

2001

Student Handbook, 2001-2002

George Fox University Archives

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

Recommended Citation

George Fox University Archives, "Student Handbook, 2001-2002" (2001). *Student Handbooks*. 45.
https://digitalcommons.georgefox.edu/student_handbooks/45

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.

CREATED FOR
COMMUNITY



DESIGNED WITH
D·I·V·E·R·S·I·T·Y

GEORGE FOX UNIVERSITY
2001 • 2002

UNDERGRADUATE STUDENT HANDBOOK

CREATED FOR
COMMUNITY



DESIGNED WITH
D·I·V·E·R·S·I·T·Y

GEORGE FOX UNIVERSITY
2001 • 2002



The Undergraduate Student Handbook is meant to be a tool for successful experiences at George Fox University. This handbook does not apply to undergraduate students enrolled in programs of study offered by the Department of Professional Studies (DPS). The current edition supercedes and replaces all previous editions and versions. While every

effort is made to ensure the accuracy of the information in this handbook, in no sense is it to be considered a binding contract, and it may be changed by action of appropriate bodies within the University. Generally, changes to the Undergraduate Student Handbook are made public and available upon their implementation.

TABLE OF CONTENTS

Welcome	4	Computer Use	64
George Fox Mission Statement	6	Skateboarding	64
George Fox Values Statement	6	Keys	64
Frequently Asked Questions	8	Right of Entrance	66
Community Membership:		Lockup	66
A Process of Discovery	12	Visitation	66
Academic Affairs		Storage	68
Attendance	16	Room Changes	68
Steps for Academic Success	16	Guests of Students	68
Academic Organization	20	Solicitation	70
Registrar's Office	24	Student ID Cards	70
Academic Honesty	26	Food Services	72
Enrollment Services		Meal Plan Exemptions	72
Areas and Directors	28	Student Leadership	
Student Accounts Office	28	ASC	74
Financial Aid Office	30	Intercollegiate and Cocurricular	
Student Life		Opportunities	78
Campus Ministries	32	Community Life	
Spiritual Formation Program	34	Lordship of Jesus Christ	81
Career Services		Responsibilities for Behavior	
Learning About Career Development ..	44	and Attitudes	83
Preparing for and Finding Employment ..	44	The Responsibility of Community	92
Participating in Special Career Events ..	46	Discipline Process	92
Health/Counseling Services		Campus Services	
Health Services	48	University Store	96
Counseling Services	48	Banks	96
Medical Insurance	50	College Work-Study Program	96
Multicultural Services		Instructional Media Center	96
Multicultural Club	54	Murdock Learning Resource Center ...	97
International Student Services		University Mail Services	97
Residence Life and Housing	56	Lost and Found	99
Residency Policy	56	Phase II	99
Residence Life Staff	58	Phone Procedures	99
Housing Facilities	58	Work Request Process	99
Holiday Break Closures	60	Fire Emergency	100
Room Decorations	62	Campus Security	100
Laundry	64	Emergency Medical Assistance	100
Automobiles and Bicycles	64	Emergency Phone Numbers	100
		Campus Map	102
		Index	104
		Resources	106

August

13 Monday

14 Tuesday

15 Wednesday

16 Thursday

17 Friday

18 Saturday

19 Sunday

*Calendar events are noted
throughout handbook.
Dates may change and will
be advertised appropriately.*

WELCOME

Welcome to George Fox University! My hope and prayer is that God will use this year to equip, challenge, and encourage you. We look forward to a year of living and learning together knowing that many of the connections formed here will last a lifetime. Our deepest desire is to be a caring, supportive community where meaningful relationships are nourished, academic excellence is expected, and Christ is honored.

Our theme for this year is "created for community, designed with diversity." It reflects our corporate commitment to one another, but also appreciates and celebrates the richly diverse tapestry that makes up George Fox. While we have been brought together to live in Christian community, we represent different cultural backgrounds, ethnic identities, ideological commitments, political perspectives, and social interests.

One of the most poignant truths of Scripture is that we are called to perfect unity, but encouraged to celebrate differences as well! Each one of us has something powerful to contribute that

will enrich the lives of others. As such, we welcome your unique insights, observations, and experiences. It is also important to recognize that others bring a perspective or background that can enrich and inform our lives as well. My encouragement to each of us



is to listen, learn, and grow as we challenge and are challenged by others (whether a roommate, professor, or friend.)

If I can be of any assistance to you, please don't hesitate to stop by my office in the Stevens Center, call me at 554-2310, or e-mail me at blau@georgefox.edu. The Office of Student Life is here to serve you and our sincere hope is that you will experience God's peace, purpose, and power in the coming year!

Wishing you God's richest blessings,

Brad

Brad A. Lau
Vice President for Student Life

August

AUGUST

20 Monday

21 Tuesday

22 Wednesday

23 Thursday

24 Friday

Residence halls open to new students, 9 a.m.

New student sessions, registration confirmation, 1-6 p.m.

25 Saturday

Residence halls open to returning students, 10 a.m.

26 Sunday

MISSION STATEMENT

The mission of George Fox 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.

VALUES STATEMENT

The George Fox University community values . . .

- following Christ, the Center of Truth
- honoring the worth, dignity, and potential of each individual
- developing the whole person — spirit, mind, and body
- living and learning in a Christ-centered community
 - pursuing integrity over image
- achieving academic excellence in the liberal arts
- preparing every person to serve Christ in the world
 - preserving our Friends (Quaker) heritage

August

AUGUST

27 Monday

Classes begin

28 Tuesday

29 Wednesday

Honors Convocation, 10 a.m.

30 Thursday

*Local Church Connection
ASC event: movie on the lawn*

31 Friday

Last day to register for classes

1 Saturday

ASC event: concert on the lawn

2 Sunday

FREQUENTLY ASKED QUESTIONS

Q If I want to get involved with a club on campus, whom should I talk with about it?

A You can talk with the advisor of the club, or one of the student representatives. You can find out who these individuals are by contacting the ASC Central Committee offices, ext. 3001, or stop by their offices in the Student Union Building.

Q If I want to become involved in student leadership, what opportunities are there on campus?

A There are numerous opportunities for students to become involved in leadership on campus, ranging from ASC (Associated Student Community) to involvement in the No Limits Leadership Development Program. See page 74 for more specific information.

Q If I live off campus, am I still under the jurisdiction of the University Lifestyle Agreement?

A Yes. All undergraduate students are held to the same lifestyle agreement, regardless of housing status or location. When students apply for admission to George Fox, they sign a statement (see page 84) regarding lifestyle expectations. Students are to hold each other accountable to these expectations. The University becomes involved in the accountability process as necessary and as outlined in the handbook (see pages 81–95).

Q If I am visiting my family over a break or holiday, do I still have to abide by the University Lifestyle Agreement?

A In general, yes. However, the University understands that some families may have differing expectations in regard to some aspects of the lifestyle agreement. In this instance (while the student is at home), the student may act under the direction of his/her parent(s) or legal guardian(s) (see page 92).

Q Can I visit my friends of the opposite sex in other living areas at any time, or are visitation hours restricted?

A In University housing, visitation hours are set and outlined clearly for residential students. It is expected that students will respect and adhere to the set hours. For specific information about visitation hours, see page 66–68.

Q Can I watch R-rated movies in my living area?

A Generally, the University does not permit students to view R, NC-17 or X-rated movies on campus, specifically in residential settings. However, we recognize that some movies are used for instruction and viewing is required in class syllabi. For these instances, a list of approved R-rated films has been developed. Each fall, the list is updated and published for residential students. See page 88 for a full description of the University's discernment policy.

Q If I am at a party with other students where alcohol is being served, what should I do?

A If you are in the presence of other George Fox students who are consuming

September

Classes in session

3 Monday

Labor Day

4 Tuesday

5 Wednesday

6 Thursday

ASC event: broom hockey

7 Friday

Last day to change registration

8 Saturday

9 Sunday

SEPTEMBER

alcohol, you may be held accountable as an active participant in violating the Lifestyle Agreement. In an instance such as this one, the University believes you should remove yourself from the situation. Students are reminded that peer accountability is strongly suggested at George Fox. See pages 83 for a full description of the responsibilities of community life at George Fox.

Q If am suspended from the University, who finds out and what are they told?

A Generally, when students are suspended, their faculty and advisors are notified of their absence, but not the reason for the suspension. Residence Life and Security personnel may also be informed of a suspension due to the University's expectation of suspended students to be completely removed from campus life for the duration of the suspension.

Q When do I sign up for housing?

A Returning students sign up for housing in the spring semester (for the following academic year). Housing sign-ups are based on a point system, with points being awarded for the number of previous semesters in housing at George Fox or transfer semesters from another college or university. Housing packets, outlining the process and policies, are mailed out to student mailboxes in the early part of spring semester.

Q How do I get permission to live off campus?

A Only those students who are granted a Community Living Option (CLO) are permitted to live off campus. George Fox is a residential University and the residential experience is valued highly. Community Living Options can be applied for in the spring semester during the adver-

tised dates. Each year, the associate dean of students will determine the appropriate number of CLOs to be granted for the following year. In general, students who are not granted a CLO will be automatically billed for University housing. See page 56 for more details on the CLO process. You can consult with the associate dean of students if you have questions. His/her office is located on the third floor of the Edward F. Stevens Center.

Q Who should I talk to if I have concerns about food service/meal plans?

A You may either speak with someone from Bon Appétit (the general manager or one of his/her designees), or the dean of students' office. Every effort is made to accommodate student schedules and dietary needs. Students with dietary restrictions may wish to review the exemption process that is explained on page 72.

Q Who should I talk to if I notice a possible error on my bill?

A You should talk with your assigned student accounts specialist. The Student Accounts Office is located on the first floor of the Edward F. Stevens Center. See page 28 for more information about the Student Accounts Office.

Q As a traditional undergraduate student, am I required to attend chapel services?

A All undergraduate students are required to meet a Spiritual Formation requirement. Generally, this means earning 21 Spiritual Formation credits in each semester. These credits can be earned through participation in small group Bible studies, Serve trips and chapel attendance. For a full description of the Spiritual Formation program and the required elements, see page 34.

September

10 Monday

Course withdraw fee begins

11 Tuesday

12 Wednesday

13 Thursday

14 Friday

15 Saturday

16 Sunday

COMMUNITY MEMBERSHIP: A PROCESS OF DISCOVERY

During the college years, you'll discover a broader range of people and ideas than you've ever encountered before. University life is an exciting world all its own, but it's small in comparison to the world of possibilities that await you after graduation.

At George Fox University, we believe education is more than learn-



ing theories, reading books, and writing essays and papers — although those are critical facets of the learning process. We believe education is a variety of ideas, experiences, and people that prepare you to step out with

confidence as you realize your full potential. We encourage you to take risks this year in learning about yourself and others as members of this community of learning.

Any college can prepare you to answer the questions...

What do I want to do when I graduate?

What skills will I have learned to use in the work force?

Where do I want to find a job?

At George Fox, we'll help you answer the tougher questions...

Who do I want to be when I graduate?

What values do I want others to see in me?

Where do I want to serve?

While you're making plans to begin your life here at George Fox, we're making plans as well — plans to help you become a person of commitment, character, and wisdom

who can answer these questions with confidence.

A person of commitment is someone committed to love — love for God, love for others, and love for you.

Mark 12:30-31 says, "Love the Lord your God with all your heart and

September

17 Monday

Christian Life Week

18 Tuesday

Christian Life Week

19 Wednesday

Christian Life Week

20 Thursday

ASC event: bingo

21 Friday

Last day to exercise pass/no pass option

22 Saturday

23 Sunday

with all your soul and with all your mind and with all your strength ... Love your neighbor as yourself (NIV)."

A person of character is someone who maintains his or her standard of living in both public and private spheres.

A person of wisdom is someone who has more than great knowledge. A person of wisdom is a man or woman who knows how to pursue knowledge and how to use it to benefit others. When you pursue knowledge with humility and generosity, you will become wise — and help others around you do the same.

As you grow in commitment, character, and wisdom, you will also grow in confidence — in yourself and in the Lord. As Philippians 1:6 says, "For I am confident of this very thing, that He who began a good work in you will perfect it until the day of Christ Jesus (NASB)."

No matter what major you choose, you'll discover that George Fox University employees are pursuing commitment, character, and wisdom

right beside you. Not only will you build a foundation in your area of interest, you will also be challenged to be humble in spirit as you prepare to serve others with what you have learned within and outside of the classroom.

Remember that you are responsible to know and meet all academic and graduation requirements and other



guidelines contained in this handbook.

We also want you to consider this handbook as a resource — a place to turn for information, people, and insight. What you hold in your hands represents a guide to the heart of this University, our people, and their mission — it should help you reach your fullest potential, and equip you with knowledge and truth.

September

24 Monday

25 Tuesday

26 Wednesday

27 Thursday

28 Friday

Fall all-campus retreat

29 Saturday

Fall all-campus retreat

30 Sunday

ACADEMIC AFFAIRS

If you have any questions regarding academics and your pursuit of commitment and wisdom, get in touch with your academic advisor, the Office of Academic Affairs, or the Registrar's Office. We have willing faculty and staff members ready to aid you in your journey.

Attendance

Each student has a responsibility to meet the University's standards in pursuing academic study. Students are expected to attend class regularly and complete required Spiritual Formation credits. For a full description of the Spiritual Formation Program and expectations, see pages 34–42. Missed class work may be made up only if you were absent due to prolonged or confining illness (generally three or more consecutive days) or in the case of family or personal emergency. Contact the Health and Counseling Center if you need to be excused for illness, and contact the Registrar's Office if you need to be excused due to a personal or family emergency. Permission to be absent from class to participate in cocurricular University activities must be granted by the Academic Affairs Office. Arrangements for other absences should be handled between

you and your instructor.

The University calendar provides instructional dates for teachers and students. You are expected to attend



classes through the last day of each semester, unless a prolonged or continuing illness or an emergency situation exists. Do not make travel plans that begin before the end of finals week.

Steps for Academic Success

Read your syllabus. On the first day of class, professors typically hand out a syllabus, which outlines what you may expect from the course and what is expected of you. It is vital that you read the syllabus and use it as a reference throughout the semester. Remember that some professors may not go over the syllabus with you or remind you of due dates. Most professors assume you read the syllabus and will meet the deadlines listed (unless changes are announced in class). The

October

1 Monday

Missions Week

2 Tuesday

Missions Week

3 Wednesday

Missions Week

4 Thursday

5 Friday

Midsemester holiday

6 Saturday

7 Sunday

OCTOBER

best plan is to read the syllabus when you receive it, review it often, and ask for clarification of any assignments or deadlines you don't understand.

Make exams and major projects your highest priority in scheduling. Don't assume you can make up a missed exam. Review the syllabus and adjust your schedule to make sure you can take all exams as scheduled. Note your finals schedule in your calendar at the beginning of each semester. If an emergency or illness arises, contact the professor as soon as possible and explain your circumstances.

Read assignments before they're due. Many professors don't cover readings in class. Instead, they use them as the basis for discussion or as background for a lecture related to the reading. If you haven't read the assigned material, you'll have more difficulty following the class discussion. Also, you may be tested on reading material not discussed directly in class. If you have any questions, ask for explanations during class time, or make an appointment to discuss your questions privately.

Get acquainted with some of your fellow students and form a study group. Sometimes it's more productive to study with others, and if you must miss a class, your study group can help you catch up. It is your responsibility to obtain any notes, information, and handouts you may have missed.

Go to class and stay alert while you're there. One of the most impor-

tant ways you can reduce your outside study time and show respect to both your professors and fellow classmates is to be there when class is in session. Paying attention in class helps you prepare for exams and understand material more effectively.

Be on time. Latecomers interrupt lectures and create distractions. If you're late and need additional notes or a handout, wait until the end of class to get them. If you're not sure what the class is working on, quietly ask for assistance from a neighboring student.

Honor professors' office hours. Office hours are listed on course syllabi, posted on professors' office doors, or available from administrative assistants in department offices. Many times you can arrange a special appointment right after a class.

Think ahead while working with your advisor. Plan a rough draft of the courses you'll take in two or three semesters. Make sure both of you have a copy of your schedule. When it's time for preregistration, make an advising appointment at least a week before registration and have a draft schedule prepared when you go in for your appointment. When you meet with your advisor, always bring your academic planner with you.

Make an appointment to see the professor as soon as possible if you receive a low or unsatisfactory grade on a paper or exam. Explain that you want to do better and ask the professor

October

8 Monday

9 Tuesday

10 Wednesday

11 Thursday

12 Friday

ASC event: karaoke

13 Saturday

14 Sunday

to review the paper or exam with you to help you understand your mistakes. Ask the professor if he or she will accept an early draft on the next paper. If the problem is with an exam, ask if you can discuss the results with the

professor privately. To help you study more effectively for the next exam, contact other students to see if you can study with them. In addition, look into the learning resources on campus. Review "Steps for Academic Success" on page 16 in this handbook.

See the Undergraduate Catalog for the following academic subjects:

- Academic advising
- Academic appeals
- Academic course load
- Adding classes
- Auditing courses
- Class attendance
- College Level Examination Program (CLEP)
- Dean's list
- Dropping classes
- Educational discrimination
- Emergencies (student or family)
- Federal Privacy Act
- Final examinations
- Grading system
- Graduation honors
- Student status
- Withdrawal from the University

Academic Organization

Robin Baker Vice President for Academic Affairs
ext. 2142, WMH* 201 *See location key on page 24

Beth Molzahn Executive Secretary
ext. 2141, WMH 201

Missy Terry Administrative Secretary
ext. 2140, WMH 201

Undergraduate Programs

Lon Fendall Dean of Undergraduate Studies
ext. 2146, WMH 201

Mark Weinert Associate Dean for Academic Affairs
ext. 2143, WMH 201

Becky Ankeny Dean of Faculty Development
ext. 2602, WMH 201

Communication Arts

Craig Johnson Chair, ext. 2610, MIN

Fine Arts

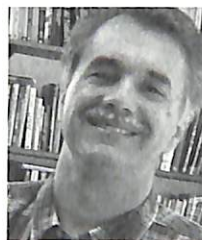
Brent Weaver Chair, ext. 2620, ROS

History and Political Science

Caitlin Corning Chair, ext. 2673, MIN

Religious Studies

Paul Anderson Chair, ext. 2651, ROS



Robin Baker
Vice President
for Academic
Affairs
ext. 2142

October

15 Monday

16 Tuesday

17 Wednesday

18 Thursday

19 Friday

ASC event: concert

20 Saturday

21 Sunday

Writing/Literature

Ed HigginsChair, ext. 2601, MIN

Biology and Chemistry

Don PowersChair, ext. 2705, EHS

Health and Human Performance

Byron ShenkChair, ext. 2912, WSC

Math, Computer Science, and Engineering

Hank HelsabeckChair, ext. 2720, EHS

Psychology

Clark CampbellChair, ext. 2753, HVR

Sociology/Social Work

Paul KennedyChair, ext. 2755, CEN

Business and Economics

Michele JohnsonChair, ext. 2813, WMH

Family and Consumer Sciences

Terrie BohrChair, ext. 2862, LEM

Teacher Education

Scot HeadleyChair, ext. 2836, LEM

Department of Professional Studies — Portland

George Byrtekext. 6181, Portland Center

Department of Professional Studies — Boise

Glenn MoranDirector, 280-375-3900, Boise Center

Graduate Programs

Jim FosterDean of Graduate and Professional Studies
ext. 2144, Portland Center

Clinical Psychology

Wayne AdamsDirector, ext. 2760, HVR

MBA

Asbjorn OslandDirector, ext. 6175, Portland Center

Counseling

Richard ShawInterim Director, ext. 6142, Portland Center

MAT

Grace BalwitDirector, ext. 2839, LEM

M.Ed.

Gary RailsbackDirector, ext. 2855, LEM

Ed.D.

Mark AnkenyDirector, ext. 2838, LEM

Administrative Licensure Program

Marc SheltonDirector, ext. 2869, LEM

George Fox Evangelical Seminary

Tom JohnsonDean, ext. 6151, Portland Center

October

22 Monday

Quaker Heritage Week

23 Tuesday

Quaker Heritage Week

24 Wednesday

Quaker Heritage Week

25 Thursday

26 Friday

ASC event: '70s dance

27 Saturday

28 Sunday

OCTOBER

Location Key

BUSBusiness and Economics Department Offices
CENCenter Street House
EHSEdwards-Holman Science Center
HVRHoover Academic Building
LEMLemmons Center
MINMinthorn Hall
ROSRoss Center
WMHWood-Mar Hall
WSCWheeler Sports Center

Registrar's Office

The Registrar's Office, located on the first floor of the Edward F. Stevens Center, maintains the official record of your University course work. Personnel in the Registrar's Office will help you with such processes as:

- registering for classes
- adding or dropping classes
- withdrawing from classes
- taking a class pass/no pass
- declaring a major
- changing your advisor
- excused absences due to family emergency
- monitoring your progress toward graduation/degree audit
- evaluating your transfer credit
- verifying your enrollment for scholarship and insurance purposes
- processing loan deferment forms
- sending your transcript
- inputting and mailing your mid semester and final grades.

If you need assistance in the Registrar's Office, the following people can serve you:

A-F Denise DeCicco, ext. 2213



G Margaret Fuller, ext. 2211
H-K David Haigh, associate registrar, ext. 2214
L-N Cindy Howard, ext. 2217
O-S Sheryl Hess, ext. 2219
T-Z Margaret Fuller, ext. 2211
Veteran benefits, Diane Weirich, ext. 2280
Enrollment verification, Margaret Fuller, ext. 2211
Assistant registrar for graduate students, Marie Craven, ext. 2215
Registrar, TBA

October

29 Monday

Woolman Forum

30 Tuesday

Woolman Forum

31 Wednesday

1 Thursday

Last day to withdraw from class

Holiday Bazaar

2 Friday

Family Weekend

Family Weekend

Family Weekend

3 Saturday

Holiday Bazaar
ASC event: Comedy Sports

4 Sunday

OCTOBER

Academic Honesty

It is assumed that you and all other students at George Fox University will endeavor to be honest and of high integrity in all matters pertaining to

your 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 property, and disrupting 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 work you submit is your own work and is new work for that course.

Fabrication is defined as intentional and unauthorized falsification or

invention of any information or citation in an academic exercise or form.

Plagiarism is defined as 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 handles academic dishonesty issues in conjunction with the Student Life Office.

November

5 Monday

6 Tuesday

7 Wednesday

ASC event: Jumbo Game Night

8 Thursday

Bruin Preview

9 Friday

ASC event: bingo

Bruin Preview

10 Saturday

11 Sunday

NOVEMBER

ENROLLMENT SERVICES

Enrollment Services includes admissions, financial aid, student accounts, institutional research, orientation, and disability services. The Enrollment Services



Andrea Cook
Vice President
for Enrollment
Services
ext. 2221

Office is located on the first floor of the Edward F. Stevens Center. Andrea Cook, vice president for enrollment services, oversees the various Enrollment Services departments and assists eligible disabled students by coordinating services and assisting with communicating reasonable accommodations to campus personnel.

Enrollment Services Areas and Directors

Vice President for Enrollment Services: *Andrea Cook*, ext. 2221
Executive Director of Admissions and Financial Aid: *Dale Seipp, Jr.*, ext. 2252
Student Financial Services: *Jackie Gresham*, ext. 2232
Disability Services: *Andrea Cook*, ext. 2221
Orientation: *Jennifer Swanborough*, ext. 2247

Student Accounts

The Students Accounts Office is responsible for receiving, recording, and billing tuition, course fees, room and board, housing deposits, parking fines, and payments on accounts. The Student Accounts Office also receives



November

12 Monday

13 Tuesday

14 Wednesday

15 Thursday

16 Friday

17 Saturday
ASC event: *Spirit Night*

18 Sunday

funds from the Financial Aid Office, applies those credits to the balance owed, and sends bills for the remainder due. Students are assigned to a student accounts specialist according to their last name.



Jenny Getsinger
Director of
Student
Accounts
ext. 2291

A – KTBA
L – ZTBA

Other office
personnel who
can assist are

Barb Mitchell, Gayle Denham, and Marsha Ocker, student accounts specialists, and Jenny Getsinger, director of student accounts. The Student Accounts Office is located on the first floor of the Edward F. Stevens Center.

Financial Aid

The Financial Aid Office is responsible for processing all financial aid, including all scholarships, grants, loans, and Work-Study dollars. The Financial Aid Office helps students complete all necessary applications for financial aid including the Free Application for Federal Student Aid (FAFSA).



Monika Keller, graduate financial aid counselor, ext. 2233
Carolyn Stansell, financial aid clerk, ext. 2233

The Financial Aid Office is located on the first floor of the Edward F. Stevens Center.

Students are assigned to a financial aid counselor according to their last names:

A – K are served by *Chris Schlarbaum*, financial aid counselor, ext. 2234

L – Z are served by *Terri Crawford*, financial aid counselor, ext. 2231

Other office
personnel who
will assist you
are:

Jackie Gresham,
director of finan-
cial aid, ext.
2232

Matt Clemons, associate director of
financial aid, ext. 2235

Dana Goertzen, financial aid secretary,
ext. 2230



Jackie Gresham
Director of
Financial Aid
ext. 2232

November

19 Monday

20 Tuesday

21 Wednesday

22 Thursday

Thanksgiving – no school

23 Friday

Thanksgiving vacation – no school

24 Saturday

25 Sunday

STUDENT LIFE

Your journey toward becoming a person of commitment, wisdom, and confidence at

George Fox allows you to explore beyond the confines of the traditional classroom. True learning and experience takes place wherever you are — where you sleep, eat, play, perform, sing, study, and relax.

Those of us in Student Life are committed to assisting you on your journey, enhancing and improving your experience by providing staff and services to help you reach your full

potential as a student at George Fox University.

This section of the handbook is an introduction to various departments and services within Student Life.

Feel free to contact the appropriate offices for further information.



Sharra Durham
Dean of Students
ext. 2315

CAMPUS MINISTRIES

A DEPARTMENT OF STUDENT LIFE

Receiving a well-rounded education means growing intellectually, emotionally, and spiritually while creating a strong foundation on which to discover and build



Gregg Lamm
Campus Pastor
ext. 2321

your hopes and dreams. Such growth does not occur by chance, but by intentional input. We all need people to walk alongside us, to guide us, and to join us in the effort of

building this foundation. And that “coming alongside” is the focus of the Campus Ministries Office.

Our campus pastor and the director of outreach and discipleship are gifted

at joining students in their journeys toward knowing, hearing and obeying God. Their work includes equipping students for the service of Christ, discipling new Christians, and walking with students who are interested in investigating who God is on a personal basis. They accomplish these tasks in a variety of ways:

Retreats include fall and spring all-campus getaways designed for spiritual growth and refreshment.

Newsletters offer timely encouragement and biblical challenge to the University community through both campus mail and e-mail.

Counseling is available for the times you need someone to talk to

November

26 Monday

27 Tuesday

28 Wednesday

29 Thursday

30 Friday

MasterPeace

Candlelighting ceremony

1 Saturday
MasterPeace

2 Sunday
MasterPeace

about a stressful or troubling situation. The Campus Ministries staff provide good listening and pastoral counsel, although their help is not a substitute for therapeutic counseling. Staff members work in conjunction with the Health and Counseling Services Center to make referrals, if needed.

Serve trips over Christmas and spring breaks provide opportunities for students and staff members to lend a hand to communities on the West Coast, across the country, and in Mexico and Canada. The Campus Ministries staff trains and discipless student leaders for these ventures.



May Serve is a month-long Serve trip during May Term. Past May Serve teams have visited Russia, Brazil, India and Nepal, and Jamaica and Cuba. The focus is on service, evangelism, and experiencing what the life of a missionary is all about. It takes months of preparation and team-building before students are ready to embark on this type of service trip.

Spiritual Formation Program

One of our priorities is for each student to come into a personal relationship with Jesus Christ and grow in that relationship toward a mature faith. While we believe strongly in the value of our Spiritual Formation Program, we want you to know that it does not replace the life and ministry of the local church and should not be considered a substitute for church attendance or involvement. Instead, the Spiritual Formation Program is an integral part of the total faith-learning experience you receive at George Fox University.

To help you in your journey toward spiritual maturity and prepare you to step out into a bigger world, George Fox offers a Spiritual Formation Program with three components:

Chapel is a time of learning, praise and worship. Chapel services are held Monday and Wednesday mornings from 10 to 10:50

the first 14 weeks of the 15-week semester. The Spiritual Formation Times Schedule (available at the beginning of each semester) lists all opportunities to receive Spiritual Formation credit. In addition to the regular Monday/Wednesday chapel services, there are other daytime and evening opportunities to receive required Spiritual Formation credit as well.

December

3 Monday *Registration week – spring semester and May Term*

4 Tuesday

5 Wednesday

6 Thursday

7 Friday

Fall semester classes end

ASC event: Christmas party

8 Saturday

9 Sunday

ASC event: Winter Formal

Small group Bible studies offer a time of interaction, questioning, and fellowship with other students. These small group Bible studies are held many different times during the week.

Ministry and service opportunities allow us to live out what we say we believe. Serve trips take place during the third week of Christmas break and the entire week of spring break, reaching communities in West Coast areas and beyond.

Attendance Requirements

All students carrying a full class load (12 hours or more) are required to fulfill 21 Spiritual Formation credits each semester. Those credits can be earned in four ways:



Option 1
 Chapel13 credits
 Small Group4 credits
 Serve Trip4 credits

Option 2
 Chapel17 credits
 Small Group4 credits

Option 3
 Chapel17 credits
 Serve Trip4 credits

Option 4
 Chapel21 credits

No matter which option you choose, 13 of the 21 required Spiritual Formation credits must be based on required chapel attendance each semester. No more than four credits can be earned for either small group Bible studies or Serve trips in any one semester.

Students involved in a small group Bible study during the semester — with consistent weekly attendance and not missing more than one-fourth of the group sessions — may earn four Spiritual Formation credits. Small groups are held many different times throughout the week. Students choosing this option must sign up for a small group through the Campus Ministries Office within the first three weeks of the semester.

Students attending Winter Serve or Spring Serve earn four Spiritual Formation credits for the semester. Students choosing this option must sign up before the deadlines for each of these trips.

December

10 Monday *Study day*

11 Tuesday *Finals*

12 Wednesday *Finals*

13 Thursday *Finals*

14 Friday *Finals*

15 Saturday
Midyear Commencement
Residence halls close, 2 p.m.

16 Sunday

Attendance Credit

Any attempt to defraud the Spiritual Formation attendance requirements or any aspect of the crediting system — chapel attendance, small group Bible study, or Serve trips — may subject you to disciplinary consequences.

Spiritual Formation Options

To be given credit for attending a chapel service, students must scan their student ID cards into a computerized scanner upon entering the auditorium. Students will not be permitted to scan in for credit after 10:05 a.m. Students who misplace or forget their student ID card will need to sign in with one of the chapel monitors in the foyer before 10:05 a.m. **In order to receive credit for that chapel, those students will need to stop by the Student Life Office with their ID cards by 5 p.m. that day.** Students

who are found leaving chapel before the conclusion of the service or students who scan in for someone other than themselves will be held accountable for an attempt to defraud chapel attendance requirements. For other Spiritual Formation options held in smaller venues, a sign-in list will be used.

Small Group Bible Studies

At the end of each semester, small group leaders turn in the names of those group members whose attendance has earned them four Spiritual Formation credits.

Serve Trips

At the end of each Serve trip, leaders turn in the names of those who attended and participated fully in the ministry and the work of the trip. They are granted four Spiritual Formation credits for the semester just ending.



December

17 Monday

Christmas holiday begins

18 Tuesday

19 Wednesday

20 Thursday

21 Friday

22 Saturday

23 Sunday

Absences

Absences due to activities such as field trips, athletic team participation, band and choir tours, etc., are not considered excused. Students who partici-



pate in these activities are responsible to earn 21 Spiritual Formation credits like all other students.

Prolonged and confining illnesses are evaluated on an individual basis at the end of the semester. Prolonged and confining illness excuses are issued only by the school nurse for illnesses of three or more consecutive days.

Exemptions

You 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 is void if you have not satisfactorily fulfilled the previous semester's attendance or if you have accumulated two semesters of deficient attendance.**

All exemptions must be cleared through the dean of students by Friday, September 14, 2001, for the fall semester, and Friday, January 25, 2002, 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. Students in this category may qualify for an exemption. Contact the Student Life Office at ext. 2310 for more information.

Partial Chapel Exemptions

Because of field experience, student teaching, off-campus work, etc., students can apply for a partial exemption in which they are allowed to meet requirements by earning 11 rather than 21 spiritual formation credits.

All partial exemptions must be cleared through the dean of students by Friday, September 14, 2001, for the fall semester, and Friday, January 25, 2002, for the spring semester.

Field Experience

Students are expected to plan field experience so they can earn their 21 Spiritual Formation credits. The only exception is for class EDU 375 for elementary education majors the spring semester of their junior year and for secondary education majors the fall semester of their senior year. For these exceptions, the professors communi-

December

24 Monday

25 Tuesday

Christmas

26 Wednesday

27 Thursday

28 Friday

29 Saturday

30 Sunday

cate their specific expectations for Spiritual Formation involvement.

Chapel Probation

The *first deficiency* will result in a warning letter, and the amount of credits deficient will be added to the next semester's standard 21 Spiritual Formation requirement to a limit of 30.

The *second deficiency* will result in a loss of senior exemption and the amount of credits deficient will be added to the next semester's standard 21 Spiritual Formation requirement. In addition, a written contract will be required, signed by the student and the dean of students stating an understanding that a third deficiency may result in a week-long suspension the following semester.

The *third deficiency* may result in a one-week suspension the following semester. The student may also be required to participate in other activities such as mentoring or small groups. The student is still expected to complete the 21-credit Spiritual Formation requirement during the semester of the week-long suspension. Failure to complete the requirement during any subsequent semester may result in a full-semester suspension.

The *fourth deficiency* may result in a full-semester suspension the following semester. If a student is suspended and returns to George Fox, he or she must

meet the Spiritual Formation requirements for the remaining semesters enrolled as a full-time undergraduate student (no senior exemption).

If a student does not meet the requirement again, further disciplinary action may be taken, up to and including a dismissal. This decision is made by the dean of students as the case is



reviewed with the student.

A process is provided in the clearly defined attendance requirements and probationary steps and their publication in this handbook. Therefore, students generally do not have an opportunity to appeal the discipline decision except in the case of a full-semester suspension or dismissal from the University. At that point, a student may appeal to the Board of Student Appeals. Legitimate extenuating circumstances may be considered by the dean of students.

December

31 Monday

1 Tuesday

New Year's Day

2 Wednesday

3 Thursday

4 Friday

5 Saturday

6 Sunday

cate their specific expectations for Spiritual Formation involvement.

Chapel Probation

The *first deficiency* will result in a warning letter, and the amount of credits deficient will be added to the next semester's standard 21 Spiritual Formation requirement to a limit of 30.

The *second deficiency* will result in a loss of senior exemption and the amount of credits deficient will be added to the next semester's standard 21 Spiritual Formation requirement. In addition, a written contract will be required, signed by the student and the dean of students stating an understanding that a third deficiency may result in a week-long suspension the following semester.

The *third deficiency* may result in a one-week suspension the following semester. The student may also be required to participate in other activities such as mentoring or small groups. The student is still expected to complete the 21-credit Spiritual Formation requirement during the semester of the week-long suspension. Failure to complete the requirement during any subsequent semester may result in a full-semester suspension.

The *fourth deficiency* may result in a full-semester suspension the following semester. If a student is suspended and returns to George Fox, he or she must

meet the Spiritual Formation requirements for the remaining semesters enrolled as a full-time undergraduate student (no senior exemption).

If a student does not meet the requirement again, further disciplinary action may be taken, up to and including a dismissal. This decision is made by the dean of students as the case is



reviewed with the student.

A process is provided in the clearly defined attendance requirements and probationary steps and their publication in this handbook. Therefore, students generally do not have an opportunity to appeal the discipline decision except in the case of a full-semester suspension or dismissal from the University. At that point, a student may appeal to the Board of Student Appeals. Legitimate extenuating circumstances may be considered by the dean of students.

December

31 Monday

1 Tuesday

New Year's Day

2 Wednesday

3 Thursday

4 Friday

5 Saturday

6 Sunday

DECEMBER

CAREER SERVICES

A DEPARTMENT OF STUDENT LIFE

The Career Services Office offers a variety of opportunities designed to assist students in making and implementing career decisions. The office is staffed by a director, associate director and an administrative secretary who welcome students to use their services. Career Services is located on the third floor of the Edward F. Stevens Center.

Learning About Career Development

• Career Classes

GED 214 *Designing Your Career Plan* (for freshmen and sophomores selecting a major)



Bonnie Jerke
Director of
Career Services
ext. 2332

GED 216
Managing Your Career Plan (for sophomores and juniors needing to connect with the workplace or get into graduate school)

GED 218
Implementing Your Career Plan

(for juniors and seniors seeking employment)

GRE (Graduate Record Exam) prep course designed to help get higher scores

• **Assessments** with interpretation and counseling to confirm career direction

• **Career Library** providing information on occupations, graduate schools,

labor market, employers, and job openings

• **Job Hunters Workshops** to equip students with the skills to take command of their job search

• **"Sigi-plus"** comprehensive computer guidance system for use in career decision-making

Preparing For and Finding Employment

• **Career Contact Network** database of professional alumni advisors available to both students and alumni via JobTrak (www.jobtrak.com). Please contact the Career Services Office for your password.

• **Internet access and the Career Services home page** are available for electronic career information searches in the Career Services Office at <http://careers.georgefox.edu>.

• **Internship resources** that provide guidance and employer contacts

• **Job postings** published on Foxmail, on the Career Services Web page, and filed by industry in the Career Services Library. Available positions include entry-level, summer, internship, and student employment opportunities, in addition to others. On-campus recruiting occurs at the request of employers to offer information and/or interviews for position openings.

January

7 Monday

Serve trips

8 Tuesday

Serve trips

9 Wednesday

Serve trips

10 Thursday

Serve trips

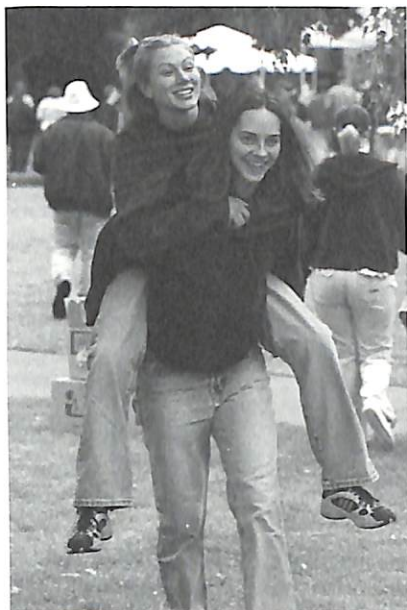
11 Friday

Serve trips

12 Saturday

13 Sunday

Residence halls open, 1 p.m.



Participating in Special Career Events

- **Company tours** provide students with the opportunity to view a variety of work settings and gain information on a number of companies and organizations.

- **Degrees-at-Work/Etiquette Career Dinners** provide additional opportunities for students to network and learn about the workplace from George Fox alumni.

- **Fall Internship Fair**, an excellent opportunity for students to make networking contacts with employers. The event is held on the George Fox campus and allows students to learn about internship possibilities within a variety of industries.

- **Graduate School Prep Week** gives opportunity for students to prepare for and explore a variety of graduate schools in addition to hearing experts on pertinent topics.

- **Spring Jobs Fair** (Oregon Liberal Arts Placement Consortium) includes recruitment interviews and career information for graduates and undergraduates for full-time entry-level positions, summer jobs, and internships.

- **Professional Preview Day** allows students to meet with a professional in their area of occupational interest for half a day. It is designed for observation and exploration.

- **JobTrak job listing/registration service** provides position announcements for education and the liberal arts, as well as information on internships and career resources. In addition, it offers a registration program whereby students and alumni may receive consideration by employers for various job openings.

- **Résumé writing, interviewing, and developing job search strategies.** Free résumé and cover letter critiquing, mock interviews, and individual advising on job search strategies. By appointment only.

- **Teacher placement file service** for teacher candidates; instruction and assistance provided for completing a standard professional profile for their job searches.

January

14 Monday

Classes begin

15 Tuesday

16 Wednesday

17 Thursday

18 Friday

ASC event: '80s dance

19 Saturday

20 Sunday

HEALTH AND COUNSELING SERVICES

A DEPARTMENT OF STUDENT LIFE

Good health is essential if you are to successfully pursue your goals at George Fox and in your life after college. Good health is more than the absence of disease. It



Bill Buhrow
Dean of Student
Services
ext. 2340

involves functioning at your maximum physical, psychological, and social capacity. The Health and Counseling Center exists to help you maintain a good state of health

through early diagnosis and treatment of illness and injuries and preventative medical care including health education.

The Health and Counseling Center is located in the Woodward House on the corner of River and Hancock streets (200 N. River). The phone number is 503-554-2340. Health and counseling services are available when class is in session, September through early May.

Professional services such as counseling and health care are provided at no cost. Laboratory tests and X-rays are arranged through an outside provider and are billed to your medical insur-

ance. Fees may be charged for supplies.

All records at the center are confidential except in emergency situations. Information about your physical and emotional health is not generally communicated to parents, administrators, or faculty without your written permission. Violations of community standards are not considered emergency situations.

Health Services

A medical doctor and a registered nurse provide the following services. Please call ext. 2340 or stop by to make an appointment.

- Diagnosis and treatment for illness and injuries
- Women's health services
- Immunizations and allergy injections
- Health education

Each student must complete a Health History form, a Major Medical Insurance form, and a Measles Record form which are kept on file in the Health and Counseling Center. The state of Oregon requires every college or graduate student born after December 1956 to have received a second measles immunization.

Note: The University board of trustees has adopted a policy on AIDS. More information can be found in the Student Life Office.

January

21 Monday

Martin Luther King Jr. Holiday

22 Tuesday

23 Wednesday

24 Thursday

Last day to change registration

25 Friday

ASC event: Let's Make a Deal

26 Saturday

27 Sunday

Counseling Services

Students come to counseling for a number of reasons but mostly because they are temporarily “stuck” in 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 and anger, decision making, problem behaviors, and addictions. These are typical struggles for many students. Making use of the counseling services available to you may be one of the best decisions you make, not a sign of weakness. Normal people seek help when they need help.

Counselors are advanced doctoral students supervised by the program director, a licensed psychologist. Counseling sessions are by appointment only. The following counseling services are available:

- **Individual counseling** is available to students who wish to discuss a wide variety of personal concerns. Sessions are normally planned weekly and usually last about one hour.
- **Personality, intellectual, and learning disability assessments.**
- **Crisis counseling and intervention.** If you or a friend have a crisis situation, call the counseling center immediately.
- **Consultation and referral.** If you are concerned about yourself or a friend who may need help, you can discuss

this with a counselor. A brief consultation may be just what you need to decide how best to help yourself or a friend.

- **Seminars.** The counseling center staff are available to present or lead brief discussions on a variety of topics for your floor, hall, or living area.

Medical Insurance

George Fox University requires all full-time students (those taking eight hours or more) to carry medical insurance and provide proof of coverage annually. Students who do not document medical insurance to the Enrollment Services Office either prior to or at the time of registration are automatically enrolled in the University's Student Major Medical Insurance Plan. Information on this plan can be obtained from the Enrollment Services Office or Health and Counseling Center. Help with claims can be obtained at the Health and Counseling Center. Cost of this coverage is about \$600 for twelve months. Coverage is available for students only and is not available for spouses or dependents.

It is your responsibility to know about your medical insurance plan. You may need to call your parents to find out about your coverage. You may also need to contact your primary care provider to have tests run, or to see a physician outside of the Health Center. Occasionally, you may need to be prepared to pay expenses out of pocket.

January

Course withdraw fee begins

28 Monday

Spring Theological Conference

29 Tuesday

Spring Theological Conference

30 Wednesday

Spring Theological Conference

31 Thursday

1 Friday

ASC event: concert

2 Saturday

3 Sunday



Excused Absences

As soon as you know your illness is going to affect your class attendance or performance, contact your professors. Extended Illness Excuses are issued by the Health Center only to students who have been seen by or contacted the medical staff during their illness and whose illness has prevented class attendance for at least three consecutive days.

When the Health and Counseling Center is closed . . .

Non-Emergency Medical and Counseling Problems

1. Consult your RA (resident assistant), HM (house manager) or AM (apartment manager). They have access to basic first aid and medical supplies.

2. Consult with your AC (area coordinator) who can help you arrange urgent medical care.

Medical and Counseling Emergencies

Contact your RA or AC immediately. If they are not available call an AC from another living area. If you are unable to contact any of the ACs, call the Student Emergency Response System at 503-554-2090 or call 911.

February

4 Monday

5 Tuesday

Housing deposit due for upcoming year

6 Wednesday

7 Thursday

ASC event: Spirit Night

8 Friday

Last day to exercise pass/no pass option

9 Saturday

10 Sunday

MULTICULTURAL SERVICES INTERNATIONAL STUDENT SERVICES

DEPARTMENTS OF STUDENT LIFE

Multicultural Services exist to help the George Fox community believe and practice the biblical truth that every person is valuable to and gifted by



Daryl Dixon
Director of
Multicultural
Services
ext. 6117 or 2318



Marta Sears
Multicultural
Advisor
ext. 2322

Multicultural Club

This club provides a forum for all students to explore and celebrate different cultures. As students experience cultural activities together on and off campus, they provide fellowship and mutual support for one another.

Special Events

Once a year, interested students raise money to attend a multicultural student leadership conference. Every year, Cultural Celebration Week is celebrated in chapel and in special events and activities. Martin Luther King Jr. Day is celebrated through a special chapel.

The Office of International Student Services supports the cultural and learning process of our international students. These services include planning an international student orientation program, establishing Fox Friendship Family relationships for all incoming international students, providing personal and academic counseling, and planning Cultural Celebration Week events.

In addition to on-campus services, there are many outside and off-campus issues for which our international students receive help. These include visa information regarding

Immigration and Naturalization Services regulations, maintenance and change of student status, extension of program, transfer of schools, permission for employment, visits abroad and re-entry, and departure or termination of student status.



Alex Pia
Director of
International
Student Services
ext. 2643

February

11 Monday

12 Tuesday

13 Wednesday

14 Thursday

Valentine's Day

Homecoming

ASC event: salsa dance

15 Friday

Scholarship Day

16 Saturday
Scholarship Day
Homecoming

17 Sunday
Homecoming

FEBRUARY

RESIDENCE LIFE AND HOUSING

A DEPARTMENT OF STUDENT LIFE

Residence life at George Fox University is an integral part of your education and your overall University experience. The residential community provides unique and meaningful experiences in relationships, along with various opportunities to discover your potential, self-worth, and philosophy of life. The diversity of the residence halls, suites, apartments, and houses provides challenging opportunities for individual growth and development while maintaining a common bond of University residency.

On-Campus Residency Policy

A full-time undergraduate student must occupy University housing except if he or she has submitted and been granted a Community Living Option (CLO), thus being approved by the housing office to live off-campus. Students who may be granted a CLO fall into two categories:

- All students who have commuter status as defined by the following:
 1. Commuting from their parent's home (must have a signed document from parents with CLO form).
 2. Married students living off-campus.
 3. Undergraduate students who are 23 years old or older on or before September 1, 2001.
 4. 5th-year seniors.
- Students who are approved to live off campus through the CLO applica-

tion process. A list of applicants is set by credit in descending order, beginning with the person with the largest number of credits. The specific number of students who will receive a CLO is calculated by the associate dean of students based on housing occupancy projections. Only individuals who have



Mark Pothoff
Associate Dean
of Students
ext. 2313

been granted and accept their CLO will be permitted to live off-campus. Only new freshmen and transfer students who meet the commuter status (as defined above) will be granted a CLO.

The University is committed to housing students in their first four years of traditional undergraduate education. Therefore, students who are 23 years old or older or 5th-year seniors are generally not allowed to live on-campus and must qualify for a CLO. Students who fall under this definition can petition to the associate dean of students for permission to live on campus.

Housing Exemptions

Students may apply for exemption from on-campus residency by completing a CLO form within the advertised time frame. Only students with extraordinary circumstances are considered for exemption outside the normal CLO process. Financial need is not a consideration in granting off-campus

February

18 Monday

Cultural Celebration Week

19 Tuesday

Cultural Celebration Week

20 Wednesday

Cultural Celebration Week

21 Thursday

Cultural Celebration Week

22 Friday

Cultural Celebration Week

23 Saturday

24 Sunday



residency. Those students granted a CLO are prohibited from living in the same housing unit with a member of the opposite sex other than a family member or legal guardian. This is consistent with the on-campus housing policy. The deadline for all completed CLO paperwork will be advertised by the Residence Life and Housing Office. Generally, paperwork turned in after advertised deadlines is not considered until the following semester.

Residence Life Staff

Professional Staff

Area Coordinators (ACs)

Each living area is staffed by a full-time area coordinator, an administrator at the University who has extensive training to be an effective educator qualified to give assistance with academic, social, spiritual and personal needs.

Student Staff

Assistant Area Coordinator

Each living area is also staffed by a second-year Residence Life student staff member. They are responsible for various administrative details, staff development, and residential programming.

Resident Assistants (RAs), House Managers (HMs) and Apartment Managers (AMs)

Each community — floor, wing, apartment complex, house, etc. — within the living area has a resident assistant, house manager, or apartment manager who is a student carefully selected and trained to contribute to each student's successful living and learning experience. The ratio of student staff to residents averages 1 to 20.

Housing Facilities

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 area coordinator'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 area coordinator'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

February

25 Monday

26 Tuesday

27 Wednesday

28 Thursday

1 Friday

ASC event: lip sync

2 Saturday

3 Sunday

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 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.

Sutton Hall is a three-story residence hall that houses 38 men and 22 women. Sutton has both two-person and four-person rooms. There is a kitchen and laundry room located on each floor. It is the central building of the Hobson-Macy-Sutton complex. It has a large lobby, with the area coordinator's apartment directly attached, and a full basement.

University Hall is a three-story, two-wing residence hall located east of Wheeler Sports Center. The two wings are joined by a lobby. University Hall houses 124 students, with the first floor for men and the second and third floors for women. Each floor has a kitchen, study room, and laundry facilities.

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 Hall 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 halls.

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

Apartments and Houses

There are five apartment complexes and 20 houses maintained by the University for student residents. These living areas house mainly returning upper-division students. All of the apartments and houses are fully furnished, with laundry facilities available in close proximity to each living area.

Residence Life Housing Policies and Procedures

Residence Hall Closures During Holiday Breaks

All residence halls and suites close at 2 p.m. on Saturday, December 15, 2001, and reopen at 1 p.m. on Sunday, January 3, 2002. The residence halls also closed for spring break at 5 p.m. on Saturday, March 23, 2002, and reopen at 1 p.m. on Sunday, March 31, 2002.

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

Housing Assignments

The process of signing up for housing for the following year occurs in March and April. The process is administered through the Student Life Office. Each student is mailed a hous-

March

4 Monday

5 Tuesday

6 Wednesday

7 Thursday

8 Friday

Spring all-campus retreat

9 Saturday

Spring all-campus retreat

10 Sunday

Spring all-campus retreat

ing packet prior to the housing sign-up process. Inquiries should be directed to the associate dean of students in the student life office.

Room Decorations and Furnishings

Each student living on campus is supplied with the necessary residence furnishings (bed, desk, 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 and house residents.

Students may wish to bring their own irons, microwave ovens, study lamps (halogen lamps of any kind are not permitted), TVs, VCRs, stereos, etc. Students must provide their own linens and cleaning supplies. The University Store rents small refrigerators to students living in residence halls and suites.

Notes:

- Only small fish and turtles are allowed as pets in student housing.
- There are two sizes of beds available in the residence halls and suites: 36" x 78½" (standard) and 38" x 80" (extra long).

University-owned furniture is not to be moved outside the rooms, due to a shortage of storage space and the risk of damage. Under no circumstances is furniture to be disassembled. *Nothing is to be glued, nailed, or in any way attached to ceilings.* It is suggested that

bicycles be locked up at the bike racks. If bicycles are stored in rooms, they must be carried from outside to the room. Lofts, both manufactured and hand-built, are not permitted in University housing. Students are prohibited from painting any part of their living area (e.g., walls, furniture, etc.).

Students may decorate their residences according to their own personal



tastes. All decorations must be mutually agreed upon by any and all roommates. Also, certain expectations are listed below:

1. George Fox University chooses to be a drug-and alcohol-free institution and is committed to upholding the federal Drug-Free Schools and Communities Act. Therefore, the advertisement of alcoholic beverages or illicit drugs on posters, stickers, clothing, or any other paraphernalia promoting such products is prohibited.

2. Pornographic material is prohibited. This includes any item whose content is exploitive of either sex. In addition, pornographic materials are not to be used, possessed, or distributed in any form. This includes pornography on the World Wide Web (www). Any questions regarding what is or is

March

11 Monday

Housing deposit due

12 Tuesday

13 Wednesday

14 Thursday

Last day to withdraw from class

15 Friday

ASC event: Theatre Games

16 Saturday

ASC event: Spirit Night

17 Sunday

not permissible should be directed to the Residence Life staff.

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 permitted.

Laundry

Generally, laundry facilities are located in close proximity to housing units and living areas. The University attempts to keep costs low and maintain the machines.

Automobiles and Bicycles

Roadworthy 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. A registration number decal will be provided and must be displayed on the vehicle according to instructions. The student is responsible for his or 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.

All students are expected to follow certain vehicle-operating regulations. 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 campus Security Office.

Edwards, Macy, Sutton, Pennington, University, Hobson, 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 only. 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 utility roads, pedestrian accesses, and inside of any University buildings. No motorized vehicles are permitted on sidewalks or within buildings, except for authorized Plant Services vehicles.

Computer Use

When utilizing personal computer in University housing, students are encouraged to use surge protectors.

Skateboarding

Skateboarding is prohibited on University property and in University buildings. Students are encouraged to utilize the skate park located in Newberg. Also, students who are found in violation of this policy can be held accountable through the University's discipline system.

Keys

There is a \$10 charge for each unreturned or lost key. A \$35 rekeying fee will be added when a housing key is lost. When students leave the campus for the year — whether withdrawing during the year or leaving at the end of the year — they must return the room, outside door, and laundry keys to their resident assistant. The post office key should be returned to

March

18 Monday

19 Tuesday

20 Wednesday

21 Thursday

Senior Salute

22 Friday

23 Saturday

Residence halls close, 5 p.m.

24 Sunday

the SUB post office and any building keys issued by Plant Services should be returned there as well. SUB masters and building masters carry a larger fine when lost.

Note that duplicating, carrying, or using unauthorized keys is a violation of University policy and is considered a serious offense.

Right of Entrance

Your right to privacy is respected. University personnel may enter a student's room, apartment, or house with-



out notice only in emergencies where imminent danger to life, safety, health, or property is reasonably feared, when there is suspicion or probable cause to believe that University regulations have been or are being violated, or when the University is closing down at breaks. When the University seeks access to students' rooms, apartments, or houses to make repairs or improvements or for other necessary reasons, the occupants of the residence involved generally are notified of such action at least 24 hours in advance unless consent has been given. A work request to Plant Services 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. Bouncing of balls and other noises that are disturbing to the community also are prohibited.

Use of musical instruments such as drums, bongos, electric guitars, etc., is prohibited in all student housing, unless they are being used for an activity approved by the area coordinator, such as a praise and worship gathering.

Lockup

All residence halls are locked at 11 p.m. and unlocked the next morning at 8 a.m. End-hall doors or exit doors must remain locked from 11

p.m. to 8 a.m. Each living area other than apartments or houses is staffed by a resident assistant on duty from 8 p.m. to 8 a.m. Residents are furnished with a key or an ID card that gives them access to their residence hall.

Student Right to Know/Cleary Act

Brochures detailing the Student Right to Know and Cleary 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

March

Spring break week

25 Monday

Serve trips

26 Tuesday

Serve trips

27 Wednesday

Serve trips

28 Thursday

Serve trips

Good Friday

29 Friday

Serve trips

30 Saturday

31 Sunday

*Easter
Residence halls open, 1 p.m.*

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 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-division housing is given more latitude as it relates to visitation hours.

Residence Halls: Open-house visitation hours are 5 to 10 p.m. Monday through Thursday, 2 to 11 p.m. Friday through Sunday. No person is allowed on the wing/floor or in the hallways or stairwells 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 at all times when visitors of the opposite sex are present.

Suites: Open-house visitation hours are 3 to 11 p.m. Monday through Thursday, and noon to midnight Friday, Saturday, and Sunday. 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 at all times when 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. Room doors are to be left completely open at all times when visitors of the opposite sex are present.

Storage

Articles stored must be boxed and clearly labeled with a University label indicating the name and permanent address of the owner. Generally, articles are 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 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, September 16, 2001, and conclude on Friday, October 26, 2001. Room changes for spring semester begin Monday, January 28, 2002, and conclude Friday, February 22, 2002. Note: Generally, no room change petitions are 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 area coordinator and follow the procedure as detailed on the form. Students are not to move until they have received written approval from the area coordinator. 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.

April

1 Monday

Classes resume

2 Tuesday

3 Wednesday

4 Thursday

ELITE Conference

5 Friday

ASC event: Fly Me Carnival

6 Saturday
ELITE Conference

7 Sunday
ELITE Conference

All overnight visitors are expected to check in with the area coordinator. Visitors can stay for up to three consecutive days if approved by the area coordinator. Visits by prospective students should be arranged through the Admission 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 of any kind, including door-to-door solicitation. For further information, inquire at the Student Life Office with the dean of students or at the University mailroom. Report suspicious behavior to the Security Office, ext. 2090, or to the Student Life Office, ext. 2310.

Student ID Cards

All students are issued a George Fox University ID card. They are required for:

- Eating on the University's food service plan
- Checking out books from the Murdock Learning Resource Center, requesting books from Orbis, and borrowing from other PORTALS and Orbis-member libraries
- Scanning for attendance at Spiritual Formation activities (i.e., chapel)
- Entrance to the Wheeler Sports Center
- Admission to athletic events
- Preapproved entry to the University Residence Hall, Hobson/Macy/Sutton Residence Halls, Prayer Chapel, Edwards-Holman Science Center, Ross Center, Bauman Auditorium, the SUB, and SUB basement.

- Basic identification on campus to security personnel

Theft or Loss of Card

The student ID card is non-transferable. By using the card, a student agrees to these published terms and conditions governing its use. **Should the card become lost**, immediately report it missing to the Food Service Office during business hours of 8–4:30 p.m. on weekdays. **Should it be stolen**, please report the theft to Security Office and the Food Service Office. In addition, if lost, a meal voucher must be requested at the Food Service Office until a new card is obtained.

Care of Card

The ID card must be cared for throughout the length of stay at George Fox University. The magnetic encoding can be damaged if strip is placed next to bank cards. Remember, do not punch holes in the card, do not affix stickers to the card except the validation sticker given you by the Registrar's Office. Cardholder key-chains may be purchased in the University Store.

ID Card Replacement

If the card becomes unusable, damaged or stolen, the student is responsible for the cost of replacement. Replacement photo ID cards are available in the Student Life Office in Wood-Mar 205 for a \$20 fee, weekdays from 8 a.m. to 5 p.m. If desired, the cost may be charged to student's account with an additional \$5 handling charge (\$25). Call the Student Life Office 554-2311 for ID card questions.

April

Preregistration week for 2002-03 school year

8 Monday

Fine Arts Festival Week

9 Tuesday

10 Wednesday

11 Thursday

Bruin Preview

12 Friday

Bruin Preview

13 Saturday

ASC event: concert

14 Sunday

Card Use for Declining Balance Food Service

All staff, faculty, commuters, and students who are approved to be off the meal plan are eligible to participate in a declining balance program. Deposits to a declining balance account are made in the Food Service Office. A 10 percent rebate is given on all deposits over \$50.

Food Services

George Fox University, through the services of Bon Appetit, provides an excellent food service program for all students and employees. Each day a wide variety of entrées, sandwiches, homemade soups, fresh fruit, breads, desserts, and beverages are offered.

Klages Dining Hall Hours

Monday to Friday

Hot breakfast	7:15 – 9:30 a.m.
Continental breakfast	9:30 – 10:15 a.m.
Lunch	11 a.m. – 1:30 p.m.
Lite lunch	1:30 – 2:15 p.m.
Dinner	4:30 – 7 p.m.

Saturday and Sunday

Continental breakfast	8 – 11 a.m.
Brunch	11 a.m. – 2 p.m.
Dinner	4:30 – 7 p.m.

Bruin Den Hours

Monday to Friday

7 a.m. to 4 p.m.

Meal Plan 2001-02

Meal plan participation expectations are as follows:

Freshmen and sophomores are required to participate in the full meal

plan, which entitles students to the continuous dining plan. Students may enter the dining hall as many times as they wish during the posted hours.

Juniors (defined by having at least 62 credits) may choose between 14 meals per week or the aforementioned continuous dining plan. These students may also petition to request a seven-meal-per-week plan, which includes \$80 in flex spending per semester. Flex dollars may be spent at the Bruin Den or the dining hall.

Seniors (defined by having at least 93 credits) may choose any of the following: full exemption, seven meals per week plus \$80 in flex spending per semester, 14 meals per week, or continuous dining.

Meal Plan Exemptions

Bon Appetit makes every effort to meet the dietary and scheduling needs of our students. Boxed meals may be requested when scheduling conflicts arise. *Exemptions from the meal plan will be granted for medical reasons only.* A licensed physician must supply documentation of the petitioning student's medical condition. Anyone seeking an exemption from the meal plan must complete all necessary paperwork before the request for exemption is considered. Checklists detailing the exemption process are available in the Student Life Office. The deadline for all exemption paperwork is Friday, September 7, 2001, for fall semester and Friday, January 18, 2002, for spring semester. Generally, paperwork completed after these dates is not considered.

April

15 Monday

16 Tuesday

17 Wednesday

18 Thursday

19 Friday

20 Saturday

21 Sunday

STUDENT LEADERSHIP

A DEPARTMENT OF STUDENT LIFE

Associated Student Community (ASC)

Leadership is defined in many ways. At George Fox University, it is best defined in the context of service. Leadership opportunities abound through the organizations of the ASC. Each of these leadership opportunities gives students a practical place to serve others while developing their own interests and leadership styles.



Scott Wade
Associate Dean
of Student
Leadership
ext. 2314

By sharing their talents through servant-leadership, George Fox students are prepared for future leadership outside of their college experience. Student organizations provide opportunities for the development of leadership qualities and interpersonal relationships. They are designed to supplement class work with practical experience and to provide recreational and social activities.

The following is a list of areas available to students interested in becoming student leaders. These organizations include student government, athletics, music, drama, publications, honor societies, social and religious organizations, and various special interest groups. "Get Involved Day" is held at the beginning of each year so students can meet with representatives

from the various organizations and sign up for membership.

Government

The *Associated Student Community* is composed of all full- and part-time undergraduate students. There are more than 70 stipended positions in the student government, which manages and directs an annual budget of more than \$227,000. A servant leader model is nurtured within this student government model. Faculty and administrators focus on relationships as primary vehicles of communication in advising students. The student government is composed of the following committees and positions:

The *Central Committee* is composed of seven elected members and two appointed members. The committee is responsible for coordinating and supervising the function and scope of student government inside and outside the George Fox community. The committee budgets and manages expenditure of the activities fees paid by the undergraduate students each year. Members include the president, vice president, secretary, treasurer, activities director, supreme court chief justice, communications director, Christian services director, and student chaplain. Elections are held for these positions (except the student chaplain and Christian services director, who are appointed) in the spring semester, and training and orientation occur at the end of spring semester and again one week before the academic year begins

April

22 Monday

23 Tuesday

24 Wednesday

25 Thursday

26 Friday

Spring semester classes end

20 Saturday
ASC event: *Spring Formal*

21 Sunday

in the fall. The committee is advised by the associate dean of student leadership, campus pastor, and the director of



outreach and discipleship.

The *Activities Committee* plans and runs social activities on campus — including coffee houses, movies, concerts, theme dances, and various social events. The director interviews and appoints a team of coordinators who chair subcommittees composed of volunteers who plan and execute the various activities. Committee members are on stipend. The activities director and committee are advised by the associate dean of student leadership.

Each class elects two *class representatives* to represent them to the ASC. Class representatives are supervised by the ASC vice president and are charged with facilitating school spirit by encouraging class spirit among students. Class representatives plan a variety of social activities for their classes, including Homecoming week. These students chair their class committees and serve on a variety of faculty committees. Class representatives receive a stipend and are elected in

April (Freshman class representatives are elected in September).

The *ASC Communications*

Department is responsible for the *Crescent* (campus newspaper), *L'Ami* (yearbook), KFOX (campus radio station), *Wineskin* (literary publication), *Bruin Directory* (University directory), CAP (campus album

project, for which various campus music groups record a CD each year representing the campus music mix for the year), and the Dark Room (a team that captures and develops photographs for the *Crescent*, *L'Ami*, and ASC publicity work). The communications director facilitates the application process and the appointments. Most members receive a stipend from ASC, and all are advised by the associate dean of student leadership and faculty and staff members.

The *Christian Services Committee* plans and directs service and contact opportunities to the greater community from as close as Friendsview Manor next door, to Brazil, India, and Mexico. There are five ministries included in Christian Services, each headed by a stipend coordinator. Urban Services provides an inner-city ministry in Portland; Community Services reaches out to the Newberg community; JOY Ministries is an outreach to the elderly in the area; Youth

April

29 Monday

Study Day

30 Tuesday

Finals

1 Wednesday

Finals

2 Thursday

Finals

3 Friday

Finals

4 Saturday

*Commencement, Baccalaureate
Residence halls close, 5 p.m.*

5 Sunday

*Residence halls close for
graduates, 5 p.m.*

APRIL

Services provides a ministry through the Little Bruin Program to the elementary and intermediate school students in Newberg; and Serve trips provide opportunities for students to go on mission trips during Christmas and spring breaks.

Students on each committee apply to and are appointed by the current and newly elected Christian services director during the spring for the coming year. The Christian services director and committee are advised by the director of outreach and discipleship.

The *Student Chaplain's Committee* is appointed by the student chaplain (who is appointed in the spring semester by a selection committee of current students and University administrators). The committee focuses on various ministry opportunities to the University community by facilitating retreats, praise and worship opportunities, and growth groups. Student members receive a stipend and are advised by the campus pastor.

The *Supreme Court* oversees all ASC elections, facilitates interpretation of the ASC constitution, and conducts student forums and other activities to bring student concerns to the Central Committee and to George Fox University administrators. The chief justice appoints the justice positions during the spring semester and early fall. All justices receive a stipend. The Supreme Court is advised by the associate dean of student leadership.

The *No Limits Leadership Development Program* is in its second

year and offers all traditional undergraduate students the opportunity to identify and enhance their unique leadership gifts, abilities, and attitudes. Program participants are challenged and engaged by program components (evening workshops and weekend events) that build leadership competencies and prepare students for life-long impact, influence, and service.

Intercollegiate and Curricular Opportunities

All clubs and organizations of the ASC are cosponsored by student government and are formed by petitioning the Central Committee for recognition.

ASC-Sponsored Clubs:

Mediation Club, Drill Team, Pep Band, Business Club, Psychology Club, Philosophy Club, Sociology Club, Art Club, Film Club, Volleyball Club.

ELITE (Empowering Leaders of Integrity Through Experience) is a national conference on leadership held during the spring of each year. The conference targets undergraduate student leaders and high school students who desire a Christian model of experiential leadership. The student committee is hired by the president of ASC and is advised by the associate dean of student leadership.

Opened in 1999, the Foxhole is an ASC-sponsored, student-run coffee-house. Currently in the Kelsey House, the Foxhole serves as a gathering and meeting place for George Fox students, faculty, and staff. The Foxhole serves hot and cold beverages and is open

Sunday through Thursday from 8 p.m. to midnight. A conference room is available for George Fox community members to reserve. Reservations may be made through the ASC secretary at ext. 3007.

Sigma Zeta is a national honor society for declared natural science and math majors who have completed 15 credits in math or science, earning a minimum grade point average of 3.0. Sigma Zeta exposes students to aspects of professional life prior to graduation through involvement in local chapter activities, research, conventions, and research dissertations.

Alpha Chi is a national honor society that promotes academic excellence and exemplary character among college and university students and honors those who achieve that distinction. Seniors and juniors in the top 10 percent of their classes based on their grade point averages are eligible to receive invitations to membership. Members of the George Fox University chapter sponsor academic forums on campus and send representatives to Alpha Chi's national convention, which features scholarly presentations by student members.

Psi Chi is a national honor society that promotes academic excellence in the field of psychology. Students who have taken a minimum of three courses in psychology and who are in the top 35 percent of all students are invit-

ed to be members. The society provides opportunities for members to network with fellow students, present scholarly work to colleagues, and be in touch with achievements of students in other institutions through local and national conventions.



The **Sociology/Social Work Club** provides activities for students interested in sociology and social work.

The **Outdoor Club** provides a forum for those who celebrate the great outdoors. The goal is to provide quality outdoor programs to all students regardless of their experience level. The Outdoor Club oversees the campus rock climbing wall located in Miller Gymnasium.

The **Multicultural Club** is dedicated to providing a forum for dialogue and community-building on multiculturalism and race reconciliation. It is open to all students on campus.

The **International Club** provides a forum for international students and local students interested in the international realm.

Other Cocurricular Opportunities

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 broad-based intramural program. Men's and women's varsity athletic competition functions under the National Collegiate Athletic Association (NCAA) and the Northwest Conference.

Music

Music activities are available to students with varied musical talents. Public performances are presented through the Festival Chorus, the Concert Choir, the Chamber Singers, the Bel Canto Singers (women's voices), DaySpring, the Concert Band, the Chehalem Symphony, the Handbell Ringers, the Jazz Ensemble, and various brass, string and woodwind ensembles. Students in any major are eligible for private study in voice, keyboard, and other musical instruments.

The George Fox University student chapters of the Music Educators' National Conference and the Music Teachers' National Association provide a bond between students in music and members of the professional world. Students in the MENC chapter receive the *Oregon Music Educator*, and those in the MTNA chapter, the *MTNA Journal*. Members may attend meetings of the professional associations. The

clubs also sponsor speakers who address new developments in the field of music education.

Theatre

The Fine Arts Department presents three major dramatic productions each year. There are also informal course-related performances in chapel/ assembly, Wood-Mar Auditorium, or dining room settings. Augmenting the on-campus theatre 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.

Intramurals

The intramurals program is designed to give students an opportunity to enhance their education by providing them with the opportunity to exercise, build friendships, and compete with one another in a spirit of fun. A wide variety of programs are designed for coed and same-sex competitions.

Offerings include the following:

- basketball (3 on 3 and 5 on 5)
- volleyball (3 on 3 and 6 on 6)
- flag football
- indoor soccer
- tennis
- wallyball
- racquetball
- floor hockey
- golf

Information

To keep up to date on current happenings, changes, or additions in policy, etc., students are expected to apprise themselves of the information in the "Student News and Info" folder maintained on the University Foxmail system.

COMMUNITY AT GEORGE FOX UNIVERSITY

As a student at George Fox University, you are a member of a community. One of the primary functions of this handbook is to help define what being a community means at this university. While all communities expect their members to uphold certain standards of behavior and contribute to the welfare of the group in specific ways, we as Christians are called to a higher standard. We recognize that not all students at George Fox necessarily ascribe to a Christian commitment. However, as a student, you are expected to abide by and respect the guidelines and lifestyle expectations set forth in this document.

Each member of our community plays a role in creating an atmosphere where others can learn, mature, and prepare to meet the challenges that lie

beyond the college years. The expectations of the George Fox community, explained in the following pages, reflect our commitment to our Christian philosophy of education, which we pursue within the context of community.

Lordship of Jesus Christ

We believe 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-



al growth; and the care of our bodies as temples of the Holy Spirit.

Relationship

Living in daily fellowship with other Christians is a privilege and an expression of God's grace. In recognition of this privilege, we place great value on the quality of relationships in our community, and we acknowledge we are interdependent 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, minds, and strength, and to love our neighbors as ourselves. This means that unselfish love should be the motive in all of our decisions, actions, and relationships.

While there are many ways to express this type of love, we expect our students to focus on the following:

Building Up One Another

Each member of the community should strive consciously to maintain

relationships that support, encourage, and help each other.

Bearing with One Another

Because we are human, we can and will encounter difficulties in relationships. In such cases, we should respond with compassion, kindness, humility, gentleness, and patience, bearing with one another and forgiving whatever grievances we may have against one another.

Bearing One Another's Burdens

We are responsible to walk alongside those who are experiencing grief, discouragement, illness, tragedy, or other personal trials. We

can do this by offering comfort, encouragement, consolation, and intercession.

Speaking the Truth in Love

We can strengthen ourselves and our community by being honest and loving in all our dealings with each other. Problems in relationships and behavior can be resolved constructively by confronting one another in an appropriate spirit. If we act for the benefit of others and do so in a loving manner, such confrontation can help us all mature and grow to be more like our Lord.

Reconciliation, Restoration, and Restitution

For our community to be healthy, we must work to heal broken relationships. When relationships have been damaged, regardless of the reason, we must reach out to one another and forgive one another to restore those relationships and to make restitution.

Practicing these and other expressions of love in our relationships requires continued effort and sensitivity to others. While strong, healthy relationships take work, they reward us by enriching our lives, honoring God, and helping us meet our personal goals and those of our University community.

Responsibilities for Behavior and Attitudes Biblical Expectations

As members of a Christian community, we must remember that our behavior reflects not only on ourselves, but on other members of our community and on our Lord Jesus Christ. Whether we step out into the bigger world around us or interact in our own smaller realm, the things we say and do are a testimony to who we are and whom we serve.

Scripture teaches us that we can exhibit certain attributes by allowing the Holy Spirit to guide our behavior. These attributes include love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. This fruit of the Spirit (see Galatians 5:22–26) is to be sought, encouraged, and demonstrated in our relationships.

In contrast to encouraging positive

attributes of the heart, Scripture condemns attributes such as greed, jealousy, pride, lust, and hatred. Although these characteristics are sometimes difficult to discern — especially in ourselves — they can hinder relationships with God and with others and lead to unacceptable behavior. Members of our community are obliged to reject these attitudes and seek God's forgiveness and help, so that each one of us can 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, and premarital sex), drunkenness, immodesty of dress, and occult practices. It is expected that students and employees will treat each other with respect and civility.

In keeping with scriptural warnings to conduct ourselves under the authority of government, members of the George Fox community are expected to uphold the laws of the local community, the state of Oregon, and the nation. The only exception would be the rare occasions in which obedience to civil authorities would require behavior that conflicts with the teaching of Scripture, in which case each individual would submit voluntarily to the civil penalty for disobeying the law. In every other case, behavior resulting in civil arrest on or off campus is subject to review and sanction 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 things that are harmful or offensive to others. The University has chosen, therefore, to adopt certain rules we believe contribute to our sense of community and to its aims and goals. **These standards are not set forth as absolutes or an index of Christian spirituality, but rather as expectations of those who choose to be a part of our community.** Since we are to trust each other and be responsible to each other, violations of these standards are regarded as a serious breach of integrity. When you sign the application for admission to George Fox University, you and every other student are agreeing to abide by the lifestyle expectations of this community. That admission statement reads: "In accordance with Christian conviction of honoring the body as the temple of the Holy Spirit, the George Fox University community expects its students to follow 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."

You may not agree with some facets of the University's behavioral expectations, but by enrolling as a student here, you have agreed to live according to the expectations outlined in this handbook. Violations can result in disciplinary action up to and including dismissal. If you have any questions

regarding these statements, contact the dean of students in the Student Life Office.

1. Harassment and Discrimination

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 disability is not acceptable. As such, demeaning gestures, threats of violence, or physical attacks directed toward another person are not tolerated. This includes hazing or other initiations or any actions that may be hazardous, dehumanizing, harassing, or humiliating to community members. Also included is the use of telephones, United States or campus mail, or e-mail for the purpose of issuing obscene, harassing, or threatening messages. Prank phone calls are considered a form of harassment and will not be tolerated. Also, vandalism of property is unacceptable. (Discrimination or harassment due to race, color, sex, marital status, religion, creed, age, national origin, citizenship status, workers' compensation status, physical or mental disability, veteran's status, or any other status protected under applicable local, state, or federal law is prohibited.)

A person may commit criminal harassment if he or she intentionally harasses or annoys 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.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status
- submission to or rejection of such conduct by an individual influences employment or academic status decisions affecting the individual
- such conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, academic or student life environment.

Sexual harassment may take many other forms. The conduct prohibited may be verbal, visual, or physical in nature. It includes unwelcome sexual advances, requests for sexual favors, physical touching or the granting or withholding of benefits (e.g., pay, promotion, time off, grades) in response to sexual conduct.

More subtle forms of sexual harass-

ment may include, but are not limited to, innuendoes, jokes, offensive or sexually oriented posters, cartoons, caricatures or comments when these things contribute to an intimidating, hostile, or offensive environment.

Complaint Procedure for Harassment

If any employee or student believes he or she has witnessed or been the



victim of discrimination or has been subjected to sexual or other forms of harassment, the employee or student should immediately notify the following:

- If the alleged incident involves student to student, faculty member to student, or employer to student harassment or discrimination, contact a school dean, the vice president for academic affairs, the vice president for student life, the dean of students, or the vice president for enrollment services.
- If the alleged incident involves supervisor to supervisor, or faculty member to faculty member, staff member, or student in the Work-Study pro-

gram for the University, contact a manager, the director of human resources, the assistant vice president for financial affairs, or the vice president for financial affairs.



All complaints are promptly and thoroughly investigated and corrective action taken as determined appropriate by the University.

Retaliation against an individual for good faith initiation or participation in the complaint procedure or for reporting concerns about discrimination or harassment is strictly prohibited. Violation of this policy subjects an individual to disciplinary consequences up to and including termination and dismissal.

2. Substance Use and Abuse

The community recognizes the danger to the physical and psychological well-being of our members from the use of certain substances. Therefore, undergraduate members of the community are prohibited from using tobacco in any form, alcoholic beverages, and illicit or non-prescribed drugs and sub-

stances (including marijuana or controlled substances). As prescribed above, these substances are not to be used, possessed, or distributed on or away from campus. Students are also

prohibited from being in the presence of other students who are using the aforementioned substances. Community members also are expected not to abuse legal substances. The George Fox University cam-

pus is considered a smoke-free environment. Visitors to our campus are asked to comply with this standard.

3. Modest Dress

When attending classes or University activities, relaxing, or exercising on University grounds, students are asked to respect their fellow community members by choosing appropriate and discreet attire.

4. Sexual Purity

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 the Holy Spirit combine to provide the means to live victoriously with respect to sexual purity. Examples of unacceptable behavior include the following:

- 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 violation is evaluated individually by the dean of students, who has the authority to use his or her discretion to sanction up to and including suspension, dismissal, or termination.

5. Gambling

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

6. Computer Use

The University provides each student with a computer. With this privilege comes the responsibility to use it with discretion and wisdom. The University believes it is unacceptable to misuse computers or other mediums of communication (mail service or phone systems) for the purpose of harassment; use, possession, or distribution of pornography; plagiarism; any other violations of the George Fox

University community standards; or any violations of state or federal law. Students found to be misusing computers, mail, or phone services are confronted and held responsible through the discipline process.

The University does not provide any guarantee of privacy on the University network or e-mail. The University reserves the right to monitor and search any network traffic or files. Internet access and use is considered a privilege. Abuse of this privilege may result in disciplinary measures including, but not limited to, warnings, loss of access, short-term and long-term suspensions.

The University's "Campus and Network Technology Acceptable Use Policy" is available in the Computer Services Office. The following guidelines, taken from "The Principles of Civility in Cyberspace" by Marjorie W. Hodeges and Gary Pavela and published in *Syntheses: Law and Policy in Higher Education*, should govern the use of computers and the Internet:

- *Promote human dignity.* The Internet is a human institution, designed to enhance the growth and development of human beings. Every person using the Internet should be treated in ways that respect and promote human dignity.
- *Uphold the right to privacy.* Privacy is a component of human dignity. In addition to adhering to pertinent laws and rules, people using the Internet have an ethical responsibility to respect the reasonable privacy expectations of others.

- *Foster understanding and empathy.* Human beings have shortcomings and make mistakes. People are accountable for the harm they do, but should be treated with understanding and empathy.

- *Know the limitations of the medium.* Communication on the Internet is not designed to replicate or replace the full richness and complexity of human interaction. Some direct and subtle attributes of communication are lost in the electronic medium. Anger, hostility, or sarcasm should not be readily assumed or inferred. If such characteristics are evident, they are usually best defused by reason, persuasion, and compassion.

- *Respect the work of others.* The lawful work of others should not be disrupted, altered, damaged, destroyed, or misappropriated. Nor should the work of others be used without proper attribution. Those who share information on the Internet should state how it might be distributed by others. If there is any doubt, the user should ask.

- *Preserve and protect network resources.* The Internet is supported by values and virtues that promote individual freedom and responsibility, including self-restraint in the interest of others. The resources of the Internet must be protected, enhanced, and shared.

- *Welcome newcomers.* The Internet is a forum for democracy. New members

should be welcomed and guided by example.

- *Discuss and define community standards.* The Internet is a large community composed of many smaller communities. Each community on the Internet has a responsibility to discuss, define, and disseminate reasonable standards and protocols for its members. Members of Internet communities have a responsibility to learn, follow, and help improve pertinent community standards and protocols.

- *Help mold the future.* The Internet is uniquely suited to educate, delight, inform, and persuade. Whether the Internet grows in an atmosphere of freedom and responsibility or is stifled by regulations and standards depends upon the integrity, honesty, diligence, and kindness of those who use it.

7. Entertainment: Discernment Policy

Definition of Discernment:

- In the context of media and entertainment (including music, drama, television, literature, and movies), discernment is the ability to make wise and reasoned choices from a Christian worldview regarding the truth and merit of everything seen and heard.

- Abiding by the scriptural admonition in I Corinthians 10:31, we, as believers, are called to glorify God in whatever we do. Our choices in regard to entertainment are not exempt from this calling.

- Because of the dominance of entertainment and media in today's culture, George Fox University encourages our community to exercise biblical discern-

ment, grounded in the values and ideas of scripture, when it comes to all forms of entertainment.

The following list provides guidelines as we make choices in *all forms of entertainment*. They are obviously largely subjective (but important) and require individual and community accountability.

- *Language* — excessive swearing, profanity, coarse joking, or blasphemy should be avoided (Ephesians 4:15, 20, 29).
- *Occult activity* — forms of entertainment with themes that dwell on

or acceptable should be avoided (Luke 6:27–31).

- *Stewardship of time* — We should avoid wasting time, and choose entertainment options that are worthwhile investment of our time and energy (Colossians 4:5).

Forms of Entertainment:

- **Movies** (theater and VHS/DVD format): All community members are expected to abstain from all NC-17 and X-rated movies (on and off campus). In addition, students are expected to abstain from viewing R-rated



horror, death, evil spirits, or witchcraft should be avoided (Galatians 5:20).

- *Sexuality* — entertainment choices that include graphic sexual content or nudity should be avoided (Galatians 5:16–26).

- *Violence* — forms of entertainment with themes that include graphic violence or glorify violence as laughable

movies on campus (unless they are listed as an approved film on the list published annually by the Student Life Office).

Public viewing: It should be noted that it is illegal to show films in public venues unless rights and appropriate fees are paid.

On-campus viewing: Special consideration and sensitivity should be

used when choosing films to be viewed on campus. Those people who live within the same apartment/house or room may be more sensitive and have a different view of issues held within the discernment policy — violence, language, etc.

- **Music:** Recognizing that personal preferences in music vary widely among Christians, the University values freedom of musical taste and expression. All students are encouraged to exercise spiritual discernment in this important area. Further, students should be courteous to others when listening and should also be open to discussing choices in music. **Courtesy and respect for others is actively demonstrated by keeping the volume lowered and/or using headphones. In the residence halls, if music can be heard clearly in the hallways or in the room(s) next door, it is too loud and should be turned down.**

- **Video/computer games and Internet use:** Computers have become a great asset to the educational environment; however, one must be aware of the pitfalls of modern technology. The easy availability of pornographic material on the Internet is one of many potential problems. As a community, George Fox University recognizes the damage caused by viewing pornography and prohibits such activity. Students are encouraged to guard their time carefully and be careful to balance recreation with academic work and social development. When a community member spends a majority of his or her time playing video games, it is incumbent

on the community to respond appropriately and admonish better balance in use of time and energies.

Approved Movie List:

Each year, information is solicited from faculty members as to what films are being used for classroom instruction at George Fox. The films will be compiled into an approved movie list and will be made available to students at the start of each academic year. All students are permitted to view films that are listed and published by the Student Life Office.

The University reserves the right to prohibit movies that are not rated if their content is contrary to the University's mission and policies.

8. Pornography

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

9. Theft

Theft or damage to property of another, including members of the University community or University premises is not permissible. Cases of theft may be reported to the police.

10. Firearms

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. Dances

The Associated Student Community sponsors several dances during the year according to the guidelines approved by the University administration and board of trustees. Along with these events, the University also endorses these other expressions of dance in the academic programs: choreography in drama, musical productions, cultural activities, aerobics classes, and rally routines.

Other than the above mentioned instances, dancing is not permitted on campus nor is it to be sponsored at off-campus facilities.

12. Academic Integrity

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 cocurricular activities is not acceptable and subject to review by the vice president for academic affairs.

13. Facilities

Members are expected to comply with all day-to-day policies and procedures, including, but not restricted to, those related to entry and use of University facilities. These policies and procedures are also found in the University catalog.

14. Protests

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 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.

15. General Safety

One of the responsibilities of living in community is to regard the health and safety of other community members.

In regard to fire safety, it is expected that community members will work to promote a healthy and safe campus environment, specifically avoiding behaviors that may put another community member at risk. 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 (including candles) in or near campus buildings (with the exception of residence hall fireplaces), refuse to participate in or obstruct any 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 be subject to fines, compensation for damages, and/or other disciplinary responses.

The Responsibility of Community

Establishing rules of conduct is one way a community helps its members develop as individuals. While each person is an individual, individuals



must share responsibility for the community.

As part of the George Fox University community, students are held accountable for these expectations whether the University is in session or at any time they are part of a University program, or any time living in University housing.

Since most students are also members of smaller communities — their families — we want to make it clear that the policies of the University are not intended to infringe upon the family. 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 family.

If these stated expectations are not upheld, students are subject to disciplinary action — up to and including suspension, dismissal, or termination — administered by the dean of students, the associate dean of students/director

of residence life, and residence life staff members. We believe that by describing the expectations that come with being a member of the University community, students should be able to take

a more active, informed role in helping George Fox function as a Christian community and in achieving our goals as an institution of higher learning.

Discipline Process

At George Fox University, we believe 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 (NIV)."

This passage states that discipline must be included in our Christ-focused community, that a brother or sister is to be restored through confrontation and reproof that are part of a loving relationship.

Members of the student life staff — including resident assistants, area coordinators, house managers, apartment managers, associate dean of students, and the dean of students — approach the process of discipline with a desire to help the student be fully restored to the community. One component of the process is the authority of the dean of students to suspend or dismiss a student, depending on the nature of the infraction. Careful consideration is given to these decisions with attention to both individual and community rights and responsibilities. The severity of a violation, as well as the frequency of the offense, are considered in the discipline process. As the passage in Matthew suggests, there are times when 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 good of the community at large.

The book of Colossians provides an excellent 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)."

Seeking Help to Change and Grow

It is our hope that each member of the George Fox community is fully aware of his or her own behavior and the effects, positive and negative, that behavior can have upon the rest of the community. **If you know your behavior is outside the limits established by the University and want assistance to change your behavior, you are encouraged to take the initiative and discuss your concern with a Student Life staff member without the threat of disciplinary action.**

In the case of such personal problems, Student Life staff work with you toward the goal of restoration. Exceptions to this approach may be when behavior is repetitive, self-destructive, hazardous to others, or involves a significant legal issue in which the University is obligated to uphold the law.

If a Student Life staff member knows about the incident or situation from another member of the community, it can no longer be defined only as

a personal problem. It may be considered a community issue and therefore may be subject to disciplinary action. Ignoring problem behavior gives tacit approval to the behavior in question and does nothing to restore the individual's relationship within the community.

In this light, if you believe a student is behaving in an unacceptable manner, you are encouraged to go directly to that person and express your concern about the behavior and about the consequences it might have on the community and the individual. Clarify community expectations and ask the student if he or she is willing to agree to change the offending behavior. If there is a positive response and the behavior changes, the problem may be resolved. If your confrontation does not solve the problem, the problem is serious (e.g., discrimination or harassment), or there is a continuing pattern of adverse behavior, encourage the student to seek assistance from a Student Life staff member or go yourself.

This written description of George Fox University's discipline process is intended to call all members of the community — not only a few select leaders — to responsibility for their own behavior. In sharing a more specific understanding of redemptive discipline, University officials recognize that it is impossible to codify how disciplinary issues are handled. Each situation brings with it a unique set of circumstances. Because of this, the disciplinary response may not be identical in every situation, but the desired outcome will always be the same: the

reconciliation of the individual to him or herself, to God, and to the community of George Fox University.

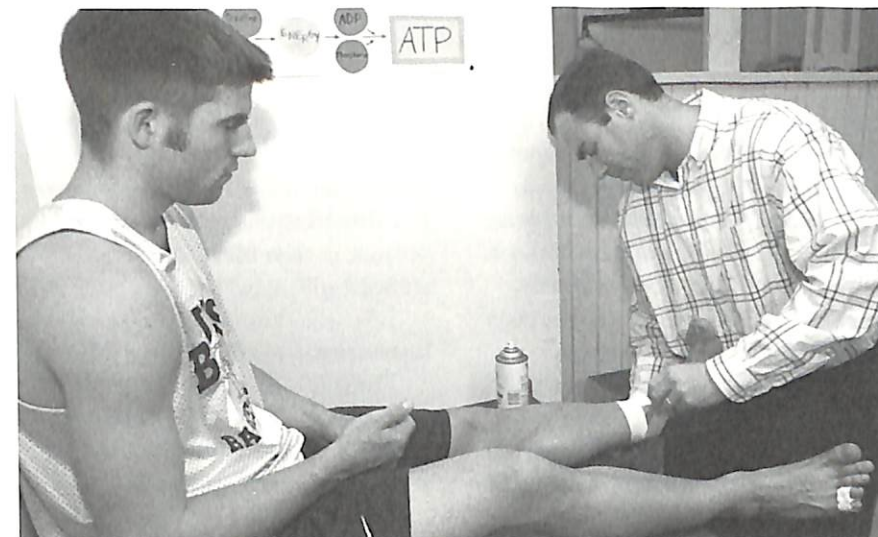
When a student is suspended or dismissed, the University will make the determination as to the appropriate time and situation for the return. In rare circumstances, a student may not be welcomed back to the University.

Range of Discipline

Discipline may range from a warning to a dismissal. In the case of either short- or long-term suspension, the student may lose his or her financial commitments for the term of the suspension.

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 co-curricular activities, or represent the University in any official capacity during this short-term suspension. Generally, academic work (papers, exams, etc.) is not accepted during the suspension period, and the student is not allowed to make up the academic work missed. A student who would receive a reduced course grade resulting from missed work during a suspension may be given the opportunity of withdrawing from the course without a grade.

When a student is suspended, his or her academic advisor and instructors are informed of the suspension, but usually not of the circumstances leading to it.



Disciplinary actions may include, but are not limited to warning, written agreement of behavior, short-term suspension, long-term suspension (either immediate or deferred termination of student status for one or more semesters), and/or dismissal (permanent termination of student status).

In the case of any suspension or dismissal, 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 length of the disciplinary action.

If a student is in the presence of another student who is violating the lifestyle agreement the University may treat that student as an active participant in the violation. Generally, all students involved in a situation such as this are held accountable through the discipline process. For example, if a student is discovered with a group that

is using alcohol or drugs, the student may be disciplined for being present with the group even if he or she did not consume alcohol. In such a case, the University believes the student should have left the group.

Lying

Lying about the offense in question increases the degree of consequence incurred by the student. Students who are found lying to University officials, or failing to be forthcoming with information requested of them by University officials will be sanctioned appropriately. Honesty is honored within the context of the discipline process.

Appeals

Any student may seek reconciliation and review of process for action taken by administration, faculty, and staff. Copies of the student appeal policy are available in the Student Life Office.

CAMPUS SERVICES

University Store

The George Fox University Store serves students' needs with textbooks, general interest books, reference books, school supplies, and book bags, George Fox University logo sportswear, gifts, greeting cards, candy, gum, drugstore items, computer products, and software. Store hours are Monday through Thursday, 8 a.m. to 7 p.m., and Friday, 8 a.m. to 5 p.m. During the first two weeks of the each semester, store hours change. Changes will be posted during these times.

Banks

Newberg has several local banks: Commercial Bank, U.S. Bank, Wells Fargo, Bank of America, West Coast Bank, Columbia River Bank, and Key Bank of Oregon. In addition, there are branches for the First Federal Savings and Loan Association and Washington Mutual Federal Savings Bank.

College Work-Study Program (CWS)

CWS is a work program partially funded by the federal government. Students who have been awarded Work-Study as part of their financial aid packages have the opportunity to find Work-Study positions on campus. Work-Study students typically work 10 hours per week during the academic year and earn about \$1,950 before taxes.

Work-Study earnings are paid to students monthly by check. These earnings are subject to state and federal withholding and must be reported by students who file income tax returns.

Instructional Media Center (IMC)

The IMC (on campus, ext. HELP; off campus, 503-554-2569) is located on the third floor of the Edward F. Stevens Center. A viewing/listening lab is located in the basement of the Murdock Learning Resource Center (the library).

The IMC does high-speed audio cassette copying and real time video dubbing. This is the place to purchase write-on overhead transparencies and cardboard frames for transparencies. Most chapel services are recorded, and copies are available for checkout purchase.

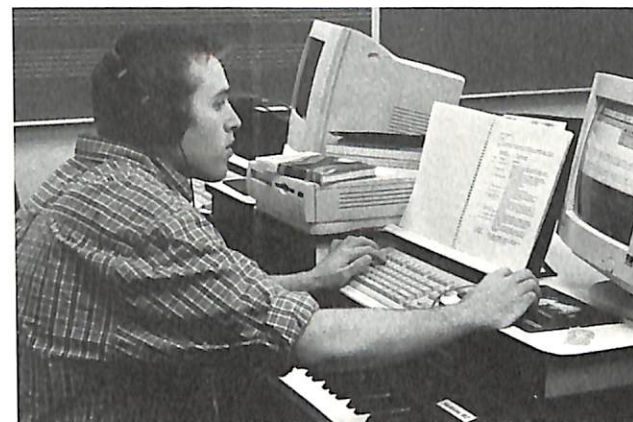
The viewing/listening lab has individual carrels for listening to vinyl records, CDs, and audio cassettes; and for viewing video tapes and laserdiscs. The foreign language lab is also in this area.

The IMC is the place to arrange for LCD projectors and other AV equipment for classroom presentations. Be sure to make arrangements well ahead of time (at least 48 hours) by calling the IMC (on campus, ext. HELP; off campus, 503-554-2569) or use our online reservation form: <http://inside.georgefox.edu/administration/it/imc/equipment-request.shtml>

Murdock Learning Resource Center

George Fox University maintains libraries on the Newberg campus and at the Portland Center. The MLRC is a three-story, 35,000-square-foot building serving the Newberg campus from a central location. The library houses 122,000 print volumes and receives over 900 periodical titles. The MLRC also houses collections of video and audio recordings, and provides access to many electronic databases. The library's Special Collection Room features the Quaker, Peace, and Herbert Hoover Collections. George Fox students may use the libraries of most other academic institutions in Oregon, and may request books online through "Orbis Borrowing." Please check the library's home page (<http://www.georgefox.edu/library>) for further information. The MLRC's regular semester hours are:

Mon. to Thurs. — 7:45 a.m. to 11 p.m.
Fri. — 7:45 a.m. to 5 p.m.
Sat. — 9 a.m. to 6 p.m.
Sun. — 2 to 10 p.m.



The library's collection of nonprint media (records, CDs, and cassette tapes) is housed in the IMC, but is cataloged in the online catalog with the print media. Anything that is on reserve, whether print or nonprint, can be obtained at the circulation desk on the main floor.

University Mail Services

University Mail Services has three locations on campus:

University Mail Center, located in the Art Annex, has faculty and staff P.O. boxes (#6000 series).

SUB Post Office, located in the Student Union Building, has student P.O. boxes (#5000 series).

Beebe Post Office, located in Beebe Residence Hall, has student P.O. boxes (#4000 series).

Student mailboxes: All students — commuters and residents — are issued a post office box assignment when they enroll. Keys are distributed during registration. There is no cost unless the

key needs to be replaced. The box assignment and address will remain the same for each consecutive semester the student is enrolled. An address change form must be completed by every student at the end of each school year

and at the time of graduation or withdrawal from the University to allow for forwarding of mail.

Incoming mail: Packages and mail are received from all carriers and distributed Monday through Friday. There is no delivery on Saturday or Sunday.

Outgoing mail: Letter drop-off sites are located at all three locations with a 3:15 cutoff time. Outgoing packages can be processed at the University Mail Center in the Art Annex.

Campus mail: Campus mail from University offices, professors, or students is delivered throughout the day. Campus mail requires no postage.

Services available at the University Mail Center:

- sale of stamps, envelopes, padded envelopes, shipping supplies
- pick-up of incoming packages and mail requiring a signature (notices will be placed in student's P.O. box)
- Outgoing package and letter services: U.S. Postal Service — priority, first class, media mail (book rate), parcel post, international; United Parcel Post (UPS) — next-day air, second-day air, three-day select, ground; Airborne — next-day air
- Fax service: There is a charge for incoming and outgoing faxes (503-554-3834)
- Window hours: Monday to Friday, 8:30 a.m. to 4:30 p.m. Letters and packages received by 3:15 p.m. will be sent out and postmarked the same day.

Student addresses: Student address for a box in the #4000 series:

Name of Student
George Fox University
418 N. Meridian St., # _____
Newberg, OR 97132-2695

Student address for a box in the #5000 series:

Name of Student
George Fox University
420 N. Meridian St., # _____
Newberg, OR 97132-2699

The main University address, 414 N. Meridian St., should not be used for student mail, as the mail will be delayed due to additional sorting and transporting.

Lost and found: The University's lost and found is located at the SUB Post Office in the Student Union Building. Articles or keys found are regularly turned in to the lost and found, and may be claimed there. Hours will be posted.

Room Scheduling

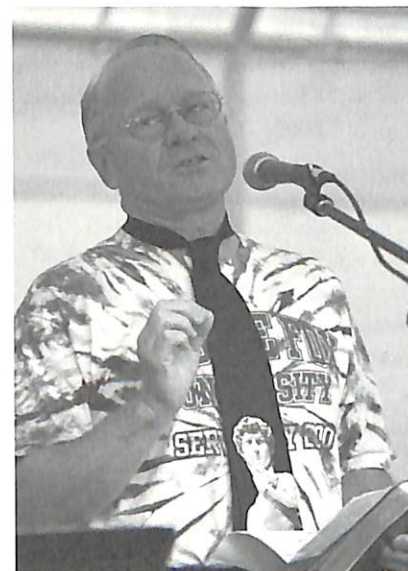
Send an e-mail message to Event Services with the following information: day and date, start and end time of planned event, name of event, room requested, number of people involved, and setup time needed. Students reserving rooms must also provide the name of an advisor who is a staff or faculty person at George Fox University. Rooms are set up as needed for regular University business. Rooms are to be used and left as found.

Phase II (Recycling)

Sponsored by Plant Services, the Phase II program takes place at the end of each school year to recycle usable items left behind by students. At the end of the summer, the items are given to the needy.

Phone Procedures

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. Each of these phones includes one voice mail box. Long-distance charges are the responsibility of the student. Collect calls are not to be accepted on student phones. Pay phones from which collect and long-distance calls may be made are located throughout campus.

Work Request Process

All work requests must be turned in to Plant Services by the building monitors, alternates, or their secretaries, the area coordinators, assistant area coordinators, apartment managers and house managers. Plant Services will not accept work requests directly from students.

Emergency requests will be responded to as soon as possible. Emergencies include fire, flood, and natural disasters. Priority requests will always be done ahead of a low priority request; i.e. a dripping faucet must be put aside if there is a broken water pipe somewhere. If a request has been turned in at Plant Services at the end of the day, unless it is an emergency, it will be considered the following day as a first-day request.

Project requests are any requests for work that do not specifically deal with the maintenance or repair of an existing condition within a building or on grounds; in some way the request is for something new. It always has the option of being out-sourced. It requires its own funding source (budget line) and will take longer than the usual four days that work requests take. Plant Services office hours are 8 a.m. to 5 p.m. Monday through Friday.

Fire Emergency

If a fire alarm sounds, immediately evacuate the building in an orderly manner. Call 911 with your name, location, and information on site conditions. Then call Security at ext. 2090 (554-2090 from off campus). Go to

your designated congregating area. Do not leave the area until everyone is accounted for. Do not re-enter the building until authorized to do so.

If you see fire or smoke but there is no alarm, immediately evacuate the building. Pull a fire alarm box on your way out. Call 911 with your name, location, and information on site conditions. Then call Security at ext. 2090 (554-2090 from off campus).

Campus Security

To contact the security director during office hours, from 8 a.m. to 4 p.m. Monday through Friday, call ext. 2090 (554-2090 from off campus). Use this number also to request security team services during service hours (7 p.m. to 7 a.m. Sunday through Thursday, and 24 hours beginning 4 p.m. Friday to 8 a.m. Sunday).

In the case of a security emergency (assault, crime in progress, etc.), dial 911. Contact the security director and school officials as soon as possible once police are notified.

Emergency Medical Assistance

In the event of a serious medical emergency, call 911 with your name, location, and information on the

nature of the emergency. Stay on the line until all questions are answered. Then call the Health and Counseling Center at ext. 2340 between 8 a.m. and 5 p.m. Monday through Friday. At other times call a member of the Student Life staff in the following order:

- Area coordinator, resident assistant, or house manager or apartment manager for your living area
- Area coordinator, resident assistant, or house manager or apartment manager for another living area
- Student Emergency Response System at 554-2090

In the event of a minor medical emergency, call the Health and Counseling Center at ext. 2340 between 8 a.m. and 5 p.m., Monday through Friday. At other times, call a member of the Student Life staff in the order listed above.

Emergency Phone Numbers

If you are locked out of a building or are in another emergency situation, call Security at ext. 2090 (554-2090 from off campus).

In the event of a building or facilities-related emergency, like broken plumbing, doors, or windows, contact Plant Services in the following order:

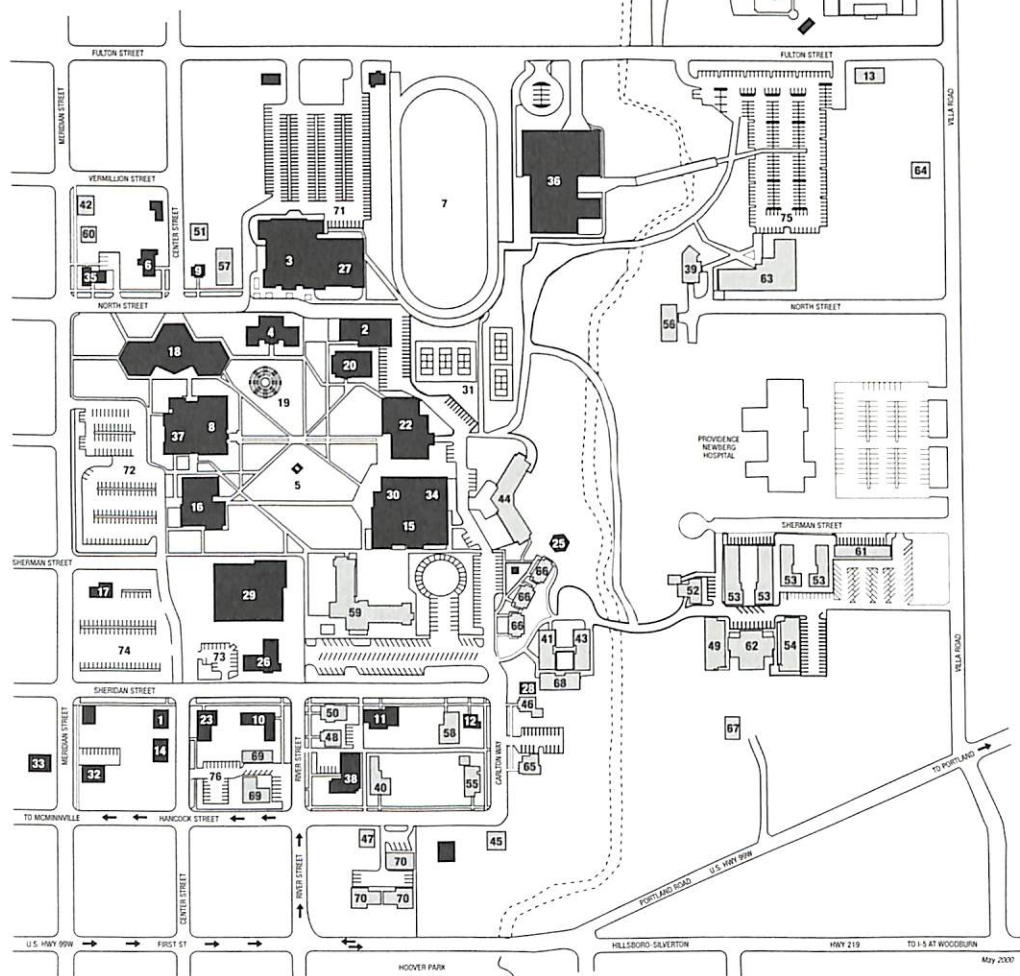
- Office at ext. 2010 (554-2010 from off campus)
- Dan Schutter at ext. 2014 or 538-6097 (evenings or weekends)
- Clyde Thomas at ext. 2013 or 538-3010 (evenings or weekends).



**Bill
Mulholland**
Director of
Security
ext. 2090



414 N. Meridian St., Newberg, OR 97132



CAMPUS MAP

1	Armstrong House	44	Edwards Residence Hall
2	Art Annex	45	Fell House
3	Bauman Chapel/Auditorium	46	Gulley House
4	Brougher Hall	47	Hancock Street House
5	Centennial Tower	48	Hester House
6	Center Street House	49	Hobson Residence Hall
7	Colcord Memorial Field	50	Hoskins House
8	Edwards-Holman Science Center	51	Kelsey House
9	Event Services Office	52	Kershner House
10	Financial Affairs Office	53	Lewis Apartments
11	Foxhole	54	Macy Residence Hall
12	Fry House	55	McGrew House
13	Fulton Street House	56	Munn House
14	Graduate Admissions Office	57	Newlin Apartments
15	Heacock Commons	58	Parker House
16	Hoover Academic Building	59	Pennington Residence Hall
17	International Student Center	60	Schomburg House
18	Leimons Center	61	Sherman Arms Apartments
19	Virginia Millage Memorial Rose Garden	62	Sutton Residence Hall
20	Minthorn Hall	63	University Residence Hall
21	Morse Athletic Fields	64	Villa Road House
22	Murdock Learning Resource Ctr.	65	Weesner House
23	Pennington House	66	Weesner Village
24	Plant Services Building	67	Wilder House
25	Prayer Chapel	68	Willcuts Residence Hall
26	President's/Univ. Relations Office	69	Winters Apartments
27	Ross Center	70	Woolman Apartments
28	Security Office		
29	Edward F. Stevens Center		
30	Student Union Building		
31	Tennis Courts		
32	University Advancement Office		
33	University Fund Office		
34	University Store		
35	Video Communication Center		
36	Wheeler Sports Center		
37	Wood-Mar Hall		
38	Woodward House		

Parking Lots

71	Bauman/Ross Center
72	Hoover/Wood-Mar
73	President's/University Relations
74	Stevens Center
75	Wheeler Center
76	Winters

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.

Student Housing

39	Barclay House
40	Beals House
41	Beebe Residence Hall
42	Campbell House
43	Carey Residence Hall

INDEX

Academic Honesty	26	Dances	91
Academic Integrity	91	Dining Hall Hours	72
Academic Organization	20	Discipline Process	92
Academic Success	16	Discrimination	84
Activities Committee	76	Dishonesty and Lying	95
Alpha Chi	79	ELITE	78
Appeals	95	Emergency Medical Assistance	100
Associated Student Community	74	Emergency Phone Numbers	100
Athletics	80	Employment	44
Attendance	16	Enrollment Services	28
Automobiles and Bicycles	64	Entertainment: Discernment Policy	88
Behavior and Attitudes	83	Facilities	91
Bruin Den Hours	106	Financial Aid	30, 106
Cage	106	Fire Emergency	100
Campus Ministries	32	Fire Safety	91
Career Services	44, 106	Firearms	90
Central Committee	74	Food Services	72, 106
Chapel	34	Foxhole	78, 106
Chapel Exemptions	40	Gambling	87
Chapel Probation	42	Guests of Students	68
Chaplain	78	Harassment	84, 85
Christian Services Committee	76	Health Services	48
Class Representatives	76	Help Desk	106
Clubs and Organizations	78	Housing Assignments	60
Communications Department	76	Housing Exemptions	56
Community at George Fox University	81	Housing Facilities	58
Computer Use	64, 87	ID Cards	70
Counseling Services	48	Instructional Media Center (IMC)	96
		International Club	79

International Student Services	54	Resources	106
Intramurals	80	Retreats	32
Keys	64	Right to Know and Securities Act	66
Laundry	64	Room Changes	68
Library	97, 106	Room Decorations	62
Lockup	66	Room Scheduling	98
Loss of ID Card	70	Security	100, 106
Lost and Found	99	Serve Trips	38
Mail Services	97	Sexual Purity	86
Map of Campus	103	Sigma Zeta	79
May Serve	34	Skateboarding	64
Meal Plan Exemptions	72	Small Group Bible Studies	36, 38
Medical Insurance	50	Sociology/Social Work Club	79
Movies	89	Solicitation	70
Multicultural Club	54, 79	Spiritual Formation Options	38
Multicultural Services	54	Spiritual Formation Program	34
Murdock Learning Resource Center	97, 106	Storage	68
Music	80	Student Accounts	28, 106
On-Campus Residency Policy	56	Student Life	32, 106
Outdoor Club	79	Substance Use and Abuse	86
Phone Procedures	99	Theatre	80
Pornography	90	Theatre Box Office	106
Protests	91	Theft	90
Psi Chi	79	University Store	96, 106
Recycling	99	Visitation	66
Registrar	24, 106	Work Request Process	99
Residence Halls	58	Work-Study Program	96
Residence Life	56		
Residence Life Staff	58		

RESOURCES

NOTES

<u>Place</u>	<u>Business Hours</u>	<u>Primary Contact</u>
Box Office Ext. 3844	Mon. – Fri. 1 – 4 p.m. from Monday prior to opening week through the run of the play or musical	Mel Schroeder
Bruin Den Ext. 2505	Mon. – Thurs. 7:30 a.m. – 4 p.m. Fri. 7:30 a.m. – 8:30 p.m.	
The Cage — Wheeler Ext. 2924	Mon. – Thurs. 7:45 a.m. – 10 p.m. Fri. 7:45 a.m. – 7 p.m. Sat. 10 a.m. – 4 p.m., Sun. 2 p.m. – 6 p.m.	
Career Services Ext. 2330	Mon. and Fri. 8 a.m. – 5 p.m. Tues., Wed., Thurs. 8 a.m. – 6 p.m.	Bonnie Jerke
Financial Aid Ext. 2230	Mon. – Fri. 8 a.m. – 5 p.m. Chris Schlarbaum (A-K), Terri Crawford (L-Z)	
Food Services Ext. 2500	Mon. – Fri. 7:15 a.m. – 2 p.m., 4:30 p.m. – 7 p.m. Sat. – Sun. 8 a.m. – 2 p.m., 4:30 p.m. – 7 p.m.	Denny Lawrence
The Foxhole Ext. 3020	Sun. – Thurs. 8 p.m. – midnight	ASC
Help Desk Ext. 4357	Mon. – Fri. 8 a.m. – 5 p.m. 554-2569, On campus: HELP (4357)	Kandie Comfort
Library Ext. 2410	Mon. – Thurs. 7:45 a.m. – 11 p.m. Fri. 7:45 a.m. – 5 p.m. Sat. 9 a.m. – 6 p.m. Sun. 2 p.m. – 10 p.m.	Merrill Johnson
Registrar Ext. 2218	Mon. – Fri. 8 a.m. – 5 p.m.	TBA
Security Ext. 2090	Mon. – Fri. 8 a.m. – 4 p.m. 24-hour emergency phone: 554-2090	Bill Mulholland
Student Accounts Ext. 2290	Mon. – Fri. 8 a.m. – 5 p.m. Except: Tues. 10 a.m. – noon	Susan Hampton
Student Life Office Ext. 2310	Mon. – Fri. 8 a.m. – 5 p.m.	Ann Mansfield
SUB Basement	Mon. – Sun. noon – 2 a.m.	ASC Office
University Store Ext. 2540	Mon. – Thurs. 8 a.m. – 7 p.m. Fri. 8 a.m. – 5 p.m. Exception: First 2 wks of semester open 8 a.m. – 5 p.m.	Andy Dunn