

1983-84

Student Handbook

**Willamette University
Salem, Oregon**

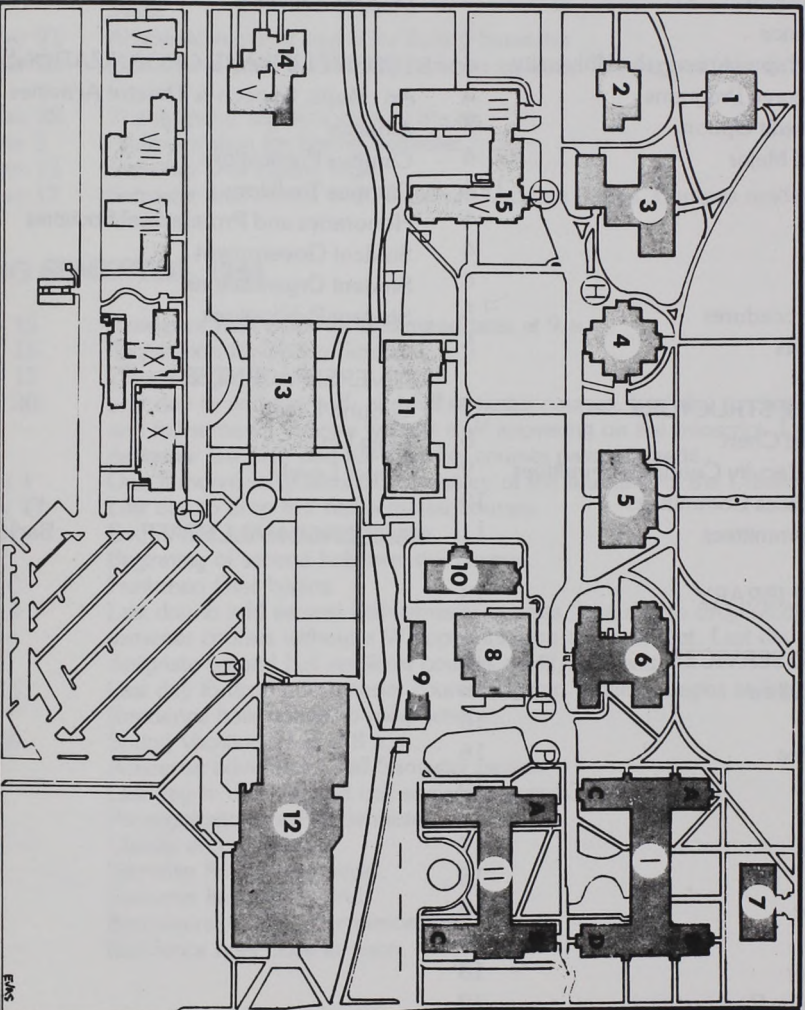
Lavin Dawson C134 581-2121

Willamette University

State Street

- 1 Art
- 2 University House (Development, Alumni)
- 3 E.S. Collins Science Center
- 4 Waller (Education, Psychology, Media, Safety)
- 5 Eaton (Classrooms, Faculty Offices)
- 6 Mallory/Library
- 7 Galke (Economics, Political Science)
- 8 Playhouse
- 9 Maintenance
- 10 Bishop (Health Center, Career Development, Counseling, Business Offices)
- 11 Smith Auditorium and Fine Arts (Music)
- 12 Sparks Phys Ed and Recreation Center
- 13 Putnam University Center (President, Student Affairs, Admissions, Registrar, Financial Aid, Bookstore, Cafeteria)
- 14 York (Math: Computer Science)
- 15 Doney (Food Service, News Bureau, Publications)
- 16 Collins Legal Center
- 17 Geo H Atkinson Graduate School of Management
- H Handicapped Parking
- P Outside Pay Phones

Winter Street



12th Street

Bellevue Street

EMMS

STUDENT RESIDENCES

- I Baxter (Coed Residence)
 - A Beta Theta Pi (Fraternity)
 - B Phi Delta Theta (Fraternity)
 - C Sigma Chi (Fraternity)
 - D Sigma Alpha Epsilon (Fraternity)
- II Matthews (Coed Residence)
 - A Belknap (Coed Residence)
 - B Kappa Sigma (Fraternity)
 - C Delta Tau Delta (Fraternity)
- III Lausanne (Coed Residence)
- IV Doney (Coed Residence)
- V Lee (Graduate Students)
- VI Shephard (Women's Residence)
- VII Pi Beta Phi (Sorority)
- VIII Delta Gamma (Sorority)
- IX Alpha Chi Omega (Sorority)
- X International Studies (WISH Coed Residence)



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DATES TO REMEMBER

FALL SEMESTER, 1983

August 27	Residence Halls open for new students. Orientation begins.
August 31	Registration for new students and returning students who did not pre-register, 8 a.m. to Noon. Classes begin, 11 a.m.
September 5	Labor Day Holiday.
September 30	Last day to drop first half-semester courses.
October 14-16	Parents Weekend
October 20	End of first half-semester courses.
November 1-4	Expressions
November 4	Last day to drop full-semester courses. 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 credit/no credit.
November 21	Academic advising begins for Spring Semester.
November 23	Last day to drop second half-semester courses. Thanksgiving Vacation begins at 5 p.m.
November 28	Thanksgiving Vacation ends at 8 a.m.
December 3	Pre-registration for Spring Semester.
December 13	Semester final exams begin.
December 17	Semester final exams end. Christmas Vacation begins. Campus residences close at noon.

SPRING SEMESTER, 1984

January 15	Residence halls open for undergraduates at 9 a.m.
January 16	Registration for Spring Semester.
January 17	Classes begin, 8 a.m.
January 30	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 forty-second anniversary of the founding of the University.
February 17	Last day to drop first half-semester courses.
March 7	End of first half-semester courses.
March 8	Beginning of second half-semester courses.
March 10	Freshman Glee begins
March 14	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 credit/no credit.
March 16	Last day to drop full-semester courses. Spring Vacation begins at 5 p.m. Residence halls open; no meal service.
March 26	Spring Vacation ends at 8 a.m.
April 9	Academic advising for Fall Semester begins.
April 13	Last day to drop second half-semester courses.
April 21	Pre-registration for Fall Semester.
April 27	Classes end, 10 p.m.
May 2	Semester final exams begin.
May 7	Semester final exams end.
May 13	Baccalaureate and Commencement.
May 14	Residence halls close at noon.

ACADEMIC INFORMATION



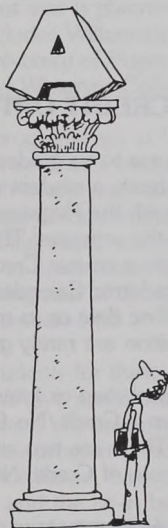
ACADEMIC INFORMATION

ACADEMIC ACHIEVEMENT

At the conclusion of each semester, the academic records of all students working for an undergraduate degree are reviewed by the Academic Status Committee, a standing committee of the undergraduate faculty. In the cases of students who are not working up to expectations, the committee determines whether an individual student is: (1) *warned* about academic progress; (2) placed on *academic probation*; or (3) dismissed for academic insufficiency.

The criteria used in these determinations include the following academic deficiencies:

1. Semester GPA below 2.000.
2. Cumulative GPA below 2.000.
3. Completion by a fulltime student of less than 3 credits.
4. Serious academic difficulty as determined by the Academic Status Committee.



Academic Progress Information

Normal progress requires that a student complete a minimum of 3 credits during the preceding semester and complete sufficient credits toward an undergraduate degree according to the following schedule:

- 3 credits completed by the end of the first semester, and 4 credits completed for each subsequent semester for a total of:
- 7 credits completed by the end of the first year;
- 11 credits completed by the end of the third semester;

- 15 credits completed by the end of the second year;
- 19 credits completed by the end of the fifth semester;
- 23 credits completed by the end of the third year;
- 27 credits completed by the end of the seventh semester;
- 31 credits presented for graduation at the end of the fourth year.

Academic Probation

If a student's academic performance falls well below expected achievement, the student will be placed on Academic Probation. If placed on probation, the student is:

1. Ineligible to represent Willamette University in any public performance;
2. Ineligible to hold any major campus office;
3. Subject to review of his/her financial aid status (if receiving aid from the University) by the Director of Financial Aid.
4. Subject to eventual dismissal if the academic record continues to be below expected achievement.

Students placed on probation should see their academic advisors as soon as possible in order to review their curricular, co-curricular, and extra-curricular activities.

Academic Dismissal

If academic performance warrants academic dismissal, the student is: (1) ineligible to apply for readmission to Willamette for two subsequent semesters; and (2) encouraged to seek counsel with members of the Willamette faculty or staff to discuss educational goals.

CHANGES IN CLASS SCHEDULES

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 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 for half semester courses.

Drop/Add cards are obtainable from the student's advisor (**not** the Registrar's Office) and require the advisor's signature as well as those of the instructors involved.

CHANGE OF ADVISOR

Once students have obtained their new advisor's permission to submit their name, a Change of Advisor form is obtained from the Registrar's Office. The only signature required on this form is the student's; neither advisor is required to sign.

CLASS ATTENDANCE

There is no "cut" system at Willamette University and students are expected to attend class. Individual instructors may set additional rules at the beginning of the semester.



COMPLETE WITHDRAWAL FROM THE UNIVERSITY

The form for this procedure (reverse side of the Drop/Add card) is obtained from the student's advisor and requires signatures from the advisor as well as authorized personnel in the Admissions/Registrars, Financial Aid and Business Offices.

COMBINED DEGREE PROGRAMS

Along with its traditional liberal arts offerings, Willamette has developed several combined degree programs with its own colleges as well as with other universities.

Four combined degree programs are available: The Combined Plan Management Program (three years at Willamette's College of Liberal Arts and two years at Willamette's Graduate School of Management); The Combined Plan Engineering Program (three or four years at

Willamette, two years at Columbia or Stanford); The Combined Plan Forestry Program (three years at Willamette, two years at Duke); The Combined Plan Elementary Education Program (two years at Willamette and two integrated years at Western Oregon State College and Willamette); and the Combined Plan Computer Science Program (three years at Willamette, two years at the University of Oregon or the Oregon Graduate Center.)

Students interested in detailed information should contact the following Program Advisors:

Combined Plan Management Program
Professor Mark Choate, GSM (6444)
Combined Plan Forestry Program
Professor Scott Hawke, Biology (6181)
Combined Plan Engineering Program
Professor M.B. Stewart, Physics (6373)
Combined Plan Elementary Education Program
Professor Joanne Engel, Education (6343)
Combined Plan Computer Science Program
Professor J. Michael Dunlap, Computer Science (6165)

CREDIT/NO CREDIT OPTION

To designate a course to be graded on the Credit/No Credit basis, a student must file an appropriate form with the Registrar within the first two weeks of the semester. The date of the last day to designate a course Credit/No Credit is listed on the Academic 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 Credit/No Credit basis in the first semester. There are two additional restrictions on the use of Credit/No Credit by students:

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

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

The grades of CR and/or NC are not computed in the GPA. The grade of CR is given for work earning a C- or above; the grade of NC is given for work earning D+, D, or F.

DECLARATION OF MAJOR

While not actually a petitioning procedure, each student is expected to request permission to major in a given subject field. Permission is obtained through the department chair. Proper forms may be obtained from the Registrar's Office in the University Center. No student may declare a major until completion one of the courses required in the subject field in which the student wishes to major.

EXAMINATIONS

The Semester Final Exam Schedule is developed by the Registrar. Other examinations are scheduled by the individual instructors.

FOREIGN STUDY

Either independently, within the Independent Liberal Arts Colleges Abroad consortium, or by other arrangement, Willamette offers four foreign study programs and is planning two more. The consortium includes Willamette, Pacific Lutheran University, University of Puget Sound, Gonzaga University, and Whitman College.)

The present programs are in London every semester; France (Paris) every even-numbered spring; Munich every year; Japan (at the International College of Commerce and Economics in Kawagoe City) every odd-numbered fall. Programs will be in Salamanca, Spain, every odd-numbered spring and in Guadalajara, Mexico, every even-numbered fall.

In selecting students for these programs, screening committees give preference to junior and seniors who have not previously studied abroad on a Willamette program, and consider previous academic performance, background pertinent to the program, and the tie-in between the student's major and the program.

Willamette financial aid continues for students on Willamette programs abroad. Please note, however, that Willamette financial aid does *not* transfer to other study abroad programs.

Students contemplating a semester or year of off-campus study should check carefully with major departments prior to going on the program in order to be sure that the foreign study will complement their on-campus study in satisfactory ways. They should also file a Request for Preliminary Approval of Credits to be Earned Through Foreign Study, available in the Registrar's Office.

Additional information on Willamette foreign study programs is available in the Office of the Associate Dean (Walton 116). The materials are arranged for easy access and students are encouraged to come in and browse among them.



GRADING

Grade reports are sent to students as soon as possible after the end of the semester. The standard grades and their points for computation in the GPA are:

A (4 points); A- (3.7 points); B+ (3.3 points); B (3 points); B- (2.7 points); C+ (2.3 points); C (2 points); C- (1.7 points); D+ (1.3 points); D (1 point); F (0 points); CR (credit is earned for the course, not computed in GPA); NC (no credit is earned for the course, not computed in GPA).

Grades in the A range denote excellent work; in the B range, good work; in the C range, average work; in the D range, inadequate work; and F denotes failing work. CR indicates performance at the C- level or above; NC indicates work below that level.

Instructors will describe the grading schemes for individual courses at the beginning of the semester.

INTERSHIPS

Internships are available through various departments and the University Internship Program. The Political Science and Sociology Departments offer their own internship opportunities; other departments use the broader college-wide program.

The **Willamette University Intern Program** offers three types of intern opportunities. Students who entered the University prior to Fall 1981 may earn up to four credits in internships. Students who enter the University in Fall 1981 or thereafter may count only

two Major Program of Professional Internship credits among the 31 credits required for graduation. No more than one credit may be earned in Insight Internships.

The Intern Program is administered by the Associate Dean of the College of Liberal Arts, who serves as the Intern Program Coordinator. Application forms and further information are available in the Associate Dean's Office (Walton 116) and all completed applications should be returned to that office for final approval.

Insight Internship: (1/2 credit) Students are placed in an office, agency or with an individual in a career position in which the student has a career interest and which requires a college education. The purpose of the internship is to acquaint the student with the demands and opportunities of the field and to learn the kinds of skills, reasoning ability and liberal arts preparation necessary to be successful in the field. The program is open to second semester freshmen and selected sophomores.

Major Program Internship: (1 or 2 credits) Students are placed in an office, agency or with an individual related to the student's academic major. The purpose of the internship to allow students to gain further knowledge of a dimension of their major field of study and to provide participating agencies, offices or personnel with student research capabilities. The program is limited to students with a declared major relevant to the field in which they will intern. Priority will be given to students with junior and senior academic standing.

Professional Internship: (1 or 2 credits) Students are placed in an office, agency or with an individual in a position engaged in a profession of definite career interest to the student. The student would be expected to be able to assume staff level responsibilities. The purpose of the internship is to help the student bridge the gap between liberal arts and a possible career. In order to qualify for the program a student must demonstrate that he or she has adequate skills and background to allow the assumption of a position of responsibility and judgment. It is anticipated that only well prepared and highly motivated students will qualify for this program. Senior or graduate standing is required.

PETITIONING PROCEDURES

Forms for all of the following procedures are available from the Registrar's Office. The Advisor's signature must be obtained before the petition will be considered.

Regular Petitions: Students occasionally need to petition to have certain graduation requirements modified, 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.

TRANSFER CREDITS

Students who wish to transfer to Willamette from other accredited institutions above the secondary school level may be admitted to Willamette and receive credit for courses completed. Transfer applicants should send the following to the Office of Admission:

1. An official transcript of all previous college work, including verification of honorable dismissal or good standing, sent directly from the proper authorities of the college(s) previously attended;
2. An official Willamette University application for admission.
3. A completed Transfer Reference Form (recommendation) sent directly from an administrator at the college(s) previously attended.
4. An official transcript of secondary school work sent directly from the high school.

The names of all colleges previously attended should be included in the application. Failure to do so may constitute cause for cancellation of the student's registration at Willamette. In no case will a student be admitted who has been dropped from another college unless good standing at the former college has been regained. A minimum grade average of "C"

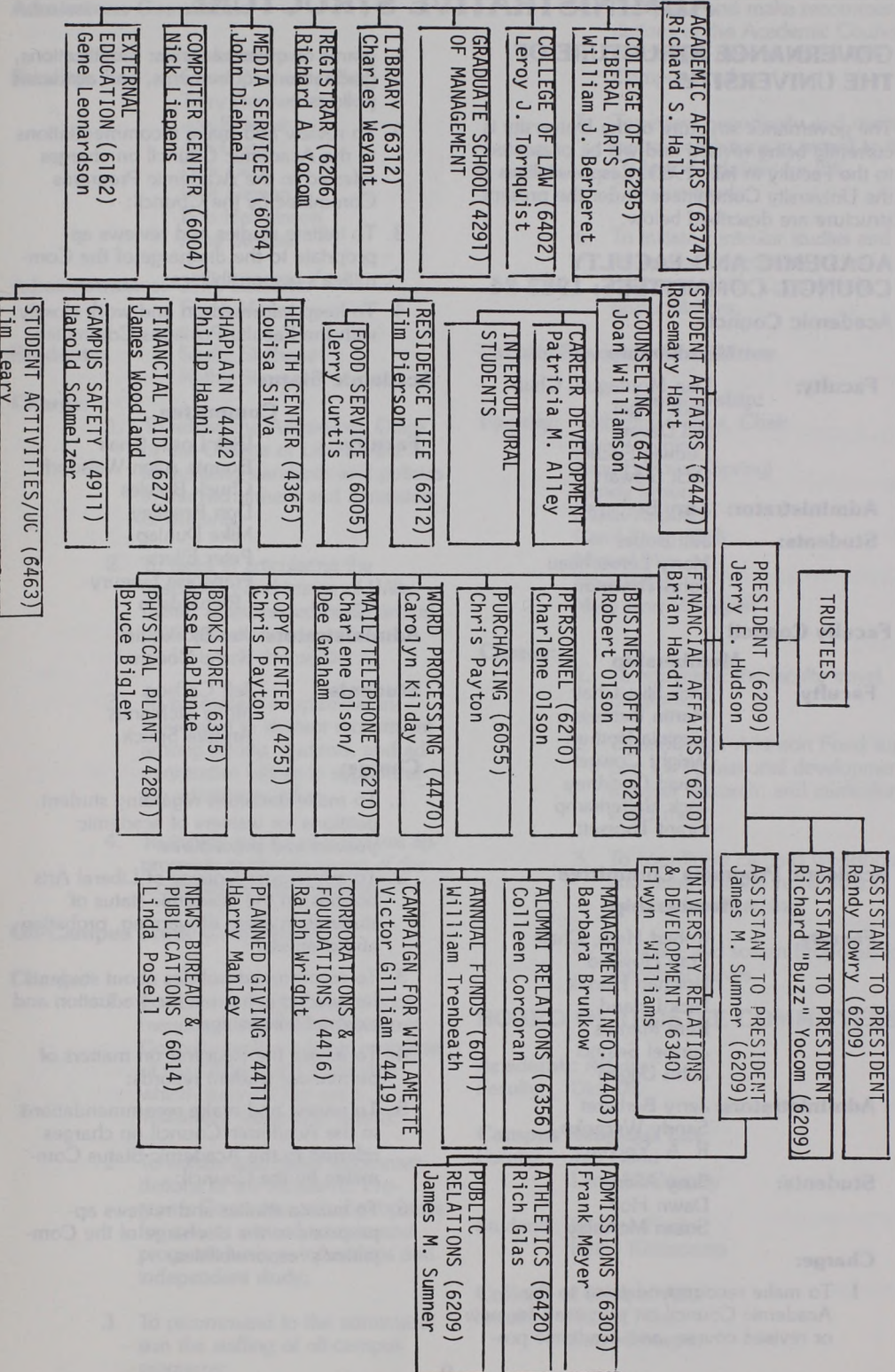
(2.0) in all previous college work is required. In most cases transfer students from accredited colleges will receive full credit for courses comparable to courses offered at Willamette. Courses with grades below a "C" will not transfer.

No junior or community college credits will be accepted for transfer after the student has accumulated 15 Willamette University credits.

All documents for admission to the University are permanently filed and cannot be returned to the student.

STRUCTURE GOVERNANCE

WILLAMETTE UNIVERSITY - ORGANIZATION



ADMINISTRATIVE STRUCTURE

GOVERNANCE STRUCTURE OF THE UNIVERSITY

The governance structure of the University is currently being revised and will be presented to the Faculty in fall, 1983. Responsibilities of the University Committees under the present structure are described below.

ACADEMIC AND FACULTY COUNCIL COMMITTEES: 1983-84

Academic Council

Membership

Faculty: Dan Montague, Chair
Jodi Engel
Bill Devery
Ludwig Fischer
Dick Stewart

Administrator: Jerry Berberet

Students: Jeff Butler
Marty Letourneau
John Thornton

Faculty Council

Membership

Faculty: Dick Iltis, Chair
Martin Behnke
Virginia Bothun
Wright Cowger
David Goodney
Jack Hafferkamp
Grant Thorsett

Academic Programs Committee

Membership

Faculty: Robert Hess, Chair
Fran Howard
Norman Hudak
Nick Leland
Kent Markus
Junpei Sekino
John Uggen

Administrators: Jerry Berberet
Sandy Weronko
R. A. Yocom

Students: Suzy Allen
Dawn Hoff
Susan McAulay

Charge:

1. To make recommendations to the Academic Council on proposals for new or revised courses and academic pro-

grams or other curricular modifications, graduation requirements, and academic policies;

2. To review and make recommendations to the Academic Council on charges referred to the Academic Programs Committee by the Council;
3. To initiate studies and reviews appropriate to the discharge of the Committee's responsibilities;
4. To keep informed on and work closely with the Faculty Positions Committee.

Academic Status

Committee

Faculty: Dick Lord, Chair
Bonnie Allen-Walsdorf
Chuck Bowles
Don Breakey
Mike Dunlap
Peter Eilers
Francoise Goeury-Richardson

Administrators: Jim Bjorkquist
R. A. Yocom

Students: Jeff Carlson
Molly McManus
Andrea Spuck

Charge:

1. To make decisions regarding student petitions for waivers of academic policies and procedures;
2. To administer College of Liberal Arts policies on the academic status of students in areas of warning, probation and dismissal;
3. To recommend policies about students for academic honors for graduation and external fellowships;
4. To advise the Registrar on matters of permanent student records;
5. To review and make recommendations to the Academic Council on charges referred to the Academic Status Committee by the Council;
6. To initiate studies and reviews appropriate to the discharge of the Committee's responsibilities.

Admissions Committee

Membership:

Faculty:

Steve Prothero, Chair
Terry Bennett
Joe Broeker
Jim Cook
Dick Gillis
Walt Gerson
Bob Hawkinson
Mike Strelow

Administrators: Jerry Berberet
Frank Meyer

Students: Shelly Shilhanet
Kathu Stinson

Charge:

1. To advise the Admissions Office or the College of Liberal Arts in formulating standards and policies in the recruitment and admission of students;
2. To assist in articulating the description and image of Willamette, as expressed orally and in publications to prospective students and the public;
3. To promote a cooperative involvement in student recruitment among faculty, students, and administrative offices in support of the admissions effort;
4. To initiate studies and reviews appropriate to the discharge of the Committee's responsibilities.

Off-Campus Study Committee

Charge:

1. To serve as the primary recommending body to the Academic Council on all academic programs of the College of Liberal Arts which occur off the main Willamette campus in Salem;
2. To review and make recommendations to the Academic Programs Committee on all proposals for new or revised courses and programs such as internships and independent study;
3. To recommend to the administration the staffing of off-campus programs;

4. To review and make recommendations to the Academic Council on charges referred to the Off-Campus Study;
5. To review periodically and make recommendations in regard to the College Guidelines for Off-Campus Study;
6. To initiate curricular studies and reviews as appropriate to the discharge of the Committee's responsibilities.

Faculty Resource Committee

Membership:

Faculty:

Catherine Collins, Chair
Jerry Canning
Amy Barlowe (Spring)
Randy Ireson
Susan Kephart
Carol Long (Fall)
Marta Velez
Mike Ward
Mary Ann Youngren

Charge:

1. To administer the faculty travel program;
2. To administer Atkinson Fund support for professional development, summer research, and curriculum enrichment;
3. To coordinate campus workshops and presentations in the area of teaching and learning;
4. To solicit and screen proposals for sabbatical leaves.

BOARD OF TRUSTEE COMMITTEES

Academic Affairs

Faculty: Dick Iltis

Campus Religious Life

Faculty: Jim Hand
Lane McGaughy

Students: Barbara Foote
Kathy Kettlecamp

College of Liberal Arts

Faculty: Robert Hess
Dan Montague

Students: Carin Dawson
Lindsay Partridge

Development

Faculty: Tom Hibbard

Student: Dave Rubin

Student Affairs

Faculty: Steve Prothero

Student: Tom Hungar

University Facilities

Faculty: David Goodney

Student: Dave Rubin

UNIVERSITY COMMITTEES: 1983-84

Responsibilities for each committee and membership assignments to date (7/1/83) are shown below.

Campus Student Affairs Committee Membership:

Faculty: Suresht Bald
Steve Hey
Tom Hibbard

Administrator: Jim Bjorkquist

Students: Tom Hunger
Sandy Lindstrom
Jim Lottsfeldt
Joni Roberts
Mary Van Natta

Charge: to review, initiate, formulate and amend policies, programs and procedures related to student life beyond academic policies and programs.

Educational Programs Committee Membership:

Faculty: Catherine Collins
Bill Duvall
Susan Kephart
Ken Nolley

Administrators: Connie Gores
Tim Leary

Students: Catherine Jones
Stephanie Merrick
Mark Pettinger
Kevin Spillane
Roberta Conner

Charge: to develop a campus-wide educational program of speakers, concerts, forums, etc., which enhances the educational environment of the University.

University Review Board Membership:

Students: Don Crosatto
Dave Hidalgo
Cynthia Magoon
Katherine Thompson
Jeremy Volger

Charge: to examine violations of the Standards of Conduct Code; to conduct fact-finding hearings, determine whether the Standards of Conduct have been violated, and impose disciplinary penalties as appropriate in the name of Willamette University.

Both the Review Board and the Code of Conduct are being revised during Summer and early Fall, 1983.

Alcohol Review Committee

Charge: to review current policies and make recommendations to the Director of Residence Life and the Director of Student Activities for implementation procedures and enforcement.

Alcohol Consumer Education Committee Membership:

Faculty: Rich Sutliff

Administrators: Tim Leary
Erin Swezey

Students: Monte Hong
Ken McEllhenney
Kim Wheaton

Charge: to serve as the coordinating group for campus-wide alcohol education efforts in order to promote responsible alcohol use among those who choose to use alcohol and the right of abstention for those who choose not to use alcohol.

UNIVERSITY

LIBRARY

UNIVERSITY

LIBRARY



UNIVERSITY LIBRARY

Hours

Academic year:

8 a.m. - 11 p.m.	Monday - Thursday
8 a.m. - 6 p.m.	Friday
10 a.m. - 6 p.m.	Saturday
12 a.m. - 11 p.m.	Sunday

Semester Break:

8 a.m. - 5 p.m.	Monday - Friday
Closed	Saturday and Sunday

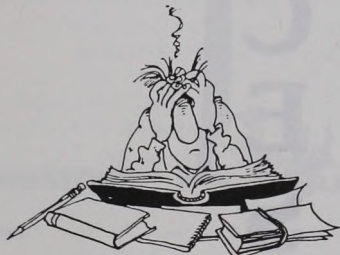
Summer:

8 a.m. - 4:30 p.m.	Monday - Friday
Closed	Saturday and Sunday

Exceptions to these hours will be posted in advance on the front door of the library.

Library books circulate for three weeks; there is no limit on the number of times that a book may be renewed unless another borrower has requested it. An identification card with current sticker is required to check out library materials. Fines on overdue materials are 10¢ per day with no grace period.

Current newspapers and periodicals may be found in the Periodicals Reading Room and at the Circulation Desk; bound periodicals are located in the basement. Computer printouts listing periodical holdings and locations are available in various places throughout the library. Periodicals and newspapers may not be checked out.



Reserved materials should be requested at the Circulation Desk. The instructors have specified whether they will circulate for two hours, one day or three days. Fines for overdue reserve materials are 50¢ per hour/per day.

Two **Xerox machines** are available for student, staff and faculty use at 5¢ per page. Machines are also available to make paper copies from microfilm.

Additional information regarding library policies and services may be obtained at the Circulation Desk.

Reference librarians are available to provide instruction and assistance in using library resources. An interlibrary loan service is also provided.

8 a.m. - 11 p.m. Monday - Friday
8 a.m. - 6 p.m. Friday
10 a.m. - 5 p.m. Saturday
12 a.m. - 12 a.m. Sunday

UNIVERSITY

Library

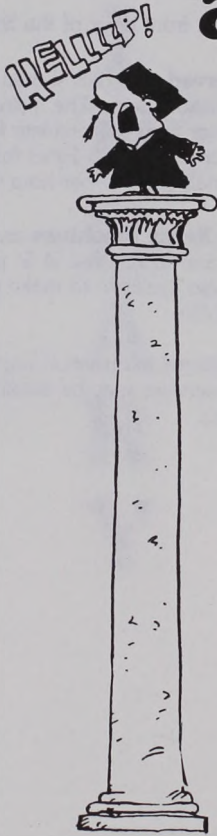
8 a.m. - 6 p.m. Monday - Friday

Library

8 a.m. - 6 p.m. Monday - Friday

OFFICES

and SERVICES



OFFICES AND SERVICES

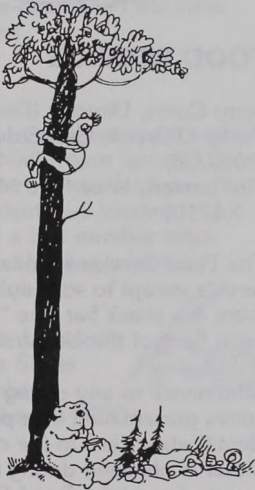
ADMISSIONS OFFICE

Frank Meyer, Director
Teresa Hudkins, Associate Director
Susan Rauch, Assistant Director
Shelley Sump, Admissions Counselor

The Office of Admissions, located on the ground floor of the University Center, is responsible for all undergraduate admissions, including freshman, transfer, re-admission, full-time, part-time, degree and non-degree.

Applications and descriptive materials will be sent, upon request, to students who have an interest in the University. Housing and a limited number of meals are available for prospective students who are visiting the campus.

Campus tours are also provided for prospective students, parents and counselors through the Office of Admissions. Willamette students serve as volunteer tour guides. Student guides are always needed and interested individuals should contact the Office of Admissions for more information.



BOOKSTORE

Hours

8:30 a.m. - 5 p.m. Monday — Friday
10 a.m. - 5 p.m. Saturday
Closed Sunday

The WU bookstore sells all required textbooks and supplies. In addition to these items, magazines, stationery and novelties are available as well as records, clothing, personal supplies and a selection of non-required books.

BUSINESS OFFICE

The financial affairs of the University are handled by the following divisions of the Business Office, located in the Bishop Center.

Cashier

Hours: 9 a.m. - noon and 1 p.m. - 3 p.m.
Monday — Friday

The cashier receives payments on all charges, loans and fines and also disburses ASWU petty cash and emergency loans. A check cashing facility is provided with a limit of \$50.

Hours for other Business Office departments are:

Academic Year: 8 a.m. - noon and 1 - 5 p.m. Monday — Friday

Summer: 8 a.m. - noon and 1 - 4:30 p.m. Monday — Friday

Accounting Operations Area is responsible for disbursement of payroll checks and questions regarding payroll. All NSF inquiries and payments should be directed to the Accounting Operations Area.

Student Accounts answers inquiries regarding payment plans, billings, late payments, withdrawals and refunds.

Loan Office disburses NDSL checks and bank loan checks and responds to inquiries regarding payment of NDSL and WU-FISL loans.

COPY CENTER

Hours

Academic Year: 8 a.m. - 5 p.m. Monday — Friday

Summer: 8 a.m. - 4:30 p.m. Monday — Friday

The Copy Center provides photocopies on a strictly cash-and-carry basis to University students and campus organizations. Cost per copy may vary from 3 to 10 cents per page depending on quantity and type of paper; originals must be compatible with a Xerox 9200. For more information, pricing and turn-around-time, call (4251) or visit the Copy Center (basement of Waller). Copyright laws will be followed without exception; an explanation of the Willamette University

Copyright Guidelines is available without charge at the Copy Center.

Copy machines for short-run use are located in the University Library, the Law Library, the Mudd (GSM) Building, the Media Center in Waller Hall, and the University Center.



FINANCIAL AID

Jim Woodland, Director of Financial Aid
Bea Blake, Assistant Director of Financial Aid
Fran Coursey, Work-study Director
Dana Wolter, Secretary

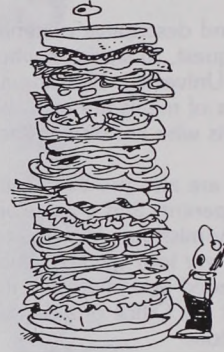
Beverly WP
Financial aid may be available to incoming freshmen and to students with advanced standing who are enrolled at Willamette University. Awards are made on the basis of the individual's financial need with due consideration given to academic achievement and activities. Each applicant is required to have a copy of the Financial Aid Form (FAF) on file in the Office of Student Financial Aid (ground floor of the University Center). Financial aid is awarded annually for the academic year September to May. This aid is renewed on the basis of personal and academic record and need. The student must file the FAF obtainable from the Financial Aid Office, by February 1, 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 availability of funds.

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

A student who has been awarded financial assistance during a given semester and who fails to complete a full academic load (minimum of three credits) for that semester must petition to the Student Financial Aid Office for subsequent consideration. A student who is on probation at the end of a semester must also petition to be considered for assistance the following semester.

Student employment on campus is awarded on the basis of financial need and ability to do the job. For more information on campus work requirements and options, students should contact the Financial Aid Office (X6273; ground floor of the University Center). Students interested in working with the Food Service should contact the Food Service Office in Doney Hall (X6005).

Work Study Program is available for eligible students. Information may be obtained in the Financial Aid Office (X6373).



FOOD SERVICE

Jerry Curtis, Director (Doney, X6005)
Phillip O'Bryon, East Side Manager (Baxter, X6006)
Tim Larson, West Side Manager (Doney, X4210)

The Food Service supplies all student meal service except to sorority housing. In addition there is a snack bar, the "Cat Cavern", on the main floor of the University Center.

Admittance to any dining hall on campus requires presentation of a properly validated identification card to the checker. The meal sticker is obtained during registration and fee payment or at the Food Service Director's Office, located in the basement of Doney Hall. Guests may pay for meals at the entrances to the dining rooms and meal prices are posted in each dining hall.

Requests for bulk take-out meals (e.g., picnics, sack lunches) made by an organized University-sponsored club, team or residence hall, must be arranged by an advisor or head resident. At least one week's notice is required for these requests and the total number of participants must be confirmed three days

before the event. Individual sack lunches may be ordered through the separate dining halls and are reserved for school-related functions; no sack lunches may be ordered for personal reasons. Students wishing a sack lunch must contact the Food Service Office at least 24 hours in advance. Boarders will not be charged extra if the take-out order is not a more expensive meal than planned for serving; non-boarders will be charged. Student meal cards must be presented when the food supplies are picked up.



The Food Service also provides a delivery of coffee (including cups, cream, sugar and napkins) to a number of different locations on campus for a minimum charge of \$9.

Student questions concerning catering, special diets, etc., as well as comments regarding food service should be directed to the Area Food Service Managers.

MAIL SERVICE

Both on and off campus mail service are provided by the Central Mail Room (ground floor of the University Center) where mailboxes for all undergraduate students are located. Students are assigned a box number when they arrive on campus. Mailing addresses should include the following:

Name
 Willamette University
 900 State Street
 Box Number
 Salem, Oregon 97301



MEDIA CENTER

Hours

Academic Year: 8 a.m. - 5 p.m. Monday - Friday

Summer: 8 a.m. - 4 p.m. Monday - Friday

The Media Center provides the following equipment for in-center use by students: slide projectors, motion picture projectors, film strip projectors, record players, audio cassette and reel-to-reel recorders, video cassette recorders, opaque projectors and projection screens.

Most of these items may be checked out for classroom and special program use with faculty or staff approval. Reservations should be made in advance to assure availability. Video cassette recorders and other audio-visual equipment may be rented by students for non-instructional purposes. The use of video cassette equipment to show commercially-rented video tapes is considered non-instructional and a rental charge is imposed.

The Center also provides some production services at cost to students. These include typesetting resumes and passport photographs.

For more information on available equipment and services, as well as prices, contact the Media Center, (X6054), in the basement of Waller Hall.

REGISTRAR

Students may obtain one official transcript without charge from the Registrar's Office (ground floor of the University Center). Subsequent copies cost one dollar per transcript; if more than one transcript is requested at a time, the additional copies will cost fifty cents apiece. All requests must be confirmed in writing by the student.

SPARKS CENTER

This modern sports facility, complete with a 25 meter swimming pool, racquetball/handball courts, weight room and locker rooms, is available for the exclusive use of Willamette University undergraduate, graduate and law students and their immediate families. The center is also available to Willamette faculty, administrators, staff and their immediate families, along with Sparks Center members and Alumni donors.

Things moving a little too slowly in your life?



Users of Sparks center should enter the building at the main (south) entrance and are required to show proper identification. For students, this is the student identification card; Alumni and members may obtain passes from the Cashier when paying for membership. Faculty and staff may pick up identification cards at the Media Center, and immediate family passes may be acquired from the Department of Athletics and Physical Education. Sparks Center is open for public use Monday - Friday 11 a.m. - 1 p.m. for a fee; public use of racquetball/handball courts is not allowed.

Racquetball/handball court reservations may be made 24 hours in advance by calling the Equipment Room (X6219) after 9 a.m. Monday - Friday; Saturday and Sunday is open play. Eye guards are required for racquetball and may be checked out at the Equipment Room.

A locker, towel and lock may be obtained from the Director of the Sparks Center, Brad Victor (X4489), with payment of a deposit.

Other facilities include the weight and training room. All use of the training room must be supervised and cleared through Willamette

University Trainer Cheryle Lawrence. Hours are 2:30 - 5:30 p.m., Monday -Friday. The pool has open swim, lap and public swim, and swim team hours. Badminton, tennis, and volleyball equipment are also available from the Equipment Room. The tennis courts, gym, Cone Field House, and soccer field are available for general use when intercollegiate teams, classes or intramural athletics are not using them.

Groups directly affiliated with Willamette University may reserve portions of Sparks Center for group activities. Reservations and possible cost information may be obtained by contacting Brad Victor.

THETFORD LODGE RESERVATIONS

Thetford Lodge, located 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 Willamette faculty or staff member. Further details on availability and procedures to follow may be obtained in the Business Office (Bishop Center, X6210).

DIVISION OF STUDENT AFFAIRS

Robert J. Van, Vice President for Student Affairs (204) 477-1200
 Jean K. Schaefer, Secretary

Student Affairs is a major administrative unit responsible for facilitating students' intellectual, emotional, social, spiritual and physical growth within the university environment.

One of the main purposes of Student Affairs is to improve the quality of campus life by providing a safe, healthy and supportive environment.

STUDENT AFFAIRS

- 1. Support diversity of interests and backgrounds.
- 2. Strengthen community development and acceptance of responsibility as a responsible citizen.
- 3. Foster developmental challenges and self-reliance.
- 4. Create opportunities for new experiences.

An integrated approach of these experiences will increase the student's ability to become well-informed, responsible and contributing members of Williams University and the world.

FINANCIAL AID

Jim Mansfield, Director
 Don Blake, Assistant Director
 Doug Chouinard, Work-Study Director
 Dawn White, Secretary

The Office of Financial Aid is a division of Student Affairs. Please refer to "Admission and Financial Aid" for a complete description of the aid available.

CAMPUS SAFETY

David Robinson, Director (204) 477-1211

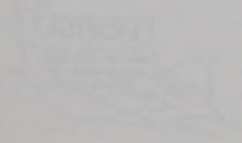
The goal of the Campus Safety Program is to assure a safe and secure environment that allows the academic achievement of the students to flourish unimpeded.

The Campus Safety Office is located on the east end of the first floor of White Hall. The office is available to assist students, parents, faculty and staff.

STUDENT AFFAIRS

Students are encouraged to report any suspicious activity or other concerns. Officers will do a thorough investigation and take appropriate action. Officers will do a thorough investigation and take appropriate action. Officers will do a thorough investigation and take appropriate action.

STUDENT AFFAIRS



Student Activities, Campus Safety, and other programs are available to students. For more information, contact the Student Activities Office.

STUDENT AFFAIRS

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ON
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DIVISION OF STUDENT AFFAIRS

Rosemary Hart, Vice President for Student Affairs (X6447)
Jane Ballweber, Secretary

Student Affairs is a major administrative unit responsible for facilitating students' intellectual, emotional, social, spiritual and physical growth within the university environment.

One of the main purposes of Student Affairs is to improve the quality of campus life by working with students and faculty to develop programs, policies and procedures which:

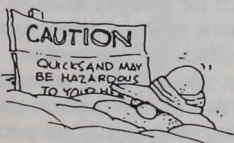
1. Encourage exploration of individual values;
2. Support diversity of interests and backgrounds;
3. Strengthen community development and acceptance of responsibility as a community member;
4. Foster development of interpersonal skills and relationships;
5. Create opportunities for new experiences.

An anticipated outgrowth of these experiences is to increase the student's ability to become well-informed, responsible and contributing members of Willamette University and society as a whole.

FINANCIAL AID

Jim Woodland, Director
Bea Blake, Assistant Director
Fran Coursey, Work-Study Director
Dana Wolter, Secretary

The Office of Financial Aid is also a division of Student Affairs. Please refer to "Offices and Services" for a complete description of this administrative area.



CAMPUS SAFETY

Harold Schmelzer, Director (X6000/4911)

The goal of the Campus Safety Program is to insure a safe and secure environment that allows the academic achievement of the students to continue unimpeded.

The Campus Safety Office is located on the east end of the first floor of Waller Hall. The staff are available to provide assistance, information and advice on crime prevention, fire safety, parking and other campus safety issues. In the absence of a Head Resident, Campus Safety officers are available to assist with medical problems, injuries and other emergencies. Officers will also provide help when students are locked out of their rooms. Uniformed officers may ask for your Willamette University identification, they are authorized to do so for the safety and security of the campus.



Social Activities. Campus Safety officers will intervene in social activities only when behavior becomes self-destructive, hazardous, or intrusive to others, or when property damage is likely to result.

Fire Safety. Students should learn the fire safety procedures and the location of fire exits, fire extinguishers and fire alarms in residence halls and the other buildings on campus. Fire regulations should be observed, and students are to be alert to fire hazards, which are to be reported directly to Campus Safety. Please note that some buildings are restricted to no smoking.

Crime Prevention. The instance of theft and other crimes can be significantly reduced if students learn and practice the proper precautions. Campus Safety personnel will be providing instruction and information on various crime prevention topics throughout the year.

Parking. A \$5 permit is required each year for all vehicles to be parked on campus. Citations are issued to enforce regulations that provide access to fire lanes, loading areas, handicapped and other reserved spaces, and restrict parking to the designated areas. For more information about parking, please contact the Campus Safety Office.

OFFICE OF THE CHAPLAIN AND RELIGIOUS ORGANIZATIONS

Phil Hanni, University Chaplain, (X4442 or X6213)
Holli Davenport, Secretary
Carol McGowan, Student Program Assistant

The Chaplain's Office provides worship, retreats, pre-marital and wedding counseling, speakers, films, discussion groups, and the annual School of Theological Studies. It also organizes the weekly University Roundtable (Fridays at noon in the U.C.) and is advisor to the Big Brother /Big Sister Program.

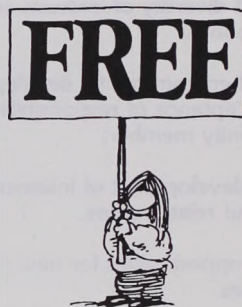
Religious Life and Activities

The University, with a historic relationship to the United Methodist Church, recognizes the significance of religion in personal and social affairs and offers a variety of opportunities for growth in religious understanding, commitment, and action. Activities are organized both by the Office of the Chaplain and by religious organizations on campus formed as a direct result of student interest. Religious organizations on campus in recent years have included Continuum (United Methodist), Campus Ambassadors, Christian Science Organization, a Latter Day Saints fellowship, Fellowship of Christian

Athletes, Newman Club (Roman Catholic), Willamette Christian Fellowship (Inter-Varsity), Campus Crusade for Christ, Christian Legal Society, Saints and Sinners, and occasional meetings for Moslem and for Jewish students.

The small Chapel of the Seeker on the top floor (west side) of Waller Hall is available and scheduled events may be arranged through the Office of the Chaplain.

University Worship is arranged by the Office of the Chaplain and is scheduled for the first Sunday of the school year, Parents' Weekend, the Sunday evening prior to Thanksgiving, the last Sunday in December before Christmas, Good Friday, Easter Sunrise, and Baccalaureate.



COUNSELING / CAREER DEVELOPMENT

Joan Williamson, Director of Counseling Services (X6471/4348)
Jon Frew, Counseling Psychologist
To be announced, Intercultural Student Counselor
Pat Alley, Career Development Coordinator
Leta Fultz, Secretary

The Counseling Center provides a variety of professional services to students to promote learning, personal growth and health, effective life planning, and satisfaction with their Willamette experience. The staff employs an informal, personalized approach for assisting students with such typical concerns as stress, relationship problems, academic difficulties, depression, loneliness, anxiety, grief and loss, sexuality, lack of motivation, confusion or indecision about a major, career or any other significant personal decision.

Personal Counseling is available, by appointment, on an individual, couple or small group basis for dealing with social and family relations; self-awareness and change; communications skills; and pre-marital and marital relations.

Educational Programs and Personal Development Groups, in the form of workshops or on-going groups, are offered by the staff or may be requested by campus groups or living organizations by calling or visiting the Center. Programs can be designed to meet the specific needs of a particular group.

Intercultural Student Counseling is provided for Third World, international, and students with special concerns (e.g., physical handicaps). The supportive services include advising students with academic and personal difficulties, immigration questions, tutoring needs and special concerns. The Intercultural Student Counselor also advises ethnic student organizations and develops ethnic and cultural awareness activities for the entire campus.

Career Development offers individual and group counseling as well as materials, programs and workshops to assist students in exploring options, understanding themselves and making decisions regarding majors, careers and graduate education. Information on career choice and options as well as vocational interest testing and application materials for a wide variety of graduate school entrance exams are available in the Career Resource Library, located in the Counseling Center. The Career Development Office also provides information on internships, part-time, summer and full-time job opportunities and assists students in developing career choice and search, resume writing and interview skills.

The Counseling Center, located in the north end of Bishop, is open from 8 a.m. - noon and 1 - 5 p.m. Monday - Friday. It is advisable to make appointments in advance through the secretary, although arrangements may be made to see a counselor immediately for urgent concerns or needs.



The counseling staff is also prepared to refer students to off-campus resources as deemed appropriate by the student and counselor. Referrals are made to Willamette's consulting psychiatrist as necessary. Strict professional confidences regarding any counseling session or consultation are maintained.

With the exception of possible nominal charges for some career materials, all counseling services are free to Willamette students. Free consultation is also available for other members of the Willamette community who are directly involved with academic services.

HEALTH CENTER

Dr. Louisa Silva, Medical Director (X4365)
Barbara Schnabel, Nurse Practitioner
Martha Stellmacher, Registered Nurse



Medical care for all Willamette students is available through the Health Center in Bishop. The medical staff provides consultation and treatment for illnesses, injuries, infections, allergies, and personal health concerns. Physical examinations, pelvic exams, and lab tests are also offered. Charges for services include cost of lab tests and supplies used.

When possible, appointments should be made in advance through the Health Center receptionists. Hours are 8 a.m. - noon and 1 - 5 p.m. Monday - Friday.

Extreme emergencies should be taken to the Salem Memorial Hospital on Winter Street, two blocks southwest of the campus.

RESIDENCE LIFE

Tim Pierson, Director of Residence Life
(X6212)

Erin Swezey, Assistant Director of Residence Life

Cheryl Todd, Secretary/Office Assistant
Residence Hall Staff Directory — See
Back Cover



The Residence Life Program is committed to providing an on-campus living environment that enhances and supports the academic experience of students. The residents of each living group work together to develop an atmosphere that respects each student's rights and fosters individuals and community responsibility to insure that these rights are respected.

The 17 on-campus living options include eight independent residences, six national fraternities and three national sororities. The Willamette International Studies House (WISH), Lausanne Intensive Study/Non-Smoking Hall and Lee Graduate House offer unique living environments, while a non-traditional dining alternative, the Nutrition Awareness Program (NAP), is available to all students on the Willamette meal plan.

Greek Organizations. Membership in fraternities and sororities is by invitation. Room and board costs are identical to other campus residences, but initiation and membership fees are additional.

Guest Rooms are available in Baxter, Doney, Lausanne, Shepard and WISH and may be reserved for a maximum of three nights by contacting the Office of Residence Life. The fee is \$5 per night for one person and \$7 for two persons.

Maintenance and Repairs.

Corridors, bathrooms and public areas are cleaned by University housekeeping and maintenance staff Monday through Friday. Students are responsible for the maintenance of their own rooms and the proper use of facilities. Arrangements for repairs are made with the Head Resident or Resident Assistant (RA) who contacts Plant Operations (Maintenance) with a detailed description of the work required. Students may either grant permission for the maintenance crew to enter their unoccupied room or arrange a mutually-convenient time; if an agreeable time cannot be established, maintenance personnel may enter a room to complete necessary work. Damages and loss of equipment or University property may be charged against the student's account with the University.

Nutrition Awareness Program (NAP) is an alternative eating option and educational program sponsored by Willamette Food Service and the Residence Life Office. Fruit juices and fresh fruits and vegetables are served at all meals; vegetarian entrees are included and all food is self-portioned. NAP also emphasizes educational programming to foster an awareness of physical and nutritional needs and a commitment to good health. A student coordinator plans menus, programs and campus events with the assistance of participating NAP members. Interested students should contact Malia Dinnel, Student Coordinator, or come to a meal at the NAP Dining Room next to the Doney Dining Room.

Off Campus students should register their addresses with the Registrar's Office as soon as possible.

Pets. The housing of cats, dogs and other pets, with the exception of fish, is prohibited under any circumstances.

Telephones. Each student room is equipped with a telephone which may be used for on-campus and local calls without charge and long distance calls at the student's expense. Details regarding telephone service will be provided at registration.

TV/FM Antenna. Students living in the Baxter or Matthews/Belknap complex who wish to have a television/FM antenna hookup in their rooms should contact their Head Resident.



STUDENT ACTIVITIES OFFICE

Tim Leary, Director of Student Activities
(X6463)
Secretary (X4441)

The Office of Student Activities assists students in the planning, coordination, execution and evaluation of a wide variety of activities including traditional campus events, students clubs and

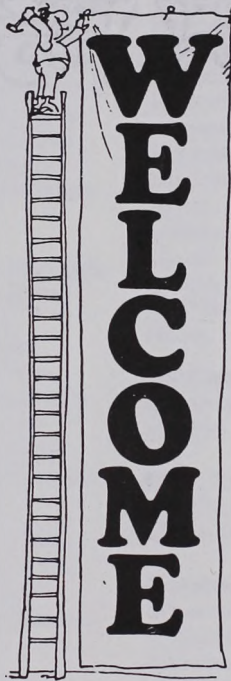
organizations, leadership programs and recreational activities. Emphasis is placed on student development through planned learning experiences which contribute significantly to the total development of students and the educational program at the University.



STUDENT LIFE

and

ORGANIZATIONS



STUDENT LIFE AND ORGANIZATIONS

ART, MUSIC, SPEECH AND THEATRE ACTIVITIES

Hallie Brown Ford Gallery is located on the upper floor of the art building and displays local as well as national Art Work. Student productions are also showcased in special presentations.

Music Program Activities include a range of options available to both majors and non-majors. Members of the music social-service club, Mu Phi Epsilon, are involved in all musical activities as ushers, promoters and participants. The Opera Theatre is open to all students through audition as are the choir, band, jazz band and orchestra. Chamber music activities are varied and all music students participate in providing entertainment to the Salem community. Music Therapy Club provides a variety of activities for the elderly, retarded and underprivileged, especially in institutional settings. In addition, various musical programs are held during the year which are open to student participation, including Willy's Waller Follies, student recitals, musicals presented in conjunction with the Theatre Department and other special events.

Forensics activities offer a variety of options for Willamette students interested in public speaking. The Forensics team participates in competitive intercollegiate contests and attends intercollegiate tournaments across the nation. University speech students also respond to community requests for orations, oral interpretations, extemporaneous and expository speeches, debates, and impromptu presentations.

Theatre Productions are open to all students on campus, regardless of major, with participation options in both acting and backstage assistance. Four major productions are planned for the 1983-84 academic year. Student-directed plays are also presented during the year with two productions planned for Fall Semester, including the Christmas presentation of "The Second Shepherd's Play" and three plays scheduled for Spring Semester. An Open House and tour of the Willamette Playhouse will be held during Orientation week with auditions for Fall Semester productions scheduled for the first week of classes.

ATHLETICS



Men's Sports

Willamette University men's undergraduate athletics teams compete in the Pacific Northwest Intercollegiate Athletic Conference and the National Association of Intercollegiate Athletics. Areas of participation include football, cross country, soccer, basketball, wrestling, swimming and diving, track and field, baseball, tennis rugby, lacrosse and golf.

Women's Sports

The women's competitive sports program is open to all undergraduate women and is a member of the Women's Conference of Independent Colleges and the National Association of Intercollegiate Athletics. Competition is sponsored in volleyball, cross country, soccer, basketball, swimming and diving, tennis, track and field, softball and rugby.

Intramural Athletics

The Intramural Program offers an alternative to intercollegiate competition for the Willamette community. Competition is available in both men's and women's leagues. Teams are comprised of students from the College of Law, Graduate School of Management, College of Liberal Arts, faculty, fraternities, sororities, residence halls, and other organizations. Team competition is offered in flag football (including powder puff for women), basketball, volleyball, softball, cross country, swimming, track and field, badminton, wrestling, golf, three-on-three basketball, racquetball, tennis, bicycling and other special events.

CAMPUS PUBLICATIONS

Fusser's Guide is a directory of on- and off-campus addresses and phone numbers for faculty, staff and students. It also provides a list of emergency phone numbers, a copy of the academic calendar, a complete listing of Residence Hall staff and campus living organizations, and an alphabetical directory of frequently called numbers.



Willamette Scene is the quarterly alumni publication mailed world-wide to over 14,000 alumni and parents of current students. This tabloid is published in March, June, September and December. It contains articles about alumni, the College of Liberal Arts, the Graduate School of Management and the College of Law as well as events taking place on campus (e.g., athletic activities, faculty and administrative research, and programs of interest). One issue each year contains President Hudson's annual report. The *Scene* accepts articles and photographs from students, faculty and administrators.

CAMPUS TRADITIONS

Parents Weekend (October 14 - 16), a tradition of the Willamette campus, is designed to allow parents the opportunity to become better acquainted with the campus and to spend an enjoyable weekend with their son or daughter. The program is organized by student managers to involve parents, students, faculty and staff. Typical activities include a get-together with faculty, a student production and a reception at the home of President Jerry E. Hudson.

Expressions (November 1 - 4) is an annual ethnic cultural event sponsored, developed and run by the Third World Students Organization. It includes guest artists and speakers presenting the struggles, achievements and on-going issues of importance to Black, Hispanic, Asian and Native Americans. During this week Expressions fills the regular university calendar for University Convocation and Roundtable, brings ethnic people into classroom settings across many departments, and provides free evening entertainment which is open to the greater Willamette community.



Willamette Week (September 26 - October 2) represents the newest tradition at Willamette and consists of a week of campus events and activities to unite the community in a celebration of the University. Activities may include a charitable Fun Run, Mill Stream race, an all-campus picnic, and a concert following the football game.

Freshman Glee is a 76-year-old tradition unique to Willamette University. It features a week-long contest in which the Freshman Class challenges all other classes to compose and recite an original song based on a chosen theme. Each class organizes a marching formation and presents its song and formation in competition with other classes on Glee Night (March 10, 1984), preceded by a week of class activities. On Blue Monday following the competition, the losing classes walk the Mill Stream and bets are paid off for all to view.

HONORARIES AND PROFESSIONAL SOCIETIES

Honor Societies

- Alpha Kappa Nu: senior honorary
- Alpha Lambda Delta: national scholastic honor society for freshmen
- Kappa Delta Pi: national honor fraternity in Education
- Mortar Board: national leadership honor society for juniors and seniors
- Phi Eta Sigma: national honor society for freshman
- Phi Sigma Iota: national Romance language honor society
- Pi Kappa Lambda: national music honorary fraternity
- Delta Sigma Rho-Tau Kappa Alpha: national honorary society in public speaking

Professional Societies

- Mu Phi Epsilon: national professional sorority for women in music
- Student Chapter, Music Educators National Conference
- Student Education Association

Recognition Societies

- Beta Alpha Gamma: sophomore honor society
- Dobro Solvo: national Slavic honor society
- Psi Chi: national scholastic honorary in psychology

STUDENT GOVERNMENT

Associated Students of Willamette University (ASWU). Willamette's student government organization represents all registered undergraduates who have paid the \$30 student body fee required each semester at registration. ASWU serves as "the control of all matters of general student concern" and is the appropriate channel through which students initiate change or become involved in the University and student activities.

Student Senate. Ultimate jurisdiction over all ASWU activities rests with the ASWU Senate, which appoints students to all Faculty and Trustee committees and student activity managerships. The Senate also investigates and acts on all matters of student concern brought before its jurisdiction and is responsible for making recommendations for action to the proper person or committees in all matters involving students.

Each living organization elects Senate representatives during the first two weeks of each semester. The following on-campus residences elect two members each: Baxter, Belknap, Doney, Lausanne and Matthews; all other living organizations elect one member each and three senators are elected by off-campus (WITS) students. Contact your Head Resident for information on the election procedures used by your living organization.

ASWU Senate Meetings are held at 7 p.m. each Wednesday in the Autzen Senate Chambers and are open to all. Undergraduates are invited to participate in discussion and introduce any ideas of concern for Senate action.

ASWU Officers are elected each January in a general student body election for terms of office beginning February 1 and ending January 31. The **ASWU President** (Hance Haney) presides at all meetings of the Senate and Association and is responsible for its efficient management. As student body representative, the President also serves as liaison between students and the Administration and Board of Trustees, and performs outside functions as necessary. The **Vice President** (John Mulvihill) serves as chairperson of the ASWU Activities Board, manages the ASWU's campus activities program and is responsible for maintaining information on campus activities.

The **Secretary** (Darin Dawson) acts as chairperson of the ASWU Elections Board and is responsible for all campus elections; oversees the selection and maintenance of all campus activity

I WANT YOU!



managerships and the operation of the ASWU Office; and is responsible for the codification of all student government proposals and the maintenance of records pertaining to ASWU activities.

The **Treasurer** (Patty Spangler) serves as chairperson of the ASWU Finance Board, is responsible for all financial matters, and acts as financial advisor to all ASWU activities.

The **ASWU Office** is located on the second floor of the University Center and includes the office of the President, Vice President, Secretary, Treasurer and publicity assistants. It also serves as a headquarters for activities of the Senate, ASWU boards, ASWU managers and others. Hours are 1 - 5 Monday through Friday.

ASWU Boards. Much of the business of ASWU is conducted by four boards which report to the ASWU Senate.

Activities Board members, along with the ASWU Vice President, organize all ASWU campus social activities, including dances, films, concerts and retreats. Three members are appointed to the Board at the beginning of each semester for one-year terms.

Finance Board assists the Treasurer in the formulation of the annual ASWU budget and the allocation of approximately \$80,000 in student body funds. Board members are appointed at the beginning of Spring Semester.

Elections Board assists the Secretary in the organization of all campus elections and managerships; members are appointed at the beginning of Spring Semester.

Publications Board oversees the publication of the student newspaper, yearbook, literary magazine, and information bulletin. Membership consists primarily of the editors of all ASWU

publications, the business manager, darkroom manager and the ASWU Treasurer and President. A chairperson and two at-large members are appointed at the beginning of Fall Semester and cannot be connected with any of the individual publications.

For more information on ASWU Board membership and responsibilities, contact the ASWU Officer to whom the board is responsible.

Class Organization. Class activities are maintained through the election of class councils at the beginning of Fall Semester. Elections are held in September for three at-large positions on each class council; the candidate receiving the highest number of votes serves as class chairperson. Each class council is responsible for recognition of class members, coordination of a class gift to be presented during each class's senior year, class social functions and other activities. For information regarding class elections, contact the ASWU Secretary; for other information on class organization, contact any ASWU Officer.

ASWU Managerships. Managers are appointed by the ASWU Senate to work closely with the Student Activities Office in planning, coordinating and evaluating the events listed below. All managerships require petitions which may be obtained from the ASWU Office.

Freshman Glee Managers are selected by the Senate no later than October 31st. Applicants must be of freshman standing. Glee is held during the second week of March and offers one of the best opportunities available for freshmen to become involved in campus activities.

Willamette Week Managers are selected by April 1st and are required to be available during the summer to organize Parents' Weekend activities.

**WHO,
ME?**



Faculty, Campus and Trustee Committees.

Issues pertaining to academics, students discipline and affairs, University financial matters and similar concerns are handled by individual Faculty, Campus and/or Trustee committees, including the following: Student Affairs, University Review Board, Academic Council, Academic Status, Budget Review Committee, Alcohol Review Committee, and Education Programming Committee. Student representatives are appointed by the ASWU Senate for one-year terms: most committee positions are assigned in the Spring. Contact the ASWU President for more information.

STUDENT ORGANIZATIONS

The Office of Student Activities promotes and supports student efforts to establish and maintain recognized student groups.

What is a student organization? Student organizations are those groups formed for specific educational, professional, social, recreational or similar purposes which derive the majority of their membership and leadership from the student body.

Why become a recognized student organization? The University recognizes student organizations in order to provide services, resources, facilities and protections for the organization.

How does a group become a recognized student organization? Complete and return the Student Organization Registration Form available from the Student Activities Office (main floor of the University Center).

Registered Student Organizations: 1983-84

Alcohol Consumption Education (ACE) is a group of students, faculty and staff committed to educating students about alcohol, how it acts on the body, common myths, and ways to promote a responsible attitude toward its use. ACE members talk with students both individually and in small groups to help them make responsible decisions about the use of alcohol and to create a responsible attitude toward drinking for themselves and among their peers.

Big Brother/Big Sister Program is coordinated with the local Children Services Division. Students work with individual boys and girls in the Salem area on a one-to-one basis to provide friendship, projects and a "helping hand."

YES, YOU!



Campus Christian Ambassador

Fellowship. Koinonia is designed to function as a group of believers in Jesus Christ who are learning to live a Christian life more fully. It is devoted to meeting the needs of Christians on campus and to offering the gospel to non-Christians.

Campus Crusade for Christ was formed to acquaint the Willamette campus with Christian beliefs.

Continuum (Methodist Young Adults) provides a fellowship and study group open to anyone interested in religious discussion.

Economic Students' Associations was formed to enhance and promote interest in and study of the field of economics through speakers and special projects.

Fellowship of Christian Athletes provides a support group to share athletic experiences and Christian thoughts and to discuss the means of integrating the two areas. This interdenominational group offers all interested students an opportunity to have fellowship with Jesus Christ and with fellow students.

Hawaiian Club exists to share the Hawaiian culture with the Willamette and Salem communities. The club provides a Hawaiian Luau for the University every year complete with Hawaiian dances and songs performed by club members and an array of native foods. The members also perform shows for the community and hold benefit dances for Willamette.

Interfraternity Council (IFC) is the governing and coordinating body for the six national fraternities at Willamette. Each house elects a council representative; leadership positions are rotated among the chapters. IFC is responsible for organizing RUSH, overseeing interfraternity regulations (e.g., hazing), planning campus social events, and serving as a liaison for all the fraternities with the rest of the Willamette Community.

Latter-Day Saints Student Association

meets weekly to promote fellowship in and study of the religious beliefs for the Church of Jesus Christ of Latter-Day Saints.

Model United Nations at Willamette

University is a student organization dedicated to the study of the actual United Nations and designed to acquaint delegates with United Nations rules and procedures as well as the country which the delegates are representing.

MUN/Willamette exists in the fall as a club and is offered in the spring as a class for 1/4 credit. It is a member of the Model United Nations of the Far West which includes schools from the Western United States and Canada and participates in a general conference each spring with other member schools

Mortar Board is a national leadership honorary which recognizes seniors for superior scholarship, leadership and service to the University and promotes those qualities in the Willamette community.

Mu Phi Epsilon, the International Music Fraternity, promotes friendship and professionalism in the field of music.

Music Therapy Club provides a variety of activities for the elderly, retarded and underprivileged, dealing with the state institutions.

Newman Club provides fellowship for Catholics on campus through weekly meetings, prayer, discussion, study service and retreats.

Oregon Student Public Interest Research Group (OSPIRG) works toward positive social change through research to understand problems and find solutions, and advocacy to see that good solutions based on sound research are put into effect. OSPIRG has published three handbooks that are available at the OSPIRG Office, the bookstore and the library. It also sponsors a non-profit booksale, offering students the opportunity to sell their textbooks and buy used texts.

JOIN IN THE FUN!



Panhellenic Council represents the three national sororities at Willamette. The Council organizes both Formal and Informal Rush; develops and enforces all inter-sorority policies and rules; and fosters a strong inter-sorority relationship by sponsoring progressive dinners, joint pledge events and Panhel educational programs.

Phi Alpha Delta Law Fraternity exists to instill and preserve the values of justice and integrity in law.

Pre-law Society provides a forum for examining different facets of the law profession and hearing from guest speakers.

Psi Chi (Psychology National Honor Society) promotes the advancement of academics in general and specifically within the field of Psychology.

Rally Squad consists of both men and women who assist the football and basketball teams, promote school spirit at the games and serve as representatives of Willamette at events away from campus.

Third World Student Organization serves the Black, Hispanic, Asian, and Native American students at Willamette University. TWSO sponsors guest speakers, dances, movies, and other ethnic cultural events, provides social and cultural support for third world people in Salem as well as the Willamette campus, and provides Expressions, an annual week-long event celebrating ethnic diversity in America. A partner organization, the **Third**

World Law Student Organization, provides special assistance to the needs of ethnic students in the Willamette Law School.

W.U. Christian Science Organization meets bi-weekly for prayer and mutual support; students affiliated with or interested in learning more about Christian Science are encouraged to attend.

Willamette Circle K Club serves the community and the Willamette campus through projects and activities centered around helping others.

W.U. Fencing Club promotes skill and interest in the sport of fencing.

Willamette History Majors is a self-help organization designed to promote cooperation between history majors.

Willamette International Student Association is organized to broaden the knowledge of the university through exposure to the many national cultures represented on campus. Dancing, art and food preparation exhibits are presented at the annual International Festival. The organization also helps to ease the impact of international students' transition from one culture to another and provides the means by which international students' needs may be expressed to the Willamette community.

W.U. Jewish Student Union provides a fellowship for study and understanding of the Jewish culture and religion.

W.U. Lacrosse Club is organized to expose students to a new sports activity and offers opportunity to compete against other teams in the Northwest. The lacrosse group has been in existence for six years and plans scrimmages throughout the school year.

W.U. Radio Club promotes skill and interest in radio broadcasting.

W.U. Rugby Club provides an opportunity for students and community members to participate in the sport of rugby.

W.U. Ski Club supports interest and participation in skiing through programs and scheduled activities.

For more information on individual organizations contact the Student Activities Office (X6463), main floor of the University Center.



STUDENT PUBLICATIONS

The Collegian is the student-run semi-monthly campus newspaper which reports campus and community activities of interest to students, faculty and staff. All aspects of newspaper production, including reporting, writing, lay-out and photography, are performed by students.

The Jason, the Willamette Literary magazine, publishes creative writing, art, poetry and fiction from students and is entirely student-directed.

Memorandum, the campus information sheet, is published every Tuesday and Friday and includes campus events, sports contests, plays, movies, speakers and other happenings of interest to the Willamette Community. Information to be included in Memorandum must be received by 10 a.m. Monday for Tuesday's edition, and by 4:30 p.m. Wednesday for Friday's issue. A drop box for notices is located outside the Student Publications Office on the ground floor of the University Center.

Wallulah, the Willamette yearbook, is an annual publication which records the people and events on campus. The book provides training in photography, lay-out, writing, graphic design, business and organizational skills.

Meeting Place:

11:30 a.m. - 11 p.m.
 1st floor - wing 10
 Phone: 363-1730

Monday-Thursday
 Daily
 Saturday
 Sunday

Office Hours:

11:30 a.m. - 11 p.m.
 1st floor - wing 10
 Phone: 363-1730

Monday-Thursday
 Daily
 Saturday
 Sunday

Administrative Offices:

11:30 a.m. - 11 p.m.
 1st floor - wing 10
 Phone: 363-1730

Monday-Thursday
 Daily
 Saturday
 Sunday

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Monday-Thursday
 Daily
 Saturday
 Sunday



UNIVERSITY CENTER

UNIVERSITY CENTER

University Center (210) 1000. The center will be open 24 hours a day for all students on campus. There is a large reading room and study area. Information about the center is available at the center.

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WELCOME

UNIVERSITY CENTER

The University Center provides a focus of campus activities with services and facilities available to all students, faculty and staff.

Building Hours:

7:30 a.m. - 11 p.m.	Monday-Thursday
7:30 a.m. - midnight	Friday
9 a.m. - midnight	Saturday
10 a.m. - 11 p.m.	Sunday

Late Night

Study Hours:

11 p.m. - 1 a.m.	Sunday-Saturday
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GROUND LEVEL

Admissions Office:

Frank Meyer, Director

Bookstore:

Rose LaPlante,
Manager

Hours:

8:30 a.m. - 5 p.m.	Monday-Friday
10 a.m. - 5 p.m.	Saturday

Financial Aid: Director:

Jim Woodland
houses all student
and faculty mail
boxes; open for ser-
vice 10 a.m. - 4 p.m.,
Monday-Friday

Mail Service:

Richard "Buzz"
Yocom, Director

Registrar:

Student Publication:

Collegian (campus
newspaper)
The Jason (literary
magazine)
Memorandum
(twice weekly infor-
mation sheet)
Wallulah (yearbook)

MAIN LEVEL

Bearcat Cavern (THE CAT). The campus coffee shop and snack bar also serves as a banquet room, dance floor, speaking room and study area. Conference dining rooms are also available.

Snack Bar Hours:

7:30 a.m. - 4 p.m.	Monday-
6 p.m. - 9 p.m.	Friday

Bulletin Boards, including a ride board, a "for sale" board, an off campus student information board and a housing and roommate board are available. All information must be approved by University Center Secretary Alice Raviolo.

Chaplain's Office: Reverend Phil Hanni

Information Desk offers a check cashing service, access to an Activities Calendar, a campus lost and found, a paging service for the University Center, and room check out for conferences and study space.



Main Lounge offers comfortable furniture and light music and is frequently used as a place to study, relax and meet with friends.

Residence Life Office: Tim Pierson, Director
Erin Swezey, Assistant
Director

**Student Activities and
University Center Of-
fice:**

Tim Leary, Director

UPPER LEVEL

Administrative Offices

President's Office: Jerry E. Hudson
Vice President for Academic Affairs:
Richard S. Hall
Vice President for Student Affairs:
Rosemary Hart
Assistants to the President:
Randy Lowry
Jim Sumner
Richard "Buzz" Yocom



Associated Students of Willamette University (ASWU) Office is provided for the ASWU President, Vice President, Secretary, Treasurer and publicity assistants.

Conference Rooms include the Alumni Lounge, J.C. Harrison Conference Room and the Parents Association Conference Room. Autzen Senate Chamber is used for ASWU Senate meetings as well as movies and debates. Two smaller committee rooms and three individual study rooms are also available.

Student Organization Room houses the offices of six student organizations:

- The Alcohol Consumption Education Office (ACE)
- Interfraternity Council (IFC)
- Willamette International Students Association (WISA)
- Oregon Student Public Interest Research Group (OSPIRG)
- Panhellenic Council
- Third World Students Organization (TWSO)



1983-84 RESIDENCE HALL STAFF

RESIDENCE (House Box)	HOUSE PHONE	HEAD RESIDENT	PHONE	BOX #	RESIDENT ASSISTANT	PHONE	ROOM #	BOX #
ALPHA CHI OMEGA (H143)	6008	Kathy Halverson	6379	H 226				
BAXTER HALL		Marilyn Dukes	6544	H 213	Kevin Kompolt Allen Posewitz Maeve Visser	6557 6501 6806	213 408 317	C 162 F 154 C 117
BELKNAP HALL	6236	Lisa Partridge (Mathews HR Apt.)	6204	H 239	Kim Wheaton (Sr. RA) Victor Ovuor Maija Straw	6677 6680 6020	HR/APT 115 218	E220 F 203 F 325
BETA THETA PI (C215)	6039	Dave Ware	6804	H233				
DELTA GAMMA (H228)	6009		6829	H 227				
DELTA TAU DELTA (C216)	6014	Mark Mintum	6786	H 234				
DONEY HALL	6048	Mary Faith Forbes	6683	H 235	Pam Byrne Martin Letourneau Leslie Bennett	6913 6969 6581	120 216 314	E 176 C 102 A 126
KAPPA SIGMA (C217)	6042	Trevor Stephens	6861	H 236				
LAUSANNE HALL	6049	Tom & Janet Savage	6767	H 244	Craig Johnson Stephanie Merrick Lee Schafer	6668 6959 6770	307 206 104	F 117 F 210 E 242
LEE HOUSE	6050	Gloria Davalos*	6921	A 168	* Graduate Resident Assistant	HR Apt.		
MATTHEWS HALL	6047	Lisa Partridge	6204	H 239	Ann Barnes Jeremy Vogler	6795 6883	212 313	F 334
PHI DELTA THETA (C218)	6043	Tyler Parker	6949	H 240				
PHI BETA PHI (H230)	6010	Sharon Diebel	6852	H 229				
SHEPARD HOUSE	6051	Laurie & Pete Sequeira	6991	H 241	Sally Seebode	6583	4	C 125
SIGMA ALPHA EPSILON	6044	David Milloy	6961	H 242				
SIGMA CHI (C220)	6045	Douglas Luetjen	6752	H 243				
WISH (C221)	6052	Carol Lee	6750	H 237	Susan Allen	6815	20	F 370

YORK



**The 1983-84 Student Handbook
was compiled by
The Student Affairs Staff
with special thanks to
Erin Swezey and Tim Leary
Edited by
Pat Alley
Career Development Coordinator**