

**STUDENT
HANDBOOK
1976-77**



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NTC Northwest College
of the Assemblies of God

Kirkland, WA. 98033

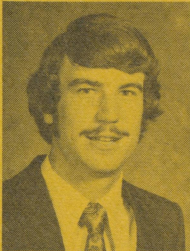
1976-77 ASSOCIATED STUDENT BODY OFFICERS



Dale Warren
Seattle, Washington
Senior
Major — Biblical Literature
ASB President



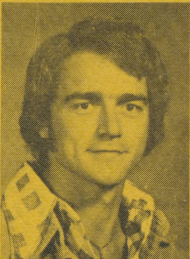
Dru Howard
Sedro Woolley, Washington
Sophomore
Major — Education
ASB Treasurer



Don Dahlberg
Lebanon, Oregon
Junior
Major — Religion and Philosophy
ASB 1st Vice President



Cheryl Mayfield
Tacoma, Washington
Junior
Major — Christian Education
ASB Secretary



Steve Scaggs
Lewiston, Idaho
Junior
Major — Biblical Literature
ASB 2nd Vice President



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,
'Til all His glory see*

Words by Maxine Williams

PREFACE

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

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

Admission to Northwest College carries with it the assumption that a student will conduct himself as a mature, responsible member of the academic community. It is expected that he will obey the civil law, comply with the standards of the College, will maintain a high standard of Christian character, and will respect the rights, privileges, and property of others. The student affirms this when he signs the student affirmation on the College application form.

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

The College expects each student to develop every aspect of his life by practicing the basic principles of God's Word. In his spiritual life, the Christian student seeks to love God with all his heart. Academically, he studies to be approved by both God and man. Socially, he loves his neighbor as himself and physically, he practices a stewardship of his body, possessions and properties of others.

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WHERE IT'S FOUND

Activity Calendar	Henry H. Ness Administration Bldg.
Audiovisual Equipment	D. V. Hurst Library
Books and Supplies	Bookstore
Catalogs from other Colleges	Library
College Publications	
Annual (yearbook)	S.U.B.
Christian Service Bulletins	Dean of Students
Publicity Off-campus	Public Relations
Publicity On-campus	Dean of Students
Student Bulletin	Dean of Students
Questions about a Class	
Instruction	Dean of Education
Continuing Education Information	(Bronson Hall) Registrar's Office
Credit Information	Business Manager
Employment	
Off-campus	Dean of Women
On-campus	Business Manager
Faculty Mailboxes	Administration Office
Financial Aid	Administration Office/Financial Aid Officer
General Information	Administration Office/Receptionist
Grades Information	Registrar's Office
Graduation	Registrar's Office
Housing-Off campus	Dean of Women

KCNC Radio Club	S.U.B.
Loans	Financial Aid Officer/Business Manager
Lost & Found	Administration Office
Music/Practice Room	Residence Halls/S.U.B./Music Center
Occupational Information	Library/Dean of Students
Pay Telephone	Residence Halls & S.U.B.
Payment of Traffic Tickets	Administration Office
Parking Permits	Dean of Students
Rides to and from Campus	Dean of Students
Schedule Change	Registrar's Office
Scheduling of Events	Dean of Students
Scholarship Information	Business Manager
Selective Service Information	Registrar's Office
Signs & Posters	
Clearance	Dean of Students
Snack Shack	S.U.B.
Student Mail Pick-up	
Residence Mail	Residence Halls
Off-campus Students' Mail	S.U.B.
Student Mail Deposit	Administration Office
Married Student Apartments	"The Firs" mailing address: 5325 113th Pl. N.E. (Apt. #) Kirkland, WA 98033



SPIRITUAL LIFE

PRAYER

A Prayer Chapel in the Student Union Building and prayer rooms in the Residence Halls are provided for student use. On occasion, entire Chapel periods, class periods or special prayer times are set aside to encourage students to seek God.

Chapel

As a Christian College, NC is vitally interested in the spiritual development and maturity of its students and therefore provides a daily Chapel service from 9:30 a.m. to 10:15 a.m. Chapel attendance is required except when a student is required to participate in an approved scheduled activity. The number of allowable chapel absences is the same as a five-hour class. A grade of "S" or "F" is recorded on a student's transcript depending upon the attendance record. Receiving an "F" during the Senior year may affect a student's graduation.

Upon request of the Student Body, Chapel attendance is taken by row monitors. A student should notify his monitor if he arrives tardy to Chapel. Any tardiness which exceeds 10 min. shall be counted as an absence.

Part-time chapel excuses are available only for students working during the Chapel-hour, carrying less than 12 credit hours, or for students because of work or family responsibilities request consideration.

Student Assemblies in the Chapel

On occasion, the college chapel is used for student body functions which are not chapel services. These may be assemblies, student body elections, student orientation, music recitals, etc. It is understood that these activities are necessary in the life of our students. Since no other building facilitates our enrollment, it is expedient that the Chapel serve a multi-purpose function.

Church Attendance

Students are expected to make a choice of a church home they will attend while in college within five Sundays. Students are expected to attend Sunday School, morning and evening services and participate as they have opportunity at their home church.

Christian Service Report

All students are encouraged to participate in some aspect of the World Outreach Ministries program and local church ministry. The Christian Service report which is distributed in Chapel is to be filled out and turned in regularly. These reports are used for the purpose of developing and increasing the effectiveness of the Christian Service Program.

Observance of the Lord's Day

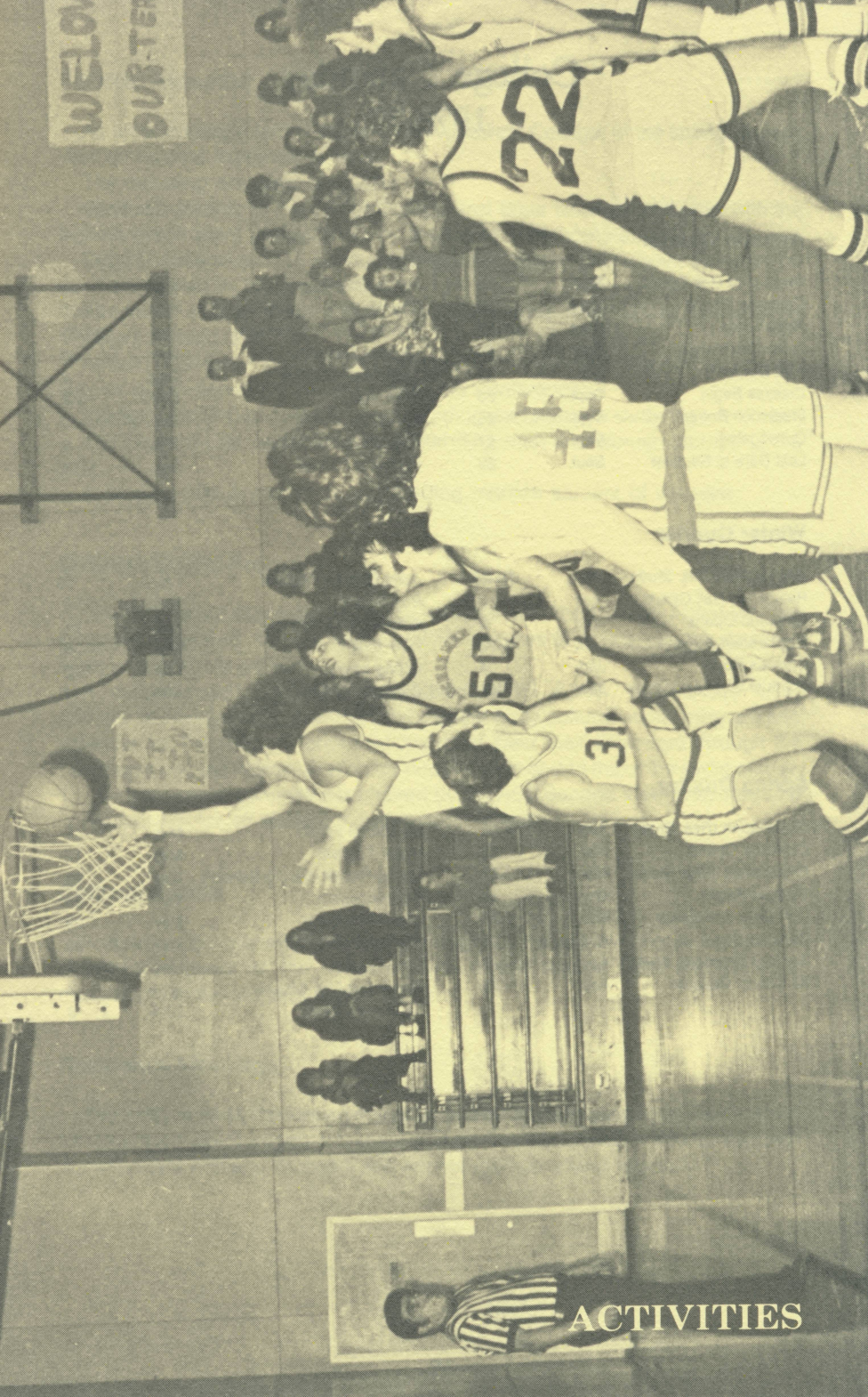
Students are encouraged to observe Sunday as a special day for rest and worship. The gymnasium is not available for Sunday use.

Christian Citizenship

As an academic institution, Northwest College has among its distinctive purposes for existence the stimulation and guidance of young people toward Holy living and to a broadened spiritual and social awareness. The College considers that concern for the involvement in the spiritual and social welfare of its students are integral parts of its reason for being. In keeping with this concern, the College has sought to evaluate certain matters of conduct and has developed a code of student citizenship. It has concluded that such things as immoral behavior, the use of alcoholic beverages, tobacco, the use of playing cards, gambling or illegal drugs, attendance at the public theater, social dancing, prurient or pornographic literature do not serve best spiritual and social interests of the students. Such behavior disturbs and often destroys the spiritual and social educative processes the College seeks to conduct.

The term "public theater" in this statement means the movie theater or drive-in theater where Hollywood-type films are shown and it does not refer to attendance at opera or live-stage productions. It is recognized that the principles of selectivity and Christian testimony must be exercised in all things. Exceptions to this standard may include religious or scientific films, films that are educational in production and content, or films that are wholesomely entertaining.

In applying for admission to Northwest College a student affirms that he will abide by the stated purposes of the College and will conduct himself in keeping with the standard of citizenship. An acceptable citizenship record includes financial responsibility to the College and must be maintained in order to qualify for graduation or any extra curricular office or assignment, such as student body, class or W.O.M. offices, Christian service activities, choir tour, editorships, and sports.



ACTIVITIES

College Calendar

1976-77

Autumn Quarter

Residence Hall Opens	Sept.	19	Harvestime Social	Nov.	13
Cafeteria Opens	Sept.	19	Thanks Recess (after class)	Nov.	25-28
Registration	Sept.	20-21	Turkey Day Tournament	Nov.	26-27
Frosh Orientation	Sept.	22	Classes Resume	Nov.	29
ASB Bonfire	Sept.	23	Christmas Concert	Dec.	2
Classes Begin	Sept.	23	Final Exams	Dec.	6-8
Freshmen Retreat	Sept.	25	Christmas Interim	Dec. 9-	Jan. 2
Convocation	Sept.	27	Residence Hall Closes	Dec.	9
Last Date to Register	Sept.	29	Cafeteria Closes	Dec.	9

Winter Quarter

Registration (Res. Stud.)	Nov.	15-23	Last Date to Register	Jan.	10
Residence Hall Opens	Jan.	2	Box Social	Feb.	15
Cafeteria Opens	Jan.	2	Washington's Birthday	Feb.	21
Registration (New Stud.)	Jan.	3	Final Exams	Mar.	14-16
Classes Begin	Jan.	4	Spring Interim	Mar.	17-22
Spiritual Emphasis Week	Jan.	17-21	Cafeteria Closes	Mar.	17

Spring Quarter

Registration (Res. Stud.)	Feb.	14-22	All-School Picnic	May	11
Cafeteria Opens	Mar.	22	Music Festival	May	17
Registration (New Stud.)	Mar.	23	Spring Recital/Spring Concert	May	19
Classes Begin	Mar.	24	Baccalaureate	May	28
Last Date to Register	Mar.	30	Commencement	May	29
Campus Day	Apr.	1	Memorial Day	May	30
Spiritual Emphasis Week	Apr.	4-8	Final Exams	May 31 -	June 2
All-School Banquet	Apr.	23	Residence Hall Closes	June	4
			Cafeteria Closes	June	3

Awards Assembly

As an encouragement to students at Northwest College, in the spring of each year an awards assembly is held.

The following are given annually:

Graduate awards to the Junior College and Bible College 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 averages on work completed in the department;

Academic awards to all students in each class level whose grade point averages exceed 3.8;

Athletic awards for athletes who distinguish themselves in leadership, inspiration, or performance on the team or in the conference;

Student Leadership Awards for outstanding leadership in student government;

The Student Life Award for the outstanding man and woman student of the year;

A Student Life Award to an outstanding married student of the year.

Cultural/Social Program

The associated Student Body in cooperation with the College Administration sponsors a spiritual, cultural and social life program to encourage the development of the whole person.

A cultural-social committee composed of all A.S.B. organization vice-presidents develops and promotes the student body cultural-social program and calendar for the year. All organizations must clear their calendars through the committee and the Administration for coordination and to make the event official. The cultural-social committee is chaired by the ASB Second Vice-President who is responsible for all student social-cultural events.

Cultural Events

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

Residence Meetings

The AWS or AMS Residence meetings as well as the nightly floor meetings are for inspiration, encouragement, sharing of pertinent information and for discussing important matters. Students are encouraged to attend regularly.

Socials

Harvestime Social - is held in the Autumn Quarter of each year for the entire student body. It is informal and may involve costumes from the 1600's or Fairyland as entry tickets.

Missionary Food Fair - is held during the Winter Quarter of each year. Foods from all over the world are featured as well as special music and a missionary guest or film.

All-School Banquet - is a formal banquet held at the conclusion of the Spring Quarter. Special guests and/or singing groups are featured.

All-School Picnic - is held near the close of the academic school year. It includes baseball, tennis, golf, a visit to the zoo, and a picnic dinner with all the trimmings. The evening is climaxed with a devotional.

Other Organizations

Other organizations, such as classes, also have their own social events throughout the academic school year.

Varsity and Intramural Sports

Northwest College participates competitively in basketball, soccer, and girls volleyball in the Pacific Northwest College Conference.

Intramural activities for men and women include flag football, volleyball, tennis, golf, cross-country track, basketball and other sports as needed.

SOCCER SCHEDULE 1976-77

DATE	DAY	OPPONENT	PLACE
Oct. 1	Friday	Multnomah School of the Bible	Home
Oct. 9	Saturday	Judson Baptist College	Portland
Oct. 15	Friday	Concordia College	Home
Oct. 19	Friday	Judson Baptist College	Home
Nov. 5	Friday	Trinity Western	Home
Nov. 12	Friday	Multnomah School of the Bible	Portland
Nov. 13	Saturday	Concordia College	Portland
Nov. 20	Saturday	Trinity Western	Langley, B.C.

Basketball

Northwest College is affiliated with the Pacific Northwest College Conference. The members of the PNCC are: Eugene Bible College, Concordia Junior College, Multnomah School of the Bible, Northwest Christian College, Northwest College and Columbia Christian College. Northwest College is also a member of the National Little College Athletic Association.

Admission to all NC games is by student body card. Rates for non-students will be set by the PNCC.

BASKETBALL SCHEDULE

DATE	DAY	OPPONENT	PLACE	TIME
Nov.	19	open		
Nov.	20 Saturday	Simon-Frazier University	Home	8:00
Nov.	26 Friday	Turkey-Day Tournament	Home	5:45 & 8:00
Nov.	27 Saturday	Turkey-Day Tournament	Home	5:45 & 8:00
Nov.	29 Monday	Sheldon Jackson College	Home	7:30
Dec.	3 Friday	Puget Sound College of the Bible	Home	8:00
Dec.	4 Saturday	Seattle Post Office (Benefit)	Home	8:00
Dec.	9 Thursday	Judson Baptist Church	Portland	7:30
Dec.	10 Friday	Chemeketa Invitational Tourney	Salem	5:45 & 8:00
Dec.	11 Saturday	Chemeketa Invitational Tourney	Salem	5:45 & 8:00
Jan.	6 Thursday	Western Baptist	Cascade H.S. (Salem)	7:30
Jan.	7 Friday	*Columbia Christian College	Portland	7:30
Jan.	8 Saturday	*Trinity Western	Home	8:00
Jan.	14 Friday	*Northwest Christian College	Home	8:00
Jan.	15 Saturday	Eugene Bible College	Home	8:00
Jan.	22 Saturday	*Concordia College	Home	8:00
Jan.	24 Monday	*Trinity Western	Langley B.C.	8:00
Jan.	28 Friday	*Multnomah School of the Bible	Home	8:00
Jan.	29 Saturday	Western Baptist	Home	8:00
Feb.	4 Friday	*Northwest Christian College	Eugene	8:00
Feb.	5 Saturday	Eugene Bible College	Eugene	8:30
Feb.	11 Friday	*Columbia Christian College	Home	8:00
Feb.	12 Saturday	Puget Sound College of the Bible	Home (There Game)	8:00
Feb.	14 Monday	Simon-Frazier University	Barnaby B.C.	7:30
Feb.	18 Friday	*Concordia Junior College	Portland	8:00
Feb.	19 Saturday	*Multnomah School of the Bible	Portland	8:00

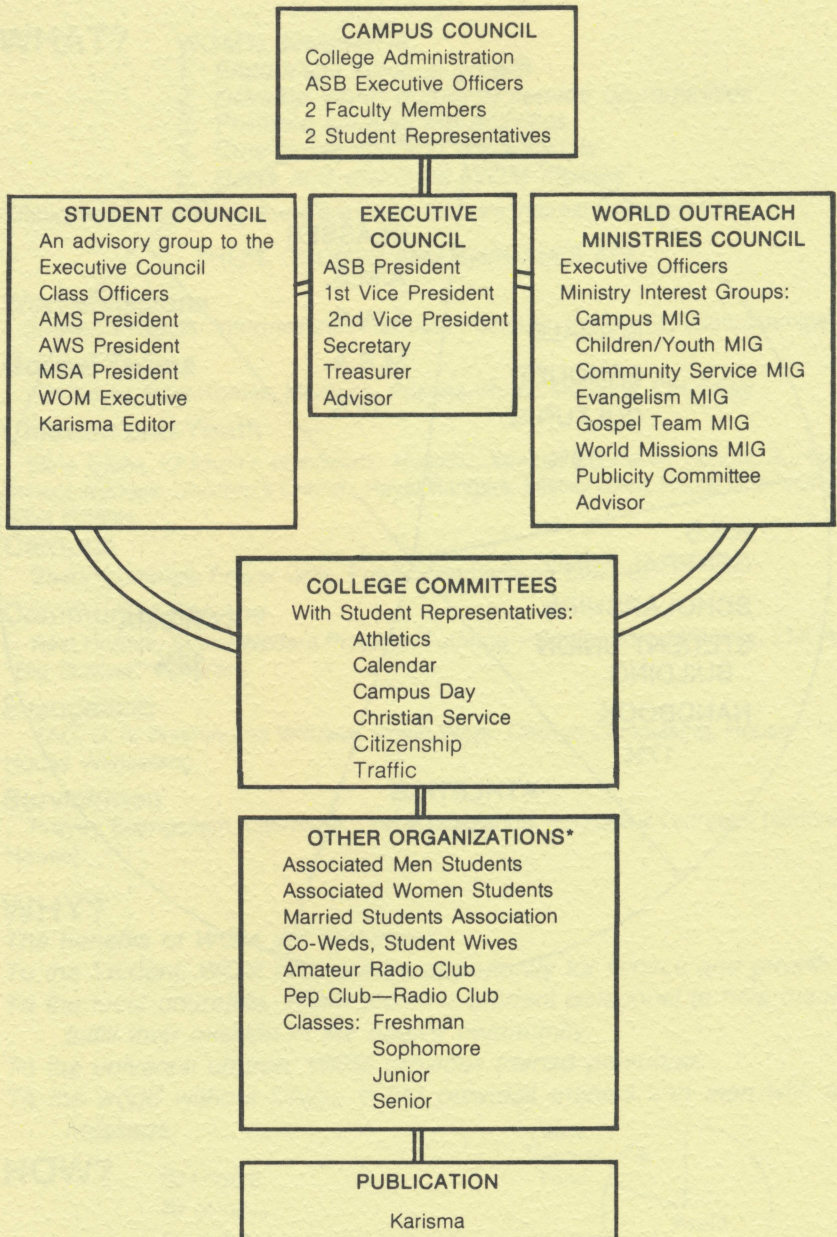
Northwest Regional Tournament

Feb.	24-26	N.L.C.A.A. Regional Tournament	Portland
Mar.	3- 5	N.L.C.A.A. West Coast Tournament	Los Angeles
Mar.	10-12	N.L.C.A.A. National Tournament	Norfolk, Nebraska



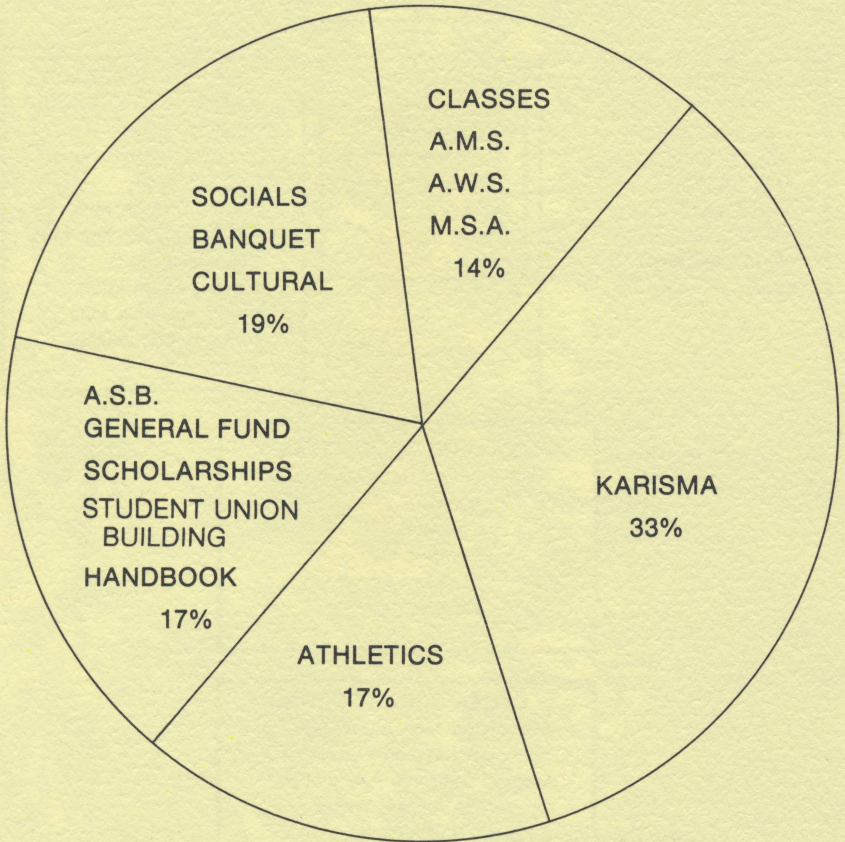
ORGANIZATIONS

A.S.B. ORGANIZATIONS



*Constitutions of the various Organizations are available upon request at the Dean of Students Office in the Administration Building.

A.S.B. PROPOSED BUDGET 1975-76



This Budget is based on the \$35 Student Fee paid by each student. These monies do not include ASB offerings which are used for special projects.

WORLD OUTREACH MINISTRIES

WHAT?

WOM is designed to:

1. *Encourage spiritual growth*
2. *Develop world outreach service opportunities*
3. *Promote spiritual life activities*
4. *Coordinate spiritual life activities*
5. *Raise and distribute WOM monies*

Within the student body, there are seven Ministry Interest Groups (MIGS).

THESE GROUPS AND EMPHASES ARE:

World Missions

Prayer, Projects, Information, Finances, Planning, Internship, (Scholarships)

Gospel Teams

Churches, Rest Homes, Missions, Prisons, Home Missions, Churches

Children and Youth

Bible Clubs, Children's Orthopedic Hospital, Special Education School, Sunday School Workers, Children's Church, Royal Rangers, Missionettes, Home and Church Bible Studies.

Campus

Sharing Groups, Prayer Cells, Prayer Emphasis on Campus

Community Service

Rest Homes, Social Welfare Projects, Tutoring—Neighborhood House, YMCA "Big Brother" Program

Evangelism

YAC, U. of Washington Witness, Street Work, Church Canvassing, House-To-House Witnessing

Servicemen

Prayer, Evangelism, Literature, Correspondence, Fort Lewis Outreach (Coffee House).

WHY?

The benefits of WOM are numerous:

To the Student, WOM provides an opportunity for service and growth.

To the local churches, WOM provides student personnel to help them fulfill their mission in the Seattle community.

To the universal church, WOM provides trained personnel.

To the world without Christ, WOM provides monies and men with a message.

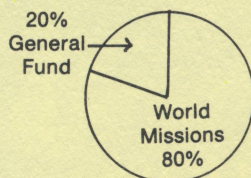
HOW?

By praying...

By going.....

By giving.....

W.O.M. monies received in the weekly student offerings are distributed as shown at right.





POLICIES

ACADEMIC

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.

Enrollment/Course Change

Official registration 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 issued by the Registrar's Office. A student may add courses to his load within the first week of the quarter. A student may officially drop a course and receive a grade of "W" at any time during the quarter if he has met attendance requirements. (See paragraph on Attendance below.) A student who has exceeded the absence limits will receive a grade of "UW" or Unofficial Withdrawal. (The Academic Dean may make exceptions in case of extended illness or emergency.)

Official withdrawal from College is effected by securing and completing the proper form from the Registrar's Office. Until it is returned to the Registrar's Office, the withdrawal is not official and financial charges continue.

Attendance

No specific number of "cuts" from class is authorized. In no instance shall a student be given a passing grade in a course in which he is absent more than two (2) weeks during the quarter (except in cases of extended illness or comparable emergency as determined by the Academic Dean and the instructor involved). All absences, except those authorized for school assignments, will be evaluated by the instructor, and in all cases, the student is responsible for course work missed.

Probationary Policy

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:

Freshmen	1.6
Sophomores	1.7
Juniors	1.8
Seniors	2.0

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

1. Are under the special supervision of the Academic Dean.
2. Will be requested to adjust academic loads (12 hr. max.)
3. Are Restricted from participation in certain extra-and co-curricular activities.

4. May be required to take special classes in Study Techniques.

To be eligible for continued pursuit of a degree program in the college students must have met 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 Dean of Education.

Working Students

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

Outside Work	Academic Load
34 or more hrs. a week	Max. 10 credits/3 courses
26 to 33 hrs. a week	Max. 13 credits

Academic Load

The average number of credit hours per quarter is 15 hours.

Permission of the Academic Dean is required for a student to carry an academic load of more than 18 hours or to carry an academic load in excess of the limit when working above the allowable number of outside work hours per week.

Late Tests

Unit tests may be made up for two reasons; emergencies or illnesses. Judgement as to whether or not an emergency existed is the responsibility of the instructor.

A student who has been absent must make arrangements with the instructor to make up a test the next day he attends classes.

Permission to take final exams early must be obtained from the Academic Dean. Such permission should be sought only in case of emergencies.

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, citizenship, and financial) are met as of the date of graduation.

The College reserves the right to revoke a degree or any other award if it is obtained on fraudulent grounds either with respect to academic work or citizenship.

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.

Examinations - While graduates are not normally required to take finals during the quarter of graduation, a faculty member, the Academic Dean or the Academic Affairs Committee may require, at their discretion, that finals be taken. It is further to be understood that in the event that he fails to meet all criteria for graduation a student will be required to complete finals as are other non-graduating students.

For further information concerning academic matters, consult the catalog.

CAFETERIA

The Administration will make every effort to provide regular meals of a balanced diet with as much variety as possible for institutional type cooking within the allotted budget.

Regular Contract Ticket

Students in the residence halls are required to purchase a meal ticket each quarter which represents a contract with the College. The contract price represents a considerable savings to the student as compared to the cash price (approximately 1/3).

Campus students who receive meals from their employer or who commute to their homes regularly on weekends, may apply for a FIVE-DAY and/or TWO-MEAL TICKET at contract price. This provision is effective the date the application is submitted, and refund is made at the end of the quarter.

Off-Campus Ticket

Off-campus students may purchase a full meal ticket or a "block" of meals at the contract rate.

Special Diet

When, because of medical or health conditions, a student is required to have a special diet, he should submit a written notice from his doctor to the Dean of Student's Office. Every effort is made to meet the special requirements of diet when health is a factor.

Restrictions

It is not permissible to remove from the Cafeteria: Dishes, silver, glasses, and related items, or food items not part of a given meal. The exception is trays for the sick which may be checked out by special permission.

CAMPUS LIFE

Hazing

The College does not permit hazing for initiations and engagements if it causes personal injury, damage to personal or college property, or detracts from the testimony of the College or individual.

Marriage

Since the stated purpose of Northwest College is to minister to the whole man and because marriage is a divine institution as well as a matter of individual responsibility, the administration, faculty, and counseling staff of the college will

provide counseling for students who are married or preparing for marriage. This counseling shall emphasize the sacredness of marriage, its responsibilities and its privileges. It shall be directed to meet the needs of the individual and his ability to cope with adjustment problems inherent in the union such as age differences, race differences, social-cultural differences, and previous marriage relationships.

Inasmuch as marriage involves new adjustments to life and added responsibilities, students are not permitted to marry during the academic school year. Exceptions to this policy will be considered if request is made in writing to the Dean of Students Office and justifiable reasons are given. Violation of this standard subjects the student to immediate suspension.

Telephones

Public telephones are provided for student's personal calls. These are located in the S.U.B. and in the residences. Students are not permitted to use the office telephones for personal use. If a call comes for a student during class hours, the number will be taken and the student notified at the earliest convenience. If the call is for an emergency, the student will be notified immediately.

Students living in the residence halls are asked to advise their parents and friends of the public telephone numbers through which to contact them. Telephone calls should be limited to ten minutes and are not to be made after 11:00 P.M. Lounge phones are not for private use.

First year students are required to rotate in the responsibility of answering lounge phones.

Off-Campus Musical and Entertaining Groups, and Speakers

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 service, provided they are not competitive with nor antagonistic to, the Assemblies of God programs; provided their reputation has been established, and provided that their coming will be consistent with the ministry, purposes, and objectives of the church and College.

COLLEGE FACILITIES

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.

Office Equipment

The college 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.

Keys to College Facilities

Each student residing on campus will receive a key upon admission to the residence hall. The \$5.00 key deposit is refundable when the key is returned to

the Resident Counselor. Students are requested to keep their rooms locked at all times, for the College cannot assume responsibility for any loss of personal property.

If a student key is lost or stolen it should be reported immediately to the Assistant Deans or Residence Counselor who alone are authorized to have another key made. A minimum charge of \$5.00 will be made for duplicating the key.

Upon receipt of any key, the student will assure the College by his signature that he will neither loan or attempt duplication of that key or any other key to College buildings or rooms.

COMMERCIAL ACTIVITIES

College facilities are not to be used for commercial solicitation, advertising or promotional activities without the permission of the College Administration.

Students may sell services on campus (fix hair, shine shoes, etc.) but they are not allowed to solicit sales or products on campus.

Non-students are not allowed to solicit sales in any form on campus except by special permission of the College Administration.

Distribution of Materials

Handbills, leaflets, newspapers and similarly related matter may not be distributed by students or nonstudents on college facilities without the expressed permission of the College Administration. All such materials must bear identification as to the publishing agency, distributing organization or individual. All non-students involved in such distribution must register with the Dean of Students prior to the distribution or sale of any handbill, leaflet, newspaper or related matter. Any student who violates this provision relating to the distribution or sale of handbills, leaflets, newspapers or related materials shall be subject to disciplinary action.

Posting of Bulletins and Advertising

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 handbills, posters, signs, or announcements is prohibited except on designated bulletin boards.

Purchases

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

DISCIPLINARY POLICY

Disciplinary action, up to and including dismissal from the College, may be imposed upon a student for failure in action or spirit to abide by the statement of student conduct as outlined in this handbook, the Citizenship Manual or the standards of the College. The form of disciplinary action will determine whether and under what conditions the violator may continue as a student at the College.

Disciplinary action may be appealed to the Citizenship Council. Disciplinary action taken by the Council may be appealed by the student to the President of the College. All appeals by a student must be made in writing to the council or to the President as previously indicated within seven days of the action.

(A copy of the Citizenship Manual is available at the Administration Office upon request.)

DRESS

Northwest College students are Christian and collegiate in their appearance and dress. While it is appropriate to be "in-style", modesty, neatness, and good taste should not be sacrificed for the "latest".

Dress or appearance that identifies with attitudes, philosophies, or segments of society that are in opposition to Christian principles is not acceptable. Clothes that draw undue attention to the body, such as short skirts and tight, form-fitting pants or dresses, are not permitted.

In general, the two guiding principles for Northwest College dress are moderation and avoiding the appearance of evil.

The College reserves the right to establish special requirements for students who represent the College off-campus.

A. Guidelines for Women's Dress

Due to the fact that women's styles change frequently, hard and fast rules are difficult to spell out, but as a guiding principle styles should be in keeping with Christian modesty and lady-like appearance at all times. Dresses that are excessively short may not be worn. Make-up and jewelry may not be used in excess. Some type of foot-wear should always be worn.

Public and Campus Apparel:

Classroom and General Campus Apparel: Appropriate wear for class, Chapel (non-platform), Library, Cafeteria and Church services is skirts, blouses, sweaters, dresses, and dressy pant suits or co-ordinates.



Casual: Appropriate casual wear is pant suits, slacks, culottes, pant dresses, and shorts (no shorter than mid-thigh). Casual attire except shorts is permitted in the Library on Saturdays and on class days after the close of 6th period. Swimsuits may be worn only for swimming. "Grubby" cut-offs and "grubby" jeans may be worn only for recreational activities.

Sunday and Church: Appropriate dress for church services or certain programs is dressier suits or dresses. General Campus apparel (see above) is appropriate Sunday dress. Casual attire with the exception of "grubby" cut-offs and shorts is allowed for recreation and relaxation after the noon meal.

Cafeteria: Church dress as defined in the above paragraph is required dress for the Sunday noon meal in the Cafeteria. General Campus apparel is acceptable in the cafeteria at other times. Students returning to the Campus Cafeteria directly from work without adequate opportunity to change to general campus apparel must eat in the staff dining area.

Downtown: Casual attire with the exception of "grubby" jeans and shorts are permitted for downtown wear.

B. Guidelines for Men's Dress

Public and Campus: For public or campus wear, neat pants and sport shirts or dress T-shirts are acceptable. Some type of shirt and foot covering must always be worn in public.

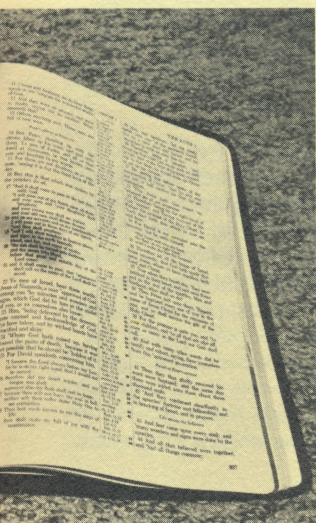
Hair should be well groomed, personally styled and neatly trimmed at all times. If beards and mustaches are worn, they must be trimmed and neat. Hair length below the collar or completely covering the ear is not acceptable at any time.

Church: A coat and tie is appropriate wear for church attendance or when participating in a chapel service. (If a turtleneck or mock turtleneck shirt is worn, no tie is required.)

Recreation: Acceptable recreational wear are gym trunks, bermudas, or cut-offs. Recreation wear may be worn only while participating in recreational activities, in residence rooms or hallways, or in accordance with the Saturday provision. Gym trunks are not allowed under the Saturday provision. Swim suits are permitted only for recreational swimming.

Cafeteria Church dress as defined in the above paragraph is required dress for the Sunday noon meal in the Cafeteria. General Campus apparel is acceptable in the cafeteria at other times. Students returning to the Campus Cafeteria directly from work without adequate opportunity to change to general campus apparel must eat in the staff dining room.

Saturday: On a Saturday, recreational wear is acceptable campus wear except for the library.



FINANCES

1. Student accounts are due and payable at the time of registration.
2. A system of deferred cash payment has been established for those not able to pay the entire amount at the time of registration: a minimum of one-half Board-Room-Tuition plus ALL fees is required as a down payment. (Scholarships, discounts, etc., are applicable to this down payment...application should be made in advance. The balance will fall due in two equal payments thirty days before finals.
3. A 6% carrying charge shall be added to unpaid balances immediately after enrollment. However, the full 6% is refunded on payments made within 15 days, 3% refund on payments made after 15, but before 30 days.
4. Accounts will be considered delinquent unless they comply with the above payment schedule, and any student with a delinquent account is subject to suspension from class attendance and is not permitted to take finals.
5. Only students whose accounts are paid in full can enroll for subsequent quarters or courses, or receive transcripts of credits.
6. Any student who anticipates a problem in meeting these requirements should take the initiative to discuss his problem with the Business Manager.

A.S.B. Fees

Student Body fees are paid quarterly at the time of registration on the basis of the following formula:

Returning Students

Fall Quarter - \$18.00

Winter Quarter - \$6.00

Spring Quarter - \$11.00

New Students (Winter and Spring only)

Winter Quarter - \$16.75

Spring Quarter - \$11.00

(Spring Quarter students desiring the Karisma will pay an additional \$10.75)

Fees cover the cost of the College yearbook, admission to the all-school socials, cultural events, student-sponsored recreational and athletic activities, and class dues. The wives of married students are admitted to the college sponsored athletic activities at the regular student price.

Student Offerings

Through the Associated Student Body and the World Outreach Ministries Council, many projects are sponsored. Each Tuesday morning during Chapel an ASB offering is received; and each Friday, a World Outreach Ministries offering is received. It is recommended that the students pay their tithes into these two funds while attending College unless it conflicts with home-district policies. If each student is conscientious in this respect, much can be accomplished during the year.

FIRE POLICY

Firearms

Firearms should not be brought to campus. However, if they are brought, they must be checked in and out with the Assistant Dean.

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.
3. The first person to the exit should hold the door open for the others.
4. Move at least 250 feet away from the building in case of a natural gas explosion.
5. Stay outside until a clearance signal is given.
6. If you notice a fire in the building:
 - a. Break the glass rod in front of the fire alarm box.
 - b. Notify the office as to the location of the fire.

Fireworks

Fire crackers and some fireworks are illegal in the State of Washington and therefore should not be brought to Northwest College. The use of all such fireworks is a misdemeanor punishable by fine or imprisonment or both.

HOUSING

All single students, except those living at home or having "live-in" positions will be housed in the residence halls on campus. Any exceptions to this policy must be approved by the housing committee. Petitions for exceptions are filed with the Office of the Dean of Women.

Students will not be allowed to move off campus to reserve summer housing before May 15. No room and/or board will be refunded.

MOTOR-VEHICLE POLICY

Realizing that the College is responsible to provide and maintain a safe campus for pedestrian and automobile traffic it is expected that each student-driver will maintain a Christian attitude and courtesy in his driving at all times.

Violations of traffic regulations may result in fines, removal of cars by towing, and/or suspension of the privilege of having a motor-vehicle on campus. The full statement of the Vehicle Code, fines and procedures is available in the Administration Office.

All motor vehicles owned or operated by students must be registered with the College and parked on campus in their assigned space. A vehicle permit fee is assessed for automobiles, motorcycles, and trucks. Failure to register and affix the vehicle permit in the lower right hand corner of the windshield or the front of the passenger's window will result in a ten dollar (\$10.00) fine.



SERVICES

Mail

Mail boxes are assigned at registration and should be checked regularly for announcements, telephone messages, examination papers, and mail. For on-campus students, they are located in the respective residence halls and for off-campus students in the Student Union Building. The following form should be used for all your mail if you live on campus.

Student John Doe
Northwest College
P.O. Box 579
Kirkland, Wash. 98033
Box No. 000

Insurance

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.

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 are posted on the door of the Health Service Center. Special appointments may be made if the student has a schedule problem.

While the College does not maintain a staff physician, the Assistant Deans or the College Nurse will be glad to consult with students needing the services of a physician.

Employment

Employment possibilities in this area are very good. Assistance in finding off-campus employment is given to our students by the Off-Campus Employment Service. In order to keep a good job market available, students are requested to inform this office of any changes they make in employment. On-campus employment is arranged through the Business Manager.

Employment - con't.

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

Women students who take jobs as babysitters, will be allowed to take a special late-in provided the circumstances warrant it and permission is requested in advance from the Assistant Dean. Work situations should be avoided that involve a student after 1:00 a.m.

Emergency Loans

Loans for emergencies are available from a student emergency loan fund set up by the Associated Student Body. The loans are administered by the Dean of Students. Students under 21 must have their parent's co-sign the note.

Bookstore

The college bookstore is located in the Student Union Building and handles textbooks, Bibles, commentaries, concordances, dictionaries, and other books of value in building a Christian worker's library. The bookstore also sells stationery supplies, Gospel recordings, songbooks, college souvenirs and gifts.

College Snack Shack

The Snack Shack is located in the Student Union Building and serves as an on-campus light-food service for resident students and commuters. It is managed by the College for the benefit of the students. Snack Shack hours are 8:00 a.m. to 1:30 p.m. Monday through Friday. The Snack Shack will be open some evenings for special occasions. The Snack Shack area will be closed during the Chapel hour.

Library

A library manual is distributed to each student. It will inform the student of the operation of the library and the services it renders. The NC library volume total is 45,000 as of June, 1975. The library hours are as follows:

Monday through Thursday	7:30 a.m. to 10:15 p.m.
Friday	7:30 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 4:30 p.m.

All reserved books must be checked out 20 minutes prior to closing time. The library will be closed during the Chapel hour.



RESIDENCE

Residence Personnel

An Assistant Dean of Men and an Assistant Dean of Women reside in each respective residence hall. It is their responsibility to supervise residence personnel and assist students in achieving satisfactory adjustment to college life and residence hall living. They are available for counseling.

Resident Counselors and Resident Assistants are appointed by the Administration to assist the Assistant Dean of Men or Dean of Women in the residence halls. They are available to assist and counsel students as needed.

Resident Hall Rooms

Students are expected to keep their rooms clean and orderly. It is understood that the Assistant Dean, Resident Counselor or others may inspect the rooms at any time. Walls must not be defaced by nails, pins, paste or markings. The decor of the rooms should always be in good Christian taste.

When leaving a room lights should be off and windows should be closed so that drapes will not be damaged by moisture or wind. Window screens are not to be removed.

Breakage or damage to college property should be reported immediately to the Resident Counselor. The cost of unreported damage will be assessed to all of the students on the floor or room where the damage took place. Furniture must not be removed from lounges or rooms without permission of the Resident Counselor.

The burning of incense is not permitted in residence rooms. Food must be stored in appropriate containers. In view of the fact that there is a kitchenette in each of the residence halls for light cooking and because there is a danger of fire in the residence, all small appliances in the residence hall rooms are prohibited. Automatic coffee makers and popcorn poppers, provided they are Underwriter's Laboratories approved and registered with the Assistant Deans, are permissible. The owners of such appliances will be held responsible for any damage caused by them. The use of hair dryers, radios and record players are permitted in the residence rooms unless careless or improper use is observed. Since residence hall rooms are mainly for study and sleeping, storage of miscellaneous items such as auto parts, bicycles, etc., are not permitted. Weights and weight lifting are confined to the gymnasium.

The privacy of rooms must be respected at all times. Conversations that are prolonged or disruptive are not allowed through residence hall windows.

When they are available, single rooms may be arranged at an additional charge of \$30.00 per quarter.

When being vacated, rooms must be cleaned, and are checked by the Resident Counselor. Refunds will be mailed to the student after the close of the quarter if he is not returning and the room condition is satisfactory. If there is failure to clean the room properly a minimum charge of \$5.00 will be made.

Guests

Students may invite a relative or close friend to be their guest in the Residence Hall for one night each quarter without charge if previous arrangements are made with the Assistant Dean or Resident Counselor. If the guest is to stay more than one night, a charge of \$3.00 per night will be made. Guests or visitors will not be allowed to remain for more than three nights. Additional visitors will be charged \$3.00 per

night and a double charge will be assessed for unregistered persons. A guest is a person who has not visited campus previously during the quarter, and is invited to campus by the student with whom he stays. Guests are expected to comply with College regulations.

Courtesy Cards

A courtesy card is provided for each student living in the Residence Hall. The card should be filled out at the beginning of each quarter and turned to the appropriate side when a student leaves or returns to the residence. This will enable the college to make contact in case of emergencies. If a student is unable to check "in" on time because of an emergency he should telephone his Resident Counselor.

Closing Hours

The Residence Halls will close at 12:00 midnight.

Students are to check in at the stated closing hours. Upon the accrual of thirty (30) late minutes per quarter, the student may receive a "fine" or a work assignment.

Students may not leave residences for any reason between closing time and 6:00 a.m. The use of windows or exits, except for fire, after closing hours is prohibited.

Visitors are not permitted in the Residence after closing hours.

Late-Ins

Late-ins are available and may be secured from the Assistant Dean or Resident Counselors.

Social late-ins for men or women of one additional hour are allowed each quarter for special events. Freshmen are allowed four social late-ins per quarter. Sophomores six, Juniors eight and Seniors ten.

Employment late-ins for men or women are issued upon request and verification of working hours.

Visiting of the Opposite Sex

On-campus or Off-campus single students are not permitted to be in the quarters of the opposite sex or to have members of the opposite sex in their quarters without appropriate chaperone arrangements and approval from one of the following: The Dean of Students, Dean of Women, Assistant Deans, or Residence Counselors. The term "quarters" includes homes where students or friends of students are employed.

A woman student under 21 years of age, intending to visit overnight in the home of a member of the opposite sex, must have written permission of her parents or guardians and a letter of invitation from the parents of the person

visited. Male students wishing to visit overnight at the home of a member of the opposite sex must have a letter of invitation from her parents. These must be presented to the respective Deans before leaving. Such leaves are restricted to weekends.

Residence Hall Lounges

The lounge of each Residence Hall serves many functions — a lobby, communication center, and visitor area.

It also serves as a "living room" for each hall where relaxation, study and visiting takes place. Therefore, quietness and courtesy shall prevail. When singing, quiet games, and group activities occur, sound levels and general movement must not hinder other functions (ie, phone answering service).

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

Except during residence meetings 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 Assistant Dean or Resident Counselor; otherwise, food is not to be brought into the lounge.

Typewriters may be used in the lounge only after closing.

Women's Lounge: Closing Hours

Monday through Thursday 11:00 p.m.

(except for Wednesday when it closes at 9:45 p.m.)

Friday, Saturday 11:45 p.m.

Sunday 6:00 to 9:00 p.m. and 11:00 p.m.

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

Men's Lounge: Women students can visit in the men's lounge by invitation on the following days and during the following hours:

Monday through Friday 12:00 Noon to 11:00 p.m.

Saturday 9:00 a.m. to 11:45 p.m.

Sunday 1:00 p.m. to 6:00 p.m.

9:00 p.m. to 11:00 p.m.

No female visitors will be permitted to go beyond the lounge.

Pets

Students are not allowed to have pets in any residences.

Quietness

Realizing the necessity for studies and sleep, quiet hours from 7:00 p.m. to 7:00 a.m. have been established. In respect for other students, unnecessary noise in rooms or hallways, such as loud talking and laughing, singing, or playing musical instruments is not permitted.

Students are encouraged to listen to radio programs and recordings, which are in harmony with Christian standards, at room level. The College reserves the right to require use of headphones or to store sets where habitual abuse occurs.

Television

Television sets are provided and maintained in the television rooms of the respective residence halls by the AMS and AWS. These Residence Hall Councils have the responsibility of regulating the television in regards to hours used and insuring the quality of programs viewed. Whereas many programs now shown on TV are evidently not conducive to spiritual strength, growth, and edification and also realizing that time is a God-given commodity especially significant to the Christian college student, it is expected that each individual student will assume the responsibility of self-discipline in his use of the television with reference to the quality of programs viewed, the rights of others, and the total time spent watching. The college Administration and the Resident Counselors also reserve the right to regulate the television and determine the hours it is used. Televisions are not permitted in individual student rooms.

Laundry

Meter-controlled automatic washing and drying facilities are provided for the occupants' convenience. These are for the use of resident students only. 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.

Storage

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. No summer or non-student storage is available.

Personals

Borrowing money, clothing, and personal effects or lending the same to fellow students is discouraged. Student personal property is not covered by College insurance.

STUDENT LEADERSHIP ROSTER

Associated Student Body

President	Dale Warren
First Vice-President (Chmn. WOM)	Don Dahlberg
Second vice-President	Steve Scaggs
Secretary	Cheryl Mayfield
Treasurer	Dru Howard
Student at Large (Male)	Gregg Hickman
Student at Large (Female)	Sue Fleig

World Outreach Ministries

Chairman	Don Dahlberg
Vice-Chairman	Keith Robertson
Secretary	Denese Kelp
Treasurer	Carolyn Pior
Campus MIG	Ellenore Perry - Mike Hopson
Children/Youth MIG	Elaine Ward
Evangelism MIG	Dave Gerig
Gospel Team MIG	Don Ross
Community Service MIG	Randy Rowe
World Missions MIG	Wes Reed
Servicemen's MIG	Doug Junell

Associated Women Students

President	Lauretta Holm
First Vice-President	Ruth Arneson
Second Vice-President	Connie Benton
Secretary	Sandi Hendrick
Treasurer	Marilyn Casteel

Associated Men Students

President	Duane Simpson
Vice-President	Larry Hohn
Secretary-Treasurer	Rick Cole

Senior Class

President	Don Wheatley
Vice-President	Dan Hickman
Secretary-Treasurer	Debbie Holland

Junior Class

President	Duane Kirkwood
Vice-President	Don Ross
Secretary-Treasurer	Mary Chapman

Sophomore Class

President	Darrel Johnsen
Vice-President	Mike Beresford
Secretary-Treasurer	Gail Fleig

Resident Assistants

Perks Hall

Linda Genton
Mary Leel
Marilyn Casteel
Nancy Northup
Ruth Faught

Debra Young
Janet Elliott
Carolyn Pior
Elaine Ward

Gray Hall

Ron Holtz
Dean Lincoln
John Crawford
Kevin Shumway
Bob Harper

Lane Stockland
David Reardon
Jim Schaar
Bob Rebic



