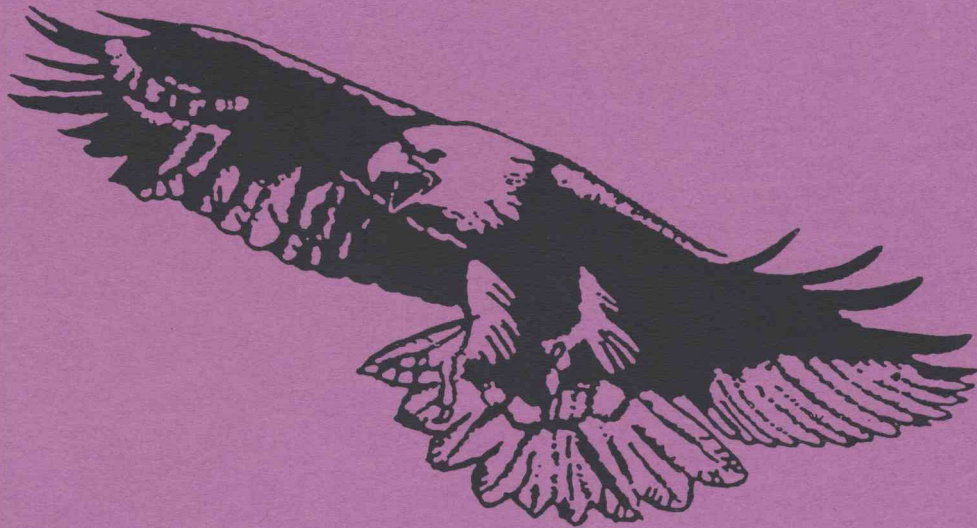


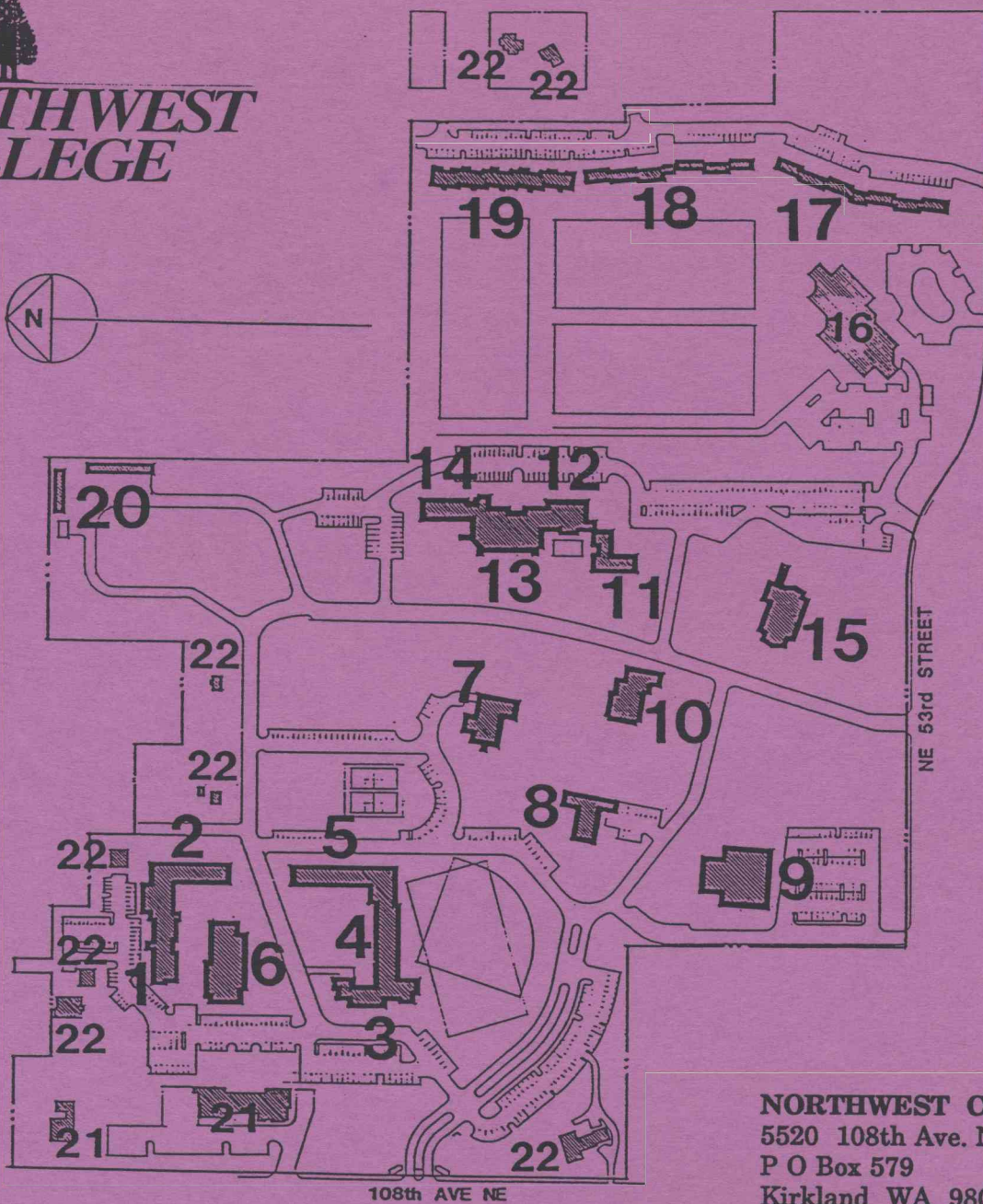
NORTHWEST COLLEGE



**STUDENT HANDBOOK
1994-95**

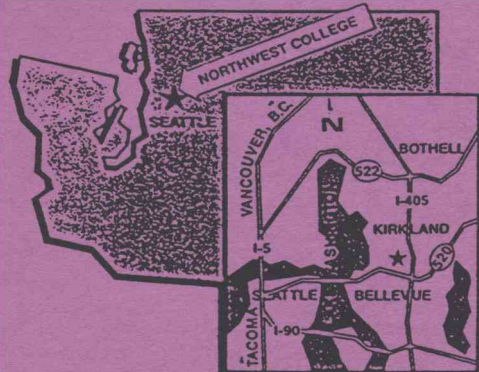


NORTHWEST COLLEGE



NORTHWEST COLLEGE
 5520 108th Ave. NE
 P O Box 579
 Kirkland WA 98083-0579
 (206) 822-8266 Ext. 5210

- 1 - F. Gray Men's Residence Hall
- 2 - C.C. Beatty Men's Residence Hall
- 3 - H.W. Crowder Women's Residence/Health Center
- 4 - B. Guy Women's Residence Hall
- 5 - M.J. Perks Women's Residence Hall
- 6 - Cafeteria Food Service
- 7 - D.V. Hurst Library
- 8 - Student Union Building/Snack Shack/Game Room
- 9 - Northwest Pavillion - Gym
- 10 - A.D. Millard Hall - Classrooms
- 11 - D. Fee Hall - Classrooms
- 12 - M. Williams Hall - Classrooms/Dickey Plaza
- 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 - The Firs - Married Student Two-Bedroom Apts
- 20 - Maintenance Buildings
- 21 - N.W. District Council of the Assemblies of God
- 22 - College Owned Homes



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 students will conduct themselves as mature, responsible members of the academic community. It is expected that they 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. Students affirm this when they sign the student affirmation of the College application form.

The students are responsible for their 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/her life by practicing the basic principles of God's Word. In his/her spiritual life, the Christian student seeks to love God with all his/her heart. Academically, he/she study's to be approved by both God and man. Socially, he/she loves his/her neighbor as themselves. And physically, he/she practices stewardship of his/her body, possessions and the property of others.

This Handbook is published to acquaint students with the way of life at NC. It tells students what they can expect of the College and what the College expects of them as they seek to prepare themselves for Christian life.

TABLE OF CONTENTS

College Map	Front Inside Cover
Northwest College Community Affirmation ...	1

STUDENT SERVICES

Whom to See	2 & 3
Academic Calendar	4
Administrative Personnel/Service Personnel	5 & 6
Full Time Faculty	6 & 7
Part Time Faculty	8
Applied Music Faculty	8
Administration and Faculty Emeriti	8
President Emeriti	8
Student Leadership	9 & 10
Resident Life Staff	10
Student Ministry	11
Insurance	12
Health Services	12
Counseling Services	12
Employment	13
Food Service	13
Bookstore	13
Library	14
Mail	14
Motor Vehicle Policy	15
College Vans	15
Storage	15
Married Student Housing	15
College Facilities	16
Campus Communications	17
Telephone Numbers	18
Student Finances	19

CAMPUS LIFE

Appearance/Dress	20
Hazing	20
Sexual Harassment Policy	20
Non-Discrimination Policy	20
Drug Policy	21
Marriage	21
Off-Campus Musical/Groups/Speakers	22
Distribution of Materials	21
Student Bulletin	22
Posting of Bulletins and Advertising	22
Off-Campus Housing	22
Social/Cultural Program	23
Chapel	23 & 24
Spiritual Emphasis Week	24
Christian Service	24

Formation of Clubs	24
Inter-Collegiate and Intramural Sports	25
All-School Events	25
Student Associations	25
Discipline	26 & 27
Grievances	28

ACADEMIC LIFE

Enrollment/Course Change	29
Attendance	29
Probationary Policy	30
Working Students	30
Recommended Academic Load	30
Awards and Honors Convocation	30
Make-Up Tests	31
Requirements for Graduation	31
Student Records Policy	31 & 32

RESIDENCE LIFE

Single Student Residence Halls	33
Dorm Keys	34
Provision for Non-Motorized Bicycles	34
Upper Division Dorm	35
Interim Housing	35
Resident Personnel	35
Guests	35 & 36
Closing Hours	36
Late-Ins	36
Over-Night Stay	36
Residence Hall Lounges	36 & 37
Visitation in Lounges	37
Pets	37
Quiet Hours	37
Television	38
Check-in Check-out Procedures	38
Schedule of Damage Charges in Dorms	39
Telephones	40
Extensions	40
Security	40
Collect Calls	40
Prank Calls	40
Toll Calls	40
On-Campus Food Service	41
Contract Meal Plan	41
Sack Lunches	41
Special Diet	41
Restrictions	41
Alma Mater	Back Inside Cover

STUDENT

SERVICES

NORTHWEST COLLEGE COMMUNITY AFFIRMATION

NORTHWEST seeks to relate biblical Christianity to every area of life, both on and off campus: to academic disciplines, to co-and extra-curricular activities, in the residence halls, in the local community, and in one's personal life. It assumes that all members of the NORTHWEST community desire meaningful involvement in the process of Christian higher education as they seek to express their faith in the context of an Assemblies of God college. Faculty and staff members commit themselves to be facilitators and learners in this educational endeavor. Students, by enrolling, join with them in accepting the responsibilities of membership in the community.

Since NORTHWEST holds that the Scripture is the infallible rule for faith and conduct, the Bible will always be the authority in all matters pertaining to personal and corporate behavior. The College believes that its statement of faith and its statement of principles regarding behavior find their basis in the Bible. This affirmation attempts to provide a means to understanding the nature of this community of believing learners and to encourage a sincere commitment to it.

We affirm the Lordship of Christ over all of life and thought; our responsibility to love God with all our being and our neighbors as ourselves; our obligation to seek righteousness, to practice justice in all situations, and to express mercy to all; our need to exercise Christian freedom responsibly and lovingly and our dependence on the empowering of the Holy Spirit if we are to faithfully fulfill what God requires.

We affirm the biblical description of attitudes and behavior unfitting for a Christian: "The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery, idolatry and witchcraft, hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy, drunkenness, orgies, and the like" (Gal. 5:19-21a, NIV). Through the help of the Holy Spirit we strive to allow none of these to be part of our behavior. We affirm also the biblical description of attitudes and behavior fitting for a Christian: "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control" (Gal. 5:22-23a, NIV). We seek to maintain a vital relationship with the Spirit so that such attitudes and behavior will be evident among us. We seek to follow Christ's example of unselfish love in our actions, attitudes, and relationships. We strive to maintain stewardship of body, mind, time, abilities, and resources. We strive to integrate corporate worship, personal faith, and intellectual growth. Attendance of the College chapel services and faithful attendance and support of a local church are integral parts of the process.

NORTHWEST recognizes that not all believers share the same standards in matters of behavior the Bible does not specifically address. As members of this community, however, we also recognize the importance of respecting the values and goals of the College and will, therefore, seek to conduct ourselves in a manner that will bring only credit to the gospel and to NORTHWEST. Since we are also part of the larger society, and in order to "let our light shine out," we will strive to maintain good community relations in respect to governing authorities, social activities, and business dealings.

This affirmation provides a positive and constructive framework to aid one's personal development and for ongoing relationships with all other members of this community. We join with each other as we seek to live out this affirmation in a spirit of unity and openness, of helpfulness and caring.

WHOM TO SEE

Academic Matters	Vice President for Academic Affairs
Academic Calendar	Vice President for Academic Affairs
Admissions Information	Enrollment Services
Advanced Standing (transfer students)	Registrar's Office
Alumni Association	College Advancement Office
ASB	Pecota Student Center
Attendance Policy and Problems	Individual Professors
Audiovisual Equipment	D.V. Hurst Library
Books and Supplies	Bookstore
Campus Day Information	Enrollment Services
Catalogs from other Colleges	D.V. Hurst Library
Chapel Attendance	Dean of Student's Office
Christian Service	Pecota Student Center
Class or Schedule Change	Registrar's Office
CLEP Exams (credit by examination)	Registrar's Office
College Publications/Publicity	College Relations Department
Correspondence Education Information	Registrar's Office
Counseling Services	Dean of Student's Office
Employment (Off-Campus)	Director of Off-Campus Employment & Housing
Employment (On-Campus)	Human Resources
Financial Aid	Enrollment Services
General Information	Reception Desk, Ness Adm. Building
Grade Information	Registrar's Office
Graduation Requirements	Registrar's Office
Health Services	Crowder Hall Health Center
Housing On-Campus (including Interim Housing)	Dean of Student's Office
Housing Off-Campus	Director of Off-Campus Employment & Housing
Instructional Procedures	Vice President for Academic Affairs Office
Insurance	Human Resource's
Karisma (Yearbook)	Pecota Student Center
KNCR Radio Station	Pecota Student Center
Loans	Enrollment Services/Vice President for Administrative Services
Lost and Found	Reception Desk, Ness Adm. Building
Mail Distribution (for all students)	Pecota Student Center
Mail Deposit (faculty and students)	Ness Administration Building
Married Student Housing - On-Campus	Fir's Manager
Medical Reports	Health Center
Music Practice Rooms	Residence Halls/Music Center
Occupational Information	D.V. Hurst Library
Parking (Permits)	Dean of Student's Office
Payment of Parking Ticket	Cashier/Ness Adm. Building
Payment of Accounts	Cashier/Ness Administration Bldg.
Public Telephone	Student Center
Publicity On-Campus (Bulletin Clearance)	Dean of Student's Office
Publicity Off-Campus	College Advancement
Registration	Registrar's Office

Rides To and From Campus (New Students Only)	Enrollment Services
Scheduling of Student Events	Dean of Student's Office
Scholarship Information	Vice President for Administrative Services
Student Recruitment	Enrollment Services
Student Bulletin	Dean of Student's Office
Student Accounts	Business Office
Summer Internship Information/Forms	Registrar's Office
Transcript Evaluation/Service	Registrar's Office
Veterans Affairs	Registrar's Office
Withdrawals (class or college)	Registrar's Office

COLLEGE COUNCIL

Administrative Council: President, Vice President for Academic Affairs, Vice President for Administrative Services, Vice President for College Advancement, Dean of Students, Director of Enrollment Services, Director of Student Ministries and Spiritual Life.

Faculty Council: President, Administrative Officers, Full-Time Faculty.

Campus Council: Members of Administrative Council, Associated Student Body Officers, Student Class Representatives - Presidents of MSA, AWS, AMS, and the Resident Life Staff.

ABBREVIATIONS

ASB Associated Student Body

MSA Married Students Association

AMS Associated Men Students

AWS Associated Women Students

PSC Pecota Student Center

KNCR Radio Station

RD Resident Director

RA Resident Assistant

**NORTHWEST COLLEGE
ACADEMIC CALENDAR**

(Tentative)

FALL SEMESTER

	<u>1994</u>	<u>1995</u>
Dorms and Cafeteria Open	8/24	8/23
Orientation and Registration	8/24-28	8/23-27
Classes Begin	8/29	8/28
Academic Convocation	8/31	8/30
Labor Day Holiday	9/5	9/4
Spiritual Emphasis Week	9/6-9	9/5-8
Last Day to Register	9/9	9/8
Add/Drop Deadline	9/9	9/8
Missions Emphasis Week	9/14-16	9/13-15
Executive Committee of Board	9/24	9/29
AGTS Session	9/26-30	9/25-29
Alumni Weekend	9/30-10/1	9/29-30
Reading Day	10/10	10/9
Early Registration Spring Semester	11/7-11	11/6-10
Pastoral Lectureship	11/8-10	11/7-9
Thanksgiving Holidays	11/24-27	11/23-11/26
Board of Director's Meeting	11/28-30	11/27-29
Finals	12/13-16	12/12-15

SPRING SEMESTER

	<u>1995</u>	<u>1996</u>
Dorms and Cafeteria Open	1/5	1/4
Orientation and Registration	1/5-6	1/4-5
Classes Begin	1/9	1/8
Spiritual Emphasis Week	1/11-13	1/10-12
Martin Luther King Jr. Day	1/16	1/15
Missions Emphasis Week	1/17-20	1/16-19
Last Day to Register	1/20	1/19
Add/Drop Deadline	1/20	1/19
AGTS Session	1/23-27	1/22-26
Homecoming/Parents Weekend	2/10-11	2/9-10
President's Day Holiday	2/20	2/19
Executive Committee of Board	2/27	3/26
Spring Break	3/13-17	3/11-15
Staley Lecture Series	3/21-24	3/19-22
Early Registration Fall Semester	4/3-7	4/1-4
Easter Holidays	4/14-16	4/5-7
Baccalaureate	4/28	4/26
Finals	5/1-4	4/29-5/2
Board of Director's Meeting	5/3-6	5/1-4
Graduation	5/6	5/4

SUMMER COLLEGE

	<u>1995</u>	<u>1996</u>
NC Session	5/9-6/2	5/6-31
AGTS Session	5/22-26	5/20-24
NC Sessions, August	7/31-8/18	8/4-22

ADMINISTRATIVE PERSONNEL

<u>TITLE</u>	<u>NAME</u>	<u>OFFICE LOCATION</u>
President	Dennis A. Davis	Ness Adm. Bldg.
Vice Presidents:		
Academic Affairs	Marshall E. Flowers, Jr.	Ness Adm. Bldg.
Administrative Services	Dan Schimelpfenig	Ness Adm. Bldg.
College Advancement	Richard R. Rose	Ness Adm. Bldg.
Dean of Students	Steven R. Emerson	Ness Adm. Bldg.
Director of Enrollment Services	Calvin L. White	Ness Adm. Bldg.

SERVICE PERSONNEL

Alumni and Special Events Coordinator	Thora Jean Bulger	Ness Adm. Bldg.
Comptroller	Dale Sorensen	Ness Adm. Bldg.
Athletic Director	Steve Emerson	Ness Adm. Bldg.
Bookstore Manager	Gayle Turner	Ness Adm. Bldg.
Director of Student Ministries	TBA	TBA
Foundation Officer/Development Coord.	Joni Welk Campbell	Ness Adm. Bldg.
Dir. of College Relations/Publications	David Landis	Ness. Adm. Bldg.
Director of Counseling	Robert Parlotz	Ness Adm. Bldg.
Dir. of Off-Campus Employment & Hsg.	Owen Hodges	Ness Adm. Bldg.
Enrollment Counselors	Rose Mary Kim Debbie Lamm Dave Nitschke	Ness Adm. Bldg. Ness Adm. Bldg. Ness Adm. Bldg.
Financial Planning Coordinator	Al Perry	Ness Adm. Bldg.
Food Service Manager	Dan Pimm	Cafeteria
NC Foundation Executive Director	Randall Barton	Ness Adm. Bldg.
Health Services Director	Jean Clark	Crowder Hall
Human Resources/On-Campus Employment	Sherri Shirley	Ness Adm. Bldg.
Firs Manager	Judy Olson	Ness Adm. Bldg.
Registrar	Jacquelyn Randolph	Ness Adm. Bldg.
Director of Resident Life	Michael Nosser	TBA

Veterans Coordinator	Carol Richards	Ness Adm. Bldg.
Resident Director's	Carrie Conklin	Gray Hall
	Jon Eilertsen	Gray Hall
	Marc Golden	Beatty Hall
	Geri Gray	Perks Hall
	Jennifer Vandebrooke	Crowder Hall

FULL TIME FACULTY

<u>NAME</u>	<u>DIVISION OF STUDIES</u>	<u>OFFICE LOCATION</u>
Dr. Richard Blue	Director of Teacher Education	D.V. Hurst Library
Dr. Dwaine Braddy	Bible, Church Ministries	Fee Bldg.
Ms. Kristi Brodin	Physical Education, Behavioral Science, Women's Coach	Pecota Student Center
Dr. Roger Butz	Consultant, Life Sciences	Bronson Hall
Mr. Stan Durst	Education and Behavioral Science	D.V. Hurst Library
Rev. C. David Elmes	Behavioral Science, Bible, Church Ministries	Bronson Hall
Mr. Douglas Filan	Physical Education, Men's Coach	Northwest Pavilion
Mr. Gary Gillespie	Communication	Amundsen Music Center
Mr. Philip Gustafson	Physical Science, Mathematics	Bronson Hall
Mr. William Herkelrath	Behavioral Science	TBA
Dr. Darrell Hobson	Bible, Philosophy, Hebrew	Bronson Hall
Dr. LeRoy Johnson	History	Bronson Hall
Rev. Waldemar Kowalski	Church History, Bible	Bronson Hall
Mrs. Peggy Kellogg	Education	TBA
Rev. Larry Malcolm	Christian Formation, Church Ministries & Missions	Amundsen Music Center
Dr. John McMillin	Business Management/Administration	Millard Hall
Rev. Paul Melidona	Music	Amundsen Music Center
Dr. Robert Parlotz	Behavioral Science	Bronson Hall
Dr. Danial Pecota	Theology, Greek, Bible	Bronson Hall
Mrs. Deborah Pope	English	TBA

Mrs. Jacquelyn Randolph	Registrar, Bible & Educational Ministries	Registrar's Office
Dr. William Randolph	Life Science, Education	Bronson Hall
Mrs. Constance Rice	English	Bronson Hall
Mrs. Ann Rosett	Librarian	D.V. Hurst Library
Mr. Lynette Sorenson	Reference Librarian	D.V. Hurst Library
Dr. Paul Rovang	English	TBA
Ms. Rachel Stewart	Behavioral Science and Education	Bronson Hall
Mr. David Stoops	Business Management & Administration	TBA
Mrs. Teresa Stoops	Education	TBA
Dr. W. Robert Swaffield	Music	Amundsen Music Center
Dr. Francis Thee	Bible, Greek & Church History	Bronson Hall
Rev. Michael Thompson	Educational & Youth Ministries	Millard Hall
Dr. Dwayne Turner	Missions & Church Ministries	Bronson Hall
Dr. Deborah White	Education & Music	Amundsen Music Center
Mrs. Julia Young	English	TBA
Rev. Dale McClellan	Missionary-in-Residence	Bronson Hall

<u>NAME</u>	<u>PART TIME FACULTY</u>	<u>DIVISION OF STUDY</u>
Ms. Kari Brodin		Theology/Bible
Dr. Warren Bullock		Theology
Mr. Tom Carlson		Elementary Education
Rev. Jeff Davis		Christian Education
Mrs. Mizue Yamada Fells		Music
Dr. Moses Harris		Modern Languages
Mrs. Ceri Hill		Math, Education
Mrs. Katherine Lindquist (Fee Hall)		Modern Languages
Dr. Michael McKenzie		Philosophy
Dr. J. Melvin Ming		Church Ministries
Mr. Nil Molvik (Millard Hall)		Math
Mr. Gary Newbill		Education
Mrs. Ruth Peever		T.E.S.L.
Mrs. Patricia Rice		Education
Mr. Roger Sherrard		Business Management
Mrs. Deanna Skinner (D.V. Hurst Library)		Education
Mrs. Sherrie Snyder (Amundsen Music Center)		Church Music
Mr. Dale Sorenson		Business Management
Mrs. Guia Villavicencio		Business Management
Rev. Milton Whitaker		Pastoral Counseling

APPLIED MUSIC FACULTY

Mr. Doug Carter	Guitar
Mrs. Mizue Yamada Fells	Piano
Mrs. Marian Hood	Piano, Voice
Mrs. Heidi Lee	Piano
Mrs. Jane Measel	Flute
Mrs. Susan Ross	Voice

ADMINISTRATION AND FACULTY EMERITI

Herbert W. Crowder
 Margaret Frye
 Donald H. Fee
 Owen Hodges
 Bessie Guy McMullen
 Amos D. Millard
 John M. Pope
 Frank B. Rice
 Marjorie Stewart
 Maxine Williams

PRESIDENT EMERITUS

D.V. Hurst

STUDENT LEADERSHIP 1994/95

Associated Student Body

President Josh Gerbracht
Vice President for Student Activities Margaret Bergford
Vice President for Student Ministries TBA
Vice President for Student Missions Jeff Smith
Secretary Nicole Story
Treasurer Curt Anderson

Ministry Groups

Children's Ministry TBA
Community Ministry TBA
Metropolitan Evangelism Ministry TBA
Eastside Evangelism Ministry TBA
Gospel Team Ministry TBA
Inner-City Ministry TBA
Prison Ministry TBA
Youth Ministry TBA
Frontlines TBA
ACTS TBA
Prayer Chain TBA
Clothing Distribution TBA

Associated Women Students

President Tabatha Gates
Vice President of Activities Jen Belgarde
Vice President of Ministries Lisa Leisy
Secretary Lisa Jones
Treasurer Jennifer Hulvey

Associated Men Students

President Chuck Pitcher
Vice President Jonathan Belgarde
Secretary Tim Walters
Treasurer Terry Kimbley

Associated Married Students

President Don Erlitz
Vice President Andy Smith
Secretary/Treasurer Misty Birdwell

Senior Class

President Christian Morden
Vice President Denise Deatheridge
Secretary/Treasurer Carrie Calentine

Junior Class

President Tony Darmanin
Vice President Neely Trudeau
Secretary/Treasurer Jennifer Sill

Sophomore Class

President Jon Arnold
Vice President Gordon Fletcher
Secretary/Treasurer Kelly Tait

NOTE - FRESHMAN CLASS OFFICERS TO BE ELECTED IN THE FALL SEMESTER.

Karisma Yearbook

Editor Tonia Emmett
Assistant Editor Holly Jacobs
Photography Editor Andrea Tapparo
Business Manager Jennifer Skovran

DIRECTOR OF RESIDENT LIFE STAFF - Michael A. Nosser

RESIDENT ASSISTANT'S -

WOMEN

Janny Aardahl
Kerrie Daniels
Tracy Hamar
Jennifer Sill
Jennifer Skovran
Wendy Storrs
Cassie Swant
Danita Thomas
Neely Trudeau - Alternate RA

MEN

Steve Clark
Adam Dahlhead
Stacey Scarrow
Steve Silberman
Jeremy Stamback
Jason Streubel
Scott Vantrease
Robin Munshaw - Alternate RA

STUDENT MINISTRY: CONCEPT AND CONVICTION

"Education without application limits realization."

Practical field experience is essential for successful service and leadership. As students apply classroom knowledge to real-life situations they develop their skills, become more perceptive and more valued in their chosen field.

CHILDREN'S MINISTRIES

Bible clubs, Puppets, Rallies, Children's Orthopedic Hospital, Sunday School, "Lunch Buddies" for kids at risk, Missionettes, Royal Rangers.

COMMUNITY SERVICE

Food and clothing distribution, Nursing Residences, Tutoring, "Big Brother/Sister", day care for adults, Day Care and Preschool, Hospital Chaplain, Senior Citizen Outreach.

EVANGELISM

Witnessing, U of W, Seattle Center, House to House, City and County Parks, Street and Mall.

GOSPEL TEAMS

Music, Drama, Mime, Puppets, Preaching in Churches, Prisons, Nursing Homes, Parks, Schools.

INNER CITY MINISTRIES

Evangelism, Church Planting, Feeding/Clothing the poor.

YOUTH

Churches, Juvenile Detention Centers, Teen Drop-in Center, Camps, Retreats, Athletics.

INTERNSHIP

Practical experience is available in specific fields such as Christian Education, Elementary Education, Missions (including MAPS and AIM), Pastoral Ministries, Sacred Music, Youth, Behavioral Science, Business Management.

FRONTLINES

The Student Ministry Bulletin.

SERVICES

Insurance

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

Student medical insurance is offered by the College at the time of registration. Claim forms are available from the Human Resource's Office and must be submitted for each separate accident or illness. Students are responsible to read the Insurance Coverage Handout. Students should consult with the Human Resources Office regarding any questions concerning insurance coverage.

Athletic Liability Coverage (subject to change per athletic insurance company)

All student's who participate in the Northwest College intercollegiate athletic programs (Men's Soccer, Women's Volleyball, Men's Basketball, Women's Basketball), and are listed on the official NCCAA eligibility roster, are covered under the Northwest College school insurance program.

All athletic claims are processed through the Human Resource's Office. A claim must be submitted for each individual injury. Claims should be submitted as quickly as possible.

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. The nurse will consult with students concerning health matters and render certain health services as needed. 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 Director's or the College Nurse will be glad to consult with students needing the services of a physician.

Counseling Services

The Counseling program at the College offers a variety of services. The services offered are preventive, redemptive and supportive. They include testing service, vocational counseling, growth groups, academic guidance, pastoral care, and referral counseling. The services are paid for by student fees. If a student is referred to a counseling agency apart from Northwest College, all fee schedules are between the student and agency to whom referral is made.

Appointments with the Counseling Service Department are made through the secretary in the Dean of Student's Office.

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 Human Resource's Office.

All student employment must be a positive influence and represent Northwest College guidelines; and development of Christian character. The College reserves the right to ask students to find a different employment if employment is not consistent with Northwest College philosophies.

Food Service (Pecota Student Center)

The Eagles Nest is located in the Pecota Student Center and serves as an on-campus light food service for resident students and commuters. It is managed by Pioneer Food Service for the benefit of the students. Hours are open 7:30 a.m. to 3:30 p.m., Monday through Thursday, and Friday 7:30 a.m. to 2:00 p.m. It is open some evenings for special occasions. The Eagles Nest area (including the Pecota Student Center Office's and game room), is closed during the Chapel hour.

Food Service (Cafeteria Hours)

The cafeteria hours for regular food service is as follows:

Cafeteria hours for Monday through Friday:

Breakfast:	7:00 a.m. to 8:00 a.m.
Continental Breakfast	8:00 a.m. to 8:30 a.m.
Lunch:	11:00 a.m. to 2:30 p.m.
Dinner:	5:00 p.m. to 7:00 p.m.

Saturday hours:

Brunch:	10:30 a.m. - 12:30 p.m.
Dinner:	5:00 p.m. - 6:00 p.m.

Sunday hours:

Breakfast:	7:30 a.m. - 8:30 a.m.
Lunch:	12:30 p.m. - 2:00 p.m.
Light Meal:	8:00 p.m. - 8:45 p.m.

Each student must have a current on-campus I.D. card that must be presented to food service personnel at each meal.

Bookstore

The College Bookstore is located in the Pecota Student Center. The Bookstore handles textbooks, Bibles, commentaries, concordances, dictionaries, and other books of value in building a Christian worker's library. The bookstore also sells stationery supplies, Christian music recordings and books, College souvenirs and gifts. Purchases shall be on a cash basis. Bookstore hours are 8:15 A.M. to 4:00 P.M., Monday - Friday.

Library

The D.V. Hurst Library is the center for information services on campus. The library houses over 85,000 catalogued items, including over 550 periodical titles.

Library operations, services, and facilities are described in the library brochure. There are also handouts available explaining how to use various resources and gain access to the information you need.

The librarian is available for consultation for any assignment using library resources, no matter how large or small.

Library hours when classes are in session Fall and Spring semesters:

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

The Library is closed during Chapel.

For other times, such as finals, vacations, holidays, and summer school, the hours vary. Please watch your student bulletin for notice of changes in library hours or watch the front doors of the library for posted notices on library hours. The library is closed for most staff holidays.

Mail

Mail boxes are assigned at the time of the Dean of Students' registration and should be checked regularly for announcements, telephone messages, exam papers, and mail. All mail boxes are located in the Pecota Student Center. The following should be used for all mail addressed to students:

John Doe - Mail Box # 000
Northwest College
P.O. Box 97085
Kirkland, WA 98083-9785

Off-Campus Meal Ticket

There are options available to off-campus students who wish to purchase a meal ticket for food services. Further information can be obtained from the Dean of Student's Office. The food service at Northwest College is operated by Pioneer College Caterers.

Motor-Vehicle Policy

The College is responsible to provide and maintain a safe campus for pedestrian and automobile traffic. It is expected that students who drive will maintain a Christian attitude and courtesy at all times.

All motor vehicles owned and operated by students must be registered with the College and parked on campus in their assigned area.

Violations of traffic regulations may result in fines, removal of cars by towing, (at owner's expense) and/or suspension of the privilege of having a motor-vehicle on campus.

The College is not liable for vandalism or theft of any vehicle on campus. Students are encouraged to keep their vehicles locked at all times.

The full statement of the Vehicle Code, fines and procedures is available in the Dean of Student's Office. All Students are required to read the Motor Vehicle Policy.

Students will need to check with the Department of Licensing for Washington State in regards to out-of-state vehicle registration and driver's licensing requirements.

College Vans

Northwest College has a limited number of vans available for college use only. Van request forms are available at the receptionist area. A seven (7) day advance notice is required, and all drivers must be approved.

Storage

Limited storage space may be available for students. You may contact the Business Office for information. Students' personal property is not covered by College insurance. The College is not responsible to insure against the loss of, or damage to, personal equipment and effects of the students.

Married Student Housing

The College has 78 apartments available for married students or single parent students. Thirty-six of these are one bedroom units designed for married students without children. Forty-two are two bedroom units designed for married students with children. All apartments are under the College jurisdiction and management. Information concerning Married Student Housing may be obtained from the Firs Housing Management Office at extension 5334.

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.

Building use: All students wishing to use campus facilities for an approved student activity, must fill out a Facility Request form. Requests must be submitted to the Administrative Service's Office *before* using the facility.

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

Upon receipt of any college key(s), the student will assure the College by their signature that they 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.

All commercial services and/or merchandise must be approved by the Dean of Student's Office before it can be sold.

Non-students are not allowed to solicit sales in any form on campus except by special permission of the College Administration. In advertising any service, off-campus students should not imply College approval.

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 authorization from the Business Office.

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 Campus Council, page 3), the Resident Life Staff, 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 Grievances, page 28).

Firearms

Weapons (firearms, knives, etc.) are not permitted on the Northwest College campus.

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 fines and disciplinary action.

TELEPHONE NUMBERS

N.W. COLLEGE ADMINISTRATION PHONE - (206) 822-8266

EMERGENCY SERVICES

Campus Security	(from on campus)	111
	(from off-campus)	803-0111
Emergency		9-911
Fire		828-2243
Police		828-1183
Overlake Hospital		454-4011
Evergreen Hospital		821-1111

CAMPUS PHONE NUMBERS

Academic Affairs	5237
ASB Office	5280
Bookstore	5268
Campus Directory of Faculty & Staff	555
Campus Operator	0
Dean of Students Office	5234
Enrollment Services	5210
Faculty Secretary	5226
Health Center	5284
Job Search	5283
KCNC Radio	5281
Library	5266
Maintenance	5274
Music Department	5255
Resident Director - BEATTY	6180
Resident Director - CROWDER	5288
Resident Director - GRAY	5286
Resident Director - GUY	6354
Resident Director - PERKS	5287
Registrar's Office	5232
Student Accounts	5225
Student Ministries	5271
Teacher Education	5273
Telephone Service	5217

OTHER TELEPHONE NUMBERS

Student Center pay phone	822-9971
Bellevue La Quinta Inn	828-6585

DIALING INSTRUCTIONS

On Campus Calls

Dial Extension Number

Local Calls

(Bellevue, Bothell, Duvall, Issaquah, Kirkland, Mercer Island, Redmond, Seattle)
9 + Number

Long Distance Calls

9 + 1 + Area Code + Number
+ Authorization Code

International Calls

9 + 011 + Country Code + City Code
+ Number + Authorization Code

800 Calls

9 + 1 + 800 + Number

Collect Calls

Cannot RECEIVE collect calls.

To PLACE a collect call, use 800 numbers under "Other Long Distance" or use following:

9-1-800-OPERATOR

9-1-800-COLLECT

9-1-800-CALL-ATT

Other Long Distance

Must use 800 numbers:

AT&T 9-1-800-321-0288

MCI 9-1-800-674-7000

SPRINT 9-1-800-877-8000

STUDENT FINANCES

1. Tuition and fees are due and payable in full before the first day of classes each semester. Students are expected to meet this due date and make payment in full.
2. Students who cannot pay their accounts in full at the first of each semester have the following payment options:

A) DEFERRED PAY PLAN: requires 40% of semester charges (after "financial aid" is applied) before beginning class, and three installments of 20% due each month following. Finance charge at the rate of 1.25% per month will be charged to account balances each month. Installments not received by the date due will also be charged a late fee of 4% of the amount due to date.

B) MONTHLY PAYMENT PLAN: administered by Academic Management Services, allows for equal monthly payment of annual charges, July through April. While payments are current, no finance charges will be assessed. A fee of \$35.00 will be charged for late payments. An annual enrollment fee is required. (Refer to AMS brochure for specific details.)

Payment arrangements other than those offered above must be negotiated through the Administrative Services office. Finance charges and late fees will be assessed according to the terms of the Deferred Pay Plan.

3. 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.
4. Students must clear their previous account before starting classes in an ensuing semester.
5. Payment of account policy applies to those qualifying for V.A. benefits.
6. The College reserves the right to assign delinquent accounts to an agency for collection. Any collection charges are added to the student's account.
7. A student's account must be paid in full in order to receive grades.
8. Students who do not complete course work and/or who fail to officially withdraw from class through the Registrar's Office, assume responsibility for all costs associated with that work. (See College Catalog for further explanation).

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. Married couples who are both students are charged for and given one yearbook only. All Students are required to pay these fees.

CAMPUS LIFE

Appearance/Dress

Northwest College students are Christian and collegiate in their appearance and dress. Guiding principles include moderation, modesty, neatness, and good taste. Appearance or dress which identifies with attitudes, philosophies, or segments of society in opposition to Christian principles is not acceptable.

For health code reasons, students must wear some type of footwear in public areas. Students are asked to use good judgement in hair length and styles.

Appropriateness to time, place, and activity should determine dress within the guidelines above. Neat and clean street clothing is appropriate for class wear and general campus. Those students participating in chapel are expected to dress according to their involvement or as required by the designated chapel leader.

Gym wear should be confined to approved athletic areas (N.W. College Pavilion, outdoor basketball court, tennis courts, play field area). Shirts must be worn at all times except in athletic activities which require team designations. Swim suits are not to be worn on campus. Shorts are not acceptable wear for class, chapel, and Sunday lunch time. The wearing of hats (baseball type) is not allowed in the chapel during chapel times or special evening chapels.

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

Hazing

Hazing is against the rules of the College and violates the laws of Washington. Washington State law prohibits any activity that "recklessly endangers" a person's mental or physical health and safety. Those participating in pranks, horseplay and similar activities, assume full responsibility for their actions and the possibility of disciplinary sanctions. This type of activity is discouraged because of the potential injury to person(s) or damage to property.

Water Fights

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 and/or cost for damage incurred.

Sexual Harassment Policy

Sexual harassment is a specific form of discrimination. It can be a verbal or non-verbal form of harassment. It is a means of degrading the sexuality of an individual. Sexual harassment can also be a means of making unwanted statements with sexual connotations to another individual. Behavior of this nature will not be tolerated in any form. Complaints of harassment may be brought forward by any student to the Dean of Students. Complaints will then be investigated by a selected committee for resolution.

Non-Discrimination Policy

It is the policy of Northwest College not to discriminate on the basis of sex, race, color or national origin in its educational programs, admissions, activities, or employment practices. Any questions regarding non-discriminatory issues please contact the Dean of Student's Office.

Drug Policy

Northwest College is in compliance with Federal Regulations requiring all students to receive information regarding the use of Drugs/Alcohol, its effects, and all College, City, County, State, and Federal laws. This information is available to all students through the Drug and Alcohol Abuse Manual, which is available to all students at the start of the school year.

Any student or guest who is found in possession of, or involved in consumption of any type of alcohol, beverage, or drugs, on the Northwest College campus, will be subject to immediate disciplinary action. This action may consist of suspension from resident hall, dismissal from Northwest College, or in the case of a guest, not allowed to return to Northwest College campus.

Marriage

Since the stated purpose of Northwest College is to minister to the whole person 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 individuals and their 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 under 21 years of age will not be allowed to marry during the academic year without special permission from the Dean of Students.

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 services; provided they are not competitive with, nor antagonistic to the Assemblies of God program provided their reputation has been established and provided that their coming will be consistent with the ministry, purpose, and objectives of the Church and College. The scheduling of such ministries requires prior administrative approval which may be obtained through the Dean of Students.

Entertainment

Students of Northwest College are expected to recognize their responsibility to God by careful use with their time and to engage only in such activities as may contribute to their spiritual, moral, intellectual, and physical well-being. They should avoid questionable entertainment and activities including those which diminish a person's moral sensitivity. Nothing should be viewed or listened to which contain unacceptable views that portray Christian principles in a negative light. As Christians we must realize the importance of being an example of Christian living both on and off campus.

Distribution of Materials

Handbills, leaflets, newspapers, and other materials may not be distributed or posted by students or non-students on the College campus or in the 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 Student's 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.

Student Bulletin

The bulletin is prepared and provided for all students weekly for current activities and announcements. Contact the Dean of Student's Office for bulletin procedure and deadlines.

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 an ad is not to be construed as an endorsement by the College.

The posting by student organizations of handbills, posters, signs, or announcements is allowed on designated bulletin boards.

Off-Campus Housing

Northwest College is a residential campus. 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 under age 21 are required to live on campus, unless they meet one of the criteria listed below. It is understood that this is an agreement when accepting admission to Northwest College. It is recommended that all students experience at least one year of residence hall living. The submission of this application does not guarantee approval. All age requirements must be met prior to application date. Any students turning 21 years of age during the middle of a semester will be required to finish that semester in the residence hall. All applications must be approved prior to the start of the semester or the individual will not be allowed to register. Failure to do so will result in disciplinary action. All applications are processed through the Dean of Student's Office.

Exemption criteria:

Commuting from parent's or an approved adult relative's residence.

Living situation related directly to work (must include a letter from parents and individual(s) providing housing).

21 years of age and established local residency 3 months prior to application.

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. It would be proper for students to contribute their tithes to the area church where they worship and minister or to their home church. All students are encouraged to be a part of the Missions Faith Promise Program administered by ASB Student Missions. Student offerings help support ASB Student Missions' projects sponsored by Northwest College.

Social/Cultural Program

The Associated Student Body in cooperation with the College Administration sponsors spiritual, cultural and social life programs 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 programs and calendar for the year. All organizations must clear their calendars through the committee and the Administration for coordination and to make the events 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.

Spiritual Life

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 chapel time. This gathering together of the entire NC family allows for times of spiritual growth, sharing of needs, hearing different guest ministers, and speakers.

Some chapels will be used for assemblies, elections, student orientation, etc., to accomplish the organizational and informational needs of the College and its students.

Chapel Attendance

Chapel attendance is a vital part of the student's spiritual development. Attendance in chapel is required of all students. Chapel attendance is taken daily and students are counted absent when he/she has not checked in with their proper chapel attendance monitor.

A part time chapel excuse may be requested by off-campus students carrying less than 6 credits. Students whose work involves the chapel hour may also apply for a chapel excuse. Students are responsible to submit a request to the Dean of Students for each semester (Fall, Spring). Applications are in the Administration Building and the Dean of Student's Office.

Off-campus students may apply for a chapel excuse for days on which no class is scheduled before the chapel hour. On-campus students are required to attend chapel even on days for which no class is scheduled.

Each student will be allotted 15 chapel absences per semester. Emergency situations, illness, and other general absences are counted toward the 15 absences. (Residence hall students will need verification from the school nurse for all health related absences). Each individual student must be careful to preserve his/her 15 absences per semester. A student may contact the Dean of Student's Office for a report of the current chapel absences per semester. It is the student's responsibility to keep track of chapel absences.

He/She will receive notification from the Dean of Students Office when he/she has exceeded the allotted 15 absences and failed chapel. A grade of "S" or "F" is recorded on a student's transcripts depending upon his/her attendance record.

The library, Eagle's Nest snack area and Pecota Student Center recreation areas, is closed during the chapel time.

Chapel Failure Disciplinary Action

First chapel failure	-	Letter from the Dean of Student's Office.
Second consecutive chapel failure	-	Citizenship Probation (see page 26).
Second cumulative chapel failure	-	Provisional Citizenship (see page 26).
Third consecutive chapel failure	-	Referred to Student Life committee.
	-	May affect re-enrollment.
Third cumulative chapel failure	-	Citizenship Probation
Fourth cumulative chapel failure	-	Referred to Student Life Committee. May affect re-enrollment.

All students in leadership positions, including music ministry (choirs, summer ministry teams) and athletic teams, must maintain a passing chapel grade during the semester of participation and the semester prior to participation. Failure to do so will stop their participation. Students checking in for chapel and leaving without notifying the chapel attendance taker will be charged an additional chapel absence. They will also be subject to disciplinary action.

Spiritual Emphasis Week

Spiritual values are emphasized daily. In addition several weeks are set aside for special emphasis and growth. During each semester, the College emphasizes both spiritual growth and evangelical outreach. Other special emphases are scheduled through the year such as the Staley Lectures, the Pastoral Lecture Series, etc.

Church Attendance

Students are expected to observe Sunday as a special day of rest and worship. Students are expected to make a choice of a church home they will attend while in college.

Christian Service

The student at NC is preparing 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 the student's initial enrollment at Northwest College. Concern for others doesn't stand idle until graduation. Therefore, all students are expected to participate in some aspect of Christian Service.

Formation of Clubs

1. Submit a preliminary, written proposal to the Dean of Students (including suggestions beforehand). A brief statement of purpose, together with at least ten signatures of students committed to support the organization, should also be submitted.
2. Preliminary approval should be secured from the Dean of Students. Such approval will be based on the purpose and need for such an organization and the degree to which it blends with the total College program and policy.
3. Submit to the Dean of Students a written Constitution and Bylaws constructed in accordance with the standing rules of the Student Council. Included should be titles and duties of officers, type of activities to be scheduled, as well as time and frequency of meetings.
4. The written Constitution and Bylaws are then submitted to the Administration for endorsement.
5. Membership in student organizations should be open to all students without regard to racial origin or social status.

Inter-Collegiate and Intramural Sports

Northwest College participates competitively in Men's Basketball, Men's Soccer, Women's Basketball and Women's Volleyball. Northwest College is a member of the National Christian College Athletic Association. Intramural sports consists of Flag Football, Volleyball and Basketball. Schedules and sports calendars are available for all students.

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 each 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 film, etc., and are designated to emphasize World Missions.

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

All-School Theme Nights - Different nights throughout each semester where all students are encouraged to join in special dress-up nights to fit the theme.

Other organizations such as classes, also have his/her own social events, and sponsor activities for his/her members during the year.

Student Associations

The College provides a number of activities which give opportunity for campus involvement. Three of these main areas are as follows:

- 1) Married Student Association (MSA) -
All married students of Northwest College.
- 2) Associated Women Students (AWS) -
All women of Northwest College.
- 3) Associated Men Students (AMS) -
All men of Northwest College.

These Organizations have regular meetings and specific chapel times designated for social activities and special speakers.

Student Clubs

- 1) Art Club
- 2) Baseball Club
- 3) Business Management Club
- 4) Pep Club
- 5) Psychology Club

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 herein. 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. A copy of the Citizenship Manual is placed in the library. The manual is available to all students.

2. APPEALS

Discipline may be appealed by a student. All appeals by a student must be made in writing to the Dean of Student's Office within seven calendar days following notification of disciplinary action. A full explanation of the "appeals policy" is available in the library and the Dean of Student's Office.

3. ACTIONS

The following disciplinary actions may be imposed upon a violator of Student Conduct:

- 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/she has been in violation of the rules of student conduct or has otherwise failed to satisfy the College's expectations regarding conduct. A student's continued violation of student conduct policies while on Provisional Citizenship Probation will make the student subject to Citizenship Probation.
- 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. Being placed on Citizenship Probation during the semester may jeopardize the student's privilege of interim housing.
- 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.

4. DISCIPLINARY FINES SCHEDULE

Water Fights	\$25.00
VCR Policy Violation	\$25.00
Fire Works	\$25.00
Open Flame (in Dorm room)	\$25.00
Provisional Citizenship	\$25.00
Citizenship Probation	\$25.00
Quiet Hours Violation	\$10.00
Microwave in Room	\$10.00
Vandalism - cost of repair	(time and materials)
Late-in procedure (see page 36).	

5. 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.

6. 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.)

7. 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 and 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 objective.

GRIEVANCES

Northwest College is interested in providing an atmosphere consistent with its goals of preparing workers for Christian living. 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. 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 professor, the student should first speak to the particular teacher concerning the matter. If no satisfactory agreement is reached, he/she should take the matter to the Academic Affairs Office.
2. If a student has a grievance against another student or in matters of student life, he/she should try to settle the matter privately. If this cannot be done, the student may take the complaint to the respective Resident Director and/or the Dean of Students.
3. If a student has a grievance against the College, he/she has elected class or student officers to represent him/her to the Administration. Student's are free to voice their own grievance to the proper Administrator.

A full statement of Student Academic - Citizenship Appeals Policy is available in the Dean of Student's Office and the Academic Affairs Office.

Principles to Remember

1. **Proverbs 26:32** - "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.
2. **Matthew 18:15-16** - "If your brother wrongs you, go and show him his fault, between you and him privately. If he listens to you, you have won back your brother. But if he does not listen, take along with you one or two others, so that every work may be confirmed and upheld by the testimony of two or three witnesses."

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 will take all reasonable steps toward the solution of all legitimate problems he/she may encounter.

Insurance

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

THE COLLEGE SEAL

Student medical insurance is offered by the College at the time of registration. Claim forms are available from the Human Resources Office and must be submitted for each separate accident or illness. Students are responsible to read the Insurance Coverage Handbook. Students should consult with the Human Resources Office regarding any questions concerning insurance coverage.

ACADEMIC

All athletic claims are processed through the Athletic Department. A claim must be submitted for each athletic injury. Claims should be submitted as soon as possible.

Liability

The College does not assume the responsibility of indemnification or loss of services 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 College provides health services through the Health Services Center. The Health Services Center is located on the campus of the College. The Health Services Center provides a variety of health services including first aid, minor surgery, and dental services. The Health Services Center is open during the school year and is staffed by trained health care professionals.

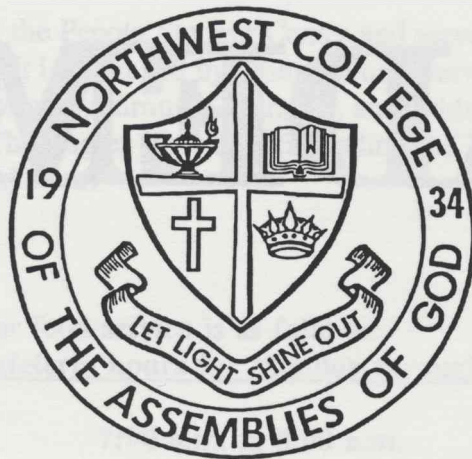
LIFE

The College provides a variety of life insurance services through the Life Insurance Department. The Life Insurance Department offers a variety of life insurance policies to students and faculty. The Life Insurance Department is located on the campus of the College.

The College provides a variety of other services through the Student Services Department. The Student Services Department offers a variety of services including counseling, career guidance, and financial aid. The Student Services Department is located on the campus of the College.

Appointments with the Counseling Services Department are made through the secretary in the Dean of Student's Office.

THE COLLEGE SEAL



The institutional seal of Northwest College embodies in the symbol the history, character, and purpose of the College.

It contains nine elements: The legal name of the institution; its year of founding; the Shield of Faith (Ephesians 6:16); the centrality of the Cross denoting the College's message to the world; the Lamp of Learning and open Bible denoting the foundational premise on which its total learning program is based; the small cross and crown denoting temporal and eternal aspects of the Christian life; and underlying the crest is a ribbon on which are inscribed the first words of the College Alma Mater, "Let Light Shine Out," denoting the historical purpose of the College realized in and through its student graduates who carry the gospel of Christ to the ends of the earth as laypersons and full-time Christian workers.

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.

Students are expected to relate to the College's standards and the individual professor's classroom regulations in a positive way. They are expected to be courteous towards their professors and refrain from conduct which disrupts the learning process.

In case of unresolved incompatibility with a teacher or the College's standards, the student is directed to see the Grievance section on page 28.

Enrollment/Course Change

Official registration may be made **ONLY** in the Registrar's Office. The only authority for an instructor to permit a student to be present in a class is authorization from the Registrar's Office. A student may add courses to his load through the second Friday of each semester. Students are responsible for the academic program they select when they register. Changes may be made by filling out an Add/Drop form in the Registrar's Office.

Course withdrawals through the second Friday of class instruction have no effect on the transcript. Course withdrawals during week three through the eighth Friday of class instruction result in a "W" (Withdrawal) on the transcript. Students who withdraw from a course during week nine through the last day of class instruction receive a "WS" (Withdraw Satisfactory = Grade of C or better average) or a "WU" (Withdrawal Unsatisfactory = Grade of D average or below). The assignment of "WS" or "WU" will be at the sole discretion of each instructor based on class records and any special circumstances involved with the withdrawal. Students who do not complete course work and/or fail to officially withdraw through the Registrar's Office assume responsibility for all costs associated with that work. A student who is absent for more than two weeks consecutively without contacting the College to explain the reason for their absence will be dropped from enrollment with a grade of "F". (See College Catalog for further explanation.)

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, the individual professor determines the effects of absences upon grades for the classes and publishes specific requirements in course syllabi; appeals relating to attendance should therefore be addressed first to the teacher.

If a student is absent because of prolonged illness, he/she should contact the Campus Nurse in Health Services for an official documentation of medical care. The student will then receive the assistance of the Campus Nurse in providing documentation to the faculty member regarding absences linked to prolonged illness. It is still the prerogative of the individual faculty member to determine how these absences will impact course grading.

Class absences necessitated by required participation in some College-sponsored activity are excused through the Academic Affairs Office and/or the Dean of Students Office. The faculty or staff member must

submit a list of students participating and the Vice President for Academic Affairs and/or the Dean of Students 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; Sophomore, 1.9; Junior, 2.0; Senior, 2.0.

When a probationary student's cumulative GPA rises above these minimum levels he/she 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. maximum).
3. Are restricted from participation in certain extra-and co-curricular activities.
4. May be requested to take special classes, such as Study Skills.

To be eligible for continued pursuit of a degree program at the College, students must have 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.

All students participating in any extra-curricular activity at Northwest must have a 2.0 GPA the semester prior to participation.

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	Maximum 10 credits
26 to 33 hrs. a week	Maximum 13 credits
15 to 25 hrs. a week	Maximum 16 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.

Awards and Honors Convocation

An Awards and Honors Convocation is held in the spring of each school year as an encouragement to students at 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 in Arts and 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;

The Student Life Awards for outstanding male student, female student, and/or married student/couple of the year.

Make-Up Tests

Procedures for making up tests are established by each individual professor and may be stated in the course syllabus. Generally, tests may be made up only if missed for serious, unavoidable, involuntary reasons. Such reasons would be: (1) extreme emergencies (e.g., death in the family); (2) Serious illness (e.g. unable to go to classes, work, meals, etc.); (3) Unavoidable and/or unexpected work conflict; or (4) College sponsored and scheduled activities approved by the Vice President for Academic Affairs (e.g., choir or varsity sports trips). Judgement as to whether or not a valid reason exists is the responsibility of the instructor.

A student who has been absent for such valid reasons must make arrangements the next day he/she attends class, or, when possible, in advance. This must be done with the instructor to make up the test.

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.

If a student should have three final exams on the same day he/she may petition the instructor of the third exam for testing at a different time. The time of the rescheduled test would be determined in consultation with the professor, but the test must be taken within the 4 days of finals.

Requirements for Graduation

For graduation requirements see the College Catalog. For additional clarification consult the Registrar regarding the graduation checklists or audits.

Student Records Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA) specifies rights and privileges regarding student records. The written institutional policy adopted by Northwest College in compliance with FERPA is available from the Registrar's Office. Annual notice regarding FERPA rights is provided in the College's Student Handbook and Catalog.

In accordance with FERPA, you are notified of the following:

1. **RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at this institution.
2. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not

refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

3. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.
4. **RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION:** You have the right to file a complaint with the Family Policy and Regulations Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C., 20202, concerning this institution's failure to comply with FERPA.
5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by this institution in compliance with FERPA. A Copy may be obtained in person or by mail from: Northwest College, Registrar's Office, 5520 -108th Ave., NE, Kirkland, Washington, 98033.

RESIDENCE

LIFE

SINGLE STUDENT RESIDENCE LIFE

Single Student Residence Halls

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 the blinds will not be damaged by moisture or wind.

Breakage or damage to College property should be reported immediately to the Resident Director or Resident Assistant. The cost of unreported damage will be assessed to all of the students on the floor or room where the damage took place. No furniture is to be removed from lounges. All College furniture must remain in each individual room; removal of furniture will constitute a fine and/or disciplinary action.

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. Students who use the kitchenette area are responsible to keep the area clean. Microwaves are allowed in Perks dorm only. Guy, Crowder, Gray and Beatty are not capable of handling the electrical load.

A student's room is private and is to be treated so by others. Entering another room or borrowing possessions without 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 Directors 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.

No student is permitted to be in the on-campus living area of the opposite sex. This includes both the hallways, and individual dorm rooms. Anyone found in violation of the policy will be subject to immediate disciplinary action which may consist of suspension from resident halls, dismissal from Northwest College, or in the case of a guest, not allowed to return to Northwest College.

Special arrangements for moving, etc., may be granted by one of the following: the Dean of Students or Resident Directors.

No guests are allowed in rooms or hallways of the opposite sex without prior approval. All guests must leave the campus by curfew time unless arrangements have been made for spending the night. Violation of this policy will prohibit the guest from being on campus at any time.

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.

Rooms should be vacated in good order, all original furniture in place, and the key returned to the Resident Director's Office. Defacing, removal of mounted furniture, 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.

Due to fire danger and/or property damage, students in all residence halls 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. 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.

Dorm Keys

Each student admitted to residence living will receive a key for their room in the residence hall. A \$5.00 key deposit is charged and is refundable when it is returned to the Resident Director. A \$5.00 deposit for the mailbox key is also required. Students are requested to keep their rooms locked at all times, as 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 Director. A charge of \$10.00 will be made for duplicating the key.

Provision for Non-Motorized Bicycles

1. Bicycles may be stored in the designated bicycle rack located outside of the resident halls.
2. No bicycles are permitted at any time in the entry ways, resident hall lounges, dorm hallways, stair wells or closets in any of the dormitories or campus buildings. Any bicycles found in these areas will be confiscated.
3. Students may keep bicycles in their own rooms under the following conditions:
 - a) All bicycles will be pushed to and from the students room. At no time is any bicycle to be ridden in the resident dorm.
 - b) Students must notify the Resident Director when they are storing a bicycle in their rooms. This notification must include the specific residence hall, the student's room number, bicycle color, and name brand.
 - c) Storage of bicycles in dorm rooms is only permitted for students who occupy the room and have received permission from the Resident Life Staff and from their roommate.
 - d) Any damage resulting from storage of bicycles in dorm rooms will be assessed to occupants of that room.

Upper Division Dorm

Northwest College has established Perks Resident Hall an upper division dorm. This dorm is available for students of junior status (62 credit hours) and above and/or age 23 and above (you must be 23 years old prior to date of occupancy). This residence hall is designed for those students who have proven themselves in academics, citizenship, and financial responsibility. A minimum of 9 credit hours per semester is required for residency. Anything less than 9 credit hours will be based on space availability and special approval.

Each room will be furnished with modular furniture. There will be no established curfew and each resident will have their own key access to residence halls and to their assigned room. Each single occupant will be assigned a parking spot. Double occupancy will share a parking spot. Due to increased enrollment single occupancy will be based on seniority and space available. The individual(s) with the longest tenure, will be the first to retain single occupancy (if they so choose). You may request double occupancy to save cost.

Cost for the upper division dorm private room will be approximately \$2,060. per semester. This is only \$130 above the 1994/95 board/room rate of \$1,930. for other private rooms. The cost for double occupancy in Perks from is \$1,840. This is only \$100 over the regular board/room rate of \$1,740. This is only \$100 over the regular board/room rate of \$1,740. This dorm setting seeks to provide upper division students more privacy, better study atmosphere, and greater freedom in living arrangement.

Perks 400 floor will be assigned as a men's residence, and Perks 500 and 600 floors as a women's residence. All other student life policies will be in effect. Because this is an upper division dorm, any major violation of student policy will constitute immediate removal and disciplinary action.

Interim Housing

On campus interim housing is available on a per month basis separate from the regular semester charges. Interim housing is divided into two time-frames: Interim housing between Fall and Spring Semester and summer interim housing (interim housing is only available to those students pre-registered and returning for the next semester). Students who use their room as a residence between semesters are charged at a per day rate. Students registered for Spring Semester who would like to leave personal effects in their room may do so at no charge. An interim housing form must be completed, returned and approved prior to dates needed. Those students who have been placed on Citizenship Probation during a semester may forfeit the privileges of interim housing.

Resident Personnel

Resident Personnel reside in all residence halls. These dedicated and committed people are not only trained and educated to recognize student need, but also have a 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 three nights each semester without charge if previous arrangements are made with the Resident Director. If the guest is to stay more than three nights, a \$7.00 charge per night will be made. Additional visitors will be charged

\$7.00 per night and a double charge will be assessed for unregistered persons. Maximum stay for all guests is one week (7 days). 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/she stays. Off-campus students enrolled at Northwest may stay in the dorm at a rate of \$7.00 per day, starting with the first day. Stay is limited to a maximum of 3 days per semester. Failure to comply will result in disciplinary action for both the off-campus student(s), and student(s) occupying the room. Persons to whom students are ministering should not be invited to be guests. Any guests not complying with Northwest College policies will be asked to leave immediately.

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.

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

Late-Ins

Students who return to the Residence Hall after stated curfew hours must contact the Security Officer on duty through the telephone system located by the entrance to each dorm. Students are required to record their name, dorm room number, time, date, and reason for not meeting the stated curfew hour. Security will supply the form.

The Resident Director will make contact to let you know of the discipline procedure and to answer any questions you may have. Students engaged in any form of employment that extends beyond closing hours of the residence must make special arrangements for entry with the Resident Director's.

Repeated violation of late-in procedure or failure to follow policy (i.e. propping doors, not signing in etc.) will result in a consultation with the Director of Resident Life for discipline and may jeopardize your continued residency on campus.

Over-Night Stay

Students wishing to stay overnight at the home of another student, relative, immediate family member, or friend, must notify in person their Resident Assistant or Resident Director of their intentions before leaving. The following information is need: 1) Name, 2) Address, 3) Phone Number, 4) Relationship, (roommate, relative, friend, etc.).

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 from their parents or guardians, and a letter of invitation from the parents of the person visited. All information must be presented to their Resident Director before leaving.

Residence Hall Lounges

The lounge of each residence hall serves many functions: a lobby, communication center, and visitor area. All behavior in the residence hall lobbies must comply with the guidelines and policies of Northwest College.

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 students' spiritual and social development. These interactions help the student toward responsible maturity in public and private relationships.

Crowder Hall Lobby and the men's Perks 4100 floor waiting area are not to be used as lounges. Students are asked not to remain in these areas for more than 15 minutes.

The Pecota Student Center accommodates more recreational types of activities. Its co-educational function provides an eating place (Eagles Nest) 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 Director, 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	8:00 a.m. - midnight
Saturday	9:00 a.m. - midnight
Sunday	9:00 a.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.

Pets

Students are not permitted to keep pets of any kind in residence rooms or student apartments. Exception to this policy is: One fish tank or a limit of 25 gallons per room is allowed.

Quiet Hours

Realizing the necessity for studies and sleep, quiet hours from 9:00 p.m. to 8:00 a.m. have been established. In respect for other students, unnecessary noise in rooms or hallways, such as 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. Out of consideration for others, all music should be played only at room level volume.

Television

Television sets are provided and maintained in residence hall lounges for weekend use. The Resident Assistants 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 their use of television in reference to the quality of programs viewed, the rights of others, and the total time spent watching. The College Administration and the Resident Director's have the responsibility and reserve the right to regulate the use of television and VCR's and determine the hours they are used. Television and VCR's are permitted in rooms under the following conditions:

- 1) All TV sets and VCR's must be registered with Resident Life Staff.
- 2) Any room containing a TV or VCR must have roommate approval.
- 3) Movies rated R or PG-13, or movies that contain unacceptable views which portray Christian principles in a negative light, are not permitted.

Violations of any of the VCR policies will carry the following disciplinary action:

- First Offense - 1) Provisional Citizenship, 2) confiscation of the VCR for the balance of the semester, 3) \$25.00 disciplinary fine.
- Second Offense - Subsequent violations of this policy will constitute stronger disciplinary action.

Check-in Check-out Procedures

All residents must vacate their rooms on or before the Sunday following Commencement. The only exceptions are those who have been approved for Summer Housing. Exceptions must be cleared by the Residence Director. A \$10.00 per day charge is assessed to those not meeting the deadline. If the check-out procedure is not followed, the cleaning/damage deposit will be forfeited. In checking out, follow these steps:

1. Clean the room.
 - a. All personal belongings must be removed from the room.
 - b. The room needs to be vacuumed and dusted.
 - c. All furniture must be clean and in place.
 - d. Everything from the walls must be removed, including tape, wallpaper, contact papers, and all nail holes filled.
2. After the above has been completed, the student should contact the Resident Director or Resident Assistant.
3. The Room Check-in/Check-out form, completed when the student moved in, will be reviewed and signed by the Resident Director and/or the Resident Assistant.
4. Keys should be returned to the Resident Director. For keys not returned, a replacement fee will be assessed to the student's account.
5. If properly checked out by RA and RD, refunds of the cleaning/damage deposit will be applied to account balances. Returning students who have a "zero" balance on their student accounts may request their cleaning/damage deposit be returned to them, or it may remain on their account as cleaning/damage deposit for the following year.

Schedule of Damage Charges in Dorms:

The following is a schedule of charges to be assessed for damages, etc. during school and when checking out of the rooms

ROOMS REQUIRING REPAIRS/PAINTING:

Ceiling	\$20.00
Wall	\$20.00
Total Room	\$50.00

FURNITURE:

Removal and/or dismantling of built-in furnishings. This includes beds, bolsters, desks and closets.

Per items, per offense: \$20.00
(Purpose of this is to discourage removal of built-in furniture.)

HEATERS:

Heater covers which require replacing or repair: \$20.00

CUSTODIAL CHARGES:

Room not cleaned \$25.00

IMPROPER CHECK-OUT:

Improper check-out or no check-out. \$15.00

KEYS - DORMITORY ROOM:

Lost keys - replacement \$10.00
Failure to return key - cost of re-keying door.

GENERAL DAMAGE:

Miscellaneous damage to carpet, closets, doors, beds, lights, windows, desks, chairs, etc.
Actual cost of repairs including materials and time.

Telephones

Each dorm room has a telephone for the student's personal use, the charges for which are included in the dormitory fees. The student can also place long distance calls through the use of an access code, assigned to them at dorm check-in. These long distance calls are charged to the students monthly by the Accounting Department.

Extensions

Each dorm resident receives a phone number that can be dialed directly (for example, extension 6401 would be dialed directly by dialing 889-6401). This dorm telephone number is the one to give to family, friends, employers, etc., instead of the main Northwest College number, 822-8266. When calling from room to room, use only the extension number, and omit the 889-prefix.

Security

Northwest College has security personnel who are available for assistance 24 hours a day. Students and guests are asked to fully cooperate with security personnel. The following phone numbers are used when you need to reach security.

- * To reach security from a campus phone, dial 111.
- * To reach security from an off-campus telephone, dial 803-0111.
- * To dial 911 from a campus phone, dial 9-911.

These numbers are for security purposes only. Calls made to 911 automatically alert campus security as well. Using these numbers as a prank or joke is grounds for disciplinary action.

Collect Calls

To **place** a collect call, you must use any of the 800 numbers for the major long distance carriers. For further instructions, please see the "Telephone Numbers" section earlier in this handbook.

The Telephone system is not capable of **receiving** incoming collect calls. Therefore, outside operators are instructed not to allow these calls. Persons attempting to receive incoming collect calls will be responsible for all charges incurred and are subject to disciplinary action.

Prank Calls

The use of the telephone system for prank calls is against federal laws and Christian principles. Any violation of the nature will result in immediate disciplinary action.

Toll Calls

Placing calls to 900 numbers or other toll calls is unauthorized. A "toll call" is a call where there is an additional charge for the call, beyond the cost for long-distance. Persons attempting to make these calls will be responsible for all charges incurred and are subject to disciplinary action.

On-Campus Food Service

The College will provide regular balanced meals that includes variety and quantity. Major efforts have been made to provide this service at a reasonable cost to the student. An outside contractor has been selected to provide a defined service for a fixed cost. This means that for the service listed below, the resident campus student will pay a fixed price for the meal service for each semester. No refunds or partial meal plans can be accommodated due to the contract with the vendor. There is a meal ticket available for purchase to off-campus and married students.

Contract Meal Plan

The contract meal ticket will be for 20 meals per week, a choice of at least 3 main entrees per meal, and unlimited seconds on anything except steak, on "steak night."

Sack Lunches

Sack lunches are available for students who work during meal hours. Sign up for sack lunches should be 24 hours in advance in the location provided with a choice of sandwiches, microwave meal, or chef salad.

Special Diet

In the event of medical or health conditions requiring a student to have a special diet, he/she must submit a written notice from his/her doctor to the Food Service Director. Students are to provide a medical doctor's statement giving all information regarding restrictions and a list of recommended foods to eat. There is no additional charge for this service.

Restrictions

It is not permissible to remove dishes, tableware, glasses, and related items, or food from the Cafeteria. The exception is trays for students who are ill, which may be checked out by special permission. Students must present their I.D. Card with meal ticket number to be able to eat any given meal, or pay cash. Lost I.D. Cards must be replaced by the Dean of Student's Office in order for the student to eat in the Cafeteria. Charge for the replacement of a lost I.D. Card is \$5.00. Off-campus students found eating cafeteria and not paying for the meal will be subject to immediate disciplinary action.

Appearance Dress	20	Quiet Hours	31
Busing	20	Tolerance	31
Equal Opportunity/Title IX	20	Work in Cafeteria	31
Two-District/Region Policy	20	Excuses	40
Drug Policy	21	Sexual	40
Money	21	College Calls	40
Off-Campus Medical/Insurance/Spa	22	Contract Meal Plan	41
Posting of Beliefs and Advantages	22	Sack Lunches	41
Off-Campus Housing	24	Special Diet	41
Social/Cultural Program	24	Restrictions	41
Clubs	24 & 24	Alma Mater	41
System/Employee Work	24		
Childcare Service	24		

ALMA MATER

1. Let light shine out in the great Northwest;
Go tell the Savior's grace
From College halls to land 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



Published by the
Dean of Student's Office
Northwest College
5520 108th Ave. NE
Kirkland, WA 98033
Phone (206) 822-8266