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AUTHENTIC LIFE

UNDERGRADUATE
STUDENT
HANDBOOK
2004-05

GEORGE FOX
UNIVERSITY

UNDERGRADUATE STUDENT HANDBOOK 2004-05



GEORGE FOX
UNIVERSITY

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	Residence Life and Housing	58
George Fox Mission Statement	6	Residency Policy	58
George Fox Values Statement	6	Residence Life Staff	58
Frequently Asked Questions	8	Housing Facilities	60
Community Membership:		Automobiles and Parking	62
A Process of Discovery	12	Bicycles	64
Academic Affairs		Holiday Break Closures	64
Attendance	16	Room Decorations	64
Steps for Academic Success	16	Laundry	68
Academic Organization	20	Computer Use	64
Registrar's Office	26	Skateboarding	72
Academic Honesty	26	Keys	66
Student Financial Services	28	Right of Entrance	70
Student Life		Lockup	68
Campus Ministries	32	Visitation	72
Spiritual Formation Program	34	Storage	72
Career Services	44	Room Changes	70
Learning About Career Development	44	Guests of Students	66
Preparing for and Finding Employment	44	Solicitation	74
Participating in Special Career Events	46	Student ID Cards	74
The Academic Resource Center (ARC)	46	Food Service	76
Health/Counseling Services	50	Meal Plan Exemptions	78
Health Services	50	Student Leadership	79
Counseling Services	50	ASC	79
Medical Insurance	52	Intercollegiate and Co-curricular	
Disability Services	54	Opportunities	81
Multicultural Services	56	Mentoring Program	81
Multicultural Club	56	Community Life	84
International Student Services	56	Lordship of Jesus Christ	84
		Responsibilities for Behavior	
		and Attitudes	85
		The Responsibility of Community	94
		Discipline Process	94
		Campus Services	98
		University Store	98
		Banks	98
		Student Employment Program	98
		Instructional Media Services	99
		Murdock Learning Resource Center	99
		Mail Services	100
		Phase II	101
		Phone Procedures	101
		Work Request Process	102
		Fire Emergency	102
		Campus Security	102
		Lost and Found	102
		Emergency Medical Assistance	103
		Emergency Phone Numbers	103
		Campus Map	104
		Index	106
		Resources	108

August

9 Monday

10 Tuesday

11 Wednesday

12 Thursday

13 Friday

14 Saturday

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

*Payment for fall semester due
(monthly payment plan
participants pay on the
15th of every month)*

15 Sunday

REJECTED

UNIVERSITY THEMES

Think it's easy coming up with a theme that captures the vision for the entire university? Think again. For your entertainment, this year's handbook includes some of the options that weren't quite right . . .

WELCOME

"The leaders of the future will be those who dare to claim their irrelevance in the contemporary world as a divine vocation that allows them to enter into a deep solidarity with the anguish underlying all the glitter of success, and to bring the light of Jesus there."

— Henri Nouwen in *In the Name of Jesus*

It is certainly my pleasure to welcome you to a year of personal growth on the campus of George Fox University! We are thrilled that you have joined this living and learning community and look forward to engaging in the challenges and opportunities of the coming year with you. It is our deepest hope and commitment that you will find George Fox to be a caring and supportive Christ-centered home where you are stretched intellectually, socially, and spiritually.

This year's theme is "Authentic Life. Live It." It represents our hope that each of you will learn to live authentic lives, grounded in an awareness and appreciation of the unique gifts and abilities with which God has gifted you. We trust that you will dream big dreams as you anticipate and pursue God's call on your life but, most of all, that you will continue to develop as individuals of courage, conviction, and character. That is what it means to live authentically in our troubled world.

George Fox University seeks to cultivate a community that glorifies God, respects and celebrates diversity in its

many forms, and encourages your academic success and personal growth. We welcome your unique strengths, talents, reflections, ideas,



and experiences and anticipate a great year together as God shapes our lives and our community.

If I can be of any assistance to you,

please don't hesitate to stop by my office on the third floor of the Stevens Center, call me at 503-554-2312, or e-mail me at blau@georgefox.edu. The Office of Student Life is here to serve you and our sincere desire is that you will live an authentic life as you experience God's grace and power in the coming year!

Wishing you God's richest blessings,

Brad

Brad A. Lau

Vice President for Student Life

August

16 Monday

17 Tuesday

18 Wednesday

19 Thursday

20 Friday

21 Saturday

22 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

23 Monday

24 Tuesday

25 Wednesday

26 Thursday

27 Friday

*New students register, 8:30–noon
Residence halls open to new students, 8 a.m.
New student/parent convocation
Meal service: lunch for new students*

*Registration confirmation of returning students, 8 a.m. to 1 p.m.
Residence halls open to returning students, 8 a.m.*

28 Saturday

29 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 ADVANCE Leadership Development Program. See page 79 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 85) 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 94-97).

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

A 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 94).

Q Can I visit my friends of the opposite sex in other living areas?

A In University housing, visitation hours are set and outlined clearly for students. It is expected that students will respect and adhere to the set hours (see page 72).

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

A The university discourages the use of the industry rating code as a guide in determining which films are acceptable. Students are admonished to select films of aesthetic and ethical interest that offer an important perspective on contemporary culture. It is expected that individuals will diligently use Christian principles in selecting films (see page 92).

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 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 encouraged at George Fox.

September

30 Monday

Fall semester classes begin, 8 a.m.
Late registration confirmation fee begins (\$50)
Add/drop period begins (see "financial arrangements"
in the undergraduate catalog)

31 Tuesday

1 Wednesday

Honors Convocation, 10 a.m., Bauman Auditorium
Scholarship Lunch, 11:30 a.m.

2 Thursday

Church Connection Day, Cap and Gown Room

3 Friday

Last day to register
ASC event: Movie on the lawn
Final deadline for health insurance waiver and
proof of coverage

4 Saturday

5 Sunday

September

6 Monday

7 Tuesday

8 Wednesday

Serve Day

9 Thursday

10 Friday

Last day to add/drop (see "financial arrangements" in the undergraduate catalog)
ASC event: Capture the flag
Band/choir retreat

11 Saturday

12 Sunday

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. The Office of Residence Life and Security Services personnel may also be informed due to the university's expectation that suspended students 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 packets, outlining the process and policies, are mailed out to student mailboxes in the early part of spring semester. The sign-up process is currently under review. Any changes will be communicated in an appropriate and timely manner to students.

Q How do I get permission to live off campus?

A Only those students meeting the criteria (mainly commuters and seniors) will be permitted to live off-campus, as long as they apply within the stated time frames. George Fox is a residential university, and the residential experience is highly valued (see page 58).

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

A You may speak with either someone from Bon Appétit (the general manager or one of his/her designees), or with the Associate Dean of Student

Leadership's office. Every effort is made to accommodate student schedules and dietary needs. Students with dietary restrictions should review the exemption process on page 76.

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

A Talk with your assigned student accounts specialist. Student Financial Services is located on the first floor of the Edward F. Stevens Center. See page 30 for more information about Student Financial Services.

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.

Q As a student, what is my responsibility in communication and obtaining vital information?

A The university strives to communicate effectively through a variety of media. Students are expected to frequently check their campus mailboxes, their personal university e-mail accounts, and the Student News and Information e-mail folder. These contain important information/deadlines that students are responsible to know.

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-

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 workforce?

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 with all your soul and with all your



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

September

13 Monday

*Withdraw fee begins (see "financial arrangements" in the undergraduate catalog)
Christian Life Week*

14 Tuesday

Christian Life Week

15 Wednesday

Christian Life Week

16 Thursday

Lori McLaughlin art exhibit opens, Lindgren Gallery

17 Friday

ASC event: Tilikum Concert

18 Saturday

19 Sunday

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

REJECTED

UNIVERSITY THEME #1



My name is George
and you are a Fox.

woman who knows how to pursue
knowledge and how to use it to bene-
fit others. When you pursue knowl-
edge with humility and generosity,
you will become wise — and help
others around you do the same.

As you grow in commitment, char-
acter, 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 pur-
suing commitment, character,
and wisdom right beside you.
Not only will you build a
foundation in your area of
interest, you will also be chal-
lenged 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 guide-
lines contained in this hand-
book.

We also want you to con-
sider this handbook as a
resource — a place to turn for infor-
mation, 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 knowl-
edge and truth.

September

20 Monday

Peace Supper, 6 p.m., Cap and Gown Room

21 Tuesday

22 Wednesday

23 Thursday

24 Friday

*Last day to exercise pass/no pass option
ASC event: TBA*

25 Saturday

26 Sunday

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

As you grow in commitment, char-
acter, and wisdom, you will also grow
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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 our

THEME #1



My name is _____
and you are a Fox.

woman who knows how to pursue
knowledge and how to use it to bene-
fit others. When you pursue knowl-
edge with humility and generosity,
you will become wise — and help
others around you do the same.

length
as you prepare to
with what you have learned
within and outside of the
classroom.

Remember that

do not make travel plans
until the end of finals

consider this handbook
resource — a place to turn for infor-
mation, 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
potential.

potential. Remember, from their personal
experience, they know that the syllabus
is a resource throughout the semester.
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 syl-
labus and will meet the deadlines list-
ed (unless changes are announced in
class). The best plan is to read the
syllabus when you receive it, review
it, and ask for clarification of

September

20 Monday

Peace Supper, 6 p.m., Cap and Gown Room

21 Tuesday

Missions Week

29 Wednesday

Missions Week

30 Thursday

Fall Bruin Preview /
Performing Arts Showcase, 10:40 a.m.

2 Saturday

3 Sunday

OFFICE OF 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 Office of the Registrar. 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 page 34. Students are never "excused" from their course work because of absences. Consult the course syllabus on the policies for making up work because of an illness. If you need to be excused due to a personal or family emergency, obtain documentation from the dean of student's office and make it available to your instructors. Permission to be absent from class to participate in co-curricular university activities must be granted by the Office of Academic Affairs. 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 situa-



tion 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 best plan is to read the syllabus when you receive it, review it often, and ask for clarification of

September

27 Monday

Missions Week

28 Tuesday

Missions Week

29 Wednesday

Missions Week

30 Thursday

1 Friday

Fall Bruin Preview /
Performing Arts Showcase, 10:40 a.m.

2 Saturday

3 Sunday

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 important ways you can reduce your outside study time and show respect to both your professors and fellow class-

mates 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 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,

October

4 Monday

5 Tuesday

6 Wednesday

7 Thursday

8 Friday

Midsemester holiday

9 Saturday

10 Sunday

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.

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

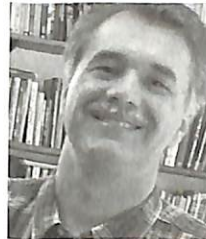
Academic Organization

Robin BakerProvost
ext. 2142, WMH

Becky AnkenyAssociate V.P. of Academic Affairs
ext. 2146, WMH

Missy TerryExecutive Assistant to the Provost
ext. 2141, WMH

Stephanie JonesAdministrative Assistant
ext. 2140, WMH



Robin Baker
Provost
ext. 2142

School of Arts and Sciences

Hank HelsabeckDean, ext. 2143, WMH

Communication Arts

Craig JohnsonChair, ext. 2610, MIN

Performing Arts

Loren WenzChair, ext. 2623, ROS

Visual Arts

Tim TimmermanChair, ext. 2628, BRO

Biology and Chemistry

Don PowersChair, ext. 2705, EHS

Family and Consumer Science

Terrie BoehrChair, ext. 2862, LEM

Health and Human Performance

Steve GrantChair, ext. 2917, WSC

October

11 Monday

12 Tuesday

Faculty Lecture: TBA

13 Wednesday

14 Thursday

Peace Supper, 6 p.m., Cap and Gown Room

15 Friday

Students in Recital, 12:40 p.m., Bauman Auditorium

SAC Sophomore Event

16 Saturday

17 Sunday

ASC Event: '70s Dance, 8 p.m.

History and Political Science

Caitlin ComingChair., ext. 2673, CEN

Math, Computer Science, and Engineering

Hank HelsabeckChair, ext. 2720, EHS

Religious Studies

Paul AndersonChair, ext. 2651, ROS

Writing/Literature

Bill JolliffChair, ext. 2603, MIN

School of Behavioral and Health Sciences

Jim FosterDean, ext. 2144, HVR

Undergraduate Psychology

Jim FosterChair, ext. 2144, HVR

Clinical Psychology

Wayne AdamsDirector, ext. 2760

Sociology/Social Work

Clifford RosenbohmChair, ext. 2748, HVR

School of Education

Jim WorthingtonDean, ext. 2871, RSH

Mark AnkenyAssociate Dean/Chair, Department of Educational
Foundations and Leadership, ext. 2838, RSH

Undergraduate Teacher Education

Beth LaForceChair, ext. 2833, LEM

Graduate Teacher Education/MAT Day Program

Donna PhillipsChair/Director, ext. 2852, LEM

MAT at Night Program

Roy BunchDirector, ext. 6112, LEM

M.Ed.

Marc SheltonDirector, ext. 2869, RSH

Ed.D.

Mark AnkenyDirector, ext. 2838, RSH

Administrative Licensure Program

Steve CathersDirector, ext. 2841, RSH

Graduate Department of Counseling

Karin JordanDirector, ext. 6141, Portland Center

School of Management

Wes BaldaDean, ext. 2814, HVR

Business and Economics

Michele JohnsonChair, ext. 2813, HVR

MBA

Alan KlugeDirector, ext. 2823, HVR

October

18 Monday

Quaker Heritage Week

19 Tuesday

Quaker Heritage Week

20 Wednesday

Quaker Heritage Week

21 Thursday

Mark Terry art exhibit opens, Lindgren Gallery

22 Friday

*ASC event: All-campus retreat (10/22 to 10/24)
Art retreat (10/22 to 10/23)*

23 Saturday

24 Sunday

Center for Global Studies and Center for Peace and Justice

Lon FendallDirector, ext. TBA, HVR

George Fox Evangelical Seminary

Jules GlanzerDean, ext. 6152, Portland Center
M.Div.

Dan BrunnerDirector, ext. 6160, Portland Center
D.Min.

Chuck ConniryDirector, ext. 6163, Portland Center
C.Min.

Laura SimmonsDirector, ext. 6157, Portland Center

Spiritual Formation

MaryKate MorseDirector, ext. 6158, Portland Center

Location Key

BUSBusiness and Economics Department Offices

CENCenter Street House

EHSEdwards-Holman Science Center

HVRHoover Academic Building

LEMLemmons Center

MINMinthorn Hall

ROSRoss Center

RSHRiver Street House

WMHWood-Mar Hall

WSCWheeler Sports Center



October

25 Monday

Woolman Forum (10/25 to 10/27)

26 Tuesday

27 Wednesday

28 Thursday

*Fall theatre production, 7:30 p.m., Wood-Mar
Auditorium (10/28 to 10/30)*

29 Friday

ASC event: Fall Festival, Wheeler, 8 p.m.

30 Saturday

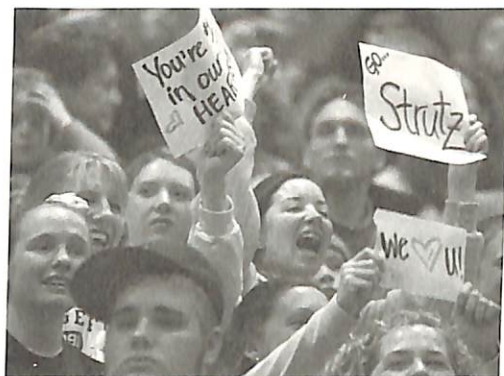
31 Sunday

OCTOBER

Office of the Registrar

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
- Course schedules, degree requirements, and frequently used forms are available on the Web at registrar.georgefox.edu. Students may access personal academic information at bruindata.georgefox.edu.

Office hours are 8 a.m. to 5 p.m., Monday to Friday. Phone 503-554-2210.

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 Office of Academic Affairs handles academic dishonesty issues in conjunction with the Office of Student Life.

November

1 Monday

2 Tuesday

3 Wednesday

4 Thursday

Fall theatre production, 7:30 p.m., Wood-Mar Auditorium (11/4 to 11/6)

5 Friday

Last day to withdraw from class
Family Weekend (11/5 to 11/7)
Auxiliary Bazaar (11/5 to 11/6)

6 Saturday

7 Sunday

ASC Event: Comedy Sports, 8 p.m.

STUDENT FINANCIAL SERVICES

Student Financial Services coordinates services related to financial aid and student payment. The office is located on the first floor of the Edward F. Stevens Center.

Financial Aid

The office is responsible for processing all financial aid, including scholarships, grants, loans and student employment. Student Financial Services can help students complete all necessary applications for financial aid, including the Free Application for Federal Student Aid (FAFSA).

Students who apply for aid are sent an award letter indicating the forms of aid for which they qualify. The award notification must be signed and returned to Student Financial Services indicating the student's

acceptance or rejection of the aid offered. Aid cannot be applied to the student's account until the signed award letter is returned to the office.

Payment

Student Financial Services also records, bills, and receives payments for tuition, course fees, room and board, housing deposits, parking fines, and payments on accounts. Financial aid funds accepted by students are applied to their accounts and bills are sent for the balance due.

Students and their families may choose one of two payment options: the Semester Payment Plan, in which payment is due in full by August 15, 2004; or the Monthly Payment Plan, in which payments may be made over nine to 12 months based on the stu-



November

8 Monday

*Woolman Forum (11/8 to 11/10)
Cultural Celebration Week (11/8 to 11/12)*

9 Tuesday

10 Wednesday

11 Thursday

*Jazz Concert, 7 p.m., Bauman Auditorium
ASC event: Salsa Dance, Wheeler, 8:30 p.m.
Fall Bruin Preview II (11/11 to 11/12)*

12 Friday

*Students in Recital, 12:40 p.m., Bauman Auditorium
SAC Murder Mystery Dinner*

13 Saturday

14 Sunday

dent/family-initiated start date of the plan. For the Monthly Payment Plan, students pay a \$55 enrollment fee and the balance included in the payment plan (deferred balance) will be free of finance charges as long as the student/family are current on their payments.

Student Financial Services Staff

Student Financial Services has a variety of individuals to assist students.

In reference to financial aid:

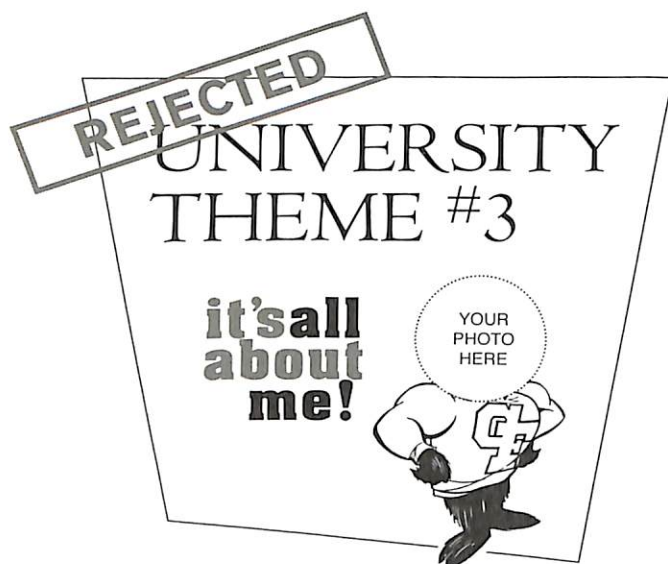
Last	SFS	
Name	Personnel	Extension
A-G	Chris Schlarbaum	2234
H-O	Susan Hampton	2294
P-Z	Terri Crawford	2231

In reference to student accounts:

Last	SFS	
Name	Personnel	Extension
A-G	Carolyn Stansell	2237
H-O	Joyce Staats	2299
P-Z	Janet Herron	2293

Students on financial aid are expected to maintain satisfactory academic progress to continue their eligibility for financial aid. Please refer to the Student Financial Services website or the catalog for more information on this.

Students who drop courses need to be aware of the refund/replacement policy. Please refer to the Student Financial Services website or the catalog for more information.



November

15 Monday

Quaker Heritage Week (11/15 to 11/17)

16 Tuesday

17 Wednesday

18 Thursday

19 Friday

Chehalem Symphony, 7:30 p.m., Bauman Auditorium

20 Saturday

21 Sunday

OFFICE OF 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 the Office of Student Life are committed to assisting you in your journey, enhancing and improving your experience by providing staff and services to help you reach your full potential as a stu-

dent at George Fox University.

This section of the handbook is an introduction to various departments and services within the Office of Student Life. Feel free to contact the appropriate offices for further information.



Mark Pothoff
Dean of Students
ext. 2313

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 your



Gregg Lamm
Campus Pastor
ext. 2321

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 Campus Ministries.

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 about a stressful or troubling situa-

November

22 Monday

23 Tuesday

24 Wednesday

25 Thursday

Thanksgiving holiday (no school)

26 Friday

Thanksgiving holiday (no school)

27 Saturday

28 Sunday

tion. 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 Health and Counseling Services 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 disciples student leaders for these ventures.



May Serve is a monthlong serve trip during May Term. Past May Serve teams have visited Ukraine, Brazil, India, Jamaica, Romania, Cuba, The Philippines, Russia and Nepal. 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 primary components:

Chapel is a time of learning, praise, and worship. Chapel services are held Monday and

Wednesday mornings from 10:40 to 11:30 a.m. 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

29 Monday

*Registration confirmation for spring semester and May Term (12/1 to 12/5)
Peace Supper, 6 p.m., Cap and Gown Room*

30 Tuesday

1 Wednesday

2 Thursday

3 Friday

*ASC event: Christmas
Candlelighting ceremony
Auxiliary Lunch, 12 p.m.*

4 Saturday

*Christmas Concert, 7 p.m., New Hope
Community Church*

5 Sunday

Scanners for ID Cards

Scanners for recording student attendance at Spiritual Formation events are mounted at all inside entries on the south side of Bauman Auditorium. In addition, Hoover 104 has scanners mounted near the east entry door. Students will record their attendance at Spiritual Formation functions by swiping their ID cards at these locations (magstripe facing left) to receive credit for attendance at Spiritual Formation events.

Small-group Bible studies offer a time of worship, study, prayer, accountability and fellowship with other students. These small-group Bible studies are held many different times during the week.

Morning and Evening Prayer

Using the *Book of Common Prayer* as their guide, this group of GFU community members meets Monday through Friday, 7:30–7:50 a.m. and 5–5:20 p.m. Students receive one Spiritual Formation credit for every four times they attend morning or evening prayers (up to 6 hours per semester).



Spiritual Formation Program 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

Events13 credits
Small Group4 credits
Serve Trip4 credits

Option 2

Events17 credits
Small Group4 credits

Option 3

Events17 credits
Serve Trip4 credits

Option 4

Events21 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 Campus Ministries within the first three weeks of the semester.

Students attending Winter Serve or Spring Serve earn four Spiritual

December

6 Monday

Small Ensemble Concert, 7:30 p.m.

7 Tuesday

8 Wednesday

9 Thursday

10 Friday

*Christmas Concert, 7:30 p.m., Bauman Auditorium, (12/10 to 12/11)
Fall semester classes end
Fine Arts open house*

11 Saturday

12 Sunday

ASC event: The Jingle Bell Hop, 8 p.m.

Formation credits for the semester. Students choosing this option must sign up before the deadlines for each of these trips.

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.

More on 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. 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. Generally, only services provided in the Spiritual Formation calendar will be counted for Spiritual Formation credit. Outside services such as church involvement may not be used to obtain Spiritual Formation credit.

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 4 Spiritual Formation credits for the semester just ending.



December

13 Monday

Study Day

14 Tuesday

Final exams

15 Wednesday

Final exams

*Study Day
Payment for spring semester due (monthly payment
plan participants pay on the 15th of every month)*

16 Thursday

Final exams

17 Friday

Final exams

18 Saturday

*Residence halls close, 2 p.m.
Midyear commencement, 2 p.m.*

19 Sunday

DECEMBER

Absences

Absences due to activities such as field trips, athletic team participation, band and choir tours, etc., are not considered excused. Students who participate in these activities are responsible to 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 10, 2004, for the fall semester, and Friday, January 21, 2005, for the spring semester.

Students who are 23 years of age or older are automatically exempt from the spiritual formation program and do not need to fill out an exemption form.

December

20 Monday

Christmas holiday (12/20 to 1/9)

21 Tuesday

22 Wednesday

23 Thursday

24 Friday

25 Saturday

26 Sunday

Christmas Day

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 10, 2004, for the fall semester, and Friday, January 21, 2005, for the spring semester.

Field Experience

Students are expected to plan field experience so they can earn their 21

Spiritual Formation credits. Rare exceptions are made in communication with professors if specific field experiences directly conflict with the Spiritual Formation schedule.

Spiritual Formation Accountability

The consequences for students on Spiritual Formation probation is currently under review. Appropriate changes will be communicated to students in a timely manner.

Please see the office of student life Web page at www.georgefox.edu/offices/student_life/index.html for updates and/or additions to the student handbook.

December

27 Monday

28 Tuesday

29 Wednesday

30 Thursday

31 Friday

1 Saturday

New Year's Day

2 Sunday

DECEMBER

REJECTED

UNIVERSITY
THEME #4

Can
you
hear
me
now?



CAREER SERVICES

A DEPARTMENT OF STUDENT LIFE

Career Services 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. Career Services: Start Here, Go Anywhere.

Career Planning Through Counseling and Education



Bonnie Jerke
Director of
Career Services
ext. 2332

• Career Classes Online

GEED 214
Claim Your Career Calling
(for freshmen and sophomores selecting a major)

GEED 216
Become Workplace Familiar (for

sophomores and juniors needing to connect with the workplace)

GEED 218 *Find Suitable Employment* (for juniors and seniors seeking employment)

BUSN 275 exploratory internship for credit

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

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

schools, labor market, employers, and job search skills.

• **Job Hunter's Success 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, now online.

Preparing For and Finding Employment

• **Career Contact Network** database of professional alumni advisors available to both students and alumni via JobConnect (<http://jobconnect.georgefox.edu>). Please contact Career Services for your password or additional networking contacts

• **Internship resources** that provide guidance and employer contacts, virtual internship center at careers.georgefox.edu

• **Job postings** published on Foxmail JobsBoard and on the Career Services Web page (<http://jobconnect.georgefox.edu>), students can practice professional interviewing through videotaped mock interviews. Resume writing workshops scheduled by major. Available positions include full-time, part-time, seasonal, volunteer, and internship opportunities (in addition to others). On-campus recruiting occurs at the request of employers to offer information and/or interviews for position openings.

• **Teacher job search tools:** instruction and assistance provided for com-

January

3 Monday

Serve trips (1/3 to 1/8)

Time to file your 2005-06 FAFSA

4 Tuesday

5 Wednesday

6 Thursday

7 Friday

8 Saturday

9 Sunday

Registration confirmation of all students
Residence halls open for all students, 1 p.m.
Spring orientation for new students

pleting a self-managed professional file for their job searches; writing a resume; getting recommendations; and best ways to find a teaching job.

Participating in Special Career Events

- **A Fall Promotional Campaign** introduces students to the office and invites participation on a special give-away.

- **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 Dinner** provides additional opportunity for students to network and learn about the workplace from George Fox alumni, and hear from a certified etiquette trainer.

- **Fall Internship and Volunteer Fair** is 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 and volunteer 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, internships, and graduate school recruitment.

- **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.

The Academic Resource Center

The Academic Resource Center, housed in the Student Life area on the third floor of the Stevens Center, consists of three primary branches: the ARC Writing Center, Learning Resources, and Tutoring Services.

Peer Consultants in the *ARC Writing Center* provide guidance and feedback for students engaged in the writing process. Peer Consultants are students from various majors who have strong writing skills in their disciplines. The Writing Center does not provide a drop-off editing service. Students meet individually with a Peer Consultant to work through assignments, application essays, or other projects. The focus of each session is on the process of creating sound written work.

All of us can benefit from sharpening our skills or acquiring new strategies that support our learning. The *Learning Resources* component of the Center includes workshops and individual advising on topics such as:

- Reading strategies
- Note-taking skills
- Exam preparation
- Avoiding procrastination
- Time management.

Handouts on these and other topics are available in the Academic Resource Center. The Center's Web site also

January

10 Monday

Spring semester classes begin
Late registration confirmation fee begins (\$50)

11 Tuesday

12 Wednesday

13 Thursday

14 Friday

Last day to register

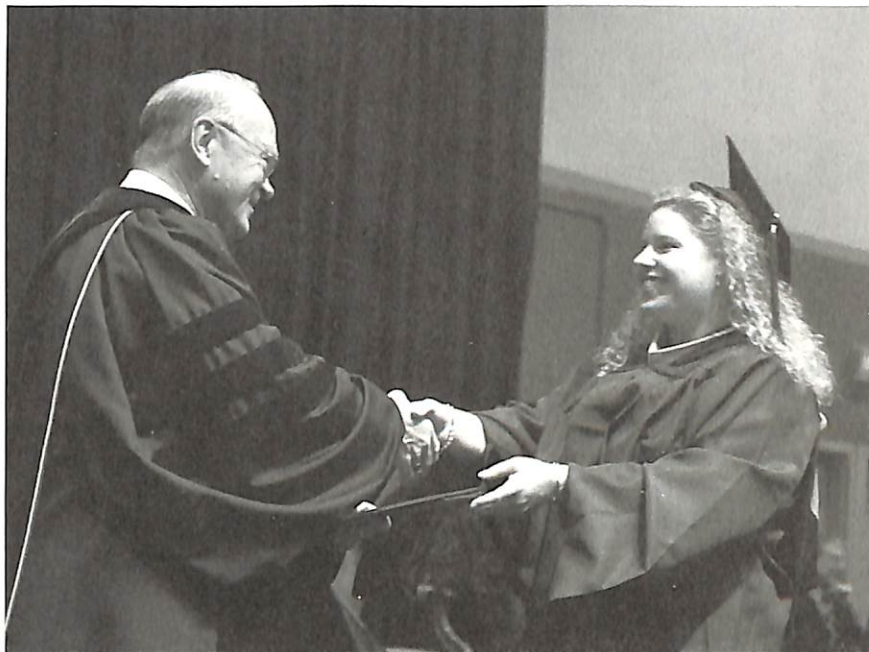
15 Saturday

16 Sunday

includes links to other learning-related resources.

Students desiring *Tutoring Services* for specific courses should first go to labs on campus that offer discipline-specific tutoring (e.g., math or languages). If such services do not exist, students can check to see if an ARC Peer Consultant has experience with

the course or discipline. An appointment can then be made with the appropriate Peer Consultant. Information about campus tutoring resources can be found on our Web site. Additional information on each of these areas is available at www.georgefox.edu/arc.



January

17 Monday

Martin Luther King Jr. holiday

18 Tuesday

Peace Supper, 6 p.m., Cap and Gown Room

19 Wednesday

20 Thursday

21 Friday

Last day to add/drop

22 Saturday

23 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. Health and Counseling Services 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.

Health and Counseling Services 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 insurance. 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 provider 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 including prescriptions
- Women's health services
- Immunizations and allergy injections
- Health education

Each student must complete a Health History form, a Measles Record form, and a Major Medical Insurance form, the last of which is completed annually. These records are kept in Health and Counseling Services. 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 Office of Student Life.

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

January

24 Monday

Course withdraw fee begins (see "financial arrangements in undergraduate catalog")
Spring Theological Conference (1/24 to 1/26)

25 Tuesday

26 Wednesday

27 Thursday

28 Friday

ASC Event: Let's Make A Deal, 8 p.m.

29 Saturday

30 Sunday

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 Health and 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 8 hours or more) to carry medical insurance and provide proof of coverage annually. Students who do not document medical insurance to Health and Counseling Services 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 Health and Counseling Services Web site. Help with claims can also be obtained at Health and Counseling Services. Cost of this coverage is about \$1,000 for 12 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.

Class Absences Due to Illness

As soon as you know your illness is going to affect your class attendance or performance, contact your professors. Documentation of extended illness is issued by Health and Counseling Services 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.

February

31 Monday

1 Tuesday

2 Wednesday

*Winter Theatre Production, 7:30 p.m.,
Wood-Mar Auditorium (2/2 to 2/12)*

3 Thursday

4 Friday

*Last day to exercise pass/no pass option
ASC event: Dating Game, 8 p.m.
Auxiliary Lunch, 12 p.m.*

5 Saturday

6 Sunday

When Health and Counseling Services is closed . . .

Non-emergency Medical and Counseling Problems

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

2. Consult 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.

DISABILITY SERVICES

A DEPARTMENT OF STUDENT LIFE

The Office of Student Life coordinates services for students with disabilities. This office also promotes campus awareness of issues and needs related to disabilities. Disability Services works with a student to arrange appropriate academic adjustments, modifications, or services given the context of a particular class or area of campus. Services have included note takers, exam accommodations, arrangements for priority seating, or adaptive technology.

Interested students should contact Disability Services and provide documentation of disability and information concerning desired accommodations. Students are encouraged to contact Disability Services as early as possible to make arrangements for necessary support services. More details are available at www.georgefox.edu/offices/disab_services, or call Rick Muthiah, Academic Resource Center Director, at extension 2314.



February

7 Monday

Band Concert, 7:30 p.m.

8 Tuesday

9 Wednesday

10 Thursday

11 Friday

*Students in Recital, 12:40 p.m., Bauman Auditorium
ASC event: Lip Sync*

12 Saturday

13 Sunday

FEBRUARY

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 God, and that God creates and celebrates racial and cultural diversity and wants us to join him in his appreciation and celebration. Multicultural Services provides opportunities for students to become more aware and appreciative of one another in terms of diversity-in-unity within the student body. It also provides support, encouragement, and guidance to American ethnic minority students.

Multicultural Club

This club provides a forum for students to explore and celebrate different cultures. As students experience cultural activities together, they experience friendship and mutual support.

Special Events

Every year, Cultural Celebration Week is celebrated in chapel and in special activities. Martin Luther King Jr. Day is celebrated through a special chapel. Each year, students host the Northwest Conference on Racial Reconciliation.

International Student Services exists to meet the needs that are unique to international students on our campus. The services provided by this office include providing an international student orientation, which is in addition to the orientation for all George Fox students. Also, all incoming international students are given the opportunity to be involved with a Fox Friendship Family from our campus community.

Support services provided include personal and academic counseling, as well as visa information regarding immigration and naturalization regulations. Various activities for international students are also planned, including involving international students in our annual Cultural Celebration Week.



Alex Pia
Director of
International
Student Services
ext. 2643

International Student Club

This club is organized by international students for the purpose of providing an opportunity for students from a variety of cultures to enjoy cultural activities together, as well as provide mutual support and encouragement to one another.

February

14 Monday

Valentine's Day

15 Tuesday

Peace Supper, 6 p.m., Cap and Gown Room

16 Wednesday

17 Thursday

18 Friday

ASC event: '80s Dance, 8 p.m.

19 Saturday

20 Sunday

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.

Off-Campus Housing Policy

A full-time undergraduate student must occupy university housing unless she or he has applied to live off campus and has been approved by the housing office under the Off-Campus Housing Policy. Students may qualify under this policy if they are:

1. Commuting from their parent's home (parents must sign the OCH application)
2. Married students living off campus
3. Undergraduate students who are 23 years or older on the first day of classes of the requested year.
4. Fifth-year seniors
5. Students defined as seniors with 93 or more college/university earned credits
6. Students who will be in their fourth year since graduating from high school and have completed three full-time years of college.

The application period for off-campus housing will be the month of February. Applications turned in beyond the due date may not be considered. Those students who attain senior status in December, second semester transfer students, and those returning from consortium will be able to apply to live off campus during a posted two-week period in December.

It is expected that all students who live off-campus will abide by the university's lifestyle policies. Those students who are living off campus and choose to violate the policies may have their approval to live off campus revoked and be required to return to university housing.

Residence Life Staff

Professional Staff

Area Coordinators (ACs)

Each living area is staffed by a full-time area coordinator, an administrator 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.

February

21 Monday

22 Tuesday

23 Wednesday

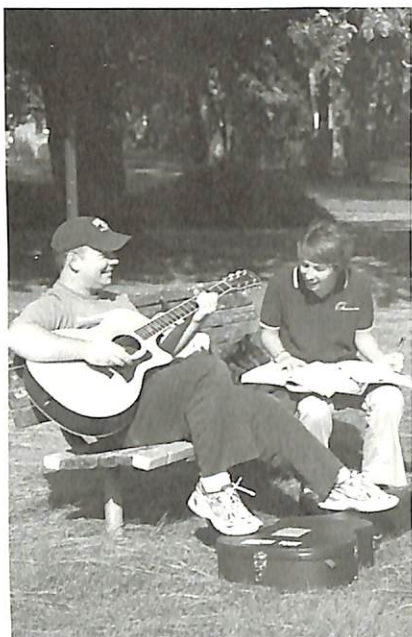
24 Thursday

25 Friday

Players Presents 7:30 p.m. (2/25 to 2/26)

26 Saturday

27 Sunday



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

Each community — floor, wing, apartment complex, house, etc. on campus 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 5 women in one wing and 54 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 assistant 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 51 men and 49 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 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 60 men. 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 bath-

March

28 Monday

Staley Lecture Series (2/28 to 3/2)

1 Tuesday

Oregon state scholarship application deadline

2 Wednesday

3 Thursday

4 Friday

*ASC Event: Theatre Games, 7:30 p.m.
SAC Senior Salute
All-Campus Retreat (3/4 to 3/6)*

5 Saturday

6 Sunday

room. 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 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 19 houses maintained by the university for student residents. These living areas house mostly returning students. All of the apartments and houses are fully furnished, with laundry facilities available in close proximity to each living area.

Living Learning Communities (LLCs)

Residence Life, with various other offices, is spearheading a new form of on-campus student housing at GFU. Students with common and focused interests partner with staff and faculty to create a living community centered upon these interests. Living learning communities provide opportunities for students to explore more deeply common themes, interests, passions and disciplines. These can be as varied as shared interest in languages, ministry, fine arts, or science. The communities enable students to explore and delve

into these areas while living, eating, and studying together. Each of the groups is enabled through the assistance of faculty and staff advisors who work closely with the living community. Each winter, proposals for new living learning communities will be accepted by Residence Life in order to determine the communities for the following academic year.



Residence Life / Housing Information Policies and Procedures Alcohol and Drugs

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. (see section on Substance Use and Abuse)

Automobiles and Parking

Roadworthy vehicles are permitted as long as Oregon and George Fox traffic regulations are observed. Within two weeks of being on cam-

March

7 Monday

8 Tuesday

Faculty Lecture 7:30 p.m.

9 Wednesday

10 Thursday

Jazz Band Invitational, 7:30 p.m., Bauman Auditorium

11 Friday

*Last day to withdraw from classes
Students in Recital, Bauman Auditorium, 12:40 p.m.
Band, Choir, Orchestra Concert, 8 p.m.*

12 Saturday

Parents Day of Prayer

13 Sunday

MARCH

pus, students are required to register any vehicle they use on campus with the director of Security Services. A registration number decal will be provided and must be displayed on the vehicle according to instructions.

Parking permits cost \$50, and must be purchased by every student driving to campus, whether parking in a university lot or curbside. 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. Otherwise students may park anywhere it is no marked "for employees only."

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 Security Services.

No motorized vehicles are permitted on sidewalks or within buildings, except for authorized Plant Services vehicles.

Baby Sitting and Child Care

Because of safety concerns and insurance limitations, facilitating on campus childcare is not permitted.

Breaks, Holidays and Residence Hall Closures

All residence halls and suites close at 2 p.m. on Saturday, December 18, 2004, and reopen at 1 p.m. on Sunday, January 9, 2005. The resi-

dence halls also close for spring break at 2 p.m. on Saturday, March 19, 2005, and reopen at 1 p.m. on Sunday, March 27, 2005. There is no food service during these school breaks. All apartments and houses remain open and accessible to their residents during these school breaks.

Bicycles

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. 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. Bicycles may not be left in hallways, as this is a fire hazard. The city of

Newberg requires all bicycle owners to register their bikes at the police department. There is no charge.

Please lock your bicycle. No bicycles are permitted on pedestrian accesses, and inside of any university buildings.

Computer Use

When utilizing a personal computer in university housing, students are encouraged to use surge protectors. (see section on Computer Use)

Decorations

Students may decorate their residences according to their own personal tastes. All decorations [including posters, hangings, etc] must be mutually agreed upon by any and all roommates [also see section in Anti Harassment Policy with regards to the creation of a "hostile environment"].

March

14 Monday

Peace Supper, 6 p.m., Cap and Gown Room

15 Tuesday

16 Wednesday

Honors Recital Competition, 7:30 p.m.

17 Thursday

Band Concert, 7:30 p.m., Bauman Auditorium

18 Friday

19 Saturday

20 Sunday

However, nothing is to be glued, nailed, or in any way attached to ceilings. Students are also prohibited from painting any part of their living area (e.g., walls, furniture, etc.). Note:



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.

Furniture

Each student living on campus is supplied with the necessary residence furnishings (bed, desk, dresser, closet, as well as all kitchen and living room furnishings in the apartments and houses). It should be noted that furniture differs throughout campus housing.

Generally, the university provides only the furniture a student has in their place of residence when they check in. Ironing boards are located in each laundry facility, and vacuum cleaners are provided for use in the living areas.

Students may wish to bring their own phones, irons, microwave ovens, study lamps (**halogen lamps of any kind are not permitted due to fire concerns**), TVs, VCRs, stereos, etc. 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. The University Store rents small refrigerators to students living in residence halls and suites. Generally, due to fire concerns space heaters are not permitted in student housing.

Guests

Guests of students are the responsibility of the student hosting the visit. 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.

Housing Assignments

The process of signing up for housing for the following year occurs in March. The process is administered through the Office of Student Life. Each student is mailed a housing packet prior to the housing sign-up process. Inquiries should be directed to the director of housing.

Keys

There is a \$10 charge for each unreturned or lost key. A \$45 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

March

21 Monday

*Spring break (3/21 to 3/25)
Serve trips (3/21 to 3/26)*

22 Tuesday

23 Wednesday

24 Thursday

25 Friday

Good Friday

26 Saturday

27 Sunday

Easter

returned to 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.

Laundry

Laundry facilities are located in close proximity to housing units and living areas. The University attempts to keep costs low and maintain the machines. Laundry facilities are operated by electronic cards. New students receive a card during check-in.

Add-value cards may be purchased in the Student Union Building and in the Sutton Hall lobby.

Linens

Students must provide their own linens and cleaning supplies. Note: There are two sizes of beds available in the residence halls and suites: 36" x 78.12" (standard) and 38" x 80" (extra long).

Lockup

Residence halls are locked at all times. Students may enter the residence hall where they live by using the card lock system. Phones are provided outside the residence halls to contact students in that area. 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.

Lofts

Lofts, both manufactured and hand-built, are not permitted in university housing. Beds must not be propped up or stacked with concrete blocks.

Loss and Theft Liability

The university accepts no responsibility for any loss or damage to personal possessions whether caused by theft, fire, flood, or other disasters. The resident is responsible for obtaining his/her own insurance for personal belongings. Information regarding the purchase of student personal property insurance from an outside agency may be obtained from the Office of Student Life.

Noise

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. (also see section on Quiet Hours)

Pets

Only small fish and turtles are allowed as pets in student housing.

Pornography

Pornographic material is prohibited. [see section on Pornography] This includes any item [which may include sexually provocative or explicit materi-

March

28 Monday

Classes resume

29 Tuesday

30 Wednesday

31 Thursday

ASC event: Mr. Bruin

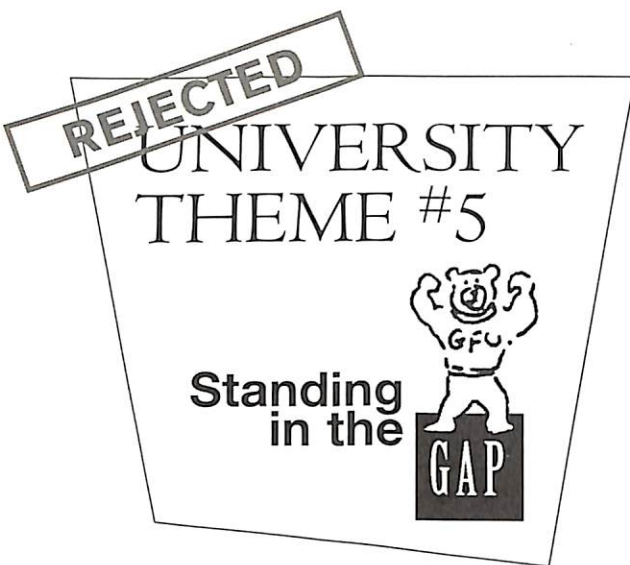
1 Friday

*Fox Film Festival, 5 p.m. (4/1 to 4/3)
Small Ensemble Concert, 7:30 p.m.*

2 Saturday

3 Sunday

Leadership Honors Dessert, 3 p.m.



al] whose content is exploitive or of concern to either sex (see Anti-Harassment Policy) In addition, pornographic materials are not to be used, posted, possessed, or distributed in any form on campus. This includes pornography on the Internet. Accessing pornography on the Internet may result in loss of personal access to the University's network. [see section on Computer Use] Any questions regarding what is or is not permissible should be directed to the Residence Life staff. [see section on Sexual Purity]

Pranks

While there are many fun and creative activities to engage in while living on campus, students are encouraged to promote an environment where respect for property and each individual community member is valued. Therefore, pranks are discouraged.

Quiet Hours

The quiet hours for all campus housing are daily from 10 p.m to 9 a.m. During this time the noise level should be appropriate for those stu-

dents who are studying or sleeping. Questions regarding what is appropriate can be directed to members of the Residence Life staff. See the Right of Entrance section (page 66-68) for more information regarding noise levels.

Right of Entrance

Your right to privacy is respected. University personnel may enter a student's room, apart-

ment, or house without notice only in emergencies where imminent danger to life, safety, health, or property is reasonably feared; when there is suspicion of 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 at least 24 hours in advance unless consent has been given. A work request to Plant Services is considered consent to enter. During breaks [such as Christmas and Spring Break] university personnel may be entering university housing in order to routinely assess the condition of fire alarms, smoke detectors, etc.

Room Changes

Room changes for fall semester may begin on Monday, September 13, 2004, and conclude on Friday, October 15, 2004. Room changes for

April

4 Monday

Preregistration week for 2003-04 school year

5 Tuesday

6 Wednesday

7 Thursday

Honors Recital, 7:30 p.m.

8 Friday

ASC Event: Fly Me Carnival
SAC Survivor
Elite Leadership Conference (4/8 to 4/10)

9 Saturday

10 Sunday

spring semester begin Monday, January 24, 2005, and conclude Friday, February 25, 2005. Note: Generally, no room change petition 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 the room change procedures will result in a \$50 charge.

Screens

Screens are provided in many campus housing facilities. Unless there is an emergency (e.g., a fire), the screens should not be removed. Students who occupy the specific rooms are responsible for their screens. Screens found to be bent, damaged, lost, or removed may result in a minimum \$50 charge per occurrence.

Security / Clery Act

In compliance with the Clery Act crime statistics and security policies are available on the George Fox University Web site at <http://www.georgefox.edu/offices/security/index.html> or at the Security Services office.

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 may be held accountable through the university's discipline system.

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 and will be disposed. The university is not responsible for lost, stolen, or damaged items.

Televisions

Students are permitted to have televisions in their residence. Cable television is permitted only in campus houses and apartments pending the approval of student life staff. Please see the apartment manager, house manager, or area coordinator in your living area for a copy of the cable television policy. Satellite dishes are prohibited in all campus housing.

Visitation

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

April

11 Monday

Peace Supper, 6 p.m., Cap and Gown Room

12 Tuesday

13 Wednesday

14 Thursday

*Spring Theatre Production, 7:30 p.m. Wood-Mar Auditorium (4/14 to 4/23)
Jazz Dessert, 8 p.m.*

15 Friday

Students in Recital, 12:40 p.m., Bauman Auditorium

16 Saturday

ASC Event: Bunco Night

17 Sunday

healthy interaction in the area that students call home.

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, hallways, or stairwells of a living area of the opposite sex except during open-house visitation hours. The door to the student's room must 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 must be completely open at all times when visitors of the opposite sex are present.

Houses and Apartments: 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 must be completely open at all times when visitors of the opposite sex are present. Those found in violation of this policy may be held accountable through the university disciplinary system.

Solicitation

There is to be no soliciting on campus of any kind, including door-to-door solicitation. For further information, inquire at the Office of Student Life with the dean of students or at the university mailroom. Report suspicious behavior to Security Services, ext. 2090, or to the Office of Student Life, 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
- Entering the residence hall where they live
- Checking out books from the Murdock Learning Resource Center, requesting books from Orca, and borrowing from other PORTALS and Orca-member libraries
- Scanning for attendance at Spiritual Formation activities (e.g., chapel)
- Entrance to the Wheeler Sports Center
- Admission to athletics events
- Preapproved entry to the residence halls, Prayer Chapel, Edwards-Holman Science Center, Ross Center, Bauman Auditorium, the SUB and SUB basement, Wheeler Sports Center, and Stevens Center
- Basic identification on campus to security personnel

Theft or Loss of ID Card

The student ID card is nontransferable. 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 a.m. -4:30 p.m. on weekdays. **Should it be stolen**, please report the theft to security (ext. 2090), food service (ext. 2500), and the locksmith (ext. 2059). In addition, if lost, a meal voucher must be requested at the food service office until a new card is obtained. When an ID card is replaced the old card is automatically deactivated.

April

18 Monday

19 Tuesday

*Band/Orchestra Concert, 7:30 p.m.,
Bauman Auditorium*

20 Wednesday

21 Thursday

22 Friday

*Spring Concert, 7:30 p.m., Bauman Auditorium
Spring semester classes end*

23 Saturday

24 Sunday

ASC event: Spring formal

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 the 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 keychains may be purchased in the University Store.

It is highly recommended to carry ID cards in a lanyard. Replacement cards will be charged to any students who have defaced the card or have obviously mistreated it.

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 Office of Student Life in the Stevens Center (third floor) for a \$20 fee, weekdays from 1 p.m. to 5 p.m. The cost will be charged to the student's account. Call the Office of Student Life at 554-2316 for ID card questions.

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 discount is given on all deposits over \$50.

Food Service

George Fox University, through the services of Bon Appétit, 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 Thursday, 7:30 a.m. to 4 p.m.

Friday, 7:30 a.m. to 3 p.m.

Meal Plan 2004-05

Meal plan participation expectations for residential students are as follows:

All freshman and sophomore students must participate in the 21-meal plan. Juniors (62 credits or more) may choose between one of the following plans: 21 meals per week, 14 meals per week, or 10 meals per week. Seniors (93 credits or more) may choose between the following: no plan, 21 meals per week, 14 meals per week, 10 meals per week, seven meals per week plus \$100 flex spending per semester, no meal plan, or the 35-meal block plan. The 21-, 14-, 10-, and seven-meal plans are to be used *only* by the student. Flex spending and the 35 block meal plan may be used by students for guests. Please

April

25 Monday

Study Day

26 Tuesday

Final exams (4/26 to 4/29)

27 Wednesday

28 Thursday

29 Friday

First Reunion, 6:30 p.m.

30 Saturday

Commencement, Baccalaureate
Student housing closes for nongraduates, 2 p.m.

1 Sunday

Student housing closes for graduates, 2 p.m.

note: Any time a student swipes his or her card it counts as one meal.

Meal Plan Exemptions

Bon Appétit makes every effort to meet the dietary and scheduling needs of our students. Boxed meals may be requested when educational scheduling conflicts arise. *Exemptions from the meal plan are granted for medical reasons only when Bon Appétit cannot accommodate a student's specific dietary needs as determined by a doctor.* A licensed physician must supply documentation of the petitioning student's medical con-

dition. 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 Office of Student Life. The deadline for all exemption paperwork is Friday, September 3, 2004, for fall semester and Friday, January 14, 2005, for spring semester. Paperwork completed after these dates may not be considered. Please check the Office of Student Life Web site for deadlines and forms.



ASC/STUDENT GOVERNMENT

The Associated Student Community (ASC) exists to serve students. It is managed by a Central Committee composed of the following officers: president, vice president, treasurer, secretary,



Kristina Hanson
Associate Dean of
Student Leadership
ext. 2325

supreme court chief justice, communications director, activities director, student chaplain, and Christian services director. Students in these nine positions manage a paid student staff of more

than 70 students, who, in turn, manage a staff of student volunteers.

Associated Student Community

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.

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 ASC is composed of all full- and part-time undergraduate students. There are more than 70 stipend 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 stu-

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

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 Darkroom (photography 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, 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 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 *ADVANCE Leadership Development Program* offers all traditional undergraduate students the opportunity to identify and enhance their unique leadership gifts and abilities. Program participants are challenged and engaged by program components (evening workshops and weekend events) that build leadership competencies and prepare students for lifelong impact, influence, and service.

Mentoring Program

The Mentoring Program exists to provide connections for meaningful relationships between students, staff, faculty, and alumni. There are three branches to the George Fox mentoring program. The first branch is one-on-one mentoring, where a student is paired with a faculty, administrator, staff, or an alumni mentor. The second branch is couples mentoring, which is available to seriously dating,

engaged, or married students at George Fox. The third branch is peer-to-peer mentoring, which allows upperclassmen to mentor freshmen and sophomores. Every undergraduate student is encouraged and eligible to apply each semester.

Intercollegiate and Cocurricular Opportunities

All clubs, recognized groups, and organizations of the ASC are co-sponsored by student government and are formed by petitioning the Central Committee for recognition.

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 from around the country who desire to increase their leadership knowledge and skill. 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 coffeehouse. Currently in the basement of the Student Union building, the Foxhole serves as a gathering and meeting place for George Fox students, faculty, and staff. The Foxhole serves hot and cold beverages. Space 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 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 membership invitations. Members of the George Fox 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 invited 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 *International Student Club* provides a forum for international students and local students interested in

the international realm.

A complete list of ASC clubs, recognised groups and organizations are available online.

Other Co-curricular Opportunities

Athletics

George Fox offers a broad-based athletics program. 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. 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 plentiful and include guest artists and faculty recitals. Public performances with student body involvement include the Festival Chorus, the Concert Choir, the Chamber Singers, the Bel Canto Singers (women's voices), DaySpring, the Symphonic Band, the Chehalem Symphony, the Handbell Ringers, the Jazz Band, and various brass, string and woodwind ensembles. Student junior and senior recitals are also scheduled throughout the year. 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 University Theatre and the Department of Performing Arts present three main-stage productions each year. Works range from ancient Greek theatre to contemporary scripts and usually include a musical each season. In addition to main-stage productions, there are student-directed works, evenings of improvisational theatre, and performances by the University Players, a touring theatre troupe. The University Players tour throughout the northwest, presenting at churches, prisons, camps, retreats, and marketplaces.

The University Theatre often brings professional guest artists on campus to work with students as directors, designers and mentors.

Auditions and production positions for all theatre activities are open to

the entire student population, including majors, non-majors, and graduate students.

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
- Racquetball
- Indoor soccer
- Floor hockey
- Tennis
- Golf
- Wallyball

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 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 one another.

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 our community and ourselves by being honest and loving in all our dealings with one another. 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.

Conversely, 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. The expectations regarding what is not acceptable (i.e., profanity and vulgarity) for community members apply to the use of e-mail and voice mail. 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 nonmedicinal 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 Office of Student Life.

1. Anti-Harassment Policy

George Fox University students work in an environment where the dignity of each individual is respected. 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 threat-

ening messages. Also, vandalism of property is unacceptable.

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 such individual; or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an

intimidating, hostile, or offensive work, academic, or student life environment.

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, and grades) in response to sexual contact. More subtle forms of inappropriate behavior such as offensive posters, cartoons, caricatures, comments, and jokes of a sexual nature are prohibited, as they may constitute sexual harassment when they contribute to a hostile or offensive work, academic, or student life environment.

Complaint Procedure for Harassment

If any employee or student believes he or she has witnessed discrimination or harassment, has been discriminated against or has been subjected to sexual or other forms of harassment, the person should immediately report it as follows:

- If the alleged incident involves two students (outside the context of student employment), the vice presi-

dent for student life or the dean of students should be contacted.

- If the alleged incident involves a student and a faculty member, and academic dean, the provost, or the vice president for student life should be contacted.

- If the alleged incident involves one or more support staff, administrators, faculty members, or student employees, a supervisor, the director of human resources, the provost, or any vice president should be contacted.

Complaints are to be investigated promptly and appropriate corrective action taken.

Retaliation is prohibited for good-faith reporting of concerns about discrimination or harassment. Employees who are asked to testify during an investigation are expected to cooper-



ate fully. Retaliation against them for doing so is not tolerated. Any employee found to have engaged in discrimination, harassment, or retaliation is subject to immediate disciplinary action as deemed appropriate by the University, up to and including termination.

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 nonprescribed drugs and substances (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 campus 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 sex-

ual 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
- Cohabitation with a member of the opposite sex. At a minimum this includes spending the night together and/or living together.

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. Questions regarding any of these issues may be directed to the dean of students.

Pregnancy Statement

Scripture urges believers to seek wise and godly counsel when faced with significant or difficult life choices. Therefore, should a George Fox student become pregnant while

unmarried, she is encouraged to communicate with the dean of students or the associate dean of students or with Health and Counseling Services.

These offices are prepared to stand with both the mother and the father as they consider the results of their actions, deal with the consequences, and experience the forgiveness that comes through repentance. The university is committed to responding in a redemptive manner, seeking to balance compassion with accountability. Students can expect to be treated with Christian love as they deal with their new circumstances. Every effort will be made to ensure confidentiality, but the life and health of the mother and child and the spiritual well-being of the parents are our primary concerns. While some students in these circumstances may choose to leave the university temporarily, it is our hope that any student who chooses to continue in classes during pregnancy will find George Fox to be a supportive and redemptive community during this crucial time.

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.

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.*

People have shortcomings and make mistakes. They 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.



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 Institutional Technology, located on the third floor of the Stevens Center. The following guidelines, taken from "The Principles

- *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. Any unauthorized or illegal downloading or sharing of files is prohibited. Appropriate consequences may be administered for students involved in this improper usage.

- *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 discernment, 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 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 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 or our time and energy (Colossians 4:5).

Forms of Entertainment:

• **Movies** (theater and VHS/DVD format): Because film is one of the principal forms of art and entertainment in American culture, the university encourages students to think seriously about the artistic merits as well as the moral and philosophical implications of the films viewed. Students are admonished to select films of aesthetic and ethical interest that offer an important perspective on contemporary culture. It is expected that individuals will diligently use Christian principles in selecting films. The university reserves the right to prohibit movies that are not rated if their content is contrary to the university's mission and policies. All community members are expected to abstain from all NC-17 and X-rated movies (on and off campus).

Public viewing: It should be noted that it is illegal to show films in public venues unless rights and appropriate fees are paid. Watching movies within student living areas is permissible as long as they are not viewed in public places. Because of copyright laws, movies may be viewed only in a student's room or in the living rooms of apartments and houses.

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. More information about the policies and procedures of technology use at George Fox can be found online

at www.georgefox.edu/offices/inst_technology/policy/.

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 soft pistols, and paint guns), ammunition, or explosives in or upon university-owned or university-supervised property is prohibited. Any firearms found or items that have a hard projectile or paint ball may be confiscated by university personnel.

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, organized dancing is not permitted on campus nor is it to be sponsored at off-campus facilities.

The university highly discourages students from visiting dance clubs or similar venues. Any questions regarding what is appropriate may be directed to the dean of students or associate dean of students.

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 co-curricular activities is not acceptable and subject to review by the Office of 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. Periodically, students will be asked to complete a safety checklist. This list will assess the safety of their living conditions, as well as provide an opportunity for students to report issues that need to be addressed.

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 firefighting 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. Over Christmas break, spring break, and summer, students should keep in mind that they are representing the George Fox community. This should be considered in one's actions.

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 Office of Student Life —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 what-

ever 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 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). Students who don't fulfill assigned consequences in the discipline process may have their diploma and/or transcript withheld until the sanctions are complete.

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 for 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.

Good Standing and Probation

Students may be found to be considered not in good standing or be placed on probation in the discipline sanctioning process. A complete definition of both policies can be found online at www.georgefox.edu/offices/student_life/index.html.

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 Office of Student Life.

CAMPUS SERVICES

University Store

The George Fox University Store serves students' needs with textbooks, general interest books, reference books, school supplies, George Fox University logo sportswear, gifts,

Mutual Federal Savings Bank.

Student Employment Program

The Student Employment Program is partially funded by the federal government. Students who have been awarded employment as part of their financial aid packages have the opportunity to find positions on campus. Students typically work 10 hours per week during the academic year and earn about \$2,100 before taxes.

Student employment 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.

Institutional Technology Service Desk

The IT Service Desk is located on the third floor of the Stevens Center. There are a number of ways to contact the Service Desk: You can drop by, phone (x2569 on campus, 503-554-2569 off campus), e-mail ([servicedesk@georgefox.edu](mailto: servicedesk@georgefox.edu)), or visit us on the Web at it.georgefox.edu. You can submit a work request online at it.georgefox.edu/services/SDRequest.html. Physical hours are from 8 a.m. to 5 p.m. weekdays. Phone support is available Monday through Thursday, 8 a.m. to 5 p.m., and Sunday, 2 p.m. to 11 p.m.

Our students have access to a variety of technology resources at the Service Desk, including general advice on technology usage, computer repair,

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

campus-supported software assistance, network account management, and e-mail account management.

CAI Lab

The Computer Aided Instruction Lab, located on the third floor of the Stevens Center,

provides 20 computers for general student use. The lab is designed as a teaching facility, but when a class is not in session the lab is open for general use.

Computers in the CAI Lab are equipped with general and specialty software tools, e-mail and Internet access, a full-color laser printer, CD-burning equipment, DVD players, and two scanners. Trained lab assistants are available to assist and troubleshoot as needed. If you have questions (including after-hours Service Desk questions), you can contact the lab at x2440 or 503-554-2440. The lab is open until 11 p.m. most nights.

Instructional Media Services

IMS, located at the IT Service Desk, provides a variety of audiovisual equipment that may be checked out for use during class presentations or research. Some of the equipment available includes LCD projectors, video cameras, digital cameras, overhead projectors, and cassette tape recorders. Special services offered include cassette tape copying and videotape reproduction. Please view

the following Web site for more information: it.georgefox.edu.

Murdock Learning Resource Center

George Fox maintains libraries at the Newberg campus and the Portland Center. The MLRC is a three-story,



35,000-square-foot building on the Newberg campus. The library houses over 130,000 print volumes, collections of video and audio recordings, and receives nearly 900 periodical titles. The Special Collection Room features the Quaker, Peace, and Herbert Hoover collections. The library provides access to many electronic databases, including indices linked to full text articles from thousands of journals. George Fox students may use the libraries of most other academic institutions in Oregon, and may request books online from many universities through "Summit Borrowing." Anything that is on reserve, whether print or nonprint, can be obtained at the circulation desk on the main floor. Please check the library's home page (library.georgefox.edu) for additional

REJECTED

UNIVERSITY
THEME #7

Just keep swimming...
Just keep swimming...



greeting cards, candy, gum, drinks, 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. Textbook Annex hours are Monday through Friday, 8 a.m. to 4:30 p.m. During the first two weeks of each semester, store and annex hours change. Changes will be posted during these times.

information. The MLRC's regular hours during the school year are: Mon. to Thu. 7:45 a.m.-11 p.m. Fri. 7:45 a.m.-5 p.m. Sat. 9 a.m.-6 p.m. Sun. 2-10 p.m.

Mail Services

Mail Services has three locations on campus:

University Mail Center, located in the North Street Annex, has faculty and staff mailboxes (#6000 series).

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

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

Student mailboxes: All students — commuters and residents — are issued a mailbox 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 the following cutoff times: SUB Post Office Noon Beebe Post Office Noon University Mail Center 2 p.m.

Outgoing packages can be processed at the University Mail Center in the North Street Annex.

Campus mail: Campus mail from University offices, professors, or students is delivered throughout the day. Campus mail requires no postage, but does require sender's name and recipient's name and box number.

For security reasons, please do not drop mail containing cash or items of value in campus slots. Such items can be brought to the University Mail Service window. Ask the mail clerk to process as a package requiring the recipient's signature.

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 and photo ID (notices will be placed in student's mailbox)
- 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.-4:30 p.m. Letters and packages received by 2 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. For questions please call ext. 2555.

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. The items are sorted and then given to the needy.

Campus Phones

Residence hall rooms, apartments, and houses all have single phone lines. Students need to provide their own phones. Phone cards for long distance calls can be purchased in the University Bookstore.

Voice mail is also available to students free of charge. One voice mail box is provided with each phone line.

Work Request Process

All work requests must be turned in to Plant Services by the building monitors, alternates, area coordinators, or assistant area coordinators. 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 be scheduled in deference to critical maintenance needs. Plant Services office hours are 8 a.m.–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 Services at ext. 2090 (503-554-2090 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 Services at ext. 2090 (503-554-2090 from off campus).

Campus Security

To contact the security director, call ext. 2090 (503-554-2090 from off campus). Use this number also to request security team services such as escorts, lockouts, or vehicle assistance.

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.

The university's lost and found is located at Security Services. Articles or



Bill Mulholland
Director of
Security
ext. 2090

keys found are regularly turned in to the lost and found.

Clery Act

In compliance with the Clery Act, George Fox University now offers the crime statistics and

security policies on our Web site. Look for Security Services at www.georgefox.edu/offices/security/index.html. If you do not have Internet access, please contact George Fox University Security Services (x2090) to request a copy.

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 Health and Counseling Services 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, assistant area coordinator, resident assistant, or house manager or apartment manager for your living area
- Area coordinator, assistant area coordinator, resident assistant, or house manager or apartment manager for another living area
- Student Emergency Response System at 503-554-2090

In the event of a minor medical emergency, call Health and Counseling Services 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 Services at ext. 2090 (503-554-2090 from off campus).

In the event of a building or facilities-related emergency, such as bro-

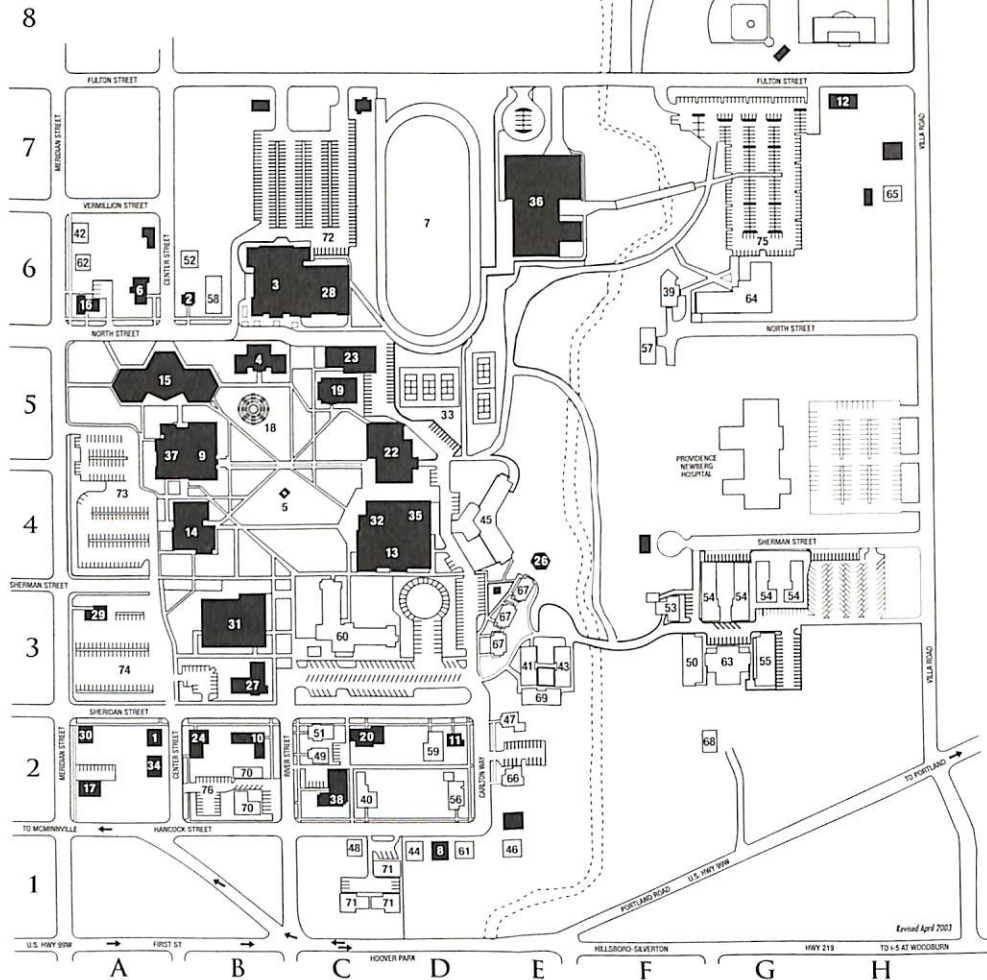
ken plumbing, doors, or windows, contact Plant Services in the following order:

- Office at ext. 2010 (503-554-2010 from off campus)
- *Dan Schutter* at ext. 2014 or 503-538-6097 (evenings or weekends)
- *Clyde Thomas* at ext. 2013 or 503-538-3010 (evenings or weekends).



GEORGE FOX UNIVERSITY

414 N. Meridian St., Newberg, OR 97132



CAMPUS MAP

- 1 Armstrong House, A2
- 2 Art Annex, B6
- 3 Bauman Auditorium, B6
- 4 Brougner Hall, B5
- 5 Centennial Tower, C4
- 6 Center Street House, A6
- 7 Colcord Memorial Field, D6
- 8 Costume Shop, D1
- 9 Edwards-Holman Science Center, B5
- 10 Financial Affairs Office, B2
- 11 Fry House, D2
- 12 Fulton Street House, H7
- 13 Heacock Commons, C4
- 14 Hoover Academic Building, B4
- 15 Lemmons Center, B5
- 16 Media Communication Center, A6
- 17 Meridian Street House, A2
- 18 Virginia Millage Memorial Rose Garden, B5
- 19 Minthorn Hall, C5
- 20 Moore House, C2
- 21 Morse Athletic Fields, G8
- 22 Murdock Learning Resource Center, C5
- 23 North Street Annex, C5
- 24 Pennington House, B2
- 25 Plant Services, G8
- 26 Prayer Chapel, E4
- 27 River Street House, B3
- 28 Ross Center, C6
- 29 Security Services, A3
- 30 Sheridan Street House, A2
- 31 Stevens Center, B3
- 32 Student Union Building, C4
- 33 Tennis Courts, D5
- 34 University Fund Office, A2
- 35 University Store, D4
- 36 Wheeler Sports Center, E7
- 37 Wood-Mar Hall, B5
- 38 Woodward House, C2

Student Housing

- 39 Barclay House, F6
- 40 Beals House, C2
- 41 Beebe Residence Hall, E3
- 42 Campbell House, A6
- 43 Carey Residence Hall, E3
- 44 Chapman House, D1
- 45 Edwards Residence Hall, D4
- 46 Fell House, E1
- 47 Gulley House, E2
- 48 Hancock Street House, C1
- 49 Hester House, C2
- 50 Hobson Residence Hall, F3
- 51 Hoskins House, C2
- 52 Kelsey House, B6
- 53 Kershner House, F3
- 54 Lewis Apartments, G3
- 55 Macy Residence Hall, G3
- 56 McGrew House, D2
- 57 Munn House, F5
- 58 Newlin Apartments, B6
- 59 Parker House, D2
- 60 Pennington Residence Hall, C3
- 61 Riley House, D1
- 62 Schomburg House, A6
- 63 Sutton Residence Hall, G3
- 64 University Residence Hall, G6
- 65 Villa Road House, H7
- 66 Weesner House, E2
- 67 Weesner Village, E3
- 68 Wilder House, F2
- 69 Willcuts Residence Hall, E3
- 70 Winters Apartments, B2
- 71 Woolman Apartments, C1

Parking

- 72 Bauman/Ross Center Parking Lot, C7
- 73 Hoover/Wood-Mar Parking Lot, A4
- 74 Stevens Center Parking Lot, A3
- 75 Wheeler Center Parking Lot, G7
- 76 Winters Parking Lot, B2

Special reserved places for admission guests are available in the Hoover/Wood-Mar Parking Lot, and the Winters Parking Lot. Abundant curbside parking is also available throughout the area.

INDEX

Academic Honesty26
 Academic Integrity93
 Academic Organization20
 Academic Resource Center (ARC)46
 Academic Success16
 Activities Committee80
 ADVANCE81
 Alpha Chi82
 Appeals97
 Associated Student Community79
 Athletics82
 Attendance16
 Automobiles62
 Behavior and Attitudes85
 Bicycles64
 Bruin Den Hours108
 Cage108
 Campus Ministries32
 Campus Services98
 Career Services44, 108
 Central Committee79
 Chapel10, 34
 Chapel Exemptions40
 Chapel Probation42
 Chaplain, student80
 Childcare64
 Christian Services Committee79
 Class Representatives80
 Clergy Act72, 102
 Clubs and organizations81
 Communications Department (ASC) ..80
 Community at George Fox University ..84
 Commuter74, 100
 Computer Aided Instruction (CAI) Lab ..99
 Computer Use64, 89
 Counseling32, 50

Dances93
 Dining Hall Hours76
 Disability Services54
 Discipline Process94
 Dishonesty and Lying97
 ELITE81
 Emergency Medical Assistance103
 Emergency Phone Numbers103
 Employment44
 Entertainment: Discernment Policy91
 Facilities93
 Financial Aid28
 Fire Emergency102
 Fire Safety94
 Firearms93
 Food Services10, 76
 Foxhole81, 108
 Gambling89
 Good standing97
 Guests of Students66
 Harassment86
 Health Services50
 Housing Assignments66
 Housing Facilities60
 ID Cards74
 Illness and class absence52
 Instructional Media Services99
 International Student Club56
 International Student Services56
 Internet use92
 Intramurals83
 IT Service Desk98, 108
 Keys66
 Laundry68
 Library99, 108
 Lifestyle Agreement8

Living Learning Communities62
 Lockup68
 Lost and found102
 Mail Services100
 Map of campus104
 May Serve34
 Meal Plan 2003-0476
 Meal Plan Exemptions78
 Medical Insurance52
 Mentoring Program81
 Mission Statement6
 Movies8, 92
 Multicultural Club56, 80
 Multicultural Services56
 Murdock Learning Resource Center ...99
 Music82
 On-Campus Residency Policy58
 Parking62
 Pornography93
 Pregnancy Statement89
 Probation97
 Protests93
 Psi Chi82
 Recycling101
 Registrar26, 108
 Residence Halls60
 Residence Life58
 Residence Life Staff58
 Resources108
 Retreats32
 Room Changes70
 Room Decorations64
 Room Scheduling101
 Security102, 108
 Serve trips34, 38
 Sexual Purity88

Sigma Zeta81
 Skateboarding72
 Small Group Bible Studies36, 38
 Sociology/Social Work Club82
 Solicitation74
 Spiritual Formation Options38
 Spiritual Formation Program34
 Storage72
 Student Financial Services30
 Student leadership8, 79
 Student Life32, 108
 Substance Use and Abuse88
 Televisions72
 Theatre83
 Theatre Box Office108
 Theft93
 Theft or Loss of ID Card74
 University Store98, 108
 University Theme2, 14, 24, 30,
 42, 70, 90, 98
 Values Statement6
 Visitation72
 Work Request Process102

RESOURCES

<u>Place</u>	<u>Business Hours</u>	<u>Primary Contact</u>
Academic Resource Center	Mon.-Fri. 8 a.m.-5 p.m.	<i>Rick Muthiah</i>
Bon Appétit 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.	<i>Denny Lawrence</i>
Bruin Den Ext. 2505	Mon.-Thu. 7:30 a.m.-4 p.m. Fri. 7:30 a.m.-3 p.m.	
Box Office Ext. 3844	Mon.-Fri. 1-4 p.m. from Monday prior to opening week through the run of the play or musical	<i>TBA</i>
The Cage — Wheeler Ext. 2924	Mon.-Thu. 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. Tue., Wed., Thu. 8 a.m.-6 p.m.	<i>Bonnie Jerke</i>
The Foxhole Ext. 3020	Sun.-Thu. 8 p.m.-midnight	<i>ASC</i>
IT Service Desk Ext. 4357	Mon.-Fri. 8 a.m.-5 p.m. 554-2569, On campus: HELP (4357)	<i>Kandie Comfort</i>
Library Ext. 2410	Mon.-Thu. 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.	<i>Merrill Johnson</i>
Registrar Ext. 2218	Mon.-Fri. 8 a.m.-5 p.m.	<i>Todd McCollum</i>
Security Services Ext. 2090	Mon.-Fri. 8 a.m.-4 p.m. 24-hour emergency phone: 554-2090	<i>Bill Mulholland</i>
Student Financial Services Ext. 2290	Please see p.30 for contact information.	
Student Life Ext. 2310	Mon.-Fri. 8 a.m.-5 p.m.	<i>Ann Mansfield</i>
SUB Basement	Mon.-Sun. noon-2 a.m.	<i>ASC Office</i>
University Store Ext. 2540	Mon.-Thu. 8 a.m.-7 p.m. Fri. 8 a.m.-5 p.m. Exception: First two weeks of semester open 8 a.m.-5 p.m.	<i>Andy Dunn</i>
Writing Center Ext. 2327	Mon.-Thu. 6 p.m.-10 p.m.	<i>Melanie Mock</i>

Using a Weekly Time Chart Effectively

Not enough time?

168 hours in a week

-56 hours of sleep (8 hours are usually adequate; do you get enough sleep?)

-21 hours of eating (Eat, and relax, and socialize!)

-20 hours of attending class and labs

71 hours/week or 10 hours/day for study, recreation, and everything else.

Make a schedule!

It can work like a charm in cutting down on tensions, worries, and daydreams. Far from making a robot of you, a time schedule frees you from making top-level decisions constantly thus allowing you to make the best use of your time.

- Fill in the time slots with the course number and/or name of each of your **classes**.
- Fill in other **fixed activities**: meals, work, extracurricular commitments, sleep, etc.
- Determine amount of time needed weekly to **study** for each class (usually 2 hours of study for each hour in class) and record the information on a note sheet.
- Add a list **other activities** to the note sheet (exercising, socializing, personal care, housekeeping, etc.) and approximate amount of time per week that you want to devote to them.
- Consider personal factors that may impact your studying and scheduling:
 - Time of day you are most alert
 - Where you study
 - Ability to stay on a task despite distractions
 - Other factors?
- Schedule study times on chart, considering above personal factors and the following:
 - 30-50 minutes is the maximum amount of time most people can concentrate before needing a 5-10 minute break. As you begin work, jot down the time you expect to finish; when you're through, reward yourself with a brief break: move around, talk to a friend, drink water, eat a snack...whatever is good for you.
 - Allow larger blocks of time for learning new material, grasping concepts, drafting a theme, etc. Divide these larger blocks of time into definite subparts the length of your concentration span (20 minutes? 30? 10?)
 - Use short periods of time (15 to 45 minutes) to review. It's especially wise to spend a few minutes reviewing immediately BEFORE a class involving discussion or recitation. Immediately AFTER a lecture class spend a few minutes reviewing your notes.
 - Schedule harder study tasks when you are most alert and can concentrate best.
 - Do something daily — don't let it all pile up!

- Plan to really learn the first time; the rest of your study time should be spent reviewing through recitation, discussion, making up and answering possible test questions, etc.
 - Approximately 90% of new information is forgotten within 24 hours unless it is reviewed
 - Be sure to include time for long term assignments (term papers, exams) and unexpected demands.
7. Schedule a daily 5-minute "personal planning session" for:
- Reviewing your time chart
 - Determining specific tasks to be accomplished that day
 - Establishing priorities for their completion
8. Follow the completed chart for one week and then evaluate its effectiveness and appropriateness. Revise it as necessary, both at the end of the week and periodically during the semester.

Fall 2004

Follow the guidelines for Using a Weekly Time Chart Effectively (see pages 111-112) to assist you in completing your schedule for the semester.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 to 7:00							
7:00 to 8:00							
8:00 to 9:00							
9:00 to 10:00							
10:00 to 11:00							
11:00 to 12:00							
12:00 to 1:00							
1:00 to 2:00							
2:00 to 3:00							
3:00 to 4:00							
4:00 to 5:00							
5:00 to 6:00							
6:00 to 7:00							
7:00 to 8:00							
8:00 to 9:00							
9:00 to 10:00							
10:00 to 11:00							
11:00 to 12:00							

Additional copies of this chart may be downloaded from www.georgefox.edu/arc/learning.

Spring 2005

Follow the guidelines for Using a Weekly Time Chart Effectively (see pages 111-112) to assist you in completing your schedule for the semester.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 to 7:00							
7:00 to 8:00							
8:00 to 9:00							
9:00 to 10:00							
10:00 to 11:00							
11:00 to 12:00							
12:00 to 1:00							
1:00 to 2:00							
2:00 to 3:00							
3:00 to 4:00							
4:00 to 5:00							
5:00 to 6:00							
6:00 to 7:00							
7:00 to 8:00							
8:00 to 9:00							
9:00 to 10:00							
10:00 to 11:00							
11:00 to 12:00							

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