

1991

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THE FIRST RESORT

*George Fox
College*

**STUDENT HANDBOOK
1991-1992**



THE FIRST RESORT

1991-1992

From the office of
DEB LACEY
Students' Dean

Our purpose in providing this handbook is to acquaint you with enough of the College so that when you *shake hands* with the campus during orientation, you may feel a little less like a total stranger.

THE FIRST RESORT is a clue to what the idea of community life at George Fox College is all about.

The Student Life staff hopes you'll find this handbook helpful for your needs right at the beginning. After all, that's why it's not called *The Last Resort*.

One final note: Never hesitate to ask any questions! We're here in the Student Life Office to help answer them. I hope you have a blessed year!

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STUDENT LIFE

Philosophy

George Fox College is a learning environment where people can build a life plan. Education occurs whenever and wherever experiences contribute to human development. The integration of faith, Scripture, and learning is a primary objective of the College.

George Fox College is firmly committed to biblical principles. Spiritual growth is encouraged through several opportunities for on-campus Christian fellowship, such as discipleship groups, individual Bible study groups that develop on floors or between friends, and occasional guest speakers in classes. "Green Room," a voluntary praise and worship chapel, is held each Friday in the greenroom of Bauman Auditorium.

GFC Mission Statement

The purpose or *mission* of George Fox College has been clearly defined in its *mission statement*: *The mission of the College from its beginning has been to demonstrate the meaning of Jesus Christ by offering a caring educational community in which each individual may achieve the highest intellectual and personal growth, and by participating responsibly in our world's concerns.*

Residence Life

Philosophy: Residence life at GFC is an integral educational part of the college experience. The residence communities provide unique and meaningful experiences in human relations along with various opportunities to discover one's potential, self-worth, and philosophy of life. The various physical environments of the residence halls and apartments provide challenging opportunities for individual growth and development while maintaining a common bond of college residency.

Housing Requirements: All unmarried full-time (12 hours or more per semester) students, except those living with their parents or guardians, are required to live in College-owned housing. Petitions to move out of campus housing shall be evaluated on a personal basis by the Director of Residence Life/Housing. Financial need is not considered a reason for granting off-campus residence.

Resident Directors and Resident Assistants: Each living area is staffed by a Resident Director who has extensive training to prepare him or her to be an effective educator qualified to give assistance with academic, social, spiritual, and personal problems. Each subcommunity (floor, wing, apartment area) within the living area has a Resident Assistant who is a student carefully selected and trained to contribute to your successful living/learning experience. The ratio of Resident Assistants to residents is 1:25.

Residence Halls

EDWARDS HALL is a three-story, two-wing residence hall that houses 51 women in one wing and 51 men in the other. A laundry room is located on the first floor of each wing. The two wings are joined by a large lobby with the Resident Director's apartment directly attached. Edwards is located east of the Student Union Building.

HOBSON HALL is a three-story residence hall that houses 84 women. It has a full basement and is part of the Hobson/Macy/Sutton complex. It was extensively renovated in 1990.

MACY HALL is a two-story residence hall that houses 78 women and is a part of the Hobson/Macy/Sutton complex. Macy is fully carpeted, and has a study room, kitchen, washer, dryer, and ironing board on each floor. It is located on the east side of the campus.

PENNINGTON HALL is a two-story residence hall that is "L" shaped with two wings joining in a lounge. One wing houses 50 women and the other 50 men. A laundry room is located on each floor. Pennington is next to the Student Union Building. There are two single-occupancy rooms for women and two for men. There is an additional charge per semester for these single rooms.

SUTTON HALL houses 60 men. It has a fully carpeted living area and is three stories high with a full basement. It is the central building of the Hobson/Macy/Sutton complex. A kitchen and laundry room are on each floor.

Suites

BEEBE HALL is a three-story living area that houses 40 upper-division students. It is located adjacent to Carey and Willcuts Halls. The rooms are fully carpeted and are divided into suites consisting of a bedroom, study room, and a bath. Each suite is designed to house four students. There is a kitchen, laundry facility, study room, and lounge area on each floor.

CAREY HALL is a two-story living area that houses 32 upper-division students. It is located in a scenic spot on the southeast side of the campus adjacent to Beebe and Willcuts Halls. The rooms are fully carpeted and are divided into suites consisting of a bedroom, study room, and a bath. Each suite is designed to house four students. There is a kitchen, laundry facility, and lounge area on each floor.

SUTTON HALL houses 60 men. It has a fully carpeted living area and is three stories high with a full basement. It is the central building of the Hobson/Macy/Sutton complex. A kitchen, and laundry room are on each floor. The suites in Sutton consist of a bedroom and a study room. Each suite is designed to house four students.

WILLCUTS HALL is a three-story living area that houses 40 upper-division students. It is located adjacent to Beebe and Carey Halls. The rooms are fully carpeted and are divided into suites consisting of a bedroom, study room, and a bath. Each suite is designed to house four students. There is a kitchen, laundry facility, study room, and lounge area on each floor.

NOTE: *The beds in all the residence halls and suites are extra long (39" x 80"). Extra-long fitted sheets are required and can be purchased from Sears or Montgomery Ward. Regular flat sheets will fit.*

Apartments/Houses: There are three apartment complexes and five houses on campus, usually filled by returning upper-division students. Occasionally, there are spaces available for *transfer* or *older students*. Beds in the apartments take standard twin-size sheets. The following are *not* to be brought on campus: waterbeds, washers and dryers, and space heaters. The College furnishes the necessary furniture for the apartments.

Housekeeping for Apartments and Houses: Water damage accounts for a significant percentage of our budget. One of the recurring problems is condensation of water in restrooms (walls, ceiling, floor) and water from the shower on the floor. Giving extra attention to dry floors could be beneficial to both students and the College. Please open windows and leave the fan on after showering. We appreciate your help in these concerns of mutual interest.

Cold Weather Contingency Plan: Freezing weather usually occurs from mid-December through mid-February. In this time period, when you leave for a weekend or vacation, would you please: (1) pull curtains almost closed, (2) open doors under sinks and into bathroom (to warm plumbing), (3) close and latch laundry room doors at Weesner and Lewis apartments, and (4) keep your apartment thermostat set at or above 55 degrees.

Food Service: *All students who live in residence housing, with the exception of seniors living in apartments or houses, are required to eat in Heacock Commons.* Marriott Food Service provides cafeteria-style meals. There is always a wide variety of entrees available, plus vegetables, salad, desserts, and a wide choice of beverages. The Commons is open and provides food service from 7:15 a.m. to 7:15 p.m. daily. Anyone seeking exemption from the board program should contact the Student Life Office for more information.

Room Decorations/Furnishings: Each person in residence halls and suites is supplied with a bed, dresser, desk, closet, and bulletin board. There is ample room for the things you need, but not so much space you will want to bring everything you own. Each laundry room has an ironing board. Regarding radios, TVs, and other appliances, you may wish to write to your roommate to agree upon who will bring what for the best use of your space. You will need to bring other items to make your room your "home," i.e. linens, posters, plants, iron, typewriter, rugs, clock, stereo. Each apartment is furnished with beds, dressers, desks, kitchen table and chairs, and at least one lamp. You will benefit from bringing a study lamp and/or a lamp for the living room. The College does not supply cleaning supplies or linens. Vacuum cleaners may be

checked out by apartment residents. Refrigerators can be rented from the GFC Bookstore.

Dorm furniture is not to be moved outside the room due to a shortage of storage space. Under no circumstances is furniture to be disassembled or unscrewed without authorization from the Director of Residence Life/Housing.

Nothing is to be glued, nailed, and/or attached to ceilings. Bikes are not to be stored adjacent to windows.

You are encouraged to decorate your room according to your personal tastes. All decorations must be mutually agreed upon by any and all roommates who share the room. Also, certain expectations are listed below.

1. Because George Fox College has a no-drinking policy, it would be contradictory to advertise alcoholic beverages on campus. Therefore, no posters, stickers, etc., that promote alcoholic beverages are allowed.
2. Pornographic material is not allowed. This includes posters/pictures whose content is *exploitive* of either sex. If you have any questions regarding what is or is not permissible, talk with your R.A. or R.D.
3. Department of Transportation highway and street signs are protected by law. Having possession of or displaying these signs is considered a felony and is, therefore, not permissible.

Laundry: There are coin-operated washers and dryers in each living area. The cost for washing a load is 50 cents and the cost for drying a load is 50 cents—save your quarters!

Autos/Bikes: Road-worthy vehicles are permitted as long as Oregon and GFC traffic regulations are observed. Within two weeks of being on campus, students are required to register for free at the Physical Plant Office any vehicle they use on campus. A registration number decal will be provided. It must be displayed on the vehicle according to instructions. The registrant is responsible for his/her vehicle at all times. The College has no area for off-road/all terrain vehicles and they are not permitted on campus. Due to a shortage of parking spaces, resident students are asked not to drive to classes or meals. A yellow curb in Oregon is a "no parking at any time" zone.

Bicycling is popular. Edwards, Macy, Sutton, and Pennington halls have covered bicycle racks. Repair shops are close to campus. Bikes are to be stored in the dorm rooms or bike racks. They are not to be stored in any other area. The City of Newberg has an ordinance that requires all bicycle owners to register their bikes at the police department. There is no charge. NO bikes or motorcycles are permitted to be ridden on the canyon walk. No motorized vehicles are permitted on sidewalks or within buildings, except for authorized Physical Plant vehicles.

There are certain vehicle-operating regulations you are expected to follow. This includes obeying posted signs and parking regulations. Campus tickets may be given if violations of these regulations occur.

Keys: There is a charge of \$10 per key for each unreturned/lost key. If you withdraw from school during the year or when you leave campus at the end of the school year, please return your room key and outside door key to your

Resident Assistant, your post office key to the SUB post office, and any master keys issued by Physical Plant to that office.

Right of Entrance: Your right to privacy will be respected. College personnel may enter a student's room/apartment without notice only in emergencies where imminent danger to life, safety, health, or property is reasonably feared, or when there is suspicion or probable cause to believe that college regulations have been or are being violated. When the College seeks access to students' rooms/apartments to make repairs or improvements or for other necessary reasons, the occupants of the room or unit involved shall be notified of such action not less than 24 hours in advance unless consent (such as a work request) has been given.

The right to privacy by others also is a concern. In keeping with our responsibility toward one another, be mindful of your residence neighbors and keep the volume of radios, stereos, etc., at a considerate level. If they can be heard in another apartment, they are too loud.

Lockup: All residence halls are locked at 11 p.m. and unlocked the next morning at 8 a.m. Each living area is staffed by a Resident Assistant on-duty from 8 p.m. to 8 a.m. Residents are furnished with a key that gives them access to their residence hall for entry after 11 p.m.

Visitation:

RESIDENCE HALLS (Pennington, Edwards, Hobson, Macy, and 2nd and 3rd floors of Sutton)—*Open-house visitation hours are 7 p.m. to 10 p.m. Sunday through Thursday.* No person is allowed in the bedroom of a student of the opposite sex except during open-house visitation hours. The door to the student's room is to be completely open if visitors of the opposite sex are present.

SUITES (Beebe, Carey, Willcuts, and 1st floor of Sutton)—*Open-house visitation hours are 3 p.m. to 11 p.m. Sunday through Thursday, and 3 p.m. to midnight Friday and Saturday.* Visitors of the opposite sex are to confine their visits to the front room of the suite after 10 p.m. All room doors are to be left completely open if visitors of the opposite sex are present.

HOUSES (Cole, Kershner, Schaad, Sherman Street, and Weesner)—*Open-house visitation hours are noon to midnight Sunday through Thursday, and noon to 2 a.m. Friday and Saturday.* Visitors of the opposite sex are to confine their visits to the living/dining room areas after 10 p.m. Room doors are to be left completely open if visitors of the opposite sex are present.

APARTMENTS (Lewis, Newlin, and Weesner)—*Open-house visitation hours are noon to midnight Sunday through Thursday, and noon to 2 a.m. Friday and Saturday.* Opposite sex visitors shall confine their visits to the living/dining room areas after 10 p.m. any night. Room doors are to be left completely open if visitors of the opposite sex are present.

Storage: Articles stored must be boxed and clearly labeled with a college label indicating the name and permanent address of the owner. Articles will be kept no more than one semester following a student's absence. Articles may be stored over the summer months when space is available. Preference for

summer storage is given to those students living out of state. Articles left in storage *more than one semester* may be given away. Carpets and bicycles may not be stored.

Room Changes: No room or unit changes are allowed the first two weeks or the last two weeks of any semester. If you wish to change rooms or units, you must pick up a Room Change Form from your Resident Director and follow the procedure as detailed on the form. Students are not to move until they have received approval from the Director of Residence Life/Housing. Students wanting to change rooms will be expected to find another room to which to move. Failure to follow room change procedures before moving will result in a \$50 fine.

Pets: Only fish and turtles are allowed in residence housing, including family student housing.

Guests of Students: Guests of students are the responsibility of the student hosting the visit. All visitors are expected to leave by 11 p.m. unless special permission is granted by the Resident Director. Visits by prospective students should be arranged through the Admissions Office. No person of the opposite sex is to stay overnight in a student's room or apartment.

Solicitation: There is to be no soliciting on campus without approval from the Student Life Office. No door-to-door solicitation is allowed. For further information, inquire at the Student Life Office with the Vice President for Student Life/Dean of Students or the Director of Residence Life/Housing.

Student Identification Cards: Student ID cards are available through the Student Life Office in Wood-Mar 205. Cards are issued at the beginning of the year during registration to all freshmen and are kept from year to year. If the card is lost or needs to be replaced, there is a \$15 replacement fee. The ID card is needed for food service, entrance to athletic events, checkout of library books, and on other occasions.

Chapel Program

General Information

Chapel is designed to be a unique educational program of the faith-affirming college. It is not designed to replace or duplicate the ministry of the local church. Attendance at Chapel, therefore, should not be considered a substitute for church attendance and involvement, nor should it be considered an extracurricular program. Chapel is considered to be an integral part of a total faith-learning education.

Chapel is designed to meet the following purposes:

1. *A devotional purpose:* For it is at such meetings, as well as during special weeks of Christian emphasis, that the community can worship together and consider the various aspects of faith and life.
2. *An intellectual purpose:* For in this manner issues are raised for thoughtful consideration, sharing, and discussion.

3. *A social purpose:* For a meeting such as this is an opportunity for the campus community to consider matters of common concern.

Attendance Requirements

1. Chapel is held on Monday and Wednesday for 14 weeks of the 15-week semester. *A minimum of 24 attendances is required* per semester for students taking 12 hours or more.

The 24 attendances may be cumulative, allowing you to plan your attendance with your personal needs in mind, as well as to plan around other scheduled events such as field trips, participation in scheduled sports events, choir and band tours, etc.

The 15th week, finals week, no Chapel is held. Thus, 24 attendances must be acquired during the 14-week period.

The fulfillment of Chapel attendance is a requirement for graduation.

Note: Extended illnesses will be evaluated on an individual basis at the end of the semester. Extended illness excuses are issued only by the school nurse for illnesses of three or more consecutive days.

2. You may receive an exemption for the attendance requirement for one semester due to student teaching, for an off-campus field placement, or for the last semester of your senior year. *The senior exemption will be void if the previous semester's attendance has not been satisfactorily fulfilled.* All such exemptions must be cleared through the Student Life Office by Sept. 13, 1991.

3. An attendance exemption might be granted in unusual circumstances. All requests for fall semester must be filed with the Student Life Office by Sept. 13, 1991.

4. There is an adult-learner status for students who are older than the traditional college student. These are people who have jobs, families, commute, etc. If you feel you qualify for this category, apply at the Student Life Office by Sept. 13, 1991.

5. Failure to meet the attendance requirement by the end of the 15th week during a given semester will place a student on probation for the following semester.

The probational semester will require a minimum of 24 attendances. If the requirements are not met a second time, registration will be held until the student has met with the Vice President for Student Life/Dean of Students. If a student is deficient for a third semester, he/she will *lose* the senior exemption. Further deficiencies in succeeding semesters *will* result in a full suspension. Deficiencies do not need to be consecutive to warrant reprimands.

A student may be suspended for a length of time to be determined by the Vice President for Student Life/Dean of Students if he/she goes on probation two semesters in a row.

6. Attendance slips are provided for each Chapel. Attendance cannot be recorded for persons arriving later than 11:05 or leaving prior to the conclusion of the Chapel. Each student must sign his/her own Chapel Slip. The student will lose Chapel credit if the slip is signed by someone else.

Career Services

The Career Services Office assists students and alumni in making and implementing career decisions. *Career classes* include "Career Exploration," designed for freshmen/sophomores, and "Job Search," designed for juniors/seniors. An option for use in career decision making is the "Sigi-Plus" *computer career-guidance system*. Other testing and individual counseling is available also.

In addition, occupational and graduate school information is available in the Career Library, Wood-Mar 206. Job openings are posted daily and published in a weekly job bulletin.

Other job-opening resources available through the Career Services Office include assistance in resumé writing, interviewing, and developing job search strategy. A placement highlight will be the annual Oregon Liberal Arts Placement Consortium Job Fair with recruitment interviews for graduates and career information for undergraduates.

Finally, the *Career Resource Network*, a catalog of professional alumni consultants, is available to both students and alumni at the Career Services Office. This pool of career "experts" offers a variety of assistance in job placement.

Placement files continue to be maintained through the Registrar's Office.

Wellness Resource Center/Insurance

A part-time registered nurse is on duty providing consultation and treatment four hours a day when classes are in session. The Wellness Resource Center is located just off Pennington Hall lobby, ext. 332. No appointment is necessary. Hours are posted. When the nurse is not on duty, students should contact the Resident Director. However, the nurse is available *on call* for emergencies. In close contact with Newberg's physicians, the nurse assists the student in making arrangements with any doctor the student wishes to see.

A minimal amount of health and accident insurance is required of all students. A limited insurance plan is made available as a service to the students. Students will be enrolled automatically in this program unless a waiver card, indicating other coverage, is presented to Student Accounts either prior to or at the time of registration. Insurance forms may be obtained at the Wellness Resource Center when medical care is necessary.

In accordance with the Attendance Policy stated in the 1991-92 *GFC Catalog*, NO CLASS EXCUSES for extended illness are issued unless the student is examined by the nurse during an episode of illness that prevents class attendance for three or more days in a row. Extended illness excuses will not be given days or weeks after a prolonged illness has occurred. It is the student's responsibility to notify instructors prior to missing classes because of illness, especially if exams are scheduled.

Personal property insurance can be arranged privately, but is not required. THE COLLEGE DOES NOT TAKE RESPONSIBILITY FOR PERSONAL PROPERTY.

Center for Personal Counseling and Development

Philosophy: The Center exists to serve the George Fox student community within the context of a Christian educational environment. College students, because they deal with stress and face numerous developmental issues, often require the services of a counseling professional. A cornerstone of the Christian educational experience is a wholistic view of student needs that seeks to address intellectual, interpersonal, emotional, vocational, physical, and spiritual dimensions.

Purpose: The Center's primary goal is to assist in the personal growth and development of students while recognizing that gains in any dimension of a student's life significantly impact all other areas. Comprehensive growth and development can occur only when consideration is given to all aspects of student needs. A major responsibility of the counseling staff is to provide one-to-one counseling with the focus on the use of short-term techniques for development or problem solving.

Location: Facilities are located in the lower level of Pennington Hall. Entrance is located off Pennington parking area on the south side of the building.

Staffing: The Counseling Center staff consists of a director, one or more upper-graduate counseling practicum students, and a small pool of receptionists who provide part-time assistance on a voluntary basis. Interns are supervised by the director.

Services: In addition to individual counseling, services also include group counseling, outreach, seminars, crisis intervention, and referral counseling. The center maintains *confidential* records of all clients.

Fees: Counseling is offered as a service to GFC students. A minimal fee will be charged to cover the cost of testing materials when used.

Appointments: Counseling sessions are by appointment only. For information, stop in or call ext. 309.

COMMUNITY LIFE

Expectations and Responsibilities

Community: George Fox College is a community dedicated to academic progress, personal development, and spiritual growth. Together we seek to integrate faith and learning while our hearts and lives reflect the process of maturing in Christ.

Membership in this community carries with it a unique, demanding, and privileged responsibility. George Fox considers biblical Christianity essential to the liberal arts, sciences, fine arts, cocurricular activities, one's personal life, and society in general. The mission of George Fox College is to offer a meaningful involvement in liberal arts education in an evangelical Christian context. The student, by virtue of enrollment, therefore agrees to accept the responsibilities of membership in the college community and to respect the regulations and leadership of the College.

The Lordship of Christ: The College believes the Scriptures establish the basic principles that should guide the development of Christian character and govern all Christian behavior. These include the Lordship of Christ over all life and thought.

This involves wholehearted obedience to the moral law of God as taught in the Old and New Testaments and exemplified in the life of Christ; the careful stewardship of mind, time, abilities, funds, and opportunities for intellectual, spiritual, and interpersonal growth; and the care of our bodies as temples of the Holy Spirit.

Responsibilities for Relationships

Living in a daily fellowship with other Christians is a privilege and an expression of God's grace. In recognition of this privilege, great value is placed on the quality of relationships in our community. We acknowledge we are living in a fellowship where we are dependent on and accountable to one another.

Within our community, the greatest expression of fellowship and the highest principle for relationships is love—the responsibility to love God with all our hearts, souls, and minds and to love our neighbors as ourselves. This means that unselfish love should be the motive in all life's decisions, actions, and relationships.

Specific expressions of this type of love that are desirable in this community include:

Edification: We expect each member of the community to strive consciously to maintain relationships that support, encourage, and help others.

Bearing with One Another: Because of our humanity, difficulties in relationships can occur. In such cases we are to respond with compassion, kindness, humility, gentleness, and patience; bearing with one another and forgiving whatever grievances we may have against one another.

Burden-Bearing: We are responsible to come alongside those experiencing grief, discouragement, illness, tragedy, or other personal trials. Expressions of bearing another's burdens include comfort, encouragement, consolation, and intercession.

Speaking the Truth in Love: A community such as ours can be strengthened by speaking the truth to each other with love. Problems in relationships and behavior can be resolved constructively by confronting one another in an appropriate spirit. If the welfare of the one being confronted is paramount, and if the confronter is acting in love, the process can produce growth.

Reconciliation, Restoration, and Restitution: Healing broken relationships is necessary for a healthy community. When relationships have been harmed, regardless of the reason, individuals are expected to reach out to one another, to forgive one another, to restore relationships, and to make restitution.

Implementing the above expressions of love in relationships requires continual effort and sensitivity to others. Relationships of this quality enrich our lives, honor God, and assist in meeting the goals of the College.

Responsibilities for Behavior and Attitudes

Biblical Expectations: Scripture teaches that certain attributes are available to individuals through the Holy Spirit. These attributes include *love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control*. This fruit of the Spirit is to be sought, encouraged, and demonstrated in our relationships.

In contrast to encouraging these positive attributes of the heart, Scripture condemns attitudes such as greed, jealousy, pride, lust, and hatred. Although these attitudes are sometimes difficult to discern, they can hinder relationships with God and others and lead to unacceptable behavior.

The college community is obliged to repudiate these attitudes and seek God's forgiveness and help so each individual may grow in grace and righteousness.

Certain behaviors that are known to be morally wrong by biblical teaching are not acceptable for members of the George Fox College community. They include theft, lying, all forms of dishonesty, gossip, slander, backbiting, profanity, vulgarity (including crude language), sexual immorality (including adultery, homosexual behavior, premarital sex), drunkenness, immodesty of dress, and occult practices.

In keeping with scriptural admonitions to bring ourselves under the authority of government, members of the George Fox College community are expected to uphold the laws of the local community, the state of Oregon, and the nation. An exception would be those rare occasions in which obedience to the civil authorities would require behavior that conflicts with the teaching of Scripture. On such occasions, each individual would submit voluntarily to the civil penalty for his or her behavior. Behavior resulting in civil arrest on or off campus is subject to review within the College's disciplinary procedures.

College Expectations: The College also recognizes that while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in that which is harmful or offensive to others. The College has chosen, therefore, to adopt certain prudential rules that will contribute to the environment and are appropriate to its aims and goals. These standards are not set forth as absolutes or as an index of Christian spirituality, but rather as expectations of this community. Since trust in and responsibility to one another are of great importance, violations of these standards are regarded as a serious breach of integrity within the community.

1. The community recognizes the danger to one's physical and psychological well-being in the use of certain products. Therefore, members of the community are to abstain from the use of tobacco in any form, alcoholic beverages, and hallucinogenic drugs and substances (including marijuana or narcotics) not authorized by a physician. Under no circumstances are the above to be used, possessed, or distributed on or away from campus. Members are expected not to abuse the use of legal substances.

2. George Fox College accepts the biblical standards that prohibit all sexual immorality. Recognizing there are many social and emotional forces that challenge this standard, we believe the power of God and the wisdom of His spirit combine to provide the means to live victoriously with respect to sexual purity.

If a student fails to observe the biblical standard in this area of behavior, the College will respond in the following manner: *A student may be suspended or dismissed immediately.*

Examples of unacceptable behavior are:

- A. Commission of, or attempt to commit, a sexual act that, if proven in court, would be a criminal act.
- B. An unmarried student involved in a sexually active heterosexual, incestuous, or homosexual relationship.
- C. A married student involved in a sexually active adulterous, incestuous, or homosexual relationship.
- D. An unmarried or married student who chooses abortion for other than medical reasons.
- E. An unmarried male or female student involved in a pregnancy.

Each case will be evaluated individually by the Dean of Students. The Dean has been given the authority to use discretion in making exceptions resulting from extenuating circumstances. In such cases, alternative actions may be taken in administering the necessary discipline.

3. Gambling is viewed as an unwise use of God-given resources and as a practice marked by greed and is, therefore, not acceptable in any form.

4. Social dances are not permitted on the campus nor sponsored elsewhere by the College, campus organizations, or students. Acceptable forms of expression in the academic programs may include choreography in drama, musical productions, ethnic activities or athletic events, and square dancing in the student activities program.

5. Any kind of demeaning gesture, threat of violence, or physical attack directed toward another person will not be tolerated. This includes hazing or other initiations or actions hazardous, dehumanizing, or humiliating to students. Vandalism of property also is unacceptable.

6. The College urges its members to be selective in choices of entertainment and recreation. The viewing of movies with an "R", "X", or "NR" rating is prohibited on campus. If a professor requires viewing a movie with one of the above ratings as an assignment, the movie may be viewed in the Learning Resource Center (Library) or off-campus. Violation of this policy may involve community service, removal of the movie and/or VCR, or disciplinary fines. Activities and entertainment that are of questionable value or diminish a person's moral sensitivity should be avoided.

7. The pornography industry exploits people. Further, use of the industry's products is immoral. Therefore, pornographic materials are not to be used, possessed, or distributed on or away from campus.

8. Theft of or damage to property of a member of the college community or college premises is not permissible. Cases of theft will be reported to the police.

9. Unauthorized possession or use of firearms (including air rifles and air pistols), ammunition, or explosives in or upon college-owned or college-supervised property is prohibited.

10. Consideration for others and standards of good taste are important to George Fox College; therefore, all activities should be guided by this principle.

11. Members of the community are subject to the demands of academic integrity such as honesty and giving credit to sources. Any attempt to disrupt or obstruct the College's normal activities including teaching, research, administration, and cocurricular activities is not acceptable.

12. Because of our concern for the worth and dignity of persons, each member of the community is expected to be sensitive to special needs existing in our society and on our campus. Therefore, discrimination against others on the basis of race, religion, national origin, sex, age, or handicap is not acceptable.

13. Compliance with day-to-day policies and procedures of the community is expected for members, including those related to entry and use of college facilities. These routine items also are found in the college *Catalog*.

Students are responsible for implementing the behavioral expectations listed above when the College is in session, when they are part of the college program, or when they are living in college-owned or approved housing.

Students will be held accountable for these expectations whether they are on campus or off campus. It is based on the College's expectation that a student is a representative of the College both on and off campus.

The policies of the College are not intended to infringe upon the government of home; therefore, resident students who are home for vacation or the weekend are assumed to be a part of the family unit and under the direction of their parents. Students who commute are expected to abide by these policies except when college regulations conflict with the governance of the home.

Conclusion: The intent of this statement is to identify expectations that assist George Fox College in functioning as a Christian community and in achieving its goals as an institution of higher learning. This statement addresses relationships and behavior. These emphases are parallel and vital to the quality of our experience together. The behavioral portion of the statement is consistent with the established standards of the college constituencies and Board of Trustees. These standards are important to our community and must be maintained to assure a proper climate for learning. Nevertheless, those standards must be kept in perspective with the biblical responsibilities for relationships and behavior. The biblical and college expectations for behavior and attitudes are to be upheld by GFC students. If these stated expectations are not upheld, students are subject to disciplinary action administered by the Vice President for Student Life/Dean of Students and staff.

Fines

A fine may be levied when a person within the community violates given expectations, and/or interrupts the community. The fine is contingent upon the nature of the infraction as well as the number of times a particular individual has been involved in nonacceptable activity. Community service may be an option, depending upon the situation. Please see "The Discipline Process at GFC" for further discussion of fines.

If a damage charge is given, a fine may not necessarily be imposed. However, disciplinary action may be taken. The damage charge will be assessed by the Physical Plant and/or the Resident Director.

When students check out of their housing, the student RA at that time will make note of any damages and inform the Resident Director. The charge will be determined within approximately two weeks after the closing of school.

Leaving trash/wastebaskets in halls and/or stairwells \$25
Students must take their own trash to the trash barrels. They should not leave it in the hall.

Breaking or entering locked campus building after hours 50
 Having pets other than fish and turtles 25
 Making or carrying an unauthorized key 100 minimum per key
 Walking on a roof without permission 25
 Leaving a screen off a window at checkout 5
 Unauthorized entry onto a residence hall floor 15
 Unauthorized relocation of furniture anywhere 25
 Participating in water fights within college facilities 10

Causing or allowing an open flame to be in a college residence \$50
 Propping open outside doors 25
 Failure to follow checkout procedure 35
 Discharging fire extinguishers/fire hoses 50 per person involved
 Setting off a false fire alarm 100
Plus compensation for any damages and any other disciplinary measures deemed appropriate. This is a criminal offense subject to civil penalties of up to \$1,000 and one year imprisonment.

Any interference with the normal operation of a fire alarm system and/or inappropriate and unauthorized use of fire-fighting equipment is considered by the College to be extremely serious misconduct. Furthermore, students are not permitted to discharge any type of fireworks or explosives in and around buildings, tamper with a building's electrical system, burn incense or have open flames in rooms or residence halls, refuse or obstruct participation in regularly scheduled fire drills, or use *open coil* appliances. Placing any motorized vehicle in a building or on a porch violates the fire safety code and may result in a \$50 fine.

The Discipline Process at GFC

The College believes the discipline process is redemptive, restoring, and in keeping with scriptural teaching. Discipline is an integral and necessary part of the Body of Christ. As a College embracing the person of Christ as Lord and Savior, we are to accept the teaching of Matthew 18:15-17:

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector.

This states that discipline must be included in our Christ-focused community. It teaches that a brother or sister is to be restored through confrontation and reproof. The passage assumes this to be done through a relationship.

The Resident Assistants, Resident Directors, Director of Residence Life and Housing, and Vice President for Student Life/Dean of Students enter into this process with a desire to be a part of the individual's restoration. They all work together in the discipline process to provide redemption for the student.

However, all members of the campus share the responsibility for keeping this a Christ-centered environment. *Students are encouraged and expected to confront their peers when they witness guidelines and expectations being violated.* As difficult as it may be, confrontation is strongly encouraged to fulfill community responsibility with the intent to help brothers or sisters be personally restored. The Student Life Staff will offer help and support to students who want to confront but feel unsure of how to do so.

Important components of the process are as follows: The Vice President for Student Life/Dean of Students has the community responsibility to suspend or dismiss a student at any given time depending upon the nature of the infraction. The Matthew passage suggests that an individual may need to leave

the community for personal restoration and reconciliation with Jesus Christ. This is not intended to be done punitively, but in love and respect for the student involved and for the community at large.

Discipline may range from a warning to suspension. With both the short- and long-term suspensions, the student will lose his/her financial commitments for the period. The suspension will be communicated to the student's faculty by Student Life. The message will be hand delivered to the student's professors. The student's faculty advisor will be invited to participate in the discipline process.

Even if a person is not actively participating in a violation but is associated with students who are, he/she will receive discipline appropriate for the situation. For example, if a student is discovered with a group who is drinking or using drugs, presence with the group makes the student eligible for discipline whether or not he/she was participating in the offense. In this situation, the best choice, and the College's expectation, would be to walk away.

The following is not intended as an exhaustive list of consequences, but as an informative and honest disclosure of the steps in the discipline process:

USE OF DRUGS/ALCOHOL

First Offense—To include some or all of the following:

- A. Personal/behavioral contract
- B. Community service
- C. Drug/alcohol assessment (fees will be incurred by student)
- D. Cost for any repair, replacement, or clean-up resulting from the offense will be incurred by the student
- E. Contact with any extra-curricular supervisors

Second Offense—To include some or all of the following:

- A. through E. as shown above
- F. Short-term suspension (time and number of days to be determined by the Student Life Staff)

Third Offense—To include some or all of the following:

- A. through F. as shown above
- G. Suspension from school for a semester as deemed by the Dean of Students. The right is reserved for the Dean to determine which semester the student will be suspended.

SEXUAL IMMORALITY

(See College Expectations, page 16, for definition.)

First Offense—To include some or all of the following:

- A. Personal/behavioral contract
- B. Personal accountability with Student Life Staff member
- C. Community service

Second Offense—To include some or all of the following:

- A. through C. as shown above
- D. Short-term suspension
- E. Counseling (costs will be incurred by the student)
- F. Possible contact with extra-curricular supervisors

Third Offense—To include some or all of the following:

- A. through F. as above
- G. Suspension from school for a semester as deemed necessary by the Dean of Students. The right is reserved for the Dean to determine which semester the student will be suspended.

DISHONISTY OR LYING

Lying about the offense in question will serve to increase the degree of consequence incurred by the student. Honesty will be honored within the context of discipline.

Appeals: For policy and procedures, inquire at the Student Life Office.

The Book of Colossians Provides an Appropriate Summary of the Goals of Our Community: *Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. And over all these virtues, put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body, you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another . . . And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God . . . Colossians 3:12-17 (NIV)*

ACADEMIC AFFAIRS

Attendance

The responsibility rests with the student to maintain good standards involving satisfactory scholarship. Regular class attendance is expected of each student in all courses. Class work missed because of absence may be made up only in the case of prolonged or confining illness, death of relatives, or similar emergencies. Such excuses are obtained from the Student Life Office or the Wellness Center. Permission for absences from class for participation in cocurricular college activities must be granted by the Dean of the College. Other absence arrangements are between the student and the instructor.

The college calendar provides the contractual instructional dates for teachers and students. Students are expected to attend classes through the last day of each semester, unless illness or an emergency situation exists.

Classification of Students

Classification is based upon the student's academic standing in terms of hours and grade point average at the beginning of the semester. New students will be classified as regular or provisional students when entrance requirements have been met and official transcripts have been received and evaluated.

Full-Time Students: Full-time students are enrolled for a minimum of 12 hours in a standard semester. Only full-time students may represent the College in an official capacity, hold a major office in an organization, or live in college housing.

Regular Students: Students who have satisfied entrance requirements and are following a program leading to a degree are called regular students. They are classified as follows:

Freshmen: Students who have completed fewer than 31 semester hours

Sophomores: Students who have completed 31 semester hours

Juniors: Students who have completed 62 semester hours

Seniors: Students who have completed 93 semester hours

Special Students: This classification includes degree and nondegree students generally enrolled for less than 12 semester hours. Any special

student wishing to enter a degree program must fulfill regular admissions requirements.

Probation and Provisional Students: A student whose cumulative GPA falls below the level established for academic progress will be classified as a probational student. A student placed on probation status may continue to receive financial aid. An applicant who does not meet the total expectations for admission may be admitted as a provisional student. All provisional students are required to participate in the George Fox College Academic Success Program (see p. 18 of the *Catalog*).

Students admitted provisionally may not enroll for more than 14 or 15 hours in the first semester and must include at least one semester of WRI 95, English Skills. At the completion of a term, the Academic Standing Review Committee considers each provisional student's achievement to determine if sufficient progress has been made for continuance.

Auditors: Subject to instructor approval, any regular or special student may audit courses from which he or she wishes to derive benefit without fulfilling credit requirements. This must be established with the Registrar at time of registration. Class attendance standards are to be met.

Academic Advising

Each student is assigned an advisor for initial registration. An advisor may be changed by request as a student forms natural lines of helpfulness and acquaintance. Other teachers and administrators may serve as resource persons in guidance and counseling.

It is the responsibility of the student to become familiar with policies and procedures outlined in the *Catalog*. For example, many upper-level courses are offered in alternate years, but this should be no problem if there is advance planning and if courses are taken in the proper sequences. Advisors will aid as requested, but students must be responsible for their own programs.

Academic Load

The student's academic load will be determined in conference with the student's advisor. Sixteen hours per semester is a normal college load. Students who carry fewer hours are adding considerably to the cost of education by extending the time involved to earn their degree. Ordinarily, the first-semester freshman will register for no more than 16 hours. Provisional students will be limited to 14 or 15 hours. No student may enroll for more than 20 hours except by special permission of the faculty advisor and the Registrar.

The following is suggested as a satisfactory relationship between the student's academic load and his or her on- or off-campus work:

Work	Academic Load
Not more than 18 hours	15-17 semester hours
Not more than 24 hours	12-14 semester hours
Not more than 30 hours	10-12 semester hours

FRESHMEN: All freshmen are expected to register for WRI 110, Effective Writer, in the first year. In addition, all freshmen are expected to register for

Literature of the Bible, physical education, and a general education sequence in the first year. See the *Catalog*, pages 12-13 for information on certain exemptions, waivers, and substitutions for these requirements.

A common "rule of thumb" is to anticipate two hours of study per week for each hour of class. Classes that meet more frequently per week than the credit given will demand less outside study.

Adding Classes

1. After classes begin, late admission to class must have the approval of the Registrar and consent of the instructor involved. Late forms are available in the Registrar's Office.
2. The last day to add courses or to exercise a pass/no-pass option is listed on the calendar in the *Catalog*.

Dropping Classes

1. A student wishing to drop or withdraw from a class or from the College must secure the proper form from the Registrar's Office. Without this an "F" is recorded for all courses involved. There is a fee of \$10 for a course withdrawal, though not for complete withdrawal from the College.
2. Withdrawal from a course must be completed within the first nine weeks of the semester. Beyond this date, a petition to the Vice President for Academic Affairs is required, and cause (emergency conditions) must be established.

The Grading System

Semester grades are determined by the instructor's evaluation of the student's daily participation in class, performance on periodic tests, work on research papers and class projects, and achievement on final examinations. Grade points are assigned for each hour of credit earned according to the following system:

Letter Grade	Meaning	Points Per Semester Hour
A	Superior.	4.0
B	Good	3.0
C	Average	2.0
D	Passing but inferior	1.0
F	Failing	0
I	Incomplete	0
W	Official withdrawal	0
P	Pass (average or above)	0
NP	Not passing	0
L	Long-term	0

The grade "I" is allowed if a student incurs illness or unpreventable and unforeseeable intervention in ability to meet course requirements on time. Request for an "I" grade is initiated with and approved by the Registrar. A contract showing the work to be completed and the completion date is prepared in consultation with the instructor and filed with the Registrar. An "I" not completed in one year becomes permanent, and the course must be repeated if credit is desired.

An "L" grade designates satisfactory progress in a course where objectives continue for more than one semester. The "L" will be replaced by either a "P" grade or a point-receiving grade. This is not an incomplete or "I" grade.

A student may repeat a course in which the grade of "D," "F," "W," or "I" is received, but the first grade remains on the record. The cumulative GPA is computed on the last grade achieved.

The Dean's List

Those who achieve and maintain a 3.5 GPA or above on 12 or more hours of graded work completed by the end of the semester are eligible for the Dean's List.

Pass/No-pass Policy

A student with a cumulative GPA of 2.0 or better and who has completed 62 semester hours may elect one course per semester from an elective or general education course on a pass/no-pass basis. An application form must be filed with the Registrar no later than the published deadline for adding a course.

The teacher submits a regular grade to the Registrar, who converts the regular grade of "C" or above into "pass." A grade below "C" becomes a "no-pass" and the course must be repeated on a satisfactory level to receive credit.

Courses offered only on a pass/no-pass basis are field experience (e.g., 275/475), WRI 95 English Skills, THE 165/365 GFC Players, and Student Teaching.

Field experience and Honors Colloquium (GED 271, 272, 273, 371, 372, 373) may be "pass" or "no-pass" at division option, or in absence of division policy, at the student's option. All other courses in the College receive grades.

Academic Progress and Eligibility

A student on regular, probation, or provisional status is considered to be making reasonable academic progress. The student's semester grades with a semester GPA and a new cumulative GPA are posted on the grade report given to the student within two weeks following the close of each semester. The GPA is based on George Fox College credits only.

To be eligible for student government positions, a student must maintain a GPA of 2.25 or better. To be eligible for intercollegiate athletics, the standards of the National Association of Intercollegiate Athletics must be met.

Whenever the GPA for a given semester is below 2.0, a student receives a warning and is encouraged to contact the academic advisor, who will assist in the development of improved study plans and encourage better use of reading and library skills.

A student is on probation when his/her cumulative grade point average falls below the following standards: 1-15 hours, 1.7; 16-31 hours, 1.8; 32-47 hours, 1.9; 48-63 hours, 2.0. The student is given one semester of probation to achieve the above standard. Beginning freshmen not admitted provisionally are allowed two or three semesters of academic experience before suspension is administered.

A student not achieving reasonable progress, as determined by the Academic Standing Review Committee, may be given academic suspension. After one or more semesters have elapsed, the student may apply for readmission, and if admitted, reenters provisionally. The Academic Standing Review Committee may recommend academic dismissal. Such students may not apply for readmission.

The College may suspend or dismiss any student who fails to earn the GPA of at least 1.0 during a semester, regardless of classification or number of hours completed. The College may suspend or dismiss any students who no longer benefit themselves or the college community.

Final Examinations

Students are required to take final examinations as specified in course syllabi. The final examination schedule covers the last four days of each semester. The schedule is printed in the class schedule each year. The entire last week of each semester will be kept free of institutionally sanctioned extracurricular activities, with the exception of prescheduled intercollegiate athletic events.

Academic Honesty

It is assumed that students at George Fox College will endeavor to be honest and of high integrity in all matters pertaining to their college life. A lack of respect and integrity is evidenced by cheating, fabricating, plagiarizing, misuse of keys and facilities, removing books and other property not one's own, defacing and altering, and disruption of classes.

Cheating is defined as "intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise." It is assumed that whatever is submitted by a student is the work of that student and is new work for that course. Fabrication is "intentional and unauthorized falsification or invention of any information or citation in an academic exercise or form." Plagiarism is "intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise." One who facilitates any of the above is equally responsible with the primary violator.

Penalties may include restitution, an "F" on an individual paper or exam, loss of campus position or employment, an "F" for the course, disciplinary probation, or suspension.

College-Level Examination Program (CLEP)

The Educational Testing Service of the College Board provides nationally recognized standardized testing through which college credit may be earned or course proficiency verified. This is the College-Level Examination Program (CLEP).

The CLEP General Examinations are designed to verify competency in general education. Tests may be taken in five areas for a maximum of 32 semester hours of credit. These examinations are to be taken prior to the completion of the first semester of enrollment at George Fox College. It is recommended that the English Composition examination with essay be taken in June prior to college enrollment.

CLEP Subject Examinations provide verification of competency in selected academic fields such as foreign language, mathematics, etc. These may be taken at any time. It is assumed that competency has been gained in nonclassroom settings. See the Registrar for details and test applications. The tests are administered by the Registrar.

Federal Privacy Act

The Federal Family Educational Rights and Privacy Act of 1974 allows students to inspect their educational records and provides guidelines on the release of personally identifiable information (grades, transcripts, career planning information) to third parties. Records of school officials that are in the sole possession of the maker thereof, and that are not accessible to any other person except a substitute, are not considered to be educational records and are exempt. Parents' confidential financial statements are not open to students.

Further information on the Family Educational Rights and Privacy Act of 1974 may be found in the *Catalog*.

Discrimination

George Fox College does not discriminate on the basis of age, sex, handicap, race, color, or national origin in its educational programs or activities, including employment, and is required by Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964 not to discriminate in such manner. Further information is available in the *Catalog*.

To Request Transcripts

The Family Rights and Privacy Act of 1974 requires you to submit a WRITTEN and SIGNED request to the Registrar's Office before a transcript can be released. To request a transcript, you must complete a Transcript Request Form or send a letter to the Registrar's Office indicating your full name, your current address, your approximate dates of attendance at GFC, the number of copies you are requesting, and the complete address of where the transcript is to be sent. You *must* sign the request and enclose the required fee. The transcript fee is \$2 per transcript. Nongraduates receive one copy free, and graduates receive four copies free. In addition, your Student Accounts bill must be paid before a transcript can be released.

To Withdraw from School

A student who cannot complete the current semester may completely withdraw from school during the first 10 weeks. The refund for tuition, room, and board will be based on the number of weeks completed, with no refund after the sixth week. To be eligible for a refund, students must pick up withdrawal forms from the Registrar's Office, obtain the required signatures, complete the form, and return it to the Registrar's Office.

To withdraw from school at the end of a semester, pick up the appropriate form from the Registrar's Office. Complete the checking-out process by obtaining the required signatures and returning the form to the Registrar's Office. The

completed form must be submitted to the Registrar's Office to be eligible for a refund of the \$100 Registration/Damage Deposit.

Faculty Committees

Faculty Development
Intercultural Concerns
Life-Long Learning
Planning and Coordination for Computers
Student Life/Chapel
Teaching Skills and Evaluation
Athletics
Calendar/Performing Arts
English as a Second Language
Intensified Studies
Library/Instructional Media
Scholarships
Graduate Studies
Aesthetics
Teacher Education

Division Chairpersons

Division 1—Education—Glenn Moran
Division 2—Fine Arts—John Bowman
Division 3—Communication and Literature—Becky Ankeny
Division 4—Natural Science—Paul Chamberlain
Division 5—Religious Studies—Gerald Wilson
Division 6—Social Science—Jim Foster
Division 7—Health and Physical Education—Marge Weesner
Division 8—Business and Economics—Tom Head

CAMPUS ACTIVITIES AND ORGANIZATIONS

Student organizations provide opportunity for the development of leadership qualities and interpersonal relationships. These are designed to supplement classroom work with practical experience and to provide wholesome and profitable recreation. Many activities are available, including campus government, athletics, music, drama, publications, social and religious organizations, and various special interest groups. Students are encouraged to participate in areas of their interest.

Activities

Athletics: George Fox College has excelled in athletics during recent years. Intercollegiate men's sports include soccer, cross country, basketball, baseball, and track. Women students compete in cross country, volleyball, basketball, track, softball, and soccer. The College also has a strong program of intramural athletics.

Men's and women's varsity athletic competition functions under the National Association of Intercollegiate Athletics.

Music: Music activities are available to students with varied musical talents. Public performances are presented through the Festival Chorus, the Concert Choir, the George Fox Singers, the Chapel Choir, Concert Band, Orchestra, Music Theater, Jazz Ensemble, and Hand Bells.

The GFC student chapter of the Music Educators' National Conference provides a bond between students in music education and the professional organization. Students receive the *Oregon Music Educator*. Members may attend meetings of the professional educators' organization. The club also sponsors speakers who address new developments in the music education field.

Theater: The Division of Communication and Literature presents two major dramatic productions each year, plus informal course-related performances in Chapel/Assembly, Wood-Mar Auditorium, or dining room settings. Augmenting the on-campus theater program are the *GFC Players*, the College's drama touring group, which presents improvisational theater throughout the Northwest at churches, prisons, camps, retreats, schools, and marketplaces.

ASCGFC

There is a great variety of opportunities available to you through student government (Associated Student Community of George Fox College). The activities include intramural sports, outreach to fellow students, outreach to the Newberg community, help in planning and participating in activities, as well as working on student publications.

Early in fall semester there is an application process in which the standing committees select members for the year. This is your opportunity to have an active role in the student community and life at GFC.

Committees

Central Committee: These elected members are responsible for coordinating and supervising the function and scope of student government activities. Members include the President, Vice President, Secretary, Treasurer, Activities Director, Christian Service Director, and Student Chaplain under the advisement of the Director of Student Leadership.

Activities Committee: The Activities Committee is made up of four Activities Coordinators and chaired by the Activities Director. Each Activities Coordinator chairs a committee made up of five students who are responsible for planning and promoting all ASCGFC student activities.

Christian Service Committee: The Christian Service Committee is made up of four Ministries Coordinators, each having an area of emphasis (Community Service, Youth/Elderly, Urban, Service Trips). Each Ministry Coordinator selects five students to form their committee.

Chaplain's Committee: The Student Chaplain selects individuals to assist with "Green Room," Chapel advising, weekly prayer, and other on-campus ministries.

Student Union Committee: This committee is chaired by the ASCGFC Student Union Coordinator and is responsible for supervising the Student Union Building and its uses, including building maintenance and game room facilities.

Campus Publications/Radio: Each campus publication has an active staff. These staffs include those for the *L'Ami* yearbook, *The Crescent* newspaper, *Wineskin* literary publication, Campus Album project, KFOX radio, and darkroom staff.

Class Representative Committee: Each class has two elected representatives that plan specific activities assigned to their particular class. There are four students per class committee.

Communications

To keep up-to-date on current happenings, changes or additions in policy, etc., students are expected to apprise themselves of the information contained in the *Bulletin*, published by the ASCGFC once a week and other on-campus publications.

'Tell It to the Top'

"Tell It to the Top" is a program sponsored by the Student Life Office to help promote and strengthen communication within the community. It gives students a way to voice a suggestion, express a compliment, or share a concern with any faculty member, staff person, or administrator, from the President of the College on down. Forms are available in the Student Life Office and in Student Government Offices.

CAMPUS SERVICES

Bookstore

The George Fox College Bookstore, although open to the Newberg community, functions primarily for students, faculty, and staff. Not only may texts be purchased, but also office supplies, GFC clothing, notebooks, cards, candies, gifts, and a wide range of reading material. In addition, special-order services are available. Used books are bought back at the end of spring semester, providing there is a market for them, and offered at prices in keeping with national used-book pricing practices.

Banks

Four local banks in Newberg provide services: The Commercial Bank, U.S. National Bank of Oregon, The First Interstate Bank, Bank of America, and Key Bank. In addition, there is a branch of the First Federal Savings and Loan Association of McMinnville.

College Work-Study (CWS) Program

CWS is a work program partially funded by the federal government. Students have the opportunity to work the hours they are awarded (assuming their performance is adequate). An award of work-study is an authorization to earn up to the amount listed on the "Award Notice." Typically, about \$1,500 can be earned working 10 hours per week all of the school year. Earnings from work-study are taxable. You must report work-study earnings if you file a tax return. The work-study program is handled through the Financial Aid Office.

Mail Service

The College provides a variety of services at the SUB Post Offices (located in the Student Union Building and Beebe Hall). Services include campus and incoming mail distribution, outgoing mail service, sale of stamps, and delivery of small packages through the U.S. Postal Service or United Parcel Service (UPS). Larger package and international mail service is provided at the Wood-Mar Mailroom. The correct address form for students is

Student name
George Fox College
SUB Box _____
Newberg, OR 97132

The SUB Post Offices are operated solely by work-study students. Hours that the Post Offices are open will vary each semester, depending on the class schedule of the postal employees. Incoming U.S. mail is distributed before noon. Outgoing mail received in the SUB Post Offices by 3 p.m. will be sent the same day.

Keys for Post Office boxes are issued at the beginning of each semester. Most boxes will be shared by two people. Postal clerks are not permitted to open Post Office boxes from inside the Post Office. If a key is misplaced or lost, there is a \$5 replacement charge.

An address-change form must be completed by every student at the end of the school year or upon withdrawal from school. This gives the returning student an opportunity to claim the same box the following year and also allows postal employees to forward any first-class mail.

Lost and Found

The "Lost and Found" for the College is located in the SUB Post Office in the Student Union Building. Check there if you lose something on campus.

Student Accounts Office

The Student Accounts Office is located on the main floor of Wood-Mar Hall. This office sets up payment plans for students, handles billings, and receives payments. The Student Accounts Office also cashes checks for students (up to 25).

When school is in session, the office is open every day from 9 a.m. to 4 p.m.

THINGS TO KNOW

Important Phone Numbers

George Fox College (Main Switchboard)	503/538-8383
Admissions Office	Ext. 234
ASCGFC Offices	Ext. 325
Athletic Office	Ext. 249
Bookstore	Ext. 329
Box Office	Ext. 844
Cage	Ext. 258
Campus Pastor	Ext. 273
Career Planning Office	Ext. 209
Career Placement Office	Ext. 230
Center for Personal Counseling and Development	Ext. 309
Campus Pastor	Ext. 273
Communications Office	Ext. 367
Computer Lab (Calder)	Ext. 378
Computer Lab (LRC)	Ext. 496
Computer Store—CDARC	Ext. 499
Development Office	Ext. 222
Education Office	Ext. 367
English Language Institute	Ext. 381
Event Information	Ext. 383
Financial Aid	Ext. 240
Food Services (Marriott)	Ext. 328
Graduate and Continuing Studies	Ext. 390
Health Services	Ext. 332
International Student Facilitator	Ext. 255
Library	Ext. 303
Mailroom (Beebe Hall)	Ext. 497
Mailroom (Student Union Building)	Ext. 319
Mailroom (Wood-Mar)	Ext. 317
Maintenance/Physical Plant	Ext. 311
Music Office	Ext. 260
Natural Science Office	Ext. 274
Peace Studies	Ext. 369
Registrar's Office	Ext. 230
Religion Office	Ext. 287

Residence Life/Housing	Ext. 229
Social Science Office	Ext. 293
Student Accounts	Ext. 215
Student Life Office	Ext. 225
SUBway	Ext. 339

Administration

President—Ed Stevens	Ext. 202
Vice President for Academic Affairs—Lee Nash	Ext. 205
Vice President for Student Life/Dean of Students—Deb Lacey	Ext. 227
Vice President for Financial Affairs—Don Millage	Ext. 211
Vice President for Develop—Sam Farmer	Ext. 219
Vice President for Graduate and Continuing Studies— Dirk Barram	Ext. 389
Education Chairperson—Glen Moran	Ext. 244
Music/Art Chairperson—John Bowman	Ext. 261
Communication/Literature Chairperson—Becky Ankeny	Ext. 377
Natural Science Chairperson—Paul Chamberlain	Ext. 276
Religion/Philosophy Chairperson—Gerald Wilson	Ext. 290
Social Science Chairperson—Jim Foster	Ext. 297
Physical Education Chairperson—Marge Weesner	Ext. 251
Business and Economics Chairperson—Tom Head	Ext. 301

Newberg

Hospital	538-1372
Police Department	538-8321

Student Life Staff

General

Deb Lacey—Vice President for Student Life/Dean of Students	Ext. 227
Becky Drapela—Executive Secretary	Ext. 225
Shelley Tapia—Secretary/Receptionist	Ext. 225

Christian Life

Gregg Lamm—Campus Pastor	Ext. 273
Denise Beed—Student Ministries Coordinator	Ext. 338

Career Services

Bonnie Jerke—Director of Career Services	Ext. 209
Leslie Dotson—Career Services Assistant	Ext. 226

Residence Life

Shaun McNay—Director of Residence Life/Housing	Ext. 229
Denise Beed—RD Edwards/Weesner Apartments/ Weesner House/Newlin Apartments/Schaad House/Cole House	Ext. 837
Donna Buhrow—RD Pennington/Carey/Willcuts/Beebe/ Sherman St. House	Ext. 841
Jeff VandenHoek—RD Hobson/Macy/Sutton/Lewis Apartments/ Kershner House	Ext. 839

Center for Personal Counseling and Development

David Arnold—Director Ext. 309

Student Health

Carolyn Staples—Director of Wellness Center/Nurse Ext. 332

Student Leadership

Jim Fleming—Director of Student Leadership Ext. 218

International Students

Manfred Tschan—International Student Facilitator Ext. 255

Intramurals

Manfred Tschan—Director Ext. 255

Phone Procedures

Campus Phones: Each residence hall room and suite has a single line telephone and phone number available to residents, from which local and long-distance calls may be made. Long-distance charges will be the responsibility of the student. Pay phones are located throughout the campus from which collect calls and long-distance calls may be made.

Fire Emergency

If a fire alarm sounds, identify smoke and/or flames and dial 9-9-1-1. Then dial "0" (switchboard) and give your name and location of alarm and/or fire.

Note: If switchboard is unattended, a phone number to call will be listed on the tape recording. If there is a fire, evacuate the building in an orderly manner.

Campus Security

During office hours, 8:00 a.m. to 4:30 p.m. Monday through Friday, phone ext. 384. At other times, dial "0" for the college switchboard and request "security" or call a number reported on the tape recording if the switchboard is unattended. In either of the above instances, please provide your name, nature of the problem, and location of problem. After hours dial ext. 842, or if off campus, dial 537-3842.

Emergency Medical Assistance

From noon to 4 p.m. students should call Carolyn Staples, Wellness Center, ext. 332.

Before noon, after 4 p.m., or on weekends, students should call the Student Life staff in the following order:

1. Resident Director for your residence area
2. Resident Director for one of the other residence areas
3. Dean of Students—Deb Lacey, ext. 227 or 538-8461
4. Director of Personal Counseling and Development—David Arnold, ext. 309.