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# Northwest College



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HANDBOOK



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# NORTHWEST COLLEGE

## KIRKLAND, WASHINGTON 98033

### 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 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.

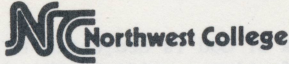
The student is responsible for his conduct. In order to provide students a full understanding of the standards that will enable the College to maintain conditions conducive to the effective performance of its goal and functions, this student handbook is published and revised yearly by the College Administration 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 the properties of others.

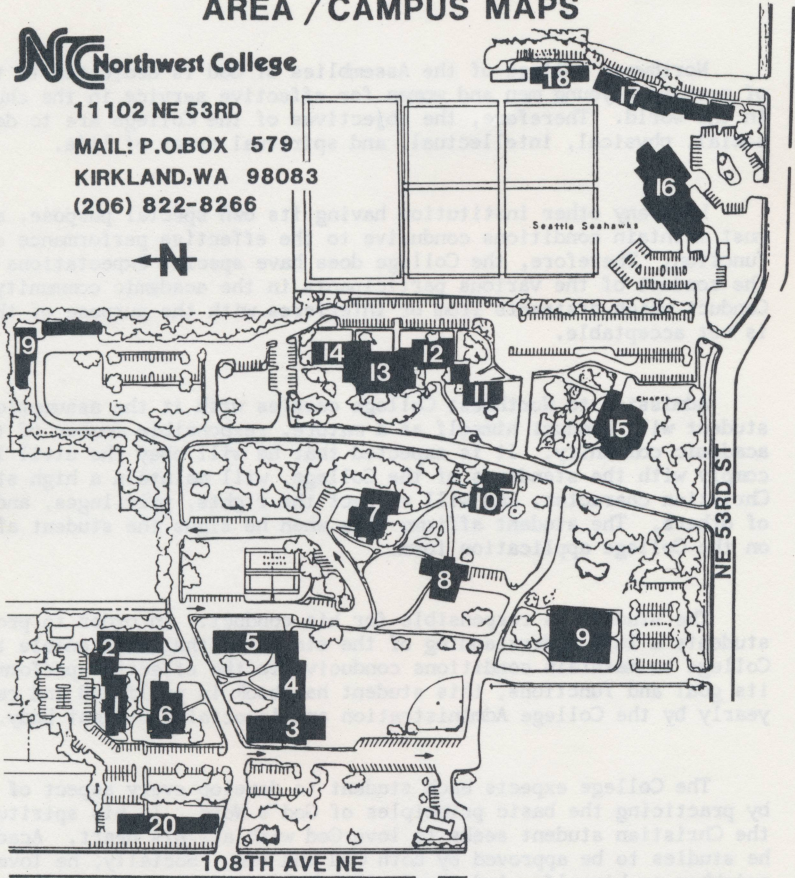




## AREA / CAMPUS MAPS

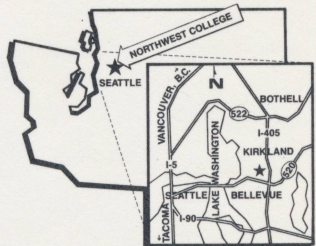


11102 NE 53RD  
 MAIL: P.O. BOX 579  
 KIRKLAND, WA 98083  
 (206) 822-8266



- 1 - F. GRAY MENS RESIDENCE HALL
- 2 - C.C. BEATTY MENS RESIDENCE HALL
- 3 - H.W. CROWDER WOMENS RESIDENCE/HEALTH CENTER
- 4 - B. GUY WOMENS RESIDENCE HALL
- 5 - M.J. PERKS WOMENS RESIDENCE HALL
- 6 - CAFETERIA FOOD SERVICE
- 7 - HURST LIBRARY
- 8 - STUDENT UNION BUILDING/SNACK SHACK/GAME ROOM
- 9 - NORTHWEST PAVILION - GYM
- 10 - A.D. MILLARD HALL - CLASSROOMS
- 11 - D. FEE HALL - CLASSROOMS
- 12 - M. WILLIAMS HALL - CLASSROOMS
- 13 - H.H. NESS ADMINISTRATION
- 14 - E.V. BRONSON - FACULTY OFFICES
- 15 - C.E. BUTTERFIELD CHAPEL/AMUNDSEN MUSIC CENTER
- 16 - SEATTLE SEAHAWKS ADMINISTRATION
- 17 - THE FIRS - MARRIED STUDENT APARTMENTS  
(Dwight E. McLaughlin & R.J. Carlson Halls)
- 18 - THE FIRS - MARRIED STUDENT APARTMENTS  
(O. S. Hodges Hall)
- 19 - MAINTENANCE BUILDINGS
- 20 - N.W. DISTRICT COUNCIL OF THE ASSEMBLIES OF GOD

**LOCATION:** Northwest College is located fifteen minutes from the heart of Seattle, Washington, the "Crossroads of the Northwest." This beautiful, growing area offers many recreational opportunities; and jobs are readily available for N.C. students.





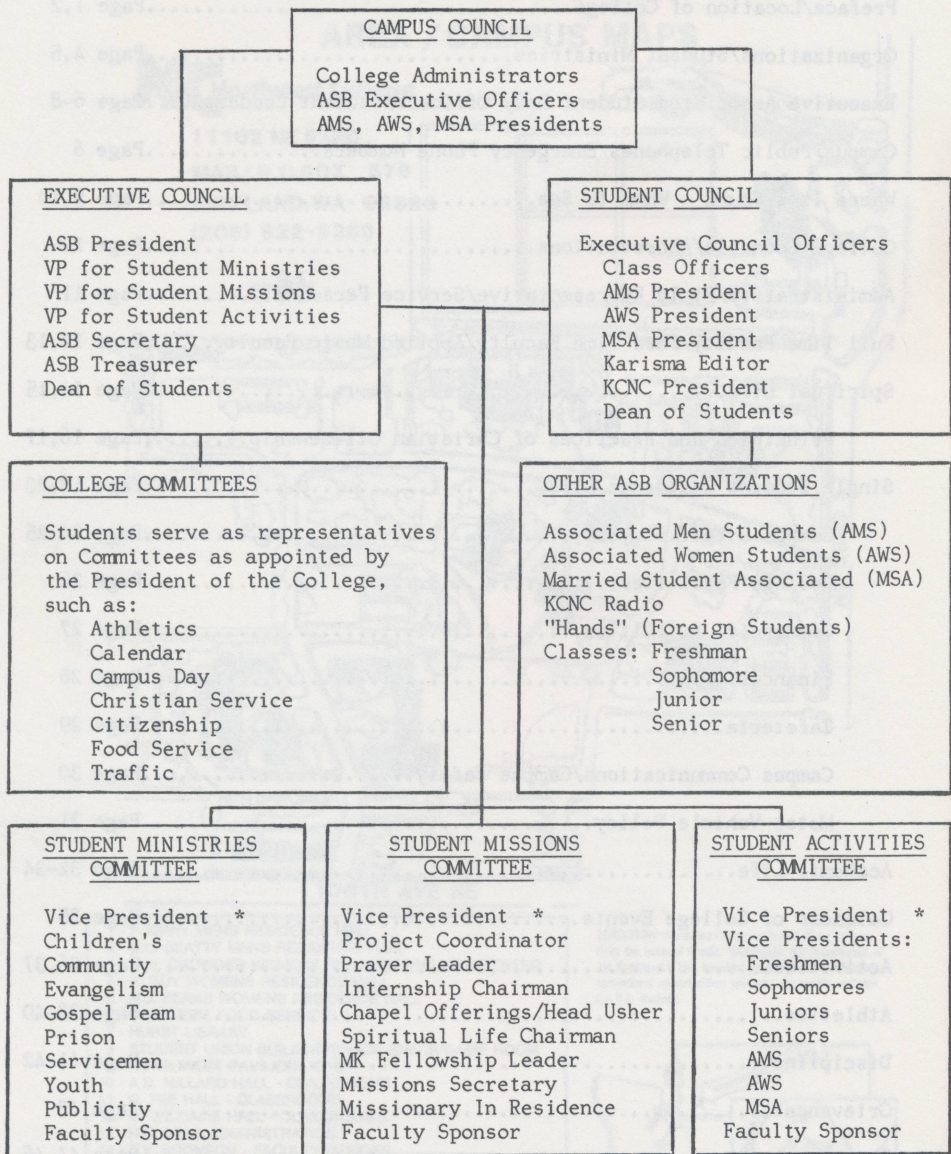
## TABLE OF CONTENTS

Preface/Location of College.....	Page 1,2
Organizations/Student Ministries.....	Page 4,5
Executive Associated Student Body Officers/Student Leaders.....	Page 6-8
Campus/Public Telephones/Emergency Phone Numbers.....	Page 8
Where It's Found - Whom to See.....	Page 9,10
College Councils/Abbreviations.....	Page 10
Administrative/Field Representative/Service Personnel.....	Page 11
Full Time Faculty/Part Time Faculty/Applied Music Faculty.....	Page 12,13
Spiritual Life.....	Page 14,15
Principles and Practices of Christian Citizenship.....	Page 16,17
Single Student Residence Life.....	Page 18-23
Campus Life.....	Page 24,25
College Facilities.....	Page 26
Commercial Activities.....	Page 27
Finances.....	Page 28
Cafeteria.....	Page 29
Campus Communications/Campus Safety.....	Page 30
Motor Vehicle Policy.....	Page 31
Academic Life.....	Page 32-34
Calendar of College Events.....	Page 35
Activities.....	Page 36,37
Athletics.....	Page 38-40
Discipline.....	Page 41,42
Grievances.....	Page 43
Services.....	Page 44-46
Alma Mater.....	Page 47



STUDENT

COUNCILS - COMMITTEES - ORGANIZATIONS



Bylaws of the various organizations are available upon request at the Dean of Students Office in the Administration Building.



## STUDENT MINISTRIES

STUDENT MINISTRIES ARE DESIGNED TO:

1. Encourage spiritual growth
2. Develop Christian Service opportunities
3. Promote spiritual life activities
4. Coordinate spiritual life activities

Within the student body there are various Student Ministries, including:

### Campus Ministries

Sharing Groups, Prayer Cells, Prayer Emphasis on Campus with Resident Halls Devotional Groups.

### Children's Ministries

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

### 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.

### Gospel Teams

Churches, Rest Homes, Missions, Prisons, Home Missions, Drama.

### Internship

Practical experience is available in specific areas of: Christian Education, Missions (including MAPS and AIM), Pastoral Care, Pastoral Ministry, Sacred Music and Youth Ministry.

### Prison

Special jail ministry and visitation to King County, City of Kirkland and Monroe.

### Servicemen

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

### Summer Ministry Teams

Four to five groups, minister in music, drama, counseling, preaching and are available to aid in general duties at summer camps and churches throughout the Northwest Region.

### Youth

Church, Juvenile Detention Center, Teen Drop-In Center.



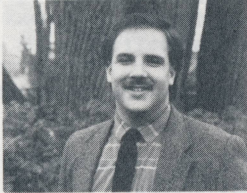
1988-89 EXECUTIVE ASSOCIATED STUDENT BODY OFFICERS

ASB PRESIDENT



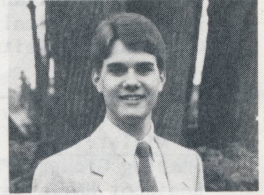
James Whitman  
Gig Harbor, WA  
Senior - Bible  
Literature

ASB VICE PRESIDENT  
FOR STUDENT ACTIVITIES



Tony Cloud  
Vancouver, WA  
Junior - Youth  
Ministries

ASB VICE PRESIDENT  
FOR STUDENT MINISTRIES



Tim Lord  
San Jose, CA  
Junior - Pastoral  
Ministries

ASB VICE PRESIDENT  
FOR STUDENT MISSIONS



Russ Tuttle  
New Delhi, India  
Senior - Bible  
Literature

ASB SECRETARY



Stephanie Johnson  
Anchorage, AK  
Junior - Behavioral  
Science

ASB TREASURER



Heather Guerra  
Fort Ord, CA  
Junior - Elementary  
Education



Student Leaders pictured:

1st Row - L to R, Kim Grindstaff, Tracy Livingston, Mark Eide, Tami Haugen. 2nd Row - Kristine Kemak, Heidi Ulrich, Heather Guerra, Jeff Coon. 3rd Row - Heidi Gustafson, Tammy Swant, Becky Capps, Paul York, Brent Molskness. 4th Row - Robert Brooks, Dan Campbell, James Boyd, Brett O'Dell, Tim Lord. 5th Row - James Whitman, Tony Cloud, Bernie Currie.



## STUDENT LEADERSHIP

### Associated Student Body

President.....	James Whitman
Vice President for Student Activities.....	Tony Cloud
Vice President for Student Ministries.....	Tim Lord
Vice President for Student Missions.....	Russ Tuttle
Secretary.....	Stephanie Johnson
Treasurer.....	Heather Guerra

### Ministry Groups

Campus Ministry/Women.....	Shannon Hockett
Campus Ministry/Men.....	Nick Barilo
Children Ministry.....	Darlene Barker
Community Ministry.....	Kari Venema
Evangelism Ministry.....	Atapana Mamea
Gospel Team Ministry.....	Brent Molskness
Prison Ministry.....	Tim Buckley
Youth Ministry.....	John Clampitt

### Associated Women Students

President.....	Kristine Kemak
Vice President of Ministry & Missions Projects.....	Becky Capps
Vice President of Education & Spiritual Opportunities.....	Heidi Ulrich
Secretary.....	Chris Montgomery
Treasurer.....	Tracy Livingston

### Associated Men Students

President.....	Paul York
Vice President.....	Brent Molskness
Secretary/Treasurer.....	Brett Odell

### Associated Married Students

President.....	Bernie Currie
Vice President.....	Brad Kline
Secretary/Treasurer.....	Jeff Coon

### Senior Class

President.....	Robert Brooks
Vice President.....	Heidi Gustafson
Secretary/Treasurer.....	Tammy Swant

### Junior Class

President.....	Joe Ferrazzi
Vice President.....	Mark Eide
Secretary/Treasurer.....	Kim Grindstaff

### Sophomore Class

President.....	James Boyd
Vice President.....	Dan Campbell
Secretary/Treasurer.....	Tami Haugen

\* Freshmen Class to be elected in the fall.



## KARISMA

Editor.....Jamison Hart  
Assistant Editor.....Shelley Hollis  
Photography Editor.....Kaylyn Moore  
Business.....Lyndon Glasgow

## Resident Assistants

### Women

Anne Williamson  
Sharon Young  
Lisa Hofer  
Julie Young  
Kristi King  
Aiyanna Marcus  
Jodi Baerbalck

### Men

Bryan Botkin  
Tim Buckley  
Buddy Draper  
Dean Curry  
Joe Ferrassi  
Dave Curry

## 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

A.S.B. Office.....827-3613

Karisma Office.....822-3968

### Gray Hall

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

Emergency.....911

Fire.....828-1143

Police.....828-1183

Overlake Hospital...454-4011

Evergreen Hospital...821-1111

### Guy Hall

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

### Public Pay Telephones

Cafeteria.....827-9852

Crowder Lobby.....822-9908

Dickey Plaza.....827-9836

Student Union Bldg...822-9971

### Perks Hall

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

### Crowder Hall

1st Floor (100's).....822-9956  
2nd Floor (200's).....822-9948 or 822-9922  
3rd Floor (300's).....822-9905

WHERE IT'S FOUND - WHOM TO SEE

Academic Matters.....	(See Classes)
Activity Calendar.....	Ness Administration Building
Admissions Information.....	Admissions and Records Office
Advanced Standing (transfer students).....	Admissions and Records Office
Alumni Association.....	Vice President for Development Office
Audiovisual Equipment.....	D.V. Hurst Library
Books and Supplies.....	Bookstore
Campus Day Information.....	College Relations Office
Campus Tours.....	College Relations Office
Catalogs from other Colleges.....	D.V. Hurst Library
Chapel Attendance.....	Dean of Students Office
Classes	
Academic Petitions.....	Vice President for Academic Affairs Office
Attendance Policy and Problems.....	Professor
Class or Schedule Change.....	Admissions and Records Office
Grade Information.....	Admissions and Records Office
Instructional Procedures.....	Vice President for Academic Affairs Office
Registration.....	Admissions and Records Office
Waiver.....	Vice President for Academic Affairs Office
Withdrawals (class or college).....	Admissions and Records Office
CLEP Exams (credit by examination).....	Admissions and Records Office
College Publications/Publicity	
Christian Service/Policy Manuals.....	Dean of Students Office
Karisma (yearbook).....	ASB/SUB
Publicity Off-Campus.....	College Relations Office
Publicity On-Campus (Poster Clearance).....	Dean of Students Office
Student Bulletin (Campus Newsletter).....	Dean of Students Office
Correspondence Education Information.....	Admissions and Records Office
Employment (Off-Campus).....	Director of Off-Campus Employment & Housing
Employment (On-Campus).....	Vice President for Business Affairs Office
Financial Aid.....	Financial Aid Officer
Financial Credit Information	
& Student Accounts.....	Vice President for Business Affairs Office
General Information.....	Reception Desk, Ness Adm. Building
Graduation Requirements.....	Admissions and Records Office
Health Services.....	Crowder Hall Health Center
Housing Off-Campus.....	Director of Off-Campus Employment & Housing
Housing On-Campus (including Interim Housing).....	Dean of Students Office
Insurance.....	Vice President for Business Affairs Office
KCNC Radio Station.....	SUB
Loans.....	Financial Aid Officer/Vice President for Business Affairs
Lost and Found.....	Reception Desk, Ness Adm. Building
Mail Deposit (Faculty and Students).....	Ness Administration Building
MSA Housing - "Firs".....	5325 113th Place NE #Apt., Kirkland, 98033
Student Mail Distribution (On-Campus Residence).....	Residence Halls
(Off-Campus Residence).....	SUB
Married Student Housing - On Campus.....	Dean of Students Office
Medical Reports.....	Admissions and Records Office/Health Center
Music Practice Rooms.....	Residence Halls/ Music Center
Occupational Information.....	D.V. Hurst Library



Public Telephone...Cafeteria/Dickey Plaza/Music Center/Residence Halls/SUB  
 Payment of Account.....Cashier/Ness Administration Bldg.  
 Parking (Permits).....Dean of Students Office  
 Payment of Citations.....Cashier/Ness Administration Bldg.  
 Rides to and from Campus (New Students Only).....Dean of Students Office  
 Scheduling of Student Events.....Dean of Students Office  
 Scholarship Information.....Vice President for Business Affairs Office  
 Snack Shack.....SUB  
 Student Recruitment.....College Relations Office  
 Summer Internship Information/Forms.....Admissions and Records Office  
 Transcript Evaluation/Service.....Admissions and Records Office  
 Veterans Affairs.....Admissions and Records Office

### COLLEGE COUNCILS

Administrative Council: President, Vice President for Academic Affairs, Vice President for Business Affairs, Vice President for Development, Dean of Students, Assistant to the President for College Relations, Director of Admissions and Records.

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

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

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

### ABBREVIATIONS

ASB     Associated Student Body  
 MSA     Married Students Association  
 AWS     Associated Women Students  
 AMS     Associated Men Students  
 SUB     Student Union Building  
 KCNC    Radio Station  
 RC     Resident Counselor  
 RA     Resident Assistant

ADMINISTRATIVE AND FIELD REPRESENTATION PERSONNEL

TITLE	NAME	OFFICE LOCATION
President	Dr. D. V. Hurst	Ness Adm. Bldg.
Vice Presidents:		
Academic Affairs	Rev. Marshall E. Flowers	Ness Adm. Bldg.
Business Affairs	Mr. Richard H. Garrison	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. Robert Foster	Ness Adm. Bldg.
Director of Admissions & Records	Dr. Calvin L. White	Ness Adm. Bldg.
Stewardship Consultant	Rev. LaVon Kindall	Ness Adm. Bldg.
Vice President at Large	Rev. Rich Wilkerson	Millard Hall

SERVICE/PERSONNEL

Bookstore Manager	Gayle Turner	Student Union Bldg.
Counseling Services	Dr. Robert Parlotz	Bronson Hall
Director of Off-Campus Employment & Housing	Rev. Owen S. Hodges	Bronson Hall
Financial Aid Officer	LaWonna Kerr	Ness Adm. Bldg.
Food Services	Arvel Shipley, Chef	Cafeteria
Health Services	Jean Clark, R.N.	Crowder Hall
Librarian	Ann Rosett	D.V. Hurst Library
Snack Shack Manager	Faye Wilson	Student Union Bldg.
Resident Personnel:		
Resident Dean of Women	Rachel Stewart	Crowder Hall
Resident Dean of Men	Michael Nosser	Gray Hall
Resident Counselor	Elaine Bauman	Perks Hall
Resident Counselor	Kari Brodin	Guy Hall
Resident Counselor	Kenneth (Casey) Klahn	Beatty Hall



FULL TIME FACULTY

NAME	DIVISION OF STUDIES	OFFICE LOCATION
Dr. Randall K. Barton	Business & Ministerial Studies	Ness Adm. Bldg.
Dr. Dwaine Braddy	Pastoral Ministries, Bible	Fee Bldg.
Miss Kristi Brodin	Physical Education, Behavioral Science, Education	Bronson Hall
Mr. John Brown	Physical Education History	Pavilion
Rev. Orville Clark	Behavioral Science	Bronson Hall
Mr. Stan Durst	Elementary Education	D.V. Hurst Library
Rev. Marshall E. Flowers	Vice President for Academic Affairs	Ness Adm. Bldg.
Mrs. Margaret Frye	Cataloging Librarian	D.V. Hurst Library
Mr. Richard Garrison	Business & Ministerial Studies	Ness Adm. Bldg.
Mr. Gary Gillespie	Communications	Amundsen Music Center
Mr. Phillip Gustafson	Physical Science, Education Mathematics	Bronson Hall
Mrs. Esther Harmon	Business	D.V. Hurst Library
Rev. Darrell Hobson	Bible, Philosophy, Hebrew	Bronson Hall
Mr. LeRoy Johnson	History	Bronson Hall
Rev. Waldemar Kowalski	Church History, Bible	Bronson Hall
Rev. Dennis Leggett	Youth Ministry, Bible	Millard Hall
Rev. Larry Malcolm	Christian Formation	Amundsen Music Center
Rev. Lewis McCown	Missionary-in-Residence	Millard Hall
Dr. Robert Parlotz	Behavioral Science	Bronson Hall
Dr. Daniel Pecota	Theology, Greek, Bible	Bronson Hall
Mr. William Randolph	Natural Science, Education	Bronson Hall
Dr. Frank Rice	English	Bronson Hall
Ann Rosett	Librarian	D.V. Hurst Library

Dr. Waymon "Tex" Rutledge	Behavioral Science	Ness Adm. Bldg.
Mrs. Marjorie Stewart	English	Bronson Hall
Dr. W. Robert Swaffield	Church Music	Amundsen Music Center
Dr. Francis Thee	Bible, Greek	Bronson Hall
Dr. Dwayne Turner	Missions, Christian Education	Bronson Hall
Dr. Calvin L. White	Church Music	Ness Adm. Bldg.
Dr. Deborah White	Church Music	Amundsen Music Center
Dr. Raymond White	Elementary Education	D.V. Hurst Library

PART TIME FACULTY

NAME	DIVISION OF STUDY
Miss Yvonne Altura	Languages
Miss Kari Brodin	Bible
Dr. Warren Bullock	Theology
Rev. James Heugel	Church History
Mrs. Katherine Lindquist	Languages
Rev. Kerry McRoberts	Philosophy & Apologetics
Dr. Amos Millard	Bible
Mrs. Jacquelyn Randolph	Bible & Christian Education
Mrs. Carol Smith	Education
Mr. Dale Sorensen	Business & Ministerial Studies
Rev. Milton Whitaker	Pastoral Counseling

APPLIED MUSIC FACULTY

Mr. Doug Canter	Guitar
Miss Kivela Chaffee	Voice
Mr. Kenneth DeJong	Voice
Mrs. Mizue Yamada Fells	Piano
Mrs. Marian Hood	Piano, Voice
Mrs. Jane Measel	Flute
Mrs. Sherrie Snyder	Piano



## 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.

### Chapel

As a Christian College, NC is vitally interested in the spiritual development and maturity of its students and therefore provides a daily Chapel. 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, 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.

A part time chapel excuse may be requested by students carrying less than 6 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.

If a student lives in excess of ten (10) miles from campus he may apply for a chapel excuse for days no class is scheduled before the fourth period.

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 5 absences per semester. After 10 absences a student receives a grade of F. A student who receives 12 absences per semester 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 might affect re-enrollment; and an F during the year of a student's graduation may jeopardize eligibility to graduate.

### Spiritual Emphasis Week

Every week spiritual values are emphasized. In addition several weeks are set aside for special emphasis and growth. The Fall revival emphasizes commitment. The Spring Missions Convention highlights world

evangelization. Other special emphasis are scheduled through the year as the School of Prayer, the Staley Lectures, the Pastoral Lecture Series, etc.

### Church Attendance

Students are expected 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 an overall Christian Service report as explained below.

### Christian Service

The student at NC is preparing himself to help others through Christian ministry. One of the most important parts of the student's total ministry, educational preparation, and development, takes place in Christian Service experience. Development of a ministry is a process which should start no later than when a student first enrolls at Northwest College. Concern for others doesn't stand idle until graduation. Therefore, all students are expected to participate in some aspect of the Student Ministries program each semester. Internship, which is a part of the academic program, is a more formalized part of this ministry development and is required in most programs. 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 and transferred to the student's record file in the Registrar's Office during the year of graduation or withdrawal. This information of Christian service will also 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 generally held practices in the fellowship.

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

Among Northwest College's distinctive reasons for existence are the motivation 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 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 and 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 Assemblies 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 accepts and 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 to Northwest College, 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 behavior 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 unacceptable attitudes and assist 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, qualities of life, and action affirmed and encouraged. "But the fruit of the Spirit is love, joy, peace, long suffering, gentleness, goodness, faith, meekness and temperance." Galatians 5:22-23b

The College promotes Christian Citizenship by instruction, loving 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.



## SINGLE STUDENT RESIDENCE LIFE

### Single Student Residence 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 who have "live-in" positions, will be housed in the residence halls on campus. Any requests for 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 a student leaves the residence 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 use of 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 kitchenette with a microwave 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.

Single residence hall rooms are mainly for study and sleeping. Storage of miscellaneous items such as auto parts, etc, is not permitted. Weights and weight lifting are confined to specified resident areas as approved by the Dean of Students through the Resident Deans. Students desiring to keep bicycles in their rooms must receive permission from the Resident Dean or Counselor and comply with the following guidelines and conditions.

1. Bicycle racks are provided in suitable places on campus for the storage of bicycles.
2. No bicycles are permitted in the entryways, halls, stairwells or closets in the residence halls, or in any other campus buildings. Any bicycles in these areas may be confiscated.
3. Students may keep their own bicycle in their own room, under the following conditions:



- a. It must be with the approval of a room-mate.
- b. It must be approved by the Resident Dean.
- c. The student should provide the Resident Dean with pertinent information about the bicycle, such as:
  - (1) Dorm Room Number
  - (2) Make of Bicycle
  - (3) Model and any other identifying information
4. The Resident Dean will keep a file which identifies the rooms with bicycles and the descriptive information.
5. Students will be charged for any damage to their room, or the residence hall, resulting from the storage of the bicycle. This will be taken from the dormitory deposit, or a charges assessed in addition if the damage exceeds the amount of the deposit.

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. A lock is 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 semester if he is not returning, the room condition is satisfactory, and proper check-out procedures have been followed. Water fights are not sanctioned by the College and are prohibited in the residence halls and other buildings on campus.

### Interim Housing

On campus interim housing will be available on a per diem basis separate from the regular semester charges. For information, see the Business Office. Students planning to retain their room for the next semester within the academic year may leave their personal effects in the room at no charge. Students planning to use the room as a resident will be charged.



## Resident Personnel

Resident Personnel reside in all residence halls. These dedicated and committed people are not only trained and educated to recognize student needs, but also have sincere concern to minister, and compassion to help the student mature and grow in Christ. Therefore, they willingly accept the responsibility to supervise residence life and guide students in achieving successful adjustment to College life and residence hall living. Their availability for counseling and prayer affirms this relationship.

## Guests

Students may invite a relative or friend to be their guest in the residence hall for two nights each semester 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 semester, 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 invited to be guests.

## Courtesy Information Cards

A courtesy information and check-out card are 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 by the stated closing hours. Violators will be disciplined.

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

Non-registered guests / or Visitors (as noted above) are not permitted in the residence halls after closing time.

## Late-Ins

Late-ins are recorded on a "Log" by the Resident Assistant on duty. It is the responsibility of the student to report to the Resident Dean by 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.

Students 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. 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 meeting guests 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 "closed" 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 the lounge or recreation room after closing.

### Visitation in Lounges

Gray-Beatty, Guy-Perks:

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 residence hall lounges should be in keeping with Christian principles of modesty and good taste. Activities that can be embarrassing to participants and observers will not be permitted.

Due to possible damage to property and injury to person, engaging in water fights and similar irresponsible behavior in Lounges or other College facilities, will result in a \$25.00 fine. Repeated violations of improper conduct may result in suspension or dismissal from College.

### Pets

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

### Quiet Hours

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 loud playing of musical instruments or stereos, radios, TV, etc., 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 and only at room level volume. 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 must be disciplined for the sake of positive Christian development and 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 whereas 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 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 the use of 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 respective roommate must approve, and 3) headphones are required after 11:00 p.m. Cable TV is not approved for residence halls. Movies/Videos rated "R" or "PG-13" are not acceptable viewing and are disapproved in the strongest terms. 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 and dried 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 is not responsible to insure against the loss of, or damage to, personal equipment and effects of the students. No summer or non-student storage is available.

### Personal Property

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" including McLaughlin and Carlson Halls, are on the College campus and under College jurisdiction and management.

Information and rental applications may be obtained from the Dean of Students Office. Final approval for housing includes the signing of the housing agreement.



## 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. The wearing of hats by men students in classes, cafeteria, or chapel, is not acceptable.

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. 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 in Lounges or other College facilities will result in a \$25.00 fine. Repeated violations of improper conduct may result in suspension or dismissal from College.

### 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 students' personal calls. These are located in the Dicky Plaza, Cafeteria, 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.

### 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. The use of such ministries requires prior administrative approval which is sought through the Dean of Students.

Any student who violates any policy relating to the distribution or posting of handbills, leaflets, newspaper or related materials shall be subject to disciplinary action.

### Posting of Bulletin and Advertisements

The posting of all bulletins and announcements is to be cleared with the Dean of Students. Students may post advertisements of services offered on, consistency, of good merchandise, but not of any 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 ads shall be made of the sale of merchandise for the purpose of any merchandise or service without a purchase order and appropriate use of authorization from the Business Office.



## 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 duplication facilities and office equipment are not for student use. Necessary equipment and supplies are arranged by ASB. Photo copying service is available in Hurst Library.

### Keys to College Facilities

Each student admitted to residence living will receive a key for his or her room in the residence hall. A \$5.00 key deposit is charged and is refundable when it is returned to the Resident Dean or Resident Counselor. A \$5.00 deposit for the mailbox key is also required for Crowder Hall and Guy Hall residents. 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 Resident Deans or Resident Counselor who alone are authorized to have another key made. A minimum charge of \$10.00 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 merchandise 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.

### Student Bulletin

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 Semester.

### Distribution of Materials

Handbills, leaflets, newspapers, and other such materials may not be distributed or posted by students or non-students 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 any policy relating to the distribution, or posting 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 and appropriate use of authorization from the Business Office.



## STUDENT FINANCES

1. Tuition and fees are due and payable in full by the first day of classes each semester. Students are expected to meet this due date and make payment in full.
2. For students who cannot pay their accounts in full at the first of each semester, a deferred payment system can be negotiated with the Business Office, whereby the fees and one-third of the tuition, board and room charges are paid at the beginning of the semester, one-third mid-semester, and one-third fifteen days before final examinations.
3. Carrying charges are assessed to any unpaid balance after the Friday of the first full week of classes at the rate of one and one-half percent per month.
4. Students failing to meet the payment schedule will not be eligible to continue in classes and a student whose account falls ten days in arrears may be suspended from classes or from school.
5. A student must clear his previous account before starting classes in an ensuing semester.
6. Payment of account policy applies to those qualifying for V.A. benefits.
7. The College reserves the right to assign delinquent accounts to an agency for collection. Any collection charges are added to the student's account. Failure to respond could effect the individual's credit rating.
8. Student's account must be paid in full in order to receive transcripts of credit.

### ASB Fees

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

Fees cover the cost of the College yearbook, admission to the all-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 Tithes and Offerings

Students are strongly urged to return tithes and give offerings regularly and consistently to support the work of Christ and His church. The revenue for funding Student Ministries and Student Missions comes from finances raised through the receiving of student tithes and offerings. It would be proper for students to contribute their tithes to the area church where they worship and minister or to their home church. However, all students should faithfully contribute offerings for the support of the Student Ministries and Student Missions sponsored by Northwest College!

Church Offerings received for Gospel Team and Drama Ministries shall also be used to finance expenses resulting from providing this ministry to churches in the area.

## CAFETERIA

The College makes every effort to provide regular balanced meals with variety. Effort is made to keep costs assessed to the student at a minimum.

### Contract Meal Ticket

All students in the single residence halls are required to purchase a meal ticket each semester 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 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-DAY MEAL TICKET at contract price. This provision is effective the date the application is submitted. Refund is made at the end of the semester when the student submits the meal ticket for non-use verification. No refunds are made if this provision has not been executed in advance. (Details of policy are included in the application form).

### Sack Lunches

Sack lunches are available for students because of employment 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 in the location provided.

### Off-Campus Ticket

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

### Special Diet

In the event of medical or health conditions a student is required to have a special diet, he or she should submit a written notice from his or her 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 provision if necessary.

### Restrictions

It is not permissible to remove dishes, tableware, glasses, and related items, or food from the Cafeteria. The exception is trays for the



sick which may be checked out by special permission.

Students must present their meal ticket to be able to eat any given meal, or pay cash. Lost meal tickets must be replaced by the next meal that the business is open in order for the student to eat in the Cafeteria. Charge for the replacement of lost meal ticket is \$2.00 for the first ticket and \$5.00 for each additional loss.

### 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 Resident Counselors, 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 (see 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 Dean of Students Office.

All motor vehicles owned or operated by students must be registered with the College and parked on campus in their assigned zones. A vehicle permit fee is assessed for automobiles, motorcycles, and trucks. Failure to register and affix the vehicle permit on the rear window 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. Five citations in a semester will result in disciplinary action. The Traffic-Vehicle Code is in effect at all times 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 39. He shall withdraw from class or from the College rather than promote disunity.

### Enrollment/Course Change

Official registration may be made ONLY in the Admissions & Records Office. The only authority for an instructor to permit a student to be present in a class is authorization from the Admissions & Records Office. A student may add courses to his load within the first week of the semester. A student may officially drop a course and receive a grade of "W" at any time through the last class day of the semester 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". A student who fails to follow this procedure will receive an "F" grade.

Talking to a Professor does not constitute dropping a course/class. It must be done in the Admissions & Records Office.

### Withdrawals

An official withdrawal from a course must be completed in the Admissions & Records Office and is subject to approval of the instructor. Withdrawal from College is also initiated in the Admissions & Records Office and is subject to the requirements of signatures of the Financial Aid Officer, Vice President for Business Affairs, and the Dean of Students. Withdrawal is effective only when the signed completed withdrawal form is returned by the student to the Admissions & Records Office. Charges continue until withdrawal is official. If, due to an emergency, this process is impossible, the student must file a letter of withdrawal with the Director of Admissions & Records 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 Vice President for Academic Affairs Office. The faculty or staff member submits a list of students participating and the Vice President for Academic Affairs 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 Vice President for Academic Affairs.
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 Vice President for Academic Affairs.

### 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 credits
26 to 33 hrs. a week	Max. 13 credits

### Recommended Academic Load

The average number of credit hours per semester is 16. Permission of the student's faculty advisor is required for a student to carry an academic load of more than 18 hours.

### Make-Up Tests

Tests may be made up for only three reasons: 1) extreme emergencies (e.g. death in the family), 2) major illness and 3) college sponsored activities approved by the Vice President for Academic Affairs (e.g. Choir).



Judgement as to whether or not an valid emergency or illness exists is the responsibility of the instructor. A student who has not been absent for valid reasons must make arrangements with the instructor to make up a test the NEXT day he attends class.

Make up exams are given in the library only during specific hours each week and there is a \$10.00 fee (except for absences caused by college sponsored activities approved by the Vice President for Academic Affairs). This fee must be paid in cash to the library person administrating the exam before the exam can be taken.

No semester is officially ended until all tests are completed. Students should not plan to leave campus before the end of the testing schedule and should not ask to take exams early! Students who leave early will receive an "F" on the final. Make your plans for work, travel or weddings with this in mind.

### Requirements for Graduation

For graduation requirements see College Catalog, pp. 43, 44. For additional clarification consult the Director of Admissions & Records regarding the graduation check lists or audit.

## NORTHWEST COLLEGE CALENDAR

<u>Event</u>	<u>Fall Semester</u>	<u>1988 - 1989</u>
Residence Halls Open/Dinner 1st Meal.....		9/3
Orientation/Registration.....		9/3-6
Labor Day (Not a College Holiday).....		9/5
Classes Begin/Convocation.....		9/7-8
All School Picnic and Bonfire.....		9/10
Last day to Register.....		9/14
Fall Revival.....		9/26-30
Alumni and Friends Banquet.....		9/30
Reading Day (no classes).....		10/19
Pastoral Lectureship.....		10/26-28
Harvestime Social.....		10/29
Campus Days.....		11/3-5
Veterans' Day Holiday.....		11/11
Thanksgiving Holidays.....		11/24-27
Christmas Open House for Residence Halls.....		12/10
Fall Semester Finals.....		12/12-15
Christmas Vacation.....		12/16-1/16

### Spring Semester

Residence Halls Opens/Dinner 1st Meal.....		1/14
Registration.....		1/16
Classes Begin.....		1/17
Last Day to Register.....		1/24
AGTS Session.....		1/20-2/3
Missions Convention.....		2/6-10
Homecoming/Parents Weekend.....		2/10-11
President's Day Holiday.....		2/20
ASB Elections.....		3/2-3
Spring Break.....		3/11-19
Choir Tours.....		3/10-19
Easter Holidays.....		3/24-27
Staley Lecture Series with Dr. Menzies.....		3/28-31
All School Banquet.....		3/31
Campus Days (optional).....		4/6-8
All School Play.....		4/13-15
Awards Assembly.....		4/17
Karisma Distribution (NC's Yearbook).....		4/18
Spring Semester Finals.....		5/1-4
Baccalaureate/Graduation.....		5/5-6
Residence Halls Close.....		5/7
Choir Tours.....		5/7-14
SUMMER SCHOOL.....		5/8-6/2
AGTS Session.....		5/22-26



## ACTIVITIES

### Awards Assembly

An Awards Assembly is held in the spring of each school year as an encouragement to students in Northwest College to strive for excellence. Recognition is given to such factors as exemplary student life, and academic achievement. These include the following annual awards:

Graduate awards to the Associate 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 of 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.

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 Vice President for Student Activities 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 Fall Semester of each year for the entire student body.

Missions Convention - During the beginning of Spring Semester a Missions Convention is held. Various projects may include a Food Fair (featuring foods from various parts of the world), Pre-Convention Brunch, booths, missionary guests, parade, costumes, special music or films, etc., and are designated to emphasize World Missions.

All-School Banquet - This is a formal banquet sponsored by ASB held in the Spring Semester and is for all students, administrators, faculty, and front line staff.

All-Sports Banquet - An event when athletes from all the varsity sports enjoy an evening of sharing faith, food, fun, and fellowship! Administrators, faculty, staff, and special guests, all convene to show appreciation to coaches and players of Northwest College. This annual event is scheduled in April of each year.

Other organizations, such as classes, also have their own social events and sponsor activities for their members 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, the National Association of Intercollegiate Athletics (NAIA) (basketball only) and, is a member of the National Christian College Athletic Association.

#### WOMEN'S VOLLEYBALL SCHEDULE

##### Tentative Schedule

<u>DATE</u>	<u>DAY</u>	<u>OPPONENT</u>	<u>PLACE</u>	<u>TIME</u>
September 13	Tuesday	Shoreline Community	Seattle	4:00 pm
September 16	Friday	Western Baptist	Home	7:00 pm
September 17	Saturday	Shoreline Tournament	Seattle	9:00 am
September 20	Tuesday	Olympic College	Home	7:00 pm
September 22	Thursday	Shoreline Community	Home	3:00 pm
September 24	Saturday	Everett Community	Everett	2:00 pm
September 30	Friday	Trinity Western	Langley, BC	TBA
October 1	Saturday	Columbia Christian	Home	2:00 pm
October 4	Tuesday	Puget Sound Christian	Edmonds	7:30 pm
October 7	Friday	Multnomah S.B.	Portland	7:00 pm
October 8	Saturday	Western Baptist	Salem	10:00 am
		Northwest Christian	Eugene	3:00 pm
		Puget Sound Christian	Eugene	4:30 pm
October 11	Tuesday	Puget Sound Christian	Home	7:00 pm
October 14	Friday	Northwest Christian	Home	4:00 pm
October 15	Saturday	Western Baptist	Salem	TBA
		Columbia Christian	Salem	TBA
October 17	Monday	Olympic College	Bremerton	7:00 pm
October 21	Friday	Multnomah	Home	7:00 pm
October 22	Saturday	NCCAA Regional Tournament	Edmonds	TBA
October 24	Monday	Everett Community	Home	7:00 pm
October 28-29		NCCAA National Tournament	Clark Summit	TBA

#### WOMEN'S BASKETBALL SCHEDULE

##### Tentative Schedule

November 18	Friday	Trinity Western	Langley, BC	6:30 pm
November 22	Tuesday	St. Martin's College	Home	6:00 pm
November 26	Saturday	Western Washington	Bellingham	7:30
November 29	Tuesday	Alaska Southeast	Home	7:00 pm
December 2	Friday	Central Washington	Home	7:00 pm
December 6	Tuesday	University of Puget Sound	Tacoma	7:00 pm
December 9	Friday	Pacific Lutheran	Tacoma	7:00 pm
December 10	Saturday	Seattle Pacific University	Seattle	5:30 pm
December 16	Friday	Whitworth	Spokane	7:00 pm
December 17	Saturday	Lewis-Clark State	Lewiston, ID	7:00 pm
January 12	Thursday	Alaska Pacific University	Home	7:00 pm

January 14	Saturday	Central Washington	Ellensburg	7:30 pm
January 17	Tuesday	Trinity Western	Home	7:00 pm
January 20	Friday	Lewis-Clark State	Home	6:00 pm
January 21	Saturday	Seattle University	Seattle	7:00 pm
January 23	Monday	Sheldon Jackson	Home	7:00 pm
January 26	Thursday	Columbia Christian	Portland	8:30 pm
January 27	Friday	Western Baptist	Salem	7:00 pm
February 3	Friday	Alaska Pacific University	Anchorage	7:30 pm
February 4	Saturday	Alaska Pacific University	Anchorage	7:30 pm
February 10	Friday	Alaska Southeast	Juneau	7:30 pm
February 11	Saturday	Alaska Southeast	Juneau	7:30 pm
February 13	Monday	Sheldon Jackson	Sitka	7:30 pm
February 17	Friday	Western Baptist	Home	6:00 pm
February 18	Saturday	Columbia Christian	Home	6:00 pm
February 21	Tuesday	Seattle Pacific	Home	7:00 pm
February 23	Thursday	St. Martin's College	Lacey	5:30 pm
March 2-4		NCCAA II National Tournament	TBA	

### MEN'S SOCCER SCHEDULE

#### Tentative Schedule

September 16	Friday	Everett Community	Everett	3:00 pm
September 17	Saturday	Everett Community	Home	1:00 pm
September 20	Tuesday	Trinity Western University	Home	3:00 pm
September 24	Saturday	Columbia Christian	Portland	1:00 pm
October 1	Saturday	Columbia Christian	Home	1:00 pm
October 4	Tuesday	Trinity Western University	Home	3:00 pm
October 15	Saturday	Western Baptist College	Home	1:00 pm
October 21	Friday	Western Baptist College	Salem	3:00 pm
October 22	Saturday	George Fox College	Newberg	TBA
October 29	Saturday	Concordia College	Home	1:00 pm
November 11	Friday	NC Invitational Tournament	Home	TBA
November 12	Saturday	NC Invitational Tournament	Home	TBA

### MEN'S BASKETBALL

#### Tentative Schedule

November 15	Tuesday	St. Martin's College	Home	7:30 pm
November 18	Friday	Trinity Western University	Langley, BC	8:15 pm
November 19	Saturday	Whitworth College	Spokane	7:30 pm
November 22	Tuesday	Trinity Western University	Home	7:30 pm
November 26	Saturday	Western Washington	Home	7:30 pm
November 30	Wednesday	Sheldon Jackson	Home	5:00 pm
December 3	Saturday	Seattle University	Home	7:30 pm
December 6	Tuesday	Simon Fraser University	Vancouver, BC	7:30 pm
December 9	Friday	Lewis/Clark State	Lewiston, ID	7:30 pm
December 16	Friday	Alaska Pacific University	Anchorage, AK	7:30 pm
December 17	Saturday	Alaska Pacific University	Anchorage, AK	7:30 pm
December 19	Monday	Sheldon Jackson	Sitka, AK	8:00 pm
December 20	Tuesday	Sheldon Jackson	Sitka, AK	8:00 pm
January 19	Thursday	St. Martin's College	Lacey	7:30 pm
January 20	Friday	Multnomah S.B.	Home	7:30 pm
January 21	Saturday	Eugene Bible College	Home	7:30 pm



January 24	Tuesday	Puget Sound Christian	Edmonds	7:30 pm
January 26	Thursday	Central Washington	Ellensburg	7:30 pm
January 27	Friday	Whitworth College	Home	7:30 pm
February 3	Friday	Western Washington	Bellingham	7:30 pm
February 4	Saturday	Seattle University	Seattle	7:30 pm
February 10	Friday	Eugene Bible College	Eugene	7:30 pm
February 11	Saturday	Multnomah S.B.	Portland	7:00 pm
February 14	Tuesday	Seattle Pacific University	Seattle	7:30 pm
February 17	Friday	Puget Sound Christian (NC Homecoming)	Home	8:00 pm
February 18	Saturday	Simon Fraser	Home	7:30 pm
February 20	Monday	Central Washington	Home	7:30 pm
February 24	Friday	NCCAA Regional Tournament	Home	TBA
February 25	Saturday	NCCAA Regional Tournament	Home	TBA
March 2-4		NAIA District I Play-Offs	TBA	TBA
		NCCAA National Tournament	TBA	TBA

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

## DISCIPLINE

1. SANCTIONS - The College is concerned not only with the academic performance but with the personal conduct of each student. Guidelines for student behavior and appearance 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.
2. 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), residence 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.
3. 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.



4. INVOLUNTARY WITHDRAWAL - The College Board of Directors has provided for involuntary administrative withdrawal as follows:

A student will be subject to involuntary administrative withdrawal from Northwest College, or from Northwest College housing, if it appears that the student (a) engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, or (b) engages, or threatens to engage, in behavior which would cause property damage, or impede the lawful activities of others. Additionally, a student accused of violating other College disciplinary regulations may be diverted from the disciplinary process stated in the current edition of the Student Citizenship Manual and withdrawn in accordance with these standards, if the student; (a) lacks the capacity or fails to respond to pending disciplinary charges, or (b) did not know or does not recognize the nature of wrongfulness of the conduct. (For procedures see full policy statement in the Dean of Students Office).

5. APPLICATION OF CITIZENSHIP REGULATIONS - Northwest College desires that its students develop life styles characterized by increasing freedom, built upon self-discipline, moderation, and adherence to Biblical principles. In the application and enforcement of rules affecting student appearance, it is desirable to match the degree of discipline to the student's culpability in terms of knowledge, recalcitrance, and malice. Enforcement will necessarily be selective, aimed at correction of obvious deviations in order to maintain reasonable adherence to standards. Individual responsibility is not abrogated by failure to punish all offenses. A civil and law-abiding community is the object.

## 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 "College family" can live harmoniously and with consideration for one another, as well as for the ongoing purposes of the College.

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

Should any student have a complaint (or grievance), the College is interested and concerned. 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 Vice President for Academic Affairs.
2. If a student has a grievance against another student or in matters of student life, he should try to settle the matter privately. If this cannot be done, the student may take the complaint to the Dean of Students.
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.

A full statement of Student Life Procedure is available in the Dean of Students Office and Academic Appeals in the Vice-President for Academic Affairs Office.

### 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 N.C. 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 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 may be expected to carry special coverage when applicable (i.e., soccer, etc.).

### Athletic Liability Coverage

All students carrying 10 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 and does not 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 in Crowder Hall. 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 the area of Northwest College 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 Vice President for Business Affairs.

Students engaged in any form of employment that extends beyond the closing hours of the residence must make special arrangement for entry 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 involving a student's late entry after 1:00 am should be avoided.

## 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 is open some evenings for special occasions. The Snack Shack area (including the SUB offices and game room) is 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, songbooks, 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 60,000 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 is 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, WA 98083-0579

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 those  
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









