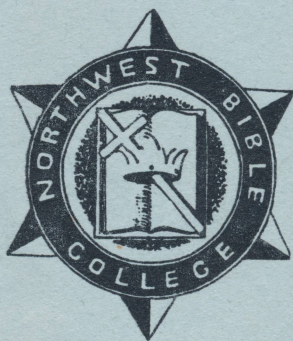


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STUDENT HANDBOOK

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Northwest Bible College - Student
handbook

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Northwest Bible College - Student
Handbook

STUDENT HANDBOOK
ACADEMIC REGULATIONS
Academic Load Limits

Credits: The total number of credits for a unit of course work is 3.00. The total number of credits for a semester is 15.00. The total number of credits for a year is 30.00.

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.B.C.
We turn out 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.B.C.
The Spirit sought for pow'r and truth,
'Till all His glory see.

-- Words by Maxine Williams

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

-- St. Paul

ALMA MATER

It is understood that students entering the Northwest Bible College and Junior College do so with the desire of acquiring a thorough knowledge of the Bible and to prepare themselves for Christian service. They are expected, therefore, to obey the rules and the regulations of the College.

The following regulations, based upon Bible admonitions, have been prayerfully chosen for the student's guidance, and it is confidently expected that they will be cheerfully obeyed in spirit as well as in letter.

Northwest Bible College is a Christian college. As you seek to keep our fellowship truly Christian in every respect, the time you spend within these halls will be infinitely enriching.

Be certain to preserve this handbook. You may need it often throughout the year.

STUDENT HANDBOOK

ACADEMIC REGULATIONS

Academic Load Limits

Credits: The term credit means a unit of measure for class work. One credit may be earned by satisfactorily completing one quarter-hour of class work. Fifty minutes of class instruction per week for twelve weeks constitutes a quarter hour credit.

Reduction of Load. A student's academic load is subject to reduction if his working schedule outside of school is too heavy. The following schedule will govern outside work in relation to the academic load.

<u>Classification</u>	<u>Outside Work Allowable</u>	<u>Academic Load</u>
A	20 hrs. or less per wk.	16-18 credits
B	21-25 hours per week	13-15 credits
C	26-30 hours per week	10-12 credits
D	31 or more hrs. per wk.	2 courses, maximum; or 8 credits.

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

ATTENDANCE REGULATIONS

Class Room

Students are expected to attend regularly all classes for which they have registered. Failure to do so will seriously affect the student's record.

There are to be no excused absences. When absences accrue in excess of twice the number of times a class meets per week, credit for the course will be forfeited.

irrespective of reason, and there will be absolutely no reinstatement to class under any circumstances when this occurs. The teacher reserves the right to penalize a student's grade in a course in which any absence is considered unwarranted even though within the limits of maximum absences affecting credit for the course.

Three times tardy will be counted the same as one absence. Any tardiness beyond ten minutes shall be counted as an absence. It shall be the student's responsibility in case of tardiness to notify the teacher of his presence in the class at the close of the class period. Leaving a class early will be calculated on the same basis as lateness in arriving.

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

Absences immediately before and after holidays will be counted as double absences.

Chapel Attendance

Students are expected to attend chapel each morning and to sit in the seats assigned to them.

A maximum of three absences, irrespective of reason will be allowed each quarter. Upon acquiring absences in excess of this maximum, the student shall be called before the Dean who shall determine the penalty. Persistence in chapel absences may result in dismissal from school.

Three times tardy to chapel will count as one absence. Any tardiness beyond ten minutes shall be counted as an absence. It shall be the student's responsibility in case of tardiness to chapel to notify the monitor upon arrival at the chapel.

The penalty for leaving chapel early is the same as late arrival.

Church Attendance

The students attending Northwest Bible College are required to attend Sunday School and at least one church service on Sundays. Suitable places of worship will be recommended by the administration.

It is recommended that students do not commit themselves to local church activities until they have checked with the Christian Service Committee to determine what school activities will be required of them.

No student shall seek to influence another student to change his place of church attendance.

No student shall become a candidate for the pastorate of a church without first having received permission of the Christian Service Director.

Attendance at Closing Exercises and Special Occasions

Students are expected to attend all academic services of the school year. Non-attendance will result in a penalty being assessed against his citizenship grade. If an employer will not release a student, a written statement from the employer must be presented.

CLASSIFICATION OF STUDENTS

Freshmen - Students having less than 36 quarter hours credit.

Sophomores - Students having at least 36 quarter hours credit and 72 quality points.

Juniors - Students having at least 90 quarter hours credit and 180 quality points.

Seniors - Students having at least 132 quarter hours credit and 264 quality points.

Special Students - Students who do not pursue a prescribed course of study leading to graduation. In order to be a special student, special permission must be received from the Dean of Education. When such permission is granted, such a student will be restricted to a maximum academic load of eleven credits per quarter.

ENROLLMENT

Students who fail properly to register for courses within the prescribed time limits as stated in the catalog will not be given academic credit for the same. Merely speaking with a counselor about enrolling in a course is not sufficient. Official registrations may be effected in the Registrar's office only. Likewise, students who drop courses must secure the proper withdrawal slip from the Registrar and properly execute and return it before any course that they drop will be recognized for withdrawal. If this procedure is not followed, a grade of "F" is automatically recorded, as per College rules. Students who secure drop slips must be careful to see that such slips are actually returned to the Registrar's office.

After completing registration a student will receive a validated "admission slip" for each class in which registered. This slip must be presented to the teacher before the student is registered in the course.

Change in Registration

If a student wishes to make a change in his selection of course, he may do so if he receives the

written consent of the Registrar and the instructor concerned. A fee of fifty cents is charged for each change in registration. Students are not permitted to make a change in registration after one week of class instruction. Students wishing to change their major must receive the written consent of the Dean.

EXAMINATIONS

Examinations must be taken during such periods as are scheduled by the instructor.

Make-up examinations. An examination may be made up by permission of the instructor, only in case of illness or emergency. Request for such permission must be made upon the first day on which the student returns to school, and the examination must be made up within the number of days the student was absent. There will be an examination fee of \$1.00.

Examination question sheets must be returned with the written examination paper.

FINANCIAL INFORMATION

Expenses

The school year is divided into three quarters of twelve weeks each, and tuition is based on the quarter. Students are expected to pay tuition and fees on the date of registration.

Financial Policy

Recognizing the absolute necessity for the prompt payment of all school fees, not only as a good business principle but for the sake of the character thus developed, the Department of Education of the

Assemblies of God has established the following recommended policy on finance for all Assemblies of God schools.

In order to improve our present educational institutions and to guarantee their future, each student is expected to reimburse the school for the full amount of his obligation on or before the close of each quarter. No final examinations may be taken until a satisfactory arrangement has been made with the business office. No diplomas, degrees or transfer of credit shall be expected or received until satisfactory payment is made for all school obligations.

The tuition and fees charged each student cover only a part of the operational costs of the College. The remaining part of the cost is made up from gifts given by interested friends, parents, churches, districts, and members of the Living Endowment Fellowship. The contributions made from these sources are a vital factor in the operation of Northwest Bible College.

GRADING SYSTEM

<u>Grades</u>	<u>Significance</u>	<u>Grade Points</u>
A	Superior	4
B	Above Average	3
C	Average	2
D	Passing	1
F	Failure	0
I	Incomplete	0
W	Withdrawal	0

Incompletes

An incomplete in a course must be made up within six weeks after the end of the quarter, or the grade will

automatically become an "F". Incompletes are given only in case of absence due to illness or emergency.

GRADUATION

Graduation Requirements

See Annual Catalog, page 25 and 28

Graduation Application

Students who anticipate graduation at the Spring Commencement Exercises must file appropriate application with the Registrar not later than the sixth week of the Autumn Quarter preceding such exercises. No one will be allowed to go through the graduation line at the Commencement unless all requirements (academic, financial and the like) are met as of date of graduation.

HONORS

Students who have maintained an average of 3.0 for the four years will be placed on the Honor Roll. Those who have maintained a 3.3 to 3.5 average for the four years will have a baccalaureate degree conferred "cum laude." Those who have an average of 3.6 to 3.8 for the four years will have the degree conferred "magna cum laude." Those who have achieved an average of 3.9 to 4.0 will have the degree conferred "summa cum laude."

Qualifying graduates of Northwest Bible College are eligible for nomination for membership in Delta Epsilon Chi, the National Honor Society of the member schools of the Accrediting Association of Bible Colleges. Qualifications for membership in this society are: A 3.3 grade point average; a citizenship record of high rating; and the demonstration of successful Christian leadership.

In addition to graduation honors, students who maintain current grade averages of B or better are placed on the Dean's list, which is published at the conclusion of each quarter.

PROBATION AND LOW SCHOLARSHIP WARNING

Any student whose Grade Point Average for any quarter drops below 1.5 will be placed on Academic Probation for the following quarter. If, during this ensuing quarter, he does not raise his grade to at least 1.5, he will not be permitted to register for the following quarter but may continue in school only as an auditor, by special permission of the Academic Affairs Committee. Thus any student whose grades are below 1.5 for two consecutive quarters may not continue his college course. If, after one quarter as an auditor, or if the student stays out of college for at least one quarter, he may then apply to the Admissions Committee for re-admission to the College, but his application must be accompanied by proof that he can and will do better work than when he was in the College before.

If a student is placed on probation at two different times during his college career, this will seriously threaten his continuance in the College, and at the discretion of the Academic Affairs Committee he may be asked to withdraw.

A student whose Grade Point Average for any Quarter is 1.5 to 1.8 will be placed on Low Scholarship Warning list. If a student remains on Low Scholarship for such a period of time as to make graduation doubtful, he may be asked to withdraw.

WITHDRAWALS

From a class: A student who wishes to withdraw from a course must first receive the written permission of

the Registrar and the instructor concerned; otherwise he will be given an "F". A student who withdraws according to proper procedure during the first four weeks of the quarter will be given a "W" in the course from which he withdraws. After four weeks such a grade can be given only if the student is doing passing work at the time of withdrawal.

From school: If a student wishes to withdraw from school he must first secure the proper withdrawal form from the Dean, complete it, and then consult with the President, after which he is to leave the signed withdrawal slip with the Registrar. If this is impossible because of illness or an emergency, the student must notify the Registrar within one week after leaving school. But no student under the age of 21 years shall be entitled to a discharge without consent of his parents or guardian furnished in writing to the Dean if requested to do so. If the above procedure is not followed, the student will receive "F" in each course for which he is enrolled, and will be assigned an "unofficial withdrawal" status. This procedure shall be followed in all instances where a student leaves the College before the end of the school year.

CHRISTIAN SERVICE DEPARTMENT

A special manual on "Christian Service" will be furnished to all students. Extra copies may be secured from the office of the Director of Christian Service.

CITIZENSHIP

In addition to academic grading, students in the Northwest Bible College will be given grades in Citizenship. Such grades are issued at the conclusion of each quarter and carry a point average similar to academic grades. This is called a "Citizenship Point Average."

Stipulated citizenship point averages are required for eligibility to graduate, to hold student offices, to be nominated for honors, or to be recommended for ministerial credentials. Such grades are affected by the student's conduct in areas of social life, Christian service, academic ethics, and chapel record. It is of chief concern that whatever a student's academic rating in Northwest Bible College is, his citizenship rating shall be high.

Each student in Northwest Bible College is given a numerical grade in citizenship each quarter, based on a scale of 100 points, which will be lowered upon occasion of each breach of conduct in any of the areas listed below. At the end of the quarter the numerical grade will be converted into a letter grade as follows: A, 99-100; B, 86-94; C, 80-86; D, 70-69; F, less than 70. The average of such grades computed on a grade-point basis will comprise each student's "C.P.A." (Citizenship Point Average) and will constitute an important part of each student's record at Northwest Bible College.

Areas in which breach of citizenship conduct may occur occasioning above forfeiture of points:

In Social life: For each breach reported by Student Dean, 10 points. For each report from Discipline Committee, 25 points.

In Chapel Attendance: For each absence above allowable, 3 points; three tardies make one absence.

Forfeiture of class credit: For each, 10 points.

HOUSING

The housing committee will arrange accommodations for all single students, except those living at home.

Married couples may seek the assistance of the committee.

All students except married couples or those living at home are required to accept the housing arrangements as prescribed by the housing committee.

HOUSE RULES

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

Students are not to be out later than 10:00 p.m. Monday through Thursday, 11:30 p.m. Friday and Sunday, and 11:00 p.m. Saturday, except for work, and that by permission of respective deans.

Students are definitely not permitted to visit or entertain those of the opposite sex in their rooms or living quarters.

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

Telephone courtesy:

Do not use telephone in your landlady's residence without permission.

When permission has been granted, you will be expected as a part of courtesy to

Limit the length of your calls to three minutes.

Limit the number of your calls to one.

Long distance calls may be made only by landlady's permission each time, and the call must be paid for immediately.

Conservative use of hot water and lights is requested. Turn out all lights when leaving living quarters.

HOUSING RECORD MUST BE TURNED IN EACH MONDAY AND NO LATER THAN WEDNESDAY. This regulation does not apply to married students, those living at home, those over 25 years of age and living alone, or campus resident students.

	<u>Monday through Friday</u>	<u>Saturday and Sunday</u>
Rising time	6:00 a.m.	
Dress, room preparation	6:00 - 6:30 a.m.	
Devotions	6:30 - 6:55 a.m.	
Breakfast	6:55 - 7:40 a.m.	8:00 - 9:15 a.m.
Classes	7:20 a.m. - 12:45 p.m.	
Lunch	12:00 - 1:15 p.m.	Sat., 12:00 - 1:00 Sun., 12:30 - 1:30
Dinner	5:30 - 6:30 p.m.	4:30 - 5:30
Quiet Time		Sunday, 3:00 - 4:30 p.m.
Study and quiet time	7:00 - 9:00 p.m. (Study in private room and library only)	
Snack time, recreation	9:00 - 9:25 p.m.	
Retiring preparations	9:30 - 10:00 p.m.	
Private prayer	10:00 - 10:30 p.m.	
General quietness must prevail after 10:00 p.m. Lights should be out by 11:00 p.m.		

OVERNIGHT LEAVE

Emergencies often arise when the student must be located immediately; therefore it is necessary to know

the whereabouts of the students at all times. Students wishing to absent themselves from their place of residence overnight must first obtain permission. Week-end leaves may not be permitted students who are unable to meet their college financial obligations if such trips involve expense to the student. For such foregoing leaves, permits must be issued and signed. Ladies contact the Dean of Women and men the Dean of Students. No permissions are to be requested by telephone.

Students under 21 years of age must have written permission of their parents or guardians for week-end leaves and present same to respective dean. SUCH LEAVES SHOULD NOT EXCEED ONE A MONTH.

Students who wish to change their place of residence must first consult the Dean of Women and give 30 days' notice.

SOCIAL LIFE

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

Happy homes have been established through God-ordained friendships while in college, but also shipwrecks by those who followed their own desires rather than the will of God. You are free to plan your social life within the following specified list of dating privilege times.

DATES

In keeping company with one another, the maximum of "dates" shall be one per week, in addition to regular Sunday church attendance. In the case of freshmen, no dates are permitted for the first three weeks of the fall quarter.

For "date" arrangements men shall first contact the Dean of Students and ladies dating non-students will first contact the Dean of Women. No date permission is to be requested by telephone.

Couples may receive permission to go to the home of either student one week-end per quarter in addition to vacation periods. Letters from the parents of both students (if under 21) authorizing such visits must be received and submitted to the Dean of Students for approval.

Any infraction of the above rules will seriously affect future dates.

"Service privileges" are granted to those participating in Christian service when such assignments are arranged for by the director of this department. Gospel teams, choir tours or workers conferences and similar needs are covered by this privilege.

Inasmuch as marriage involves new adjustments to life and many added responsibilities, marriage in the early years of college life tends often to jeopardize either the quality of one's academic training or threaten its continuance for one or both parties. Therefore, any student who marries before the completion of the second year of college work, unless that person is 21 years or over, will not be permitted to return for at least one year, except after counseling with the President and deans and receiving permission for re-enrollment from the Admissions Committee.

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

SOCIAL GATHERINGS

Students should consult the Dean of Women before arranging for any social gathering, party, or outing.

All parties and picnics must be supervised by persons approved by the Dean of Women.

Reservations for and use of the Student Union Building for all social gatherings will be granted by the Dean of Students.

DRESS

Men students should have at least one dark suit for wearing on assignments and special occasions. For class-wear, men will be required to wear suits, jackets or coat sweaters and to be attired in a manner becoming to Christian college students. The wearing of "Levis," work clothes, or T-shirts in the class room or dining room is not permitted.

Women students will be required to have a dark suit with white or pastel blouse for wearing on assignments and special occasions.

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

We request the women students not to wear shorts, slacks, or any other such attire in places of residence or in public. Pedal pushers may be worn in the gymnasium and culottes may be worn at any time in recreational activities. The use of make-up or excessive

jewelry is not in keeping with Northwest Bible College standards and will be discouraged.

CONDUCT

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

At school. When a class period is devoted to prayer, or when time is given to the entire student body for prayer, students should not leave.

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

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

No class time will be allowed for extra-curricular activities.

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

Students must receive permission from the Dean of Students before establishing charge or time payment accounts with business firms. When such accounts are established, students must be prompt in making their payments.

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

Students are urged to cooperate in the matter of keeping the College premises orderly. Please do not leave personal property in the buildings. Students should take pride in keeping the floors and grounds free from papers and other refuse.

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 used merchandise, but not for 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 over the buildings or over the campus grounds is prohibited. These materials may be posted instead on designated bulletin boards or on easels which are available for that purpose.

At home

Students are expected to keep their living quarters neat and clean, ready for inspection at any time.

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

Automobiles.

All automobiles owned or operated by students must be registered with the Business Manager.

1. Parking regulations

A. Parking areas

- 1) West side of 111th only
- 2) Chapel area parking lot
- 3) Student Union Building parking lot

B. NO

- 1) Parking in front of fire hydrants
- 2) Double parking
- 3) Parking in front of the walkway between the Student Union Building and the educational buildings.
- 4) Parking at the end of the sidewalk in front of the chapel
- 5) Parking in the faculty parking area at any time.

2. Driving restrictions

A. Maximum speed is 20 m.p.h.

B. Place a Northwest Bible College seal on the rear window of your car

C. Racing of motors or sounding of horns on campus are prohibited

3. Violators of the above regulations will be tagged.

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

CHRISTIAN SERVICE

All students are expected to attend Sunday School and at least one church service at their assigned church each Sunday and are encouraged to take part whenever possible.

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

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

All team assignments must be carefully carried out.

Dating is not permitted on any team assignments.

All students must attend each chapel service. Excuse will be granted only by the Dean of Students.

EMPLOYMENT

Students must not change their places of employment without first notifying the Dean of Women. Students who have accepted a position must faithfully do their work and must notify their employer if unable to go to work because of any emergency, or in the event that they plan to change jobs.

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

Students babysitting or other such employment, must be back in their residence by 12:00 midnight and return transportation must be pre-arranged with employer and not with other students.

COUNSELING

The College maintains a counseling program that is designed to bring each student together with his counselor for an interview twice each quarter.

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

LIBRARY

The library will be necessary to you in your studies. Students are expected to cooperate in keeping the library quiet.

Library Rules and Regulations. The library is necessarily the workshop of the entire school. In order to give the best service under existing limited facilities, it is necessary to have the cooperation of every person in school toward keeping a quiet, orderly and businesslike library and studyhall in which to work. The librarians desire to be helpful, and encourage the students to make their needs known at any time.

Library Hours

Mondays - Fridays: 7:15 a.m. to 5:00 p.m.
6:45 p.m. to 9:15 p.m.
Saturdays: 9:00 a.m. to 12:00 noon
Sundays, holidays, and
on "all-school" events: Closed.

A. REGULAR CIRCULATION

1. One Week
 - a. All books, except fiction and biography; all back periodicals.
 - b. Children's Visual Aid Stories.
 - c. Vertical File Materials, including maps.
2. Two Weeks
Fiction and biography
3. Overnight use
Current periodicals; some tapes
4. Library Use Only
All reference books

5. Audio-Visual Equipment

- a. There is one tape recorder that may be checked out for overnight use; a fee of 15¢ is charged, which is to be paid at time recorder is taken.
- b. Projectors may be checked out free for any school activities; but under no circumstances may they be borrowed for personal use.
- c. Tapes and language records are to be used according to teacher's instructions.

B. RESERVE CIRCULATION

The library reserves the right to restrict circulation on materials needed for special assignments. These materials are kept at the circulation desk and are circulated in one of the following ways:

1. Overnight Use - In this case they may be used in the library until 12:45, then they may be checked out and kept until 8:10 the next morning the library is open.
2. Three Days - These may be taken any time of day and kept for 3 days; renewals are not permitted.
3. Library Use Only - Due to a scarcity of some materials they may be limited for use in the library only.

C. RETURNING LIBRARY MATERIALS

1. Books, magazines, etc. - Always return to the circulation desk.
2. Audio-Visual Equipment - Always return to the regular place of storage.

D. FEES

1. Overdue Fees:
 - a. Regular circulation 5¢ a day
 - b. Three day circulation 25¢ a day
 - c. Overnight circulation 5¢ an hour

2. Lost or Damaged Books:

Lost books should be reported - immediately. Fines will not accrue after reporting. Any books not found one month before the end of the school year must be paid for. A repair fee must be paid for damaged books. These fees also apply to non-book materials.

E. CONDUCT IN THE LIBRARY

1. Quiet and order. We ask the cooperation of every student in maintaining quiet at all times. Eating, drinking, visiting or studying together is not permitted.
2. Penalty for infraction of rules. Failure to adhere to library regulations may lead to a restriction of library privileges and also adversely affect a student's Citizenship Point Average.

MAIL

Mail, so far as possible, should be received at the place where the student is residing. All other mail must be received at the mail boxes in the Student Union Building. Students should check their mail boxes regularly for announcements, telephone messages, and examination papers, as well as mail.

OFFICES

Students must not loiter or visit in the Administration Building.

The business office is open from 8:00 a.m. to 5:00 p.m. on school days.

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

Faculty offices. Appointment must be made at administration office. Please knock and wait for recognition before entering. Faculty office hours will be posted on their office doors.

PRAYER ROOM

Students are encouraged to come to school early before school to pray, or to make use of the prayer room whenever they have free periods.

TELEPHONE REGULATIONS

Students will not be permitted to use the office telephones. They must use the pay telephone in the Student Union Building and ladies' residence.

Students will not be called to the telephone during class hours. The number will be taken and notice be placed in the student's mail box.

OBSERVANCE OF THE LORD'S DAY

The evangelical churches in the area are so numerous that you can easily establish a church home and benefit from regular attendance at both morning and evening services on the Lord's Day.

Proper observance of this most important day of the week is essential to a well-rounded Christian life. You are therefore requested to put aside all study, business or other obligations, such as practicing, using typewriter for purposes other than letter writing, and other weekday occupations. All use of musical instruments should be restricted to quiet, reverent music in keeping with the Lord's Day.

In order to maintain a good testimony, you are asked to refrain from purchasing on Sunday anything which is obtainable during the week.

CAMPUS RESIDENT STUDENTS

LADIES' RESIDENCE

The lounge is for the enjoyment and convenience of all. It is your living room. In it you may congregate as students of the ladies' residence. Visit with your relatives and friends. There gentlemen may come to make contacts with resident students either of a social or business nature. Such calls must be made before 7:00 p.m. and should not be longer than thirty minutes.

Refreshments may be served on special occasions and by permission from the Residence Supervisor; otherwise, food is not to be brought into the lounge. Typewriters may not be used at any time in the lounge. There is to be no reclining or putting feet on the furniture.

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

VISITORS

All visitors to the Ladies' Residence must report at the desk and request to see the particular student. Should the visitor be invited by the student to her room the visitor must first sign the register. No male visitor will be permitted to go beyond the lounge.

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

Visitors, including former students, relatives and students not living in the dormitory are not allowed to sleep in students' rooms unless the roommate is away and with her permission to use her bed. Neither student nor guest may share a single bed.

DUTIES

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

CARE OF ROOM

Rooms are cared for by the occupants. Walls must not be defaced by nails, pins, paste, scotch tape, or any markings without the permission of the Business Manager. Floors must be kept clean and dusted frequently. Cleaning utensils are found in the closets on each floor; these should be returned after using.

It is understood that the Residence Supervisor or an official inspection committee may inspect rooms at any time.

Rooms must be aired thoroughly and frequently. Beds are to be made before chapel time each morning.

When leaving your room, turn off electric lights, and during the winter season, see that the windows are closed, unless the heat is turned off. Windows should be closed while absent on overnight leave or for a vacation period.

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

Rooms are to be thoroughly cleaned at least once a week. In cleaning your room, do not shake the duster or mops out of the window, as the dust only goes onto other windows. Use facilities provided. Take rugs etc. outside the basement floor to shake them. Roommates are expected to cooperate and share responsibility in keeping room clean and tidy. Each is responsible for her own bed. When vacating your room, it must be cleaned, then checked by your Residence Supervisor. This also applies should a student move from one room to another during a quarter. On vacating the residence the signature of the Residence Supervisor must be obtained on the departure card. Failure to clean the room properly will incur a charge of \$5.00.

APPEARANCE OF ROOMS

How your room should appear when you are out of it: (This means during morning class hours, or during the afternoons if not occupied, or whenever you are out of town.)

Bed must be neatly made. Cover or spread should be adjusted evenly and smoothed, so that mattress does not show.

Be sure draperies are hanging evenly.

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

Contents of dressers and wardrobes should be arranged orderly.

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

Floors, furniture and window sills should be free from dust and dirt.

Study desks should be arranged neatly.

ALL LIGHTS SHOULD BE TURNED OUT AND ALL WINDOWS CLOSED.

How your room should appear when you are occupying it: (This means whenever you are in it, studying, relaxing, or sleeping.)

Try to straighten your bed after napping or resting, so that it will appear presentable should visitors drop in. Have enough linen that bed can be made when wash is being done.

Keep drapes drawn at night, or at any time you are not fully dressed.

Waste baskets are to be emptied into the proper receptacles located in the utility rooms on each floor. Materials which will not burn, such as bottles or cans, are to be put in receptacles in the furnace room.

Try to develop the habit of general neatness. You will work at better efficiency in an orderly environment.

FOOD

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

If food is kept in the residence room it must be in a covered container made of plastic, glass, or metal, except for fruit. Empty pop bottles must be returned to vending machine.

ELECTRICAL APPLIANCES

The use of electrical appliances other than clocks and hair dryers, radios and record players will not be permitted in the dormitory room. Electric blankets may be used; there will be a charge of \$1.00 per quarter.

ROOM KEY

A deposit of \$1.00 is required on each room key. This amount will be refunded when the key is returned upon the student's leaving the school. Students are requested to keep their rooms locked at all times, as the Bible College cannot assume responsibility for any loss.

ILLNESS

Report illness to the Residence Supervisor immediately.

The roommate of a student who is ill will be responsible for seeing that a tray is provided. This may be obtained by requesting a tray slip from the Residence Supervisor. Under no other circumstances may food be taken to a student.

WASH ROOMS

Wash rooms must be kept clean and tidy at all times.

Paper, cloth, hair, sweepings, etc. clog the plumbing. These things **MUST** be thrown into special receptacles provided for them. After washing your hair in the shower, be sure to clean out the drain. Shower shoes must be worn. Remember to put the bottom of the shower curtain inside the shower when the water is

running. Bath tub must be cleaned after each time used. No showers or baths shall be taken during study and quiet time or between 10:15 p.m. and 6:00 a.m.

QUIET AND STUDY TIME

Students attend Northwest Bible College with the objective of getting the most out of their studies. To fulfill this purpose special study time is essential.

Quiet and study time is from 7:00 p.m. to 9:00 p.m. Monday through Thursday. This means there must not be any unnecessary noise such as loud talking, laughing, visiting in rooms and halls, or taking showers or baths. Soft-soled slippers are to be worn in dormitory during quiet hours. Special provision will be made for the use of typewriters after regular study and quiet hours.

The playing of radios and record players must be kept at room level at all times. Students are requested to listen to radio programs and recordings which are in harmony with Christian standards. Failure to observe this rule will cancel your radio and record player privileges. All radios and record players must be registered with the Residence Supervisor.

Television sets are not permitted in student facilities whether on or off campus.

Students entering the building during study hours must go directly to their own rooms and maintain quietness so as not to disturb those who have already begun the study period.

All telephone calls will be withheld during quiet and study hours, except emergency calls. Please advise your friends of this.

Visitors may not be admitted to your room during study hours.

The use of the recreation room will be between 9:00 p.m. - 9:45 p.m. and afternoons, except Sundays.

SIGN-IN PRIVILEGES

It is required of all lady students that they adhere closely to the "sign-out" and sign'in" procedure when leaving campus. All students except those having special permission must be in residence by and after 7:00 p.m. Monday through Thursday, except those studying in the campus library, practicing music or on Karisma work. Any student leaving campus must personally sign "out" and "in" at all times. When out of residence but on campus, the card must be turned up. Sign-in time:

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

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

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

SNACK TIME

Students may frequent the Student Union Building for light refreshments and social recreation from 9:00 to 9:25 p.m. and must be back in the residence by 9:30 Monday through Thursday. Couples are not to consider this period an occasion for dates and may not linger together at the Student Union Building or elsewhere about the campus during this time.

TELEPHONES

The pay phone is to be used for all personal calls. Lady students are to take turns answering the pay phone. The use of office phones is not permitted except for College business.

LAUNDRY ROOM

Meter-controlled automatic washing and drying facilities are provided for your convenience. These are for the use of resident students only. Washing or ironing must not be done for non - resident students. Washed clothing must be removed immediately so that machine may be available for the next student.

No clothing, clean or dirty, is to be left in the laundry room overnight.

Ironing boards are provided in the laundry room for your use and are not to be removed. There is to be no ironing done in your room or the halls.

Laundry facilities are not to be used on Sundays.

TRUNK ROOM

A storage room is provided for the use of resident students. Such luggage must be clearly marked with student's name and room number. The College will not be responsible for any loss or damage. Arrangements may be made to leave trunks in storage room during the summer months. The student will be responsible for any packing or shipping of same should student not return.

