Digital Commons @ George Fox University

Student Handbooks

Archives and Museum

1996

Student Handbook, 1996-1997

George Fox University Archives

Follow this and additional works at: https://digitalcommons.georgefox.edu/student_handbooks

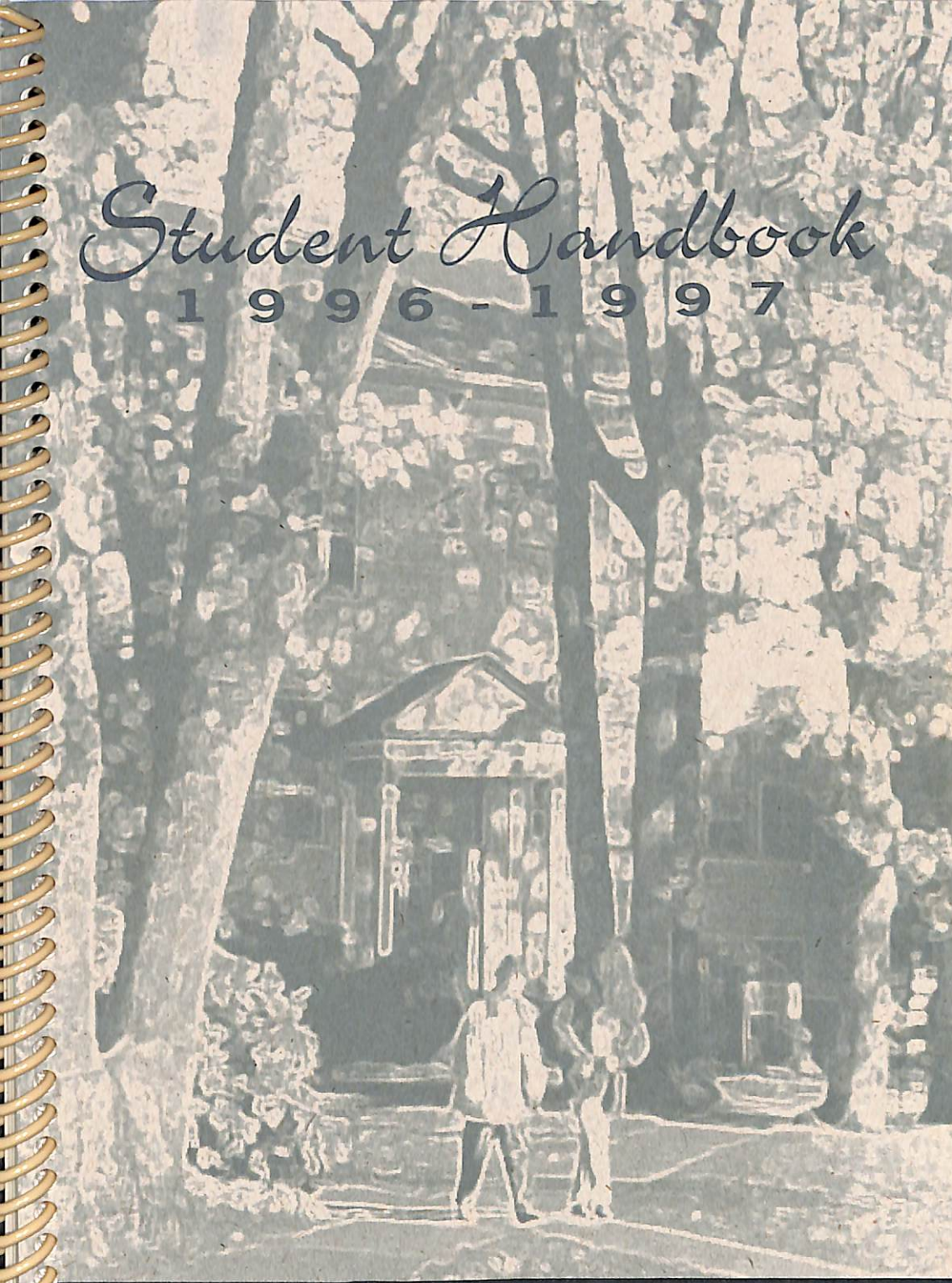
Recommended Citation

George Fox University Archives, "Student Handbook, 1996-1997" (1996). *Student Handbooks*. 50.
https://digitalcommons.georgefox.edu/student_handbooks/50

This Book is brought to you for free and open access by the Archives and Museum at Digital Commons @ George Fox University. It has been accepted for inclusion in Student Handbooks by an authorized administrator of Digital Commons @ George Fox University. For more information, please contact arolfe@georgefox.edu.

Student Handbook

1996-1997



GEORGE FOX UNIVERSITY

Newberg, Oregon

Student Handbook
1996-1997

GEORGE FOX UNIVERSITY

Newberg, Oregon

Who's Who

Eileen Hulme

Vice President for Student Life

Shaun McNay

Dean of Students

Jeff VandenHoek

Associate Dean of Students

Gregg Lamm

Campus Pastor

Bonnie Jerke

Director of Career Services

Bill Buhrow

Director of Counseling and Health Services

Jim Jackson

Director of Financial Aid

Carolyn Staples

College Nurse

Welcome

From the Office of Shaun McNay, Dean of Students

It is our hope that this Student Handbook will help you more clearly understand the community of which you are now a part. Each member of the George Fox University community plays an important part in who we are as a whole. You will affect others around you this year. Please let the following words encourage you toward love and good deeds. As you do this, you will find that God will bless your life.

Please let us in Student Life serve you. We want to journey with you while you are here. May God bless you with His amazing grace and robust peace.

Shaun McNay

Contents

STUDENT LIFE

Philosophy 5
George Fox Mission Statement 5
Residence Life 5
Residence Policy 5
R.D.'s & R.A.'s 6
Residence Halls 6
Apartments and Houses 7
Food Service 8
Room Decorations 8
Laundry 9
Autos/Bikes 9
Keys 10
Lockup 11
Visitation 11
Storage 12
Room Changes 12
Guests of Students 12
Solicitation 12
Student ID Cards 13
Chapel Program 13
Career Services 15
Health Services 16
Counseling Services 17
Insurance 18

COMMUNITY LIFE

Expectations and Responsibilities 19
Fines 26
Discipline Process 27

ACADEMIC AFFAIRS

Attendance 32
Classification of Students 32
Academic Advising 33
Academic Load 34
Adding/Dropping Classes 34
Grading System 35
Academic Progress 36
Final Exams 37
CLEP 38
Transcripts 39
Withdrawal from School 39
Faculty/Department Listings 40

CAMPUS ACTIVITIES AND ORGANIZATIONS

Activities 42
ASC (Student Government) 43
Communications 44

CAMPUS SERVICES

Bookstore 46
Banks 46
Work-study 46
Instructional Media Center 46
Mail Service 47
Lost and Found 48
Phase II 48
Student Accounts 48

THINGS TO KNOW

Campus Phone Extensions 49
Administration 50
Student Life Staff 50
Phone Procedures 51
Fire Emergency 51
Campus Security 51
Emergency Medical Assistance 51
Emergency Numbers Procedure 51
Useful Newberg Phone Numbers 52
Campus Map ..... Back Cover

Student Life

Philosophy

George Fox University 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 University.

George Fox University 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. "Greenroom," a voluntary praise and worship chapel led by students, is held each Friday.

George Fox University Mission Statement

The purpose or mission of George Fox University has been clearly defined in its mission statement: *The mission of the University 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 George Fox University is an integral educational part of the University 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, suites, apartments and houses provide challenging opportunities for individual growth and development while maintaining a common bond of University residency.

University On-Campus Residency Policy

A student must occupy University-owned housing except in the following circumstances:

- They are 23 years old on or before Sept. 1, 1996. (Students who are 23 years of age on or before this date **must live off-campus.**)

Contents

STUDENT LIFE

Philosophy 5
George Fox Mission Statement 5
Residence Life 5
Residence Policy 5
R.D.'s & R.A.'s 6
Residence Halls 6
Apartments and Houses 7
Food Service 8
Room Decorations 8
Laundry 9
Autos/Bikes 9
Keys 10
Lockup 11
Visitation 11
Storage 12
Room Changes 12
Guests of Students 12
Solicitation 12
Student ID Cards 13
Chapel Program 13
Career Services 15
Health Services 16
Counseling Services 17
Insurance 18

COMMUNITY LIFE

Expectations and Responsibilities 19
Fines 26
Discipline Process 27

ACADEMIC AFFAIRS

Attendance 32
Classification of Students 32
Academic Advising 33
Academic Load 34
Adding/Dropping Classes 34
Grading System 35
Academic Progress 36
Final Exams 37
CLEP 38
Transcripts 39
Withdrawal from School 39
Faculty/Department Listings 40

CAMPUS ACTIVITIES AND ORGANIZATIONS

Activities 42
ASC (Student Government) 43
Communications 44

CAMPUS SERVICES

Bookstore 46
Banks 46
Work-study 46
Instructional Media Center 46
Mail Service 47
Lost and Found 48
Phase II 48
Student Accounts 48

THINGS TO KNOW

Campus Phone Extensions 49
Administration 50
Student Life Staff 50
Phone Procedures 51
Fire Emergency 51
Campus Security 51
Emergency Medical Assistance 51
Emergency Numbers Procedure 51
Useful Newberg Phone Numbers 52
Campus Map ..... Back Cover

Student Life

Philosophy

George Fox University 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 University.

George Fox University 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. "Greenroom," a voluntary praise and worship chapel led by students, is held each Friday.

George Fox University Mission Statement

The purpose or mission of George Fox University has been clearly defined in its mission statement: *The mission of the University 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 George Fox University is an integral educational part of the University 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, suites, apartments and houses provide challenging opportunities for individual growth and development while maintaining a common bond of University residency.

University On-Campus Residency Policy

A student must occupy University-owned housing except in the following circumstances:

- They are 23 years old on or before Sept. 1, 1996. (Students who are 23 years of age on or before this date **must live off-campus.**)

- They have been enrolled in the College/University for six semesters or more (or the equivalent of nine quarters if on the quarter system).
- They live with a parent or legal guardian. This must be verified by the Student Life Office.
- They have been out or high school three years or more.
- They are a graduating senior.
- They are married.

Housing Exemptions: Students may apply for exemptions from on-campus residency. Forms are available in the Student Life Office. Only students with extraordinary circumstances will be considered for exemption. Financial need is not a consideration in granting off-campus residency. Those students granted off-campus exemptions are prohibited from living in the same housing unit with a member of the opposite sex other than a spouse, parent or legal guardian. This is consistent with on-campus housing policy. **The deadline for all completed exemption paperwork is Sept. 11, 1996, for fall semester, and Jan. 17, 1997, for spring semester.** Paperwork turned in after these dates will not receive consideration until the following semester.

Resident Directors and Resident Assistants (R.D.'s and R.A.'s): 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 needs. Each subcommunity (floor, wing, apartment complex, etc.) within the living area has a Resident Assistant who is a student carefully selected and trained to contribute to each student's successful living/learning experience. The ratio of R.A.'s to residents averages 1 to 25. Also, each campus-owned house is staffed by a House Manager (H.M.).

Residence Halls

EDWARDS HALL is a three-story, two-wing residence hall that houses 52 women in one wing and 52 men in the other. Laundry rooms are located on the first floor of each wing. The two wings are joined by a lobby with the Resident Director's apartment directly attached. Edwards is located east of the Student Union Building.

PENNINGTON HALL is a two-story, two-wing residence hall that houses 50 men and 50 women. The wings are joined by a lobby with the Resident Director's apartment directly attached. Laundry rooms are located on each floor.

Pennington is located just south of the Student Union Building.

HOBSON HALL is a three-story residence hall that houses 84 women. It has a full basement, which houses the kitchen and laundry room, and is part of the Hobson-Macy-Sutton complex located on the east side of the campus.

MACY HALL is a three-story residence hall that houses 78 women and is part of the Hobson-Macy-Sutton complex. It has a kitchen and laundry room on each floor.

NEW RESIDENCE HALL is a three-story, two-wing residence hall located east of Wheeler Sports Center. The two wings are joined by a lobby. It houses 124 students, with the first floor for men and the second and third floors for women. There is a kitchen, study room, and laundry facilities on each floor.

SUTTON HALL is a three-story residence hall that houses 60 men. Sutton has both two-man and four-man rooms. There is a kitchen and laundry room located on each floor. It is the central building of the Hobson-Macy-Sutton complex. Sutton has a large lobby, with the Resident Director's apartment, and a full basement.

Suites

BEEBE HALL is a three-story living area housing 40 upper-division students. The rooms are fully carpeted and are divided into suites consisting of a bedroom, study room and bathroom. Each suite is designed to house four students. There is a kitchen, laundry room, study room and lounge on each floor. Beebe is located adjacent to Carey Hall and Willcuts Hall in a scenic setting in the Hess Creek canyon.

CAREY HALL is a two-story living area that houses 32 upper-division students. Its facilities are the same as Beebe and Willcuts.

WILLCUTS HALL is a three-story living area housing 40 upper-division students. Its facilities are the same as Beebe and Carey.

Apartments and Houses

There are five apartment complexes and 12 houses maintained by the University for student residents. These living areas house mainly returning upper-division students. Both apartments and houses are fully furnished, and laundry facilities are available in close proximity to each living area.

Residence Hall Closures During Holiday Breaks

All residence halls and suites will close at 2 p.m. on Saturday, Dec. 21, 1996, and reopen at 1 p.m. on Sunday, Jan. 12, 1997. Also, the residence halls will

close for Spring Break at 2 p.m. on Saturday, March 22, 1997, and reopen at 1 p.m. Sunday, March 30, 1997.

There is no food service during these school breaks. All apartments and houses will remain open and accessible by their residents during these school breaks.

Food Service

All students living in campus housing, with the exception of seniors living in apartments or houses, or students who have completed three years at the University, are required to eat in Heacock Commons. George Fox University Food Service provides cafeteria-style meals. There are always a variety of entrees available, as well as vegetables, salad choices, desserts and beverages. The Commons is open and provides food service from 7:15 a.m. to 7:15 p.m. weekdays, from 10 a.m. to 2 p.m. and 4 p.m. to 6 p.m. on Saturday, and 10 a.m. to 2 p.m. and 4 p.m. to 7 p.m. on Sunday.

Meal Plan Exemptions

Anyone seeking an exemption from the meal plan must complete all necessary paper work before they will be considered for an exemption. Checklists detailing the exemption process are available in the Student Life Office. The deadline for all exemption paperwork is Friday, Sept. 20, 1996, for fall semester, and Friday, Jan. 24, 1997, for spring semester. Paperwork completed after these dates will not receive consideration until the following semester.

The University food service is required to provide medically approved diets, so only extraordinary cases will receive exemption.

Room Decorations/Furnishings

Each student living on campus is supplied with the necessary residence furnishings (bed, desk, bookshelf, dresser, closet and lamps, as well as all kitchen and living room furnishings in the apartments and houses). Ironing boards are located in each laundry facility, and vacuum cleaners are provided for use by apartment residents.

NOTE: The beds in all of the residence halls and suites are extra long (39 x 80 inches). Extra-long fitted sheets work best and can be purchased from most department stores. Regular flat sheets will fit also.

Students may wish to bring their own irons, microwave ovens, study lamps, TVs, VCRs, stereos, etc. Students must provide their own linens and cleaning supplies. The Bookstore rents small refrigerators to students living in residence halls and suites. Regarding pets: Only fish and small turtles are allowed.

Residence hall and suite furniture is not to be moved outside the room due to a shortage of storage space. Under no circumstances is furniture to be disassembled. Nothing is to be glued, nailed, or in any way attached to ceilings. Bikes are to be locked up at the bike racks. (For fire safety reasons, bikes are not allowed in hallways, but they are allowed in residence hall rooms.)

Students are encouraged to decorate their residences according to their own 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 University is required to uphold the United States Drug-Free Schools and Communities Act, and because George Fox chooses to be a drug- and alcohol-free institution, it would be contradictory to allow the advertisement of alcoholic beverages or illicit drugs. Therefore, posters, stickers, clothing, or any other paraphernalia promoting such products are prohibited.

2. Pornographic material also is prohibited. This includes any item whose content is exploitive of either sex. Any questions regarding what is or is not permissible should be directed to the R.D.'s or R.A.'s.

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 is 50 cents per load, and 50 cents for drying. (Save your quarters!)

Autos and Bikes

Road-worthy vehicles are permitted as long as Oregon and George Fox traffic regulations are observed. Within two weeks of being on campus, students are required to register any vehicle they use on campus with the Director of Security. Registration is free! 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 University 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.

Edwards, Macy, Sutton, Pennington and Carey halls have covered bicycle racks. Repair shops are close to campus. Bikes are to be stored in the residence hall rooms or bike racks. They are not to be stored in any other areas. The city of Newberg 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. Also, skateboarding is prohibited on campus.

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. Copies of the campus parking policy are available in the Plant Services Office.

Keys

There is a charge of $10 per key for each unreturned lost key. If you withdraw from school during the year or when leaving campus at the end of the year, please return your room key and outside door key to your Resident Assistant. Your post office key is to be returned to the SUB post office, and any master keys issued by the Physical Plant should be returned there.

Right of Entrance

Your right to privacy will be respected. University personnel may enter a student's room/apartment/house 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 University regulations have been or are being violated. When the University seeks access to students' rooms/apartments/houses 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 has been given. A work request of the physical plant is considered consent to enter.

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

Student Right To Know and Securities Act

Brochures detailing the Student Right to Know and Securities Act are available in the Student Life Office.

Visitation

George Fox University allows some visitation access to residence housing to members of the opposite sex. Although some residents would ask for more visitation hours, there are also others who do not want their privacy invaded by the opposite sex. The visitation hours, as stated below, attempt to strike a good balance between the two. The goal is to allow for healthy interaction in the area that students call home.

The amount of visitation hours increases according to the type of housing. Upper-class housing is given more seniority as it relates to visitation hours.

RESIDENCE HALLS *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 where visitors of the opposite sex are present.

SUITES *Open-house visitation hours are 3 p.m. to 11 p.m. Sunday through Thursday, and noon 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 where visitors of the opposite sex are present.

HOUSES AND APARTMENTS *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. any night. Room doors are to be left completely open where visitors of the opposite sex are present.

*See consequences of a Visitation Violation on page 48 of the "Expectations and Responsibilities" section.

Storage

Articles stored must be boxed and clearly labeled with a University 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. The University is not responsible for lost, stolen, or damaged items.

Room Changes

Room changes for fall semester may begin on Monday, Sept. 16, 1996, and will conclude on Friday, Oct. 18. Room changes for spring semester begin Monday, Jan. 27, 1997, and will conclude on Friday, Feb. 28. Special note: No room-change petitions will be considered as long as any students are living in temporary housing.

If you wish to change rooms or living areas, 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 written approval from the Associate Dean of Students. Students wanting to change rooms will be expected to find another room in which to move. Failure to follow room change procedures will result in a $50 fine.

Guests of Students

Guests of students are the responsibility of the student hosting the visit. All overnight visitors are expected to check in with the Resident Director. Visitors can stay for up to three consecutive days if approved 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, apartment or house.

Solicitation

There is to be no soliciting on campus. No door-to-door solicitation is allowed. For further information, inquire at the Student Life Office with the Dean of Students, or the University mailroom. Report suspicious behavior to the Security Office (ext. 3842) or the Student Life Office (ext. 2310).

Student ID Cards

One ID card will be issued to each student at the time of registration. This one card is to be kept from year to year and should not be hole-punched or tampered/damaged in any way. Lost, damaged or stolen cards can be replaced by paying a $30 fee. The fee cannot be forwarded onto a student bill. The card is used for food service, admittance to athletic events, library book checkout, minimal building access, and basic identification as a George Fox student.

Chapel Program

General Information

Chapel is designed to be a unique program of praise, worship and fellowship of the faith-affirming University in keeping with biblical teaching. It is not designed to replace the ministry of the local church and should not be considered a substitute for church attendance or involvement. Rather, Chapel is considered to be an integral part of the total faith-learning education.

Chapel is designed to meet the following purposes:

1. Worship: Chapel allows the campus community to come together and focus on honoring God through praise, worship and fellowship.
2. Devotional: Regular Chapel services, as well as special weeks of Christian emphasis, allow the community to consider various aspects of faith and the application of God's Word to life.
3. Educational: In this manner, issues of common concern are raised for thoughtful consideration and sharing.

Attendance Requirements

Chapel is held Monday and Wednesday for the first 14 weeks of the 15-week semester. A minimum of 21 attendances is required per semester for students carrying a full class load (12 hours or more).

Absences due to activities such as field trips, athletic team participation, band and choir tours, etc., are not considered excused. **Students who participate in these activities are responsible to attend 21 Chapels regardless.**

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.

Field Experience

Students are expected to plan Field Experience so they can be in Chapel. The only exception is for class EDU 375 for elementary students the spring semester of their junior year and for secondary students the fall semester of their senior year. For the exceptions, the professors will communicate their expectations for Chapel attendance.

Attendance Credit

Attendance slips are provided to students at each Chapel. Attendance slips will not be given to students entering Chapel after 10:05 a.m., nor will credit be given to any student leaving prior to the conclusion of Chapel. Each student must write his/her name, student ID number, and signature on their own Chapel slip. Any attempt to defraud the Chapel attendance slip or any aspect of the crediting system will result in serious consequences.

Exemptions

A student may receive an exemption for the attendance requirement for one semester due to student teaching, an off-campus field placement, or the last semester of the senior year. The senior exemption will be void if the previous semester's attendance has not been satisfactorily fulfilled or if they have accumulated more than two semesters of deficient attendance. All such exemptions must be cleared through the Dean of Students by Friday, Sept. 20, 1996, for the fall semester, and Friday, Jan. 24, 1997, for the spring semester.

There is an adult-learner status for students who are older than the traditional University student. This category may include people with job conflicts and/or families, some commuters, etc. If you feel you qualify for this category, please file your Chapel Exemption petition with the Dean of Students by Friday, Sept. 20, 1996, for the fall semester, and Friday, Jan. 24, 1997, for the spring semester.

PARTIAL CHAPEL EXEMPTION: Because of field experience, student teaching, off-campus work, etc., students can apply for a partial exemption in which they are allowed to attend 11 out of the 21 Chapels required. If you have been approved for such an exemption, you will need to choose 11 out of 31 Chapels rather than 21 out of 31 Chapels.

Chapel Probation

First time: Warning letter, along with attending 21 chapels the following semester plus the number of chapels they were deficient on the previous semester. On chapel probation, the student will receive a letter of warning.

Second time: Loss of senior exemption along with attending 21 chapels the following semester plus the number of chapels they were deficient on the previous semester. Also, a written contract signed by student and Dean of Students stating a third deficiency will result in a full-semester suspension.

Third time: Full-semester suspension the following semester. If a student is suspended and returns to George Fox, the student must meet the requirement of Chapel for every semester he or she is a student through the eight traditional semesters (no senior exemption).

If a student does not meet the requirement again, further disciplinary action will be taken, which could mean a dismissal. This decision will be decided by the Dean of Students as each case is reviewed with the student.

Due process is inherent in the clearly defined attendance requirements and probationary steps and their publication in the Student Handbook. Therefore, there will be no opportunity to appeal the decision. Legitimate extenuating circumstances will be considered by the Dean of Students.

Career Services

The Career Services Office assists students and alumni in making and implementing career decisions. **Career classes** include "Career Alternatives," designed for freshmen/sophomores, and "Employment Strategies," 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 also is available. A career information week focuses on pertinent, timely career issues.

In addition, occupational, graduate school, labor market and company information is available in the **Career Library**, Wood-Mar 101. The JobTrak listing service provides job openings for education and the liberal arts in a timely manner. **Job openings** are posted daily and published in a weekly job bulletin. Graduates may register with the office (Hire-an-Alum) to receive special job openings. Summer job and internship resources and assistance also are available.

Other employment-related resources available through the Career Services

Office include assistance in résumé writing, interviewing, and developing job search strategy. Each semester, a Job Hunters Workshop is conducted. A placement highlight is the annual **Oregon Liberal Arts Placement Consortium Jobs Fair**, with recruitment interviews and career information for graduates and undergraduates. The **Career Resource Network**, a database of professional alumni consultants, is available to both students and alumni at the Career Services Office. **Degrees at Work Career Dinners** are scheduled during the spring semester, giving additional opportunity for students to connect with and learn about the work place from a George Fox graduate. (*A new feature this year will be the **Oregon Graduate School Fair** to be held in the fall.)

Teacher Placement files are maintained through Career Services. Internet access is available by appointment for doing electronic career information searches.

Health and Counseling Service

General health and counseling services are available in the Health Center on the corner of River and Hancock. The medical staff includes a nurse practitioner, who is available during the posted hours each school day, and Carolyn Staples, a registered nurse who is available throughout the school day for outpatient care. The counseling staff consists of the director, Dr. Bill Buhrow, who is a licensed psychologist, and several doctoral and master's-level counseling or psychology practicum students (supervised by Dr. Buhrow).

Health Services

Good health is essential for successful pursuit of your goals at George Fox and in your future life. Health is more than the absence of disease. It is that state when an individual is functioning at his or her maximum physical, psychological and social capacity. Health services exist to help you maintain a good state of health through early diagnosis and treatment of illnesses and injuries, and preventative medical care including health education. The following is a list of health services available:

- Diagnosis and treatment for minor illnesses and injuries
- Women's health clinic
- Prescriptions and over-the-counter medication
- Immunizations and allergy injections
- Vision and blood pressure screening
- Student insurance claims assistance
- Medical equipment loans

- Referrals to local physicians
- Health counseling, consultation and medical advice
- Health education resources

Counseling Services

Students come to counseling for a number of reasons, but mostly because they are temporarily "stuck" in the middle of working out a personal problem. Being stuck usually relates to several common themes: family, friends, spirituality, intimacy, sexuality, sexual abuse, unplanned pregnancy, managing depression, anxiety, anger, decision making, problem behaviors and addictions. Most of these are typical struggles of many students. Making use of counseling services available to you as a student may be one of the best decisions you make, rather than some sign of "weakness" or "sickness." Normal people seek help when help is needed. The following is a list of counseling services available:

- **Individual counseling:** Available to undergraduate students free of charge. Students usually are seen weekly for about one hour. The length of time a student spends in counseling varies, but most are seen on a short-term basis (6-8 sessions or less).
- **Group counseling:** In the past, education/support groups have addressed eating disorders and premarital issues (for couples).
- **Personality and intellectual assessments:** A small fee is charged to cover the cost of testing materials.
- **Crisis counseling and intervention.**
- **Consultation and referral:** If you are concerned about a friend who may need help, you can discuss this with a counselor. The counselor will not ask you to reveal the identity of your friend. A brief consultation may be just what you need to decide best how to help your friend.
- **Seminars:** The counseling center staff are available to present or lead small discussions for your floor or hall on a variety of topics.

Confidentiality: The Health Center staff do not communicate with parents, the administration or faculty about your health or counseling. All records in the Health Center are confidential (for students 18 and over) except in emergency situations or where otherwise required by Oregon law. Emergencies usually fall into two categories: 1) immediate danger to yourself (threat to life or bodily harm), and 2) immediate danger to another. Violations of community standards

are not considered emergency situations.

Appointments: Health services are available by appointment or during walk-in times. Counseling sessions are by appointment only. For information or to make an appointment, stop in or call ext. 2340.

Fees: Counseling and health care are provided at no cost for professional services. Nominal fees are charged for psychological assessment, prescription medication, laboratory studies, and medical supplies.

Health Insurance: All students are required to have health and accident insurance. Proof of insurance must be presented to Student Accounts either prior to or at the time of registration, or you will automatically be signed up for the limited health insurance plan designed for students at George Fox (this is different from the student health fee). Claim forms may be obtained from the Health Center. It is your responsibility to know the limits of your health insurance plan. You may need to call your parents to find out about your coverage. You must be prepared to pay when you see the doctor, especially if you have an out-of-state HMO plan.

Excused Absences: In accordance with the attendance policy stated in the 1996-97 George Fox catalog, class excuses are only issued to students who have 1) been examined by (or contacted) the nurse during their illness, and 2) the illness prevented class attendance for three or more days in a row. It is the student's responsibility to notify instructors prior to missing classes because of an illness, especially if exams are scheduled.

When the Health Center is closed:

Non-Emergency Medical and Counseling Problems

1. Consult with your Resident Assistant or House Manager. R.A.'s have thermometers with disposable covers for your use. Basic first-aid items are available in each R.A. room.

2. Consult with your Resident Director. They also have a list of community doctors who frequently see students. You can make your own appointment by calling during doctors' office hours (9 a.m. to 5 p.m. weekdays). Always take your insurance card with you to the doctor.

Medical and Counseling Emergencies

Contact your R.A. or R.D. immediately. If yours is not available, call an R.D. from another living area. If you are unable to contact any of the R.D.'s, call the Student Emergency Response System at 537-3842 (ext. 3842) or 911.

Community Life

Expectations and Responsibilities

Community

George Fox University 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, co-curricular activities, one's personal life, and society in general. The mission of George Fox University 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 University community and to respect the regulations and leadership of the University.

The Lordship of Jesus Christ

The University 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 Jesus 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 Jesus 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 has potential to 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 University.

Responsibilities for Behavior and Attitudes

Biblical Expectation

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.** (See Galatians 5:22-26.)

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 University 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 known to be morally wrong by biblical teaching are not acceptable for members of the George Fox University 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 University 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 University's disciplinary procedures.

University Expectations

The University 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 University 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. Each student has agreed to abide by the University's lifestyle expectations when they signed their application for admission. That statement

reads: In accordance with Christian convictions honoring the body as the temple of the Holy Spirit, the George Fox University community accepts a lifestyle that excludes gambling and the use or possession of non-medicinal drugs, alcohol, tobacco, obscene or pornographic articles or literature, and forbids immoral sexual behavior.

1. The community recognizes the danger to one's physical and psychological well-being with the use of certain products. Therefore, members of the community are prohibited from using tobacco in any form, alcoholic beverages, and illicit or non-prescribed drugs and substances (including marijuana or narcotics). Under no circumstances are the above to be used, possessed, or distributed on or away from campus. Community members are also expected not to abuse the use of legal substances.

Discipline is handled individually on a case-by-case basis. The right to suspend a student at any point in the discipline process is reserved for the Dean of Students. Severity of any violation, as well as the number of times an offense has occurred, will be considered in the discipline process.

2. George Fox University 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 any student fails to observe the biblical standard in this area, that student will be held accountable for his or her behavior and will be subject to disciplinary consequences as detailed on page 30.

Examples of unacceptable behavior are:

- Commission of, or attempt to commit, a sexual act that, if proven in court, would be a criminal act.
- Any student involved with the use, distribution or participation of pornography in any form.
- An unmarried student involved in a sexually active heterosexual, incestuous, or homosexual relationship.
- A married student involved in a sexually active adulterous, incestuous, or homosexual relationship.

- An unmarried or married student who chooses abortion for other than medical reasons.
- An unmarried male or female student involved in a pregnancy.

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

Please note: The University Board of Trustees has adopted a policy on AIDS. More information can be found in the Student Life Office.

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. A limited number of thematic all-campus social dances are permitted each year, sponsored by the Associated Student Community under guidelines approved by the University administration and Board of Trustees. The academic program also includes choreography in drama, musical productions, ethnic activities and athletic events.

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, harassing or humiliating to community members. Also included would be use of telephones for the purpose of issuing obscene or threatening messages. Vandalism of property is also unacceptable.

It is the policy of George Fox University that all employees and students work in an environment where the dignity of each individual is respected. Harassment due to race, color, sex, marital status, religion, creed, age, national origin, citizenship status, physical or mental disability, or any other status protected under applicable local, state or federal law is prohibited.

A person commits the crime of harassment if they intentionally harass or annoy another person by:

- subjecting another person to offensive physical contact,
- publicly insulting another person with abusive words or gestures in a manner intended and likely to provoke a violent response,

- unwelcome sexual advances, requests for sexual favors, physical touching or the granting or withholding of benefits (i.e., pay, promotion, time off, grades) in response to sexual contact,
- more subtle forms of behavior, such as offensive posters, cartoons, caricatures, comments and jokes of a sexual nature.

6. The University provides each of its students with a computer. With this privilege comes the responsibility to use it with discretion and wisdom. The University will not tolerate the use of computers in place of other mediums of communication (mail service or phone systems) for the purpose of harassment; pornographic use, possession, or distribution; or plagiarism. Students found to be using computers, mail or phone services for such purposes will be confronted and held responsible through the discipline process.

7. The University urges its members to be selective in choices of entertainment and recreation. The possession and/or viewing of movies with an "R" rating is prohibited on campus except when assigned by a professor. If a professor requires viewing an "R-rated" movie, the movie may be viewed in the Learning and Resource Center (Library) or off campus. The viewing of movies with the "NC-17" or "X" ratings is prohibited on and off campus. The University reserves the right to prohibit movies that are not rated if their content is contrary to University policy and expectations.

Violation of this policy may include consequences up to and including suspension.

8. 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.

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

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

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

12. 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 University's normal activities, including teaching, research, administration and co-curricular activities, is not acceptable and subject to review by the Vice President for Academic Affairs.

13. 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.

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

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

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

The policies of the University 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 University regulations conflict with the governance of the home.

Conclusion

The intent of this statement is to identify expectations that assist George Fox University 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 University 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 University expectations for behavior and attitudes are to be upheld by George Fox University students. If these stated expectations are not upheld, students are subject to disciplinary action administered by the Dean of Students, Associate 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.

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 Residence Life staff.

When students check out of their housing, the student R.A./H.M. at that time will make note of any damages and inform the Resident Director. Final checkout is complete only after the Resident Director has signed off on all student staff paperwork. The charge will be determined within approximately two weeks after the closing of school.

The following list is not meant to be exhaustive, but rather a representation of reasonable response to inappropriate behavior.

- Breaking or entering locked campus building $50
- Having pets other than fish and turtles $25
- Making or carrying an unauthorized key $100
- Walking on a roof without permission $25
- Climbing through a window $25
- Unauthorized relocation of furniture anywhere (per person involved) $50

Visitation Violations (see page 11 for visitation hours):

- 1st ..... Due within two days of notification of fine: $5
- 2nd ..... Two weeks loss of privileges and fine of $10
- 3rd ..... Loss of privileges for remainder of semester and fine of $25

- Causing or allowing an open flame to be in or around a University residence (including fireworks of any kind and incense, etc.) $50
- Propping open outside doors $25
- Failure to follow checkout procedure $50
- Discharging fire extinguishers/fire hoses (per person involved) $50
- Failure to participate in fire drills $50
- 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 University 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, use open coil-appliances, or place any motorized vehicle in a building or on a porch. All these behaviors violate the fire safety code and may result in a $50 fine.

In all cases, the fine must be paid in cash to the Resident Director within 48 hours of notification of the fine. If the fine is not paid, it will be doubled and added to the student's bill.

The Discipline Process at George Fox University

The University 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 University embracing the person of Christ as Lord and Savior, we 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 is to be done through a relationship.

The Resident Assistants, Resident Directors, Associate Dean of Students and 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 restoration 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, appropriate confrontation is strongly encouraged to fulfill community responsibility with the intent to help one another 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 Dean of Students has the right and community responsibility to suspend or dismiss a student at any given time if the nature of the infraction is deemed severe enough to warrant this response. The Matthew passage suggests that an individual may need to leave the community for personal restoration and reconciliation. 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 a dismissal. In the case of either the short- or long-term suspensions, the student will lose his or her financial commitments for the period.

A short-term suspension is defined as a period of time in a given semester during which the student is not allowed on campus. Generally the period of time is between three and seven days. The student may not attend class, live in campus housing, participate in University-sponsored extracurricular activities, or represent the University in any official capacity during the short-term suspension. Academic work (papers, exams, etc.) will not be accepted during the suspension period. The student is not permitted to make up academic work missed during the suspension period. A student who would receive a reduced course grade resulting from missed work due to a short-term suspension will be given the option of withdrawing from the course without a grade.

When a student is suspended, his or her academic advisor and instructors will be informed of the suspension. The student will be encouraged to sign a Release of Information Form so his or her advisor can be informed of the circumstances.

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

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

Use of Drugs/Alcohol/Tobacco

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

A. Personal/behavioral contract
B. Community service and/or educational programs
C. Drug/alcohol assessment and treatment if needed (fees will be incurred by student)
D. Cost for any repair, replacement, or cleanup resulting from the offense will be incurred by the student.
E. Contact with any extracurricular and work-study 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 at least 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.

George Fox University strongly supports the state of Oregon laws and statutes that prohibit distribution of alcohol or drugs to minors. Students who are involved in any way with providing these substances to minors, or making it conducive for minors to use, possess, or distribute those substances, will face serious consequences. The University will include law enforcement officers in the process whenever it is prudent to do so.

Sexual Immorality

(See University Expectations, page 22, for definition.)

Sexual immorality consequences will include some or all of the following:

A. Personal/behavioral contract

B. Personal accountability with Student Life staff member

C. Community service

D. Short-term suspension

E. Counseling (costs will be incurred by the student)

F. Possible contact with extracurricular supervisors

G. Possible short- or long-term suspension from school as deemed necessary by the Dean of Students. The right is reserved for the Dean to determine which semester the student will be suspended.

Dishonesty 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.

Board of Student Appeals

Reconciliation and due process for action taken by administration, faculty and staff may be sought by any student. Copies of the student appeal policy are available in the Student Life Office.

Dissent Policy

George Fox University recognizes the right of students and other members of the University community to express their views or peacefully protest against actions and opinions with which they disagree. The University also stresses a concurrent obligation to maintain on the campus an atmosphere conducive to academic work, to preserve the dignity and seriousness of the University ceremonies and public exercises, and to respect the rights of all individuals. The following regulations are intended to reconcile these objectives: Campus demonstrations may be conducted only at a time and in those areas designated by the Dean of Students and only when such demonstrations:

1. Are conducted in such a manner as to respect the rights and welfare of others;
2. Do not interfere with automobile or pedestrian traffic;
3. Do not actively disrupt scheduled class meetings, teaching, administration or disciplinary procedures and/or other University functions or authorized activities; and
4. Do not interfere with the rights of others to demonstrate.

Those organizing demonstrations must have written approval from the Dean of Students a minimum of 48 hours prior to the event.

Any person conducting unauthorized demonstrations will be subject to appropriate disciplinary action.

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. Forgive as the Lord forgave you. 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 George Fox University 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 (three or more consecutive days). Such excuses are obtained from the Health Center. Permission for absences from class for participation in cocurricular University activities must be granted by the Academic Affairs Office. Other absence arrangements are between the student and the instructor.

The University calendar provides 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 admission requirements have been met and official transcripts have been received and evaluated.

Full-time Students

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

Regular Students

Students who have satisfied admission 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 grade point average (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 University Academic Success Program (see the On-Campus Academic Programs section in 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 095, 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.

Auditing Courses

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. Audit status must be established with the Registrar at time of registration. Class attendance standards are to be met.

Academic Advising

Each matriculating student is assigned an advisor for initial registration based on their selected Freshman Seminar. The seminar instructor serves as a student advisor through the freshman year. Transfer students are assigned a faculty advisor based on their area of academic interest or declared major. 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.

The student is responsible 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 University load. Students who carry fewer hours may add considerably to the cost of their 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, The Effective Writer, in the first year. In addition, all freshmen are expected to register for Literature of the Bible, physical education, and general education courses in the first year. See the Catalog 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 number of credits 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. Late forms are available in the Registrar's Office.
2. The deadlines for adding courses or exercising a pass/no-pass option are listed on the calendar in the Catalog.

Dropping Classes

1. A student wishing to drop or withdraw from a class or from the University 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 University.
2. Withdrawal from a course must be completed within the first nine weeks of the semester. Beyond this date, a petition to the Academic Affairs Office is required, and cause (extenuating 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
X	No grade reported by instructor	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 faculty member and the Registrar. A contract showing the work to be completed and the completion date is prepared in consultation with the instructor and is 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 better grade. This is not an incomplete or "I" grade. An "X" grade indicates the instructor did not report a grade to the Registrar's Office.

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 elective course offerings on a pass/no-pass basis. An application form must be filed with the Registrar no later than the published deadline.

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 095 English Skills, THE 165/365 University Players, GED 375 Juniors Abroad, and Student Teaching.

Field experience and Honors Colloquium (GED 271, 272, 371, 372) may be "pass" or "no-pass" at department option, or in absence of department policy, at the student's option. All other courses in the University 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 University 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 and National Collegiate Athletic Association (NCAA) Division III 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; more than 48 hours, 2.0. The student is given one semester of probation to achieve the above standard. Beginning freshmen not admitted provisionally are normally 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 University may suspend or dismiss any student who fails to earn a GPA of at least 1.0 during a semester, regardless of classification or number of hours completed. The University may suspend or dismiss any students who no longer benefit themselves or the University 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.

Students wishing to apply for change of final examination time must do so by the end of the 10th week of classes. Forms are available in the Registrar's Office. Students must provide evidence of extenuating circumstances necessitating the change of final exam time.

Academic Honesty

It is assumed that students at George Fox University will endeavor to be honest and of high integrity in all matters pertaining to their University 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, suspension or dismissal. **The Academic Affairs Office will handle academic dishonesty issues working in conjunction with the Student Life Office.**

College-Level Examination Program (CLEP)

The Educational Testing Service of the University Board provides nationally recognized standardized testing through which University 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. **General examinations are to be taken prior to the completion of the first semester of enrollment at George Fox University. It is recommended the English Composition examination with essay be taken in June prior to University 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, confidential letters of recommendation, and educational records containing information about more than one student 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 University 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 George Fox, 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 $3 per official transcript. In addition, your student account 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 nine weeks without grade responsibility. Beyond this point in the semester, a petition to the Academic Affairs Office is required, and cause (extenuating conditions) must be established. See the academic calendar for specific dates. The refund for tuition 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.

Students withdrawing from school at the end of a semester must pick up the appropriate form from the Registrar's Office and complete the checkout 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.

Student or Family Emergencies

When students experience a personal or family emergency during the academic year, they must contact the Registrar's Office immediately if they are seeking excused absences.

Academic Organization

	Extension	*Location*
Dirk Barram, Vice President for Academic Affairs	ext. 2142	WMH
Linda Judd, Executive Secretary	ext. 2141	WMH
Julie Case, Administrative Secretary	ext. 2140	WMH

School of Humanities

Mark Weinert, Dean	ext. 2143	WMH
Department of Communication Arts		
Craig Johnson, Chairperson	ext. 2610	HUM
Department of Fine Arts		
Dennis Hagen, Chairperson	ext. 2621	ROS
Department of History and Political Science		
To be announced		
Department of Religious Studies		
Howard Macy, Chairperson	ext. 2655	ROS
Department of Writing/Literature		
Ed Higgins, Chairperson	ext. 2601	MIN

School of Natural and Behavioral Sciences

James Foster, Dean	ext. 2144	WMH
Department of Biology and Chemistry		
Paul Chamberlain, Chairperson	ext. 2702	EHS
Department of Health and Human Performance		
Byron Shenk, Chairperson	ext. 2912	WSC
Department of Mathematics, Computer, and Engineering		
Hank Helsabeck, Chairperson	ext. 2720	EHS
Department of Psychology (Undergraduate)		
Michelle Dykstra, Co-chairperson	ext.2758	HVR
Kathleen Kleiner, Co-chairperson	ext. 2754	HVR
Department of Psychology (Graduate)		
Clark Campbell, Chairperson	ext. 2753	HVR
Department of Sociology/Social Work		
Carl Lloyd, Chairperson	ext. 2757	HVR

School of Professional Studies

Glenn Moran, Dean	ext. 2145	WMH
Department of Business and Economics		
Tom Head, Chairperson	ext. 2811	BUS
Department of Continuing Studies		
To be announced		
Department of Family and Consumer Sciences		
Flora Allen, Chairperson	ext. 2861	CAL
Department of Teacher Education		
Margi Macy, Chairperson	ext. 2835	MIN

Western Evangelical Seminary

William Vermillion, Dean	ext. 6301	WES
Judith Schwanz, Associate Dean	ext. 6201	WES

Location Key:

BUS - Bus. & Econ. Dept. Offices
CAL - Calder Center
EHS - Edwards-Holman Science Center
HUM - Humanities House
HVR - Hoover Academic Building
MIN - Minthorn Hall
ROS - Ross Center
WES - Western Evangelical Seminary
WMH - Wood-Mar Hall
WSC - Wheeler Sports Center

Campus Activities & 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 University excels in athletics. Intercollegiate men's sports include soccer, cross country, basketball, baseball, track and tennis. Intercollegiate women's sports include cross country, volleyball, basketball, track, softball, soccer and tennis. The University also has a strong intramural program.

Men's and women's varsity athletic competition functions under the National Collegiate Athletic Association (NCAA) and the National Association of Intercollegiate Athletics (NAIA).

Music: Music activities are available to students with varied musical talents. Public performances are presented through the Festival Chorus, the Concert Choir, Dayspring, Crosslight, Concert Band, Chehalem Symphony, Music Theater, Jazz Ensemble, Handbell Ringers, Brass Ensemble, and String Quartet.

The George Fox University student chapter of the Music Educators' National Conference provides a bond between students in music education and members of 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 Department of Fine Arts 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 University Players, the University's drama touring group, which presents improvisational theater throughout the Northwest at churches, prisons, camps, retreats, schools and marketplaces.

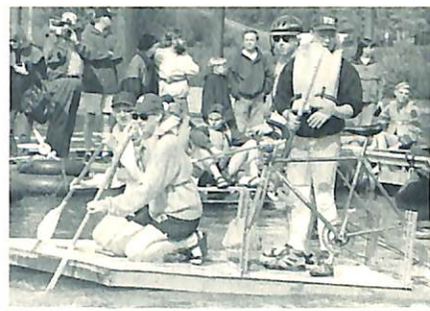
ASC (Associated Student Community)

There are a great variety of opportunities available to you through student government (Associated Student Community of George Fox University). The activities include intramural sports, club involvement, outreach to Newberg and surrounding communities, 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 of George Fox University.

Class Representatives: Each class has two officers elected to represent them to ASC. These students will sit on a variety of faculty committees, serving the interests of the students. Elections are held in September.

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, Supreme Court Justice, Communications and Public Relations Director, Christian Service Director, and Student Chaplain, under the advisement of the Dean of Students.

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

The Multicultural Society exists to give students of all cultures a place to

explore different cultures and celebrate their own. The president of this group reports directly to the Student Body President and is advised by the Multicultural Advisor.

Christian Service Committee: The Christian Service Committee is made up of five Ministry Coordinators, each having an area of emphasis (Hispanic, Youth, Elderly, Urban, Serve Trips). Ministry Coordinators each select five students to form their committees. The Christian Service Committee is chaired by the Christian Service Director and advised by the Director of Outreach and Discipleship.

Chaplain's Committee: The Chaplain's Committee is made up of four coordinators for Greenroom, retreats, worship and community. The Chaplain's Committee works closely with the Campus Pastor.

Campus Publications

The Crescent: The campus newspaper staff is made up of an Editor, Assistant Editor, Business Manager and three Section Editors. In addition, students can serve on the editorial board, on the publication staff, or as a staff writer. *The Crescent* is a weekly publication funded by ASC.

The L'AMI: The campus yearbook has an Editor, Assistant Editor, and Computer Editor who select 10 to 12 students to serve on the yearbook staff.

Darkroom: Photography is a very important component to the quality of the publications. The darkroom is staffed by a student director and student photographers.

The Wineskin: ASC annually publishes a 20- to 40-page journal of student and staff poetry. All poetry, short stories and artwork is invited.

KFOX: The campus radio station uses a carrier-current broadcast system to reach residence halls and apartments. The station plays contemporary Christian music. The radio station is staffed by a Station Manager, Program Director, Music Director, and Promotions Director. Students are encouraged to be involved as one of the 20 D.J.'s, or on the KFOX Core Committee that advises the KFOX staff.

Fox Jam Studios: These recording studios are co-owned and directed by ASC and the music department. Each year ASC produces a student campus album. The studio is available to students and off-campus groups for $10 per hour. Students wishing to help with producing should contact the Fox Jam Studio Director.

Information

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 weekly Bulletin, published by the Public Information and Publications Office and funded by ASC.

Campus Services

Bookstore

The George Fox University Bookstore, although open to the general public, is here to serve the students, faculty, staff and alumni. Not only may textbooks and course-related material be purchased, but also reference materials, school supplies, book bags, cards, gifts, snacks, some drug store products and a large selection of George Fox University imprinted sportswear. Used books are bought back at the end of fall and spring semesters provided they are still in print and are going to be used the following semester for a class.

Banks

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

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 $1,800 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, which also has a listing for off-campus jobs.

Instructional Media Center (IMC)

The IMC (ext. 2430) is located in the basement of the Murdock Learning Resource Center (library). It comprises the Computer Lab (ext. 2440), a Viewing/Listening Lab, Materials Production Lab, Recording Studio, and Preview Room.

This is the place to purchase write-on overhead transparencies and cardboard frames for transparencies. Here you can request dry-mounting, lamination, copy-stand photography, and slide sorting and slide program assembly. You may also use the production room to work on posters and other media production projects. The IMC makes thermal transparencies in a variety of colors and does high-speed audio cassette copying.

Most chapels are recorded, and copies are available for $2 each.

The Viewing/Listening Lab has individual carrels for listening to vinyl records, CDs and audio cassettes, and for viewing video cassettes, laserdiscs, filmstrips and slides. The Foreign Language Lab is also in this area.

The Recording Studio has equipment for audio mixing and video dubbing, and the preview room can be set up for live video recording or for video and satellite viewing.

The IMC is the place to arrange for projectors and other AV equipment for classroom presentations. Be sure to make arrangements well ahead of time (at least 24 hours, preferably more). Equipment is available on a first-come first-served basis.

The library's collection of non-print media (records, CDs, cassette tapes and videos) is housed in the IMC but is catalogued in the on-line catalogue, along with the print media. ANYTHING THAT IS ON RESERVE, WHETHER PRINT OR NON-PRINT, CAN BE OBTAINED AT THE CIRCULATION DESK ON THE MAIN FLOOR.

Mail Service

The University provides two student post offices. One is located in the Student Union Building, and the other is in Beebe Hall. All students — commuters and residents — will be issued a post office box assignment when they enroll at George Fox University. The box assignment and address will remain the same for each consecutive semester the student is enrolled. Some boxes will be shared by two people. Box numbers in the 4000 series are in the Beebe Post Office, while numbers in the 5000 series are in the SUB Post Office. Services provided at both post offices include distribution of campus and incoming mail, as well as outgoing mail service. Outgoing mail received at the student post offices by 3:30 p.m. will be postmarked and mailed that same day. The SUB Post Office also offers the following services: sale of stamps and envelopes, and mailing services including next-day air, second-day air, expedited (priority) and standard (parcel post and book rate). Packages can be mailed through U.S. Postal Service or United Parcel

Service (UPS). Hours for window service at the SUB Post Office are from 8:30 a.m. to 4:30 p.m. Mondays through Fridays. The correct address format for the student is as follows:

Beebe Post Office:	**Or**	**SUB Post Office**
Student name		*Student name*
George Fox University		*George Fox University*
418 N. Meridian St. #_____(4001-4800)		*420 N. Meridian St. #_____(5601-5999)*
Newberg, OR 97132-2695		*Newberg, OR 97132-2699*

Keys for the SUB and Beebe Post Offices are issued during registration. If a key is misplaced or lost, there is a $10 replacement charge and a $5 accounting fee if charged to your student account.

An address-change form must be completed by every student at the end of the school year or upon withdrawal from school. This allows postal employees to forward any first-class mail.

Lost and Found

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

Phase II

Plant Services sponsors a program at the end of the school year called Phase II to recycle usable items students desire to leave behind. Once collected, the items are passed on to international students or summer work-study students who are transferring into an apartment or house.

Barrels are placed in the lobbies of the dorms the last week of the school year. Your clean, reusable clothes, small appliances, kitchen utensils and miscellaneous items can be put in or beside these barrels for recycling. PLEASE DO NOT DONATE DAMAGED OR SOILED ITEMS OR PLACE TRASH IN THE BARRELS MARKED PHASE II.

Student Accounts Office

The Student Accounts Office is located on the main floor of Wood-Mar Hall. This office handles billings for tuition, room and board, etc., and receives payments. The Student Accounts Office also cashes checks for students (up to $50). When school is in session, the office is open Monday through Friday from 9 a.m. to noon and 1 to 4 p.m.

Things to Know

Important Phone Numbers

The University

Main Switchboard ..... Ext. 0
Admissions Office ..... Ext. 2240
ASC (Student Government) Offices ..... Ext. 4106
Health and Human Performance/ Athletics Office ..... Ext. 2910
Bookstore ..... Ext. 2540
Box Office ..... Ext. 3844
Bruin Den ..... Ext. 2585
Business & Economics ..... Ext. 2810
Cage ..... Ext. 4131
Campus Pastor ..... Ext. 2321
Career Services Office ..... Ext. 2330
Communications Office ..... Ext. 2670
Computer Help Desk ..... Ext. 4357
Computer Lab (EHS) ..... Ext. 4117
Computer Lab (MLRC) ..... Ext. 2440
Computer Store ..... Ext. 2565
Continuing Education ..... Ext. 2270
Continuing Ed. Faculty ..... Ext. 2870
Development Office ..... Ext. 2110
Education Office ..... Ext. 2830
English Language Institute ... Ext. 2640
Event Information ..... Ext. 3868
Financial Aid ..... Ext. 2230
Food Services (Marriott) ..... Ext. 2580
Graduate Admissions ..... Ext. 2260
Health and Counseling Services ..... Ext. 2350
Health Services ..... Ext. 2340
Humanities Office ..... Ext. 2670
Instructional Media Center ..... Ext. 2430
International Student Advisor ..... Ext. 2643
Library ..... Ext. 2410
Lost and Found ..... Ext. 2560
Mailroom (Beebe Hall) ..... Ext. 2561
Mailroom (Student Union) .... Ext. 2560
Mailroom (Wood-Mar) ..... Ext. 2555
Maintenance/Physical Plant .. Ext. 2510
Music Office ..... Ext. 2620
Natural Science Office ..... Ext. 2710
Peace Studies ..... Ext. 2680
Psychology Office ..... Ext. 2741
Registrar's Office ..... Ext. 2210
Religion Office ..... Ext. 2650
Residence Life and Housing Ext. 2315
Security Services ..... Ext. 3842
Social Science Office ..... Ext. 2740
Student Accounts ..... Ext. 2166
Student Life Office ..... Ext. 2310

Newberg

Hospital 537-1555
Police Department 538-8321

Administration

President - Ed Stevens ..... Ext. 2102
Vice President for Academic Affairs - Dirk Barram ..... Ext. 2142
Vice President for Student Life - Eileen Hulme ..... Ext. 2312
Vice President for Enrollment Services - Andrea Cook ..... Ext. 2211
Vice President for Financial Affairs - Don Millage ..... Ext. 2161
Vice President for Development - Dave Adrian ..... Ext. 2113
Executive Assistant to the President - Barry Hubbell ..... Ext. 2103

Student Life Staff

General

Eileen Hulme - Vice President for Student Life ..... Ext. 2312
Shaun McNay - Dean of Students ..... Ext. 2313
Linda Thompson - Director of Graduate Student Services ..... Ext. 2317
Sally Stewart - Administrative Secretary ..... Ext. 2310
Shelley Tapia - Secretary/Receptionist ..... Ext. 2311

Christian Life

Gregg Lamm - Campus Pastor ..... Ext. 2321
TBA - Director of Outreach and Discipleship/Multicultural Advisor ..... Ext. 2322

Career Services

Bonnie Jerke - Director of Career Services ..... Ext. 2332
Leslie Dotson - Career Services Assistant ..... Ext. 2331

Residence Life

Shaun McNay - Dean of Students ..... Ext. 2313
Jeff VandenHoek - Associate Dean of Students ..... Ext. 2315
TBA - R.D. for Winters Apartments, Pennington, Carey, Beebe, and Willcuts halls ..... Ext. 3841
Tim Commins - R.D. for Edwards Hall, Woolman Apartments, and selected houses ..... Ext. 3837
Elaine Sanders - R.D. for New Residence Hall, Weesner Apartments and selected houses ..... Ext. 3526
TBA - R.D. for Lewis Apartments and Hobson-Macy-Sutton halls ..... Ext. 3839

Counseling and Health Services

Bill Buhrow - Director ..... Ext. 2350
Carolyn Staples - Nurse ..... Ext. 2340

Student Leadership/ASC Advisement

Shaun McNay - Dean of Students ..... Ext. 2313

Intramurals

Manfred Tschan - Director ..... Ext. 2919

Phone Procedures

Campus Phones: Each apartment, house, residence hall room and suite has a single-line telephone and phone number available to residents for local and long-distance calls to be made. Long-distance charges will be the responsibility of the student. Collect calls are not to be accepted on student phones. Pay phones from which collect calls and long-distance calls may be made are located throughout the campus.

Fire Emergency

If a fire alarm sounds, identify smoke and/or flames and dial 9-911. Then call Security at ext. 3842 (537-3842 off-campus) and give your name and location of alarm and/or fire. *Note: If Security is unattended, a phone number to call will be given on the tape recording. If there is a fire, evacuate the building in an orderly manner.*

Campus Security

To contact the Security Director during office hours, 8 a.m. to 4 p.m. Monday through Friday, phone ext. 3842 (537-3842 off campus). Use this number also to request Security Team services during service hours (6 p.m. – 6 a.m. Sunday through Thursday, and 24 hours beginning 4 p.m. Friday to 8 a.m. Sunday). When the switchboard is not attended, dial 538-8383 and call the number reported on the tape recording. Leave a message. Please provide your name, nature of the problem, and location of problem.

In the case of a security emergency (assault, crime in progress, etc.), dial 9-911 on campus or just 911 from an off-campus line. Contact the Security Director and school officials as soon as possible once police are notified.

Emergency Medical Assistance

From 8 a.m. to 5 p.m., students should call the Health Center, ext. 2340. Before 8 a.m., and after 5 p.m. or on weekends, students should call the Student Life staff in the following order:

1. Resident Director for your living area
2. Resident Director for one of the other living areas
3. If you are unable to contact any of the RDs, call the Student Emergency Response System at 537-3842 or 3842.

Emergency Numbers Procedure

In the event of fire, earthquake or other emergencies pertaining to the University campus, the following numbers should be called immediately. The listed individuals are responsible for contacting the appropriate/affected University community members. If Security cannot be reached, then proceed to the next number.

1. **Security Director** - Carl Ecklund: 537-3842 or ext. 3842
2. **Environmental/Safety Coordinator (ESC)** - Dave Maurer: ext. 2530/day or 538-6654/evening
3. **Director of Plant Services** - Clyde Thomas: ext. 2512/day or 538-3010/evening

If you smell smoke or know that an ambulance is needed, contact 911 (9-911 from a campus phone), then notify Security.

Useful Newberg Phone Numbers

Banks

Bank of America 538-8393
Commercial Bank 538-3184
First Interstate 537-1027
Key Bank of Oregon 538-1318
U.S. Bank 538-3111

Cinemas

Cameo 538-4479
99W Drive-In 538-2738
Robin Hood Cinema 625-6887
Twin Cinema 538-2738

Food

Abby's Pizza 538-3800
Arctic Circle 538-9625
Burger King 538-2371
Burgerville 538-0914
Coffee Cottage 538-5126
Dairy Queen 538-6112
Domino's Pizza 538-7777
Eden Gate Restaurant 538-3846
Ixtapa 538-5956
Izzy's 537-0101
J's Family Restaurant 538-5925
Jem 100 538-6191
Julia's Child 538-9072
KFC 538-3787
Little Caesar's Pizza 538-2727
Louie's 538-7515
McDonald's 538-6611
Noodle, The 537-0507
Sunflower Cafe 538-7314
Papa Murphy's 538-2536
Pasquale's 538-0910
Pogy's 538-1000
Shari's 538-2194
Subway 538-8740
Taco Bell 538-7319
Taco Time 538-8700
Wendy's 537-9433
Ye Olde Pizza Shoppe 538-2022

Flowers

Sweet Nellie's Flowers 537-0904
Flower Gallery 538-5704
Showcase of Flowers 538-4311

Stores

Bi-Mart 538-0631
Fast Lane 538-5804
Fred Meyer 537-1350
Higher Ground Books 538-2665
Nap's IGA 538-8286
Payless 538-3164
Thriftway 538-6161
7-11 538-6925

Video

Video Village 538-7922
Videoland 538-7271
Horizon Video 538-0441

Miscellaneous

Chehalem Aquatic Center 538-4813
Friendsview Manor 538-3144
Health Habit 538-0315
Newberg Graphic 538-2181
Newberg Library 538-7323
Newberg School District 538-8361
Post Office 538-5500
Tilikum 538-2763

Personal Directory

Name | Phone No.

Personal Directory

Name

Phone No.

Student Calendar

Important Dates to Remember

Date

Event

26 Monday

27 Tuesday

28 Wednesday

29 Thursday

30 Friday

31 Saturday
Residence halls open to new students, 1 p.m.
New Students/Parents Convocation
New student sessions and registration/confirmation (through Sept. 3)

1 Sunday

2 Monday
Residence halls open to returning students, 2 p.m.

3 Tuesday
Registration/confirmation of returning students, 8:30 a.m. to 4:30 p.m.

4 Wednesday
Classes begin

5 Thursday

6 Friday

7 Saturday
All-Campus Beach Bash

8 Sunday

September

9 Monday

Honors Convocation, Bauman Auditorium, 11 a.m.

10 Tuesday

11 Wednesday

Last day to register/submit housing exemption requests

12 Thursday

13 Friday

14 Saturday

15 Sunday

September

16 Monday

Christian Life Week with Brennan Manning (through Wednesday)

17 Tuesday

18 Wednesday

Last day to change registration

19 Thursday

Withdrawal fee begins

20 Friday

Last day to submit Chapel and/or meal plan exemption requests

21 Saturday

22 Sunday

September

23 Monday

24 Tuesday

25 Wednesday

26 Thursday

27 Friday

Last day to exercise pass/no pass option

28 Saturday

29 Sunday

September/October

30 Monday

1 Tuesday

2 Wednesday

3 Thursday

4 Friday

5 Saturday

6 Sunday

October

7 Monday

8 Tuesday

9 Wednesday

10 Thursday

11 Friday

12 Saturday

13 Sunday

14 Monday

Mid-semester holiday — no classes

15 Tuesday

16 Wednesday

17 Thursday

18 Friday

Last day for room changes/Theater Games in Wood-Mar Auditorium, 7:30 p.m.

19 Saturday

20 Sunday

21 Monday

22 Tuesday

23 Wednesday

24 Thursday

25 Friday

26 Saturday

27 Sunday

28 Monday

29 Tuesday

30 Wednesday

31 Thursday

1 Friday

2 Saturday

3 Sunday

November

4 Monday

5 Tuesday

6 Wednesday

7 Thursday

8 Friday

Last day to withdraw from class/Parents Weekend

9 Saturday

10 Sunday

November

11 Monday

12 Tuesday

13 Wednesday

14 Thursday

15 Friday

16 Saturday

17 Sunday

18 Monday

19 Tuesday

20 Wednesday

21 Thursday

22 Friday

Admissions Bruin Preview

23 Saturday

24 Sunday

25 Monday

26 Tuesday

27 Wednesday

28 Thursday

Thanksgiving Holiday (through Sunday)

29 Friday

30 Saturday

1 Sunday

2 Monday

Undergraduate registration for spring semester and May Term (through Friday)

3 Tuesday

4 Wednesday

5 Thursday

6 Friday

7 Saturday

All-Campus Christmas Celebration

8 Sunday

December

9 Monday

10 Tuesday

11 Wednesday

12 Thursday

13 Friday

Fall semester classes end

14 Saturday

15 Sunday

16 Monday

Study Day

17 Tuesday

Final Exams (through Friday)

18 Wednesday

19 Thursday

20 Friday

21 Saturday

Midyear Commencement, 2 p.m.
Residence halls close, 5 p.m.

22 Sunday

December

23 Monday

Christmas Vacation (through January 13)

24 Tuesday

25 Wednesday

Merry Christmas — Behold, I bring you good news...A savior is born!

26 Thursday

27 Friday

28 Saturday

29 Sunday

30 Monday

31 Tuesday

1 Wednesday

2 Thursday

3 Friday

4 Saturday

5 Sunday

6 Monday

7 Tuesday

8 Wednesday

9 Thursday

10 Friday

11 Saturday

12 Sunday

Residence halls open, 1 p.m.
New student registration

December/January

30 Monday

31 Tuesday

1 Wednesday

2 Thursday

3 Friday

4 Saturday

5 Sunday

January

6 Monday

7 Tuesday

8 Wednesday

9 Thursday

10 Friday

11 Saturday

12 Sunday

Residence halls open, 1 p.m.
New student registration

13 Monday

Second semester classes begin

14 Tuesday

15 Wednesday

16 Thursday

17 Friday

Last day to register and/or submit housing exemption requests

18 Saturday

19 Sunday

20 Monday

Martin Luther King Jr.'s Birthday

21 Tuesday

22 Wednesday

23 Thursday

24 Friday

Last day to change registration and submit meal plan and/or Chapel exemption requests

25 Saturday

26 Sunday

27 Monday

Withdrawal fee begins/Missions Week (through Wednesday)

28 Tuesday

29 Wednesday

30 Thursday

31 Friday

1 Saturday

2 Sunday

3 Monday

International/Multicultural Week begins

4 Tuesday

5 Wednesday

6 Thursday

7 Friday

Last day to exercise pass/no pass option

8 Saturday

9 Sunday

10 Monday

11 Tuesday

12 Wednesday

13 Thursday

14 Friday

Homecoming weekend begins

15 Saturday

16 Sunday

February

17 Monday

Mid-semester holiday — no classes

18 Tuesday

19 Wednesday

20 Thursday

21 Friday

Admissions Bruin Preview/Theater Games in Wood-Mar Auditorium, time TBA

22 Saturday

23 Sunday

24 Monday

25 Tuesday

26 Wednesday

27 Thursday

28 Friday

Last day for room changes

1 Saturday

2 Sunday

3 Monday

4 Tuesday

5 Wednesday

6 Thursday

7 Friday

8 Saturday

9 Sunday

10 Monday

11 Tuesday

12 Wednesday

13 Thursday

14 Friday

Last day to withdraw from class

15 Saturday

16 Sunday

March

17 Monday

18 Tuesday

19 Wednesday

20 Thursday

21 Friday

Spring Break begins (through March 30) Enjoy and be safe!

22 Saturday

23 Sunday

24 Monday

25 Tuesday

26 Wednesday

27 Thursday

28 Friday

29 Saturday

30 Sunday

Easter — Jesus Is Alive!

31 Monday

Classes resume

1 Tuesday

2 Wednesday

3 Thursday

4 Friday

5 Saturday

6 Sunday

April

7 Monday

8 Tuesday

9 Wednesday

10 Thursday

11 Friday

12 Saturday

13 Sunday

14 Monday

Undergraduate preregistration for fall semester (through Friday)

15 Tuesday

16 Wednesday

17 Thursday

18 Friday

19 Saturday

20 Sunday

21 Monday

22 Tuesday

23 Wednesday

24 Thursday

25 Friday

Spring semester classes end

26 Saturday

27 Sunday

28 Monday

Study Day

29 Tuesday

Final Exams (through Friday)

30 Wednesday

1 Thursday

2 Friday

3 Saturday

Residence halls close, 5 p.m.
Have a good summer!

4 Sunday

Baccalaureate, 10:30 a.m.
Spring Commencement, 2 p.m.

5 Monday

6 Tuesday

Final registration for May Term/May Term begins

7 Wednesday

8 Thursday

9 Friday

10 Saturday

11 Sunday

May

12 Monday

13 Tuesday

14 Wednesday

15 Thursday

16 Friday

Last day to withdraw from May Term

17 Saturday

18 Sunday

May

19 Monday

20 Tuesday

21 Wednesday

22 Thursday

23 Friday

May Term ends

24 Saturday

25 Sunday

Key to Campus Map

1. Barclay House
2. Bauman Chapel/Auditorium
3. Bookstore
4. Brougher Hall
5. Business and Economics Dept. Offices
6. Calder Center
7. Centennial Tower
8. Colcord Memorial Field
9. Computer Store
10. Development Office
11. Edwards-Holman Science Center
12. Fry House
13. Heacock Commons
14. Hoover Academic Building
15. Humanities House
16. International Student Center
17. Virginia Millage Memorial Rose Garden
18. Minthorn Hall
19. Morse Athletic Fields
20. Murdock Learning Resource Center
21. Pennington House
22. Plant Services Building
23. Prayer Chapel
24. President's/University Relations Office
25. River Street House
26. Ross Center
27. Security Office
28. Student Union Building
29. Video Communication Center
30. Wheeler Sports Center
31. Wood-Mar Hall
32. Woodward House

STUDENT HOUSING

(Residence Halls, Mini-dorms, Apartments and Houses)

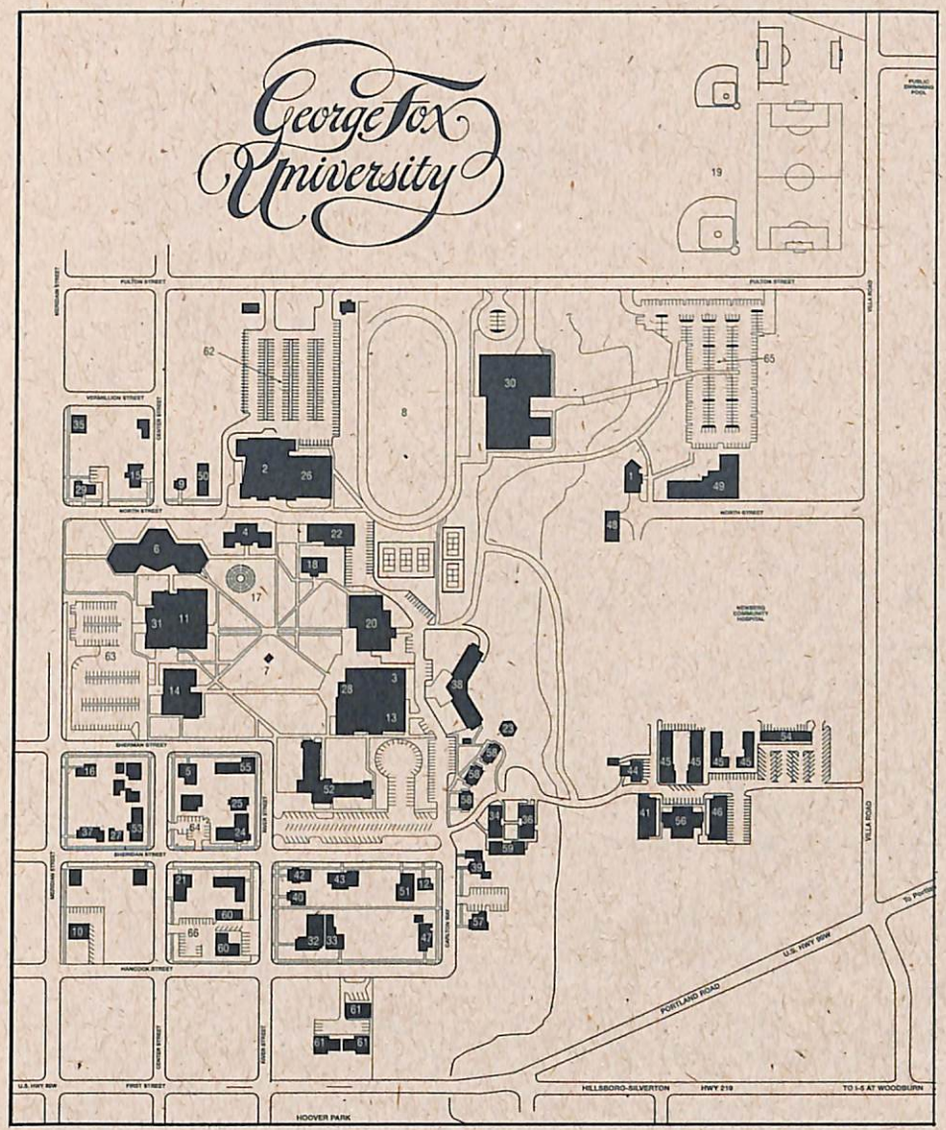
33. Beals House
34. Beebe Residence Hall
35. Campbell House
36. Carey Residence Hall
37. Cole House
38. Edwards Residence Hall
39. Gulley House
40. Hester House
41. Hobson Residence Hall
42. Hoskins House
43. Kelsey House
44. Kershner House
45. Lewis Apartments
46. Macy Residence Hall
47. McGrew House
48. Munn House
49. New Residence Hall
50. Newlin Apartments
51. Parker House
52. Pennington Residence Hall
53. Schaad House
54. Sherman Arms Apartments
55. Sherman Street House
56. Sutton Residence Hall
57. Weesner House
58. Weesner Village
59. Willcuts Residence Hall
60. Winters Apartments
61. Woolman Apartments

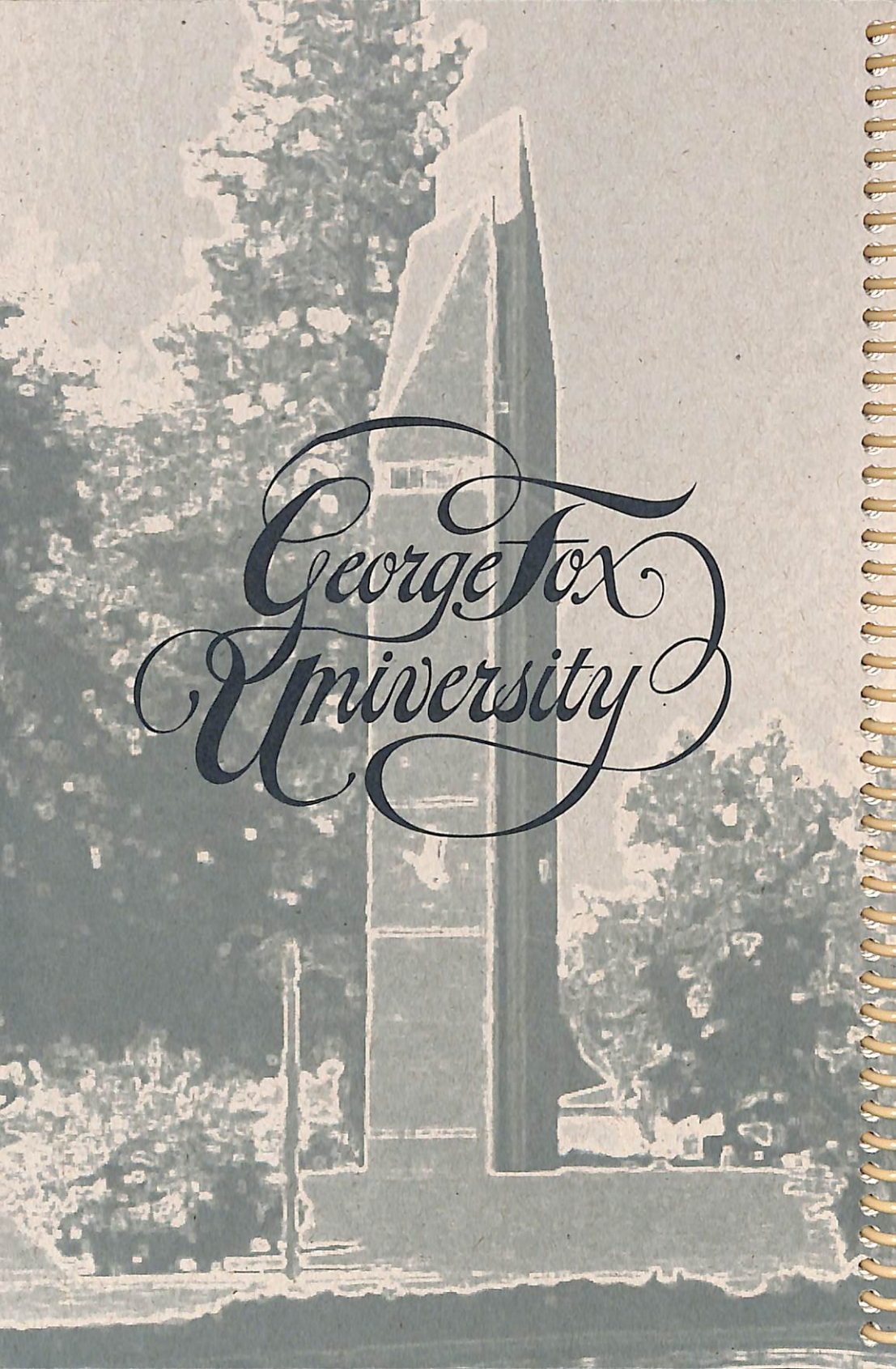
PARKING

Visitor parking is available at the following sites:

62. Bauman Auditorium/Ross Center Parking Lot
63. Hoover/Wood-Mar Parking Lot
64. President's/University Relations Parking Lot
65. Wheeler Center Parking Lot
66. Winters Parking Lot

Special reserved places for admissions guests are available in the Hoover/Wood-Mar Parking Lot, the President's/University Relations Parking Lot, and the Winters Parking Lot.




George Fox
University