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LET SHINE OUT"

# STUDENT HANDBOOK

## 1965-66

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NORTHWEST COLLEGE  
of the  
Assemblies of God

Kirkland, Washington

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Northwest College of the Assemblies of  
God - Student handbook 1965-66

ALMA MATER

1. Let light shine out in the great  
Northwest;  
Go tell the Saviour'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

## PREFACE

The world is in great need of trained and dedicated men and women of strong Christian character to serve both as laymen and as full-time ministers. Northwest College of the Assemblies of God is dedicated to the task of preparing such men and women. It is assumed that your primary purpose in coming to the College is to acquire a thorough, Biblically-centered education in preparation for your life's work. In keeping with the task of the College and your purpose in being here, the materials presented in this handbook have been prayerfully chosen as a basis for your guidance in Christian development.

You are now part of a college community. In community living it is obvious that for the common good some basic order must prevail. Selfishness and self-seeking are impossible in a Christian society. All must be done for the benefit of the whole. Every action is weighed in the light of our relationship to our Lord and to one another as members of His body. Whatever we do, the Scripture says, whether in word or deed, is to be done as unto the Lord. It is confidently expected that the students of Northwest College will conduct themselves as Christian ladies and gentlemen at all times. Such conduct alone is consistent with our Christian testimony.

Christian education embraces the whole personality -- spiritual, mental, social, physical. The College program functions in all of these areas. The College personnel are here to help you in every way they can. It is their sincere hope and aim that your experiences in Northwest College will be both profitable and enjoyable.

Please preserve this handbook for reference throughout the school year.



MESSAGE FROM THE PRESIDENT

Dear Student:

Welcome to the Campus of Northwest College!

These grounds upon which you will live for the next few months are the gift of God to our young people. The Lord gave this place to provide for a Christian education program, and has since hallowed this campus by His power and presence.

New students will love this place, as have others who have preceded you. Returning students will come with renewed anticipation of God's blessing.

This handbook is herewith presented that we may understand how we may walk and work harmoniously together. Let us pray that the spirit of being our "brother's keeper" may possess us all.

In the love of Christ,

C. E. BUTTERFIELD  
President

## ACADEMIC REGULATIONS

### Enrollment

Students may not register for credit after the prescribed time limits given 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.

### Withdrawal

From class -- Students wishing to withdraw from a class should secure a drop slip from the Registrar's office, have the form signed by the respective advisor and the instructor of the class being dropped, and then return the form to the Registrar's office. Withdrawal is not official until the form has been returned to the Registrar.

From College -- Official withdrawal from College is secured through the office of the Dean of Education. The appropriate form should be secured from that office. Withdrawal is not official until the completed form has been returned to the Registrar. Charges continue until a withdrawal has been completed.

### Attendance

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. 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 its decision 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 occurred. 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 it at the conclusion of that class period. Should it be necessary for the student to leave class early, arrangements must 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. A form can be secured from the office of the Dean of Students.

A student may be excused from chapel in case of illness, but a note from the respective residence supervisors to that effect must be presented to the Dean of Students.

A maximum of five unexcused 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.

The student lounge, library, and bookstore will be closed during chapel.

Attendance at closing exercises and special occasions -- Students are expected to attend all academic services of the school 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 the 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. 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 as a regular student.

If a student is placed on probation at two different times during his college career, he 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

Requirements -- For graduation requirements concerning the respective programs consult the catalog.



No one will be allowed to participate in the commencement exercises unless all requirements (academic and financial) are met as of the date of graduation.

Graduation application -- Students who anticipate graduation at the spring commencement exercises must file the appropriate application with the Registrar not later than the sixth week of the autumn quarter preceding such exercises.

For further information concerning the following matters, please consult the catalog:

- Academic load
- Application procedure
- Grading system
- Honors
- Late registration
- Registration
- Requirements for admission
- Scholarship requirements
- Student classifications

## FINANCIAL INFORMATION

### Student Fees

Student fees are paid once each year upon initial enrollment. It covers the cost of the College yearbook, admission to the all-school socials and student sponsored recreational and athletic activities, and class dues.

### Student Finances

Through the Associated Student Body and the Missionary Council many projects are undertaken at 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.

For further information concerning the following financial matters, please consult the catalog:

Room and Board  
Scholarships  
Student Loans  
Tuition

## HOUSING REGULATIONS

### Housing

All single students, except those living at home or having "live in" positions, will be housed in the residence halls on campus as much as space will permit. 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.

### 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 the respective deans. Married students may not entertain unmarried student couples in their homes without permission of the Dean of Students.

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, except those living on campus or at home, must personally sign in each night on special report forms. These reports must be handed in on Monday of each week at chapel time or if absent on Monday, the first day of class thereafter. Sign in time indicates the last time in for the night.

Unmarried students living outside of the dormitories must govern their hours and activities in accordance with the regulations established for dormitory life.

### Overnight Leave

Emergencies sometimes arise when students must be located immediately; therefore, it is necessary to know the whereabouts of students at all times.

A student under 21 years of age, intending to visit in the home of a member of the opposite sex, must have written permission of his parents or guardian and a letter of invitation from the parents of the person visited. These must be presented to the respective Deans before leaving. Such leaves are restricted to weekends and will not exceed one a month.

In all other cases the student must clear with the respective Residence Supervisors before 7:00 p.m. of the day of departure.



## SOCIAL REGULATIONS

### Social Life

The cultivation of proper social relationships is of great importance and 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.

Students are free to plan their social life within the following social framework of the College:

### Dating

A date is defined as "any off-campus meeting with a member of the opposite sex when time is spent together for reasons of personal interest." (It goes without saying that on-campus contacts are to be conducted in a manner which causes no offense or embarrassment to anyone.) No permission is necessary for a date, but all dates and date partners must be indicated on the sign-in sheets--whether living on or off campus.

All dating will be confined to weekends (Friday night to Sunday night) except by permission from the respective Deans. Freshman students may not date for the first three weeks of the quarter they enroll.

### Marriage

Inasmuch as marriage involves new adjustments to life and many added responsibilities, 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.

No student will be allowed to marry during the school year. To do so subjects the student to immediate dismissal.

### Social Gatherings

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 College facilities for all social gatherings will be arranged through the Dean of Students.

An official College reservation calendar is maintained by the Dean of Students. Those wishing to arrange any social function should first consult this calendar and have the same recorded thereon.

## GENERAL REGULATIONS AND INFORMATION

### Automobiles

All automobiles owned or operated by students must be registered with the College at the time of registration each quarter. If a car is brought on campus later in the term it must be registered within 48 hours. When a car is first registered a parking-permit sticker will be issued which is to be placed 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.
- d. Residence parking lots.
- e. Gymnasium parking lot.

##### 2. No parking:

- a. In front of fire hydrants.
- b. Double parking.
- c. In crosswalks.
- d. In the faculty parking lot.
- e. By yellow curbing.

#### 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. There will be no unnecessary driving of vehicles on campus.
4. Couples will not be permitted to sit in parked cars.
5. Students should be courteous in the use of cars.

both on and off campus.

6. Insurance should be carried, including Public Liability and Property Damage.
7. Any and all car repairs must be done in the maintenance area.

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

### Citizenship

A running record is kept of each student's citizenship standing. An unimpaired record (a student not on citizenship probation) must be maintained in order to qualify for graduation or any extra-curricular office or assignment, such as, student body, class, or mission band offices, Christian service activities, choir tour, editorships, and sports.

### Christian Service

Within three Sundays after enrollment students are to make a choice of a church home they will attend 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 services at their assigned churches--except when excused or on assignment -- and Sunday evening services at the churches of their choice, and are encouraged to participate whenever possible. A church attendance report must be handed in each Monday morning, 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 College, must register with the Christian Service Director.

All musical groups on team work must be auditioned and ap-



proved by the Music Director. All team assignments must be conscientiously carried out.

Dating is not permitted on team assignments.

### Counseling

A faculty advisor is appointed for each student and he is encouraged to meet with his advisor for counseling whenever it is desired.

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.

### 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.

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

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.

Women students shall not wear shorts, slacks, or any other such attire in the College residence or in public. Pedal pushers may be worn in the gymnasium and in any physical education class activity. Culottes may be worn at any time in recreational activities. Pedal pushers may be worn in homes where stu-

dents 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.

### Employment

Thankfully, employment possibilities in this area are very good. Assistance is given to our students by the Dean of Women. In order to keep a good job market available to our students, you are requested to inform her of any changes you make in employment.

A student who has accepted a position must faithfully do his work and must notify his employer either if he is unable to go to work because of some illness or emergency or if he plans to change jobs.

While working, students should not take their employers' time to discuss the subject of religion.

Students engaged in any form of employment that extends beyond the closing hours of the residences must make special arrangements with the Residence Supervisor. Those who do not have automobiles must pre-arrange return transportation with their employers and not with other students.

Ladies may not have gentlemen visitors, or vice versa, at places of employment.

### Grievances

If a student has a grievance against a teacher, the student should 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

If a student has a grievance against the College, he has his elected class or student officers to represent him to the administration, but he may feel free to voice his grievance himself to the proper administrative officer.

### Health Services

Unless covered by a family or individual policy, all full-time students are covered by a student medical insurance policy. Claims for insurance benefits are handled through the business office.

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.

### Library

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

### Mail

Mail, so far as possible, should be received at the place where the student is residing. 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. Mail boxes, given at the time of registration, should be checked regularly for announcements, telephone messages, and examination papers, as well as for mail.

The address of the College is P. O. Box 579, Kirkland, Washington, 98033.

### 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 urged to put aside all study, business or other obligations, using typewriters for 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 equipment, the ball diamond, tennis court, and gymnasium are not for Sunday use.

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

### Offices

Students must not loiter or visit in the Administration Building. The business office is open to students from 9:00 a.m. to 4:30 p.m. on school days.

The mimeograph and office equipment are not for student use. Necessary equipment and supplies are maintained by the Student Council in the A.S.B. office.

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

### Personal Effects

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

### Prayer

When a class period is devoted to prayer, or when time is given to the entire student body for prayer, students shall not without permission leave earlier than the close of the period.



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.

#### Purchases

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.

#### 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.

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.

#### Use of College Buildings

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.

## DISCIPLINARY PROCEDURE

The student is personally responsible for knowledge of all the materials in this handbook. Ignorance of its contents will not be considered a reason for missing the consequences of violation. Further, the student will not be allowed to become so technical in his application of the regulations so as to break the spirit of what is intended by them. It is both impossible and unnecessary to include in such a handbook a minute amplification of regulations; therefore, it is the prerogative of the administration to apply in any one case the principles contained in the handbook though they may not be specifically stated.

Citizenship is regarded as highly important by the College, and breaches of conduct shall not be considered lightly. Violations of any of the regulations or principles of conduct found in the handbook could lead to the withdrawal of certain privileges, disciplinary action against the student, and/or dismissal from school. Any probationary status or dismissal action will appear on the student's permanent record. In every case the student will be given ample admonition and every possible opportunity to correct his behavior.



HANDBOOK  
SUPPLEMENT

for

Campus Resident

Students



### Appliances

The use of hair dryers, electric blankets, radios, record players, and popcorn poppers is permitted in the dormitory rooms unless careless or improper use of such appliances is noted.

### Dormitory Meetings

Campus resident students are required to attend dormitory meetings called by the Residence Supervisor.

### Food

Because the rooms are not equipped for excessive use of electrical appliances, cooking in rooms cannot 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.

### 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. If this rule is not observed the student who is entertaining the guest will be charged double rate.

A charge of \$1.00 per person per night is made for all guests payable to the Residence Supervisor, whether occupying a student's room or other accommodations. No guest may visit more than three 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.

### Illness

Illness should be reported to the Residence Supervisor on the day of illness. No excuses for chapel absence, missing tests, or exceeding absences in classes will be given if not

reported.

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 from the cafeteria to the student.

### 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.

### Lounges

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 be used in the lounge only after closing.

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:

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

Friday and Saturday -- 7:30 - 11:25 p.m.

Sunday -- 3:30 p.m. until church time;  
after church until 10:55 p.m.

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

Men's Lounge -- Except for class or College sponsored meetings ladies are not allowed in the lounge. This does not include parents or relatives.

#### Pets

No pets are allowed in either residence.

#### Quietness

Quietness must prevail in the residence proper after 7:00 p.m. This means that there must not be any unnecessary noise in rooms and halls such as loud talking and laughing, singing, or playing of musical instruments.

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. All radios and record players must be registered with the Residence Supervisor. Television sets are not permitted in student quarters.

Students entering the building during study hours must maintain quietness so as not to disturb those who are studying.

Students are required to be in their own rooms not later than 11:00 p.m. Monday through Thursday and by midnight on weekends. In no case may students visit in rooms where there are those attempting to study.

### Room Keys

\$1.00 will be withheld from a student's room deposit if the room key is not returned. Students are requested to keep their rooms locked at all times, for the College cannot assume responsibility for any loss of personal property.

### Rooms

Appearance of Rooms -- It is confidently expected that students will keep their rooms clean and orderly. Though cleanliness may not necessarily be next to godliness it is probably closer to Him than is disorder -- and it is certainly more appealing to a roommate or a Residence Supervisor.

Good citizenship involves cooperation and neatness in maintaining one's room. The student should develop the habit of neatness. One will work more efficiently in an orderly environment.

It is understood that the Residence Supervisors or others may inspect the rooms at any time.

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.

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.



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. Students are chargeable, also, for breakage.

Use of Rooms -- When they are available, single occupancy of a double room may be arranged. An additional charge of thirty dollars per quarter will be made.

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

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

### "In and Out" of the Residences

It is required of all students that they adhere strictly to the "sign-out" procedure when leaving the 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 at all times personally sign "out" and "in" when returning.

#### Closing hours:

Monday through Thursday:

Ladies.....	10:00 p.m.
Men.....	10:30 p.m.
Friday and Saturday.....	12:00 a.m.
Sunday.....	11:00 p.m.

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

"In" time on holidays and the night before will be 12:00a.m.

A certain number of "late-in" privileges are allowed each quarter. They are to be pre-arranged with the Residence Supervisors. Sign-in time for both men and women is no later than 12:30 a.m. Freshmen are allowed two "late-in's" per quarter; Sophomores and Juniors, three, and Seniors, four. Late-in's are restricted to weekends.

Upon the accrual of thirty (30) late minutes, the student will receive a "campus." During the period of the "campus" all dating privileges are withdrawn, the student may not leave the College campus except for employment and Sunday services at his assigned church, and may not fraternize with members of the opposite sex.

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

### Telephones

The public telephones are to be used for all personal calls. No telephone calls are to be made after 11:00 p.m.

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.

Students are asked to cooperate in taking turns answering these telephones. Please be courteous in all your telephone conversations. A curt "Hello" is unbecoming for Christian students. Be certain that the caller knows that he has reached Northwest College and the particular building on the campus, i.e., S.U.B., Beatty Hall, or Perks Hall.

### Trunk Rooms

Limited storage space is 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 the same should he not return.

### 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. 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 use. No showers or baths should be taken between 10:15 p.m. and 6:00 a.m.

The administration of the College reserves the right to make such changes in or additions to this handbook that it deems necessary.

CONTACT REGISTER

Academic load, special permissions.....Dean of Education

Academic records, grade computations.....Registrar

Admissions matters:

    Applications            )

    Committee actions).....Registrar

    Transcripts            )

Automobile permits (campus).....Dean of Students

Business accounts:

    Payment schedules, spec.problems.....Business Manager

    Payments on account.....Receptionist

    Questions on accounts.....Accountant

    Tuition discounts.....Business Manager

Calendar of activities.....Dean of Students

Changes in courses, registration.....Receptionist (routine)

Registrar (special)

Chapel attendance.....Dean of Students

Christian Service matters:

    Church attendance, teams, church service...Dean of Students

    Musical groups.....Mr. Pember, Dean of Students

Church attendance.....Dean of Students

Class attendance:

    Appeal in excessive absences.....Dean of Education

    Double cuts.....Dean of Education

    Record of excessive absences.....Registrar

Counseling:

    Academic.....Adviser, Dean of Education, Registrar (general)

    Employment counseling.....Dean of Women



Counseling (Continued)

Financial problems.....Business Manager, Dean of Students  
Graduation requirements.....Adviser, Registrar  
Personal problems...Adviser, Dean of Women, Dean of Students  
Vocational and Educational.....Dean of Education

Credit forfeiture for excessive absences.....Registrar

Employment:

Off campus.....Dean of Women  
On campus.....Business Manager  
Work-Study Program.....Business Manager

Equipment and facilities use.....Dean of Students (in co-  
operation with Business Manager)

Graduation application.....Registrar

Graduation requirements.....Adviser, Registrar

Health:

Referrals for medical attention.....Dean of Women, Dean of  
Students, School Nurse  
Insurance claims.....Dean of Students

Housing:

Off campus.....Dean of Women  
On campus (Men).....Dean of Students  
On campus (Women).....Dean of Women

Loans.....Dean of Students

Music Lessons.....Miss Amundsen, Music Director

Overnight leaves: (See Student Handbook for regulations)

Probation and low scholarship warning.....Dean of Education

Publicity:

Bulletin boards, announcements.....Dean of Students

Publicity (Continued)

Publications.....Publicity Committee

Refunds.....Accountant

Registration matters.....Registrar

Residence Hall check out.....Business Office and Residence  
Hostesses (clearance slip showing  
proper withdrawal from school must  
be presented from Registrar)

Rules, regulations pertaining to student life...Dean of Students

Schedule problems:

    Routine

    Special, involving structure of schedule...Dean of Education

Scholarships:

    Freshman.....Registrar

    Service.....Dean of Students

    Special.....Dean of Students

Selective Service matters.....Registrar

Socials.....Faculty sponsor and Dean of Students

Transfer of credit:

    From other institutions.....Registrar

    To other institutions.....Registrar, Dean of Education

Transportation problems.....Dean of Students

Veterans Administration.....Registrar

Withdrawals:

    From courses.....Registrar (see Admin Bldg receptionist)

    From school.....Dean of Education

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