a physician.

All full-time students are covered by a student medical insurance policy. Claims for insurance benefits are handled through the business office.

CITIZENSHIP

Each student in Northwest College is given a numerical grade in citizenship each quarter, based on a scale of 100 points, which will be lowered upon occasion of each breach of conduct in any of the areas listed below. At the end of the quarter the numerical grade will be converted into a letter grade as follows: A, 95-100; B, 87-94; C, 80-86; D, 70-79; F, less than 70. The average of such grades computed on a grade-point basis will comprise each student's "C.P.A." (citizenship point average) and will constitute an important part of his record at Northwest College.

A 3.0 C.P.A. must be maintained as a requirement for graduation, choir tour, sports, and Christian service.

A student may receive demerits for violations of the fundamental principles of conduct that should guide the Christian student body, although the principle may not be specifically stated in our handbook. If a student is in doubt as to what is the proper procedure, he should consult the respective dean. Following are areas in which demerits may be received.

Chapel attendance: For each absence above allowable, three points; three tardies make one absence.

Late in: One point for each 15 minutes or part thereof. When thirty

late minutes have accrued the student in question is informed by the Residence Supervisor to report to respective dean to receive a "Campus," effective for the following weekend of school. A weekend "Campus" shall be defined as a period from 6:00 p.m. Friday to 7:00 a.m. Monday during which a student is denied social privileges on and off campus, may not leave campus except for employment and Sunday services at assigned church, and may not visit in Residence lounge or the Student Union Building except for meals.

Failure to submit church attendance report: three points.

Unexcused absence from assigned church: two points.

Failure to comply with sign-out and sign-in regulations: three points.

Social infraction will be dealt with and demerited on the basis of the nature of the offence.

EMPLOYMENT

Students must not change their places of employment without first notifying the Dean of Women. A student who has accepted a position must faithfully do his work and must notify his employer if unable to go to work because of any emergency or if he plans to change jobs.

Students should not take their employers' time to discuss the subject of religion.

Students babysitting or engaged in other such employment must be back in their residence by 12:00 midnight, except by special arrangements with the Residence Supervisor, and return transportation must be pre-arranged with employers and not with other students. Young ladies may not have gentlemen visitors while babysitting.

COUNSELING

The college maintains a counseling program, and each student is encouraged to meet his counselor for an interview whenever necessary.

Students are invited to counsel with the Dean of Education, Dean of Students, Dean of Women, and other members of the faculty at any time for guidance in personal, spiritual, and educational problems.

MAIL

Mail, so far as possible, should be received at the place where the student is residing. Those residing on campus should be sure to give their box numbers to relatives and friends. All mail sent to the college address must be received at the mail boxes in the Student Union Building and not at the administration desk. Students should check their mail boxes regularly for announcements, telephone messages, and examination papers, as well as for mail.

OFFICES

Students must not loiter or visit in the Administration Building. The business office is open to students

from 9:00 a.m. to 5:00 p.m. on school days.

The mimeograph and office equipment is not for student use. Necessary equipment and supplies are maintained by the Student Council in the Student Union Building.

Faculty office hours will be posted on their office doors. This should be closely observed when making appointments.

PRAYER ROOM

Students are encouraged to come to school early before school to pray or to make use of the prayer room whenever they have free periods. The prayer room is located in the Student Union Building.

TELEPHONE REGULATIONS

Students will not be permitted to use the office telephones. They must use the public telephone in the Student Union Building or those in the Residences.

A student will not be called to the telephone during class hours except in case of extreme emergency. The number will be taken and the student notified at the earliest convenience.

OBSERVANCE OF THE LORD'S DAY

Proper observance of this most important day of the week is essential to a well-rounded Christian life. Students are therefore expected to put aside all study, business, or other obligations, using typewriters for

from 9:00 a.m. to 2:00 p.m. on school
purposes other than letter writing, and
other weekday occupations. All use of
musical instruments should be restricted
to quiet, reverent music in keeping
with the Lord's Day. Ping-pong equip-
ment, the ball park, and tennis court
are not for Sunday use.

In order to maintain a good testimony,
students are asked to refrain from
making unnecessary purchases on Sunday.

TELEPHONE REGULATIONS

Students will not be permitted to
use the office telephones. They must
use the public telephones in the Student
Union Building or those in the
Residences. Guidelines at
the front of each of these
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H A N D B O O K

for

Campus Resident

Students

CAMPUS RESIDENT STUDENTS

Regarding ladies' lounge.---The lounge is for their enjoyment and convenience. It is their living room. In it they may congregate as occupants of the Ladies' Residence and visit with their friends. Women students may not use the men's lounge, but gentlemen may visit in the ladies' lounge as follows:

Friday and Saturday--7:30-11:30 p.m.

Sunday--3:30 p.m. until church time;
after church until 11:00 p.m.

Monday through Thursday--5:00-7:00
p.m. only.

No male visitor will be permitted to go beyond the lounge.

Regarding men's lounge.---The lounge is for the use of men only, except for parents, relatives, or non-student male friends who may be visiting men residents.

ON-CAMPUS HOUSE RULES

Students appearing in the lounge of their Residence must be dressed in acceptable street attire.

Refreshments may be served on special occasions and by permission from the Residence Supervisor; otherwise, food is not to be brought into the lounge.

Typewriters may not be used at any time in the lounge. There is to be no reclining or putting feet on the furniture.

Conversations are not to be carried on through windows of either residence.

Visiting in students' rooms during quiet hours is not permitted.

Resident students must occupy their own beds except by special permission of Residence Supervisor.

Student guests.--A student shall first secure permission of the Residence Supervisor before admitting a guest to the Residence for the night. Such arrangements should be made well in advance.

A charge of \$1.00 per person per night is made for all guests, whether occupying a student's room or other accommodations. No guest may visit more than two consecutive nights. Neither students nor guests may share a single bed. All guests must sign the guest register upon entering and abide by the Residence regulations. If this rule is not observed the student who is entertaining the guest will be charged double rate.

Duties.--Students residing on campus will be asked to cooperate in certain light duties which will be assigned. A student who has been assigned duties will not be permitted a weekend leave without first making arrangements for a substitute for such duties.

Care of rooms.--Rooms are cared for by the occupants. Walls must not be defaced by nails, pins, paste, scotch tape, or any markings. Floors must be kept clean and dusted frequently. Cleaning utensils are found in the closet on each floor; these should be returned after use.

It is understood that the Residence Supervisors or a college inspection committee may inspect rooms at any time.

Rooms should be aired thoroughly and frequently. Beds are to be made at least by chapel time each morning.

When students leave their rooms they should turn off electric lights and close the windows (during the winter season) unless the heat is turned off. Windows should be closed while absent on overnight leave or for a vacation period.

Any breakage or damage to college property should be reported immediately to the Residence Supervisor. Students are chargeable for breakage.

In cleaning rooms, occupants are not to shake dusters or mops out of the windows. The facilities that are provided should be used, and rugs should be taken out of doors for shaking. Roommates are expected to cooperate and share responsibility in keeping rooms clean and tidy. Each is responsible for his own bed. When being vacated, rooms must be cleaned, then checked by the Residence Supervisor. This rule also applies should a student move from one room to another during a quarter. On vacating the Residence, the signature of the Residence Supervisor must be obtained on the departure card. If there is failure to clean the room properly a charge of \$5.00 will be made.

Appearance of rooms.---How each room should appear when not occupied (this means during morning class hours, during the afternoons if not occupied,

or whenever the occupant is out of town:

The bed must be neatly made with cover or spread adjusted evenly and smoothed, so that the mattress does not show.

Draperies should be hanging evenly.

All clothing should be put away or hung up and wardrobe doors closed.

Contents of the dresser and wardrobe should be neatly arranged.

Soiled clothing should be kept in a laundry bag or suitable closed box.

The floor, furniture, and window sill should be free from dust and dirt.

Study desk should be arranged neatly.

All lights should be turned out and all windows closed.

Rooms should be ready for inspection by chapel time each morning.

How each room should appear when occupied (this means whenever the student is in it, studying, relaxing, or sleeping):

The bed should be straightened after napping or resting so that it will appear presentable should visitors drop in. Each occupant should have enough linens so that the bed can be made when linen is being laundered.

Drapes must be drawn at night or at any time when the occupants are not fully dressed.

The waste basket should be emptied into the proper receptacles located in the utility rooms on each floor. Materials which will not burn, such as bottles or cans, are to be put in the receptacles provided.

The student should try to develop the habit of neatness. One will work more efficiently in an orderly environment.

Good citizenship involves cooperation and neatness in maintaining one's room. Therefore, penalties will be given for an untidy room or for not performing assigned dormitory duties. The student will receive one demerit for each time his room is untidy or assigned duties are not performed. Upon accrument of four demerits in this area the student must meet with the Discipline Committee.

Food.--Because the rooms are not equipped for excessive use of electrical appliances, cooking in rooms will not be permitted.

If food is kept in a Residence room it must be in a covered container made of plastic, glass, or metal, except for fresh fruit. Empty pop bottles must be returned to vending machines as soon as they are emptied.

Electrical appliances.--The use of electrical appliances other than clocks, hair dryers, radios, and record players is not permitted in the dormitory rooms. Electric blankets may be used.

Room keys.--\$1.00 will be withheld from each student's room deposit for the use of a room key. This amount is ~~not~~ refunded upon the student's leaving the school. Students are requested to

keep their rooms locked at all times, as the college cannot assume responsibility for any loss of personal property.

Illness.--Illness should be reported to the Residence Supervisor immediately. The roommate of a student who is ill should assume responsibility for seeing that a food tray is provided. This may be obtained by requesting a tray slip from the Residence Supervisor. Under no other circumstances should food be taken to the student.

Wash rooms.--Wash rooms must be kept clean and tidy at all times. Paper, cloth, hair, sweepings, etc., clog the plumbing. These MUST be thrown into special receptacles provided for them. One should be sure to clean out the drain after washing hair in the shower. The bottom of the shower curtain should be placed inside the shower when the water is running. Shower shoes must be worn. Bath tubs must be cleaned by the student after each time used. No showers or baths shall be taken between 10:15 p.m. and 6:00 a.m.

General quietness must prevail after 10:00 p.m. Students will be required to put LIGHTS OUT in their dormitory rooms at least by 11:00 p.m. Mondays through Thursdays and no later than by midnight on Fridays, Saturdays, and Sundays.

Individual permission must be obtained from the Residence Supervisor for each time "late lights" or a special study room is necessary. (Students whose working hours interfere with scheduled study hours will have priority on use of special study rooms.) No late lights beyond 1:00 a.m.

Quiet and study time. --- Students attend Northwest College with the objective of getting the most out of their studies. To fulfil this purpose special study time is essential.

Quiet and study time is from 7:00 p.m. to 9:00 p.m. Monday through Friday. This means that there must not be any unnecessary noise such as loud talking, laughing, visiting in rooms and halls, or taking showers or baths. Soft-soled slippers are to be worn in the dormitory during quiet hours. Typewriters may not be used in private rooms after 10:00 p.m.

The volume of radios and record players must be kept at room level at all times. Students are requested to listen to radio programs and recordings which are in harmony with Christian standards. Failure to observe this rule will result in cancellation of radio and record-player privileges. All radios and record players must be registered with Residence Supervisor. Television sets are not permitted in student quarters whether on or off campus.

Students entering the building during study hours must go directly to their own rooms and maintain quietness so as not to disturb those who have already begun the study period. All telephone calls will be withheld during quiet and study hours, except emergency calls. Friends should be advised of this. Visitors may not be admitted to rooms during study hours.

Sign-out requirements. --- It is required of all students that they adhere carefully to the "sign-out"

procedure when leaving campus. Except for those studying in the campus library, practicing music, doing Associated Student Body work, or who have special leave permission, all students must be in the Residences by and after 7:00 p. m. Monday through Thursday. ANY STUDENT LEAVING CAMPUS MUST PERSONALLY SIGN "OUT" at all times, and if on a date, the destination and date's name must be given. When out of the Residence but on campus the card must be turned up. Only students arriving in after closing hours of Residences are required to sign in, but cards must be turned back in position upon returning.

Closing hours:

Monday through Thursday.. 9:30 p.m.
Friday and Saturday..... 11:30 p.m.
Sunday..... 11:00 p.m.

Students may not leave Residences for any reason between closing time and 6:00 a.m.

"In" time for students attending any school game will be fixed according to reasonable driving time from the time of the conclusion of the game.

"In" time on holidays and the nights before same will be 11:30 p.m.

Students must leave and return by the main entrance ONLY at all times.

Snack time. -- The Student Union Building will be open from 9:00 to 9:25 p.m. for light refreshments and social recreation. Couples may not linger together at the Student Union Building or elsewhere about the campus during this time.

Telephones.---The public telephones are to be used for all personal calls. No telephone calls are to be made after 11:00 p. m. or during study hours. Students are to take turns answering these telephones, which must be answered courteously: "Good morning (afternoon, evening), this is Northwest College Men's (or Ladies') Residence . . ." Students are asked to advise their parents and friends of the public telephone numbers through which to contact them. All telephone calls are to be limited to ten minutes. Lounge telephones are not for student use.

Laundry rooms. -- Meter-controlled automatic washing and drying facilities are provided for the occupants' convenience. These are for the use of resident students only. Washing or ironing must not be done for non-resident students. Washed clothing must be removed immediately so that the machines may be available for other students. No clothing, clean or dirty, is to be left in the laundry rooms overnight.

Ironing boards are provided in the laundry rooms and are not to be removed. There is to be no ironing done in private rooms or in the halls.

Laundry facilities are not to be used on Sundays.

Trunk rooms. -- Storage rooms are provided for the use of resident students. Any luggage stored here must be clearly marked with the student's name and room number. The college will not be responsible for any loss or damage. Arrangements may be made to

leave trunks in the storage rooms during the summer months. The student will be responsible for any packing or shipping of same should he not return.

Pets.--No pets are allowed in either Residence.

Dormitory meetings.--Campus residents are required to attend dormitory meetings called by Residence Supervisors and will receive five demerits for each absence.

Single occupancy of a double room may be arranged when available, with an additional charge of ten dollars per month.

The administration reserves the right to make such changes in or additions to rules and regulations as deemed necessary and just.

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