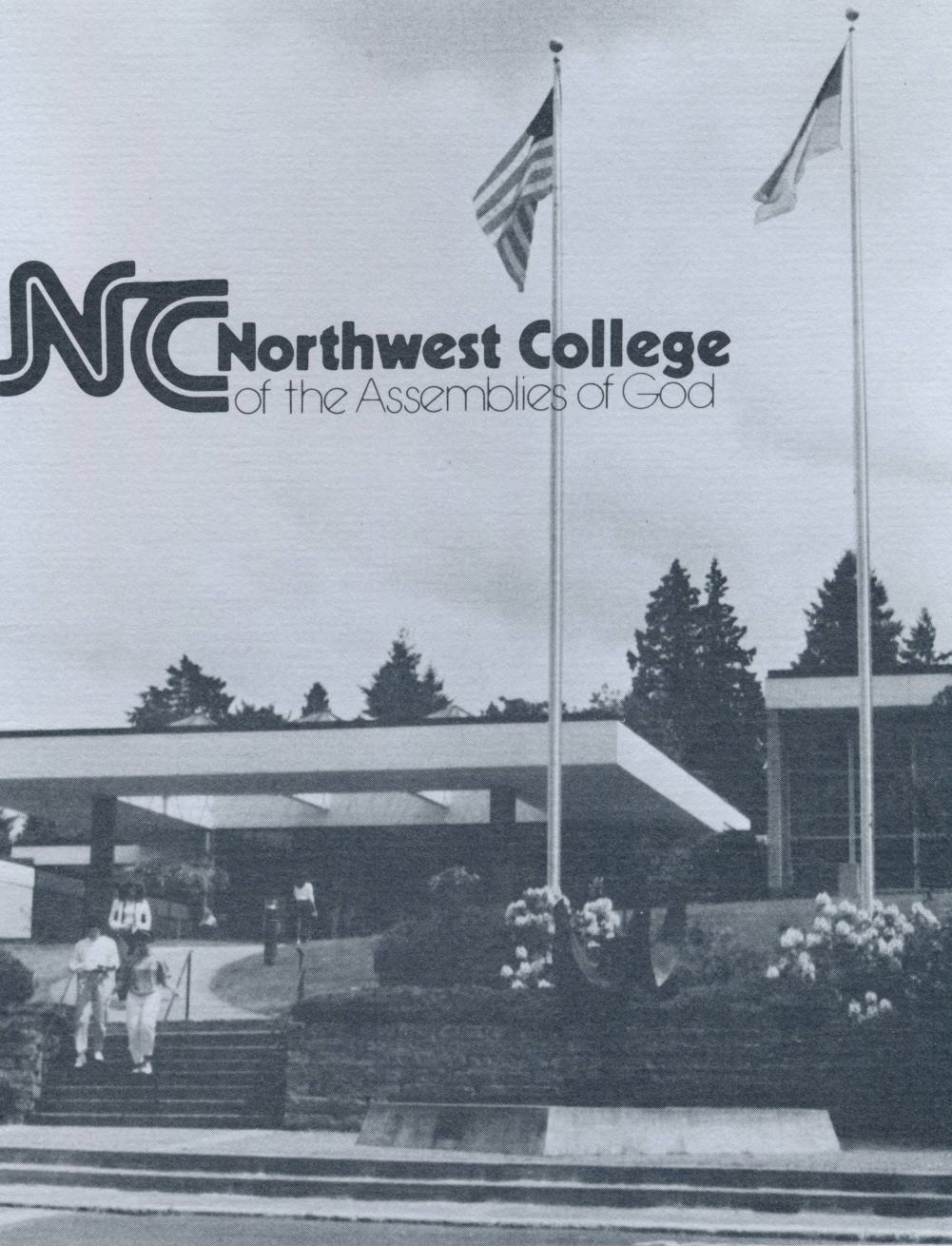


**Northwest College**  
of the Assemblies of God



**STUDENT HANDBOOK**  
**1985-86**



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## 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.

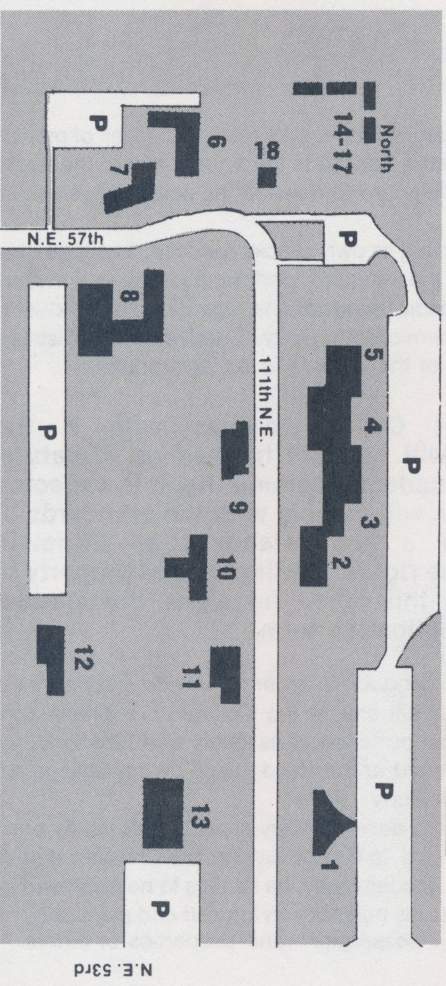
**Admission to Northwest College carries with it the assumption that a student will conduct himself as a mature, responsible member of the academic community. It is expected that he will obey the civil law, will comply with the standards of the College, will maintain a high standard of Christian character,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

# Northwest College CAMPUS MAP

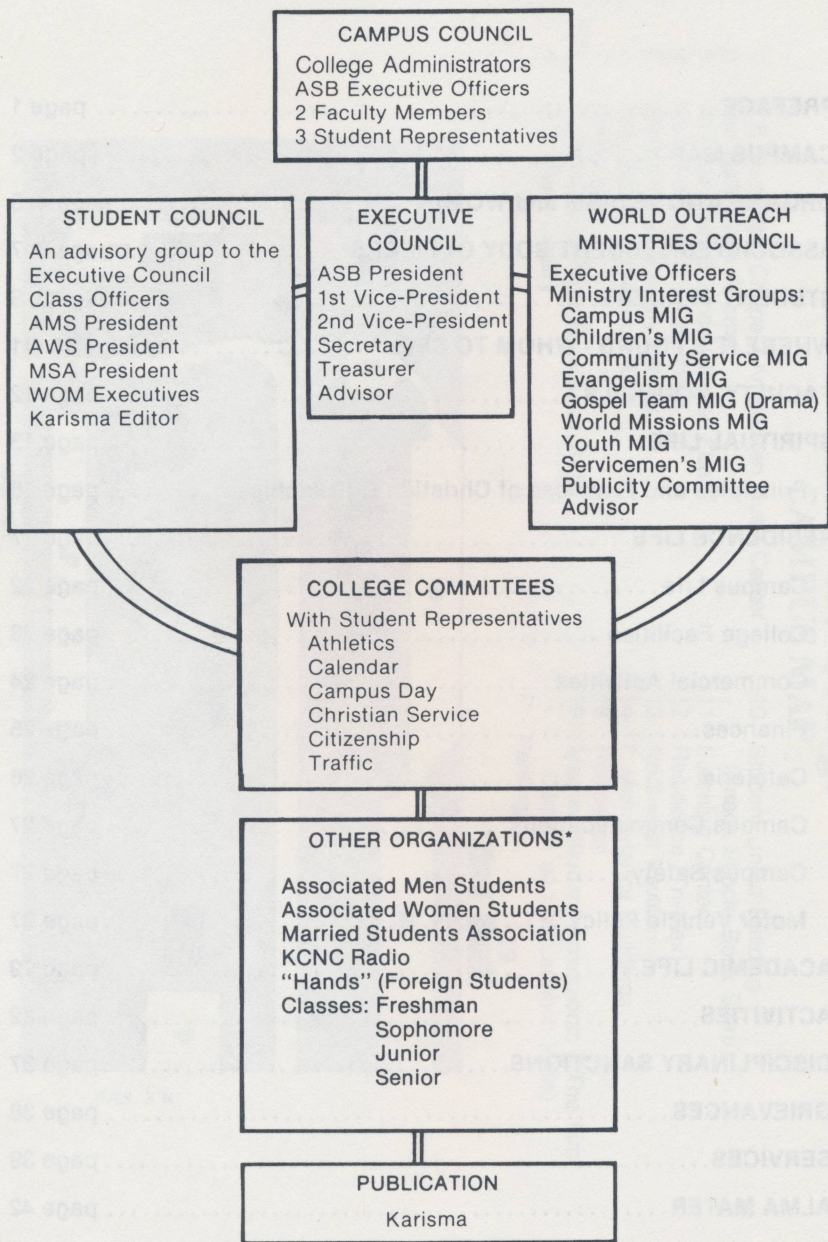
- |   |   |       |   |
|---|---|-------|---|
| 1 | C.E. Butterfield Chapel / Amundsen Music Center | 10    | Student Union Building<br>(Snack Shack, Book Store)                     |
| 2 | Fee Hall (Class Rooms)                          | 11    | Learning Center   |
| 3 | Williams Hall (Science Classes / Lab)           | 12    | Residence (Tri-plex)  |
| 4 | Ness Administration Building                    | 13    | Northwest Pavilion  |
| 5 | Bronson Hall (Faculty Offices)                  | 14-17 | Maintenance Buildings   |
| 6 | Gray-Beatty Residence Halls                     | 18    | Residence   |
| 7 | Dining Hall                                     | 19    | Married Student Apartments ("The Firs"<br>Carlson and McLaughlin Halls) |
| 8 | Crowder-Guy-Perks Residence Halls               |       | P - Parking   |
| 9 | D.V. Hurst Library                              |       |   |



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# ASB ORGANIZATIONS



\*By-Laws of the various Organizations are available upon request at the Dean of Students Office in the Administration Building.

# 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 eight 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, Drama

### **Children's Ministries**

Bible Clubs, Children's Orthopedic Hospital, Sunday School Workers,  
Children's Church, Royal Rangers, Missionettes

### **Campus**

Sharing Groups, Prayer Cells, Prayer Emphasis on Campus

### **Community Service**

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

### **Evangelism**

U. of Washington Witness, Street Work, Church Canvassing, Ferry-  
Boat Ministry, House-To-House Witnessing, Seattle Center Witness,  
Publicity

### **Servicemen**

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

### **Youth**

Church, Juvenile Detention Center, Teen Drop-In Center

## 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...

# 1985-86 ASSOCIATED STUDENT BODY OFFICERS

## A.S.B. President



Kyle Rasmussen  
Reedsport, OR  
Senior  
Major:  
Biblical-Literature  
Music

## A.S.B. Treasurer



Pat Ungles  
Detroit, MI  
Senior  
Major:  
Elementary Education  
Counseling

## A.S.B. 1st Vice President (WOM Chairman)



Dwayne French  
Broomfield, CO  
Senior  
Major:  
Biblical Literature  
Counseling  
Ministries

## WOM Vice Chairman



John Wilson  
Spokane, WA  
Junior  
Major:  
Biblical Literature  
Pastoral Ministry

## A.S.B 2nd Vice President



Allan Fox  
Bellingham, WA  
Senior  
Major:  
Youth Ministry  
Christian Education

## WOM Secretary



Tami Folsom  
Silverdale, WA  
Senior  
Major:  
Biblical Literature  
Philosophy

## A.S.B. Secretary



Linda Brooks  
Aberdeen, WA  
Senior  
Major:  
Biblical Literature  
Music

## WOM Treasurer



Marilyn White  
Kent, WA  
Senior  
Major:  
Elementary Education  
Music



# STUDENT LEADERS



top row left to right: Allan Fox, Marilyn White, John Wilson  
 bottom row left to right: Linda Brooks, Tami Folsom,  
 Dwayne French, Phil Rasmussen, Pat Ungles

## A.S.B./W.O.M. COUNCIL EXECUTIVE OFFICERS

# STUDENT LEADERS

## STUDENT BODY OFFICERS

### Associated Student Body

President .....	Kyle Rasmussen
First Vice President (WOM Chairman) .....	Dwayne French
Second Vice President .....	Allan Fox
Secretary .....	Linda Brooks
Treasurer .....	Pat Ungles

### World Outreach Ministries

Chairman .....	Dwayne French
Vice Chairman .....	John Wilson
Secretary .....	Tami Folsom
Treasurer .....	Marilyn White
Campus MIG .....	Mel & Julie Steinmeyer
Children's MIG .....	Doug Topness
Community Service MIG .....	Mike Ronczyk
Evangelism MIG .....	John Marvin
Gospel Team MIG .....	Darryl Johnson
Drama Club .....	Gary Mariegard
World Missions MIG .....	Jon Stewart
Youth MIG .....	Lalonda Musil

### Associated Women Students

President .....	Karen Hendrix
Vice President .....	Dolores Schulz
Secretary .....	Stacy Wells
Treasurer .....	Anna Marie Holm

### Associated Men Students

President .....	Glen Johnson
Vice President .....	Jeff Spesock
Secretary/Treasurer .....	Eddie Kish

### Married Student Association

President .....	Joe Overly
Vice President .....	Eric Thompson
Secretary/Treasurer .....	Coleen Overly

### Senior Class

President .....	Russ Dickoff
Vice President .....	Andy Crateau
Secretary/Treasurer .....	Kathy White

### Junior Class

President .....	Mark Aho
Vice President .....	Darrell Chittim
Secretary/Treasurer .....	Kristi Young

### Sophomore Class

President .....	Henry Thomas
Vice President .....	Randy Hunt
Secretary/Treasurer .....	Jeanne Scott

## Karisma

Editor.....	Debbie Robinson
Assistant Editor.....	Butch Decker
Photography Editor.....	Dennis Cox
Business.....	Heather Guerra

## RESIDENT ASSISTANTS

### Women's Residence

Heather Barden  
Tina Dower  
Pam Fowler  
Angie Kavanaugh

Dianna Middleton  
Gayla Schmidt  
Terri Westerfield  
Debbie Elser

### Men's Residence

Gary Farvour  
Yohan Fernando  
Mark Hedman

Mark Kramer  
Rick Rudquist  
Keith Clemans

### Telephone Numbers

#### College — 822-8266

#### Beatty Hall

1st Floor (100's)	822-9915
2nd Floor (200's)	822-9965
3rd Floor (300's)	822-9985

#### Crowder Hall

1st Floor	822-9956
2nd Floor	822-9948 or 822-9922
3rd Floor	822-9905

#### Gray Hall

4th Floor (400's)	822-9991
5th Floor (500's)	827-9809
6th Floor (600's)	822-9937

#### A.S.B. Office

Karisma (Year Book)	827-3613
	822-3968

#### Guy Hall

1st Floor (100's)	822-9981
2nd Floor (200's)	822-9945
3rd Floor (300's)	822-9940

#### Emergency Numbers

Ambulance	454-3200
Fire	885-3131
Police	822-1244
Overlake Hospital	454-4011
Evergreen Hospital	821-1111

#### Perks Hall

4th Floor (400's)	822-9978
5th Floor (500's)	822-9907
6th Floor (600's)	822-9920

## WHERE IT'S FOUND—WHOM TO SEE

Academic Matters	(See Classes)
Activity Calendar	Ness Administration Building
Admissions Information	Registrar's Office
Advanced Standing (transfer students)	Registrar's Office
Alumni Association	Director of Development Office
Audiovisual Equipment	D.V. Hurst Library
Books and Supplies	Bookstore
Campus Day Information	Public Relations Office
Campus Tours	Public Relations Office
Catalogs from other Colleges	D.V. Hurst Library
Chapel Attendance	Dean of Students
<b>Classes</b>	
Academic Petitions	Academic Dean
Attendance Problems	Professor
Class or Schedule Change	Registrar's Office
Grade Information	Registrar's Office
Instructional Procedures	Academic Dean
Registration	Registrar's Office
Waiver	Academic Dean
Withdrawals (class or college)	Registrar's Office
CLEP Exams (credit by examination)	Registrar's Office
<b>College Publications / Publicity</b>	
Christian Service / Policy Manuals	Dean of Students
Karisma (yearbook)	ASB / SUB
Publicity Off-Campus	Public Relations
Publicity On-Campus (Poster Clearance)	Dean of Students
Student Bulletin	Dean of Students
<b>Coorespondence Education Information</b>	Registrar's Office
<b>Employment</b>	
Off-Campus	Director Off-Campus Employment & Housing
On-Campus	Business Manager
Financial Aid	Financial Aid Officer
<b>Financial Credit Information &amp;</b>	
Student Accounts	Business Manager
General Information	Receptionist / Ness Adm. Building
Graduation Requirements	Registrar's Office
Health Services	Crowder Hall Health Center
Housing Off-Campus	Director Off-Campus Employment & Housing
Housing On-Campus	Dean of Students
Insurance	Business Manager
KCNC Radio Station	SUB
Loans	Financial Aid Officer / Business Manager
Lost & Found	Ness Administration Building
<b>Mail</b>	
Deposit	
Faculty	Ness Administration Building
Student	Ness Administration Building

Married Student Apartments  
 ("The Firs" mailing address) ..... 5325 113th Pl. N.E. (Apt.)  
 Kirkland, Wa. 98033

Student Pick-up  
 Residence ..... Residence Halls  
 Off-Campus ..... SUB  
 Medical Reports ..... Registrar's Office/Health Center  
 Music Practice Rooms ..... Residence Halls / Music Center  
 Occupational Information ..... D.V. Hurst Library  
 Pay Telephone ... Cafeteria/Dickey Plaza/Music Center/Residence Halls  
 Payment of Account ..... Cashier / Ness Administration Building  
 Parking  
 Permits ..... Dean of Students  
 Payment of Tickets ..... Cashier / Ness Administration Building  
 Rides to and from Campus  
 (New Students Only) ..... Dean of Students  
 Scheduling of Events ..... Dean of Students / Academic Dean  
 Scholarship Information and Student Aid ..... Business Manager  
 Snack Shack ..... Student Union Building  
 Student Recruitment ..... Public Relations Office  
 Summer Internship Information / Forms ..... Registrar's Office  
 Transcrip Evaluation / Service ..... Registrar's Office  
 Veterans Affairs ..... Registrar's Office

## ADMINISTRATIVE PERSONNEL

TITLE	NAME	OFFICE LOCATION
President	Dr. D.V. Hurst	Ness Adm. Bldg.
Vice Presidents:		
Academic Affairs	Dr. J. Melvyn Ming	Ness Adm. Bldg.
Business Affairs	Rev. Owen Hodges	Ness Adm. Bldg.
Development	Dr. Randall K. Barton	Ness Adm. Bldg.
Dean of Students	Dr. Waymon "Tex" Rutledge	Ness Adm. Bldg.
Assistant to the President for College Relations	Rev. Sherman L. "Skip" Bennett	Ness Adm. Bldg.
Dean of Admissions & Registrar	Dr. Amos Millard	Ness Adm. Bldg.
Vice President at Large	Rev. Rich Wilkerson	

## SERVICE/PERSONNEL

Bookstore Manager	Esther Pecota	Student Union Bldg.
Counseling Services	Dr. Robert Parlotz	Bronson Hall
Financial Aid	LaWonna Kerr	Ness Adm. Bldg.
Food Services	Arvel Shipley, Chef	Cafeteria
Health Services	Jean Clark, R.N.	Crowder Hall
Librarian	Ruth A. Petty	D.V. Hurst Library
Off-Campus Employment and Housing Coordinator	Bessie McMullen	Bronson Hall
President's Secretary	Arlene Hawkinson	Ness Adm. Bldg.
Snack Shack Manager	Diane Thomlinson	Student Union Bldg.
Resident Personnel:		
Resident Deans		
Crowder-Guy-Perks Hall	Diana Lehmann	Crowder Hall
Gray-Beatty Hall	Mick Jelsma	Gray Hall
Resident Counselor	Elaine Bauman	Perks Hall
Resident Counselor	Tim Knapp	Beatty Hall
Resident Counselor	Vickie Pettis	Guy Hall

# FULL-TIME FACULTY

NAME	DIVISION OF STUDIES	OFFICE LOCATION
Dr. Dwaine Braddy	Pastoral Ministries	Fee Bldg.
Miss Kristi Brodin	Physical Education	Bronson Hall
Mr. John Brown	Physical Education	Pavilion
Rev. Orville Clark	Social Sciences	Bronson Hall
Rev. Ronald W. Clark	Christian Education	Bronson Hall
Mr. Rob Counts	Elementary Education	D.V. Hurst Library
Rev. Duane Dorsing	Missions	Learning Center
Mr. Gary Gillespie	Speech Communications	Amundsen Music Center
Mr. J. Phillip Gustafson	Chemistry, Math	Bronson Hall
Mrs. Esther Harmon	Business	D.V. Hurst Library
Rev. Darrell Hobson	Bible, Philosophy	Bronson Hall
Mr. LeRoy Johnson	History	Bronson Hall
Rev. Dennis Leggett	Youth Ministry, Bible	Learning Center
Dr. Gerald L. Mercer	Education	D.V. Hurst Library
Dr. Amos Millard	Bible	Ness Adm. Bldg.
Dr. J. Melvyn Ming	Academic Dean	Ness Adm. Bldg.
Dr. Robert Parlotz	Behavioral Sciences	Bronson Hall
Dr. Daniel Pecota	Theology, Philosophy, Bible	Bronson Hall
Mr. William Randolph	Natural Sciences, Education	Bronson Hall
Dr. Frank Rice	English	Bronson Hall
Dr. Waymon Rutledge	Social Sciences	Ness Adm. Bldg.
Mrs. Marjorie Stewart	English	Bronson Hall
Dr. W. Robert Swaffield	Music	Amundsen Music Center
Dr. Francis Thee	Bible	Bronson Hall
Dr. Calvin White	Music	Amundsen Music Center

## COUNCILS

**Administrative Council:** President, Vice-President of Academic Affairs, Vice-President of Business Affairs, Vice-President of Development, Dean of Students, Assistant to the President for College Relations, Dean of Admissions & Registrar.

**Faculty Council:** President, administrative officers, full-time faculty.

**Campus Council:** Members of Administrative Council, Associated Student Body Officers, faculty representatives, student representatives — Presidents of AMS, AWS and MSA.

**Citizenship Council:** Dean of Students, representatives from faculty and the Associated Student Body President.

## ABBREVIATIONS

ASB	Associated Student Body	MSA	Married Students Association
WOM	World Outreach Ministries	SUB	Student Union Building
MIG	Ministry Interest Group	KCNC	Radio Station
AMS	Associated Men Students	RC	Resident Counselor
AWS	Associated Women Students	RA	Resident Assistant

# **SPIRITUAL LIFE**

## **Prayer and Spiritual Life Emphasis**

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

## **Spiritual Emphasis Week**

One week during each quarter features a series of services with outstanding speakers. The Fall Quarter emphasizes commitment to evangelism. The Winter Quarter highlights world missions, and the Spring Quarter emphasis is on pastoral ministry.

## **Chapel Time**

As a Christian College, NC is vitally interested in the spiritual development and maturity of its students and therefore provides a daily Chapel time from 9:30 a.m. to 10:10 a.m. This gathering together of the entire NC family allows for times of spiritual growth, sharing of needs, and hearing different guest ministers.

Some Chapels will be used for assemblies, elections, student orientation, recitals, etc., to meet the organizational and informational purposes of the College and its students.

## **Chapel Attendance**

Chapel attendance is a vital part of the student's spiritual development. Attendance at daily chapel is required of all students. A student is counted absent when not sitting in the assigned chapel seat.

Part time chapel excuse may be requested by students carrying less than 12 credits, and by students whose work involves the chapel hour. The student is responsible to submit the request to the Dean of Students. The application forms are in the Administration Building.

Chapel attendance is taken by row monitors. A student should notify his monitor if he arrives tardy to Chapel. The chapel secretary shall notify students when they exceed 8 absences. After 10 absences a student receives a grade of F. A student who receives 12 absences may be referred to the Citizenship Council for counseling and/or disciplinary action.

A grade of S or F is recorded on a student's transcript depending upon the attendance record. Two consecutive F's or three accumulative F's during the student's attendance at Northwest College may affect re-enrollment; and an F during the year of a student's graduation may jeopardize eligibility to graduate.

## **Church Attendance**

Students are encouraged to observe Sunday as a special day of rest and worship. Within five Sundays students are expected to make a choice of a church home they will attend while in College. Students are

also expected to attend Sunday School, morning and evening services and to participate in the total church life. Student's record of church attendance will become part of overall Christian Service report as explained below.

### **Christian Service**

The student at Northwest College is preparing himself to help others through Christian Ministry. Concern for others doesn't stand idle until graduation. Therefore, all students are encouraged and expected to participate in some aspect of The World Outreach Ministries program and in local ministry. The Christian Service Report will be distributed during the first chapel of each week. The service record form will be processed through the Dean of Student's Office. This information of Christian service will be provided for student placement evaluation, etc. Serious delinquency will become part of the student's file record for future reference and information.



# PRINCIPLES AND PRACTICES OF CHRISTIAN CITIZENSHIP

As an institution of the Assemblies of God, Northwest College has standards for student behavior based on Biblical precepts and principles, the doctrinal statements of the church, and on widely-held practices in the fellowship.

This handbook is published to acquaint the student with the way of life at NC. It will tell him what he can expect of the College and what the College expects of him as he seeks to prepare himself for Christian ministry.

Among the Northwest College's distinctive reasons for existence are the stimulation and guidance of young people toward holy living and broadened spiritual and social maturity.

Christian maturity involves more than adherence to explicit Scriptural statements of right and wrong. It involves a total commitment to the Lordship of Christ and a life of dynamic discipleship. The mature Christian recognizes Scriptural principles that govern conduct and he applies these principles to every area of attitude, conviction, and behavior.

The Scriptures establish basic principles which should guide the development of Christian character and govern all Christian behavior. These include:

1. The Lordship of Christ over all of life and thought. This involves wholehearted obedience to the moral law of God as taught in the bible and exemplified in the life of Christ; the careful stewardship of mind, time, abilities, funds; opportunities for intellectual and spiritual growth; and the care of the body as the temple of the Holy Spirit.

2. The responsibility to love God with all our being and to love our neighbor as ourselves. This means that unselfish love should be the motive in all life's decisions, actions and relationships.

3. The responsibility to seek after righteousness, to practice justice in dealings with one another, in social institutions, and to help those in need.

4. The need to exercise freedom responsibly, lovingly, and sensitively within the framework of God's moral law in relationship to the Assembly of God Fellowship at large and to other communities.

5. Access through Jesus Christ to the forgiveness of God and to the help of the Holy Spirit in doing heartily what God requires.

*(Romans 14:4-10; 15:1-3; Phil. 1:20-27; I Cor. 8:7-10; Col. 3:23; II. Cor. 6:14-18; James 1:27, 4:4; I John 2:15-18)*

The College affirms Paul's description of behavior unfitting for a Christian. "The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery (indulgence in sensuality); idolatry and witchcraft, hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy, drunkenness, orgies and the like." Galatians 5:19-21a (NIV).

When a student applies for admission, he must indicate that he has made a personal commitment to Jesus Christ as Lord and Savior and

that he is willing to live by the community rules adopted by the College. This means abstaining from practices morally wrong such as stealing, use of profane, vulgar language, sexual sins, and dishonesty including cheating.

It means that the student will abstain from gambling, pornographic literature, the possession or use of tobacco or illegal drugs, social dancing, the possession or use of any alcoholic beverage, and other behaviors detrimental to community life. It is recognized that in all things the principles of selectivity and concern for Christian testimony must be exercised.

While attitudes are difficult to detect, they are as important to God as are outward forms of conduct. The College community is responsible to repudiate these and help in seeking forgiveness so that each individual may grow in grace and righteousness.

In keeping with the College's goal of guidance toward holy living the following are attitudes and actions affirmed and encouraged. "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." Galatians 5:22-23b.

The College will promote Christian Citizenship by instruction, corrective confrontation, and discipline, when necessary for the purpose of development of Christian lifestyle in the students.

An acceptable citizenship record also includes financial responsibility to the College and must be maintained in order to qualify for graduation or participation in student offices or extra-curricular assignments.

The College reserves the right to modify and amplify the standards and dates set forth in the Student Handbook and to use it's discretion in the interpretation and enforcement of all ideals and standards of conduct however communicated.

The College Administration also reserves the right to require any student to withdraw who is considered to be out of harmony with the goals and the spirit of the College.

# RESIDENCE LIFE

## Resident Halls

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

All single students, except those living at home or have "live-in" positions, will be housed in the residence halls on campus. Any exceptions are filed with the Office of the Dean of Students.

Students are expected to keep their rooms clean and orderly. 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 Deans or Resident Counselors. 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 Deans or Counselors.

The burning of incense, candles, or any open flame in the residence halls is viewed as a fire hazard and is therefore prohibited.

Food must be stored in appropriate containers. A kitchette is provided in each residence hall area for light cooking. Microwave ovens are **not** allowed in student's rooms.

Due to fire danger and/or property damage, students in all residences are allowed to use only light appliances in their rooms, i.e.,; razors, radios, TV's, VCR's, record and tape players, hair dryers, sewing machines, and self-contained appliances such as automatic coffee makers, popcorn poppers and toasters provided they are Underwriter's Laboratories approved and registered with the Resident Deans. Report of careless or improper use of these appliances will result in their removal from the room. Owners of such appliances will be held responsible for any damage caused by them.

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 specified resident areas as approved by the Dean of Students through the Resident Deans.

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

Students should use every precaution to safeguard their personal property. Locks are provided on the door of each student's room and keys are assigned to all occupants. School authorities assist in every way possible to locate lost or missing articles, but cannot assume responsibility in this matter.

Rooms should be vacated in good order, all original furniture in place, and the key returned to the Resident Supervisor's office. Defacing or destruction of property will result in discipline and assessed cost of repairs. A \$25.00 per occupant room-cleaning fee will be charged if the room is left in an unclean condition when occupants vacate. When they are available, single rooms may be arranged at an additional charge. Refunds will be mailed to the student after the close of the quarter if he is not returning, the room condition is satisfactory, and proper check-out procedures have been followed.

### **Residence Personnel**

Residence Personnel reside in all residence halls. It is their responsibility to supervise residence and assist students in achieving satisfactory adjustment to college life and residence hall living. They are available for counseling.

### **Guests**

Students may invite a relative or close friend to be their guest in the Residence Hall for two nights each quarter without charge if previous arrangements are made with the Resident Dean or Resident Counselor. If the guest is to stay more than two nights, a charge per night will be made. Additional visitors will be charged 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. Persons to whom students are ministering should not be considered as guests.

### **Courtesy Cards**

A courtesy card is provided for each student in the Residence Hall. The card is filled out at the beginning of students residency and turned in to the Resident Dean. This enables the college to make contact in case of emergencies.

### **Closing Hours**

The Residence Halls will close at 12:00 midnight Sunday through Thursday; 1:00 a.m. Friday and Saturday. Students are to check in at the stated closing hours.

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

Visitors are not permitted in the Residence after closing time.

## **Late-Ins**

Late-ins are recorded on "Log" by the Resident Assistant on duty. It is the responsibility of the student to report to the Resident Dean on the afternoon of the following school day to provide justification for being late.

Initial late-ins, including unauthorized entry (any entry not known by person on duty), will be handled by the Resident Dean through fines or work detail (student's option). Repeated violations will be referred to the Dean of Students for formal action.

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 living quarters of the opposite sex or to have members of the opposite sex in their living quarters without appropriate chaperone arrangements and approval from one of the following: The Dean of Students, Resident Deans, or Resident Counselors. The term "living quarters" includes homes where students or friends of students are employed.

A women student under 18 years of age, intending to visit over-night 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 over-night 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.

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

The College encourages a variety of social and cultural opportunities which assist student's spiritual and social development. These interactions help the student toward responsible maturity in public and private relationships.

Crowder Hall lobby is not to be used as a lounge, but a place for meetings and communications.

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 General Campus attire.

Refreshments may be served on special occasions and by permission from the Resident Dean or Resident Counselor; otherwise, food is not to be brought into the lounge.

Typewriters are not to be used in student rooms after 11:00 p.m. Typewriters may only be used in the lounge or recreation room after closing.

**Gray-Beatty, Guy-Perks:** Students may visit in these Lounges during the following times:

Monday-Friday.....	10:30 a.m. - midnight
Saturday.....	9:00 a.m. - midnight
Sunday.....	1:00 p.m. - 5:30 p.m.
	8:00 p.m. - midnight

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

A given lounge may be closed on special occasions.

Conduct in the Resident Hall Lounges should be in keeping with Christian principles of modesty and good taste. Activities that can be embarrassing to participants and observers will not be permitted.

Due to possible damage to property and injury to person, engaging in water fights and similar irresponsible behavior will result in a \$25.00 fine.

### **Pets**

Students are not permitted to keep animals of any kind in residence rooms or student apartments.

### **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 shall not linger outside Residence Halls or cause unnecessary noise after 11:00 p.m. and before 6:00 a.m.

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.

### **Music**

Like language, music is a form of expression. Just as a single word may be morally neutral, a single musical note is neither morally right nor wrong. But words can be combined into either good or sinful sentences. The same is true of music.

Students are therefore asked not to produce or listen to music which does not edify — such as hard rock. As with other areas of life, one's listening habits may need to be changed for the sake of positive Christian influence.

## **Television**

Television sets may be provided and maintained in the television rooms of the respective residence halls by the AMS and AWS. The 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 and VCR's are 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 Deans have the responsibility and reserve the right to regulate television and VCR's and determine the hours they are used. Television sets are not permitted in the hallways. They are permitted in rooms under the following conditions: 1) All TV sets and VCR's will be registered with residence staff, 2) the roommate must approve, and 3) headphones are required after 11:00 p.m. Cable TV is not approved for residence halls. Abuse will result in elimination of privilege.

## **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.

## **Married Student Residence Housing**

The College provides a limited number of units (36) for married students without children. These housing units known as "The Firs" are on the college campus and under college jurisdiction and management.

Information and applications may be obtained from the Dean of Students Office.

# CAMPUS LIFE

## Appearance / Dress

Northwest College students are Christian and collegiate in their appearance and dress. Guiding principles include moderation, modesty, neatness, good taste, and propriety. Appearance or dress which identifies with attitudes, philosophies, or segments of society 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. While it is appropriate to be in-style, modesty and good taste should not be sacrificed for the "latest."

Students must always wear some type of footwear in public, and men must wear shirts. Women should avoid excess in makeup and jewelry. Men should have neatly trimmed and groomed hair, not so long as to fall below the collar or to cover the ear completely. If beards or mustaches are worn, they must be neatly trimmed.

Appropriateness to time, place and activity should determine dress, within the guidelines above. Neat and clean street clothing is appropriate for most occasions. Dress-up clothing is appropriate for church and for chapel participation. Mini-skirts are **not** acceptable wear. Gym wear should be confined to the gym or approved athletic activities. Shorts are inappropriate for class, chapel, library, cafeteria, and the Administration building. Swimsuits shall not be worn on campus. Grubbies or work clothing are not acceptable for general campus wear and are restricted to the staff dining area in the cafeteria.

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

## 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 21 and under 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 SUB 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. In consideration to fellow students 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. In order to free phones for off-campus calls, students are urged to make inter-dorm communications in the residence hall lounges during regular hours.

All students are required to rotate in the responsibility of answering the lounge phones. Failure to fulfill phone responsibilities will mean penalty as assigned by the Residence Hall Council.

### **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**

Northwest College encourages "self-maintenance" by all who use the College facilities. Students are urged to cooperate in the matter of keeping the College premises orderly through (1) responsible and appropriate use, (2) leaving facilities as found or in better appearance and condition whenever possible, and (3) prompt reporting of repair and other maintenance needed.

### **Office Equipment**

The College mimeograph and office equipment are not for student use. Necessary equipment and supplies are arranged by ASB.

### **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 Dean or Resident Counselor. Crowder Hall also requires a \$5.00 deposit for the mailbox key. Students are requested to

keep their rooms locked at all times, for the College cannot assume responsibility for any loss or personal property. If a student key is lost or stolen, it should be reported immediately to the Resident Deans or Resident 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 nor duplicate any key to College buildings or rooms. Students violating this policy or found in possession of unauthorized keys will be subject to immediate discipline.

## **COMMERCIAL ACTIVITIES**

College facilities are not to be used for commercial solicitation, advertising or promotional activities without the permission of the 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. In advertising services off-campus, students should not imply College approval.

### **Distribution of Materials**

The Administration at Northwest College encourages pastors to advertise their church activities and services by submitting "blurbs" (short publicity notices) to the Dean of Student's Office for inclusion in the Student Bulletin. This bulletin is prepared and provided for all students bi-weekly for current activities and announcements. An annual Church Directory of the greater Seattle area is also provided each student at the beginning of Fall Quarter.

Handbills, leaflets, newspapers, and other such materials may not be distributed by students or nonstudents on the college campus or in college facilities without the expressed permission of the College Administration.

All such materials must bear identification as to the publishing agency, distributing organization, church, or individual. All posters must be submitted to the Dean of Students Office for clearance. This precaution is taken because the administration desires to have positive influence in the things advertised to the students and to eliminate any cross purposes to the nature of the college and needs of its students.

Any student who violates this provision relating to the distribution or sale of handbills, leaflets, newspaper 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.

## **FINANCES**

1. *Student accounts are due and payable at the time of registration in the fall quarter and are due the first day of classes in the winter and spring quarters.*
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. *An 8% carrying charge shall be added to unpaid balance immediately after the first day of classes. However, 4% is refunded on payments made within 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.*
7. *Summer school accounts are payable in advance. No deferred payment.*

### **ASB Fees**

A student body fee is charged on a quarterly basis at the time of registration. Fees vary quarter by quarter as established by the Board of Directors. The Associated Student Body Officers budget the use of their monies.

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. All students are required to pay these fees.

### **Student Offerings**

Through the Associated Student Body and the World Outreach Ministries Council, many projects are sponsored. Each Tuesday morning during Chapel and ASB offering may be 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.

## **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 single residence halls are required to purchase a meal ticket each quarter which represents a contract with the College. Such tickets are nontransferable. The contract price represents a considerable savings to the student as compared to the cash price (approximately  $\frac{1}{3}$ ): twenty meals per week are provided, (there is no Sunday evening meal).

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. No refunds are made if this provision has not been executed in advance.

### **Sack Lunches**

Sack lunches are available for students because of employment or scheduling that does not permit a time to eat in the cafeteria during the open hours. Sign up for sack lunches should be 24 hours in advance.

### **Off-Campus Ticket**

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

### **Special Diet**

(Special consideration requested for medical reasons.)

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. The doctor's statement should provide **all** information regarding restrictions / requirements. Every effort is made to meet the special requirements of diet when health is a factor. The college reserves the right to charge for special diet revision if necessary.

### **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 COMMUNICATIONS

Students are encouraged to use their privileges and to follow proper procedures in communicating thoughts, opinions, or information regarding any College issue that concerns them. Student officers, student representatives to the Campus Council (see page 10 of handbook—Campus Council), the Resident Deans, the Dean of Students and other College Administrators are available to hear recommendations, opinions, or complaints. It is unnecessary to form a student petition to achieve what is proper and necessary. Northwest College seeks to maintain a family atmosphere and work toward peaceful understanding in the important area of communication (*refer page 43 - "Grievances"*).

## CAMPUS SAFETY

### Firearms

Firearms are not permitted in the single students residence halls.

Married students in "The Firs" will register firearms with the Dean of Students.

### 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

The use of fireworks on campus is prohibited. Violators are subject to College suspension.

## 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 zone. A vehicle permit fee is assessed for automobiles, motorcycles, and trucks. Failure to register and affix the vehicle permit on the rear bumper of the vehicle or the rear fender of a motorcycle will result in a ten dollar (\$10.00) fine.

Fines not paid in seven days will be added to the student's account with a \$2.00 surcharge. Three citations in a quarter will initiate disciplinary action. The Traffic-Vehicle Code is in effect 24-hours a day, seven days each week during the academic year.

All fines will be paid in cash to the College and assessed as follows:

- Illegal Parking — 1st offense \$2.00
- 2nd offense \$4.00
- 3rd offense \$8.00
- \* Thereafter \$10.00
- No permit, Speeding, Reckless driving — \$10.00

\* Continued violations will call for action by the Citizenship Council.

## **ACADEMIC LIFE**

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

The student is expected to relate to the college's standards and the individual teacher's classroom regulations in a positive way. He must be courteous towards his teachers and refrain from conduct which disrupts the learning process.

In cases of unresolved incompatibility with a teacher or with the College's standards, the student is directed to see the Grievance section on page 38. He shall withdraw from class or from the college rather than promote disunity.

### **Enrollment/Course Change**

Official registration may be effected only in the Registrar's office. The only authority for an instructor to permit 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 through the last class day of the quarter if he has met attendance requirements. (See paragraph on Attendance below.)

A student who exceeds the absence limits in a class will receive a grade of 'F'.

### **Withdrawals**

An official withdrawal from a course must be completed in the office of the Registrar and is subject to approval of the instructor. Withdrawal from college is also initiated in the office of the Registrar and is subject to the requirements of signatures of the Financial Aid Officer, the Business Manager, and the Dean of Students. Withdrawal is effective only when the signed withdrawal form is returned by the student to the office of the Registrar. If, due to an emergency, this process is impossible, the student must file a letter of withdrawal with the Registrar within one week after leaving school. The letter must explain the nature of the circumstances.

### **Attendance**

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

Class absences necessitated by required participation in some college-sponsored activity are excused through the Academic Dean's Office. The faculty or staff member submits a list of students participating, and the Dean informs teachers of times the students are to be excused. Students are authorized to leave class without being counted absent if the instructor fails to appear within the first 10 minutes of the class period.

### **Probationary Policy**

Academic probation places a student under special supervision for the purpose of providing opportunity for academic improvement. It is assigned when a student's grade point average falls below the following levels: Freshman, 1.7; Sophomores, 1.8; Juniors, 1.9; 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 Academic Dean.

### **Working Students**

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

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

### **Recommended 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.

### **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 should be sought only in case of emergencies and must be obtained from the Academic Dean.

### **Graduation**

Requirements for graduation are officially those listed in the college catalog in effect at the time the student matriculates, provided not more



than ten years lapse time has not occurred in enrollment.

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 with the following exception: Those completing their work in the summer session and who are pre-enrolled for the same at the time of graduation, may be presented in the public ceremonies for that academic year.

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.

Applicants for graduation must file for graduation in writing in the Registrar's Office not later than the end of the second week of the school year in which they plan to graduate. Those entering the school year during the winter and spring quarters must do so within the first week of the quarter.

For purposes of verifying their remaining graduation requirements, applicants for graduation are to arrange for an appointment for an audit of their academic records in the Registrar's Office. This must be done within the first two weeks of the autumn quarter or not later than the first week of the winter or spring quarters (if entering the school year then).

Diplomas as prepared and presented at the conclusion of the spring quarter of each academic year. Graduates are expected to graduate in the academic year in which their course requirements are completed.

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.

# COLLEGE CALENDAR

## 1985-86

### AUTUMN QUARTER

Residence Halls Open . . . . . Sept. 22  
 Cafeteria Opens . . . . . Sept. 22  
 Registration . . . . . Sept. 23-24  
 New Student Orientation . . . . . Sept. 23-25  
 ASB Bonfire . . . . . Sept. 26  
 Classes Begin . . . . . Sept. 26  
 New Students Picnic . . . . . Sept. 28  
 Convocation . . . . . Sept. 30  
 SMT Singspiration . . . . . Oct. 1  
 Last Day to Register . . . . . Oct. 2  
 Cheerleader Tryouts . . . . . Oct. 3  
 Spiritual Emphasis Week . . . . . Oct. 7-11  
 Gospel Team Tryouts . . . . . Oct. 17

Harvestime Social . . . . . Nov. 9  
 Veteran's Day . . . . . Nov. 11  
 SMT Auditions . . . . . Nov. 19  
 Thanksgiving Recess . . . . . Nov. 28 - Dec. 1  
 Classes Resume . . . . . Dec. 2  
 D-Caps Days . . . . . Dec. 4-6  
 Christmas Concert . . . . . Dec. 6  
 AWS & AMS Open House . . . . . Dec. 6  
 Final Examinations . . . . . Dec. 9-11  
 Christmas Interim . . . . . Dec. 12 - Jan. 5  
 Residence Halls Close . . . . . Dec. 12  
 Cafeteria Closes . . . . . Dec. 12

### WINTER QUARTER

Registration (Ret. Stu.) . . . . . Nov. 4-8  
 Residence Hall Opens . . . . . Jan. 5  
 Cafeteria Opens . . . . . Jan. 5  
 Registration (New Stu.) . . . . . Jan. 6  
 Classes Begin . . . . . Jan. 7  
 Last Day to Register . . . . . Jan. 13  
 Missionary Fair . . . . . Jan. 18  
 Spiritual Emphasis Week . . . . . Jan. 20-24

Parents/Weekend Homecoming . . . . . Feb. 7-8  
 AWS & AMS Valentine Party . . . . . Feb. 11  
 Washington's Birthday . . . . . Feb. 17  
 5 Kilometer Run . . . . . Mar. 8  
 Winter Concert . . . . . Mar. 11  
 Final Examinations . . . . . Mar. 17-19  
 Cafeteria Closes . . . . . Mar. 20  
 Spring Interim . . . . . Mar. 20-25

### SPRING QUARTER

Registration (Ret. Stu.) . . . . . Feb. 10-14  
 Cafeteria Opens . . . . . Mar. 26  
 Registration (New Stu.) . . . . . Mar. 26  
 Classes Begin . . . . . Mar. 27  
 Last Day to Register . . . . . Apr. 2  
 Campus Day . . . . . Apr. 3-5  
 Spiritual Emphasis Week . . . . . Apr. 7-11  
 Student Elections . . . . . Apr. 17-18  
 All-School Banquet . . . . . Apr. 26  
 Youth Evangelism Seminar . . . . . May 5-6

Awards Assembly . . . . . May 12  
 All-School Picnic . . . . . May 14  
 Memorial Day . . . . . May 26  
 Spring Concert . . . . . May 27  
 Baccalaureate . . . . . May 31  
 Commencement . . . . . June 1  
 Final Examinations . . . . . June 2-4  
 Residence Halls Close . . . . . June 5  
 Cafeteria Closes . . . . . June 5

### SUMMER QUARTER

Registration (Ret. Stu.) . . . . . Apr. 28 - May 2  
 Registration (New Stu.) . . . . . June 9

Classes Begin . . . . . June 9  
 Final Examinations . . . . . July 3

# ACTIVITIES

## 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 Associate of Arts & Bachelor of Arts graduates with the highest grade point averages on all academic work completed at N.C.;

Departmental awards to the students with the highest grade point average on work completed in the major.

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 an outstanding representative man, woman, and married student of the year.

## Social / Cultural 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 social-cultural committee composed of all ASB organization vice-presidents develops and promotes the student body social-cultural 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 social-cultural committee is chaired by the ASB Second Vice-President who is responsible for all student social-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 evening floor meetings are for inspiration, encouragement, sharing of pertinent information and for discussing important matters. Students are encouraged to attend regularly.

## All-School Events

Harvestime Social—An informal gathering sponsored by the ASB held in the Autumn Quarter of each year for the entire student body.

Missionary Fair—During the Winter Quarter of each year and in conjunction with Spiritual Emphasis Week, WOM sponsors various projects which may include a Food Fair (featuring foods from various parts of the

world), booths, missionary guests, parade, costumes, special music or films, etc., all designated to emphasize Missions.

All-School Banquet—A formal banquet sponsored by ASB held in the Spring Quarter.

All-School Picnic—Sponsored by the ASB, it is held near the close of the academic school year. It includes baseball, tennis, golf, and a picnic dinner. The evening may be climaxed with a devotional.

Other organizations, such as classes, also have their own social events and sponsor activities for their organization during the year.

# ATHLETICS

## Varsity and Intramural Sports

Northwest College participates competitively in men's basketball and soccer; and women's basketball and volleyball. Northwest College is affiliated with the Pacific Northwest College Conference and is a member of the National Little College Athletic Association.

### WOMEN'S VOLLEYBALL SCHEDULE

DATE	DAY	OPPONENT	PLACE	TIME
September 28	Saturday	Shoreline Community (Tournament)	Seattle	9:00 a.m.
September 30	Monday	Olympic	Kirkland	7:00 p.m.
October 4	Friday	Ft. Steilacoom Community	Kirkland	7:00 p.m.
October 5	Saturday	Shoreline Community	Seattle	5:00 p.m.
October 11	Friday	Multnomah SB	Portland	7:00 p.m.
TBA	TBA	Northwest Christian	TBA	TBA
October 12	Saturday	Columbia Christian	Portland	1:00 p.m.
October 14	Monday	Shoreline Community	Kirkland	7:00 p.m.
October 18	Friday	Columbia Christian	Kirkland	7:00 p.m.
October 19	Saturday	Western Baptist	Kirkland	3:00 p.m.
October 19	Saturday	Lutheran Bible	TBA	TBA
October 22	Tuesday	Trinity Western	Kirkland	7:00 p.m.
October 25	Friday	Western Baptist	Salem	7:00 p.m.
October 26	Saturday	Northwest Christian	Eugene	2:00 p.m.
October 29	Tuesday	Trinity Western	Langley, BC	7:00 p.m.
November 1	Friday	Northwest Christian	Kirkland	7:00 p.m.
November 2	Saturday	Multnomah SB	Kirkland	3:00 p.m.
November 4	Monday	Olympic	Bremerton	7:00 p.m.
November 5	Tuesday	Lutheran Bible	Issaquah	7:00 p.m.
November 8	Friday	NCCAA Regional Tournament	TBA	TBA
November 9	Saturday	NCCAA Regional Tournament	TBA	TBA

### WOMEN'S BASKETBALL SCHEDULE

November 29	Friday	Everett CC Invitational	Everett	TBA
November 30	Saturday	Tournament		
December 4	Wednesday	Everett Community	Everett	6:00 p.m.
December 6	Friday	Big Bend Community	Kirkland	7:00 p.m.
December 7	Saturday	Shoreline Community	Seattle	6:00 p.m.
December 13	Friday	Olympic	Bremerton	6:00 p.m.
December 14	Saturday	Shoreline Community	Kirkland	6:00 p.m.
January 4	Saturday	Lewis & Clark	Portland	7:00 p.m.
January 6	Monday	Everett Community	Kirkland	7:00 p.m.
January 10	Friday	Multnomah SB	Kirkland	6:00 p.m.
January 17	Friday	Olympic	Kirkland	6:00 p.m.
January 18	Saturday	Edmonds Community	Edmonds	5:00 p.m.
January 21	Tuesday	Trinity Western	Langley, BC	6:00 p.m.
January 24	Friday	Columbia Christian	Kirkland	4:00 p.m.
January 25	Saturday	Columbia Christian	Kirkland	3:00 p.m.
January 31	Friday	Pacific University JV	Forest Grove	3:00 p.m.
February 1	Saturday	Columbia Christian	Portland	3:00 p.m.
February 4	Tuesday	Trinity Western	Kirkland	7:00 p.m.
February 7	Friday	Alumni - Homecoming	Kirkland	6:00 p.m.
February 10	Monday	Edmonds Community	Kirkland	7:00 p.m.
February 14	Friday	Lewis & Clark	Kirkland	7:30 p.m.
February 15	Saturday	Multnomah SB	Portland	6:00 p.m.
February 22	Saturday	Pacific University JV	Kirkland	3:00 p.m.
February 28	Friday	NCCAA II Regional Tournament	TBA	TBA
March 1	Saturday	NCCAA II Regional Tournament	TBA	TBA
March 6-8	Thurs. - Sat.	NCCAA II National Tournament Toccoa Falls College	Toccoa Falls, Georgia	TBA

# MEN'S SOCCER SCHEDULE

## 1985-86

DATE	DAY	OPPONENT	PLACE	TIME
October 5	Saturday	Columbia Bible	Kirkland	1:00 p.m.
October 8	Tuesday	Columbia Bible	Clearbrook, BC	3:30 p.m.
October 11	Friday	Multnomah SB	Portland	3:00 p.m.
October 16	Wednesday	Western Baptist	Kirkland	3:00 p.m.
October 18	Friday	Chemeketa Community	Kirkland	2:30 p.m.
October 19	Saturday	Judson Baptist	Kirkland	1:00 p.m.
October 22	Tuesday	Trinity Western	Kirkland	2:30 p.m.
October 26	Saturday	George Fox	Kirkland	2:30 p.m.
October 29	Tuesday	Trinity Western	Langley, BC	3:00 p.m.
November 1	Friday	Multnomah SB	Kirkland	2:30 p.m.
November 2	Saturday	Multnomah SB	Kirkland	TBA
November 7	Thursday	Western Baptist	Salem	2:30 p.m.
November 8	Friday	Judson Baptist	The Dalles	3:00 p.m.
November 9	Saturday	Columbia Christian	Portland	1:00 p.m.
November 15	Friday	Northwest College Tournament	TBA	TBA
November 16	Saturday	Northwest College Tournament	TBA	TBA

# MEN'S BASKETBALL SCHEDULE

## 1985-86

November 15	Friday	Lutheran Bible	Kirkland	8:00 p.m.
November 16	Saturday	Capilano College	Kirkland	8:00 p.m.
November 22	Friday	Oregon Technical	Klamath Fall	8:00 p.m.
November 23	Saturday	Southern Oregon State	Ashland	8:00 p.m.
November 26	Tuesday	Simon Fraser University	Burnaby, BC	7:30 p.m.
November 29	Friday	Sheldon Jackson	Sitka, AK	8:00 p.m.
November 30	Saturday	Sheldon Jackson	Sitka, AK	8:00 p.m.
December 2	Monday	Southern Oregon State	Kirkland	8:00 p.m.
December 6	Friday	University of Alaska	Juneau, AK	8:00 p.m.
December 7	Saturday	University of Alaska	Juneau, AK	8:00 p.m.
December 13	Friday	Columbia Christian Christmas Tournament	TBA	TBA
December 14	Saturday	Columbia Christian Christmas Tournament	TBA	TBA
January 9	Thursday	Eugene Bible	Kirkland	8:00 p.m.
January 10	Friday	Multnomah SB	Kirkland	8:00 p.m.
January 11	Saturday	Portland Bible	Kirkland	8:00 p.m.
January 14	Tuesday	St. Martins	Lacey	7:30 p.m.
January 17	Friday	Pacific University	Kirkland	8:00 p.m.
January 18	Saturday	Puget Sound Christian	Edmonds	7:30 p.m.
January 21	Tuesday	Trinity Western	Langley, BC	8:15 p.m.
January 25	Saturday	Northwest Christian	Kirkland	8:00 p.m.
January 28	Tuesday	Simon Fraser University	Kirkland	8:00 p.m.
January 31	Friday	Whitworth	Spokane	7:30 p.m.
February 1	Saturday	Lewis and Clark	Lewiston, ID	7:30 p.m.
February 4	Tuesday	Trinity Western	Kirkland	8:00 p.m.
February 7	Friday	Homecoming Alumni	Kirkland	8:00 p.m.
February 8	Saturday	Pacific University	Forest Grove	8:00 p.m.
February 11	Tuesday	Puget Sound Christian	Kirkland	8:00 p.m.
February 13	Thursday	Whitman	Kirkland	8:00 p.m.
February 14	Friday	Portland Bible	Portland	8:00 p.m.
February 15	Saturday	Multnomah SB	Portland	8:00 p.m.
February 18	Tuesday	Lutheran Bible	Issaquah	8:00 p.m.
February 21	Friday	Northwest Christian	Eugene	8:00 p.m.
February 22	Saturday	Eugene Bible	Eugene	8:00 p.m.
February 27	Thursday	NCCAA Regional Tournament	TBA	TBA
February 28	Friday	NCCAA Regional Tournament	TBA	TBA
March 1	Saturday	NCCAA Regional Tournament	TBA	TBA
March 6	Thursday	NCCAA National Tournament	TBA	TBA
March 7	Friday	NCCAA National Tournament	TBA	TBA
March 8	Saturday	NCCAA National Tournament	TBA	TBA

President.....	DR. D.V. Hurst
Dean of Students/Athletic Director.....	Dr. Waymon "Tex" Rutledge
Assistant Athletic Director/Men's Coach.....	John Brown
Women's Coach.....	Kristi Brodin
Mascot.....	"Eagles"
School Colors.....	Royal Blue & Gold

# DISCIPLINARY SANCTIONS

The college is concerned not only with academic performance, but with the personal conduct of each student. Guidelines are provided for all students in the Student Handbook and College catalog. **Each student is responsible to read and become familiar with all policies set forth therein. Failure to read the material does not excuse the student from the consequence of violations.**

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 within seven days of the notification by the Dean of Students of action taken.

## Disciplinary Actions

The following disciplinary actions may be imposed upon violators.

- a. **Residence Hall Penalties:** Different degrees of penalties may be given according to the seriousness of the infraction. These may include work detail or fines (damage reparations), resident hall probation and/or referral to the Dean of Student's Office for formal College Discipline as outlined below.
- b. **Provisional Citizenship Probation:** Notice to a student in writing, that he has been in violation of the rules of student conduct or has otherwise failed to satisfy the College's expectations regarding conduct.
- c. **Citizenship Probation:** Formal action placing conditions upon the student's continued attendance for violation of rules of student conduct. Students under Citizenship Probation are restricted from some College activities.
- d. **Suspension:** An involuntary separation from College for an indefinite or stated period of time.
- e. **Dismissal:** Involuntary separation from College and termination of student status. Students dismissed from the College will not be allowed to apply for readmission without the express permission of the President.

## Jurisdiction

All regulations herein stated concerning student conduct and discipline shall apply to all students attending Northwest College. The College expects that its students will abide by its stated standard of conduct

during the interim and vacation periods. It reserves the right to invoke retroactive discipline or refuse continued student status to students who become involved in moral and other major violations of the standards of conduct that involve student life or the College testimony.

## GRIEVANCES

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

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

Should a student have a complaint (or grievance), the College is interested. The student is urged to follow scriptural patterns for the solutions of problems. (Matt. 18:15-17). This should become a part of his educational experience and spiritual development.

The following guidelines are considered appropriate:

1. 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, he should take the matter to the Academic Dean (Matt. 18:15-17).
2. 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 resident staff.
3. 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 is also free to voice his own grievance to the proper Administrator.

### Principles to Remember

1. Proverbs 16:32 - "He that is slow to anger is better than the mighty and he that ruleth his spirit than he that taketh a city!"  
Don't do or say things for which you will be sorry, or which will make the solution or reconciliation more difficult. Let the men be "gentlemen," and the women be "ladies," even when the going gets difficult.
2. Mark 11:25 - "... When ye stand praying ... forgive." God is interested in you as a person, and in the kind of person you are becoming. Let God help you find the right approach to the solution of the problem. "More things are wrought by prayer than this world dreams of."

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



# SERVICES

## Insurance

Students are encouraged to continue their insurance coverage under their parents' policy when this is possible. Family policy protection is extended for the full calendar year and generally offers more complete coverage to the student.

Students are required to take out medical insurance offered by the College unless written evidence of other medical insurance coverage is submitted to the Business Office at the time of registration. (Membership card or a letter from parents.) Claim forms are available from the Business Office and must be submitted for each separate accident or illness. Students involved in athletics will be expected to carry special coverage when applicable (i.e., soccer, etc.).

## Athletic Liability Coverage

All students carrying nine credits or more or participating in college sponsored group activities involving traveling (sports, choir, public relations, gospel teams, etc.) are required to either:

(1) Take out group insurance available through the college

or

(2) Show proof of coverage under another program.

Those indicating coverage under another program but who are participants in any of the college group activities involving traveling, are required to sign a Waiver of Responsibility form verifying that they are covered under another program and declaring that the college is not liable for any cost involved in a claim while traveling for the college.

## Soccer

Special insurance coverage is underwritten by the College up to \$50.00 per student (coverage for 16 students only). Other students interested in soccer participation (practice or competition) must either be under their parents or own medical program policy or take out a special policy (available through the College) which gives coverage to soccer players at a premium of approximately \$50.00 for the soccer season.

Unless a student is covered by one of these insurance programs, they are not permitted to participate in the soccer activities.

## Liability

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

## **Health Services**

The services of a registered nurse are available to all students. 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 Resident Deans or the College Nurse will be glad to consult with students needing the services of a physician.

NURSE HOURS: Monday - Thursday 11:00 A.M. to 4:00 P.M.

## **Counseling Services**

The counseling program of the College offers a variety of services. The services offered are preventive, redemptive, and supportive, and include: testing service, vocational counseling, growth groups, academic guidance, pastoral care, and referral counseling.

The services are paid for by student fees. Referral service charges are determined by the student and agency to which referral is made.

For more information regarding this contact the Director of Counseling or the Dean of Students.

## **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.

Students engaged in any form of employment that extends beyond the closing hours of the residence must make special arrangement with the Resident Deans or Resident Counselor. Those who do not have automobiles must prearrange 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 Resident Dean. Work situations should be avoided that involve a student after 1:00 a.m.

## **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.

## **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, song-books, college souvenirs and gifts. Bookstore purchases shall be on a cash basis.

## **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 contains over 56,000 volumes. The library hours are as follows:

Monday through Thursday	8:30 a.m. to 5:30 p.m./6:30 to 10:00 p.m.
Friday	8:30 a.m. to 5:00 p.m.
Saturday	10:00 a.m. to 4:00 p.m.

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

## **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 should be used for all mail addressed to students:

John Doe  
Box No. 000  
Northwest College  
P.O. Box 579  
Kirkland, Wash. 98083-0579

## 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

Music by Wilho Saari

## NOTES

# NOTES

## ALMA MATER

1. Let light shine out in the great darkness,  
On all the Saviour's grace,  
From college days to lands afar,  
Bring hope to every race.

Chorus

1. Lord, bless Thy work at N.C.  
We turn our hearts to Thee,  
Oh, assist us not and lead us on  
To promised victory.

2. No Word expressed in lives of men  
Who've traveled all the way,  
The Spirit taught for peace and truth  
That His grace we

Words by Melba F. Davis

Mus. by Melba F. Davis

