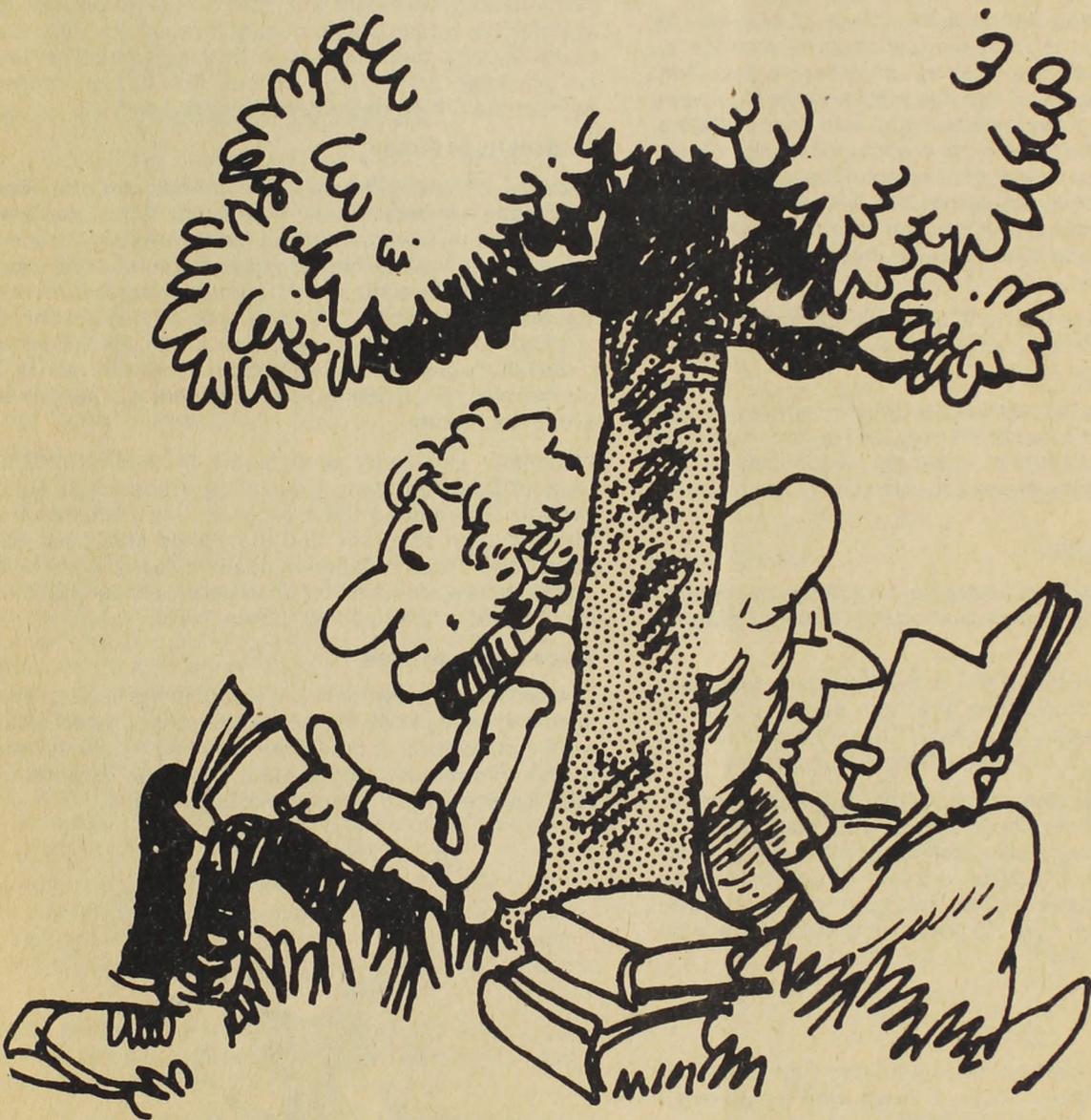
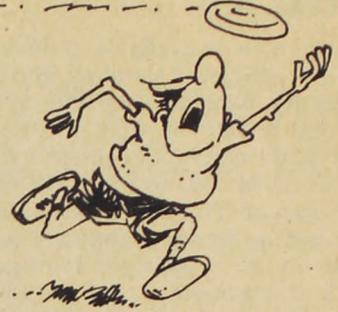


**The People's Handbook
for Willamette University
1979-1980**



STUDENT SERVICES

FINANCIAL AID

Financial aid may be available to incoming freshmen and to students with advanced standing who are enrolled at Willamette University. Awards are made on the basis of financial need of the individual with due consideration given to academic achievement and citizenship. To determine need, each applicant is required to have on file in the Office of Student Financial Aid a copy of the Financial Aid Form (FAF). Financial aid is awarded annually for the academic year September to June. This aid is renewed on the basis of personal and academic record and need. The student must file the appropriate application, obtainable from the Office of Student Financial Aid, for each year in which assistance is desired. The amount of each student's financial aid will be reviewed annually and will be adjusted in relation to changing financial or academic status and to the availability of financial aid funds.

Each student receiving financial assistance is required to make normal progress towards graduation as determined by the Academic Status Task Group in order to maintain eligibility for aid. A student who has been awarded financial assistance during a given semester who fails to complete a full academic load (three or more credits) for that semester must petition to the Office of Student Financial Aid for consideration for subsequent semesters. A student who is on probation at the end of a semester must petition the Office of Student Financial Aid to be considered for assistance for the subsequent semester.

The University reserves the right to require that some portion of the financial assistance awarded by the University be taken as loans and/or work.

A student who accepts financial assistance cannot use any portion of this award to meet the required advance deposit and breakage fees. Failure to meet the deadline for these advance payments may cause any University award to be withdrawn.

How to Make Application

1. Incoming students must complete the admission application to Willamette University including the Student Financial Aid Request Form.

2. The Financial Aid Form (FAF) of the College Scholarship Service may be obtained from the high school guidance office or from Willamette University. This statement should be mailed directly to the College Scholarship Service.

To be considered for financial assistance, the prospective student must complete these forms and mail them by February 1. Students already enrolled should make application directly to the Office of Student Financial Aid by February 1. Announcement of awards for incoming students will be made prior to April 15. Returning students will be notified shortly after April 15.

TYPES OF AID

Scholarships

Incoming students who have been admitted with Honors at Entrance and who show financial need may be awarded Honor Scholarships. Returning students, to be eligible for any scholarship, must show financial need and have maintained a minimum 3.00 GPA.

Several of these scholarships have been established as memorial scholarships and sponsors have in some cases stipulated special provisions. Interested students should address their inquiries to the Office of Student Financial Aid regarding the specific provisions for these name scholarships.

Grants-in-Aid

Both incoming and returning students who are not awarded scholarships and have academic promise may be considered for grants-in-aid if they give evidence of financial need.

Supplemental Educational Opportunity Grants

The federal government has made available Supplemental Educational Opportunity Grants which are restricted to students who are in "exceptional financial need." Willamette University participates in this program and invites further inquiry regarding these grants.

Basic Opportunity Grants

The federal government will make a number of these grants available to students who qualify through the Financial Aid Form. Specific guidelines regarding the application process are available at the high school. For further information contact the Office of Student Financial Aid.

Student Loan Funds

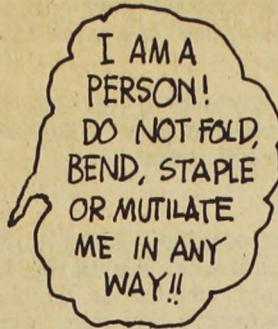
Because of the gifts of many friends and foundations, Willamette University has substantial funds available for student loans. Several of these funds have been made available to honor various individuals and in some instances carry restrictions as to eligibility. All students interested in borrowing from these resources are urged to contact the Office of Student Financial Aid to determine their specific eligibility. University loans were established to meet emergency needs over a short period of time and repayment is usually expected within six months.

Willamette University participates in the National Direct Student Loan program, the United Student Aid Fund, the Oregon Guaranteed Loan program, the Federally Insured Student Loan program, and the United Methodist Student Loan Fund. Determination of need for all loans will be based on the same application for financial aid as required by applicants for scholarships and grants-in-aid.

Student Employment

On-campus employment is awarded on the basis of financial need and ability to do the job. Students interested in campus work should contact the Career and Life Planning Office for further information. Any student interested in working with food service should contact the Saga office.





STUDENT DEVELOPMENT CENTER

Beginning in fall, 1979, the Bishop Health Center Building is being utilized as the campus Student Development Center and will house most student services including Health Services, Counseling Services (including Career and Life Planning), and Dean of Students/University Residences (Housing). The purpose of this new office arrangement is to create a more unified Student Development effort to improve the quality of support services for students. Although not officed in the Student Development Building, Campus Security and the Director of the University Center are also a part of the Student Development Staff.

Career and Life Planning

Staff: Jim Cadena, Counselor; Kathleen Foshaug, Counselor Aide.

The Career and Life Planning component of the Student Development Department offers many services to aid students in making decisions relating to careers and post-graduate options. The center offers counseling with respect to career planning, a library of resource materials, and information about majors, careers, and graduate and professional education. Also available are test application materials for various graduate school entrance exams such as: Graduate Record Exam (GRE), Law School Admission Test (LSAT), Graduate Management Admission Test (GMAT), Medical College Admission Test (MCAT), Professional and Administrative Career Examination (PACE).

Employment: The Career and Life Planning office aids students in developing job seeking skills, interviewing skills, and resume writing skills. Information and assistance in locating part-time and summer, as well as full-time jobs, is available here.

Work-Study Program: The College Work-Study program is also coordinated here. Students eligible for this program can obtain work-study job information in this office.

Timeslips: Student employee timeslips are due monthly and should be turned in to the Career office. Deadlines for the timeslips are posted in the Student Development Department (Bishop Health Center).

COUNSELING SERVICES

Staff: Rich Schwartz, Counseling Psychologist; Jim Cadena, Counselor; Joan Peterson, Counselor.

Questions? Concerns?

Overwhelmed by school? Too much to do and too little time? Life seem empty or lonely? Having difficulty or conflict in a close or intimate relationship? Facing an important decision? Need to be more assertive? Need to find more effective ways of living?

If you wish to live more effectively, or if you have specific concerns, try the following, in this order:

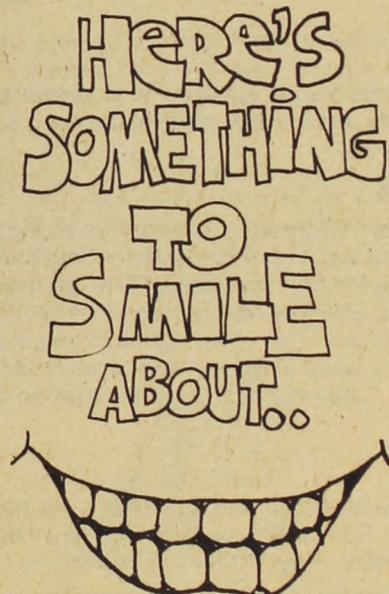
1. **Think** the issue or concern through on your own. Decide what to do. Act. This often works.
2. **Talk** it over with a friend. This often helps you "hear" yourself think, particularly if your friend is a good listener, has good ideas, and keeps confidences on personal matters.
3. **Talk it over with a professional counselor.** Like good friends, professional counselors are usually good listeners and they have ideas and respect your privacy by keeping confidences. But unlike most of your friends, professional counselors have had training and experience in getting involved with you enough to be supportive and helpful while maintaining some objectivity. Professional counselors have also learned to not let their personal values interfere with the task of helping you clarify your values. They are usually able to help you focus on the most important issues to you, and they suggest alternative courses of action when appropriate. Like good friends, professional counselors respect your privacy and keep confidences.

Costs, Referrals

Counseling services are free to full-time students. Free consultation is also available for other members of the Willamette University community who are directly involved with academic services. Referral to Willamette's consulting psychiatrist (Dr. James Hogue) may be arranged through counseling or medical staff.

Confidentiality

Strict professional confidences are maintained regarding any counseling interview, conversation, or consultation.



4/Student Services

HEALTH SERVICES

Staff: Wren Nealy, M.D., Medical Director; J. Thomas Miceli, M.D.; Marian Rehm, Registered Nurse Practitioner; Henrietta Althoff, R.N.; Martha Stellmacher, R.N.; Joan Nisbett, medical secretary. (Night and weekend coverage by registered nurses: Ginny Kuhlman, Geneva Loyland, Carol Davis and Pat Clark.)

Have Symptoms? Questions? Concerns?

Physical fatigue? Fever? Sore throat? Abdominal pain? Athletic injury? Allergy? Questions about the "morning-after pill," pregnancy, contraception, abortion, venereal disease?

If you are experiencing any symptoms, or if you have any health concerns or questions, you are encouraged to talk with the medical personnel at the Bishop Memorial Health Center. Please note that allergy shots must be given prior to 4:00 p.m. during clinic hours.



Cost, Insurance, Referrals and Medication

The routine medical services are available to all full-time Willamette students, free of charge, whether or not you have the Willamette group health insurance (see health insurance brochure for details). Medical referrals off campus are recommended when appropriate. Referrals and most prescription drugs must be paid directly by you or by your health insurance coverage.

Confidentiality

Student medical records are not available to anyone inside or outside the University unless the student signs a written release.

POLICIES/FEEES

The Administration of Willamette University is vitally interested in the health and welfare of its students. The Students Comprehensive Major Medical Insurance Plan was designed to provide the student with low cost protection against large and unexpected expenses. The coverage has been planned with the entire student body in mind—with or without family responsibilities. The following is a brief description of the Plan.

Eligibility

All full-time students at Willamette University are covered under this program. The premium is included in the fee schedule each semester. Any student with existing health

insurance coverage may be exempted from participation in the University's group plan by completing and filing a waiver form each semester. Forms for this purpose are available in the Business Office. The same coverage is available during the summer.

In addition, any student may enroll his spouse and unmarried dependent children over 14 days and under 19 years of age who are not self-supporting.

Coverage

The plan protects the Insured Student and Covered Dependents 24 hours a day during the period for which premium has been paid, whether on campus, or at home, or while traveling. Insurance continues in force during the period for which premium has been paid whether or not the student remains in school.

There is no maternity benefit payable under this contract.

Schedule of Benefits

1. Each Insured must pay a deductible (per policy year) of only \$ 25.00*
2. The plan pays 100% of the next \$300.00.
3. Thereafter, the plan pays 80%, up to \$5,000.00
4. \$1,500.00 of used benefits automatically renews each year.

*Not Premium

See Health Insurance Brochure for details.

Regarding students and academic progress, the professional staff may **recommend:**

- a) withdrawal from school for health reasons consistent with the stated policy in the catalog;
- b) an "I" grade (incomplete) consistent with the stated policy in the catalog;
- c) that special consideration be given by instructors in cases that involve serious health problems.

DORM LIFE GETTING
DEPRESSING?



HOUSING

Staff: Lance Haddon, Dean of Students and Director of University Residences; Mike Pugh, Area Director, east campus; Cheryl Todd, secretary.

All on-campus housing affairs are handled through this office.

There are 18 residential options available to students. Nine of these separate living units are of independent status, the remaining nine are divided among six fraternities and three sororities.

Off-Campus

Off-campus housing is through specific arrangement with the individual landlord. Those students under 21 or without Junior status are required to live on campus unless they are living with parents or spouse.

Off-campus students should register with the Housing and Registrar offices as soon as possible.

Housing agreements are issued for the entire academic year for students entering in the fall. Spring semester enrollees are under half-year housing agreements. Room and board rate policies are contingent upon anticipated annual occupancy. Therefore, releases from housing agreements will not be granted except in extenuating circumstances.

Single Room Occupancy

Single room occupancy is available at an additional \$437.00 for the academic year. Since only a very limited number of spaces are available, requests are filled on a first-come, first-serve basis.

Responsibilities

Residents are responsible for taking care of their rooms. Damages or loss of equipment may be charged against the student's general deposit.

Dormitory Access

Residences are open for student occupancy during regular sessions except for Christmas and semester breaks.

Room Transfer

If your roomie collects crickets that get into your yogurt maker, then transfers are usually no hassle. Unfortunately, there aren't any cricket farms on campus; however, a talk with the Head Resident may get you relocated.

Residence Transfer

Students who wish to move to another residence should report to the Office of University Residences (Doney), where a list of vacancies is available. If the student finds a suitable place to move, he or she will receive a Residential Transfer Card with the new assignment.

The student must first check-out of his or her previous residence. This includes having a staff member complete a Room Inventory form, and the student returning keys. The "sending" Head Resident must sign the Residential Transfer Card, indicating that the student has checked-out.

The student then carries the card to the new residence where the Head Resident can issue keys and a mailbox. A student cannot check in without the residential transfer card indicating (1) Housing has approved the assignment and (2) the student has checked out of his or her previous living unit.

Guest Rooms

Guest Rooms are available in Baxter Hall, Doney Hall, Lausanne Hall, Shepard House and W.I.S.H. and may be reserved for short periods of time by contacting the Head Residents in the residences with guest rooms. The fee is \$3.00 each night for one person and \$5.00 for two persons. Guest rooms are for use of guests of the University and of

members of the student body and the residence staff. Some fraternities and sororities also have guest rooms.

University Property in Student Rooms

Students are not permitted to remove furniture from lounge areas for use in individual rooms. Any staff member finding lounge furnishings in student rooms will insist on removal.

Storage

Each residence has a storage room for students' use. Students may store their belongings during the academic year and during the summer at their own risk. Flammable items may not be stored.

Maintenance and Repairs: General

When repairs are necessary in the residence, either the Head Resident or the student should contact Mrs. Nova Cowan in the Plant Office, 6235. You may wish to do this in writing, in order to have a record of the request. Give a detailed description of the work needed. Indicate to Mrs. Cowan whether or not the student has given permission for maintenance personnel to enter the room without the student present; if permission has not been given, the student should arrange a time to meet the maintenance staff person.

Maintenance personnel enter student rooms under the following conditions: when routine work not requested by the student is necessary and students have been given twenty-four hour notice; in emergencies where there is reasonable fear of danger to life, health, or property; when a student has requested that the work be done and given permission for maintenance personnel to enter the room; if permission has not been granted, students must arrange to meet the maintenance staff at an agreed upon time.

Residence Maintenance

Corridors, bathrooms and public areas are cleaned daily except Sunday. Students are responsible for the maintenance of their own rooms and the proper use of facilities. Failure in electrical services, lighting, plumbing, and other physical plant problems should be reported to the Resident Assistant or Head Resident.

EMERGENCY PROCEDURES

Residences

In an emergency situation, please contact a Head Resident or Resident Assistant immediately. If no staff member is available, first contact emergency personnel (fire department, police, etc.), campus security, ext. 6466, and then notify one of these persons: Joan Peterson, ext. 6212 (home 581-0831); Lance Haddon, ext. 6212 (home 363-1478); Rich Schwartz, ext. 6372 (home 585-4737); Mike Pugh, ext. 6212 (home ext. 6239); police 585-8910; fire, 585-1234; ambulance, 363-6060; Health Center, 6305; Maintenance—weekdays, 6235; Saturday and Sunday (Campus Operator "0"); evenings—Charles Yoxheimer, 363-7135 or Ivan Bornholdt, 362-6952.



6/Student Services

Greek Organizations

Fraternities

Four fraternities are located in wings of the Baxter complex—Beta Theta Pi, Phi Delta Theta, Sigma Alpha Epsilon, and Sigma Chi. Two others, Delta Tau Delta and Kappa Sigma, are located in the east wing of the Matthews/Belknap complex. Each accommodates 32 men, although fraternity membership may be larger. Room and board costs are identical to other campus residences; initiation and membership fees are additional. The Interfraternity Council (IFC) provides a formal rush period during the first week or two of school that allows prospective members to become familiar with each fraternity. Freshman pledges must move into the fraternities if space is available.

Sororities

The three spacious and attractive chapter houses—Alpha Chi Omega, Delta Gamma and Pi Beta Phi—accommodate 46 to 48 women each. All are located on Mill Street's "sorority row" south of the University Center. The alumnae corporation and advisors maintain and help direct the financial operations of each house and employ a Head Resident who serves as an advisor and supervises food purchases and preparation and maintenance of the facility.

All of the sororities have study suites separate from the large group sleeping porches. The suites may be single, double or triple. All provide nearby parking, laundry facilities, mail service, spacious living rooms and public areas, television and recreational areas. Three meals a day are served, and the kitchen remains open in the evening for snacking. Basic room and board costs are identical to other campus residences, but initiation and membership fees are additional.

Membership in sororities is by invitation, though some non-affiliates may live in some houses not fully occupied by affiliates. (Some freshmen may be temporarily housed in sororities through the conclusion of formal rush. If they choose not to affiliate, they will be provided other campus living.) The Panhellenic Council conducts formal rush during the week prior to the beginning of Fall semester. This is the time prospective pledges visit each chapter house and become better acquainted with the sorority system.

Minimum Occupancy

All Greek and other special interest living organizations shall have a minimum occupancy at 80% of the capacity. Members (including those participating in and assigned to special interest groups) and pledges living in the organization shall be counted toward this minimum. The determination of the occupancy percentage shall take place on the second Monday of classes of each fall semester. Any special interest living organization which falls below this minimum occupancy requirement will be given notice that spaces in that living organization may be reallocated if the organization does not, within one year, increase its membership living in the residence to meet the minimum occupancy requirement. Reallocation decisions will be made by the Student Affairs Committee during fall semester of the second consecutive year that an affected organization fails to satisfy this occupancy requirement.

SECURITY

Staff: John Lodispoto, Director; Larry Lytle, Security Officer.

The Campus Security Office is located in the basement area between Doney and Lausanne Halls. The Security staff is

here to help protect you and to help you protect your property. In addition, Security is responsible for the administration of the parking program (see page 11).

UNIVERSITY CENTER

Staff: Sally Howell, Director; Holli Davenport, Secretary; Janet Partin, Head Custodian.

The University Center houses the offices of the President, Alumni Affairs, University Chaplain, University Center Director, and the Associated Students of Willamette University (ASWU). The University Bookstore, Student Publications Office, and the Cat Cavern (Campus Snack Bar) are also located in the University Center. See the University Center brochure for more details.

University Chaplain

The Office of the University Chaplain is involved in counseling, retreats, speakers, films, Bread and Soup Banquets support for pre-ministerial students, and the weekly Theological Inquiry Group (meets weekly in the University Center). Phil Hanni, the University Chaplain, may be contacted in the University Center (6213) or at home, 363-7549.

A Weekly University Convocation is scheduled for Wednesdays at 11 a.m. The planning committee works with organizations and departments on campus seeking to encourage them to use this time for films, speakers, workshops, concerts, debates, celebrations, etc. Chairman of the committee is Phil Hanni, University Chaplain, 6213.

Typing Service

A list of people who are willing to type term papers is available from Kathleen Foshaug in the Career and Life Planning Office (6311).

Off-Campus Jobs

Partial listings are available in the Career Education Office.

Mail

Mailboxes are located in the lobby areas of all campus residences for daily (except Sunday and holiday) deliveries. You will be assigned a box when you check in. Your mailing address should include your name, residence (and room number or box number when known), Willamette University, Salem, OR 97301. All other inquiries should be directed to Corrine Crabb in the Business Office.

TV Antenna

Students who live in the Baxter or Matthews/Belknap complex and wish to have a TV antenna hookup in their residence hall rooms should contact Maintenance (ext. 6235). There is a yearly charge of \$15 which provides a hookup to an antenna with an electrical booster to give much better reception than the antenna on your TV set allows. (This is not cable TV).

Telephone System

How to Use It

Willamette University utilizes an all-computerized telephone installation known as "Centrex." The following instructions will aid you in using your telephone within the system. All University telephones have a four-digit extension number and a 370 prefix. For example, the Collegian Office can be reached from an outside phone by dialing 370-6224 and from a campus phone by dialing 6224, the extension number.

In October, the phone directory, "Fusser's Guide," will be published listing student addresses and phone numbers.

Rooms in Baxter, Matthews, Belknap, Doney, Lausanne and the six fraternity units are wired for possible telephone hookup; and telephone installations may be arranged for rooms in Lee and York. Students housed in one of these rooms may order a telephone through the University Business Office at an annual charge. A Telephone Company account number will be issued for long distance calls, and the student will be charged monthly for these calls by Pacific Northwest Bell at the regular long distance rates.

On-Campus Calls

Check Fusser's Guide for the desired number. Dial the last four digits (the extension number). To contact Campus Security, call 6466.

Transfer

Only incoming calls can be transferred. Inside extension-to-extension calls may not be transferred.

Advise party you will transfer the call.

Depress release receiver button for dial tone (which puts caller on hold).

Dial number to which call is being transferred.

Stay on the line and announce the call.

Depress-release the receiver button and parties will be automatically connected. Indicate to party with "go ahead please," then hang up. (A three-way conversation is possible if you don't hang up).

If a called party is busy or doesn't answer, depress-release the receiver button to return to calling party.

Consult

An incoming call may be held for the purpose of consulting with a third party. The third party must be a University station or the attendant.*

Depress-release receiver button for dial tone.

Dial desired number of third party.

When third party answers, consult in private.

When third party hangs up, depress-release button to return to original caller.

*You cannot consult in private with the attendant as the original caller is automatically connected when you dial "0".

Assistance Calls

For telephone trouble reports, dial "0" for the attendant. For telephone repair, dial 6201.

Local Calls Off Campus

Listen for dial tone. Dial "9". Listen for dial tone. Dial the seven-digit number. Example: For "Time of Day" dial "9" plus 362-8911.

Directory Assistance

On Campus: dial "0". Local (off campus) and Long Distance within Oregon: listen for dial tone, dial "9", dial 1-555-1212. Long Distance outside Oregon: listen for dial tone, dial "9", dial "1" plus area code plus 555-1212, announce desired city, name and address.

There is a charge of \$.20 to call local information and \$.40 for any other location in Oregon. Information outside of the state is free.

Student Directory Assistance (from residence phones)

On Campus: dial "0". Local (off campus): listen for dial tone, dial "9," area code, 555-1212. Long Distance (to be made from pay phones).

Long Distance Calls

Direct Dial

Listen for dial tone, dial "9". Dial "1", dial area code (if calling outside Oregon). Dial the telephone number. When asked "your number please?", give your telephone number. Students must give telephone company account number.

Operator Handled Calls

Person-to-person, collect, credit card, third number billings, Telephone Company account numbers for students with phones.

Listen for dial tone. Dial "9". Listen for dial tone and dial "0". Announce the type of call to the operator. Give her the area code (if required) and telephone number. Give your telephone number when she asks for it. Students give Telephone Company account number.

Students may not accept collect calls.

Private Telephone Service in Willamette University Dormitory Rooms

Individual room telephones provided through the University Center telephone system are available for the 1979-80 school year to students residing in the dormitories and the six fraternity units. Subscribers to this service may direct-dial long distance calls, as well as make on-campus and local calls. Each subscriber is issued a Special Student Billing Number by the Business Office, and the telephone company bills the subscriber for the long distance calls.

Application is made at the Business Office. The charge per academic year, payable upon application, is based on actual cost—at this time \$90—and includes installation charge and monthly tariffs. No refunds or adjustments will be made except on a semester basis: if a student cancels at the end of the fall semester, he or she will receive a refund of \$35; if a student signs up for a phone in January, he or she will be charged \$55 to cover the installation charge and monthly tariffs for the second semester. Roommates may share charges.

Telephone Misuse

A penalty of \$10 for each long distance call placed or accepted will be assessed to anyone unauthorized to charge such call to a Willamette University Centrex number. **Students** without private dormitory telephone service **may not accept collect calls**. Long distance calls must be placed through a pay phone unless a student is a subscriber to private dormitory telephone service, in which case charges for long distance calls placed, or accepted as "collect," must be charged to the student's Special Telephone Company Billing Number.



8/Student Activities

Speakers

- I. Find a good speaker.
 - A. Resource file
 - B. Personal experience
 - C. Recommendations from others
- II. If the speaker requires a fee for speaking.
 - A. Major speakers: contact the Speakers Committee
 1. Easiest way is to use the form accompanying these materials
 2. Rule of thumb limit is \$500
 3. Speakers requiring more money are considered specially (but still use the same form)
 - B. Lesser known speakers
 1. Housing Office can fund up to \$25 per speaker (contact Lance Haddon or Joan Peterson)
 2. ASWU funds are a possible source also (contact ASWU President)
- III. Reserve a place to speak
 - A. Smith Auditorium (1200 capacity)
 - B. Other places; with less scheduling conflicts:
 1. Waller Auditorium (200 capacity)
 2. Alumni Lounge (75 capacity)
 3. The living room of your own residence
- IV. Reserve campus guest rooms for overnight visits
 - A. Guest rooms are available in Baxter, Lausanne, WISH, Doney, several sororities and several fraternities
 1. Charge: \$3.00/night
 2. Reservations are made with the respective Head Residents
- V. Publicize the speaker
 - A. Copy Center for flyers
 - B. **Willamette Collegian**
 - C. Radio and television publicity: University Information Services will arrange it (contact Jan McMillin, 6231).
 - D. **MemoRandum** (ext. 6267).

Recycling

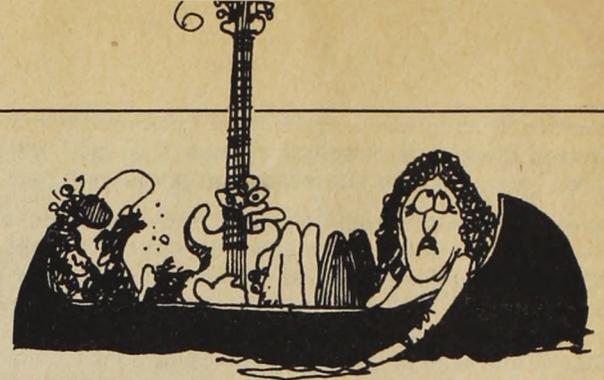
There are several locations in the Salem area to deposit waste recovery items. Recycling of newspapers, bottles, cans, aluminum and cardboard is a sensible and profitable concept for protecting our earth. Here are the locations, take some action yourself. Englewood School, 10 a.m.-2 p.m., first Saturday of the month; Clayton-Ward Co. (private waste recovery), 1620 Candlewood Dr. N.E. (393-8700).

Concerts

Information for concerts can be obtained through regular notices, the ASWU Vice President, and Stevens & Son in downtown Salem.

Vending Machines

Soft drinks and snack items are available in residence vending machines as well as at the University Center. A commission on the sales from these machines is returned to the residence for expenditure as agreed upon by the residents.



STUDENT ACTIVITIES AND ORGANIZATIONS

The Associated Students of Willamette University

All undergraduate students taking more than two courses automatically hold membership in the ASWU. The ASWU directs general student program including social events, convocation programs, debate and public speaking contests, dramatic productions and other musical productions on the campus. The ASWU helps to plan the traditional Willamette Functions such as Parents Weekend and Freshman Glee. The student body office, on the second floor of the University Center, provides centralized information about student body activities, and other services available to students.

Students pay a \$32 student body fee (which includes a \$2 refundable OSPIRG fee) at registration each semester that funds, in part or in whole, social events, athletic events, student publications and other ASWU activities.

The ASWU operates through the Student Senate, a group composed of one representative from each campus living organization of under 60 members, two from each campus living organization of over 60 members and three representatives from WITS (Willamette In-Town Students) or off-campus students. The Executive Board consists of the four elected officials of the ASWU. Elections are held every January for President, Vice President, Secretary and Treasurer. The current members of the ASWU Executive Cabinet who will serve until February 1, 1980 are:

President Liz Geiger: Geiger presides over the Executive Board and the Senate, presents committee appointments to the Senate for ratification, serves as an ex-officio member of all student committees, and acts as the official representative of the ASWU for all University affairs. He can be contacted at the Student Body Office in the University Center (6245) or at Alpha Chi (6344).

Vice President John Gallagher chairs the Activities Board that plans all ASWU social events. He assumes the Presidency in the event of the President's absence. He can be reached at the Student Body Office (6245).

Treasurer Kerry Tymchuk is Chairman of the Finance Board, which distributes student body fees to the various organizations, etc. He can be reached at the Student Body Office (6245) or (6118).

Secretary Tanya Murray is responsible for operating and maintaining the Student Body Office, taking minutes at Senate meetings, and chairing the Elections Board. She can be reached at the Student Body Office (6245) or Pi Phi (6355).

All of the above officers are willing to answer any questions you might have about Willamette student government and activities and are also able to assist in forming other activities.

ASWU Committees

Finance Board prepares, administers and oversees the budget of the ASWU.

Activities Board plans and initiates all ASWU social events.

Elections Board receives petitions for offices, sets election rules and administers the election.

Publications Board reviews all ASWU publications, endorses applicants for the various publication positions (Editor of the Collegian, Jason, Wallulah; Composition Manager, Dark-room Manager, Business Manager, Publications Board Chairman) for the approval of Senate.

Standing Committees

Standing Committees: The following are joint faculty, student and administrator standing committees of the University. The duties of the committees include initiating studies, reporting to the University and acting on those matters within each individual committee's designated area.

Advising-Counseling-Orientation (ACORN) review policy and procedures of student advising and counseling. There is unlimited student representation on this committee.

Academic Council reviews policies and procedures in all academic areas of the University. Two students sit on the Council. Academic Council subcommittees are as follows:

Teaching and Learning reviews and develops professor evaluation and improvement plans. Three undergraduate students sit on the committee.

Academic Programs reviews and develops programs in curriculum. Three undergraduate students sit on the committee.

Academic Status reviews grading procedures and evaluates student progress. It is the review board for academic suspensions and complaints. Three undergraduate students sit on the committee.

Budget Advisory Committee acts as a liaison between the President and the University Committee on budget matters. There are two undergraduates on this committee (one is the ASWU Treasurer).

President's Advisory Council reviews problems and ideas presented by the University President and advises him on the matters. There are three student members.

Student Affairs Committee reviews plans for extracurricular concerns of students. There are four undergraduate students on this committee.

University Review Board reviews any adjudicated breaches of the Standards of Conduct Code. Three undergraduates serve.

Time and Space plans academic calendars and University scheduling. There are two students on this committee.

Eligibility for Office and Activities

Undergraduate students are eligible for office if they are doing satisfactory academic work and are registered as regular students of the University. Students on probation may not hold an office or represent the University in any public way. The required standard of work and conduct must be continued throughout the tenure of office.

PUBLICATIONS

MemoRandom

Every Tuesday and Friday a "MemoRandom" gives information of student interest. If you have information which you would like published, direct MemoRandom cards to Holli Davenport at the University Center. Cards may be obtained at the University Center Information Desk. Cards must be received by 10 a.m. Monday for Tuesday issue and by 4:30 p.m. Wednesday for Friday issue.

ASWU Publications

The Willamette Collegian: The Collegian is published by students once a week on Thursdays. Letters to the Editor may be sent to the Editor, c/o Publications Office, University Center. Telephone 6224.

The Wallulah: The Willamette University yearbook, entitled the Wallulah, is published once a year and released in late April or early May. Telephone 6224.

Literary Magazine: A quarterly fine arts publication which provides a medium for the publication of the prose, poetry and photography of Willamette students.

Et Cetera

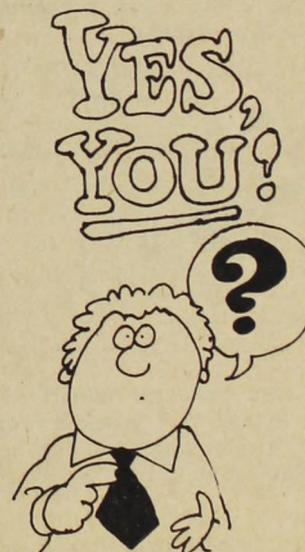
Managerships: Students wishing to apply for ASWU managerships may do so by filing a petition with the Secretary in the ASWU office, subject to approval by Senate.

Business Manager, Darkroom Manager, Composition Manager, Advertising Manager are responsible for ASWU publications. These are paid managerships, running for one semester each. They work in the Publications Office in the basement of the University Center (6224).

Freshman Glee Manager: This unpaid managership assumes the responsibility of Freshman Glee. Only freshmen may hold the office. Petitions may be obtained from the Secretary in the ASWU office.

Homecoming and Parents Weekend Manager are unpaid managerships chosen in the spring of the year. Petitions are available from the ASWU Secretary.

Model United Nations and the Oregon Student Public Interest Group (OSPIRG) are located in the ASWU office, second floor of the University Center (6245).



STUDENT ORGANIZATIONS

Speakers Committee

The University Speakers Committee has a tradition of sponsoring major events on campus (speakers, music, poets, drama, forums, etc.) and of supporting what it calls "mini-convocations," i.e., requests for departments and organizations to assist them in smaller projects of general interest. Contact with the committee can be made through the office of the Vice President for University Relations Larry Large, Administrative Liaison with the committee.

Speakers Program

The University Speakers Program is designed to help maintain and improve the educational climate of the University by bringing to the campus outstanding artists and speakers. A student-faculty-administration committee is responsible for these programs, whose purposes are: (1) To stimulate discussion within the University community; (2) to provide educational material and cultural experiences which will serve to broaden knowledge and enrich campus life; (3) to help create inquiring attitudes which will encourage the pursuit of interest beyond the normal academic program.

The program has sponsored such diverse personalities as editor of the "Saturday Review/World" Norman Cousins, former Attorney General Ramsey Clark, authors Sam Greenlee and Alan Paton, author/philosopher Sam Keen, oceanographer John Lindberg, anthropologist and naturalist Loren Eiseley, South African Chief Gatsha Buthelezi, and Jewish author Elie Weisel.

Big Brother/Sister Program

Big Brother/Sister Program, coordinating with the local Children's Services Division, works with boys and girls in the Salem area providing them with friendship, projects (individual and group), and a "helping hand." Co-chairpersons are students Ken Yarnell and Denise Rogers. Additional information may be obtained from Phil Hanni, University Chaplain.

Freshman Glee

Freshman Glee is an event unique to Willamette. Glee is a contest in which the freshman class challenges all the other classes to composition and rendition of an original song, based on a theme adopted for the occasion. Each class works out a marching formation; and, after much "pre-presentation" enthusiasm, the entire class presents its song in competition with the other classes.



ATHLETICS

Willamette has organized teams for men in football, basketball, track, baseball, tennis, golf, wrestling, cross country, swimming and soccer and for women in field hockey, volleyball, basketball, softball, tennis, golf, bowling, badminton, swimming and track.

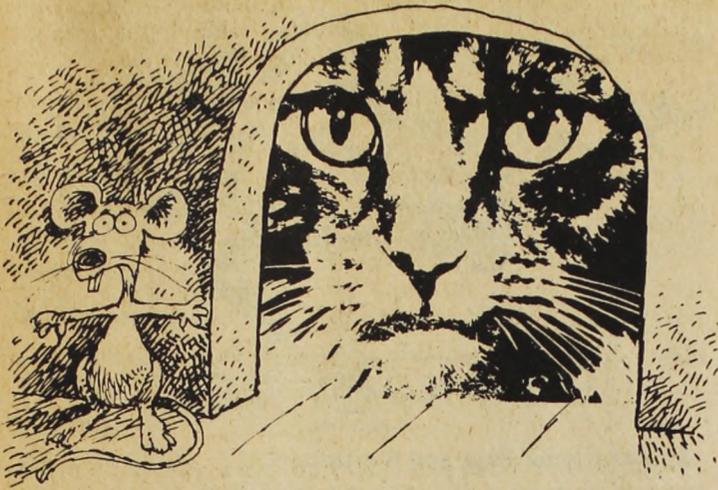
The administration and faculty keep in close touch with the

work of the athletic teams to insure benefit to those who participate. Students whose scholastic standing is unsatisfactory are excluded from intercollegiate athletics.

Intercollegiate athletics, intramurals and women's sports are under the personal supervision of the Director of Physical Education and Athletics. Willamette is a member of the Northwest Conference and adopts the rules of that conference and the National Association of Intercollegiate Athletics for the regulation of its competitive sports program for men. Women participate in the Women's Conference of Independent Colleges (WCIC) and in the Association of Intercollegiate Athletics for Women.

Planning and Promotion of an Activity

1. First establish the month in which the event will occur and then check with the activities coordinating office, 6267.
2. After you have set a date (tentative or contracted), make all reservations for the event. Be sure to leave a name and phone number in case there are any questions about your event. Send a note on the date, time, place, etc. to Jan McMillin, Information Services, 6231.
3. Arrange for funding. Request checks.
4. Weigh the impact of the event: Is it for a special interest group or for the public? Will it sell itself just by happening and with little publicity or will it require a large publicity campaign to bring in a crowd? If the event is strictly for the campus community, talk to the editors of the student newspaper, "The Collegian" (lower level, University Center). If the event has greater appeal, you should talk over a specific publicity campaign with the Information Services Office. If you have a series, get to the IS Office several **months** in advance.
5. Basics for an event open to the public **or** just campus community:
 - A. Get your event listed on all available calendars. Memo-Random, call 6213; events calendar, Collegian, 6224; Willamette Scene, IS Office, 6231; all off-campus calendars, IS Office, 6231.
 - B. Make sure all basic information on your event is correct.
 - C. Gather biographical material on the performers, speakers, etc. Also arrange for pictures for advance publicity (ask for available pictures or arrange for pictures to be taken through the IS Office or through an independent source).
 - D. Send copies of information and photos to the IS Office and/or Collegian and save a copy for your files. Be sure to date all information.
6. If you have a series or large event coming up, go to the IS Office and plan out a campaign (see point 4).
7. The IS Office will offer advice on posters, programs, tickets, etc. Be thinking of your possible needs **before** you talk to the IS Office.
8. Arrange for media services. Betty Brockman will help you with on campus printing, projectors, taping, etc. Call Media Center, 6322.
9. Arrange transportation for campus guests and/or field trips.
10. Request food service.
11. Double check all arrangements the day before the event.



SECURITY

Personal

1. Walk in well lighted areas.
2. Call Security immediately and report any suspicious person or incident.
3. If you are in trouble call for "help" or "fire."

Property

Keys

Be sure that keys are out of sight when unattended—keys left on a bed or desk are an open invitation.

Leave keys unlabeled—it's better to pay for a new key than have the wrong person find your key with a name and address attached.

Separate car keys and room keys—otherwise, if your keys are taken from your car, the thief has your room key and your address on your car registration form, as well as your car keys.

Residence staff will not open student rooms unless a student is locked out of his or her own room—**please** don't ask them to open someone else's room.

Be sure you take the key out of the door when returning to your room.

Always lock your door.

Lock your windows when away from the room.

Inside Your Room

It is best to keep purses, wallets and money out of sight, even when the room is locked.

Bicycles

Never leave bicycles unlocked when left outside.

Record your bicycle serial number and register it with nearest Salem fire station.

Lock your bicycle through both wheels and the frame and attach to something substantial even when it's inside a building.

Cars

Always lock your car. Keep windows shut.

Cover up tape decks and other expensive equipment.

Store valuables out of sight.

Get a locking gas cap.

Insurance

The University is not responsible for students' personal belongings even in the residences.

What to do if you are "ripped off"

1. Report theft to Security and the police immediately. Don't hesitate to name suspects and witnesses.
2. Immediately notify your head resident of any theft or loiterers.
3. Report all crimes to the Security Officer on duty, Willamette University, ext. 6466.

What To Do If You Are Attacked

Every woman should consider the possibility of attack before it happens.

If you are grabbed, scream, break loose, run and continue screaming.

Memorize the attacker's face and clothing.

As soon as you are free, call Security and the police. Request that a female officer respond to your call, if you like. The advantage to calling the police first is: (1) they will pay for an evidence-gathering examination at the hospital; (2) they will transport you to the hospital if you wish; (3) they can start looking for the attacker immediately.

Do not shower or throw away clothes or other articles that could serve as evidence.

Ask a friend to accompany you to the hospital and during interviews with the police for support.

There is a Women's Crisis Line in Salem: 399-7722. They provide complete and accurate information to women who have been attacked or raped. At your request, they will send someone to accompany you to the hospital and the police department.

FACILITIES

Computer Center

The Time Share Computer Center provides a modern computer facility for use by all students. A wide variety of computer programs are available; including mathematical, statistical and economic packages, graphics and computer games. Students can use the computer to help them with homework and special projects. The computer center is available to all students free of charge.

The Bookstore

The Bookstore is the source for all required textbooks and supplies. As well as these items, the Bookstore stocks a wide range of nonrequired books, school and office supplies, and items ranging from records and clothing to plants.

12/Facilities

When purchasing a text it is wise to make sure it is the correct book for the class. Unmarked books can only be returned during the first two weeks of each semester. The bookstore buys back used books at the end of each semester. The Bookstore is open 8:30 a.m.-5 p.m., Monday through Friday and 10 a.m.-5 p.m. on Saturdays during the school year.

Thetford Lodge

Thetford Lodge—in a rustic setting—on the North Fork of the Little Santiam River—may be used by recognized Willamette University organizations year around. Groups must be accompanied by a faculty member or head resident. Further details on availability and procedures to follow may be obtained from the Business Office.

The Media Center

The following student services are available through the Media Center.

The Media Center provides the following equipment for In-Center use by students: slide projectors, motion picture projectors (16mm and Super 8), film strip projectors, record players, audio cassette and reel-to-reel recorders, video cassette and reel-to-reel equipment, opaque projectors, and projection screens. Most of these items may be checked out for classroom (only) use with faculty approval.

Reservations should be made in advance to assure availability.

The Media Center provides for students the following Copy Center services: Xeroxing done by the student at 7¢ per copy. Xeroxing done by the student for any department at 5¢ per copy with **prior** departmental approval, duplicating of more than 10 copies per flat, camera-ready original by the Center operator. (These requests will have low priority, but can usually be completed one day after submittal. Pricing for this work is available upon request.)

The Media Center DOES NOT provide the following services for students: typing of any kind, Xeroxing by Center personnel, original preparation for duplicating.

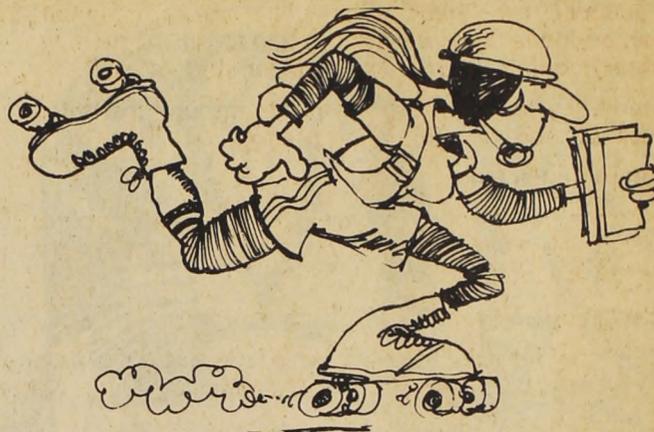
Student Use of Sparks Center

Upon payment of your fee to the Business Office in Eaton Hall, you will obtain a photographed identification card from the Registrar. This card is taken to the Equipment Room downstairs in Sparks Center where you can check out a basket, lock and towel. This card is also your identification whenever you use the facility.

Two handball courts are on a daily reservation system from 7:00 a.m. to 7:00 p.m. Call 370-6421 from 8:50 to 9:30 a.m. to reserve a court for the following day. Calls on Friday morning will cover Saturday, Sunday and Monday. The reservation sheets are placed in the Equipment Room downstairs where you may sign up personally for any open times. From 7:00 p.m. until 10:00, the courts are available for open play with the rules governing open play posted by the courts.

Pool hours: Monday, Tuesday and Thursday, 10 a.m.-1 p.m., 3:30-5 p.m., and 6-9 p.m.; Wednesday, 9 a.m.-2 p.m., 3:30-5 p.m.; Saturday and Sunday, 10 a.m.-8 p.m. The afternoon swim is subject to change during the swimming season. All other areas of the building are available for recreational use from 12-1 and at times when not being used for instruction, intramurals, athletic or special events.

The Sparks Center office is open from 8-5. Call 370-6420 with any questions you might have about use or schedule in the building.



Sparks Center Fees and Rentals

The purpose of the Lestle J. Sparks Center is to provide the facilities and program to meet the Physical Education and Recreational needs of Willamette University students, faculty and staff. Non-University organizations are invited to use the facilities when the University schedule permits. Reservations for the use of facilities may be made in the Sparks Center administrative office (phone 370-6423) during regular business hours. Appropriate rental charges can be determined at that time.

Facilities are scheduled for use based on the following order of priorities:

1. Willamette University students
 - a. Instruction—Academic Program
 - b. Intramurals and Athletics
 - c. Recreation
2. Willamette University faculty and staff
3. Alumni and donors
4. Community users

Scheduling: The normal activities schedule during the academic year is as follows:

1. Instructions from 8:00 a.m. to 4:00 p.m.
2. Intramurals from 3:00 p.m. to 6:00 p.m.; 6:00 p.m. to 10:00 p.m. (some nights).
3. Athletics from 3:00 p.m. to 6:00 p.m. (some evenings during winter).
4. Recreation from 7:00 a.m. to 11:00 p.m.
5. Rentals at times which do not conflict with 1-4 above.

The building is open from 7:00 a.m. to 11:00 p.m. on Monday through Friday and 8:00 a.m. to 10:00 p.m. on Saturday and Sunday.

Law Library

The Law Library collection consists of research and reference materials developed to support the Law School curriculum. The library is available for use by law students, faculty and others doing legal research.

University Library

The University Library dates back to 1938 in its present form, and houses 236,035 volumes and 4,500 microforms.

Library hours: Monday-Thursday, 8 a.m.-11 p.m.; Friday, 8 a.m.-6 p.m.; Saturday, 10 a.m.-6 p.m.; Sunday, 12 a.m.-11 p.m.

Student I.D. is needed to check out books and materials. The loan period is three weeks. The late fee is 10¢ per day. The Library contains Xerox machines for student use.

Interlibrary loan service is available through the Reference Desk. For further information call ext. 6312.

Darkroom Facilities

Darkroom facilities are in two locations. Use is by permission only. Collins Hall: Physics Department. Publications Department: Darkroom manager.

Photocopying Facilities

Copy machines can be found in the following places: University Library, Law Library, G.S.A. Building, and Media Center.

Facilities

Thetford Lodge, Charlene Olson, ext. 6201; Putnam University Center, Sally Howell, ext. 6267; Smith Auditorium, Bob Putnam, ext. 6255; Sparks Center, ext. 6423; Waller Auditorium, Sally Howell, ext. 6267; Collins Legal Center, Doreen Henderson, ext. 6383; G.S.A., ext. 6440; Playhouse, ext. 6223; Residences, Head Residents.

**Eat
it.**



FOOD SERVICE

All meal service to students is supplied by Saga, except to off-campus and sorority housing. Saga serves in the following locations: Baxter, Doney, Lausanne, WISH, Lee/York, Matthews, and the fraternities. Meal plan options are coordinated through the cashier's office in Eaton Hall. In addition to the 11 locations, Saga operates the Cat Cavern (snack bar) in the University Center.

Meal Stickers

A student must obtain the appropriate meal sticker during registration and payment of fees, prior to the first day of classes. The student's copy of the fee slip must be presented to obtain a meal sticker. Late registrants can obtain a meal sticker at the Food Service Director's Office.

Admittance to any dining room on campus is gained by presenting a properly validated I.D. card to the checker. I.D. cards are validated at the beginning of each semester and indicate the holder's meal plan. Lost I.D. cards are replaced in the University (\$5.00 fee). Lost meal stickers are replaced by Saga Managers (\$5.00 fee or \$3.00 for damaged stickers when the sticker is returned).

Director: Jerry Curtis, 6350. Managers: West Side, Bob Agee, 6128; East Side, John Crook, 6217.

Changing Meal Plans

Students may change from one meal plan to another by contacting the Business Office, the Housing Office, or the Food Service Director's Office on or before the deadline dates listed in the room and board contract.

Guest Meals

Guests may pay for meals at entrance to the dining rooms. Cash line prices are posted in each dining room.

Saga Special Services

The minimum charge for coffee (including cups, cream, sugar, napkins, etc.) delivered to a specific room in the University Center is \$5.00. The minimum charge for coffee in bulk containers delivered elsewhere on campus is \$1.50/gallon. Requests for bulk, take-out meals must come from a club advisor or Head Resident. Saga boarders will not be charged extra if (1) the meal is in lieu of a meal the boarder has paid for and (2) if the take-out meal is not a more expensive meal. Clubs must provide a list of boarding students and meal plans when the request is made. Non-boarders will be charged cash line sales prices.

Ken Iverson can answer questions about special requests, such as snacks during finals.

General Food Service Policies

1. Residence dining rooms may be used for study areas provided there is no conflict with the Saga schedule for the space.
2. Student comments regarding food service should be made directly to the Area Manager.
3. The policy concerning student requests for picnics, take-out meals, and sack lunches is applicable to organized University sponsored club, team, or residence functions and is as follows:
 - a. The request must be made at least one (1) week prior to the event and come from the club advisor or Head Resident. The total number of people participating must be confirmed three (3) full days prior to the event.
 - b. The requested take-out will be provided in lieu of the regularly served meal and will not be a more expensive meal. An additional charge will be made if more expensive items are selected.
 - c. Advisor or Head Resident must provide a list of boarding students and meal plans at the time of the request. Student meal cards must be presented when the food supplies are picked up.
 - d. Non-boarders will be charged at the cash line sales prices for their meals.
 - e. Sack lunches will be provided to any valid boarder who has an unavoidable class conflict provided that the sack lunch falls within the student's meal option and 24 hours notice is given.
 - f. Food service is not available during Thanksgiving, Christmas, and Spring breaks.
4. Questions regarding special catering requests, special diets, etc., should be directed to food service management.



ACADEMIC POLICIES AND PROCEDURES

Explanation of Credits

All Willamette University undergraduate courses are recorded in credits. Each credit is equivalent to four semester hours; each ½ credit is equivalent to two semester hours, and each ¼ credit to one semester hour. Thirty credits are required for graduation.

Effective Fall Semester 1976 the following grading system applies:

A = 4.0 quality points	P — Pass; 0 quality points, but credits count toward graduation
A- = 3.7 quality points	
B+ = 3.3 quality points	N — No credit; course not completed satisfactorily. 0 quality points; not calculated in grade average
B = 3.0 quality points	W — Withdrawal
B- = 2.7 quality points	I — Incomplete; authorized only by Health Center
C+ = 2.3 quality points	T — Continuing Project; final grade determined upon completion of work
C = 2.0 quality points	
C- = 1.7 quality points	
D+ = 1.3 quality points	
D = 1.0 quality points	

See current catalog for additional details on grading. Courses number 100 and above are graduate level. All other courses are undergraduate unless the number is followed by a "G". For transfer purposes, courses numbered 30 and above are considered upper division.

Petitioning Procedures

Declaration of a Major: While not actually a petitioning procedure, each student is expected to request permission to major in a given subject field. This permission is obtained through the Department Chairman. Proper forms can be obtained from the Admissions-Registrar's Office in Eaton Hall. No student may declare a major until he has completed one of the courses required in the subject field in which he wishes to major.

Regular Petitions: Students occasionally need to petition to have certain graduation requirements modified, early or delayed examinations, etc. Forms for these purposes are available in the Registrar's Office. In addition, explicit information is found on the petition form.

Petitioning for a Degree: All seniors planning to graduate in a given semester must fill out a petition for a degree during the first six weeks of that semester. This form is available in the Registrar's Office, and is completed in consultation with the major professor.

Request for Preliminary Approval of Credits to Be Earned Through Foreign Study: Before leaving for a foreign study post, a student should file this form with the Registrar.

Pass/No Credit System

To designate a course to be graded on the Pass/No Credit basis, a student must file an appropriate form with the Recorder within the first two weeks of the semester. The date of the last day to designate a course Pass/No Credit is listed on the Calendar. Petitions to set aside this deadline date or to make any changes in declaration are rarely granted.

No new student (freshman or transfer) is eligible to elect a course on a Pass/No Credit basis his first semester. There are two additional restrictions on the use of Pass/No Credit by students:

1. Regular students may take only one course per semester on a Pass/No Credit basis.
2. A student may not take more than one Pass/No Credit course per subject field.

Courses which are offered only on a Pass/No Credit basis by the instructor are not included in these restrictions.

Adding Classes

The last day to add a course will be the tenth class day of the semester or half semester.

Dropping Classes

The last day to drop a course without a grade of W appearing on the transcript is the tenth class day of the semester or half semester.

The last day to drop a course in order to receive the grade of W without petitioning the Academic Status Committee is the tenth Friday of classes for full semester courses and the fifth Friday of classes for half semester courses. Withdrawal after these dates will be by petition only.

REGULATIONS AND POLICIES

I. STATEMENT OF UNIVERSITY GOALS

Willamette University is a private and independent university of residential character founded in 1842 by Christian missionaries to the Oregon Country. The University is mindful of its heritage, its present and future obligations and seeks to provide—through close student-teacher relationships in an atmosphere of free exchange of ideas, innovation, and experimentation—the best possible climate for learning.

The chief purpose of Willamette University is the creation of a community in which learning and teaching will flourish. The University endeavors to admit students serious in seeking an

education and capable of meeting the intellectual challenge it provides. The faculty is concerned primarily with teaching and counseling; it aims to awaken in its students a desire for continued intellectual growth and seeks to stimulate students to educate themselves.

Because education is essentially a personal endeavor and a lifelong process, Willamette emphasizes the development of intellectual skills and character traits that contribute to the pursuit of truth and the quest of excellence. The University strives to promote independent thought, creativity, intellectual curiosity, and mental discipline. By providing balanced academic programs in its Colleges and in the life of the Willamette community, the University hopes to foster in its students a lifelong dedication to rational inquiry and human excellence. Since education requires a great deal more than a curriculum and a curricular organization, the University encourages each person to play a role in the University community through reinforcement of other participants.

II. PURPOSE, AUTHORITY, JURISDICTION, AND GENERAL POLICIES

A. Purpose

The purpose of the *Standards of Conduct* is threefold: First, to inform members of the University Community, campus guests, and the public of the general principles, regulations, and policies upon which Willamette University operates; second, to protect the personal and academic rights of all persons associated with the University and campus guests by creating an orderly and scholarly community based on tolerance, mutual respect, and compassion; and third, to provide general guidance for enforcing the principles, regulations, or policies of Willamette University.

B. Authority

1. Legal Authority. Under authority of the *Restated Articles of Incorporation and Bylaws*, legal responsibility for institutional policy and affairs of the University is vested in the Trustees of Willamette University. In accordance with established policy of the Board of Trustees, the President of the University shall provide for the development and enforcement of regulations, policies, and procedures governing all aspects of student affairs at Willamette University.

2. Delegation of Authority. The President of the University, acting on behalf of the Board of Trustees, herein delegates authority for formulating and enforcing the *Standards of Conduct* as provided below.

a. Student Affairs Committee. Regulations, policies, and enforcement procedures governing student life and having University-wide application, including amendments to the *Standards of Conduct*, shall be formulated or reviewed by the Student Affairs Committee prior to implementation.

b. University Review Board. Student disciplinary cases involving violations of the *Standards of Conduct* and requiring a formal hearing shall fall within the jurisdiction of the University Review Board. The University Review Board shall be authorized to conduct fact-finding hearings, determine whether the *Standards of Conduct* have been violated, and impose disciplinary penalties as appropriated in the name of Willamette University.

c. Student Grievance Review Board. Student grievance cases involving violations of the Statement of Student Rights and Responsibilities (Part III of the *Standards of Conduct*) and requiring formal resolution shall fall within the jurisdic-

tion of the Student Grievance Review Board. The Student Grievance Review Board shall be authorized to conduct review hearings and issue findings and recommendations of resolution to the President of the University.

d. Dean of Students Office. The Dean of Students Office shall be responsible for the administration of the *Standards of Conduct*, including the coordination of all committees, boards, or official authorized herein, investigation and resolution of conduct complaints, and maintenance and safekeeping of all records generated in connection with the *Standards of Conduct*.

3. Withdrawal of Delegation of Authority. In the event of a campus emergency or other extraordinary circumstances which substantially hinder the implementation of enforcement of the *Standards of Conduct*, the President of the University may withdraw, in whole or in part, the delegation of authority specified above and either a) exercise such authority as the executive officer of the University, or b) reassign such authority to any University official or other person(s) so designated.

4. Implementation. Upon approval by the Board of Trustees, these *Standards of Conduct* or amendments thereto become effective and supersede all previous regulations and policies governing student life at Willamette University.

C. Jurisdiction

1. Disciplinary action, including expulsion or other appropriate penalties, may be initiated against any student or student organization in violation of the *Standards of Conduct*. Student is defined as any person enrolled in a credit or noncredit course or educational program offered through Willamette University. Student status, for purposes of enforcement of the *Standards of Conduct*, continues regardless of whether the University is in session and includes persons who were enrolled during the immediately preceding semester and who are eligible for re-enrollment. (For College of Law students, the College of Law Student Grievance Procedures may be used or the College of Law Complaint Procedures may be used.)

2. A student grievance action may be initiated against any faculty or staff member thought to be in violation of the *Statement of Rights and Responsibilities*.

D. General Policies

1. To enable Willamette University to achieve its stated goals, it is the joint responsibility of all persons associated with the University—students, faculty, staff, alumni, and trustees—to nurture a campus climate which generates enthusiasm for learning and respect for human dignity and represent, through thought and action, the educational goals and ideals for Willamette University to the broader social community; and to honor and share in the obligation of sustaining the University community by participating in institutional governance and abiding by the *Standards of Conduct* and other institutional regulations and policies.

2. Willamette University makes no attempt to duplicate the laws and functions of society. Nor does it seek to create an academic community which is detached from the reach of civil authorities, social customs, or the important responsibilities of citizenship. In general, the *off-campus* affairs of students are personal matters subject only to the laws and expectations of appropriate civil authorities. However, the University may initiate disciplinary action when a student's

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behavior violates the laws of society and, at the same time, violates the *Standards of Conduct* or otherwise threatens the educational goals and processes of Willamette University.

3. Regulations and policies governing student life shall be published and distributed in a manner as to furnish reasonable notice of their contents. Copies of all such regulations and policies are available through the Dean of Students Office. Willamette University is committed to meaningful student involvement in the formulation and enforcement of such regulations and policies.

4. Procedural fairness is basic to the enforcement of all University regulations and policies. No disciplinary penalty or sanction in the name of Willamette University shall be applied except in accordance with these *Standards of Conduct*.

III. STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES¹

A. Basic Philosophy

This *Statement of Student Rights and Responsibilities* is intended to provide general guidelines which will advance the goals of the University. These rights and responsibilities are not limited to the classroom, but pervade the entire University community and individual students and student organizations are subject to the Restated Articles of Incorporation and Bylaws of the University. Moreover, these rights and responsibilities are intended to be consistent with other official statements and goals of members of the University community as recorded in the Willamette University Handbook.

These rights and responsibilities are shared by individual students and student organizations and are subject to the same sanction procedures.

The University's Standards of Conduct and Student Grievance Procedure are intended to provide procedural assurances in support of the *Statement of Student Rights and Responsibilities*. It is not the purpose of the University disci-

¹The College of Law subscribes to the principles of the *Statement of Rights and Responsibilities*. However the implementation of these principles, insofar as they are governed by the College of Law Student Grievance Procedure and the College of Law Complaint Procedures, shall be accomplished through those procedures.

plinary system to duplicate the laws of the general public. The students of the Willamette University community are subject to both civil and criminal laws in full measure. The institution shall not infringe upon the student's guaranteed constitutional rights.

B. Student Rights

1. The student has a right to pursue an education free from discrimination based upon sex, race, cultural background, religion, social or political creed, age, sexual preference or physical handicap.

2. The student has a right to fair and impartial academic evaluation.

3. The student has a right to be free from improper disclosure. Information about student views, beliefs, and political association which professors and administrators acquire in the course of their work as advisors and counselors should

be considered confidential. Protecting against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, with the knowledge and consent of the student.

4. The student has a right to have the University maintain and protect the confidential status of all personal and academic records except as directed by competent legal authority.²

5. The student, through student representatives, has a right to participate in formulating and evaluating institutional policies.

6. The student has a right to organize and join associations to promote interests held in common with others.

7. The student has a right to peaceful protest on University premises. Interference with entrance to and exit from campus facilities, disruption of the education process, or damage to property exceeds permissible limits.

8. Individual students, student groups, and campus organizations have a right to invite and hear or view any persons, films or other media of their own choosing, subject to the requirements for the use of University facilities, respect for the rights of other members of the University community and criminal and civil laws.

9. The student has a right to be interviewed on campus by any graduate or professional school or legitimate employer desiring to recruit at the University, subject to the requirements for the use of the University facilities.

10. The student has a right to a press free of any censorship but subject to the canons of responsible journalism.

11. The student has a right to an environment conducive to intellectual freedom and a campus characterized by safety and order.

12. The student has a right to reasonable privacy. A minimum of 24 hours notice before entry of a private room in campus residences shall be given except in emergencies where there is a reasonable fear of imminent danger to life, safety, health, or property.

13. The student has a right to a confidential disciplinary process.

C. Student Responsibilities

1. The student is responsible for acting in a manner that does not infringe upon the rights of other members of the University community.

2. The student is responsible for maintaining the academic standards established by the University.

3. The student is responsible for contributing to the generation and maintenance of an educational atmosphere that promotes respect for learning and human dignity.

4. The student is responsible for his/her actions with respect to University Standards of Conduct (see Willamette University Bulletin) and other properly established regulations (e.g. University Room and Board Contract).

Willamette University
Student Affairs Committee
2/23/76

IV. REGULATIONS AND POLICIES GOVERNING STUDENT BEHAVIOR²

A. The purpose of these regulations and policies is twofold: first, to draw attention to the rights of Willamette University students, faculty, staff, and guests; and secondly, to designate points beyond which behavior becomes destructive to the educational goals and processes of Willamette University. Disciplinary action, including dismissal or any lesser sanction, may result from the willful commission, attempt to commit, plan to commit, or assistance in the commission of any of the following:

1. Academic cheating and plagiarism. (Law students shall be governed solely by the College of Law Student Grievance Procedure found.)
2. Falsification, forgery, alteration, or misuse of University documents, records, keys, student identification or keycards.
3. Disruption, obstruction, or material interference with the process of instruction, research, administration, career placement, student discipline, or any other service or activity provided or sponsored by the University.
4. Damage, destruction, theft, or misuse of University property or personal property located on the University campus.
5. Unauthorized entry or use of University owned or controlled property, facilities (including residence halls), equipment, or resources.
6. Conduct which threatens the health or safety of any person on University property or at University-sponsored activities.
7. Lewd or indecent conduct on University property or at University sponsored activities.
8. Hazing (see policy statement #3).
9. Possession, use or threatened use of firearms, ammunition, explosives or any other objects as weapons on University property, or at University-sponsored activities (see policy statement #2).
10. Possession, sale or unauthorized use of narcotics or illegal drugs on University property or at University-sponsored activities.
11. Possession or use of alcoholic beverages on University property or at University-sponsored activities, except as authorized by University policy (see policy statement #1).

²See Student Records Policy (page 19).

12. Disorderly conduct, including disorderliness resulting from drunkenness; unreasonable noise; or behavior which results in material inconvenience, annoyance, or alarm.
13. Tampering with firefighting equipment, turning in a false alarm, or engaging in behavior which constitutes a material fire hazard.
14. Failure to comply with the terms of any sanction imposed in accordance with these Standards of Conduct.



B. Policies

1. USE OF ALCOHOLIC BEVERAGES

The possession and use of alcoholic beverages on campus and in University facilities shall be in conformance with all applicable laws and University regulations. Possession and use of alcoholic beverages on campus shall be limited to private rooms of campus residences, such use may be permitted by the residents of the living organizations subject to the approval of the Dean of Students Office.

(Action—Board of Trustees
5/12/75)

It is understood that the use of alcohol in individual campus residences may be permitted by a two-thirds assenting vote taken by secret ballot of the residents of each living organization. Students of legal age with alcohol in their possession within campus residences shall be responsible individually for conforming with all applicable laws and University regulations. Each residence's decision on alcohol policy shall be delivered to the Dean of Students Office one week after classes begin.

2. FIREARMS

The possession or use of firearms on campus or at University-sponsored activities is prohibited. The provisions of this policy shall not apply to law enforcement officers in the discharge of their legally authorized duties.

3. HAZING

Hazing, associated with the initiation of a person into an organization or group, consists of any act that injures, degrades, harasses or disgraces another person. Hazing is both dangerous and unnecessary, and is contrary to the educational goals and processes of Willamette University. Hazing, in connection with any student organization or activity sponsored by Willamette University, is prohibited.

4. WILLAMETTE UNIVERSITY EDUCATIONAL RECORDS POLICY

A. Purpose

The Family Educational Rights and Privacy Act, Public Law

18/Regulations and Policies

93-380, effective November 19, 1974, is intended to ensure students the right to inspect and review his/her educational records maintained by an educational institution or agency, or by an individual acting for such an institution or agency.

Willamette University institutional policy is consistent with the intent, guarantees and safeguards embodied in the legislation. Departmental policies may vary procedurally but are to be in alignment with institutional guidelines.

B. Definitions

1. Student:

(a) For purposes of access to records refers only to individuals currently enrolled at Willamette University;

(b) For purposes of release of information from student records refers to any person who previously has earned academic credit at Willamette University;

(c) Rejected applicants for admission do not have the right of access to any institutional records.

2. Educational Records:

Official data, including information directly related to students, that are maintained by any unit of Willamette University with the exception of:

(a) Medical and psychiatric records, however, these records may be reviewed by a physician or other licensed medical and/or psychiatric professional designated by the student;

(b) Personal records, maintained by administrators, teachers, and supervisors, which are not accessible to others except substitutes.

3. Access:

(a) A student is entitled to review educational records with a member of the faculty of the department maintaining the file;

(b) The student shall be provided access to the educational records as soon as possible following the request and no longer than 45 days from the date of the written request;

(c) Copies of appropriate records shall be furnished within 45 days of the student request; and the student will be assessed duplication or other preparation cost.

4. Custodian of Student Records:

The officially designated University coordinator for student educational record information appointed by the President of the University.

5. Departmental Custodians of Student Records:

Departmental representatives assigned the responsibility for administration of student educational record review policies by the Dean of the College or the University President.

C. Institutional Operating Policy

1. The Registrar will serve as the University Custodian of Student Records. Student requests to review educational records will be met within 45 days of the written request. Students will not be given access to parent's financial statements or to confidential letters and statements of recommendation placed in a student file prior to January 1, 1975.

2. Financial Statement of Parent or Guardian:

Students may review personal financial aid files, including confidential family financial information reported by the parent or guardian, provided that the parent or guardian

indicates such permission on the Financial Aid Form prepared for the College Scholarship Service.

If the required parental permission is not indicated on the confidential statement, the student must obtain written authorization for the review. A financial aid staff member will review all financial aid information with student.

3. Confidential Materials:

Access is permitted to information placed in educational records after the effective date of the legislation, November 19, 1974 (except for the psychiatric and financial records noted in Part III, B and D, and confidential letters and statements of recommendation placed in files prior to January 1, 1975). A student will be permitted to waive access to future confidential recommendations pertaining to admission, application for employment or receipt of honorary recognition.

Students will be permitted access to confidential letters of recommendation placed in files prior to the effective date only if the student arranges for the writer of the letter to inform the departmental custodian of student records in writing of consent to the review.

Unless the student waives access to letters of recommendation filed after January 1, 1975 which were solicited with a guarantee of confidentiality prior to the effective date of the legislation, or letters in which the writer claims confidentiality, such letters will be returned to the writer with an explanation that compliance with Public Law 93-380 requires that such correspondence be open to student review. The writer will be encouraged to resubmit the letter in accordance with University policy.

University application instructions and evaluation forms will apprise students and writers of the access rights of student to letters of recommendation. Letters received after the effective date of the legislation may be reviewed by students except where conditions described in the previous paragraph exist.

4. Psychiatric, Medical and Psychological Records:

Students may designate a physician or other licensed medical and/or psychiatric, medical or psychological counselor to examine files to ensure correct interpretation of data.

5. Access to Records Procedure:

Students requesting access to educational records must establish their identity to the satisfaction of the University Custodian of Student Records or the departmental custodian of student records by furnishing a student identification card and a current semester registration receipt. A University form specifying the information requested must also be completed. Forms are available in the office of the Registrar and from other departments maintaining educational records.

A separate file of all completed forms is to be maintained. Departments will be asked for statistical information indicating the types of data requested to enable the University to recommend modification in the law based upon experience on the Willamette University campus.

6. Third Party Access to Information:

(a) Third parties may gain access to information contained in educational records provided that (a) written authorization is obtained from the student, and (b) other individuals will not be permitted access to the information. All information given

a third party must be accompanied by a statement that "IN ACCORDANCE WITH PUBLIC LAW 93-380, ACCESS TO INFORMATION, WITH WRITTEN STUDENT PERMISSION IS PROHIBITED."

(b) Personal information* from educational records may be provided a third party only if a student signs a University release form. Signed release forms will be placed in the student files maintained by the department furnishing the information.

(c) Information contained in student educational records will be released to (a) Willamette faculty, administrators and staff, (b) accrediting organizations and educational testing agencies for the purpose of validity studies and for other uses consistent with the provisions of the Family Educational Rights and Privacy Act, (c) other individuals and/or agencies empowered by law, and (d) parents of dependent children as defined by income tax law. Information will also be released at the discretion of the University in certain emergency situations. A student will be notified when information is released in compliance with a judicial order or pursuant to a lawfully issued subpoena.

D. Hearings and Appeals

1. Hearing to Challenge Content of Student Record:

(a) A student is entitled to a hearing to challenge the content of an educational record or to request modification of the information contained therein.

(b) The departmental custodian of the record in question may agree to the requested change in matters of fact** after review of the file with the student. An administrative hearing may be requested by the student if the departmental custodian of the record disagrees with the contention of the student. Hearing requests should be directed to the Registrar as the University Custodian of Student Records.

(c) Hearings will be conducted by a University faculty member appointed by the Dean of Students. A hearing will allow written and/or oral argument from the student in support of the request for modification. Other oral or written testimony supporting or contesting modification will also be admissible.

(d) The hearing officer shall make a written recommendation to the University Custodian of Student Records accompanied by written findings of fact concerning the student's request for modification within five working days of the hearing. The University Custodian of Student Records will provide written notification of the decision to the student within five working days of receipt of the hearing officer's report. Confirmation of a change in the contested record where a modification is in accordance with the decision of the University Custodian of Student Records will accompany the notice to the student.

2. Appeal of Hearing Decision:

Notice of an intention to appeal the decision of the University Custodian of Student Records should be filed with the Dean of Students who will review the report of the hearing officer and render a decision. Either the student requesting modification of the record or the departmental custodian of student records may appeal the decision of the University Custodian of Student Records.

E. Inventory of Student Records

The following is a list of departmentally maintained educational records:

1. Career Education:

- (a) Placement records (if filed by student)

*Personal information includes all information about a student except the student's full name, campus address and telephone number, home address, and dates of attendance at the University. This information is routinely made available to the public by the University unless a student specifically requests that such information not be released.

**Grades are considered as "matters of fact" only if an error is made in transcribing or recording the grade.

2. College of Law:

- (a) Application
- (b) Grades
- (c) Law School Data Assembly Report (LSDAR)
- (d) Placement information
- (e) Receipts of tuition payment
- (f) Recommendation forms
- (g) Undergraduate transcript

3. Financial—Business Office:

- (a) All records pertaining to student accounts, including contracts when applicable

4. Graduate School of Administration

- (a) Application
- (b) Brief essay
- (c) Grades
- (d) Information card
- (e) Placement information
- (f) Receipts of tuition payment
- (g) Recommendations (3)

5. Health Center:

- (a) Bed patient chart
- (b) Individual health forms (records of any physical abnormalities or contagious diseases)
- (c) Individual insurance policies
- (d) Record of visits and/or medication

6. Publicity and Information Office:

- (a) Registration cards

7. Registrar and Admissions Office:

- (a) Activities reference sheet
- (b) Admissions information
- (c) Application to University
- (d) College Board scores
- (e) Correspondence concerning student
- (f) Grade lists
- (g) Grade point standing
- (h) Graduation requirement and petitions
- (i) Letters of recommendation (prior to admission)
- (j) Notification of probationary status (if appropriate)
- (k) Potential admission
- (l) Requirements summary
- (m) Social security income status
- (n) Teacher placement files
- (o) Veterans classification

8. Dean of Students/Office of University Residences:

- (a) Conduct records—All correspondence relating to conduct cases. When "Conduct Reprimand" or "Conduct Probationary"

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tion" sanctions are levied, the information is destroyed upon graduation or other severance from the University. Records are maintained concerning students on long-term leaves of absence. All correspondence relating to conduct cases where "Conduct Suspension" or "Conduct Dismissal" penalties are imposed is destroyed three years from the date of the decision.

(b) Residence staff selection records—All application forms, confidential recommendation statements, and related materials are retained for three years.

(c) Housing registration records (i.e., name, sex, on-campus location, meal plan, room occupancy, class standing, phone number, social security number) and summary information detailing total numbers of students by type of residence is discarded at the expiration of each fiscal year.

9. Office of Student Affairs

(a) Record of University withdrawal

10. Student Financial Aid Office:

- (a) Award letter
- (b) Correspondence with the student or parents
- (c) Financial aid application
- (d) Financial aid workshop
- (e) Loan file
- (f) Need computation by CSS
- (g) Parent's (or Student's) Confidential Statement

5. VISITING HOURS

Each living organization may implement a program of visitation in private rooms provided that such program, (a) is approved by secret ballot by two-thirds of the student residents in the living organization and concurred in by the Dean of Students; (b) falls within the following time periods: 12 noon and midnight on Sunday through Thursday and 12 noon and 1:30 a.m. on Friday and Saturday; and (c) is subject to rules and procedures adopted in accordance with other provisions of the Standards of Conduct.

V. PROCEDURES OF ENFORCEMENT

A. Complaint Procedures

1. Any person having knowledge of a violation of the Willamette University *Standards of Conduct* should report the matter immediately to the Dean of Students Office.

2. Upon receipt of a complaint by the Dean of Students Office, the parties allegedly involved in the violation shall be informed of the following:

(a) time, date and place of an initial counseling interview to discuss the basis for the complaint, its implications and the procedures for enforcement;

(b) where the current edition of the code and procedures are published.

3. After conferring with the parties allegedly involved in the violation, the Dean of Students Office may, on the basis of a counseling interview or any preliminary or subsequent investigation, take the following action:

(a) drop the complaint,

(b) resolve the complaint administratively with concurrence of the alleged violation (see paragraph B below),

(c) refer the complaint to the University Review Board for hearing; or

(d) refer the complaint to the Student Grievance Committee for hearing.

4. The parties involved in the complaint shall be notified of any action taken by the Dean of Students Office.

B. Student Disciplinary Procedures

1. Administrative Resolution. The Dean of Students Office may resolve administratively any student violation of these *Standards of Conduct* when the violation, interests of the University, and personal development of the student render such resolution particularly appropriate. Under this procedure, the following steps shall be followed:

(a) First, the student shall be advised of the *Statement of Student Rights and Responsibilities* and given an opportunity to discuss the alleged violation with an advisory of his or her choice.

(b) If the student admits the conduct which constitutes the violation, then the Dean of Students Office imposes a penalty warranted by the violation and circumstances surrounding its commission. The imposition of expulsion or suspension from the University must be reviewed and approved by the University Review Board within ten school days of imposition. The student shall be informed thereafter in writing of the results of such review. A record of such disposition shall be kept by the Dean of Students with a copy provided to the violator.

(c) In the event the student does not admit the conduct which constitutes the violation, or requests a formal hearing, the cases shall be referred to the University Review Board for resolution. As provided in 2.b. below, the Dean of Students may immediately suspend and/or withdraw consent for a student(s) to remain on campus, should that be in the best interests of the University, pending a hearing by the University Review Board within a maximum of 10 class days.

2. Notice of Violation of *Standards of Conduct*. The Dean of Students Office shall initiate disciplinary proceedings against any student or student organization by preparing, in writing notice of violation of the *Standards of Conduct*.

(a) The notice letter may be delivered personally, sent postage prepaid by registered or certified United States mail or delivered by campus mail to campus residences.

(b) The notice letter shall consist of a statement of the University regulation or policy allegedly violated, a factual description of the conduct upon which the charges are based, notification of the University official or hearing body having jurisdiction over the charges, and reasonable prior notice of the time/date/place of a disciplinary hearing, and, if applicable, notification of immediate suspension and withdrawal of consent to remain on campus.

(c) In the event a student organization has allegedly violated these *Standards of Conduct*, notice of violation shall be delivered to the president, principal officer, or the person(s) designated by the group as being agents on behalf of the group. The president, principal officer, or group agent as defined above shall be required to represent the group before any University official or hearing body having jurisdiction over the charges.

3. Formal Hearing Procedures. Student disciplinary cases referred to the University Review Board shall be subject to the following procedures and conditions:

(a) University Review Board. The primary responsibilities of the University Review Board are to ascertain facts relative to

each disciplinary case brought before it, determine whether these *Standards of Conduct* have been violated, and impose penalties when appropriate. In carrying out these responsibilities, the Board may adopt procedures, in addition to those specified below, which expedite the orderly progress of the hearing, direct questions to any person connected with the disciplinary case, limit testimony, and conduct any legitimate inquiry necessary for a fair disposition of the case.

1) **Membership.** The University Review Board shall consist of five students and four members of the faculty one of whom shall be designated by the Board as Chairperson. The faculty members shall be appointed by the President of the University. The student members, one of whom shall be a Graduate School of Administration student, and one of whom shall be a College of Law student, shall be nominated by the Presidents of the Associated Students of Willamette University, Associated Students of the Graduate School of Administration and Student Bar Association and appointed by the President of the University. Members of the University Review Board shall serve for a maximum of three years.

2) **Disqualification.** Any member may be disqualified temporarily from the Board if, in the judgment of that member and with the concurrence of the rest of the Board, such disqualification would serve better the interest of fairness.

3) **Alternate members.** In the event of absence, unavailability or disqualification, the President of the University may appoint alternate members (students to replace students and faculty to replace faculty) to assure full Board membership.

4) **Quorum** shall consist of the Chairperson and four members or alternates.

5) **Duties of the Chairperson.** The Chairperson shall schedule and preside over all hearings, rule on procedural questions and resolve other issues raised before the Board.

(b) **Hearings.** The Chairperson of the University Review Board shall schedule a hearing at the earliest reasonable date upon a referral of a disciplinary case from the Dean of Students Office.

1) If more than one student is charged with a violation arising out of the same or similar incident occurring at the same time and place, a joint hearing shall be held, unless the Chairperson finds sufficient cause for holding separate hearings.

2) Hearings shall be confidential and closed to all persons except those conducting or assisting with the hearing, the student charged and a single advisor of choice, a representative from the Dean of Students Office, and witnesses while they are presenting evidence.

3) A tape recorded record of each hearing shall be made.

(c) **Presentation of disciplinary cases.**

1) A representative from the Dean of Students Office shall present the charges and evidence in the case, and may call witnesses if appropriate.

2) The student charged with the violation, or an advisor of choice, shall be given an opportunity to rebut the charges, cross-examine witnesses and present favorable evidence and witnesses.

(d) **Student elects not to appear.** In the event a student elects not to appear at the disciplinary hearing, the following shall apply:

1) The student's absence shall be noted in the record without prejudice;

2) The hearing shall proceed in the student's absence.

(e) Prior to or at the scheduled hearing, the student may petition the University Review Board for a postponement or rescheduled hearing. The University Review Board shall grant such petition if in its judgment reasonable cause is shown.

(f) **Decisions of the Board.**

1) Findings of violation of these *Standards of Conduct* shall be based upon a preponderance of evidence.

2) Findings and penalties imposed by the University Review Board require an affirmative vote of a majority of all members of the Board, including the chairperson.

3) The student shall be given written notice of the findings and penalties, and also advised of the right to appeal any decision to the President of the University.

4) Findings and penalties imposed by the University Review Board are final unless appealed within three days in accordance with procedures specified in 5-B below.

4. **Penalties**

(a) **Expulsion.** Participation in University life is severed indefinitely, including loss of all fees and academic credit for the semester in which the expulsion takes place.

(b) **Suspension.** Participation in University life is severed including loss of all fees and academic credit for the semester in which the suspension takes place. With regard to student organizations, this penalty is equivalent to loss of University recognition and all privileges associated with such recognition.

(c) **Probation.** Participation in University life by individual students or student organization is placed on provisional status, with or without loss of designated privileges.

(d) **Restitution.** The student or student organization is required to replace or restore damaged, stolen, or misappropriated property.

(e) **Community Service.** The student or student organization is required to render a designated number of hours of labor in the service of the academic or municipal community.

(f) **Warning.** The student or student organization is given official notice that future violations of these *Standards of Conduct* may result in the imposition of more serious penalties.

(g) **Other.** In consultation with the student involved, the University Review Board or the Dean of Students may impose such other penalties as may be deemed appropriate and reasonable.

5. **Appeal Procedures**

(a) Findings or disciplinary penalties imposed under the authority of these *Standards of Conduct* may be appealed only to the President of the University.

(b) All such appeals shall be in writing and submitted to the Dean of Students Office within three class days of receipt of the notice of findings and penalties.

(c) The appeal shall consist of a statement of facts which sets forth one or more of the following exclusive grounds for appeal.

1) There is significant new evidence which was not a part of the disciplinary hearing.

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- 2) The penalty imposed was unreasonable.
- 3) The University official or hearing body resolving the violation was biased.
- 4) A procedural error in the proceedings was significant and prejudicial.

(d) Upon review of an appeal, the President of the University may take any of the following actions:

- 1) Affirm, in whole or in part, the findings and disciplinary penalties of the University Official or hearing body having jurisdiction over the case.
- 2) Reduce the severity of the penalty.
- 3) Overturn the findings.
- 4) Order a new hearing.

C. Student Grievance Procedures

1. A student who believes that a faculty or staff member has violated his or her rights has the responsibility to discuss thoroughly his complaint with that faculty or staff member. Students in the College of Law shall be governed by the College of Law Student Complaint Procedure.

2. In the case that the student and the faculty or staff member involved are unable to resolve their differences, the student should then discuss his complaint with the immediate superior of the faculty or staff member. After the initial meeting, the faculty or staff member, his superior and the student may meet if all parties agree.

3. If the student is not satisfied by steps one and two he should submit a written complaint to the Dean of Students, if the matter is nonacademic, i.e., involves Right 6-12, or the Dean of the College if the matter is academic, i.e. involves Rights 2-3. In cases involving Rights 1, 4, and 5 or a matter which is not readily categorized as either academic or non-academic, the Dean of Student and the Dean of the College will review the situation together and decide which classification is most appropriate. The Dean of Students will appoint someone other than a member of the teaching faculty upon the request of the student to assist him in drafting his complaint. Upon receipt of the written complaint, the Grievance Board will be composed of five members—one student and one faculty member from the Student Affairs Committee, one student from the Student Senate, one faculty member from the Faculty Council, and the appropriate Dean who serves as Chairperson. The student and faculty or staff member are each entitled to four peremptory challenges.

Copies of the complaint will be sent by the appropriate Dean to the faculty or staff member involved, his or her superior, the student, and the members of the Grievance Board.

4. Within ten class days of receiving a copy of the student's complaint, the faculty or staff member involved shall submit a written response to the Grievance Board Chairperson. Copies of the response shall be given to all persons who received copies of the student's complaint.

5. The Grievance Board will convene within fifteen class days of receiving the response. After reading and discussing the complaint and the response, the Grievance Board may request personal interviews with the faculty or staff member and student involved and third parties who are knowledgeable about the matter. Request for a personal interview with the committee may also be made by the faculty or staff member, or the student or by the above-mentioned third parties.

In the event that these interviews are conducted so that the parties appear separately before the committee, tape transcripts of such interviews will be available to the faculty or staff member and student involved. If such interviews are not deemed necessary, the Grievance Board shall write a recommendation and rationale upon reading and discussing the initial written complaint and response. Copies will be sent to the student, the faculty or staff member, and his superior.

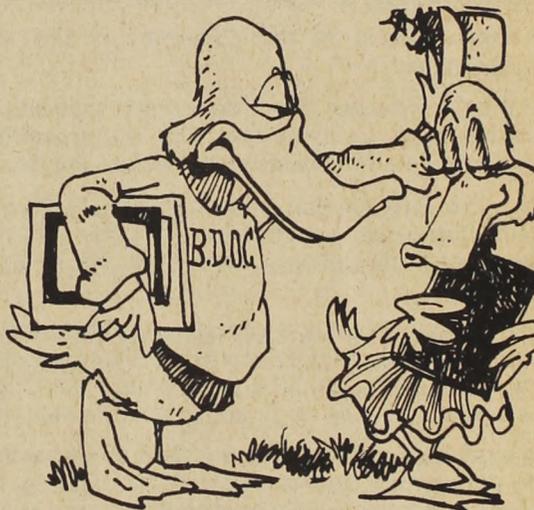
6. If after ten days, the Grievance Board is aware that no action has been taken on its recommendation, it may forward its recommendation to other levels for further action (e.g., President, appropriate Vice President).

7. A written appeal to the Chairperson of the Grievance Board may be filed within five class days after the receipt of the recommendation. Upon receipt of the written appeal, the Chairperson of the Grievance Board shall submit a copy of the original complaint, response, all testimony, Grievance Board recommendations and rationale, and the appeal to the President of the University.

8. All proceedings of a Grievance Board shall be kept confidential and not noted in the student's permanent record.

9. The student who desires to use the procedures must file a written complaint by the end of the next semester after time he/she believes his/her rights were violated.

Willamette University
Student Affairs Committee
11/6/75

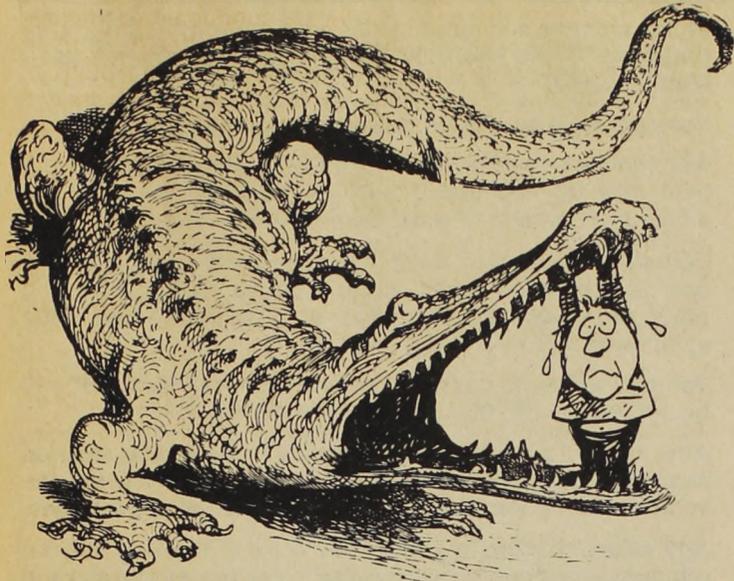


Duck Policy

Students should never "duck" responsibility or engage in fowl play when it comes to caring for campus water fowl. Several ducks make residence on the Mill Stream that runs through campus. Please protect them against hostile advances and hunger. No one ever said there weren't any quacks on campus.

Reserving Space on Campus

To reserve space on campus contact the following people: Classroom space, Thelma Carroll, 6214; GSA, Receptionist, 6440; Law, Doreen Henderson, 6383; Theatre, Sparks Center, University Center, Smith Auditorium, and Waller Hall, call 6267; Residential Guest Rooms, Head Resident, Baxter Hall, 6229; Doney Hall, 6309; Lausanne Hall, 6319; WISH, 6360.



Pets

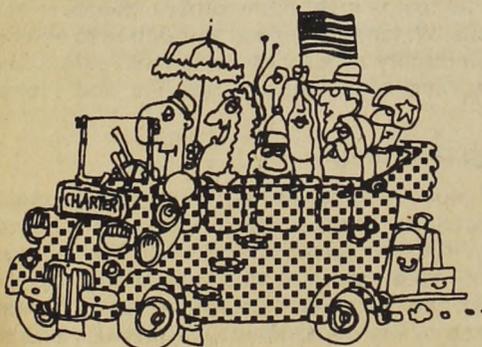
Due to the shortage of beds, dogs and cats are not allowed. Fish, however, can be accommodated. Students and staff members who object to animals on campus can call either of the following agencies for assistance: Humane Society of the Willamette Valley, 4246 Turner Rd. S.E., Salem, OR, phone 585-5900; City of Salem Police Department Animal Control, phone 588-6240.

Refunds

Cash refunds in cases of voluntary withdrawal from a course or from the University as described above will be allowed on tuition and student body membership, on the basis of the following schedule: Withdrawals within the first two weeks of the semester—80% of assessed charges. Withdrawals during the third, fourth or fifth week of the semester—60% of assessed charges. Withdrawals during the sixth, seventh or eighth week of the semester—40% of assessed charges. Withdrawals after eight weeks—no cash refund.

A student who withdraws during a given semester will have the balance of his/her financial aid award cancelled. In case of withdrawal, a regular student carrying work in applied music will be charged for the lessons prior to withdrawal at the rate of \$8.00 per lesson. The balance of the charge is then subject to refund.

A student who is dropped from the University, or is suspended or is forced to withdraw for medical reasons receives no refund or credit for room rent. The student may, however, receive a refund or credit for any unused portion of prepayments on board.



UNIVERSITY VEHICLE PROCEDURE

Use of the University Bus

A. Background

The University bus use policy was determined at the time of acquisition. The bus was obtained as excess property through the National Science Foundation in September, 1970. Through the efforts of faculty members in the Natural Science and Mathematics Concentration Area, a bus was located and applied for. Eventually, this resulted in three faculty from NS/M bringing the bus to Willamette.

Because the application for the bus stressed the potential use for field work in the Natural Sciences, it was determined NS/M classes would have first priority for use.

Priority for bus use

1. Order of priority
 - a. Natural Science and Mathematics classes.
 - b. All other classes.
 - c. All non-class University groups supported by University budgeted funds (i.e., Athletics, Department of Music and Theatre activities which are not class activities, etc.).
2. Reservations and priority
 - a. A group with a higher priority has the right to replace a group with a lower priority.
 - b. Replacement of one group by another ("bumping") cannot occur if the request for replacement is less than five days prior to the scheduled trip.
3. Information on bus use
 - a. If you want to use the bus, call the faculty secretary, Sharon Shoup, at 6332.
 - b. The bus capacity is 37.
 - c. You will be provided with a driver. **NO UNAUTHORIZED PERSON WILL BE ALLOWED TO DRIVE THE BUS.**
 - d. There is a crude P.A. system which can be installed.

Use of Athletic Department Vans

A. Background

The Athletic Department has leased two 15 passenger vans. Other university departments may use them. The following policies have been developed to get maximum value by the university community.

B. Priority

1. Order of priority
 - a. Athletic Department Activities
 - b. Physical Education Classes and Intramurals
 - c. Club Athletic programs
 - d. Any other University budgeted group
2. Reservations and Priority
 - a. A group with a higher priority has the right to replace a group with a lower priority.
 - b. Replacement of one group by another ("bumping") cannot occur if the request for replacement is less than five days prior to the scheduled trip. Some exceptions may occur with Athletic Department teams during spring when outdoor events are rescheduled on short notice.
3. Information on Use
 - a. If you want to use a van, call Carol Woodcock at 6420.
 - b. You will provide your own driver. If the driver is a faculty/staff member no special license is needed. Our insurance coverage requires that student drivers be checked and approved before they are allowed to operate the vehicles. A

24/Campus Policies

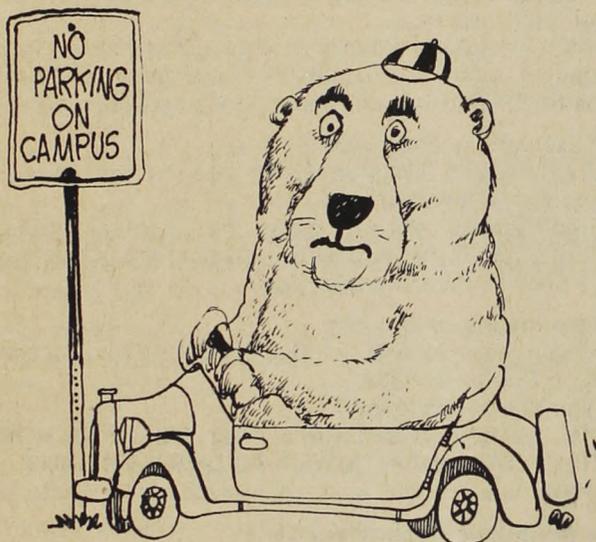
student driver application form (available from the Sparks Center Secretary) must be completed. This involves getting the driver's record from the State Motor Vehicles Department which takes some time.

C. Fee Information

1. Priority C and D groups will be charge 20¢ a mile for use of the van. The vehicles will be filled with gas when you pick them up. Any gas and oil expenditures during use will be deducted.

2. The fee schedule is subject to change at the start of each semester if our maintenance costs are not being adequately covered.

NOTE: Vehicle use policy maintains that van usage is for University budgeted projects and not individual student or club concerns.



Campus Parking

Parking facilities are provided by Willamette University for all faculty, students and staff who register for a Parking Permit and receive a parking sticker. The fee is \$5.00 annually. Student parking stickers must be displayed atop the rear bumper.

Parking space is available only in the areas not posted to read: Tow Away, No Parking, Fire Lane, or any area painted yellow. The following areas are for student, faculty and staff parking:

South of Matthews Hall: It should be noted that this area does not include the circle driveway or the area marked Reserved. Parking is also prohibited in and along the driveway into the parking lot, which is marked with yellow lines.

South of GSA: Winter Street between Bellevue and Trade Streets.

The main lot south of the tennis courts in areas posted "Permit Area Parking from 8:00 to 5:00."

Regulations for Parking

Parking is prohibited at all times in all campus driveways, north side of Mill Street and the entire areas serviced by the Twelfth Street and Winter Street service drives.

The circle driveway in front of the University Center is off-limits at all times for parking purposes.

Motor scooters and motorcycles are restricted for all parking purposes to the specially designated areas southwest of Matthews Hall.

Vehicles must be parked between lines on paved lots.

Any vehicle parked on lawns or interior campus walks at any time may be impounded and violators will be fined the amount of damage to walk, lawns and plantings.

With the exception of maintenance and service vehicles, the operation of automobiles, motor scooters, motorcycles, and other motor vehicles is strictly prohibited in any area of the campus except in parking areas.

Vehicles which do not have the proper permit displayed will be subject to a \$5.00 fine for each offense.

After ticketing a vehicle, the owner's name will be secured and billed. Upon the issuance of a third ticket in one year, the vehicle may be impounded for payment of all unpaid fines.

Any vehicle parked in a tow away zone or fire lane may be removed and violators will pay towing expenses and storage cost.

No permit will be issued for a vehicle longer than 20 feet.

Please remove your sticker when you sell or trade your car.

If you wish to contest your fine, it must be done by contacting Campus Security within 5 days from receipt of ticket.

NOTE: Willamette University provides parking facilities on campus for the convenience of its students, faculty, staff and guests, but does not assume responsibility for damage or theft which may occur to any vehicle. These regulations are for the benefit of all the campus community, and it is, therefore, the responsibility of all to see that they are enforced.

All requests for new permits, etc. should be directed to: Campus Security, Doney Hall Basement, 6466.

DEPARTMENTAL BULLETINS AND MISCELLANEOUS INFORMATION

Forensics

The Speech and Forensics Office (228W FAB) is prepared to assist all students in any aspect of their personal or public communicative needs. In the case of on- or off-campus speeches, this includes help in the selection of topics, guidance in research, organization of materials, preparation of notes and practice in delivery. Types of speaking situations have characteristically included service club addresses, debates and panel discussions.

Willamette University students interested in public speaking are offered opportunities to participate in a variety of forensic activities. Willamette has an outstanding debate record, and each year its teams meet many other colleges in scheduled tournaments. Willamette speech students also enter contests and fill community requests for orations, extemporaneous, impromptu, and after-dinner speeches and interpretative readings.

Psychology Department

The Psychology Department in Waller Hall administers the Strong Vocational Interest Blank and is also equipped as a test center for the Miller's Analogies Test. Juniors and seniors may take note that the Miller's Analogies Test, in some cases, can be taken in lieu of the G.R.E., which is also administered by the department. On referral, other testing is available.

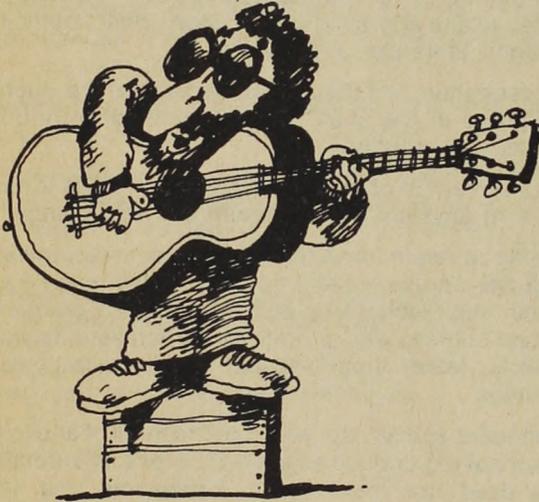
Religious Life

Willamette University realizes the significance of religion in personal and social affairs and offers a variety of opportunities for growth in understanding, commitment, and action in the area of religion. Activities (retreats, speakers, forums, discussion groups, service projects, etc.) are organized both by the Office of the Chaplain and by the many religious groups on campus that are primarily the outgrowth of student interests. In the immediate past religious organizations have included the Willamette Christian Body, Christian Science Organization, Christian Legal Society, Willamette Charismatic Fellowship, Fellowship of Christian Athletes, Campus Ambassadors, a Roman Catholic, an Episcopal, and a Latter Day Saints fellowship, and an informal association for pre-ministerial students. The University Chaplain, in addition to his other responsibilities, offers regular hours for private counseling with students.

Groups

If you wish to be in University Choir, register for it (it meets MWF 2:15-3:20). Before registration (if possible) sign up for an audition time in Fine Arts west on the "Choral Activities" bulletin board opposite FA W146. Audition slots continue after registration, so register for University Choir even if **your** audition hasn't taken place by registration time. Your registration will be corrected for you after auditions have been completed.

Be sure to sign up for an audition time slot as early as possible in Fine Arts West and be sure to read the description there of what an audition involves. (No prepared solos, please).



Music Performing Organizations

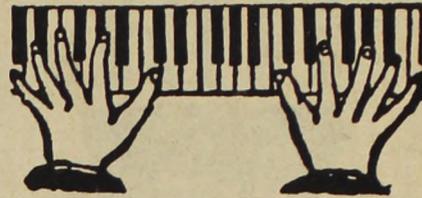
Music performing organizations at Willamette, which are open to all students in the University, include the University Wind Ensemble, University Jazz Ensemble, the University Choir, the Willamette Singers, the Willamette Chamber Orchestra, the Salem Symphony, and a number of chamber music ensembles. All of these perform extensively on the campus and in the Salem area and the larger groups normally engage in at least one extensive tour each year.

Music Ensemble

Audition times during Opening Days are posted in the west wing of Smith Auditorium for you to sign as soon as possible. All interested students are cordially invited by Conductor Dr. Gary Bangstad for the University Choir and Willamette

Singers, Conductor Yair Strauss for the Salem Symphony, Conductor Bruce McIntosh for the Chamber Orchestra, and Conductor Richard Stewart for the University Wind Ensemble and the University Jazz Ensemble to sign for individual appointments.

Don't miss this one!



Piano and Voice Lessons

Any student may study piano and voice (as well as other instruments offered). Since there are several teachers for piano and voice we like to hear you perform first, if at all possible. Audition times for Opening Days are posted on the main floor of the Music Building for you to sign as soon as possible. The Department Chairman can answer specific questions concerning piano and voice.

Music Theory Placement Examination

If you expect to study any course in Music Theory (including fundamentals of music) you should take the theory placement exam. The time and place for the exam will be announced.

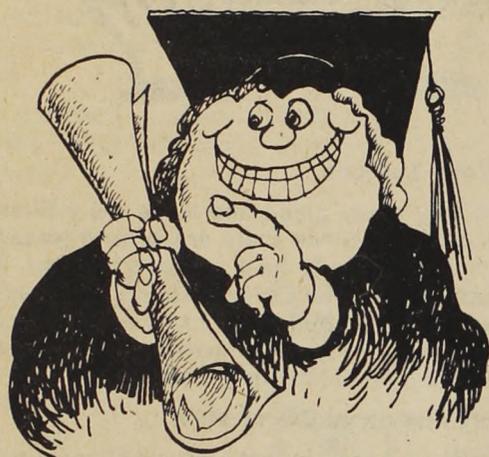
Business Office

The Business Office, located on the first floor of Eaton Hall, maintains the financial affairs of the University in coordination with the Financial Aid Office. It also houses an informal Information Center.

For best results, refer your inquiries to the following people for the services listed: **Madonna Hall**, Students' Accounts Receivable, Tuition and Fees, Statements and Contracts Plan "A" and "B" (Deferred Payments), Account #242 (miscellaneous charges such as medical, breakage, etc.); Withdrawal Refunds and Contract Payment dates. **Betty Lappin**, Cashier, Hours—8:45 a.m. to noon and 1:00 p.m. to 3:00 p.m.; cash student checks, collect student tuitions, bills, parking tickets, infirmary charges, maintenance charges, library fines, chemistry fees, rentals and media services. Collect students small cash loans and University loans; sell stamps and post cards (\$1 minimum purchase)—this is a free service; collect for N.S.F. checks and correspondence; disburse petty cash to those authorized; and disburse ASWU petty cash to those authorized.



Look ma.



GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS, GUIDELINES AND PROCEDURES

Adopted by the Faculty, April 17, 1973

The College of Liberal Arts offers the Bachelor of Arts and the Bachelor of Science degrees. In order to earn a degree, a candidate must satisfy certain Requirements and demonstrate that prescribed Guidelines have been met. The Requirements are a set of conditions which must be satisfied in the manner specified. The Guidelines, on the other hand, can be met in a somewhat more flexible manner. Not only can the Guidelines be fulfilled by course work, but they can also be fulfilled through independent study and through previous experience.

The intent of the Guidelines is both to encourage a candidate to explore some academic disciplines which he may otherwise have been reluctant to enter and to provide for him a breadth of intellectual experience, one of the marks of a liberally educated individual. The Guidelines are not intended to force a candidate to duplicate what he has done previously. It is the joint responsibility of the candidate and his advisor to establish that the intent of the Guidelines has been satisfied.

In planning a total program, the candidate and his advisor must give some consideration to the distribution of credits. Ideally the distribution of the thirty credits presented for graduation should be one-third in a major field of specialization, one-third in academic disciplines related to the field of specialization, and one-third in subjects not directly related to the major. However, in individual cases some variation from this pattern may occur.

Requirements

To obtain a baccalaureate degree from Willamette University in the College of Liberal Arts a student must successfully complete 30 credits, not more than 10 of which can be in any one subject field.

At least 15 of these credits must be earned in residence; and, except in extraordinary cases, the last or senior year shall be spent in residence.

Every candidate for graduation must have demonstrated proficiency in the English language. Candidates who have also demonstrated proficiency in a foreign language may take the degree of Bachelor of Arts; those who have not, the degree of Bachelor of Science.

Guidelines

Upon entrance each student will be assigned to a faculty advisor. The student and advisor, in mutual consultation and concurrence, will devise an academic program suitable to the student's interest, needs, and background and also with an eye toward the larger perspective and accomplishments expected of a liberally educated person.

Each individual program should contain at least the following components at the college level of depth and difficulty:

1. Experience in the discipline of a laboratory science;
2. Facility in the logical connection and progression of ideas, such as may be acquired in the study of logic, mathematics, linguistics, rhetoric, and the like;
3. Grounding in the cultural heritage of civilization, such as knowledge and appreciation of history, philosophy, religion, languages, literature, and the arts;
4. Understanding of the civic dimension of life, such as may be acquired in the study of governmental, economic, and other social institutions;
5. Involvement in physical activity which leads to the development of physical fitness, health and well being;
6. Ability to relate ideas from diverse sources and integrate knowledge across subject fields, such as may be acquired through interdisciplinary and team-taught courses, seminars, and courses with content and organizational thrust that is lateral rather than vertical in the accumulation of knowledge.

Both student and advisor are urged to think of and to plan the educational experience as a whole. A pile of unrelated fragments does not make for a wholesome and satisfying educational experience. Since many entering freshmen do not yet know what their major will be (and none are expected to), the wisest procedure is to plan the first two years as a unit, with experiences broadly distributed among the components listed above. This will prepare the student for concentration or specialization when he does decide on a major as well as acquaint him with the wide variety of possible majors.

When the student is ready to declare a major (normally no later than the beginning of the junior year), he will choose an advisor in his major field or program. Together they will plan the remainder of the individual program. Ideally, the major part of the plan will influence the choices made in the non-major part of the plan. In this way the final two years will provide a drawing together to complement the experiences of wide distribution and experimentation during the first two years.

A study program is a written agreement between the student and advisor. This agreement implements the Requirements and Guidelines. Copies of all programs and revisions shall be signed by the student and advisor. Before the end of the first semester of the freshman year a tentative two-year program must be filed. Before the end of the sophomore year a four-year program must be filed. Copies of all study programs and revisions shall be filed with the Registrar for administrative review and referral if necessary. These records will be available for scrutiny by any member of the Willamette University community.

ACADEMIC PROBATION POLICY

Students who have experienced any of the academic deficiencies listed below will receive notice of their academic status at the end of each semester. Students have the right to appeal their academic status by petitioning the Academic Status Committee.

Academic Deficiencies

1. Semester grade point average below 2.00.
2. Cumulative grade point average below 2.00.
3. Full-time student (3 or more credits) completes less than 3 credits.
4. Serious academic difficulty as determined by the Academic Status Committee.

Academic Status

Although final determination of academic status growing out of these deficiencies is at the discretion of the Academic Status Committee, the following actions normally will be taken:

1. **Academic Warning** if a student receives an academic deficiency notice.
2. **Academic Probation** if a student receives a second consecutive academic deficiency notice or is in serious academic difficulty as determined by the Academic Status Committee.
3. **Academic Dismissal** if a student on academic probation receives an additional academic deficiency notice.

When a student removes all academic deficiencies he or she will be restored to normal academic status.



FINAL EXAMINATION SCHEDULE FOR ACADEMIC YEAR 1979-80

FALL, 1979

Thursday, December 13, 1979

1:00	T	R	8:00-11:00 a.m.
3:30	T	R	2:00-5:00 p.m.

Friday, December 14, 1979

10:00	MT	RF	8:00-11:00 a.m.	
2:15	M	W	F	2:00-5:00 p.m.

Saturday, December 15, 1979

9:00	MT	RF	8:00-11:00 a.m.	
3:30	M	W	F	2:00-5:00 p.m.

Monday, December 17, 1979

11:00	MT	RF	8:00-11:00 a.m.
2:15	T	R	2:00-5:00 p.m.

Tuesday, December 18, 1979

8:00	MT	RF	8:00-11:00 a.m.	
1:00	M	W	F	2:00-5:00 p.m.

SPRING, 1980

Friday, May 2, 1979

10:00	MT	RF	8:00-11:00 a.m.	
2:15	M	W	F	2:00-5:00 p.m.

Saturday, May 3, 1980

9:00	MT	RF	8:00-11:00 a.m.	
3:30	M	W	F	2:00-5:00 p.m.

Monday, May 5, 1980

11:00	MT	RF	8:00-11:00 a.m.
2:15	T	R	2:00-5:00 p.m.

Tuesday, May 6, 1980

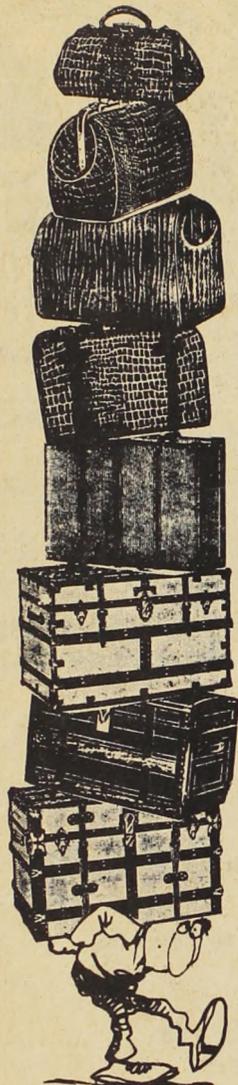
8:00	MT	RF	8:00-11:00 a.m.	
1:00	M	W	F	2:00-5:00 p.m.

Wednesday, May 7, 1980

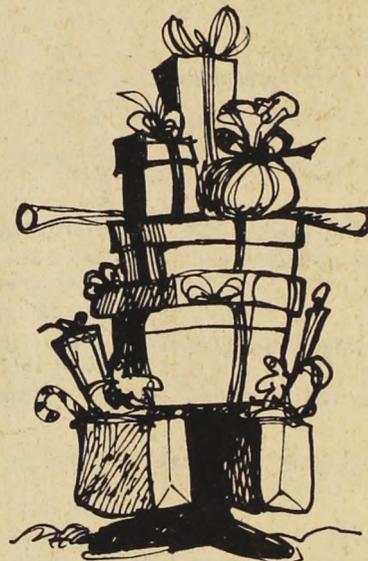
1:00	T	R	8:00-11:00 a.m.
3:30	T	R	2:00-5:00 p.m.



FALL CALENDAR



- November 2** Last day to drop full semester courses.
- November 5** Last day to add second half semester courses. Last day to drop second half semester courses without a W appearing on the transcript. Last day to designate second half semester courses pass/no credit.
- November 19** Academic advising begins for spring semester.
- November 21** Thanksgiving Vacation begins at 5:00 p.m.
- November 26** Thanksgiving Vacation ends at 8:00 a.m.
- November 30** Last day to drop second half semester courses.
- December 1** Advance registration for spring semester.
- December 11** Classes end, 10:00 p.m.
- December 13** Semester final exams begin.
- December 18** Semester final exams end. Christmas Vacation begins.



FALL SEMESTER, 1979

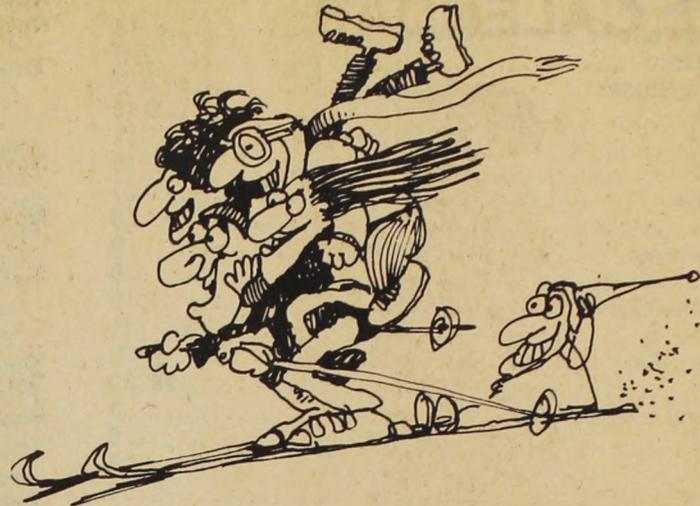
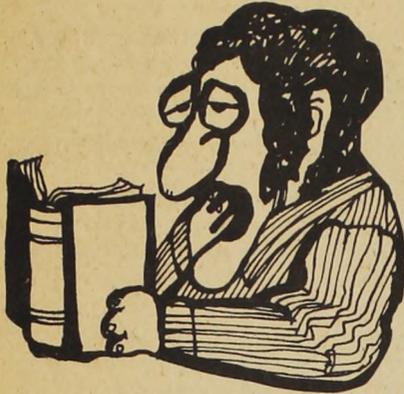
- August 26** Residence halls open for new students. Orientation begins.
- August 29** Registration for new students and returning students who did not preregister, 8:00 a.m. to noon. Classes begin, 1:00 p.m.
- September 3** Labor Day Holiday. No classes held.
- September 12** Last day to add first half and full semester courses. Last day to withdraw from first half and full semester courses without a W appearing on the transcript. Last day to designate first half and full semester courses pass/no credit.
- September 28** Last day to drop first half semester courses.
- October 15** "Mid semester day"—all classes suspended for the day.
- October 19** End of first half semester courses.
- October 22** Beginning of second half semester courses.



SPRING CALENDAR

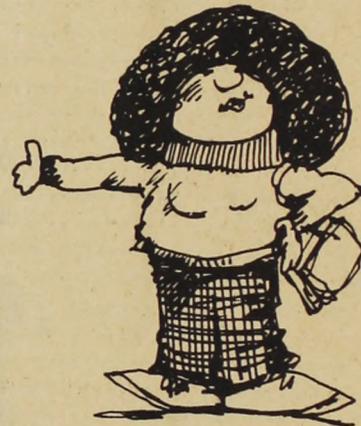
SPRING SEMESTER, 1980

- January 14 Registration for spring semester.
- January 15 Classes begin, 8:00 a.m.



- January 28 Last day to add first half and full semester courses. Last day to drop first half and full semester courses without a W appearing on the transcript. Last day to designate first half and full semester courses pass/no credit.
- February 1 One hundred thirty-eighth anniversary of the founding of the University.
- February 15 Last day to drop first half semester courses.
- March 4 End of first half semester courses.
- March 5 Beginning of second half semester courses.
- March 14 Spring Vacation begins at 5:00 p.m.
- March 24 Spring Vacation ends at 8:00 a.m.

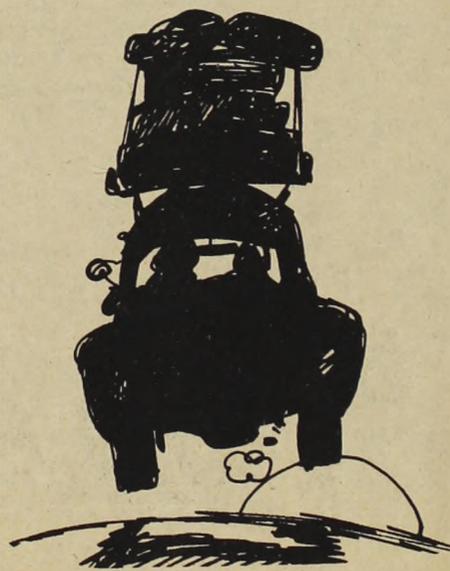
SPRING BREAK



- March 25 Last day to add second half semester courses. Last day to drop second half semester courses without a W appearing on the transcript. Last day to designate second half semester courses pass/no credit.
- March 28 Last day to drop full semester courses.
- April 11 Last day to drop second half semester courses.
- April 14 Academic advising for fall semester begins.
- April 26 Advance registration for fall semester.
- April 30 Classes end, 10:00 p.m.
- May 2 Semester final exams begin.
- May 7 Semester final exams end.
- May 11 Baccalaureate and Commencement.

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1979-80 RESIDENCE STAFF

Residence	Phone	Head Resident	Phone	Resident Assistant	Phone	Room
Alpha Chi Omega	6344	Beth/Bob Stanford	6346			
Baxter Hall	6226	Kim/Gary Nelson	6229	Ted Chester	6112	408
	6227			Patty Obradovich	6113	317
	6228			Kerry Tymchuk	6118	211
Belknap Hall	6236	Mike Pugh	6239	Mike Vines	6128	210
		Area Director		Don Whitehead	6136	108
Beta Theta Pi	6254	Debbie/John Wilson	6256			
Delta Gamma	6347	Dorothy Jones	6349			
Delta Tau Delta	6367	Ken Slack	6369			
Doney Hall	6306	Diane/John Pearson	6309	Kelly Bresee	6129	314
	6307			Mary Coleman	6114	212
	6299			Doris Hudson	6122	230
Kappa Sigma	6251	Kirk Hofstetter	6253			
Lausanne Hall	6316	Area Director	6319	Lynn Kinney	6127	206
				Tony Peterson		108
				Robin Reed	6140	308
Lee House	6326			Allan Brock		108
				Eric Morrison	6133	208
Matthews Hall	6246	Herb Grey	6249	Ken Bergquist	6132	314
				Marianne Daly	6135	211
Phi Delta Theta	6365	Norma/Larry Schuetz	6366			
Pi Beta Phi	6355	Beth Spangler	6357			
Shepard House	6261	Sue De Grow	6462	Laurie Coats	6143	4
Sigma Alpha Epsilon	6257	John Di Lorenzo	6259			
Sigma Chi	6361	Dennis Ichikawa	6370			
WISH	6358	Chane/Mark Grider	6360	Scott Herzinger	6148	12
York	6336			Jim Hughes	6150	214

FREQUENTLY CALLED NUMBERS

ACADEMIC AFFAIRS (DEAN, LIBERAL ARTS)	6285	LIBRARY	6312
ADMISSIONS (EATON)	6303	TECHNICAL SERVICES	6266
ALPHA CHI OMEGA (SORORITY)	6344	MAINTENANCE	6235
ALTERNATIVE FUTURES CENTER	6460	MATHEMATICS (COLLINS)	6338
ALUMNI (UNIVERSITY CENTER)	6356	MATTHEWS HALL (RESIDENCE)	6246
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ATHLETICS (SPARKS CENTER)	6420	MEDIA CENTER (WALLER)	6322
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BELKNAP HALL (RESIDENCE)	6236	MUSIC (FINE ARTS BUILDINGS)	6320
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BIOLOGY (COLLINS)	6333	PAYROLL CLERK	6234
BOOKSTORE (UNIVERSITY CENTER)	6315	PHI DELTA THETA (FRATERNITY)	6365
BUSINESS (EATON)		PHILOSOPHY/RELIGION (WALLER)	6368
ACCOUNTING	6204	PHYSICAL EDUCATION/INTRAMURALS—MEN (GYM—SPARKS CENTER)	6423
BOOKKEEPER	6205	PHYSICAL EDUCATION/INTRAMURALS—WOMEN (GYM—SPARKS CENTER)	6422
BUSINESS MANAGER	6203	PHYSICS (COLLINS)	6330
CASHIER	6206	PI BETA PHI (SORORITY)	6355
CONTRACTS (STUDENT)	6323	PLACEMENT SERVICE	
V.P. FINANCIAL AFFAIRS	6202	STUDENT EMPLOYMENT (BISHOP STUDENT DEV. CTR.)	6311
CAREER AND LIFE PLANNING (BISHOP STUDENT DEV. CTR.)	6311	TEACHER PLACEMENT (EATON)	6215
CHAPLAIN (UNIVERSITY CENTER)	6213	POLITICAL SCIENCE (GATKE)	6321
CHEMISTRY (COLLINS)	6335	PRESIDENT (UNIVERSITY CENTER)	6209
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COLLEGIAN (STUDENT NEWSPAPER—UNIVERSITY CENTER)	6224	PUBLICATIONS (STUDENT—UNIVERSITY CENTER)	6224
COMPUTER CENTER		REGISTRAR (EATON)	6214
COLLINS	6364	RELIGION/PHILOSOPHY (WALLER)	6368
GSA	6439	RESERVATIONS	
COUNSELING SERVICES (BISHOP STUDENT DEV. CTR.)	6372	UNIVERSITY SCHEDULING OFFICE	6267
DELTA GAMMA (SORORITY)	6347	SPEECH (FINE ARTS BUILDING)	6244
DELTA TAU DELTA (FRATERNITY)	6367	SAGA FOOD SERVICE	6350
DEVELOPMENT (UNIVERSITY HOUSE)	6352	BAXTER	6217
DONEY HALL (RESIDENCE)	6306	CAT CAVERN SNACK BAR	6216
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EATON HALL (SECRETARY—10 a.m.-2 p.m.)	6468	LEE-YORK	6219
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FACULTY SECRETARY (COLLINS)	6332	SECURITY (DONEY INTER-TIE)	6466
FINANCIAL AID (EATON)	6273	SHEPARD HOUSE	6261
STUDENT LOANS	6323	SIGMA ALPHA EPSILON (FRATERNITY)	6257
FOREIGN LANGUAGE (WALTON)	6275	SIGMA CHI (FRATERNITY)	6361
GRADUATE SCHOOL OF ADMINISTRATION	6440	SOCIOLOGY (EATON)	6313
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THIRD FLOOR	6444 or 6445	SECRETARY	6420
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INFORMATION SERVICES (UNIVERSITY HOUSE)	6231	SALEM SYMPHONY OFFICE	364-5763
KAPPA SIGMA (FRATERNITY)	6251	THEATRE (UNIVERSITY PLAYHOUSE)	6222
LAUSANNE HALL (RESIDENCE)	6316	TICKETS (THEATRE)	6223
LAW (COLLEGE OF)	6380	UNIVERSITY CENTER	6267
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