

NORTHWEST BIBLE COLLEGE



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STUDENT
HANDBOOK

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AIMA MATER

1. Let light shine out in the great Northwest;
Go tell the Savior'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 our hearts to Thee.
Oh, thrust us out and lead us on
To promised victory!

2. His Word approved in lives of men
Who've trained at N.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."

-- Saint Paul

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.

The rules presented in this handbook have been prayerfully chosen as a basis for the students' guidance, and it is confidently expected that they will be observed in spirit as well as in letter. We trust that the students' stay in Northwest Bible College will be most profitable and enjoyable.

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

Each student should be certain to preserve this handbook. It may be needed often throughout the year.

STUDENT HANDBOOK

For information regarding the following please consult the catalog: (1) Financial, pages 16-20. Tuition, room and board, scholarships, student loans, etc. (2) Academic, pages 21-25. Requirements for admission, application procedure, registration, orientation, examinations, late registration, change in registration, withdrawals, student classification, academic load, grading system, honors, scholarship requirements, standards of conduct, citizenship grading, guidance and counseling.

ATTENDANCE REGULATIONS

Class attendance. There are no excused absences. When absences accrue in excess of twice the number of times a class meets per week, credit will be forfeited irrespective of reason. There will be no reinstatement to class except in certain extreme cases. In such cases the student must submit a written petition to the Dean of Education, and action will be taken by the Academic Affairs Committee. In considering such cases the committee will be guided by a consideration of the reasons for the previous absences prior to the forfeiture as well as the circumstances at the time the excessive absence was incurred. 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. In case of tardy arrival to class it is the student's responsibility

to notify the teacher at the conclusion of that class period. Should it be necessary for the student to leave class early, arrangements should be made with the instructor before the class period begins. Leaving a class early will be calculated on the same basis as lateness in arriving.

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

Absences on instructional days immediately before and after holidays will be counted as double absences except in cases of illness or extreme emergency. Any request for considering the absence as a single absence only must be submitted in writing to the Dean of Education.

Chapel attendance. 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. 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. Three points are deducted for each unexcused absence. Absences are excused only by the Dean of Students.

The Student Union Building will be closed during chapel.

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 their citizenship grades. If an employer will not release a student, a written statement from the employer must be presented.

ENROLLMENT

Students may not register for credit after prescribed time limits, as stated in the catalog. Merely speaking with a counselor or instructor about enrolling in a course does not constitute enrollment. Official registrations may be effected in the Registrar's office only. The only authority for an instructor to enroll a student in a course is the class card given to the instructor by the Registrar. Likewise, a student who wishes to drop a course must secure the proper withdrawal form from the Registrar and properly execute and return it before a course withdrawal will be recognized. If this procedure is not followed, a grade of "F" is automatically recorded, as per college rules. Students who secure drop forms must be careful to see that such forms are actually returned to the Registrar's office.

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 Dean of Education. Thus any student whose grades are below 1.5 for two consecutive quarters may not continue his college course. If a student enrolls as an auditor for

one quarter or stays out of college for at least one quarter, he may then apply to the Dean of Education for reinstatement to the college.

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 Dean of Education 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 the low scholarship warning list. If a student remains on low scholarship for such a period of time as to make graduation doubtful, he may be asked to withdraw.

GRADUATION

For graduation requirements concerning the respective programs consult the catalog.

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 participate in the graduation exercises unless all requirements (academic, financial, etc.) are met as of date of graduation.

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 study hall in which to work. The librarians desire to be helpful, and encourage the students to make their needs known at any time.

Library hours.

Monday - Thursday:	7:15 a.m. to 9:15 p.m.
Friday:	7:15 a.m. to 5:00 p.m.
Saturday:	9:30 a.m. to 2:30 p.m.
Sundays, holidays, and 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 teachers' 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 p.m., then 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 three 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. Overnighr 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, or visiting 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.

CITIZENSHIP

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, 93-100; B, 86-92; C, 76-85; D, 70-75; 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 his record at Northwest Bible College.

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

Chapel attendance: For each absence above allowable, three points; three tardies make one absence.

Late in: One point for each 15 minutes or part thereof.

Failure to submit church attendance report: three points.

Unexcused failure to attend assigned church: two points.

Social infraction will be dealt with and demerited on the basis of the nature of the offence.

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 FOR OFF-CAMPUS STUDENTS

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

Students are not to be out later than 10:00 p.m. Monday through Thursday, 11:30 p.m. Friday and Saturday, and 11:00 p.m. Sunday, except for

work, and that by permission of respective deans.

Students are not permitted to visit or entertain those of the opposite sex in their rooms, living quarters, or homes except by permission of respective deans.

Young men desiring to contact a resident of the Ladies' Residence must do so between 5:00 and 7:00 p.m. and may not remain in the lounge more than one-half hour (except Saturday and Sunday, when they may remain in the lounge from 6:00 to 7:00 p.m.). Young men must vacate the lounge during study hours (7:00 to 9:00 p.m. Monday through Friday). When returning a young lady to the Residence from an evening date, her escort may not enter the lounge.

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

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.

Television sets are not permitted in student quarters.

Telephone courtesy. A student is not to use the telephone in his landlady's residence without permission. When permission has been granted, he will be expected, as a part of courtesy, to limit the length of calls to three minutes. Long distance calls are to be made only by the landlady's permission each time, and the call must be paid for immediately. When placing the call the student should tell the operator that he wants the charges. To determine total cost 10 per cent tax

should be added to the amount quoted by the operator when she calls back.

Conservative use of hot water and lights is requested. All lights should be turned out when leaving living quarters.

All freshman students except those living on campus or at home must personally sign in each night on special report forms. These reports must be handed in Monday and no later than Wednesday of each week. Sign-in time indicates the last time in for the night.

OVERNIGHT LEAVE

Emergencies often arise when students 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 places of residence overnight must first complete an overnight form and have it signed by respective deans. Week-end leaves may not be permitted students who are unable to meet their college financial obligations if such trips involve expense to the 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 other than to their own homes and present same to respective deans before leaving. SUCH LEAVES SHOULD NOT EXCEED ONE A MONTH.

SOCIAL LIFE

The cultivation of proper social relationships 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 lives 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. Students are free to plan their social life within the following specified list of social privilege times.

Definition of social privilege. A "social privilege" or date will be defined as "any meeting with a member of the opposite sex for reason of personal interest." No permission is necessary for a social privilege, but the man student will secure and fill in a date record form prior to the time of the date and hand it in to the administration office. If this is impossible, the completed form is to be handed in personally to the office of the Dean of Students not later than the first morning of classes following the date. Such forms are to be completed whether dating college girls or others. Freshman students are not permitted social privileges for the first three weeks of the quarter they enroll. Thereafter freshmen and sophomores are permitted two such privileges per week and juniors and seniors three. Whenever there are mixed-class dates the lower-class ruling prevails.

Failure to complete any school forms or discrepancies or falsifications of information regarding the signing of housing forms or any other records where information is required shall subject the student to loss of citizenship points,

disciplinary action, and could result in dismissal from school.

A couple 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 pleasure-car-riding by a couple will be considered a date.

Any infraction of the above rules will seriously affect future social privileges.

Marriage. Inasmuch as marriage involves new adjustments to life and many added responsibilities, marriage in the early years of college life often tends to jeopardize either the quality of one's academic training or to threaten its continuance for one or both parties. Therefore, any student under 21 years of age who is contemplating marriage before the completion of the second year of college work must have written approval of parents or legal guardians. The student must consult with and receive the permission of the Dean of Students. Failure to observe the foregoing will result in the student's being restricted in his continuance of enrollment.

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

SOCIAL GATHERINGS

Students will consult with 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 only by the Dean of Students.

DRESS

Men students should have at least one dark suit for wearing on assignments and special occasions. Suits or conservative sport jackets (not sweaters) with slacks, shirts, and ties must be worn for church attendance and by those taking part in chapel services. For class wear, men will be required to wear suits, jackets, sport shirts, or coat sweaters and to be attired in a manner becoming to Christian college students. The wearing of Levis, work clothes, or T shirts in the classroom or dining room is not permitted.

Women students should have dark suits with white or pastel blouses 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.

Women students shall not wear shorts, slacks, or any other such attire in college 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 of 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 shall not leave without permission.

If a student has a grievance against a 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 discouraged.

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. They should take pride in keeping the floors and grounds free from papers and other refuse. (Please do not leave personal property in the buildings.)

The posting of all bulletins and announcements is to be cleared with the Dean of Students. Students may post advertisements of services offered or occasionally of used merchandise, but not 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 hand-bills, posters, signs, or announcements over the buildings or over the campus grounds is prohibited. These materials may be posted on designated bulletin boards or on easels which are available for that purpose.

Automobiles. All automobiles owned or operated by students must be registered at the time of registration. If a car is brought on campus later in the term it must be registered within 48 hours. When a car is registered a parking-permit sticker will be issued which must be placed immediately on the lower left-hand corner of the windshield.

A. Parking

1. Parking areas:

- a. West side only of 111th.
- b. Chapel area parking lot.
- c. Student Union Building parking lot.
- d. Residence parking area.

2. NO:

- a. Parking in front of fire hydrants.
- b. Double parking.
- c. Parking in front of the walkway between the Student Union Building and the educational buildings.
- d. Parking at the end of the sidewalk in front of the chapel.

- e. Parking in the faculty parking lot except at night and then only on the north side.

B. Use of Cars

1. Maximum speed is 20 miles per hour.
2. Racing of motors and sounding of horns on campus is prohibited.
3. We urge that insurance be carried, including Public Liability and Property Damage.
4. There must be no unnecessary driving of vehicles on campus.
5. Couples will not be permitted to sit in parked cars on or off campus.

VIOLATIONS of the above regulations could be sufficient grounds for suspension of parking permit.

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

CHRISTIAN SERVICE

Students will be granted three Sundays to make choice of a church home while in college. A change from one assigned church to another is not permitted except by permission of the Dean of Students. Students have the privilege of attending a church service in other than their assigned church once a month.

All students are expected to attend Sunday School and two church services at their assigned church each Sunday except when excused, on assignment, or attending college chapel, and are encouraged to take part whenever possible. A

church attendance report must be handed in each Monday morning at chapel time.

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

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 team assignments.

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 employers 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 discuss the subject of religion.

Students babysitting or engaged in other such employment must be back in their residences by 12:00 midnight, except by special arrangements with the Dean of Women, and return transportation must be pre-arranged with employers and not with other students.

COUNSELING

The College maintains a counseling program, and each student is encouraged to meet his counselor for an interview whenever necessary.

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

MAIL

Mail, so far as possible, should be received at the place where the student is residing. Those in the Ladies' Residence should be sure to give their box numbers to relatives and friends. All mail sent to the college address must be received at the mail boxes in the Student Union Building and not at the administration desk. Students should check their mail boxes regularly for announcements, telephone messages, and examination papers, as well as for mail.

OFFICES

Students must not loiter or visit in the Administration Building. The business office is open to students from 8:00 a.m. to 4:00 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 office hours will be posted on their office doors. This should be closely observed when making appointments.

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 or in the Ladies' Residence.

A student will not be called to the telephone during class hours except in case of extreme emergency. The number will be taken and the student notified at the earliest convenience.

OBSERVANCE OF THE LORD'S DAY

The evangelical churches in the area are so numerous that a student 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. Students are therefore expected to put aside all study, business or other obligations, using typewriters for purposes other than letter writing, and other weekday occupations. All use of musical instruments should be restricted to quiet, reverent music in keeping with the Lord's Day. Ping-pong equipment, the ball park and tennis court are not for Sunday use.

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

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