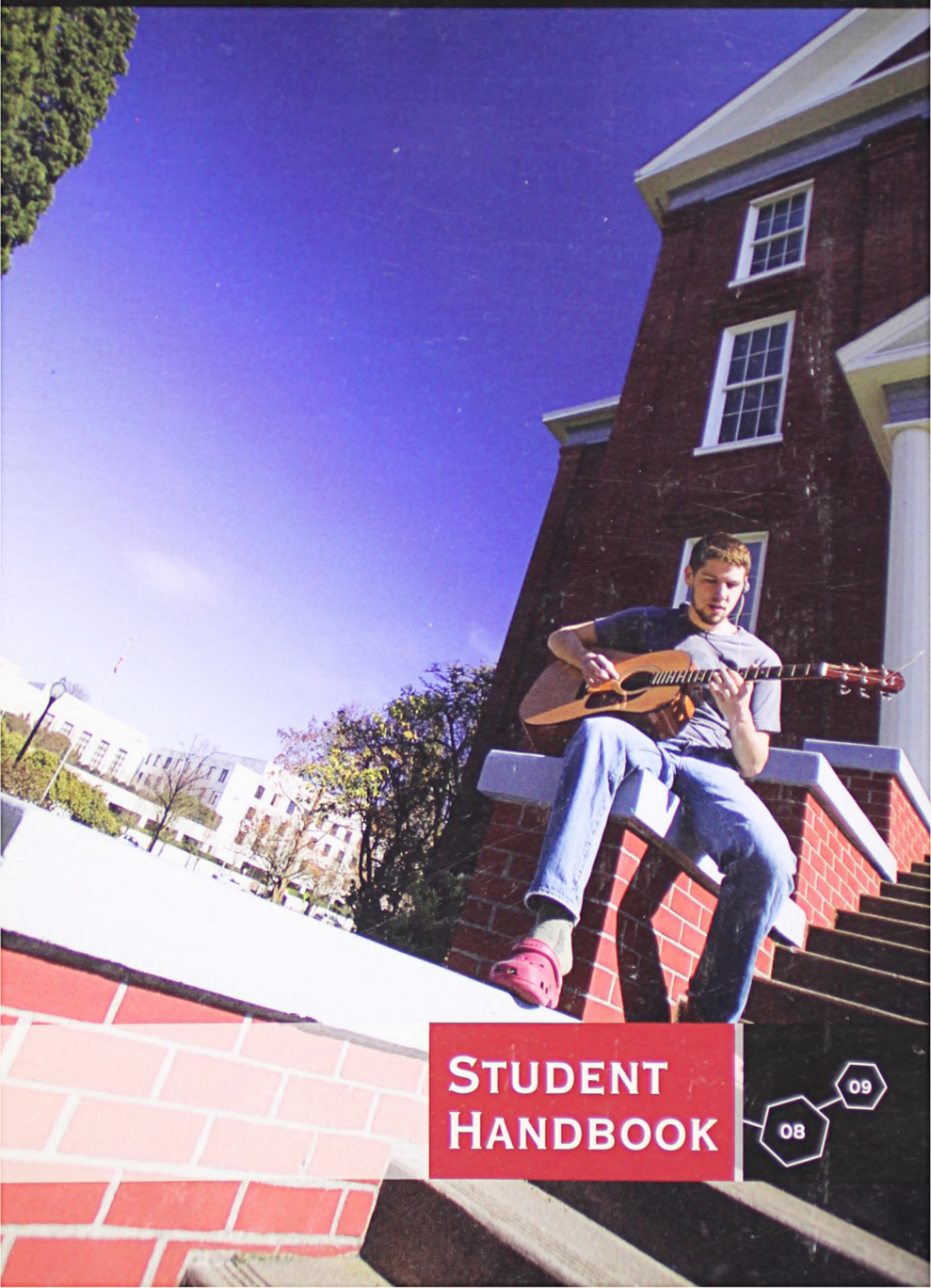


WILLAMETTE UNIVERSITY

THE FIRST UNIVERSITY IN THE WEST



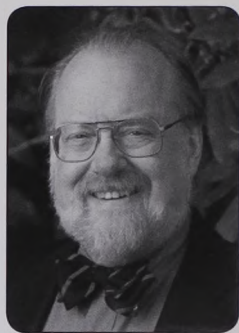
**STUDENT
HANDBOOK**

08

09

Dear Willamette Students:

On behalf of the Division of Campus Life, I want to extend to you a very warm welcome as you enter or return to the Willamette community. As a Willamette student, you are part of a company of students, faculty and staff deeply committed to the ideals of liberal learning: a belief in the power of reasoned inquiry, a tolerance for diverse points of view, integrity in the process of gaining and demonstrating knowledge, the active pursuit of understanding and the cultivation of civility in dealing with one's colleagues.



At Willamette we further believe that learning is not only the province of the classroom, the lab and the library, but that it is also achieved in the volunteer or political project, the athletic field or court, in conversations at the Bistro, in residence halls and in numerous other places. Active learning, both in and out of class, is part of the student culture at Willamette and this committed participation should be a basic component of your experience here. Just as you explore a variety of academic disciplines and areas of study, we urge you to explore the many opportunities to engage in, contribute to and learn from the co-curricular life of the campus. Moreover, we are strongly committed to the proposition that liberal learning is not simply an individual endeavor. A residential, liberal arts college such as Willamette depends for its vitality on the intellect, the energy and the enthusiasm of its students and faculty focused on the well-being of the whole community.

The goal of the Campus Life Division is to help sustain this community of learning. We aim to enhance and extend students' total learning experience at Willamette. The staff works closely with the members of the faculty and the Dean of the College of Liberal Arts to coordinate the curriculum and the co-curriculum. But, above all, we concentrate on connecting with Willamette students in ways that will enrich their lives both today and tomorrow.

I urge you to carefully read this student handbook, as it outlines Willamette's numerous opportunities for involvement and the resources available to students. Your rights and responsibilities as a student are also outlined, as well as the policies to which we all adhere.

I very much look forward to meeting and working with you during your Willamette experience!

Best wishes,

A handwritten signature in cursive script, reading "Robert E. Hawkinson".

Robert E. Hawkinson
Dean of Campus Life
Adjunct Professor of Politics

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WILLAMETTE INFO

WILLAMETTE INFO

CLA ACADEMIC CALENDAR 2008–2009

August

- 28 Residence halls open for new students. Opening Days begins.
- 31 Residences open for returning students.

September

- 2 Classes begin at 8 a.m. Registration for returning students who did not complete Advance Course Selection for Fall 2008.

October

- 24 Mid-Semester Day, no CLA classes

November

- 27–28 Thanksgiving Break

December

- 12 Last day of classes
- 13–14 Study days
- 15 Fall Semester final examinations begin.
- 17 Study day
- 20 Fall Semester final examinations end. Winter Break begins.

January

- 17 Residences open for Spring Semester.
- 19 Registration for new students and for returning students who did not complete Advance Course Selection.
- 19 Classes begin at 8 a.m.

March

- 23–27 Spring Break

April

- 15 Student Scholarship Recognition Day

May

- 5 Last day of classes
- 6 Study day
- 7 Study day
- 8 Spring Semester final examinations begin
- 10 Study day
- 13 Spring Semester final examinations end
- 16 Baccalaureate
- 17 Commencement

IMPORTANT CONTACT NUMBERS

Campus Telephone Numbers: Prefix Extension

503-370...begins with 6 503-375...begins with 5

503-373...begins with 3 503-480...begins with 2

*Numbers beginning in "4" can only be dialed from on-campus telephones.

Accounting	6104
ADA Coordinator-President's Office	6209
Administrative Services.	6112
Admission, CLA	6303
ASWU Office	6058
Athletics.	6420
Bistro	6900
Bon Appetit Food Service.	6005
Campus Judicial.	6212
Campus Life.	6447
Campus Recreation	6812
Career Services	6413
Cashier	4350
Chaplain.	6213
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Hatfield Library	6312
Health Services	6062
Interfraternity Council	6572
International Education	5493
Lilly Project	6213
The Mail Center	5472
Mill Stream Market.	4036
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HISTORY OF WILLAMETTE

In 1834 missionary Jason Lee came to the Oregon territory to establish a Methodist mission for Native Americans living in the Willamette Valley. One of the Mission's primary operations was a school designed to "educate and civilize" the Native children.

When the missionaries arrived, they encountered communities ravaged by deadly diseases that had been introduced only a few generations earlier by the first white traders who had come to the region. These diseases shattered communities that had flourished for millennia in the fertile Willamette valley. Deeply moved by the misery of the Indians they encountered, the missionaries offered health care, food and shelter to several Indian children who had been orphaned when their parents, grandparents, aunts and uncles succumbed to these deadly diseases.

As was standard with most missionaries of the times, Lee and his followers failed to acknowledge that the Native American tribes of the Pacific Northwest had settled the area thousands of years prior and that these advanced societies had been successfully hunting, fishing and trading for generations. This lack of cultural understanding on the part of the missionaries contributed significantly to the failure of the mission school. While a few Indians took advantage of the education offered by the missionaries to learn English and hence become more effective treaty negotiators in the years that followed, most Indians found little of value in what the missionaries had to offer. In the early 1840s, the missionaries began to shift their focus from serving the Native Americans of the Pacific Northwest to serving the rapidly increasing number of white settlers.

As the first Protestant mission in the Pacific Northwest, Lee's work was followed closely by church members who remained in New England. After two "reinforcements" of missionaries and supplies were sent west, the mission expanded. Some early missionaries traveled west to teach. Others came for reasons of commerce. In 1841, construction of the Indian Manual Labor Training School began on what is now the Willamette University campus.

Because of its failure to thrive, in 1844 the Methodist Mission Board closed the mission and the building that had previously housed the Manual Labor School was sold to the trustees of the Oregon Institute to be used as a school for the children of missionaries and settlers. The building that remained on the University campus was renamed the Oregon Institute. It housed the first session of the legislature to meet in Salem and sheltered the first court in the territory under the auspices of the United States. It is this Institute that finally became Willamette University. At

a mission meeting, Jason Lee and his followers determined to use Feb. 1, 1842, as the founding date for Willamette University.

Willamette University is closely associated with the beginning of law and government in the historical Oregon Territory, which now comprises Oregon, Washington, Idaho and parts of Montana and Wyoming. It educated many of the Northwest's first leaders, artists and business people. Willamette established the first law school (1883) and the first school of medicine (1866) in the Pacific Northwest, which later merged with the medical school of the University of Oregon.

During the University's first half-century, its land holdings were gradually sold to meet other needs, with the result that much of the present Salem downtown is built on former University land.

Willamette was one of the earliest coeducational institutions in the United States, and its first graduate was a woman. Women were attending the School of Medicine as early as 1877.

Today, Willamette University continues to push the frontier of higher education, aware of the influence of the first peoples of the Pacific Northwest. In its efforts to strengthen relationships with regional Native American tribes, the University has placed new energy in renewed partnerships.

Chemawa Indian School and Willamette University have begun a collaborative partnership with the support of the Lilly Project. In 2005, Chemawa administrators invited Willamette to assist in its long-term process of transitioning to a college preparatory curriculum. Willamette students now volunteer as tutors and mentors at Chemawa Study Hall. They in turn learn from the relationships they are building with Chemawa students and the teaching staff at Chemawa.

The student organization, the Native American Enlightenment Association, has worked with tribal elders to rekindle the annual campus Pow Wow. Funds have also been made available to bring Native American artists and speakers to campus. On Founders Day 2005, Willamette held a Ceremony of Renewal with regional tribes to acknowledge its Indian mission legacy and begin a new chapter in the mutual history of Oregon's tribal communities and the university. At the ceremony, President M. Lee Pelton announced the establishment of a lecture series to bring guests from Indian country to the campus and the broader Willamette Valley for dialogue, teaching and learning. The Indian Country Conversations series is coordinated in consultation with the university's community-based Native American Advisory Council.

Willamette University has a responsibility to speak honestly about its earliest beginnings. Today Willamette University is committed to building a more inclusive and tolerant community.

FIGHT SONG AND ALMA MATER

Fight Bearcats Fight

Fight Bearcats fight,
A victory for WU.
The card'nal and gold,
Victorious of old,
Shall give us a spirit ever new.
Fight! Fight! Fight!
Card'nal courage shows,
And gold is our faith so true.
We shout our war cry to you.
Come on and fight, fight
Fight, fight, fight!

Ode to Willamette

There's an old Historic Temple
Rising grandly through the years,
Where the oaken-hearted fathers
drew their strength for strong careers;
Down the years its portals open,
gather wise ones to its fold.
Breathe the spirit of the Westland
Card'nal emblem 'bossed with gold.

Dear old School! How strong we love thee!
'Round thy mem'ries how we cling!
Gladsome hearts beneath thy shadow,
Loyal hearts to thee we bring.
Old Willamette how we cherish
All thy legends and thy lore,
Born up on the calm Pacific,
Guides us onward ever more.

Spirit of the Golden Westland
breathing through our fathers' tears;
tells the story of the temple,
bids us hope a'down the years.
Sing, oh sing, of old Willamette,
Sing, while hearts are young and true,
Sea to sea the chorus swelling,
dear Old School of our W.U.

WILLAMETTE TRADITIONS AND LINGO

Area Coordinator: One Area Coordinator is responsible for an area of campus and the total operation of the residences in their area. The Area Coordinator lives in an apartment on the first floor of one of the buildings in his/her area.

ASWU: Associated Students of Willamette University. All registered students of the College of Liberal Arts and Tokyo International University of America are members of the association upon payment of the student body fee.

The Atkinson School: Formerly the Atkinson Graduate School of Management, it is a Willamette professional school located on Winter Street.

Atkinson Lecture Series: A yearly series of lectures made possible through the support of the Atkinson Fund.

Baxter Complex: The location of three fraternities, wellness residence hall, Bishop Wellness Center and the Montag Center.

Bearcat: The school mascot, "bearcat" is the nickname of the Southeast Asian binturong. Blitz the Bearcat appears frequently at WU and community events.

Bistro Willamette: Located on the first floor of the University Center, the student-run coffee shop has unique cuisine and atmosphere where occasional poetry readings and music are featured.

Black Tie: Traditionally held during the month of February, this all-WU community formal dance is sponsored by Willamette Events Board.

Bush's Pasture Park: An expansive park south of Willamette across Mission Street. It contains walking and jogging trails, tennis courts, playground, picnic areas, Bush House Museum, Deepwood Museum, the University's McCulloch Stadium and track, and baseball fields.

CLA: The College of Liberal Arts, also known as the undergraduate student population.

The Cat Cavern: A dining facility, study area and hangout, located on the second floor of the Putnam University Center.

Chrysalis: The literary magazine of Willamette, containing prose, poetry, short stories and art.

College of Law: The Willamette law school on Winter Street.

The Collegian: The weekly student-produced campus newspaper.

CM: Stands for community mentor, who lives in residence in Kaneko Commons. CM's are undergraduate students who have attended Willamette for at least one year and have an understanding of campus resources and events.

Compass Card: Willamette University's Compass Card, named after the compass logo, is a one-card system of identification, building access and campus commerce. Your ID card is also your campus debit card. You can make purchases throughout the University for food, books, gifts, snacks, sodas, laundry and photocopies using your Compass Card.

Cone Chapel: Waller Hall, second floor; the location of convocations, small concerts and speaker events, weddings and religious services.

Convocation (Convo): A weekly, hour-long presentation (Thursdays 11:30 a.m.–12:30 p.m.) addressing concerns and interests of the Willamette community, held in Cone Chapel.

FAE: Fine Arts East — the east wing of Smith Auditorium.

FAW: Fine Arts West — the west wing of Smith Auditorium.

Formal Recruitment: The official time in January when Greek chapters recruit new members.

Fusser's Guide: Willamette's "white pages" — telephone numbers and addresses of virtually every person on campus, including faculty, staff and students. It is available online.

Greek: Persons affiliated with one of the campus fraternities or sororities.

Haseldorf: Apartment building owned by the University; run by the Office of Residential Services as an alternative to residence hall living.

HHR: House of Hall Representatives — the governing association for residence halls and on-campus apartments.

Hudson Bay: The section of the Mill Stream between the Library and the University Center. Named after former University president, Jerry Hudson.

IFC: The Interfraternity Council is the governing body of campus fraternities.

Independent: Person who is not affiliated with one of the campus fraternities or sororities.

Inside Willamette: Monthly employee newsletter containing information about coming events, guest speakers, etc.

Jackson Plaza: The cement-and-brick area west of the Hatfield Library entrance.

Lu'au: The lu'au is sponsored by the Hawai'i Club and is traditionally held during the month of April. Months of preparation go into this event. In addition, food and flowers are flown over from Hawai'i.

MaPS: The Marion and Polk Schools Credit Union Bearcat branch opened in the fall of 1998 and is located on the first floor of the UC. This on-campus, full service branch offers checking and savings accounts, ATM and check guarantee cards, loans and additional services.

Matthews Complex: The location of three residences and the Writing Center.

Mill Race: The stream that cuts its way through campus.

Montag Center: Student center located in the Baxter quad.

Midnight Breakfast: A Willamette Events Board event, held at the end of each semester, consisting of a late-night breakfast for students who are burning the midnight oil studying for finals.

Mill Stream Market: Located across from the Bistro. A convenient variety of snacks, beverages and sundries are available for purchase.

Non Nobis Solum Nati Sumus: "Not unto ourselves alone are we born." It is the motto of Willamette University.

Non-Trad: Term used to identify students who are of older-than-average student age, are married, are parents, etc.

Panhellenic: Panhellenic Council is the governing body for sororities.

Parents and Family Weekend: Traditionally held during the month of October, it is a chance for parents and family members of Willamette students to visit the campus, meet faculty and administrators and attend events in their honor.

The Quad: The large, rectangular, grassy area located in the center of campus, bordered by Smith, Doney, Waller, Eaton, Mary Stuart Rogers Music Center and Smullin.

RA: Short for Resident Assistant; there are one to six RAs living in each residence hall. They are undergraduate students who have attended Willamette for at least one year and have an understanding of campus resources and events. RAs help plan activities and programs.

Sorority Row: The section of Mill Street which runs in front of the sororities and the University Center.

Sparks: The athletic/recreational center which contains Cone Fieldhouse, Henkle Gym, Curry classroom, racquetball courts and weight room.

Star Trees: The five giant Sequoias located northeast of Collins Science Center form a star in the sky when viewed from the center; originally called the Temple of the Centuries.

Thetford Lodge: Retreat site owned by the University, located east of Salem near the North Fork of the Little Santiam River. Call the UC Information Center for reservation information.

TIUA: Tokyo International University of America. Located across the 12th Street skybridge at the southeast corner of campus. TIUA is part of TIU in Kawagoe, Japan, which has been a sister university to Willamette since 1965. Students come from TIU in Japan and stay for 10 months for English, liberal arts and American studies. All TIUA students live on the Willamette campus. TIUA holds one seat in the ASWU Senate.

UC: Putnam University Center was built in 1970 and renovated in 1995. Named in honor of Oregon journalist George Putnam, the Putnam University Center is the campus gathering space.

University Information Center: Located on the first floor of the UC, it is the place to go to find out about campus activities, sign-up for events or buy tickets to on-campus and some off-campus events. Serves as a resource for on-campus and area information.

URep: Stands for University Representative; there is one URep in each fraternity. The URep lives in a separate apartment on the first floor of the fraternity house.

Waller Hall: Built in 1867, it is the oldest building on campus, named in honor of the Rev. Alvan Waller.

WEB: Willamette Events Board. Student run organization dedicated to bringing social and educational programs to campus.

Willamette Dialogue: Yearly journal of student scholarship.

WISH: Willamette International Studies House was built in 1965 and is located across Mill Street from the UC. It houses 31 residents. The Office of Admission is located on the east side of the building.

WILLAMETTE UNIVERSITY MISSION STATEMENT

Willamette University is an independent, nonsectarian institution of higher learning founded in 1842, which educates men and women in the liberal arts and in selected professional fields. The University's mission now extends far beyond from the Oregon Territory and the Pacific Northwest to encompass the larger world beyond. In its pursuits, Willamette University:

- cherishes the dignity and worth of all individuals, and strives to reflect the diversity of our world;
- encourages close relationships among faculty, students, and staff to enhance learning and foster community;
- provides a lively and challenging education in a small university setting where teaching and learning are strengthened by ongoing scholarship and research;
- embraces a commitment to service and leadership in our various communities and professions;
- honors its historic roots in The United Methodist Church and values the ethical and spiritual dimension of education;
- believes that education is a lifelong process of discovery, delight, and growth, the hallmark of a humane life.

STATEMENT OF EQUAL OPPORTUNITY AND COMPLIANCE

Willamette University is a diverse community that provides equal opportunity in employment, activities, and academic programs. The University shall not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital status, veteran status and sexual orientation. Willamette is firmly committed to adhere to the letter and spirit of all federal and state equal opportunity and civil rights laws, including but not limited to Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA) of 1990, and their implementing regulations. Willamette University complies with the Student-Right-to-Know Act, the Campus Security Act and Clery Act, the Equity in Athletics Disclosure Act (EADA), and the Family Educational Rights and Privacy Act (FERPA). For information on who to contact with questions regarding the University's compliance with these laws, contact the Office of Human Resources, Willamette University, 900 State Street, Salem, OR 97301, 503-370-6210.

STATEMENT OF TITLE IX COMPLIANCE

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on gender in educational programs that receive federal financial assistance. Areas of the institution where Title IX may have application include athletics, student recruitment and admissions, financial aid, scholarships, course offerings and access, employment, and housing and residential services. Title IX also protects students and employees, both male and female, from unlawful sexual harassment in school programs and activities. Willamette has established a committee of Title IX Coordinators to respond to concerns in these areas. Questions related to this policy can be directed to the Vice President and Executive Assistant to the President, who serves as chair of this committee and is the University's central Title IX Coordinator.



STUDENT INVOLVEMENT
OPPORTUNITIES

STUDENT INVOLVEMENT OPPORTUNITIES

STUDENT GOVERNANCE

ASSOCIATED STUDENTS OF WILLAMETTE UNIVERSITY (ASWU)

UC, second floor, 503-370-6058

Officers

Richard de Sam Lazaro

President

rdesamla@willamette.edu

PICTURE
NOT
AVAILABLE

Larkin Smith

Vice President of the Executive

klsmith@willamette.edu



Elise Helvie

Vice President of Administration

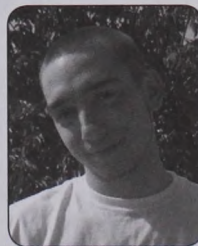
ehelvie@willamette.edu



Colin Waite

Vice President of Finance

mwaite@willamette.edu



Lisa Holliday, advisor, lcjones@willamette.edu
ASWU Senate: Thursdays, 7 p.m.

ASWU is the student organization designed to oversee student life at Willamette and serve as the primary source of student advocacy on campus.

- Composed of registered students from the College of Liberal Arts (CLA) and Tokyo International University of America (TIUA) who pay ASWU fees each semester.
- Students may attend ASWU-sponsored events free of charge, join ASWU organizations and vote in ASWU elections.
- ASWU consists of the Senate (elected representatives from each class), various boards and committees and four elected student body officers: president, vice president of the executive, vice president of administration and vice president of finance.

Class of 2009 Senators

Holly Adams
Josh Clough
Bernard Merkel
Dave Reichert
David Taylor

Class of 2010 Senators

Eliza Edwards/Caitlin Rathe
Paul Eldred
Evan Jones
Jessica Parker
Doug Rice

Class of 2011 Senators

Kyla Barr
Steven Morrison
Janice Rasmussen

TIUA STUDENT LEADERSHIP PROGRAM (TSLP)

Kaneko Hall, TIUA offices, 503-373-3300



Student Leaders

Clockwise, from left:

Community Service Coordinator: Yuka Takahashi, takahasy@willamette.edu

JACE Coordinator: Misako Shimizu, mshimizu@willamette.edu

Student Activities Coordinator: Mao Ishida, mishida@willamette.edu

Intramurals Coordinator A: Kotomi Sekiguchi, ksekiguc@willamette.edu

Intramurals Coordinator B: Ryu Arai, arai@willamette.edu

Publications Representative: Yumiko Sato, satoy@willamette.edu

ASWU Representative: Sachie Imai, imai@willamette.edu

SHE Representative: Pamela May Aldana, paldana@willamette.edu

The student leadership program was established to enhance TIUA and Willamette student life and relationships with the Willamette and Salem communities.

- TSLP is composed of TIUA students who pay both ASWU and TIUA student activity fees. TSLP, ASWU and other student organizations work together on many projects.
- All Willamette students are encouraged to join activities sponsored by TSLP.
- TSLP discusses current issues on campus, plans various events to help integrate the Willamette and TIUA communities, advocates TIUA student concerns and considers how to expand relationships with the Willamette and Salem communities.
- TSLP leaders' terms are from February to December, corresponding to the TIUA school year.

HOUSE OF HALL REPRESENTATIVES

Office of Residence Life, Doney Hall, 503-370-6212

Officers

Noah Zaves, executive president, nzaves@willamette.edu

Jerry Whitmore, advisor, jwhitmor@willamette.edu

HHR is a student-run organization composed of representatives from every residence hall, dedicated to improving the quality of life in the living groups.

- Students living in residence halls are eligible to become members of HHR through participation in their hall council.
- Residents of halls and apartments pay an activity fee which supports community programming.

HALL COUNCILS

Hall Councils are democratic systems set up to represent the residents, discuss hall concerns, and plan events in each residence hall.

- Each residence hall elects its own officers by nomination followed by a majority vote.
- The hall council leadership positions vary by the needs of the individual hall, most hall councils consist of a president, vice president, secretary, treasurer, recycling coordinator, intramural representative and floor representatives.

GREEK LIFE

Willamette University's Greek community is composed of four national men's fraternities (plus one colony) and three national women's fraternities, often referred to as sororities. These organizations offer friendship and camaraderie through brotherhood and sisterhood, leadership opportunities, philanthropic and community service work, scholastic support and encouragement, and lifetime membership in the organizations, which provide benefits and support long after college.

Willamette University has a deferred recruitment policy, which means that first-year students are eligible to join these organizations in the spring semester. The recruitment process is open to all students. Recruitment is organized by the Interfraternity Council and the Panhellenic Council, for men and women, respectively.

INTERFRATERNITY COUNCIL (IFC)

UC second floor, 503-370-6572

Officers:

Emilio Solano

President

esolano@willamette.edu



Colin Waite, VP of administration, mwaite@willamette.edu

Jon Collins, VP of recruitment and membership, jcollins@willamette.edu

Daniel Heathcock, VP of programming, dheathco@willamette.edu

Doug Rice, VP of public relations, drrice@willamette.edu

Jerry Whitmore, advisor, jwhitmor@willamette.edu

IFC is the governing body for the men's fraternities, composed of elected representatives from each of Willamette's four fraternities and one colony.

- Men's fraternities are housed in the wings off Baxter Hall and each chapter brings its own style to its living quarters.
- Each chapter has a University Representative, employed by the Office of Residence Life.
- Fraternities at Willamette and their campus chartering dates:
 - Beta Theta Pi (1947)
 - Delta Tau Colony (granted colony status 2008)
 - Phi Delta Theta (1946; rechartered 1991)
 - Sigma Alpha Epsilon (1949)
 - Sigma Chi (1947)

PANHELLENIC COUNCIL (PHC)

UC second floor, 503-370-6572

Officers:

Whitney Hilton

President

whilton@willamette.edu



Holly Adams, VP of recruitment, hadams@willamette.edu
Christina Peaslee, VP of external programming, crpeasle@willamette.edu
Katy Laipply, VP of internal programming, klaipply@willamette.edu
Samantha Post, VP of public relations, spost@willamette.edu
Cara Saunto, VP of administration, csaunto@willamette.edu
Lisa Holliday, advisor, lcjones@willamette.edu

PHC is the governing body for the women’s fraternities (sororities), composed of elected representatives from each of Willamette’s three sororities.

- Each sorority has a unique chapter house that is University-owned but operated by local alumnae in association with the collegiate members.
- Each chapter employs a full-time, live-in House Director.
- Sororities at Willamette and their campus chartering dates:
 - Alpha Chi Omega (1944)
 - Delta Gamma (1945)
 - Pi Beta Phi (1944)

STUDENT ORGANIZATIONS

The purpose of student organizations at Willamette University is to provide opportunities for the enhancement of academic, cultural, social and recreational aspects of student life through participation in group programs and activities. Every Willamette student has the opportunity to become involved in campus organizations, and, as the following list indicates, there are a variety of organizations from which to choose. Student organizations fall into one of these ten classifications:

- Academic
- Greek
- Honorary
- Media
- Multicultural
- Performing arts
- Religious
- Service
- Social and support
- Sports and recreational

In order to utilize facilities and resources, student organizations must register with the Office of Student Activities. New student organizations are reviewed by the Committee on Student Organizations (COSO) and approved by the Associated Students of Willamette University (ASWU); all student organizations that plan to remain active in the following academic year must complete a registration form with Student Activities in the spring semester.

Student organizations and their leaders are expected to abide by University policies, including but not limited to those addressed in the *Standards of Conduct* and *Student Handbook*. Organizational violations of University policies will be addressed by the Campus Judicial Office.

ACADEMIC ORGANIZATIONS

American Chemistry Society

The objects of this Chapter shall be to afford an opportunity for students of chemical science to become better acquainted, to secure the intellectual stimulation that arises from professional association, to obtain experience in preparing and presenting technical material before chemical audiences, to foster a professional spirit among the members, to instill a professional pride in the chemical sciences, and to foster an awareness of the responsibilities and challenges of the modern chemist.

Anthropology Club

The purpose of the club is to organize social events so students can get to know each other better and to foster anthropological thought on campus through these activities and by bringing in guest lecturers.

Classics Club

The purpose of the Willamette Classics Club is to promote the study of Classics, encourage interest in the Classics and to expose people to new information relating to Classical Studies.

Financial Group

The purpose of this organization is to educate Willamette community members on the operations and risks associated with financial investments. We will learn about stocks and bonds through financial investment.

History Club

The purpose of the History Club is to create a sense of community among students with an interest in history and to extend an enjoyment of the subject by bringing guest lecturers and encouraging attendance at and/or organizing of on-campus and local events relating to history.

International Debate Education Association (IDEA) Ambassadors

The mission of IDEA is to promote democracy and mutual understanding globally by supporting discussion and active citizenship locally. IDEA Ambassadors work to uphold the mission of IDEA through encouraging, arranging and actively pursuing the establishment of environments conducive for free and open discussion.

Math Club

The purpose of the Willamette University Math Club (WUMC) is to provide an environment in which members can explore extracurricular mathematics.

Model United Nations

MUN Student Delegation's basic goal is to encourage students to learn more about the functions of the United Nations. Members will participate in discussions on current events, attend regional and national MUN conferences, and gain knowledge about the rules and format used by the UN.

Philosophy Club

The Philosophy Club is a community where thoughtful discussion and philosophical discourse flourish. Activities are chosen based on member interest, ranging from a variety of speakers, participation in conferences, student forums and informal discussions on special philosophical problems to tutoring and peer review of papers.

Pre-Medical

This program is intended for students interested in attending medical school. The Pre-med club will organize guest speakers, volunteer activities, and opportunities to see what the medical field is truly about.

Pre-Vet Club

This club organizes opportunities on and off campus to interact with local veterinarians or other related programs in the community in order to further their education of all aspects of veterinary medicine, including both large and small animals.

Psychology Club

Psychology Club will provide education, service opportunities and advising for people interested in psychological issues.

Shakespeare Club

The organization's purpose is to share the works of Shakespeare in an out-of-classroom environment by viewing and discussing films, stage productions and other selections from Shakespeare's canon.

Women in Economics

The goals of this organization are to create a supportive environment for women students in economics and to promote women in the economics major. We will address the issues of being a woman in an overwhelmingly male field. We will network with women in similar situations and bring in helpful speakers.

GREEK ORGANIZATIONS

Interfraternity Council (IFC)

IFC is the governing body for the men's fraternities, composed of elected representatives from each of Willamette's four fraternities.

Panhellenic Council (PHC)

PHC is the governing body for the women's sororities, composed of elected representatives from each of Willamette's three sororities.

FRATERNITIES

Beta Theta Pi

It is the goal of the members of Beta Theta Pi to focus on the cultivation of the intellect, while making a commitment to our community as well as each other in order to build lifelong fraternal brotherhood. As Men of Principle we set high standards in all areas of our lives, academic, social and others.

Delta Tau Delta Colony

Delta Tau Delta has a simple and straightforward mission statement, "Committed to Lives of Excellence." The members are committed to living lives that reflect excellence in themselves, the fraternity and every part of their being. They are dedicated to helping men achieve this level of excellence in their own lives.

Phi Delta Theta

The purpose of Phi Delta Theta is to bring men with different backgrounds but similar ideals together with a common purpose: to foster excellence in scholarship, leadership, individual growth, and involvement in community service.

Sigma Alpha Epsilon

The mission of Sigma Alpha Epsilon is to promote the highest standards of friendship, scholarship and service for its members based upon the ideals set forth by the founders and as specifically enunciated in "The True Gentlemen."

Sigma Chi

The purpose of this fraternity shall be to cultivate and maintain the high ideals of friendship, justice and learning upon which Sigma Chi was founded.

SORORITIES

Alpha Chi Omega

Alpha Chi Omega seeks to positively contribute to our surrounding community through philanthropy, educational activities and social events. We strive for excellence in academics, leadership, responsibility, character, and seek to create strong bonds of friendship among our members.

Delta Gamma

Delta Gamma offers to women of all ages a rich heritage based on principles of personal integrity, personal responsibility and intellectual honesty. Its primary purpose is to foster high ideals of friendship, promote educational and cultural interests, create a true sense of social responsibility, and develop the finest qualities of character.

Pi Beta Phi

"Cultivating Sincere Friendship." The object of Pi Beta Phi is the mutual encouragement and assistance of its members in moral, mental and social advancement.

HONORARY ORGANIZATIONS

Alpha Lambda Delta

This organization is a national freshman honor society for those with a minimum 3.5 GPA. This honorary encourages superior scholastic achievement among students during their first year in institutions of higher education, promotes intelligent living and a continued high standard of learning and assists students in recognizing and developing meaningful goals for their roles in society.

Mortar Board

Mortar Board facilitates cooperation among Mortar Board Societies, contributes to self-awareness of members, promotes equal opportunities among all peoples, emphasizes the advancement of the status of women, supports the ideals of the University, advances spirit of scholarship, recognizes and encourages leadership, provides service and works to establish opportunity for a meaningful exchange of ideas as individuals and as a group.

Mu Phi Epsilon

This is a professional music fraternity that seeks to promote musicianship, scholarship and friendship through service to the University and the community. Mu Phi Epsilon aims to advance music throughout the world and to develop awareness that artistic gifts are to be shared with others. There is a GPA requirement and potential members must be invited to join this fraternity.

National Society of Collegiate Scholars (NSCS)

This is an honor society to recognize the outstanding achievement of first and second year students and get them involved in the community.

Order of Omega

This is a national honorary society, open to juniors and seniors, that recognizes members of fraternities and sororities who have excelled in academics, campus involvement and community service. Order of Omega membership is awarded through application and invitation.

Phi Beta Kappa

Founded in 1776, Phi Beta Kappa is the nation's oldest academic honor society. Its mission is to foster and to recognize excellence in the liberal arts and sciences. Students are elected to Phi Beta Kappa as seniors (a small number may be elected as juniors), based on scholarly achievement, broad cultural interests and good character. Members of the WU chapter, Delta of Oregon, base selection largely on an adjusted GPA, considering also departmental recommendations and academic honors. Membership is by invitation only.

Tri Beta Biological Honor Society

This national honor society for students of the biological sciences strives to increase knowledge of biological matters through guest speakers and field trips and encourages students to pursue research and scholarship.

MEDIA ORGANIZATIONS

Chrysalis

The Chrysalis is an annual journal representing both the literary and artistic voices of Willamette's community members. This student run publication includes poetry, short stories, musical scores, photography and photographs of paintings, drawings and three-dimensional art.

Collegian

The Collegian strives to teach journalistic skills and ethics while producing Willamette's weekly student paper.

WIRE (WU Student Radio)

Broadcasting to the campus intranet via computer, ASWU Radio's innovative, student-run station maintains community through entertainment and communication. With a mix of musical genres, talk and fun, the campus' newest media has something for everyone — participant or listener.

Zine Project

The purpose of the zine project is to facilitate community awareness through the construction and/or dispersion of zines.

MULTICULTURAL ORGANIZATIONS

Alianza

Alianza promotes the Latino culture and seeks to empower the Latin community to pursue a higher education. The club provides the campus with ethnic celebrations, films, speakers and a supportive environment for multicultural students through potlucks, trips and other cultural gatherings.

Alpha Zeta Nu

The purpose of the Alpha Zeta Nu (AZN) fraternity is to represent the interests and concerns of Asian students at Willamette University. AZN will act as a support network for its members and other students of Asian ancestry because we understand that the transition into a predominantly homogenous environment can be difficult. In addition, AZN will act as a campus wide resource to promote cultural awareness and ethnic diversity among the members of the Willamette community.

Angles (Willamette's Queer-Straight Alliance)

This group exists to provide and encourage the support, education, and visibility of gay/lesbian/bisexual concerns and issues in the Willamette/TIUA community. Its aim is to create an awareness and celebration of differing perspectives and lifestyles.

Hawai'i Club

The Hawai'i Club strives to produce a more comfortable environment for students, both from Hawai'i and those interested in the culture. It provides a support group that participates in activities, service projects, and educational programs, especially through the lu'au put on at the end of the school year. It also functions as a transitory resource to assist students while finding their niche at Willamette University.

Native American Enlightenment Association

The purpose is to enlighten people of the cultural diversity of Native peoples by reaching out, doing volunteer work and community outreach.

PERFORMING ARTS ORGANIZATIONS

Chamber Choir

The Chamber Choir is an organized mixed voice choral ensemble with a goal of promoting excellence in the choral art.

Headband

Headband is a male a capella group. Our purpose is to make music for the community and foster friendships within the group.

Male Ensemble Willamette

This group encourages men campus-wide to consider singing as a cocurricular activity that can add breadth and depth to their Willamette experience.

Poi Club

Poi club promotes, expresses and teaches the art of poi on the Willamette campus. We will gather regularly to practice and improve each other's skills. Performances will be in conjunction with other clubs at WU including but not limited to the DJ and Hawai'i club. The tools used in poi are varied; they include poi balls, glowsticks, zuni, beaming poi and fine poi among others.

Theatre Student Advisory Board

The goal of this organization is to provide students of Willamette the opportunity to perform in independent theatre and to share a community interested in theatre.

Voce Femina (Women's Choir)

This group encourages more women campus-wide to consider singing as a cocurricular activity which can add breadth and depth to their Willamette experience.

Willamette Hardcore Improv Mavericks

The purpose of this organization is to promote, perform, and teach methods of improvisational theatre to members of the Willamette community.

Willamette Singers

Composed of 12 vocalists, piano, bass and drums, the Willamette Singers concentrates on vocal jazz and is open to all Willamette students. Willamette Singers rehearses three times weekly and performs several times per semester on-campus, off-campus and on regional tours. Members must have significant experience in singing or instrument playing and are required to audition for entrance.

RELIGIOUS ORGANIZATIONS

Inter Varsity Christian Fellowship

Inter Varsity Christian Fellowship is a student-led organization that is working with Jesus to cause a revolution through which all students will experience the kingdom of God, be transformed by His love and be sent out to change the world. Students lead small group Bible studies and prayer meetings in order to know Jesus personally. The Refuge is our weekly worship experience, through which we hope all students (Christians and seekers) may experience the presence of God through music, silence and prayer.

Jewish Student Union

This organization strives to provide a forum and community for Jewish students of WU to practice and talk about Judaism and Jewish culture. The group meets occasionally and brings students together to celebrate various Jewish holidays.

Latter-Day Saints Student Association (LDSSA)

The purpose of the LDSSA is to give students the opportunity to strengthen their faith in Jesus Christ through weekly fellowship with other students of similar beliefs and through a weekly scripture study in a class setting. The group also participates in monthly regional dances, social projects and other special activities. While the group is affiliated with the Church of Jesus Christ of Latter-Day Saints, all are welcome to its activities.

Newman Club

The Newman Club is the Catholic apostolate to college-age students of the Salem area that seeks to offer spiritual, intellectual and moral support within a Catholic framework.

QUAD (Quite Unusual Approaches to the Divine)

The mission of QUAD is to foster a safe and open community for questioners and seekers of faith who are interested in sharing in fellowship and spiritual practices. Although QUAD often occurs from the Christian perspective, the greater mission of QUAD is to welcome all in the pursuit of the divine through discussion, spiritual practices, service and community.

SERVICE ORGANIZATIONS

Bearcats Offering Others Meals (Boom)

To offer intensive community outreach opportunities to Willamette University students and to provide a hot meal to local people in need.

Best Buddies of Willamette

Best Buddies is a college-based volunteer program designed to promote one-to-one friendships between college students and people with developmental disabilities. Each college buddy is asked to see his/her buddy once a month and call or write once a week. In addition, pairs participate in monthly group activities such as dances, arts/craft nights and pizza parties.

Circle K

This organization provides community service to Willamette University and the surrounding community. It also strives to promote service, leadership and friendship through activities on and off campus.

Focus the Nation: Willamette

The Willamette chapter of this nationwide educational initiative work toward the dissemination of both knowledge of and access to solutions to climate change.

Stand for Children

Stand for Children is a child advocacy organization that seeks to honor children through WU Kids Day, bringing speakers and performers that embody child-honoring philosophy, and getting students politically engaged on behalf of kids.

Student Global AIDS Campaign (SGAC)

SGAC is a chapter of the national student Global AIDS Campaign, dedicated to fighting the global AIDS pandemic by raising awareness, providing training in leadership and advocacy, and promoting direct action.

Students for Choice

Students for Choice work with local, state, and national organizations to raise awareness about reproductive rights. They encourage and participate in related activism, such as lobbying politicians and educating the campus community on issues of reproductive health.

Willamette Emergency Medical Services (WEMS)

WEMS provides rapid medical services to the Willamette University community and their guests 24 hours a day. This group provides interactive and educational opportunities for WU students to learn and work in a team environment outside the classroom. WEMS members also encourage and facilitate the training of students, faculty and staff with interests in emergency medical services.

SOCIAL/SUPPORT ORGANIZATIONS

ASWU

ASWU is the student organization designed to oversee student life at Willamette and serve as the primary source of student advocacy on campus.

Campus RolePlaying

Campus roleplaying is generally devoted to traditional pen and paper role playing games such as *Dungeons and Dragons*, but games such as *World of Warcraft* are also discussed and played.

College Democrats

Willamette College Democrats will serve as a source of ideas, organization, and activism directed towards supporting the community members of WU who seek to gain experience in local, state, or national politics through voter education, voter registration, get out the vote efforts, as well as those who seek to gain experience by aiding candidates or campaigns aligned with the ideals found within the platform, heritage, or future direction of the Democratic Party.

College Republicans

College Republicans make known and promote the principles of the Republican Party. They aid in the election of Republican candidates at all levels. They work to develop political skills and leadership abilities among students and prepare them for future service to the community.

Environmental Community Outreach Society (ECOS)

Through cooperative outreach to students, faculty and alumni who are affiliated with various academic disciplines represented at WU, ECOS aims to foster environmental awareness, continued environmental education and environmental career opportunities.

Fantasy Combat Society

The Fantasy Combat Society is devoted to recreation of medieval court practices and battle with a creative mix of fantasy. Safe and fun. Theatrical/period costume encouraged. Development of characters and persona encouraged as well.

Filmmakers' Society

Willamette Filmmakers' Society is a group dedicated to bringing campus filmmakers together to make movies that are fun, experimental, and challenging to students' perspectives. Our group will make a variety of films ranging from ads to music videos, and short films to documentaries.

Harry Potter Club

The purpose of the Harry Potter Club is to gather to discuss and communally enjoy the Harry Potter series written by J.K. Rowling and to engage in Harry Potter related activities.

Hip Hop Congress

The Hip Hop Congress uses the culture of Hip Hop to inspire students to get involved in social action, civic service and cultural creativity. Hip Hop Congress is a merger of artists and students, music and community, and it provides one of few paths for highly creative and often disenfranchised youth to channel their energy into a strong and organized force aimed at improving their community.

Hookah Enthusiasts

To provide a social smoking atmosphere for WU students by setting up chairs and hookahs for the community to use.

House of Hall Representatives

Student-run organization composed of residence hall council executives dedicated to improving the quality of life in the living groups.

Men Against Violence

The purpose of this organization is to educate the Willamette community about men's violence against women, and to work in alliance with the women at Willamette University to end violence against women.

Respectable Knitting Society

To serve the Willamette and the Salem community through the cooperative and healing activity of knitting and crocheting.

S.H.E. (Strength Health Equality)

Symbolizing key elements in her advocacy, S.H.E. stands for Strength-Health-Equality. We are a socially conscious group that works to bring awareness and thought to realities like domestic violence, rape, eating disorders, depression, and international injustices. S.H.E. also follows her celebratory roots by reminding people that their bodies, minds, creativity, and souls are beautiful. Personal

health, goodness, and unity are important in everyone's lives, and we create programming around these beliefs as well. This club is an inclusive group that reminds our communities that "women's issues" are everyone's issues.

Willamette Events Board (WEB)

The purpose of WEB is to provide programs that complement, reflect and respond to the Willamette University community. These programs shall be designed to be an educational experience for those involved in planning and presenting of the programs, as well as those who participate. These programs should remain consistent with stated objectives, regulations, and missions of the Office of Student Activities and Willamette University.

Wulapalooza

At the end of every spring semester, the students of Willamette University celebrate Wulapalooza: a festival that provides a unique showcase for student art, talent and hard work, as well as a long awaited opportunity to get up and dance! For more information on the annual festival or to join the planning committee email us at wulapalooza@willamette.edu.

SPORTS/RECREATIONAL ORGANIZATIONS

Archery

To promote archery by teaching the skill to others and organizing regular outings to practice shooting for people of all skill levels. Shooting is done at Pacific Crest Archery & Sylvan Archers in Sherwood.

Bowling Club

To provide Willamette students with a steady social group with whom they can go bowling and have fun every week, and seeks to make transportation to the bowling alley easy for all members.

Cheer Squad

The purpose of the cheer squad is to provide entertainment and spirit at Varsity Athletic events on campus. We cheer at all home football games during the fall, women's home volleyball games and all men's and women's home basketball games.

Cycling Club

The mission of Willamette Cycling Club is to promote physical well-being and a feeling of community through cycling.

Dance Team

The purpose of the Dance Team is to unite students who have an interest in dance, promote spirit and to perform for the student body, staff and alumni.

Kayak Club

To bring together WU students who enjoy kayaking and/or would like to learn more about it. Whether you enjoy sea or river kayaking, there is a place here for you.

Martial Arts Club

To bring together students who have interest in or experience in martial arts. Developing a safe and friendly environment where students can teach each other.

Men's Lacrosse

Our purpose is to give the community of Willamette an opportunity to understand and appreciate the game of lacrosse through team practice and competitions with other schools.

Northwest Sports Club

To unite members of the WU community through sport appreciation and Northwest sports in particular. Common activities will include support and attendance of WU athletic events, outings to collegiate and professional sporting events in the Northwest, and hosting athletics events on campus.

Outdoors Club

The Outdoors Club is student-led. The activities are planned with an advisor but the students facilitate each trip. Some trips that this group has sponsored are to areas of rugged coastline and calm sandy beaches, dense temperate rain forests and old growth galleries, grasslands and quiet rivers, raging whitewater canyons, rock climbing on basalt or welded tuff, high alpine lakes and jutting Cascade peaks, and near-desert solitude and lava caves. Anyone can join the program.

Racquetball Club

The purpose of this organization is to build a network of new and experienced players with the hope of bringing players to a competitive level and playing against other university teams.

Rod and Reel Club

The purpose of this club is to increase participation in the traditional outdoor activities of hunting and fishing that the majority of the campus population lacks, while at the same time promoting sustainability, protecting habitat and sporting rights.

Rugby Club

Rugby Club will participate in matches and tournaments, giving people who do not want to continue in varsity sports an opportunity for physical activity.

Ski and Snowboard Club

The purpose of this organization is to create an opportunity for Willamette students to enjoy the sports of skiing and snowboarding on a periodic basis while enjoying the outdoors.

Swing Club

The Swing Club is a social club with the purpose of meeting people, having fun and learning a style of dancing that originated and was practiced in the 1940s.

Ultimate Frisbee

This club exists to play Ultimate Frisbee and lots of it. Group members strive to develop skills, play in intercollegiate games and tournaments and to have fun in every weather condition.

Women's Club Soccer Team

To provide the WU community with a more competitive soccer environment than intramurals provides, without the intensity of being a varsity sport.

Women's Lacrosse

The purpose of Women's Lacrosse is to give women an opportunity to learn and play a sport they may never have tried before and to have fun doing it. The activities will be practicing, playing games within the league and having team meetings.

REGISTRATION OF STUDENT ORGANIZATIONS

The Office of Student Activities, located on the second floor of the University Center, has office work space and supplies for members of registered student organizations. Any student who pays the student activity fee is eligible to start a student organization. To be a recognized Willamette University student organization, the following criteria must be met:

1. The organization must have an advisor who is a member of the Willamette University faculty, staff or administration.
2. The organization must complete a Student Organization Affiliation Form and update that form with the Office of Student Activities every year after official recognition.
3. The membership of the organization must be composed of at least 50 percent fee-paying Willamette University students.
4. The organization must have a current constitution and roster on file with the Office of Student Activities.
5. In the initial year that any student group seeks official recognition, the group must provide the Office of Student Activities with a petition signed by at least 10 fee-paying students who indicate an interest in becoming a member of the student organization.

The benefits of officially registering a student organization with the Office of Student Activities include:

1. Listing in the *Student Handbook* available to all students.
2. Ability to participate in the Activities Fairs (fall & spring).
3. Rental use of motorpool vehicles through Facilities Management.
4. Free access and use of any WU on-campus facility, including the University Center and tables in Goudy Commons.
5. Access to the Mail Center to stuff flyers in student mailboxes.
6. Free use of poster-making supplies (poster markers, letter cutter and poster paper), for the purpose of advertising an event or program. Poster supplies may not be used for door decorations, birthdays or other types of individual recognition, or decorating for an event (e.g., covering walls and ceilings).
7. Information about other organizations and events, including leadership information and contacts.
8. Ability to request ASWU funding.
9. Right to use the name "Willamette University" in promotion and publications.
10. Access to handouts on a variety of topics of interest to organizations.

PUBLICITY POLICIES FOR STUDENTS AND STUDENT ORGANIZATIONS

Following are some policies for posting publicity on campus. If a student or student organization wishes to go beyond posting flyers, posters, and/or table ads, they must consult a member of the Student Activities staff on the 2nd floor of the University Center for more information and approval.

GENERAL POLICIES

Every effort will be made to accommodate a special request, as long as the following principles are followed:

- Publicity that contains obscene language or references to alcoholic beverages or illegal substances will not be approved.
- The name of the sponsoring individual or group must be displayed as well as contact information such as an email address or phone number.
- A cleaning charge will be assessed if materials are not removed 24 hours after the event (e.g., painting windows, sidewalk chalking, helium balloons, etc.).
- All publicity posted in the residence halls, with the exception of ASWU election materials, must be approved by the Office of Residence Life. (See page 35 for more information)
- The Office of Student Activities reserves the right to discuss concerns with the individual or group prior to posting the material.

PUBLICITY BY THE NUMBERS

Table Ads:

Cat Cavern	21
Goudy Commons	102
Kaneko Cafe	48
Montag Center	22
Sorority Houses	18 (6 per chapter) use old table tent design

Flyers:

Residence Hall Lobbies	18
Residence Hall Floors	38
Sorority Houses	3

POLICIES SPECIFIC TO LOCATION

Academic Buildings

To post publicity in academic buildings, the department secretaries in each of the buildings must grant approval.

Bistro and Willamette Store

Contact the managers individually about their posting policies.

Cat Cavern and Goudy Commons

Table Ads:

- There is space for 21 table ads in the Cat Cavern and 102 in Goudy Commons.
- Table ads should be given to a Bon Appetit manager for distribution.
- Table ads may only be posted for one week with a discard date in the bottom corner.

Flyers in Goudy Commons:

- Only one flyer per event may be posted on the designated bulletin board.

Grounds

- Upon approval, outside publicity is permitted as long as nothing is attached to the foliage or exterior of buildings.
- The placement of stakes in the ground must be approved ahead of time so as not to damage underground systems.
- Chalking is permitted on sidewalks only and must be at least five feet from the entrance to a campus building.
- Portable sandwich boards are available in the Office of Student Activities on a first-come, first-served basis.
- Portable barriers are available in the Grounds Department by contacting x6143.

Library Boards

The Office of Student Activities will post flyers and posters, space permitting.

Mail Center

Only registered student organizations can stuff mailboxes. A form is available in the Office of Student Activities or the Mail Center.

Montag Center

The Montag Center is a great place to spread the word about campus activities. Acceptable forms of advertising include posters, table ads and window painting.

Below are some policies for posting publicity and painting of windows in the Montag Center. If a student or student organization wishes to go beyond what is outlined, they must consult with a member of the Montag staff for more information and approval.

General Policies

- General publicity policies for student organizations must be followed.
- Flyers may be posted on designated bulletin boards in the entry of the Montag Center. Posters and banners may be taped to the inside of windows and on the walls using blue painter's tape.
- Glass doors must be free from obstructions (posters, flyers, etc).
- Publicity is not allowed on the student art walls and will be removed.
- There is space for 22 table ads in the Montag Center.
- The Montag Center staff reserves the right to discuss concerns with the individual or group prior to posting the material.

Window Painting

- To reserve window space contact a Montag staff member (montagfeedback@willamette.edu).
- Window space is available on a first-come, first-served basis.
- Glass doors cannot be painted.
- Priority will be given to events taking place in the Den or Montag Center.
- Painting of windows is allowed with the use of Tempera paints only.
- Unless otherwise informed, only two panes of glass can be used for any one event. Special permission for larger advertisements may be granted depending on availability, etc.
- Windows can only be decorated for the week (seven days) prior to the event and must be removed 24 hours after the event is over.
- Cleaning materials may be obtained without charge by emailing montagfeedback@willamette.edu. A cleaning charge will be assessed if paint is not successfully removed 24 hours after the event.

Decoration Guidelines for The Montag Center Den

Please see www.willamette.edu/montag/events/ for information on decorating in the Montag Center Den. Please remember, a Campus Safety officer must inspect all event decorations. Please schedule your inspection with Willamette Safety, Security and Parking no less than two hours before the beginning of an event to ensure that the above safety guidelines are being followed.

Residence Halls

- Poster size is limited to a maximum of 11" x 17".
- All publicity, with the exception of posting during ASWU elections, must be approved by the Office of Residence Life in Doney Hall. (See Approval Process for more information)
- Posting on individual room doors without the permission of the occupants is prohibited.
- Posters may not be placed on the exterior of buildings or on entrance/exit doors without the approval of the Area Coordinator.
- Soliciting for events is not permitted.

It is our goal to ensure that people feel welcome and comfortable in their living environment and are not threatened or offended by posted material. If material submitted for posting is incongruent with this goal, the Office of Residence Life will discuss concerns prior to posting the material and may require that the sponsoring organization be identified on the poster.

Approval Process

Campus departments, administrative offices, student organizations, groups sponsored by campus organizations and off-campus nonprofit organizations may post information or publicity in University residences on a space available basis. Posters of an organization internal to the house/hall/complex (staff, hall council, fraternity executive council) do not need approval. All other postings within campus residences need to be approved through the Office of Residence Life.

Individuals need to bring or send the posters to the Office of Residence Life. The material will be reviewed, and if approved, our staff will stamp each poster with the date the poster will be taken down. Door hangers will be limited to two per month for each community. The organization/individual wishing to put up door

hangers will need to come to Residence Life to stamp their own door hangers before hanging them. After receiving approval, the Willamette Events Board (WEB) is the only group that may post materials in the halls themselves. All other posters will be posted by Residence Life staff within three working days and will be removed on the stamped date. Unauthorized postings will be removed.

Distribution Quantities

The number of copies an organization provides depends on its publicity needs:

- 18 copies will provide one in the lobby of each residential building (except sororities).
- 38 copies will provide one for each RA/CM to post.

Baxter	3	WISH	1	Lausanne	4
Belknap	2	Shepard	2	Doney	3
Matthews	2	Lee	1	Haseldorf	1
Terra House	1	York	1	Kaneko	12
Fraternities	3	Univ. Apts	1		
East House	1				

- If the organization only wants the posters displayed in selected halls (up to 32) the hall needs to be designated on each poster.

Posting in Bathroom Stalls

Only two posters are permitted in each bathroom stall at a time – one from an organization internal to the house/hall/complex (staff, hall council, fraternity executive council) and *The Toilet Paper* publication.

Posting During ASWU Elections

While candidates and students advocating for or against an election issue do not need to abide by the standard Residence Life posting policy restrictions, they do need to abide by guidelines established by the Elections Board and the following policies.

Campaign materials may not be posted on any doors. Doors are entrances and exits. Also, the number of posters needs to be kept to a reasonable level for the same fire safety reasons. Three posters per candidate or issue in a particular area (lounge, hallway, etc.) is reasonable.

Individuals may not solicit door to door. That means they may not go through buildings trying to campaign, nor may they slide materials under residents' doors.

Sororities

If you wish to publicize in the sorority houses, flyers, posters or table ads may be left in the Office of Student Activities for pickup.

University Center

Flyers:

- Flyers may be posted on designated bulletin boards on the 1st and 3rd floors.

Banners:

- Banners may be hung outside on the UC railings. Poster paper is available in the Office of Student Activities for registered student organizations. Non-registered groups or individuals may purchase the same paper in the Willamette Store. Please tie the banner to the railing (string is available in Student Activities) and do not use tape.

- Banners may be hung inside the UC, but the space is limited so a sign-up is available at the UC Information Desk. Use a 78" long piece of banner paper folded in half for a double sided banner.

EVENT PLANNING GUIDELINES FOR STUDENT ORGANIZATIONS

Alcohol Policy

The University serves alcohol through an exclusive third party vending contract with Bon Appetit. The complete University Alcohol Policy may be found at www.willamette.edu/dept/scheduling/policies/alcohol. If your student organization would like to serve alcohol at an event, start the process of obtaining approval at least one month in advance as there are many details and logistics involved.

ASWU Sound

ASWU owns a sound system that can be reserved. Requests may be made online at www.willamette.edu/org/aswu/sound.html

ASWU Stage

The ASWU Stage is available to any student organization who requests it by completing an online scheduling request. There is a \$50 fee for the first stage use of the academic year. Setup of the stage is coordinated by the Facilities Support department. In some cases there will be an additional fee to setup the stage.

Contracts

Students are not permitted to sign contracts. Your advisor should sign the contract, or you can bring it to the Office of Student Activities for assistance. All vendors who are paid by a student organization to perform a service (e.g., lecture, musical performance, etc.) must complete a contract and 1099 form. Both of these forms are available online or in the Office of Student Activities.

Food

Any event requiring food or beverage service held on campus will be contracted through our on site catering company Bon Appetit. There are certain circumstances in which groups may choose to self-cater their event. These circumstances include:

- Student organization functions for students, faculty or staff of Willamette University that do not include any participation of the outside community (prior notification given to Bon Appetit required).
- Potluck celebrations for groups of less than 25 attendees.
- Student organization bake sales (see fundraising policies for more information on bake sales).
- Ordered take out such as pizza or late night convenience foods.

If your student organization would like to self-cater as defined above, you must have a certain number of your members certified to handle food through Marion County Health Services. For more information on how to obtain certification, see below under fundraising policies.

Insurance

The University insurance covers most official Willamette University events. Events which bring a large number of visitors to campus or have higher risk activities may

require the purchase of special event insurance. For more information, contact the Office of Scheduling, Events & Conferences.

Room Setups

The Facilities Support department provides room setup in most buildings and outdoor spaces on campus. It is important to choose a setup when making your reservation request online. The University has a limited supply of folding tables and chairs that are provided on a first-come, first-served basis.

Security

An event could require the hiring of contracted security officers. Security may be required for events where alcohol is served, a significant number of off-campus guests are invited, 200 people or more are expected, or a controversial topic or speaker is planned. Security officers are arranged by the Office of Campus Safety, with a minimum cost of \$68 per security officer (\$17 per hour, 4 hour minimum).

FUNDRAISING POLICIES FOR STUDENT ORGANIZATIONS

Student organizations are permitted to organize on-campus or off-campus fundraisers to cover operating expenses, complete projects or programs, and create a small reserve or cushion for future events. On-campus fundraising can include bake sales, raffles, t-shirt sales or other methods of raising funds from the Willamette community (faculty, staff and students).

Off-campus fundraising is defined as any solicitation effort to area businesses or alumni, whether for in-kind (goods or services) or monetary donations. It is important that all off-campus fundraising go through the Office of Annual Giving (Waller Hall, 3rd floor) so that the University presents an organized and coordinated fundraising effort to the Salem and surrounding communities.

Following are listed the specific policies for certain types of fundraising.

Bake Sales

The individuals who prepare and sell the baked goods must obtain food handler cards. These cards are available online by taking a course and passing an exam certified by Marion County Health Services (www.foodhandler.org). There is a \$10 fee associated with this course. A copy of the food handler card must be in the possession of the individual selling the goods for the duration of the bake sale.

Door Prize Drawing

If you are into prizes and not into the paperwork involved in holding a raffle, consider doing a "Door Prize Drawing" fundraiser. A "Door Prize Drawing" means a drawing held by a nonprofit organization (such as your student organization) at a meeting or event of the organization where both the sale of tickets and the drawing(s) occur during the meeting or event and the total value of the prize(s) does not exceed \$500.

Off-campus Fundraising

If a registered student organization wants to solicit area businesses for in-kind (goods and services) or monetary donations, they must meet with a representative from the Office of Annual Giving. The representative will assist the organization in selecting the businesses that best match the organization's goals, but will not interfere with other University fundraising efforts.

If a student organization wants to solicit alumni for in-kind (goods and services) or monetary donations, they must meet with a representative from the Office of Annual Giving and will be expected to follow certain procedures for securing the mailing list, writing the letter and posting the gifts secured. Each student organization must cover all costs related to the mailing (stationary, postage, etc.).

Raffles

Willamette University policy permits raffles to be held on campus within the parameters of state and local law and the University maintains a Class A state raffle license. Any staff, faculty, or student organization responsible for the planning and production of a raffle must submit a completed Application to Conduct a Raffle form to the Administrative Services Office at least two weeks prior to conducting the raffle. To request an application form, contact the Administrative Services Office at 503-370-6112.

"Raffle" means a form of a lottery in which each participant buys a ticket for an article or money designated as a prize and where the winner is determined by a random drawing. A raffle includes the elements of consideration, chance and a prize. Consideration is presumed to be present unless it is clearly and conspicuously disclosed to prospective participants that tickets to the drawing may be acquired without contributing something of economic value. Tickets for a raffle are usually sold outside of the event. For more information on raffles, go to the State of Oregon website at

http://arcweb.sos.state.or.us/rules/OAR_100/OAR_137/137_025.html.

According to Oregon Administrative Rule 127-25-310, the following information must be printed upon each ticket sold or otherwise provided to each purchaser at the time of the ticket sale:

- The date and time of the drawing
- The location of the drawing
- The name of the organization conducting the raffle
- The price of the chance
- A full and fair description of the prize or prizes to be awarded
- The retail market value of each prize to be awarded, and the total number of tickets, which may be sold

If there are no special raffle tickets printed, it is required that you have at all ticket sale locations a flyer/poster listing the required information. The Student Activities Office can assist you in developing and printing custom raffle tickets.

According to Oregon Administrative Rule 127-25-310, a report must be submitted after the raffle. The raffle report form will include:

- The total amount of proceeds received from the sale of tickets for each raffle game
- All expenses relating to the conduct of each raffle game (other than prizes)
- Total amount of cash prizes awarded (cannot exceed \$750.00 per raffle)
- Total cost of no-cash prizes awarded
- The winning ticket stub
- The names, addresses, and signatures of the winners of the first three prizes must be provided to the Administrative Services Office. Also for all prizes valued at \$100 or more, the name, address and signature of the prizewinner must be obtained.

Completed raffle reports are used to compile an annual report for the State of Oregon in order to maintain Willamette's Class A raffle license. If your student club or organization is planning to conduct a raffle, please contact the Administrative Services Office at 503-370-6112 for the required forms and assistance.

STUDENT ORGANIZATION RESPONSIBILITY

Student organizations/groups are expected to adhere to all applicable Willamette University policies and standards. Failure to do so may result in action being initiated against the organization/group collectively. Student organizations/groups may be held responsible when any of the following situations exist:

1. Members of the student organization/group act in concert to violate Willamette University Standards of Conduct.
2. A violation arises out of a organization/group sponsored, financed or endorsed event.
3. An organization/group leader has knowledge of the act or incident before or while it occurs and fails to take corrective action.
4. The incident occurs at a facility, on or off campus, which is leased, rented or used by the student organization/group.
5. A pattern of individual violations is found to have existed without proper or appropriate organizational remedy or sanction.
6. Members of the student organization/group attempt to cover up or fail to report improper conduct to the appropriate Willamette University officials.

ACADEMIC POLICIES FOR STUDENT LEADERS AND PARTICIPANTS

At the conclusion of each semester, the academic records of all students working for undergraduate degrees are reviewed by the Academic Status Committee, a standing committee of the undergraduate faculty that considers matters related to a student's academic planning and progress.

The Academic Status Committee determines what action will be taken regarding various academic deficiencies, including semester GPA below 2.0, cumulative GPA below 2.0, completion by a full-time student of fewer than three credits, or other serious academic difficulties.

If academic performance falls well below expected achievement, the student may be placed on academic probation or dismissed. While on probation, students are ineligible to represent Willamette in any public performance, including varsity athletics, debate, sport clubs or musical ensembles. They are also ineligible to hold any campus office and their financial aid status is subject to review by the Director of Financial Aid if their aid comes from the University. For more information about this policy, see page 362 in the 2007–2009 CLA Course Catalog.

All students serving in elected or appointed positions of leadership shall maintain a 2.5 cumulative GPA. At the beginning of each semester, the Office of Student Activities will confirm that the contact person for each registered student organization is in compliance with this policy. If a person does fall below the requirement, the student organization will be expected to name a replacement within two weeks of notification. If a student wishes to appeal, they should contact the Director of Student Activities.

Plagiarism/Cheating Policy

Among the issues related to academic standing are those of plagiarism and cheating. Such practices undermine the trust among students and professors and are antithetical to the ideals to which we aspire. Consequently, these offenses are taken very seriously and may have direct effect on eligibility for positions of student leadership.

The official policy on plagiarism and cheating, adopted by the faculty of Willamette in 1992, is as follows: Plagiarism and cheating are offenses against the integrity of the courses in which they occur and against the college community as a whole. Plagiarism and cheating involve intellectual dishonesty, deception and fraud, which inhibit the honest exchange of ideas. In accordance with Willamette University Standards of Conduct, students are entitled to notice of what constitutes plagiarism and cheating, and the right to appeal penalties. Plagiarism and cheating may be grounds for dismissal from the college. Examples of plagiarism and cheating, and penalties associated with them, shall appear in the student handbook. When appropriate during the semester, such as in conjunction with assignment of a class project or review for an exam, faculty members are encouraged to discuss plagiarism and cheating and how to avoid them.

Definitions and Penalties

Cheating is any form of intellectual dishonesty or misrepresentation of one's knowledge. Plagiarism, taken from the Latin word *plagiarius*, or "kidnapping," is a form of cheating in which someone represents another's work as their own. According to Diana Hacker, "three different acts are considered plagiarism: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words" (A Pocket Style Manual, Boston: Bedford Books, 1997, p. 92). All members of the Willamette University community are expected to be aware of the serious breach of principles involved in plagiarism. Ignorance of what constitutes plagiarism shall not be considered a valid defense. If students are uncertain as to what constitutes plagiarism for a particular assignment, they should consult the instructor for clarification.

A faculty member may impose penalties for plagiarism and cheating ranging from a grade reduction on an assignment or exam to failure in the course. A faculty member also may suggest that the Dean of the College of Liberal Arts initiate further action. Multiple violations of the plagiarism/cheating policy constitute a separate offense, the penalty for which may be academic suspension or dismissal from the college.

Initial Determination and Penalty

A faculty member who has reason to believe that plagiarism or cheating has occurred shall:

1. Immediately meet with the student(s) involved, provide evidence of cheating or plagiarism, discuss the matter, determine whether an infraction has occurred, and decide on a penalty. If the faculty member suspects plagiarism or cheating during a final exam period, and timely resolution is not possible, the professor shall assign the student(s) involved a grade of "T," and provide the student(s) with a written explanation. The faculty

member shall meet with the student(s) no later than the first week of classes the following semester to complete the steps outlined in the paragraph above.

2. Within five work days (excluding holidays) of meeting with the student(s), place in a confidential file with the Dean of the College of Liberal Arts a form that details the incident, provides documentation, and indicates the penalty.

Upon receiving the form, the Dean of the College of Liberal Arts:

1. Shall provide the student(s) a copy of the form filed by the faculty member, noting on the form the date on which it was delivered to the student. All forms in a student's file shall be destroyed at graduation or after seven years of filing, whichever comes first.
2. May initiate a hearing by the Academic Status Committee if the Dean believes the report of plagiarism or cheating sufficiently egregious to warrant a hearing on whether the student should be suspended or dismissed from the college.
3. Shall, after allowing time for an appeal, determine if there have been multiple violations. If the student's file contains two forms, the Dean shall initiate a hearing by the Academic Status Committee to determine an appropriate penalty, which can include placing the student on academic suspension for a period of time or dismissing the student from the college.

Student's Right to Appeal Initial Determination and Penalty

A student has the right to appeal the findings of plagiarism or cheating, or the severity of the penalty imposed by the faculty member, to the Academic Status Committee within five work days of the date on which a copy of the form was delivered by the Dean to the student.

Academic Status Committee Hearing

The Academic Status Committee shall hold a hearing on the appeal by a student or initiative from the Dean within five work days of receipt of the notice of appeal or initiative. The hearing shall be confidential; the student, Dean, and faculty member, as appropriate, may testify and present evidence.

If the Academic Status Committee finds that plagiarism or cheating did not occur, then the Committee shall ask the Dean to remove the form filed by the faculty member from the student's confidential file. If the Status Committee finds that the penalty should be changed, then the Committee shall determine a procedure that is fair to the faculty member and the student for changing the penalty. If the Academic Status Committee upholds the decision of the faculty member, the chair will record the decision on the form and return it to the Dean to be placed in the student's file.

If hearing an initiative, the Academic Status Committee shall determine an appropriate penalty. The Chair of the Academic Status Committee shall provide written notification of its action to the student, faculty member, and Dean. The decision of the Academic Status Committee shall be final.

Examples of Plagiarism and Cheating

Blatant examples of cheating include using books, notes, or other sources not expressly allowed during exams; copying on homework, in-class, or take-home exams; using any form of assistance if instructed to produce work individually; and knowingly assisting another student to engage in any of these behaviors. Examples of plagiarism include failing to cite written material that is directly quoted or paraphrased from another source, or failing to give credit for use of others' ideas, pictures, graphs, diagrams, or figures. Plagiarism can be avoided by following the rules for citation provided in writing handbooks and standard style manuals. Both are available in the Willamette Store, the Writing Center and in the reference section of the library.

In the course of preparing a paper, doing a homework assignment, preparing for an examination, or participating in a class activity, you may have questions about whether certain practices or conduct could be viewed as plagiarism or cheating. If you have questions, ask your professor! Faculty will respect your integrity for clarifying uncertainties and showing interest in avoiding these problems. It is dangerous to engage in practices or conduct that could later be called into question. Ignorance of what constitutes plagiarism or cheating will not serve as an excuse for the behavior.

The following examples are provided to further your understanding of plagiarism and cheating. These examples are illustrative only and are not intended as a complete description of the intellectual dishonesty, deception or fraud that are prohibited under the plagiarism/cheating policy.

E.G. 1: Student A and Student B are scheduled to take an in-class examination. Student B is not doing well in the class and fears flunking the course if unable to earn at least a C on the exam. The professor announced that students would not be allowed to use notes or books on the exam. Student A writes notes containing key concepts and formulas and affixes them to the bottom of a shoe that will be worn to the exam. Student A then sat in a location and position that allowed Student B to read the notes and formulas during the exam. Both Student A and Student B would be subject to penalties for cheating.

E.G. 2: In accordance with the professor's instructions, Student C consulted ten sources while preparing a term paper, and listed all ten sources in the bibliography. Student C also consulted two other sources, and relied on them substantially in developing the thesis of the paper and its structure, but failed to provide citations or to list them in the bibliography. Student C would be subject to penalties for plagiarism and cheating.

E.G. 3: Professor X assigned a set of homework problems and instructed students that they should neither give nor receive assistance completing the problems because professor X wanted to use the responses to evaluate student understanding of certain concepts. Student D was unable to complete three of the problems. Student D's roommate, Student E, also was in the class and completed the problems without difficulty. When Student E was out of the room, Student D looked at Student E's class notes and paper, and then copied two answers. Student D would be subject to penalties for cheating.

E.G. 4: Student F was enrolled in two classes that required preparation of term papers on topics of the student's choice. Without approval of faculty teaching the courses, Student F submitted a copy of the same paper in both classes. Student F would be subject to penalties for cheating.

E.G. 5: Student G found the following statement while doing research for a paper about law school: "The best way to prepare for the law is to come to the study of the law as a well-read person. Thus alone can one acquire the capacity to use the English language on paper and in speech and with the habits of clear thinking which only a truly liberal education can give." (Felix Frankfurter, "Advice to a Young Man Interested in Going Into Law," in Ephriam London, ed., *The Law as Literature* (New York: Simon and Schuster, 1960), p. 725). Student G wrote in the paper that "only a liberal education can give a person the habits of clear thinking required for law school," and did not cite Frankfurter. Student G would be subject to penalties for plagiarism for paraphrasing without citation, which is as unacceptable as word-for-word copying.

E.G. 6: Student J was working on a programming assignment in the computer lab and was unable to complete a portion of the program. Student H accessed the account of another student in the class who had successfully completed the assignment. Student H's study of the other student's solution made it possible to complete the assignment, which Student H then represented as having been done without assistance. Student H would be subject to penalties for plagiarism and cheating.



CAMPUS LIFE

CAMPUS LIFE

OFFICE OF CAMPUS LIFE

University Center, third floor, 503-370-6447

Robert Hawkinson, dean of campus life, rhawkins@willamette.edu

The following departments constitute the Division of Campus Life:

- Athletics
- Campus Judicial Office
- Campus Recreation
- Career Services
- Chaplain
- Community Outreach Program
- Counseling Services
- Disability and Learning Services
- Multicultural Affairs
- Residence Life
- Student Academic Grants and Awards
- Student Activities
- Student Health Services

ATHLETICS

Sparks Center

Administrative Office 503-370-6420

Mark Majeski, director of athletics, 503-370-6420, mmajeski@willamette.edu

The athletics program at Willamette University seeks first and foremost to support the academic mission of the University. Here are some important facts about this program:

- NCAA Division III
- NWC — Northwest Conference
- Mascot — Bearcat
- School Colors — Cardinal and old Gold

Athletic Facilities

- Football Stadium — McCulloch Stadium & Ted Ogdahl Field (capacity 2500)
- Basketball/Volleyball Arena — Cone Field House (capacity 2400)
- Swimming Facility — Sparks Natatorium (capacity 300)
- Baseball Complex — "Spec" Keene Stadium at John Lewis Field (capacity 1400)
- Softball Complex — Willamette Field (capacity 300)
- Track and Field — Charles Bowles Track
- Soccer — Sparks Field (capacity 500)
- Crew — On the Willamette River
- Tennis — Willamette Courts

Willamette offers 20 varsity sports, 10 each for women and men:

Women's Sports

volleyball
soccer
cross country
basketball
swimming
softball
golf
track
rowing
tennis

Men's Sports

football
soccer
cross country
basketball
swimming
baseball
golf
track
rowing
tennis

For participation information, contact individual head coaches or the Athletic Department.

CAMPUS JUDICIAL OFFICE

Doney Hall (north side) 503-370-6212

www.willamette.edu/dept/judicial

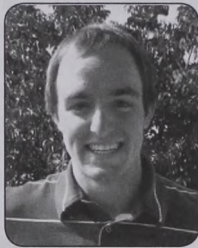
Marilyn Derby, director of residence life, mderby@willamette.edu



Amber Cruz
acruz@willamette.edu



CJ Koll
ckoll@willamette.edu



Evan Jones
ejones@willamette.edu



Fred Schilla
fschilla@willamette.edu

Co-Chairs of the Kaneko Judicial Board



Ethan Heinrich
ehheinric@willamette.edu



Shannon Stewart
ssewart@willamette.edu



Maggie Williams
williamm@willamette.edu

Co-Chairs of the Westside Judicial Board

The Campus Judicial Office (CJO) promotes student rights and responsibilities by educating students about Willamette University's Standards of Conduct and other relevant policies, and responds to behavior which may be considered a violation of these expectations. The goal of this office and its associated programs is to facilitate communication, foster the development of integrity and personal responsibility, and enhance Willamette community life. CJO resolves conflict through a variety of means. Ideally, individuals and communities discuss concerns and settle disagreements directly and informally. In other circumstances, students may meet with Residence Life administrators, campus judicial officers or a student-run judicial board (j-board) to determine a suitable response to the given issue. Regardless of the particular judicial course of action, each provides accused students with the opportunity to play an active role in the determination of appropriate sanctions.

For additional information please visit our link listed on the previous page.

CAMPUS RECREATION

University Center, second floor 503-370-6812

Bryan Schmidt, director, bschmidt@willamette.edu

www.willamette.edu/dept/campusrec

Intramural Activities: Opportunities for over 20 different team and individual activities that students may choose from throughout the year.

- Organized for men's, women's, or co-ed divisional play.
- Intramural activities are student-led and developed. Intramural play is open to all CLA and graduate school students, faculty and staff.
- Employment opportunities available in the intramural program.

Sport Clubs: Student organized and operated clubs that are competitive or recreational/instructional designed.

- Competitive clubs compete regionally with other university sport clubs. Recreational/instructional clubs are internal to fit the needs of the Willamette University community.
- Current clubs include lacrosse for men and women, ultimate frisbee, dance team, cheer squad, women's soccer, bowling, kendo, outdoor, rod and reel, ski and snowboard, swing club, archery, cycling, kayak, martial arts, rugby, racquetball and Northwest sports.

Indoor Bouldering Wall: The indoor bouldering wall is located in Henkle Gym along the Northwest wall of the gym. It has over 30 feet of bouldering sections.

Fitness (non-credit) Classes: These not-for-credit courses are designed to complement the existing EXSCI credit course. Participants elect to register for any class session. A small participant fee may be required. Classes include: Hip Hop, Core Body, Pilates, Salsa Dance and more!

Extramurals: Intramural champions compete, in selected sports, against other universities' IM champions in regional, national, state or dual tournaments.

Outdoor Program — Experience the Northwest: Included in the program are trips, education/resources, leadership development and rental programs. The program is led by two student coordinators.

Bike Shop: Offers the opportunity to bring your bike in and learn from a trained technician how to tune up or make repairs to your bike. Don't have a bike? Check one out from our fleet for free! Maps and resources are available. The Bike Shop is located on the first floor of the UC.

Special Programs: Annual Opening Days grass volleyball tournament, Dorm Wars (our end-of-the-year event where halls and houses compete against each other to determine a campus champion), Blitz the Bearcat (our official University mascot), and Steppin' Out (a part of JumpStart).

CAREER SERVICES

University Center, third floor, 503-370-6413

Cathie Lutz, career advisor and programming coordinator, clutz@willamette.edu
www.willamette.edu/dept/careers/

Career Services provides information about career options/choices, decision-making, how-to's and graduate schools for all Willamette students.

Services provided for students include:

- Individual or group appointments
- Workshops assisting with resumes, cover letters, personal statements, graduate school applications, graduate entrance exam preparation, determining a major, job searches and interviewing
- Job and internship listings (full-time, part-time, summer): paper and electronic
- SIGI3, an online computerized career information and guidance tool
- Information bulletins for almost all graduate/professional school entrance exams
- Special programs:
 - Internships & Volunteers Fair (cooperatively with Community Outreach Program), each fall
 - First Avenue Career and Graduate School Fair (for all undergraduates), each spring
 - Etiquette Dinner (for juniors and seniors), each spring

CHAPLAINS

University Center, second floor, 503-370-6213

Charlie Wallace, University chaplain, cwallace@willamette.edu

Karen Wood, associate University chaplain, kwood@willamette.edu

www.willamette.edu/dept/chaplain/

The Chaplains' Office works with persons of all religious persuasions — and of none — along their spiritual and ethical journeys and at times of personal crisis.

Services provided for students include:

- Occasional campus worship services
- University Convocation series (cocurricular presentations of intellectual, social, ethical, artistic, and religious interest), Thursdays at 11:30 a.m.
- Links with The United Methodist Church, Willamette's founding denomination and United Methodist students on campus
- Links with campus ministries that are accredited to work on campus with student groups: various Christian groups (evangelical and progressive Protestant, Roman Catholic, LDS), the Jewish Student Union, Buddhist mindfulness meditation, and others as requested (e.g., Muslims, Hindus, Sikhs, Baha'is, Wiccans)
- Links with various local congregations and community groups working for peace and justice
- Facilities for worship and meditation (Cone Chapel), study and vocational searching (Chaplains' Office Library)

COMMUNITY OUTREACH PROGRAM

University Center, second floor, 503-370-6807

Laura Clerc, director, lclerc@willamette.edu

www.willamette.edu/dept/csl

Willamette students consistently provide thousands of hours to the community each year, with more than a third of undergraduate students participating in service activities. Our office links students to volunteer opportunities in the community and works with students to help facilitate awareness events on campus throughout the academic year.

Services provided for students include:

- Information about setting up volunteer projects for student clubs, organizations, residences and individual students
- Information about national and international volunteer opportunities and service-oriented study abroad programs
- Monthly activities to raise awareness and address social justice issues
- Assists in placement of service learning courses
- Online searchable database of volunteer opportunities

The Service-Learning Program helps faculty members integrate a service component into the curriculum while helping students make connections between volunteer experiences and what is learned in the classroom.

COUNSELING SERVICES

Bishop Wellness Center, Baxter Complex, 503-370-6471

Don Thomson, director, dthomson@willamette.edu

www.willamette.edu/dept/wellness

Counseling Services provides confidential counseling, information and referral services for individual students, couples or small groups by a licensed, professional staff.

Services provided for students include:

- Help with stress, relationship problems, alcohol/drug problems, grief and loss, sexuality, sexual assault, confusion or indecision about a personal choice, or any other problem a person encounters
- Help with academic problems
- Evaluation and referral for medication is available
- Specialized groups or referral for eating disorders, chemical dependency, adult children of alcoholics, parental divorce and sexual abuse, or other concerns as needed
- Educational programs for student organizations or residences

Call 503-370-6471 to schedule an appointment. Please indicate if it is urgent. For an after-hours emergency, call Willamette Safety, Security and Parking at 503-370-6911 or a Residence Life staff member for assistance and counseling staff will be contacted.

DISABILITY AND LEARNING SERVICES

Bishop Wellness Center, Baxter Complex, 503-370-6471, TTY 503-375-5383

JoAnne Hill, director, jhill@willamette.edu

www.willamette.edu/dept/wellness

Disability & Learning Services provides academic skill development for all students, and addresses accommodation needs of students with documented disabilities or temporary medical conditions including learning, visual, auditory, mobility impairments or other learning or medical needs.

Services provided for students include:

- Assisting students to develop skills in test-taking and preparation, note-taking, time management and study strategies
- Coordinates appropriate accommodations to provide equal access to University programs. Accommodations may include taped course material, note takers, exam accommodations, sign language interpreting, and liaison for physical access needs

HARASSMENT AND SEXUAL HARASSMENT COMPLAINTS

Please refer to information in the Willamette University *Selected Policies Manual*. It is available online at www.willamette.edu/dept/campuslife/policies.

HEALTH SERVICES

Bishop Wellness Center, Baxter Complex
Margaret Trout, director, mtrout@willamette.edu
Appointments: 503-370-6062
www.willamette.edu/dept/health

The Willamette Health Services staff provides health care to Willamette students who are enrolled half time or more and health education to the Willamette community. There are no fees for office visits, but fees may be charged for diagnostic testing, medications or supplies. Students may make an appointment or drop in for acute needs. Health Center hours are Monday–Friday, 8 a.m.–5 p.m. (closed during breaks and holidays).

Services provided for students include:

- Evaluation and treatment for illness and injury
- Medical care for men's and women's reproductive health
- Medication dispensary
- Facilitation of referrals to medical specialists in the Salem community
- Self-care center with non-prescription medication samples
- Patient education programs for the campus community

After-Hours Care Within Walking Distance

Salem Hospital Urgent Care, 503-561-5554, 1002 Bellevue St. SE (across the street from the tennis courts on campus), open daily 10 a.m.–8 p.m.

Salem Hospital Emergency Room, 503-561-5373, 665 Winter St. SE, open 24 hours daily

THE LILLY PROJECT FOR THE THEOLOGICAL, SPIRITUAL AND ETHICAL EXPLORATION OF VOCATION

University Center, second floor, 503-370-6213

Karen Wood, associate chaplain for vocational exploration & director of the Lilly Project, kwood@willamette.edu
www.willamette.edu/dept/lilly

The Lilly Project for the Theological, Spiritual and Ethical Exploration of Vocation is a university-wide program dedicated to helping students to engage the larger questions of meaning and purpose, and to discern their vocation, their calling in life.

Opportunities for students to explore their vocation through the Lilly Project include:

- Discernment retreats held each fall and spring
- Grants for summer research, focusing upon a particular aspect of vocation
- Summer internships in congregations and faith-based agencies
- Seminary semesters — scholarships to study one semester in a graduate theological program, to count toward a Willamette undergraduate degree
- Seminary visits — funding for road trips to visit programs in graduate theological education
- Speakers, arts events and visiting scholars addressing particular issues of vocation

- Lilly Outreach Grants — \$500 each year for each residence hall and Greek chapter; \$250 for student organizations or to support service projects
- Expanded alternative breaks through the Community Outreach Program
- Counseling for vocational discernment
- Student development grants — up to \$200 for conferences that promote discernment of a service-related vocation

MULTICULTURAL AFFAIRS

University Center, second floor, 503-370-6265

Gordy Toyama, director, gtoyama@willamette.edu

www.willamette.edu/dept/oma/

Multicultural Affairs promotes multiculturalism throughout the campus community by delivering a variety of educational programs and services advocating for social justice and diversity.

Services provided for students include:

- Specific assistance and consultation related to the academic and personal success of students
- Multicultural activities and programs for the University and local community
- Addressing multicultural/diversity issues and concerns of individuals and groups
- Supporting the ongoing development of multicultural and LGBT student organizations

RESIDENCE LIFE

Doney Hall (north side), 503-370-6212

Marilyn Derby, director, reslife@willamette.edu

www.willamette.edu/dept/Reslife

The Office of Residence Life provides a variety of living options for students: traditional residential communities, apartments, fraternities, sororities and theme residences.

Residence Life Staff Work in Collaboration with Students

- Building respectful, inclusive and self-governing communities that promote personal growth and high academic standards
- Developing and promoting programs focused on academic life, social interaction, leadership development, recreation, cultural diversity, and wellness
- Supporting residence hall government
- Addressing transgressions of community and University standards

For further information regarding our staff, programs and policies, please visit our website: www.willamette.edu/dept/reslife/.

Note that Residential Services administers all housing contracts and leases. For information on contracts, policies and leases as well as the University residency requirements and assignments, please visit their website at www.willamette.edu/dept/reslife/.

SEXUAL ASSAULT ADVISORS

Sexual Assault Advisors have been designated by the University to provide information to student survivors of sexual assault concerning procedures and resources at Willamette and in the community. These individuals have been trained to assist survivors of sexual assault and accompany them through the process when a complaint is filed. They are:

Warren Binford, director of clinical law prog. 503-480-0281; home 503-363-9788
The Legal Arts Building, 180 Church St.

Seth Cotlar, associate professor 503-370-6297; home 503-391-5287
Eaton Hall 103

Meredyth Edelson, professor 503-370-6133; home 503-363-7787
Smullin Hall

Kate Schnurr, asst. director, Student Activities . . 503-370-6751; home 402-215-3322
Putnam University Center

Charlie Wallace, chaplain 503-370-6213; home 503-581-1555
Putnam University Center

- Contact any of them directly.
- Staff members of the Counseling Services, Health Services and the Chaplain are also available (client/patient confidentiality is protected by law).
- More information is available in the *Selected Policies Manual* online at www.willamette.edu/dept/campuslife/policies.

STUDENT ACADEMIC GRANTS AND AWARDS

University Center, third floor, 503-370-6607

Monique Bourque, director, mbourque@willamette.edu

www.willamette.edu/dept/saga/

The Office of Student Academic Grants and Awards (SAGA) provides information and support to students applying for external, merit-based, nationally competitive scholarships, fellowships, and internships, and internal scholarship programs. The Director works closely with students, faculty, and the Undergraduate Grants and Awards Committee.

Services provided for students include:

- Selective listings and reference guides to a range of grants, scholarships and competitive internships
- Assistance with application and interview preparation
- One-on-one mentoring for scholarships that require university nomination and endorsement, such as the Truman, Goldwater, Udall, Rhodes, Marshall, Jack Kent Cooke and Fulbright scholarships
- Administration of the Carson Undergraduate Research grant, the Presidential Scholars Program and the College Colloquium Student Summer Research grant.

STUDENT ACTIVITIES

University Center, second floor, 503-370-6463

Lisa Holliday, associate dean of campus life and director of student activities,

ljones@willamette.edu

www.willamette.edu/dept/osa/

student-activities@willamette.edu

The Office of Student Activities is committed to developing and maintaining high-quality programs, services, advising and leadership opportunities for students.

Services provided for students include:

- Support for recognized student organizations as well as their advisors
- Coordinating programs such as:
 - Opening Days
 - Parents and Family Weekend
 - Campus Life Honors & Awards
 - Senior Dinner
- Provides advising for ASWU, Panhellenic Council, Class Councils, Bistro Willamette, Interfraternity Council and Willamette Events Board

STUDENT HEALTH INSURANCE

Baxter Complex, 503-370-6972

Julie Prieto, senior program assistant/insurance coordinator,

jprieto@willamette.edu

www.willamette.edu/dept/health/insurance

This office provides information about the Student Health Insurance Plan, which covers part of the cost of emergency care and some outpatient medical, mental health, and drug and alcohol care.

Important information about this plan and its administration to students:

- Policy is a secondary insurance, meaning other coverage must be utilized first.
- Policy is for 12 months beginning Aug. 15.
- If student has other insurance that is an HMO or PPO, those guidelines must be followed.
- Health insurance is mandatory and each student is billed for the student policy unless a hard waiver is submitted online indicating other coverage.
- Hard waivers are due to the Business Office within 10 days after the start of the fall semester.
- Assistance with student insurance claim filing available.
- Brochures and claim forms are available at Bishop Wellness Center.
- Claim form required for first claim of the school year and all accident claims.
- Out-of-state students should check with their primary insurance to determine coverage while on campus.



CAMPUS RESOURCES AND FACILITIES

CAMPUS RESOURCES AND FACILITIES

ACCOUNTING

Waller Hall, first floor, 503-370-6104

Bob Olson, controller, bolson@willamette.edu

Jamie Hart, accounting office manager, jhart@willamette.edu

Laura Hildebrandt, accounting specialist and project coordinator,
lhildebr@willamette.edu

Janene Allman, cashier, jallman@willamette.edu

Jan Kenitzer, accounting assistant, jkenitz@willamette.edu

Riza Bates, accounts payable specialist, rbates@willamette.edu
www.willamette.edu/dept/accounting/

Services provided for students include:

- Cashing personal checks up to \$100
- Collecting student account payments
- Processing reimbursement and vendor payments

ADMINISTRATIVE SERVICES

Doney Hall (north side), 503-370-6112

Jim Bauer, vice president for administrative services, jbauer@willamette.edu
www.willamette.edu/dept/adminservices/

Administrative Services seeks to support the campus community by providing quality, affordable services through the activities of the following facilities and departments:

- Bon Appetit Dining Services
- The Compass Card
- Document Management Center and Print Design
- Goudy Commons
- The Mail Center
- The Montag Center
- Putnam University Center
- Residential Services
- University Purchasing
- University Risk Management
- Willamette Conferences, Scheduling and Events
- Willamette Safety, Security and Parking
- The Willamette Store
- Willamette Travel Center

ADMISSION

WISH, East Wing, 503-370-6303

Madeleine Eagon Rhyneer, vice president for admission and financial aid
www.willamette.edu/admission

The Office of Admission is responsible for admitting students to the College of Liberal Arts. It performs outreach and recruitment functions nationally, receives and evaluates applications for admission, and maintains contact with prospective students and their families.

There are several great campus jobs for students in the Office of Admission. For example, the tour guide program offers paid positions to lead campus tours throughout the academic year and summer; several campus preview and open house events, both in the fall and spring semesters, utilize student volunteers; and regular paid work positions are available for students to help with the daily operating duties of the office.

Although the Office of Admission works primarily with prospective students and their families, current Willamette students are encouraged to maintain contact with their former admission counselors and are encouraged to refer prospective students.

ALUMNI RELATIONS

Waller Hall, third floor, 503-375-5304

Denise Crawford, senior director, dcrawford@willamette.edu

www.willamettealumni.com

The Office of Alumni Relations oversees programs and services offered to alumni of Willamette University.

Services to students and alumni include:

- Coordinating class reunions, starting with the 10 year reunion during Reunion Weekend, early fall
- Co-sponsoring many activities for students on campus
- Putting students in touch with alumni to learn about potential career fields via the Career Network on the WU website (call office for login and password)
- Publishing a bi-monthly e-newsletter called WU News (call to add your email address to the list)
- Co-sponsoring New Student Receptions for incoming students and their families
- Recruiting local alumni and parents to host Opening Days dinners and provide mentoring for first year students
- Providing opportunities to connect with regional alumni events
- Maintaining website for alumni
- Providing online community for alumni to keep connected
- Having student representation on the Alumni Association Board of Directors
- Providing opportunities through G.O.L.D. program (graduates of the last decade) to network socially and professionally

BISTRO

University Center, first floor, 503-370-6900
www.willamette.edu/org/bistro/

Management:

Mo Goltz, general manager, mgoltz@willamette.edu
Jessica Junke, financial manager, jjunke@willamette.edu
Melissa Magaña, kitchen manager, mmagana@willamette.edu

The Bistro is Willamette's student-run coffee shop and a favorite hangout of students, staff and faculty.

Other services provided for students include:

- Coffee and espresso drinks, lunch entrees, and specialty treats
- Regularly scheduled poetry readings, acoustic musical performances and other interesting programs
- Employment opportunities

BON APPETIT FOOD SERVICE

Goudy Commons, 503-370-6005
Marc Marelich, general manager,
mmarelic@willamette.edu
www.willamette.edu/dept/bafs

Bon Appetit provides food service and catering for the Willamette University community.

All students living in a residence hall or fraternity are required to participate in the Willamette Meal Plan program. All students living in a sorority are required to participate in the Sorority Meal Plan program. For specific plan details, see the Terms and Conditions for Room and Meal Plan or the Sorority Contract.



Compass Cards (Meal Cards)

- A student's Compass Card is also their meal card.
- Meal Plan Points and cash are accepted at Goudy Commons, Kaneko Hall dining room, the Cat Cavern in the University Center and the Montag Convenience store.
- There is a \$10 replacement charge for lost Compass Cards.
- Meal plan participants can treat friends/family to a meal by personally presenting their Compass Card to the cashier and using their Meal Plan Points.
- Unauthorized use of a Compass Card will result in confiscation and is considered a violation of the Standards of Conduct.

Hours of Operation

Goudy Commons

Monday–Friday:

Breakfast	7–10:30 a.m.
Snacks and Beverages	10:30–11 a.m.
Lunch	11 a.m.–2 p.m.
Dinner	4:30–7 p.m.

Saturday–Sunday:

Continental	8:30–10:30 a.m.
Brunch	10 a.m.–1:30 p.m.
Dinner	4:30–7 p.m.

Cat Cavern

Monday–Friday:

Breakfast	8–10:30 a.m.
Snacks and Beverages	10:30–11 a.m.
Lunch	11 a.m.–2 p.m.

Kaneko Commons Cafe

Monday–Friday:

Breakfast	7–10:30 a.m.
Snacks and Beverages	10:30–11 a.m.
Lunch	11 a.m.–2 p.m.



Special Needs

If a student has medical or dietary restrictions, he/she should make an appointment with one of the Bon Appetit managers. Everything possible will be done to meet special needs.

Box Lunches

If you have a work or class conflict, contact the Bon Appetit operation manager 24 hours in advance to request a box lunch. If you are ordering box lunches for a group, contact the manager four days in advance. If a box lunch is ordered for a participant of the Willamette Meal Plan program, the cost is deducted from their plan.

Off-Site Meals

Groups can make arrangements for meals taken outside of a Bon Appetit venue. To stay in compliance with all health, safety and risk management guidelines, a Bon Appetit staff member is required to prepare and serve the off-site meal. Sponsoring groups will be charged labor for the staff member plus the cost of the food. Contact a Bon Appetit manager at least four days before the off-site meal so food can be ordered and staff scheduled. Reservations are taken on a first-come first-serve basis. During initiation, each fraternity can have one off-site meal per day.

COMMUNICATIONS

Waller Hall, fourth floor, 503-370-6014

Janis J. Nichols, associate vice president for communications,
jjnichol@willamette.edu

www.willamette.edu/dept/comm/

The Office of Communications is responsible for public relations, media relations and university publications shared with multiple audiences both on and off campus.

THE COMPASS CARD

Doney Hall (south side), 503-370-6000

Ross Stout, director, rstout@willamette.edu

www.willamette.edu/compasscard/

The Compass Card office manages the University's Compass Card. This card is the University's ID card, but is also much more. The Compass Card provides door access to residential and academic buildings, and is also a campus debit card. Willamette community members can make purchases throughout the University for food, books, gifts, snacks, sodas, laundry and photocopies using your Compass Card. The Compass Card is accepted at The Willamette Store, the Bistro and various vending, copy and laundry machines around campus.

DEAN OF THE COLLEGE OF LIBERAL ARTS

Smullin 108, first floor, 503-370-6285

Carol S. Long, dean, clong@willamette.edu

David Douglass, associate dean, ddouglas@willamette.edu

David Goodney, associate dean, dgoodney@willamette.edu

www.willamette.edu/dept/cla/

The mission of the College of Liberal Arts is to maintain a setting that encourages and sustains students and faculty in the practices of liberal education.

The Dean's Office provides the following services for students:

- Addresses issues of academic integrity
- Responds to concerns regarding faculty or academic programs
- Coordinates and provides information regarding internships & tutoring

FACILITIES MANAGEMENT

503-370-6003

Jan Gardner, project manager, jgardner@willamette.edu

Gary Grimm, manager of maintenance and operations,
ggrimm@willamette.edu

Jim Andersen, grounds manager, janderse@willamette.edu

Mike Ryan, manager of facilities services/events, mryan@willamette.edu
www.willamette.edu/dept/facilities/

The Facilities Management Office consists of Building Maintenance, Project Management, Operations Management, Grounds, Facilities Services and Energy Management. Facilities Services is comprised of Custodial/Housekeeping, Recycling, Waste, Set-ups and Special Events.

Responsibilities include:

- Maintenance and service of all University-owned furnishings, buildings and grounds
- Motor pool, pest control, keys, elevator and energy services
- Repairs to campus facilities (to submit a work order for repairs in your room/apartment, contact your RA/UREP/House Director)
- To report an emergency, contact Facilities (or Campus Safety afterhours or on weekends)

FINANCIAL AFFAIRS

Doney Hall (north side), first floor, 503-370-6728

Bob Olson, interim vice president for financial affairs and treasurer,

bolson@willamette.edu

www.willamette.edu/dept/fa/

The Vice President for Financial Affairs is the chief financial officer of Willamette University and the treasurer of the Board of Trustees.

Services provided include:

- Oversees Facilities Management Office, Accounting and Finance, Human Resources, Facility Planning and Construction
- Endowment management, trusts and investments
- Insurance programs and real property
- Debt management
- Institutional budgeting
- Campus master planning

FINANCIAL AID

University Center, third floor, 503-370-6273, 1-877-744-3736 (toll-free)

Patty Hoban, director, phoban@willamette.edu

www.willamette.edu/dept/finaid

The Financial Aid Office awards financial aid, including scholarships, grants, loans and work study on the basis of need, with some exceptions based on academic excellence and/or activity achievement.

Important financial aid information for students:

- Students must complete a Free Application for Federal Student Aid (FAFSA) form to establish financial need.
- FAFSA form must be renewed each year in early March to receive aid for the next school year.
- Work-study job information is available on our website.

HALLIE FORD MUSEUM OF ART

700 State Street, 503-370-6855

John Olbrantz, director, jolbrant@willamette.edu

www.willamette.edu/museum_of_art/index.htm

Open Tuesday–Saturday, 10 a.m.–8 p.m.; Sunday, 1–5 p.m.

The Hallie Ford Museum of Art, located one block west of campus at 700 State Street, is a resource for the entire Willamette campus and the Salem and Willamette Valley community at large. It is the third-largest museum of art in Oregon.

Exhibits provided for the University and Salem community include:

- Carl Hall Gallery, which features historic and contemporary art of the region
- Melvin Henderson-Rubio Gallery, which hosts temporary exhibitions of historic and contemporary art
- The Confederated Tribes of Grand Ronde Gallery, a collection of Northwestern basketry
- Study Gallery, which provides the setting for cameo exhibitions of historic and contemporary art
- Mark and Janeth Spontenburgh Gallery, which presents a range of European and Asian art
- The Print Study Center, which houses and displays European, Asian and American works on paper
- Bookstore, which includes a wide range of art books and related merchandise for sale
- Roger Hull Lecture Hall, a 65-seat lecture hall used for classes, lectures, films, readings, etc.

HUMAN RESOURCES

Waller Hall, first floor, 503-370-6210

Keith Grimm, director of human resources, kgrimm@willamette.edu

www.willamette.edu/dept/hr/

Human Resources serves a dedicated group of faculty, administrators and support staff who are committed to the educational mission of the University.

Services provided for employees include:

- Employee training, development and educational programs
- Performance management and recognition programs
- Compensation, fringe benefits
- Policy development, employment records
- Recruitment and employment
- Employee relations
- Equal employment opportunity and ADA accommodations (employment related)
- Employment-related harassment/sexual harassment

INSTITUTIONAL RESEARCH AND PLANNING SUPPORT

Smullin Hall 112, 503-370-6017
Michael Moon, director, mmoon@willamette.edu
www.willamette.edu/dept/ir/

The Office of Institutional Research and Planning Support provides information about the University to both internal and external constituents. The office is the primary source for current and historical data about student enrollment, demographics and outcomes and coordinates reporting to government and oversight agencies. Additionally, the office supports enrollment management, planning, assessment and accreditation reviews through both primary and secondary research efforts. The office serves as the University's liaison to our regional accrediting agency.

INTERNATIONAL EDUCATION

Matthews Hall, 503-375-5493
Kris Lou, director, klou@willamette.edu
www.willamette.edu/dept/intl-education/

The Office of International Education (OIE) provides information about opportunities for Willamette students to engage in foreign study opportunities for a semester or academic year. The OIE also provides advising, programming, advocacy and various other services to all foreign nationals – students, visiting professors, language assistants and full-time students and faculty.

Study abroad services provided for students include:

- Semester or academic year programs located in over 40 countries all around the world
- Students may also study at other accredited institutions in any country of the world and receive transfer credit with appropriate approvals.

International student and scholar services include:

- Advising related to cultural, personal, academic and social adjustment, finances, health, etc.
- Advising and assistance with US Citizenship and Immigration Services (USCIS), Department of State, Internal Revenue Service (IRS) and Social Security Administration regulations and procedures
- Campus educational and recreational programming throughout the year

MAIL CENTER

University Center, first floor, 503-375-5472

Connie Roth-Ames, director, coames@willamette.edu

www.willamette.edu/dept/mail-services/

The Mail Center provides enrolled CLA students and on-campus graduate students with campus mailboxes and offers the Willamette community numerous postal services.

Student Mailboxes

- Incoming mail should be addressed with full name and box number (please avoid using nicknames to eliminate confusion for mail sorters).
- Mail keys are issued to students to check their mailboxes. Box access is by key only.
- Lost/stolen keys are replaced at \$15. Students who fail to return their mail key when they close their box will be charged \$15 for a replacement key.

Services we provide

- Receipt and distribution of all incoming mail/packages
- Stamp purchase and postage meter services
- Special services (express, registered, certified, insured, etc.)
- Both international and U.S. package shipment
- UPS, Federal Express, USPS

Outgoing Mail

- Outgoing U.S. Post Office mail leaves campus Monday through Friday promptly at 3 p.m.
- UPS (United Parcel Services) has a 3:30 p.m. deadline.
- All other outgoing mail must be received at The Mail Center by 2:30 p.m.

Hours of Operation during the academic year

Monday–Friday 10 a.m.–4 p.m.

Saturday 10 a.m.–2 p.m.

MARK O. HATFIELD LIBRARY

MARK O. HATFIELD LIBRARY

503-370-6312

Deborah Dancik, university librarian, ddancik@willamette.edu

<http://library.willamette.edu>

The Mark O. Hatfield Library serves as the library for the College of Liberal Arts, the School of Education and the Atkinson Graduate School of Management. The Hatfield library offers a collection of more than 400,000 books, newspapers, video and sound recordings, federal documents and provides access to over 25,000 print and electronic journal titles. In addition, some 28 million books and other materials are rapidly available through Summit, the Orbis Cascade Alliance's catalog. The Hatfield Library includes many attractive areas suitable for study and reflection. A variety of displays are hosted and lectures, readings and recitals are held frequently in the Hatfield Room. Visit the Hatfield Library home page at: library.willamette.edu.

Other services include:

- Individual help with research via phone, e-mail, IM and face-to-face
- Interlibrary loan borrowing for materials not available in the library or through Summit
- Course-related classroom instruction and individual research consultations
- A 24-hour study room (the Fishbowl) with vending machines and comfortable seating
- A computer lab and study rooms wired with network connections and wireless connectivity throughout the building
- Photocopy machines, microform readers/printers and audiovisual equipment
- A strong and growing collection of video recordings that includes both feature films and documentaries

MONTAG CENTER

Baxter Quad: Located between Matthews/Belknap & Baxter residence halls
Jill Munger, director of auxiliary support services, jmunger@willamette.edu
www.willamette.edu/montag/

The Montag Center is named after 1952 Willamette graduates Dan and Jean Montag.

The features of the Montag Center include:

- Air hockey table
- Big screen television with DVD player
- Change machine
- Convenience store
- DVD rentals
- Foosball table
- Laundry facilities
- Ping pong table
- Pool table
- Recreation/activity room
- Student art
- Study and meeting rooms
- Multimedia smart panel
- Wire radio

In addition to the Montag Center, the Baxter Quad is a student-friendly space with a large grassy area, picnic tables and outdoor amphitheater. For specifics on decoration/posting guidelines at the Montag Center, please visit www.willamette.edu/montag/events.

MUSIC DEPARTMENT

Mary Stuart Rogers Music Building, 503-370-6255
John Peel, department chair, jpeel@willamette.edu
www.willamette.edu/cia/music/

The Willamette University Music Department provides a program of rigorous study in music performance, music composition and music education within the broad spectrum of a liberal arts education.

Services provided for students include:

- Presenting a regular series of concerts and recitals by University ensembles, students and faculty
- Offering a Distinguished Artists Series and New Music Series of guest artists who perform and present master classes
- Bringing world class jazz legends as clinicians/performers to the Willamette Jazz Festival
- Sponsoring weekly student recitals

PARENT RELATIONS

Waller Hall, fifth floor, 503-370-6636
Andrew McNall, director, amcnall@willamette.edu

The Office of Parent Relations oversees campus programs and services devoted to parents. Services include:

- Coordinate Parents Advisory Council and its volunteer activities
- Maintain Parent Listserv
- Maintain Parent website with useful information for parents
- Provide opportunities for parents to engage in the life of the community
- Manage the Parents Fund

PAYROLL

Waller Hall, first floor, 503-370-6188
Charlene Bramble, student payroll specialist, cbramble@willamette.edu
www.willamette.edu/dept/payroll/

The Payroll Office handles payroll processing and distribution for Willamette University students.

Important information for students about payroll:

- Student paychecks are delivered to campus mailboxes on the last working day of each month.
- At the end of each semester, students may submit self-addressed stamped envelopes for paychecks to be mailed to their home.
- Campus job information is available in the Financial Aid Office.
- Direct deposit of student payroll checks is available, contact payroll for more information.

PRESIDENT'S OFFICE

Waller Hall, fifth floor, 503-370-6209

M. Lee Pelton

President

president@willamette.edu

Kristen Grainger, VP and Executive Assistant to
the President, kgrainge@willamette.edu

Michelle Maynard, director of special events,
mmaynard@willamette.edu

www.willamette.edu/president/



The President of Willamette University is the senior administrative officer of Willamette University. The President's Office serves as a resource to students for information and advice about the operations of Willamette.

PRINT/DESIGN CENTER

Waller Hall, first floor, 503-370-6717

Mark Wade, supervisor

www.willamette.edu/dept/cc, printdesign@willamette.edu

Hours: 7:30 a.m.–5 p.m., Monday–Friday

Design assistance available

The Print Center offers the following printing services:

- Standard black or color printing on paper sizes including 8-1/2 x 11, 8-1/2 x 14, 11 x 17, 12 x 18 and 8-1/2 x 11 cardstock
- Paper available in a variety of colors
- Black or color transparencies
- Hot binding, spiral binding, machine stapling, folding, cutting and booklet making
- Willamette business cards
- Custom color calendars
- Originals may include hard copies, CD, floppy, zip and usb drives, e-mail
- Payment by Compass Card, cash, credit or debit card

PUTNAM UNIVERSITY CENTER (UC)

Jill Munger, director of auxiliary support services, jmunger@willamette.edu

Dedicated in 1970, the University Center is named after George Putnam, former publisher and editor of the *Capital Journal* newspaper, who left his estate to Willamette. It was remodeled and expanded in 1995.

Features include:

- Cat Cavern Café
- Bistro Willamette
- Meeting and conference rooms
- Large conference/party space
- Lounge space
- Convenience store
- Vending machines
- Email station
- College of Liberal Arts student mailboxes
- Campus/Community bulletin boards
- The Willamette Store
- Marion and Polk Credit Union (MAPS)
- The Bike Shop

In addition, the Putnam University Center is home to: Information Center, the Mail Center, Willamette Travel Center, University Chaplains, Career Services, Student Activities, Campus Recreation, Multicultural Affairs, Community Service Learning, Registrar's Office, Financial Aid, Campus Life, Associated Students of Willamette University (ASWU), S.H.E., Panhellenic and Interfraternity Councils, and student publications offices.

To reserve a space in the UC contact Scheduling, Events and Conferences at www.willamette.edu/dept/schedule/ or 503-375-5442.

For information on Putnam contact putnamfeedback@willamette.edu.

RECYCLING

Facilities Management, 503-370-6003

Facilities Services, 503-370-6802

The Recycling Department is responsible for the collection, sorting, delivery and tracking of recyclable materials on the Willamette University campus. Recycling bins cannot be placed in bathrooms, hallways, stairwells or student kitchen areas so they do not interfere in an emergency, with safety, or with food preparation. Recycling bins are provided in lobbies and/or separate recycling areas for student use.

REGISTRAR

University Center, third floor, 503-370-6206

Annie Russell, university registrar, registrar@willamette.edu

www.willamette.edu/registrar/

The University Registrar is responsible for maintaining and safeguarding the official academic records of the University.

Services provided to students include:

- Web registration through JASON, including the schedule of courses, faculty advising, the Degree Audit document, coordination of waitlists, and faculty permission to enter courses with restricted enrollment
- Addresses concerns about accuracy of transcripts and petitioning for changes in official records
- Information concerning the General Education Program, major requirements, transfer credit, foreign study credit and graduation
- Drop or Add cards, Change of Advisor forms, Petitions for Graduation and forms for declaring majors and minors
- Official transcripts and enrollment verification
- Veteran's Services information
- Athletic eligibility

RESIDENTIAL SERVICES

Residential Services

Doney Hall (north side), 503-370-6880

Cheryl Todd, director, housing@willamette.edu

Residential Services administers the housing contract/apartment lease for all on campus residences and provides the following services:

- Meal plans
- Keys
- Rental references
- Guest rooms
- Renovation/facility projects
- Residency requirement
- Assignments to residence halls, Greek chapters, apartments
- Temporary/over assignments
- Waiting list for rate changes
- Housing contract for room and meal plan/rates
- Apartment lease/rates
- Relocation and termination
- Canceling your housing contract/apartment lease

Further information on these topics is available on our website, www.willamette.edu/dept/resservices/

Note that the Office of Residence Life oversees residential staff and programs. On behalf of the University, Residence Life live-in staff members are responsible for ensuring that students understand and abide by the terms and policies referred to in the Housing Contract/Apartment Lease.

SPARKS CENTER

503-370-6257

Skip Kenitzer, associate athletic director, rkenitze@willamette.edu

www.willamette.edu/athletics/

Sparks Center is Willamette's athletic and recreational facility, serving all students, faculty and staff.

Other services available to students include:

- Two full-court basketball courts, three volleyball courts, handball, racquetball, weight room, natatorium, indoor climbing wall (for usage information, contact the Director of Campus Recreation at x6812), multi-purpose room, training room and locker room with showers
- Towel exchange available
- Use of Sparks Center is limited to WU students (CLA, SoE, Law, Atkinson, TIUA), faculty and staff, dependents of faculty and staff, emeritus faculty and 2007 graduates.

Building Open

Monday–Friday	6:30 a.m.–10 p.m.
Saturday–Sunday	9 a.m.–8 p.m.

Pool Hours

Monday–Friday	7–8 a.m. Lap 11:30 a.m.–1:30 p.m. Lap
Monday–Wednesday	8–9 p.m. Recreational
Saturday–Sunday	3–5 p.m. Lap/Recreational

Fitness Center Hours

The Fitness Center is closed to general Willamette University community use during scheduled Exercise Science activity classes and varsity team use. Times will be posted outside the fitness center.

Monday–Friday	6:30 a.m.–10 p.m.
Saturday–Sunday	9 a.m.–8 p.m.

Update of hours: www.willamette.edu/athletics/facilities/sparks/hours

Racquetball Court Sign-up

A weekly sign-up sheet is located in a plastic holder next to the entrance of each racquetball court. Individuals may sign-up for hourly court times (limit 60 minutes per individual per day). A new sign-up sheet will be placed in the holder on Monday morning each week.

STUDENT ACCOUNTS/STUDENT LOANS OFFICE

Waller Hall, first floor, 503-375-5308 (loans), 503-370-6120 (student accounts)
 Kirk Rutledge, director of student accounts, krutledg@willamette.edu
 Jon Anderson, assistant controller, jmanders@willamette.edu
www.willamette.edu/dept/loans/

The Student Accounts Office is responsible for the billing and collection of tuition, room and meal plan charges and other student fees.

Services provided to students include:

- Disburses bank loans and Perkins loans
- Issues and collects emergency loans up to \$500

THEATRE DEPARTMENT

General Information, 503-370-6222
 Box Office Information, 503-370-6221
 Susan Coromel, associate chair, scoromel@willamette.edu
 Chris Harris, associate chair, charris@willamette.edu
www.willamette.edu/cla/theatre/

The Theatre Department is very proud of its creative endeavors. Working with visiting guest artists, the department provides the opportunity for students to be involved in undergraduate theatre of an unusually high quality, in an environment of exploration, artistic risk, challenge, and joy. In the theatre process we seek to push the creative boundaries of all artists in our department; faculty, guest artists, staff and students alike.

Most theatre classes and all work related to theatre production are open to all Willamette students.

The theatre department provides for students:

- The opportunity to attend or participate in a wide spectrum of theatrical performances, both classical and contemporary, during a student's undergraduate years
- The opportunity to work with guest artists
- Opportunities for work study employment in a variety of production support capacities; scene shop, costume shop, box office, and publicity

UNIVERSITY RELATIONS

Waller Hall, fourth floor, 503-370-6397
 Ron Korvas, vice president for university relations, rkorvas@willamette.edu
www.willamette.edu/ur/

- Serves as a liaison with the University's external constituencies: alumni, parents, friends, foundations and corporations
- Responsible for all aspects of fundraising and alumni relations

UNIVERSITY INFORMATION CENTER

University Center, first floor lobby, 503-370-6300

Liesa Kister, information specialist, 503-370-6267, lkister@willamette.edu

Services provided to students include:

- Campus maps and event information
- Salem area information
- Off-campus housing and rental listings
- Poster and flyer approval for the University Center
- Special event ticket sales
- Campus activity sign-ups
- Key check-out for rooms in Putnam University Center
- University switchboard operation
- Putnam University Center reception
- Scheduling and event assistance

UNIVERSITY RISK MANAGEMENT

Doney Hall (north side), 503-370-6112

Jim Bauer, vice president for administrative services, jbauer@willamette.edu

www.willamette.edu/dept/adminservices/riskmgmt/

The University Risk Management Office offers advice for the administration of campus policies that promote a safe and manageable campus environment (i.e., Campus Security Act, Federal Educational Rights and Privacy Act, Drug-Free Schools and Communities Act, and University policies such as the alcohol policy).

WILLAMETTE SCHEDULING, EVENTS AND CONFERENCES

Executive Building, 503-375-5442 or 503-370-6162

Alice Sorensen, director, asorensen@willamette.edu

www.willamette.edu/dept/schedule/

The Office of Scheduling, Events and Conferences is responsible for scheduling all meeting and event requests for space in campus buildings including the Museum of Art, Kaneko Commons, Hatfield Library, Collins Legal Center, The Atkinson School, Sparks Center, outdoor campus locations including McCulloch Stadium and tables in Goudy Commons and the UC lobbies.

- To coordinate with facility support, submit scheduling requests via the Events Request Form on the Willamette website:
www.willamette.edu/dept/schedule
- For more information or details on the scheduling policy, call 503-375-5442

WILLAMETTE INTEGRATED TECHNOLOGY SERVICES (WITS)

Computing, Multimedia, Telephone and Network Services

WITS Main Office: Smullin 101, 503-370-6004

WITS Help Desk: Smullin 119, 503-370-6767, wits@willamette.edu

John Balling, executive director, jballing@willamette.edu

www.willamette.edu/wits/

WITS is responsible for the planning and management of the campus network, technical assistance for students, faculty, and staff, general access microcomputer facilities, multimedia/production, audiovisual check-out, and telephone services. WITS provides support and resources for the integration of information technologies into teaching and learning.

Computing Services

- Offers support on the use of computers, the campus network, and telephones through the WITS Help Desk, 503-370-6767
- Provides students with network access, file space and email accounts
- Offers students individual consultation on various uses of technology including multimedia production and classroom presentation
- Provides online help documents on various computer topics at www.willamette.edu/wits/, or in Smullin 119

Production Services

Smullin B29, 503-370-6653.

- Offers graphic design layout, poster printing, DVD and CD production, VHS/DVD transfer, film recording, dry mounting and lamination.
- Assists in the development of various multimedia projects, including those involving website creation and digital video.

Smullin 101

- VHS video duplication of non-copyright protected originals.
- Taping of classes and campus events available by advance arrangements.
- There is a charge for labor and materials for all production services.

Multimedia Facilities and Services

Smullin B8, Digital Studio, 503-370-6653

- Digital audio and digital video studio with lighting kit.
- Available by appointment.

Multimedia Workroom, Smullin B38

- Self-service use of software for multimedia production on 4 PCs and 2 Macs.
- Facilities for film recording, document and slide scanning are available on a first come, first served basis.
- Instruction on the use of multimedia software is available by appointment or when student assistants are on duty.

Language Learning Center, Smullin B18

- 15 PCs, data projector and screen, multi-standard VCR, multi-standard DVD player.
- Software for many non-English language applications.
- Open for general use when no class is in session.
- Specially trained student assistants are on duty weekdays and some evenings.

Audio-Visual Services

WITS Main Office, Smullin 101, 503-370-6004

- Students may check out AV equipment for class use with signed permission from the instructor.
- Students may check out equipment for use in campus residence halls with approval from the Office of Residence Life.
- Representatives of fraternities and sororities may check out equipment for use in their facilities by making arrangements directly with WITS.
- Equipment available for check-out includes laptop computers, data projectors, digital cameras, overhead projectors, slide projectors, sound equipment, conference phones, and more. Contact the WITS Main Office or go to www.willamette.edu/wits/resources/equipment/ for more information.

General Access Computer Lab

Smullin 119, first floor

- Houses both Mac and PC computers as well as two laser printers
- Accessible 24 hours a day, seven days a week during the academic year (holiday and summer hours may vary)
- To find out what software is available, go to www.willamette.edu/wits/resources/facilities/.

Electronic Classroom

Collins Science Center 407, third floor

- Equipped with 30 PCs available for walk-in use when classes are not in session
- Computers are networked to appropriate file servers with access to a variety of software as well as to the campus network and the internet.

Campus Network Access

- All student rooms/apartments are connected to the campus network.
- All buildings except Haseldorf Apartments offer both wired and wireless "WiFi" connections to the network. Haseldorf provides only wireless connectivity.
- All students have free access to the network, but must use it responsibly.
- Students can purchase computer peripherals, cables, and software from the Willamette Store, University Center, first floor, 503-370-6345.
- Access to the wireless network (BlitzNet) is available in most academic buildings and public areas such as Hatfield Library, Goudy Commons, the UC and the Montag Center.
- Specific information about connecting to the network is available online at <http://www.willamette.edu/wits/>, or can be obtained by contacting the WITS Help Desk at 503-370-6767.

Off-Campus Internet Access

- Willamette University provides dial-up internet for students living off campus.
- This service requires the student to have a telephone line and compatible modem.
- Modem Access Numbers: 503-370-6627/6628
- These are local Salem area numbers. Students living outside the Salem area should consider an alternate Internet Service Provider to avoid long-distance charges.

- High-speed internet is available from local Internet Service Providers such as Comcast or Qwest.
- Not all of the University's network resources are available from off-campus. For any help or further information, students are advised to consult the WITS Help Desk (503-370-6767).

Phone Information

General Dialing Instructions

- Extension to extension (on campus): dial 4 digit extension only.
- Direct Inward Dialing (DID, off campus to an on campus number):
 - 503-480-2xxx- 503-373-3xxx
 - 503-375-5xxx- 503-370-6xxx
- Internal-only extensions: 4xxx
- Dialing off campus numbers in the local area: 9 + 503 + number.

Long Distance Dialing

- Students must have a phone calling card with a free access number to make long distance calls from campus telephones.
- Long Distance via MCI credit card: 9 + 0 + (Area Code) + number, Wait for Tone, credit card number
- Long Distance via any other credit card: 9 + 1 + toll free Credit Card Access number + 0 + (Area Code) + number, Wait for Tone, + Credit Card Number
- Directory Assistance:
 - Local: 9 + 503 + 555 - 1212
 - Long Distance: use calling card to dial (Area Code) + 555 - 1212 like any other long distance number (411 is not activated)
- Important Numbers (dialed from on campus)
 - Campus Switchboard 0
 - Campus Safety. 6000 or 6911
 - Outside Emergency. 9911 or 911

For more detailed instructions, see www.willamette.edu/wits/services/telephone/stuphone.htm

Computing and Network Policies

Policies for the appropriate use of campus computing and network facilities are printed in the *Selected Policies Manual* and published on the web at: www.willamette.edu/wu/policy/technology.html. All students are expected to be familiar with these policies and to abide by them.

More Information

WITS website: www.willamette.edu/wits/

WITS Help Desk: wits@willamette.edu, 503-370-6767

WILLAMETTE SAFETY, SECURITY AND PARKING

Doney Hall (south side), 503-370-6911, 24-hours

Ross Stout, director, rstout@willamette.edu

www.willamette.edu/dept/safety

Willamette Safety, Security and Parking provides Willamette University with a safe and secure environment that facilitates the academic achievement and advancement of students.

Services provided for students include:

- Information, assistance and advice on crime prevention, fire safety, parking and other security issues
- Safety and medical escorts, vehicle jump-starts, assistance with lock outs, etc.

If you are suspicious of any person or activity, call 503-370-6911 (ext. 6911 from any campus phone).

THE WILLAMETTE STORE

University Center, first floor, 503-370-6315

Monday–Friday 8:30 a.m.–5:30 p.m. and Saturday 10 a.m.–4:30 p.m.

Don Beckman, director, dbeckman@willamette.edu

www.thewillamettetestore.com

The Willamette Store is a place to buy textbooks and supplies, and more:

- Students can “hang out” in a comfortable lounge area in the middle of its collection of books for general reading and browsing.
- Sells newspapers and magazines
- Exclusive source for official Willamette University clothing and gift items, including logo items
- Stocks a wide assortment of collegiate and contemporary clothing, high-quality gifts and insignia items, greeting cards, art supplies and school supplies
- Offers a broad selection of academic, reference and leisure reading materials
- Provides computers and software at academic prices in its Computer Shop, where students can also check their e-mail
- Adjacent Mill Stream Market sells candy, snacks, drinks, sundry health and beauty supplies.
- Compass Cards welcome at The Willamette Store and Mill Stream Market

WILLAMETTE TRAVEL CENTER

Willamette Travel Center

University Center, first floor, 503-370-6388

Kindra Jordan, director of travel services

travel@willamette.edu

For online services provided to Willamette students, visit our website at www.willamette.edu/dept/travel/

Our website provides information on the following services:

- Travel request form for Willamette-funded travel by University personnel
- Willamette-preferred supplier discounts for air, car and hotel expenditures
- Discounted student airline ticket options (domestic and international)
- Register for online booking tool
- Youth hostels and other hotel information
- Amtrak
- Rail Europe
- Greyhound bus
- Special fares for Parents and Family Weekend and Commencement
- Delta Airlines offers nonstop service between Salem and Salt Lake City airports
- Hut airport shuttle schedule and reservations
 - o Check the ASWU website for Willamette student reduced rates for airport shuttle service from Willamette University to Portland. Willamette students will receive emails from ASWU during peak/holiday times when shuttle service will be offered.

WRITING CENTER

Matthews Hall, first floor, 503-370-6959

Gretchen Flesher Moon, director, gmoon@willamette.edu

www.willamette.edu/dept/wcenter

The Writing Center is staffed by student and faculty writing consultants and serves as a location where students can gather to work on their writing.

Other important information for students:

- Drop-ins are welcome, but appointments are recommended during busy times of the semester.
- Consultants are trained in responding constructively to work at any stage in the writing process, from prewrites to revisions of graded papers.
- Staff also conducts workshops on a wide variety of topics such as proper grammar usage and writing effective grant proposals.
- The writing center provides a reference library with relevant texts on writing, a lounge where students can work individually or meet with groups, PCs and a wireless environment.



LEARNING ENHANCEMENT RESOURCES

LEARNING ENHANCEMENT RESOURCES

TIME AS AN INVESTMENT

The college years can be considered a full time job in which you invest your 40 hours per week (and usually more) to get a profitable return at the end of four years. Unlike going to work from 8 a.m. to 5 p.m. each day, the student must learn to manage many diverse activities throughout the week, relax, have fun and squeeze in studying from time to time.

Time cannot be managed if you don't know what you are doing with it.

Time Commitment Analysis

Step 1: What are my time commitments?

How many hours per week do I:

Attend Class _____

Study _____ (multiply number of class hours by 2, recommended)

Work _____

Exercise _____ (a minimum of 3-5 is recommended)

Religious Activities _____

Organizations _____

Relationships _____

Family _____

Other _____ (Athletes, don't forget practice, games, travel)

Step 2: If I have committed over 40-60 hours, what is going to be left out? _____

(OR) What is going to happen to my stress level? _____

Step 3: Is there anything I can eliminate, change? _____

Step 4: Do I need help balancing my time? _____

Time Management Self-Determination Plan

A behavior or plan cannot be modified if you don't know what is happening. It is helpful to use a form such as the one on page 83 or any other system that is easiest for you.

Step 1: Take a baseline. What do I do with my time. For one week, write the class schedule, work schedule, etc. under "Plan."

Step 2: Include planned study time as well.

Step 3: Under "Actual," keep track of what I actually did.

Step 4: At the bottom, total the number of hours "planned" to study that day and number of hours "actually" studied.

Step 5: Analyze and make adjustments.

Step 6: Do I need help balancing my time, setting boundaries, being motivated, etc.?

TIME MANAGEMENT RECORD

Week	Time	Sun./		Mon./		Tue./		Wed./		Thu./		Fri./		Sat./	
		Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual
Commitments	8:00														
Class -	8:30														
Clubs -	9:00														
Exercise -	9:30														
Family -	10:00														
Music	10:30														
Relations -	11:00														
Religion -	11:30														
Sports -	12:00														
Study -	12:30														
Work -	1:00														
Other -	1:30														
	2:00														
	2:30														
	3:00														
	3:30														
Goals:	4:00														
	4:30														
	5:00														
	5:30														
	6:00														
	6:30														
	7:00														
	7:30														
	8:00														
	8:30														
	9:00														
	9:30														
	10:00														
	10:30														
	11:00														
	11:30														
	12:00														
	Study														

HOW TO TALK WITH YOUR PROFESSOR

One of the many reasons you have selected Willamette University is the availability of the faculty for dialogue. So, just how do I talk to my professor?

Remember: Professors are People First

Living to a person's optimum cannot occur without effective communication whether it is with a parent(s), sibling, friend, roommate, authority figure such as professor or supervisor, or with a spouse/significant other. Rules of courtesy and etiquette apply whether it is a peer or a professor. In a campus community the size of Willamette, there is opportunity for greater communication between faculty and student staff and student. In fact, the congeniality of such a campus may have been one of the deciding factors in your choosing Willamette. Considering that the college experience is that final stage of preparation before the stepoff into life, understanding and practicing these tips will be invaluable.

1. Talking with a professor is no different from talking with any other person; respect all people as though they are the most important person in your life. A sign of respect is preparation and attention.
2. Be sincere in your interactions. Jocularly has its time and place but needs to be considered carefully.
3. Discussions are a two-way communication; listening to others is as important as expressing your thoughts.
4. Learn to discuss points of differences with assertiveness, not aggressiveness; avoid arguing.
5. Give the other person the option of disagreeing with you. Be open to their viewpoints.
6. Make periodic appointments (and keep them) to touch base with your professor.

10 DAY EXAM CRAM

**BEWARE: WAITING UNTIL THE LAST 10 DAYS COULD BE DISASTROUS
BUT... IT IS BETTER THAN NOTHING!**

Day 10: Organize

- List a) dates of exams, b) material covered for each exam, c) type of test
- Talk to professors if you don't know the type of test (multiple choice, essay) or the exact grade you need to get on the exam to get the grade you desire in the course
- Connect with www.willamette.edu/cla/ler and review ways to study
- Connect again with www.vark-learn.com to see your learning style
- Assemble all of the chapters, handouts, notes and mark with post-its; color-coordinate (See if there is an old exam in the library)
- Prioritize a time plan for what you are going to study and when (see page 83)

Day 9: Attack Mode

- Review the syllabus for the goals to be met in class
- In science classes, review the outlines, summaries, charts and graphs in chapters to be tested
- Review notes and handouts that are to be tested
- Write down any unfamiliar concepts or words and make flash cards
- Go to www.willamette.edu/cla/ler (Memorization: secondary to comprehension)
- In humanities courses, review notes and the first and last paragraph of each chapter
- If you are clueless, ask for help: the professor, a friend, and/or reread chapters
- Follow your best learning mode as discovered above

Day 8: Follow Through

- Using your time plan, continue studying each course as to the time allotted
- Allot more time to courses with lower grades unless you are pretty low in all courses; then, you might want to seek assistance from your advisor, Bishop Wellness Center or a mentor
- Set goals for yourself and stick them on your mirror

Day 7–Day 3: Consistency

- Stick with a routine of study, exercise and sleep (see pages 88–89)

Day 2: Think Positively

- Focus on your goals, don't panic, one last review

Day 1: Night Before

- Go to bed early thinking confidence, confidence

Day 0: You Are Ready – Almost

- Eat a good breakfast with protein
- Avoid caffeine
- AND, THINK POSITIVE

Reward yourself for a good job!

Fall 2008 — Semester on a page

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24 August	25	26	27	28 Opening Days begins! Residence halls open for new students	29	30
31	1 September Labor Day, no classes	2 Classes begin at 8 a.m. Registration for returning students	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1 October	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Mid-Semester Day, no CLA classes	25
26	27	28	29	30	31	1 November
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 Thanksgiving Break	28 Thanksgiving Break	29
30	1 December	2	3	4	5	6
7	8	9	10	11	12 Last day of classes	13 Study day
14 Study day	15 Fall semester final exams begin	16	17 Study day	18	19	20 Fall semester final exams end

3 Simple Steps for Academic Success at Willamette University

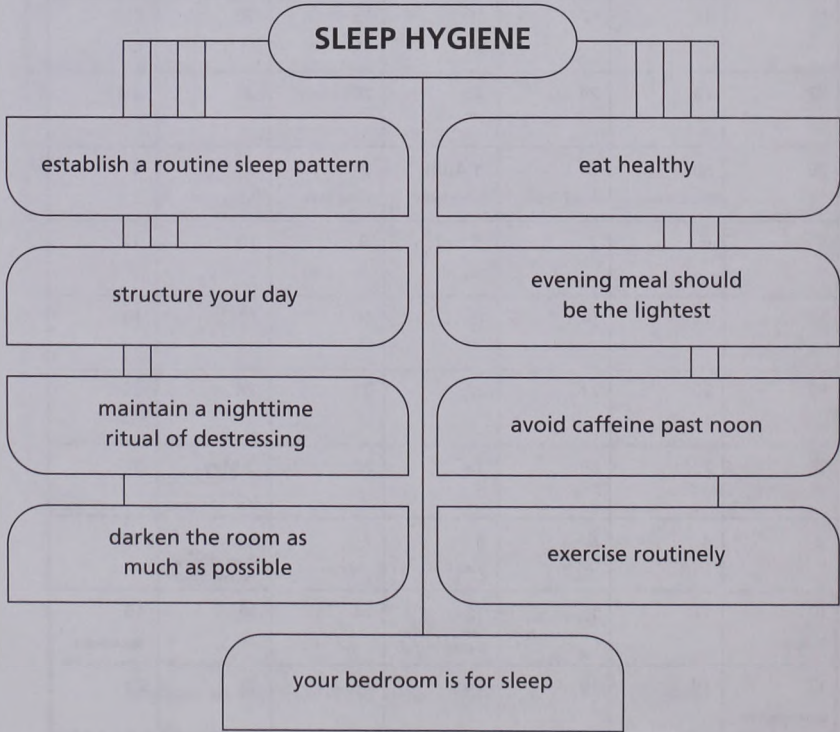
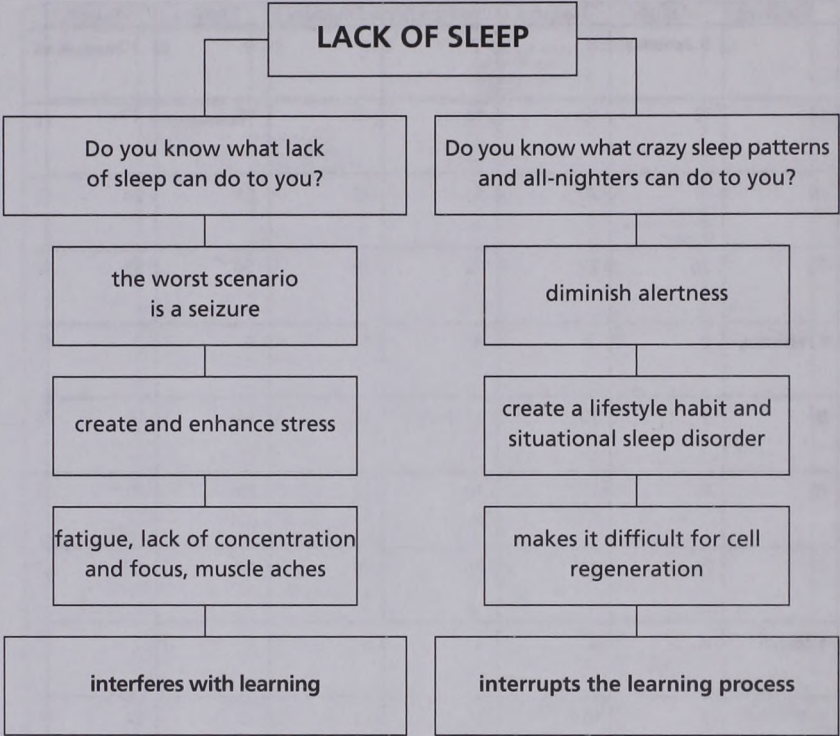
1. Attend classes!
2. Study effectively for at least 20 hours/week.
3. Talk to your professors.

For more information go to: www.willamette.edu/cla/ler/
or make an appointment in Bishop Wellness Center 503-370-6471.

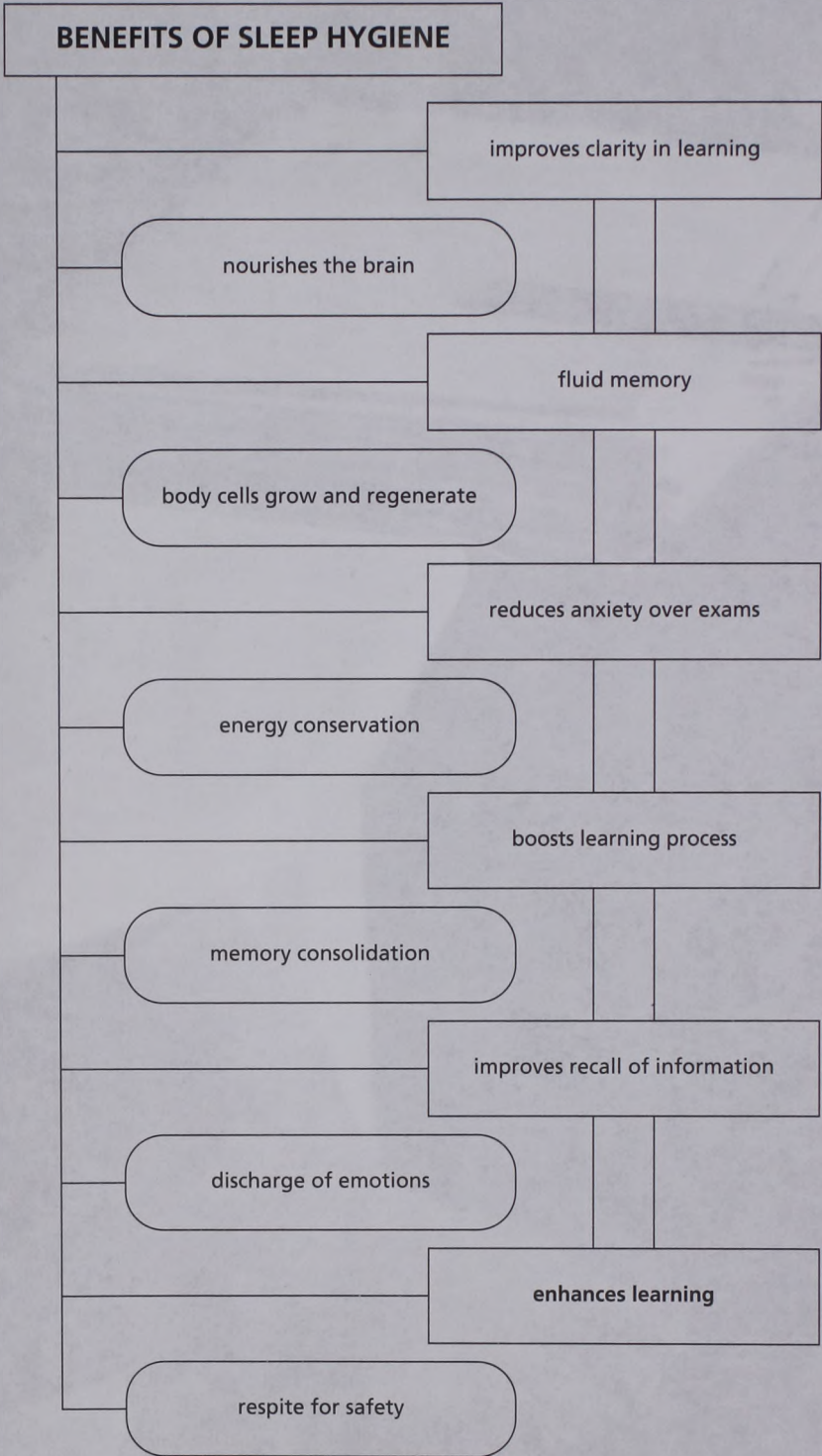
Spring 2009 — Semester on a page

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	5 January	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Classes begin at 8 a.m. Registration for courses	20	21	22	23	24
25	26	27	28	29	30	31
1 February	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1 March	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Spring Break	31 Spring Break	1 April Spring Break	2 Spring Break	3 Spring Break	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1 May	2
3	4	5 Last day of classes	6 Study day	7 Study day	8 Spring semester final exams begin	9
10 Study day	11	12	13 Spring semester final exams end	14	15	16 Baccalaureate
17 Commencement	18	19	20	21	22	23

MANAGE YOUR BODY'S NATURAL BIORHYTHMS...



ONE KEY TO SUCCESSFUL WELLNESS



LEARNING
ENHANCEMENT



ACADEMIC PLANNER

August 2008–July 2009

August 2008

August										September							
							1	2			1	2	3	4	5	6	
3	4	5	6	7	8	9					7	8	9	10	11	12	13
10	11	12	13	14	15	16					14	15	16	17	18	19	20
17	18	19	20	21	22	23					21	22	23	24	25	26	27
24	25	26	27	28	29	30					28	29	30				
31																	

17 sunday	priorities
18 monday	priorities
19 tuesday	priorities

<div>20</div> <div>wednesday</div>	priorities
<div>21</div> <div>thursday</div>	priorities
<div>22</div> <div>friday</div>	priorities
<div>23</div> <div>saturday</div>	reminders
<div>Jump Start: Steppin' Out, Ohana, NSOCO</div>	

August 2008

August							September								
							1	2		1	2	3	4	5	6
3	4	5	6	7	8	9				7	8	9	10	11	12
10	11	12	13	14	15	16				14	15	16	17	18	19
17	18	19	20	21	22	23				21	22	23	24	25	26
24	25	26	27	28	29	30				28	29	30			
31															

24 sunday	priorities
	Tip of the Week Get your vaccinations. Vaccinations help prevent disease and save lives.
Jump Start: Steppin' Out, Ohana, NSOCO	
25 monday	priorities
Jump Start: Steppin' Out, Ohana, NSOCO	
26 tuesday	priorities
Jump Start: Steppin' Out, Ohana, NSOCO	

27 wednesday	priorities
Jump Start: Steppin' Out, Ohana, NSOCO	
28 thursday	priorities
Opening Days orientation begins Residences open for new students at 9 a.m.	
29 friday	priorities
Opening Days Men's Soccer Capital Class— Men's Soccer vs. Warner Pacific, 3 p.m. Women's Soccer vs. Oregon Tech, home, 7 p.m. George Fox University Volleyball Tournament in Newberg, Ore.	
30 saturday	reminders
Opening Days Men's Soccer Capital Class—Men's Soccer vs. Corban, 7 p.m. George Fox University Volleyball Tournament in Newberg, Ore.	

Aug./Sept. 2008

August

September

								1	2									1	2	3	4	5	6	
3	4	5	6	7	8	9												7	8	9	10	11	12	13
10	11	12	13	14	15	16												14	15	16	17	18	19	20
17	18	19	20	21	22	23												21	22	23	24	25	26	27
24	25	26	27	28	29	30												28	29	30				
31																								

31

31 sunday	priorities
	Tip of the Week Protect your skin from the sun with a block that screens both UVB and UVA light.
Opening Days Opening Days Worship Service, Cone Chapel, 11 a.m. Greek houses, residence halls and apartments open for returning students at 10 a.m.	
1 monday	priorities
Ramadan begins at sundown (through Oct. 1) Opening Days Labor Day, campus offices open First contract meal of the semester is breakfast	
2 tuesday	priorities
First day of CLA classes Volleyball vs. Corban, home, 7 p.m.	

<div>3</div> <div>wednesday</div>	priorities
Volleyball vs. Evergreen State, home, 7 p.m.	
<div>4</div> <div>thursday</div>	priorities
<div>5</div> <div>friday</div>	priorities
<div>6</div> <div>saturday</div>	reminders
Men's Soccer vs. Pomona, away, 11 a.m. Football vs. Concordia-Moorhead, home, 1:30 p.m.	

September 2008

September

1 2 3 4 5 6
7 8 9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28 29 30

October

1 2 3 4
 5 6 7 8 9 10 11
 12 13 14 15 16 17 18
 19 20 21 22 23 24 25
 26 27 28 29 30 31

7 sunday	<p>priorities</p> <p>Tip of the Week</p> <p>Create social outings for you and a group of your friends.</p>
Men's Soccer vs. Chapman, away, 2 p.m.	
8 monday	<p>priorities</p>
Application due for Marshall Scholarship WU Nomination Application due for Mitchell Scholarship WU Nomination Application due for Rhodes Scholarship WU Nomination	
9 tuesday	<p>priorities</p>
Student Activities poster sale, UC 2nd floor deck, 9 a.m.–5 p.m.	

10 wednesday	priorities
Student Activities poster sale, UC 2nd floor deck, 9 a.m.–5 p.m.	
11 thursday	priorities
University Convocation, Cone Chapel, 11:30 a.m.	
12 friday	priorities
Last day to change meal plan points for fall semester Women's Soccer vs. Cal State-East Bay, away, 4 p.m. Volleyball vs. California Lutheran in Thousand Oaks, Calif., 2:30 p.m. Volleyball vs. Redlands in Thousand Oaks, Calif., 5 p.m.	
13 saturday	reminders
Men's Soccer vs. Northwest University, home, tba Volleyball vs. Pomona-Pitzer in Thousand Oaks, Calif., 11 a.m. Volleyball vs. Clairmont-Mudd-Scripps in Thousand Oaks, Calif., 5 p.m. Football vs. California Lutheran, away, 1 p.m.	

September 2008

September

1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

October

1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

14 sunday	priorities
	Tip of the Week Drink fluids regardless of your activity level. Don't wait until you are thirsty to drink.
Women's Soccer vs. Redlands, away, 2 p.m. Men's Soccer vs. Chemeketa CC, home, tba	
15 monday	priorities
16 tuesday	priorities

<div>17</div> <div>wednesday</div>	<div>priorities</div>
<div>18</div> <div>thursday</div>	<div>priorities</div>
<div>University Convocation, Cone Chapel, 11:30 a.m.</div>	
<div>19</div> <div>friday</div>	<div>priorities</div>
<div>Willamette Reunion Weekend</div> <div>Volleyball vs Whitworth, away, 7 p.m.</div>	
<div>20</div> <div>saturday</div>	<div>reminders</div>
<div>Willamette Reunion Weekend</div> <div>Men's Soccer vs. Whitman, home, 2:30 p.m.</div> <div>Women's Soccer vs. Whitman, home, noon</div> <div>Football vs. Southern Oregon, home, 3 p.m.</div> <div>Volleyball vs. Whitman, away, 7 p.m.</div>	

September 2008

September	October
1 2 3 4 5 6	1 2 3 4
7 8 9 10 11 12 13	5 6 7 8 9 10 11
14 15 16 17 18 19 20	12 13 14 15 16 17 18
21 22 23 24 25 26 27	19 20 21 22 23 24 25
28 29 30	26 27 28 29 30 31

21 sunday	priorities
	<p>Tip of the Week</p> <p>Eat healthful snacks, such as fruit, yogurt or crunchy veggies.</p>
Williamette Reunion Weekend Reunion Weekend Memorial Worship Service, Cone Chapel, 9:00 a.m. Mabon	
22 monday	priorities
Application due for Watson Scholarship WU Nomination Men's Soccer vs. Whitworth, home, 2:30 p.m.	
23 tuesday	priorities

<div>24</div> <div>wednesday</div>	priorities
<div>25</div> <div>thursday</div>	priorities
<div>University Convocation, Cone Chapel, 11:30 a.m.</div> <div>Panhellenic Blood Drive, Sparks Center, 10 a.m.–5 p.m.</div>	
<div>26</div> <div>friday</div>	priorities
<div>Application due for Fulbright Scholarship WU Nomination</div> <div>Volleyball vs. Puget Sound, home, 7 p.m.</div>	
<div>27</div> <div>saturday</div>	reminders
<div>Football vs. La Verne, away, 1 p.m.</div> <div>Volleyball vs. Linfield, away, 7 p.m.</div>	

Sept./Oct. 2008

September														October						
	1	2	3	4	5	6											1	2	3	4
7	8	9	10	11	12	13								5	6	7	8	9	10	11
14	15	16	17	18	19	20								12	13	14	15	16	17	18
21	22	23	24	25	26	27								19	20	21	22	23	24	25
28	29	30												26	27	28	29	30	31	

<div>28</div> <div>sunday</div>	<div>priorities</div>
	<div>Tip of the Week</div> <div>Floss your teeth. There is direct longevity with teeth flossing.</div>
Men's Soccer vs. George Fox, away, 2:30 p.m.	
<div>29</div> <div>monday</div>	<div>priorities</div>
<div>30</div> <div>tuesday</div>	<div>priorities</div>
<div>Rosh Hashanah (begins at sundown Sept. 29)</div> <div>Volleyball vs. Lewis & Clark, home, 7 p.m.</div>	

1 wednesday	priorities
2 thursday	priorities
Greek Days Eid Al Fitr (begins at sundown Oct. 1) University Convocation, Cone Chapel, 11:30 a.m.	
3 friday	priorities
Greek Days Volleyball vs. Pacific, home, 7 p.m.	
4 saturday	reminders
Greek Days Football vs. Whitworth, away, 1 p.m. Men's Soccer vs. Pacific, home, 2:30 p.m. Women's Soccer vs. Pacific, home, noon	

October 2008

October							November							
			1	2	3	4							1	
5	6	7	8	9	10	11		2	3	4	5	6	7	8
12	13	14	15	16	17	18		9	10	11	12	13	14	15
19	20	21	22	23	24	25		16	17	18	19	20	21	22
26	27	28	29	30	31			23	24	25	26	27	28	29
								30						

5 sunday	priorities
	<p>Tip of the Week</p> <p>Breast cancer is the second leading cause of death from cancer in American women. Schedule a screening today.</p>
Women's Soccer vs. Pacific Lutheran, away, noon Men's Soccer vs. Pacific Lutheran, away, 2:30 p.m.	
6 monday	priorities
1st Monday Cello Class, Rogers Hall, 7-9 p.m.	
7 tuesday	priorities

8 wednesday	priorities
Women's Soccer vs. Linfield, away, 5 p.m. Men's Soccer vs. Linfield, away, 7 p.m.	
9 thursday	priorities
Yom Kippur (begins at sundown Oct. 8) University Convocation, Cone Chapel, 11:30 a.m.	
10 friday	priorities
Volleyball vs. Pacific Lutheran, away, 7 p.m.	
11 saturday	reminders
Women's Soccer vs. Puget Sound, home, noon Men's Soccer vs. Puget Sound, home, 2:30 p.m. Football vs. Lewis & Clark, home, 1:30 p.m. Volleyball vs. George Fox, home, 7 p.m.	

October 2008

October	1	2	3	4	November	1
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12 sunday	priorities
	Tip of the Week Water is excellent for the body and good health. It helps flush toxins, lubricates internal body, keeps you hydrated, reduces hunger and makes skin smooth and young.
13 monday	priorities
Oregon Symphony Pops, Smith Auditorium, 8 p.m.	
14 tuesday	priorities
Sukkot begins at sundown	

15 wednesday	priorities
16 thursday	priorities
University Convocation, Cone Chapel, 11:30 a.m.	
17 friday	priorities
Parents & Family Weekend Volleyball vs. Whitworth, home, 7 p.m. Jazz Night, Smith Auditorium, 7:30 p.m.	
18 saturday	reminders
Parents & Family Weekend Men's Soccer vs. Whitworth, away, 2:30 p.m. Women's Soccer vs. Whitworth, away, noon Volleyball vs. Whitman, home, 7 p.m. Football vs. Pacific Lutheran, away, 1:30 p.m. Parents and Family Weekend Concert, Smith Auditorium, 7 p.m.	

<div>19</div> <div>sunday</div> <div> <div>Parents & Family Weekend</div> <div>Parents & Family Weekend Worship Service, Cone Chapel, 10 a.m.</div> <div>Women's Soccer vs. Whitman, away, noon</div> <div>Men's Soccer vs. Whitman, away, 2:30 p.m.</div> </div>
<div>20</div> <div>monday</div> <div></div>
<div>21</div> <div>tuesday</div> <div> <div>Women's Soccer vs. Whitworth, home, noon</div> <div>Oregon Symphony Classical, Smith Auditorium, 8 p.m.</div> </div>

	priorities
	<p>Tip of the Week</p> <p>Wear your seat belts when riding in vehicles.</p>
	priorities
	priorities

22 wednesday	priorities
Simchat Torah	
23 thursday	priorities
University Convocation, Cone Chapel, 11:30 a.m.	
24 friday	priorities
Mid-Semester Day, no CLA classes Women's Soccer vs. Lewis & Clark, home, 5 p.m. Volleyball vs. Puget Sound, away, 7 p.m.	
25 saturday	reminders
Women's Soccer vs. George Fox, home, noon Men's Soccer vs. George Fox, away, 2:30 p.m. Football vs. Linfield, away, 1:30 p.m. Volleyball vs. Linfield, home, 7 p.m.	

Oct./Nov. 2008

October

1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

November

1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30

26 sunday	priorities
	Tip of the Week Walking can be a bone booster; walking just 30 minutes per day a few days a week is enough to moderately increase overall bone density.
Women's Soccer vs. Lewis & Clark, away, noon	
27 monday	priorities
28 tuesday	priorities
Diwali Women's Soccer vs. George Fox, away, noon Volleyball vs. Lewis & Clark, away, 7 p.m.	

29 wednesday	priorities
30 thursday	priorities
University Convocation, Cone Chapel, 11:30 a.m.	
31 friday	priorities
Volleyball vs. Pacific, away, 7 p.m.	
1 saturday	reminders
Samhain Men's Soccer vs. Pacific Lutheran, home, 2:30 p.m. Women's Soccer vs. Pacific Lutheran, home, noon Salem Chamber Orchestra Concert, Hudson Hall, 7:30 p.m.	

November 2008

November								December						
							1	1	2	3	4	5	6	
2	3	4	5	6	7	8		7	8	9	10	11	12	13
9	10	11	12	13	14	15		14	15	16	17	18	19	20
16	17	18	19	20	21	22		21	22	23	24	25	26	27
23	24	25	26	27	28	29		28	29	30	31			
30														

2 sunday	priorities
	<p>Tip of the Week</p> <p>It's flu season, make sure you get a flu vaccine.</p>
Women's Soccer vs. Pacific, away, noon Men's Soccer vs. Pacific, away, 2:30 p.m. Salem Chamber Orchestra Concert, Hudson Hall, 3 p.m.	
3 monday	priorities
1st Monday Cello Class, Rogers Hall, 7-9 p.m.	
4 tuesday	priorities

November 2008

November								December						
							1	1	2	3	4	5	6	
2	3	4	5	6	7	8		7	8	9	10	11	12	13
9	10	11	12	13	14	15		14	15	16	17	18	19	20
16	17	18	19	20	21	22		21	22	23	24	25	26	27
23	24	25	26	27	28	29		28	29	30	31			
30														

9 sunday	priorities
	<p>Tip of the Week</p> <p>Be smoke free. Avoid smoking and second hand smoke.</p>
Lilly Program Retreat Willamette Master Chorus, Hudson Hall, 3 p.m.	
10 monday	priorities
11 tuesday	priorities

12 wednesday	priorities
13 thursday	priorities
University Convocation, Cone Chapel, 11:30 a.m.	
14 friday	priorities
Volleyball NCAA Division III Regional, tba	
15 saturday	reminders
Football vs. Menlo, home, 2 p.m. Volleyball NCAA Division III Regional, tba Dramatic Vocal Arts, Scenes, Hudson Hall, 7 p.m.	

November 2008

November								December						
							1	1	2	3	4	5	6	
2	3	4	5	6	7	8		7	8	9	10	11	12	13
9	10	11	12	13	14	15		14	15	16	17	18	19	20
16	17	18	19	20	21	22		21	22	23	24	25	26	27
23	24	25	26	27	28	29		28	29	30	31			
						30								

<div>16</div> <div>sunday</div>	priorities
	<div>Tip of the Week</div> <div>Get check-ups to keep health problems in check.</div>
Salem Chamber Orchestra Connie Fritz Competition, Hudson Hall, 3 p.m.	
<div>17</div> <div>monday</div>	priorities
<div>18</div> <div>tuesday</div>	priorities

19 wednesday	priorities
20 thursday	priorities
University Convocation, Cone Chapel, 11:30 a.m. University Chamber Orchestra Concert, Hudson Hall, 7:30 p.m.	
21 friday	priorities
Volleyball NCAA Division III Finals, tba Jazz Night, Smith Auditorium, 7:30 p.m.	
22 saturday	reminders
Football NCAA DIII Playoffs, 1st Round, tba Volleyball NCAA Division III Finals, tba	

November 2008

November								December							
							1		1	2	3	4	5	6	
2	3	4	5	6	7	8		7	8	9	10	11	12	13	
9	10	11	12	13	14	15		14	15	16	17	18	19	20	
16	17	18	19	20	21	22		21	22	23	24	25	26	27	
23	24	25	26	27	28	29		28	29	30	31				
30															

23 sunday	priorities
	<p>Tip of the Week</p> <p>R.I.C.E for injuries; Rest, ice, compress and elevate.</p>
Willamette Concerto Aria Competition, Hudson Hall, 1–4 p.m.	
24 monday	priorities
25 tuesday	priorities
Oregon Symphony Classical, Smith Auditorium, 8 p.m.	

<div>26</div> wednesday	priorities
<div>27</div> thursday	priorities
<div>28</div> friday	priorities
<div>29</div> saturday	reminders

Thanksgiving Vacation
Residences remain open; no meals are served after lunch on Wednesday, Nov. 26th until
breakfast on Monday, Dec. 1, 2008

Thanksgiving Vacation

Football NCAA DIII Playoffs, 2nd Round, tba

Nov./Dec. 2008

November								December						
							1		1	2	3	4	5	6
2	3	4	5	6	7	8		7	8	9	10	11	12	13
9	10	11	12	13	14	15		14	15	16	17	18	19	20
16	17	18	19	20	21	22		21	22	23	24	25	26	27
23	24	25	26	27	28	29		28	29	30	31			
30														

<div>30</div> <div>sunday</div>	priorities
	<div>Tip of the Week</div> <div>Keep your exercise routine the same year round. Just because it's cold outside doesn't mean you can't exercise.</div>
<div>1</div> <div>monday</div>	priorities
<div>Application due for Goldwater Scholarship</div> <div>Lilly Seminary Semester applications due</div> <div>Lessons & Carols Choir rehearsal, Cone Chapel, 4–5 p.m.</div> <div>1st Monday Cello Class, Rogers Hall, 7–9 p.m.</div>	
<div>2</div> <div>tuesday</div>	priorities
<div>Wind Ensemble Concert, Hudson Hall, 7:30 p.m.</div>	

3 wednesday	priorities
Lessons & Carols Choir rehearsal, Cone Chapel, 4–5 p.m.	
4 thursday	priorities
University Convocation, Cone Chapel, 11:30 a.m.	
5 friday	priorities
Distinguished Artists Series master class, Hudson Hall, 11 a.m.–1 p.m. Distinguished Artists Series concert, Hudson Hall, 7:30 p.m.	
6 saturday	reminders
Star Trees Lighting Football NCAA DIII Quarterfinals, tba Star Trees Concert, Smith Auditorium, 7 p.m.	

December 2008

December	1	2	3	4	5	6	January	1	2	3
7	8	9	10	11	12	13	4	5	6	7
14	15	16	17	18	19	20	11	12	13	14
21	22	23	24	25	26	27	18	19	20	21
28	29	30	31				25	26	27	28

7 sunday	priorities
	Tip of the Week Keep a positive mental outlook; there is a connection between living well and healthfully and having a cheerful outlook on life.
8 monday	priorities
Rohatsu (Bodhi Day) Lessons & Carols Choir rehearsal, Cone Chapel, 4–5 p.m.	
9 tuesday	priorities
Eid al Adha	

10 wednesday	priorities
Lessons & Carols Choir rehearsal, Cone Chapel, 4–5 p.m.	
11 thursday	priorities
University Convocation: Lessons & Carols, Cone Chapel, 11:30 a.m. Christmas in Hudson Hall, Hudson Hall, 8 p.m.	
12 friday	priorities
Last day of CLA classes Christmas in Hudson Hall, Hudson Hall, 8 p.m.	
13 saturday	reminders
Study day Football NCAA DIII Semifinals, tba	

December 2008

December

1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

January

1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

14 sunday

priorities

Tip of the Week

Wash your hands. It is a quick and easy way to reduce the spread of germs.

Study day

John Doan's Victorian Christmas, Hudson Hall, 7 p.m.

15 monday

priorities

Final exams

16 tuesday

priorities

Final exams

17 wednesday	priorities
Study day	
18 thursday	priorities
Final exams	
19 friday	priorities
Final exams TIUA Closing Ceremonies	
20 saturday	reminders
Final exams Football NCAA DIII National Championship, Salem, Va., tba Willamette Master Chorus, Hudson Hall, 7 p.m. Brunch is the last contract meal of the semester TIUA class of 2008 leaves	

December 2008

December							January						
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

<div>21</div> <div>sunday</div>	priorities
<div>Yule</div> <div>Greek houses and residence halls close at noon; University, Haseldorf and Kaneko Commons Apartments remain open to current residents.</div> <div>Willamette Master Chorus, Hudson Hall, 3 p.m.</div> <div>Willamette Master Chorus, Hudson Hall, 7 p.m.</div>	
<div>22</div> <div>monday</div>	priorities
<div>Hanukah begins at sundown (through Dec. 30)</div> <div>Winter break (Dec. 22–Jan. 16)</div>	
<div>23</div> <div>tuesday</div>	priorities
<div>Christmas</div>	

<div>24</div> <div>wednesday</div>	priorities
Willamette University offices are closed for Winter Break (Dec. 24–Jan. 2)	
<div>25</div> <div>thursday</div>	priorities
Christmas	
<div>26</div> <div>friday</div>	priorities
Kwanzaa through Jan. 1	
<div>27</div> <div>saturday</div>	reminders

December

1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January

							1	2	3
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			

Dec. 2008/Jan. 2009

28 sunday	priorities
29 monday	priorities
30 tuesday	priorities

31 wednesday	priorities
1 thursday	priorities
2 friday	priorities
3 saturday	reminders

January 2009

January							February										
				1	2	3					1	2	3	4	5	6	7
4	5	6	7	8	9	10					8	9	10	11	12	13	14
11	12	13	14	15	16	17					15	16	17	18	19	20	21
18	19	20	21	22	23	24					22	23	24	25	26	27	28
25	26	27	28	29	30	31											

4 sunday	priorities
5 monday	priorities
6 tuesday	priorities
Epiphany	

7 wednesday	priorities
8 thursday	priorities
9 friday	priorities
10 saturday	reminders
Band/Choir Tour Kick-Off Concert, Hudson Hall, 7 p.m.	

January 2009

January	1	2	3	February	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26
25	26	27	28	29	30	31					

<div>11</div> <div>sunday</div>	priorities
<div>12</div> <div>monday</div>	priorities
<div>13</div> <div>tuesday</div>	priorities
Sororities open at noon	

14 wednesday	priorities
15 thursday	priorities
16 friday	priorities
17 saturday	reminders
Greek houses and residence halls open at noon Residential Services open, noon–5 p.m. The first contract meal of the semester is dinner on Sunday, Jan. 18, 2009	

January 2009

January	1	2	3	February	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26
25	26	27	28	29	30	31	27	28			

18 sunday	priorities
	Tip of the Week For a total workout include body, mind and spirit.
Registration for entering CLA students Residential Services open, noon–5 p.m.	
19 monday	priorities
First day of CLA classes Martin Luther King Jr. Celebration Jan. 19-23	
20 tuesday	priorities
Fraternity and sorority recruitment week (January 20-24) Oregon Symphony Classical, Smith Auditorium, 8 p.m.	

<div>21</div> <div>wednesday</div>	priorities
<div>22</div> <div>thursday</div>	priorities
University Convocation, Cone Chapel, 11:30 a.m.	
<div>23</div> <div>friday</div>	priorities
Application due for Kemper Scholarship WU Nomination	
<div>24</div> <div>saturday</div>	reminders

January 2009

January	1	2	3	4	5	6	7
4	5	6	7	8	9	10	11
11	12	13	14	15	16	17	18
18	19	20	21	22	23	24	25
25	26	27	28	29	30	31	

25 sunday	priorities
	Tip of the Week Give your eyes a rest. Eye strain can cause eye problems as well as headaches.
26 monday	priorities
Chinese New Year Oregon Symphony Pops, Smith Auditorium, 8 p.m.	
27 tuesday	priorities

28 wednesday	priorities
29 thursday	priorities
University Convocation, Cone Chapel, 11:30 a.m.	
30 friday	priorities
Application due for Datatel Scholarship Last day to change meal plan points for spring semester	
31 saturday	reminders
School of Theological Studies, 9:30 a.m.–12:30 p.m.	

February 2009

February

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28

March

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

1 sunday	priorities
	Tip of the Week S-T-R-E-T-C-H; flexibility reduces susceptibility to exercise-induced muscles damage and delayed-onset muscle soreness.
2 monday	priorities
Imbolc 1st Monday Cello Class, Rogers Hall, 7-9 p.m.	
3 tuesday	priorities

4 wednesday	priorities
5 thursday	priorities
University Convocation, 11:30 a.m., Cone Chapel	
6 friday	priorities
7 saturday	reminders
School of Theological Studies, 9:30 a.m.–12:30 p.m. Jazz Festival Concert, Smith Auditorium, 7:30 p.m.	

February 2009

February	March
1 2 3 4 5 6 7	1 2 3 4 5 6 7
8 9 10 11 12 13 14	8 9 10 11 12 13 14
15 16 17 18 19 20 21	15 16 17 18 19 20 21
22 23 24 25 26 27 28	22 23 24 25 26 27 28
	29 30 31

<div>8</div> <div>sunday</div>	priorities
	<div>Tip of the Week</div> <div>Warming up before exercising prevents injury and improves performance.</div>
Distinguished Artists Series: Pianist Xu Zhong, Hudson Hall, 8 p.m.	
<div>9</div> <div>monday</div>	priorities
Application due for Udall Scholarship WU Nomination	
<div>10</div> <div>tuesday</div>	priorities
Oregon Symphony Classical, Smith Auditorium, 8 p.m.	

11 wednesday	<p>priorities</p>
12 thursday	<p>priorities</p>
University Convocation, Cone Chapel, 11:30 a.m.	
13 friday	<p>priorities</p>
Application due for College Colloquium Research Grants	
14 saturday	<p>reminders</p>
Salem Chamber Orchestra Concert, Hudson Hall, 7:30 p.m.	

February 2009

February	March
1 2 3 4 5 6 7	1 2 3 4 5 6 7
8 9 10 11 12 13 14	8 9 10 11 12 13 14
15 16 17 18 19 20 21	15 16 17 18 19 20 21
22 23 24 25 26 27 28	22 23 24 25 26 27 28
	29 30 31

<div>15</div> <div>sunday</div>	<div>priorities</div>
	<div>Tip of the Week</div> <div> Drink tea that contains antioxidants to fight cancer, relieve stress and soothe you. </div>
<div>Salem Chamber Orchestra Concert, Hudson Hall, 3 p.m.</div>	
<div>16</div> <div>monday</div>	<div>priorities</div>
<div> Application due for Carson Scholarship Application due for Jack Kent Cooke Scholarship WU Nomination Lilly Undergraduate Research Grant proposals due </div>	
<div>17</div> <div>tuesday</div>	<div>priorities</div>

18 wednesday	priorities
19 thursday	priorities
University Convocation, Cone Chapel, 11:30 a.m.	
20 friday	priorities
21 saturday	reminders
Lilly Discernment Retreat Willamette Master Chorus Gospel Concert, Hudson Hall, 7:30 p.m.	

February 2009

February	March
1 2 3 4 5 6 7	1 2 3 4 5 6 7
8 9 10 11 12 13 14	8 9 10 11 12 13 14
15 16 17 18 19 20 21	15 16 17 18 19 20 21
22 23 24 25 26 27 28	22 23 24 25 26 27 28
	29 30 31

22 sunday	priorities
	Tip of the Week Reduce the amount of caffeine you consume. Caffeine increases blood pressure and stress levels.
Lilly Discernment Retreat Willamette Master Chorus Gospel Concert, Hudson Hall, 3 p.m.	
23 monday	priorities
24 tuesday	priorities
Shrove Tuesday (Mardi Gras)	

<div>25</div> <div>wednesday</div>	priorities
Ash Wednesday Service, Cone Chapel, noon	
<div>26</div> <div>thursday</div>	priorities
University Convocation, Cone Chapel, 11:30 a.m.	
<div>27</div> <div>friday</div>	priorities
<div>28</div> <div>saturday</div>	reminders
Choir Concert, Hudson Hall, 7 p.m.	

March 2009

March							April						
1	2	3	4	5	6	7			1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

1 sunday	priorities
	Tip of the Week Always eat breakfast. It provides energy needed to do better in school or work.
Spring Wind Ensemble Concert, Hudson Hall, 3 p.m.	
2 monday	priorities
Lilly Internship applications due 1st Monday Cello Class, Rogers Hall, 7–9 p.m.	
3 tuesday	priorities

4 wednesday	priorities
5 thursday	priorities
University Convocation, Cone Chapel, 11:30 a.m.	
6 friday	priorities
Dramatic Vocal Arts Performance, Smith Auditorium, 7:30 p.m.	
7 saturday	reminders
Dramatic Vocal Arts Performance, Smith Auditorium, 7:30 p.m.	

March 2008

March								April				
1	2	3	4	5	6	7			1	2	3	4
8	9	10	11	12	13	14		5	6	7	8	9
15	16	17	18	19	20	21		12	13	14	15	16
22	23	24	25	26	27	28		19	20	21	22	23
29	30	31						26	27	28	29	30

<div>8</div> <div>sunday</div>	<div>priorities</div> <div> <div>Tip of the Week</div> <div>Get a good night's sleep; adequate sleep is essential for optimum body function.</div> </div>
<div>9</div> <div>monday</div>	<div>priorities</div> <div></div>
Purim begins at sundown	
<div>10</div> <div>tuesday</div>	<div>priorities</div> <div></div>

11 wednesday	priorities	
12 thursday	priorities	
University Convocation, Cone Chapel, 11:30 a.m.		
13 friday	priorities	
Puttin' on the Ritz, Cat Cavern, 7 p.m.		
14 saturday	reminders	
7th Annual Social Pow Wow Puttin' on the Ritz, Cat Cavern, 7 p.m.		

March 2008

March							April						
1	2	3	4	5	6	7			1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

<div>15</div> <div>sunday</div>	priorities
	<div>Tip of the Week</div> <div>Eating fatty fish cuts the risk of heart disease.</div>
<div>Salem Chamber Orchestra Concert, Hudson Hall, 2 p.m.</div> <div>Salem Chamber Orchestra Concert, Hudson Hall, 4 p.m.</div>	
<div>16</div> <div>monday</div>	priorities
<div>Application due for Presidential Scholarship</div>	
<div>17</div> <div>tuesday</div>	priorities

18 wednesday	priorities
19 thursday	priorities
University Convocation, Cone Chapel, 11:30 a.m. Oregon Symphony Pops, Smith Auditorium, 8 p.m.	
20 friday	priorities
21 saturday	reminders
Ostara Spring Break March 21-29. Residences remain open; no meals are served after lunch on March 20 until breakfast on Monday, March 30	

March 2009

March								April							
1	2	3	4	5	6	7				1	2	3	4		
8	9	10	11	12	13	14		5	6	7	8	9	10	11	
15	16	17	18	19	20	21		12	13	14	15	16	17	18	
22	23	24	25	26	27	28		19	20	21	22	23	24	25	
29	30	31						26	27	28	29	30			

22 sunday	priorities	
	Tip of the Week It's spring so get outside and get going!	
23 monday	priorities	
24 tuesday	priorities	

25 wednesday	priorities
26 thursday	priorities
27 friday	priorities
28 saturday	reminders

priorities

priorities

priorities

March/April 2009

March	April
1 2 3 4 5 6 7	1 2 3 4
8 9 10 11 12 13 14	5 6 7 8 9 10 11
15 16 17 18 19 20 21	12 13 14 15 16 17 18
22 23 24 25 26 27 28	19 20 21 22 23 24 25
29 30 31	26 27 28 29 30

29 sunday	priorities
	Tip of the Week Watch your portion sizes when eating — don't push yourself to clean your plate
30 monday	priorities
Greek affiliates sign up for a room in their chapter house for 2009–10 (March 30–April 9) Distinguished Artists Series Concert, Hudson Hall, 7:30 p.m.	
31 tuesday	priorities

1 wednesday	priorities
2 thursday	priorities
University Convocation, Cone Chapel, 11:30 a.m.	
3 friday	priorities
4 saturday	reminders

April 2009

April											May																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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5 sunday	priorities
	<p>Tip of the Week</p> <p>Avoid excessive drinking, which can lead to health problems such as liver or kidney disease and cancer.</p>
Palm Sunday	
6 monday	priorities
1st Monday Cello Class, Rogers Hall, 7–9 p.m.	
7 tuesday	priorities
Application due for Truman Scholarship WU Nomination Oregon Symphony Classical, Smith Auditorium, 8 p.m.	

8 wednesday	priorities
Passover (through April 16), first night begins at sundown	
9 thursday	priorities
University Convocation, Cone Chapel, 11:30 a.m. Passover (through April 16), second night begins at sundown Maundy Thursday Students staying in their current hall/apartment or requesting Kaneko Commons sign up for a space for 2009–10 (April 9–13)	
10 friday	priorities
Good Friday Service, Cone Chapel, noon	
11 saturday	reminders

April 2009

April											May										
				1	2	3	4											1	2		
5	6	7	8	9	10	11					3	4	5	6	7	8	9				
12	13	14	15	16	17	18					10	11	12	13	14	15	16				
19	20	21	22	23	24	25					17	18	19	20	21	22	23				
26	27	28	29	30							24	25	26	27	28	29	30				
											31										

12 sunday	priorities
	Tip of the Week Relax, Refresh and Recharge!
Easter	
13 monday	priorities
14 tuesday	priorities

15 wednesday	priorities
16 thursday	priorities
University Convocation, Cone Chapel, 11:30 a.m. Housing Selection Lottery for 2009–10 (for students requesting a different building)	
17 friday	priorities
Holy Friday	
18 saturday	reminders
20th Annual Lu'au Salem Chamber Orchestra Concert, Hudson Hall, 7:30 p.m.	

April 2009

April	1	2	3	4	May					1	2
5	6	7	8	9	10	11	3	4	5	6	7
12	13	14	15	16	17	18	10	11	12	13	14
19	20	21	22	23	24	25	17	18	19	20	21
26	27	28	29	30			24	25	26	27	28
							31				

<div>19</div> <div>sunday</div>	<div>priorities</div> <div> <div>Tip of the Week</div> <div>Exercise is critical for good health and is a great way to release stress.</div> </div>
	<div> <div>Pascha (Orthodox Easter)</div> <div>Salem Chamber Orchestra Concert, Hudson Hall, 3 p.m.</div> </div>
<div>20</div> <div>monday</div>	<div>priorities</div>
<div>21</div> <div>tuesday</div>	<div>priorities</div>
<div>Yom HaSho'ah</div>	

<div>22</div> <div>wednesday</div>	priorities
Dorm Wars Begins	
<div>23</div> <div>thursday</div>	priorities
Dorm Wars University Convocation, Cone Chapel, 11:30 a.m. UCO Concert, Hudson Hall, 7:30 p.m.	
<div>24</div> <div>friday</div>	priorities
Dorm Wars Jazz Night, Smith Auditorium, 7:30 p.m.	
<div>25</div> <div>saturday</div>	reminders
Dorm Wars Wulapalooza	

April/May 2009

April											May										
1 2 3 4											1 2										
5	6	7	8	9	10	11						3	4	5	6	7	8	9			
12	13	14	15	16	17	18						10	11	12	13	14	15	16			
19	20	21	22	23	24	25						17	18	19	20	21	22	23			
26	27	28	29	30							24	25	26	27	28	29	30				
											31										

26 sunday	priorities
	<p>Tip of the Week</p> <p>Protect yourself from pollution by being aware of the contaminants that are around you.</p>
Choir Concert, Hudson Hall, 7 p.m.	
27 monday	priorities
Oregon Symphony Youth Concert, Smith Auditorium, Fine Arts West 133, 9:30 a.m.	
28 tuesday	priorities

29 wednesday	priorities
30 thursday	priorities
Beltane University Convocation, Cone Chapel, 11:30 a.m. Band Concert, Hudson Hall, 7 p.m.	
1 friday	priorities
2 saturday	reminders
Willamette Master Chorus Concert, Hudson Hall, 7 p.m.	

May 2009

May									June					
						1	2		1	2	3	4	5	6
3	4	5	6	7	8	9			7	8	9	10	11	12
10	11	12	13	14	15	16			14	15	16	17	18	19
17	18	19	20	21	22	23			21	22	23	24	25	26
24	25	26	27	28	29	30			28	29	30			
31														

3 sunday	priorities
	Tip of the Week Plan your outdoor activities for early morning or later afternoon. The sun's UV rays are strongest between 10 a.m. and 4 p.m.
Willamette Master Chorus Concert, Hudson Hall, 3 p.m.	
4 monday	priorities
5 tuesday	priorities
Last Day of CLA Classes	

6 wednesday	priorities
Study Day	
7 thursday	priorities
Study Day	
8 friday	priorities
Finals	
9 saturday	reminders
Buddha Day Finals	

May 2009

May									June						
									1	2	3	4	5	6	
3	4	5	6	7	8	9			7	8	9	10	11	12	13
10	11	12	13	14	15	16			14	15	16	17	18	19	20
17	18	19	20	21	22	23			21	22	23	24	25	26	27
24	25	26	27	28	29	30			28	29	30				
31															

10 sunday	priorities
	Tip of the Week Reduce stress by spending 30 minutes a day doing something you like.
Study Day	
11 monday	priorities
Finals	
12 tuesday	priorities
Finals	

13 wednesday	priorities
Finals Lunch is the last contract meal of the semester	
14 thursday	priorities
Greek houses, residence halls and apartments (CLA lease) close at noon	
15 friday	priorities
16 saturday	reminders
Baccalaureate Service, Smith Auditorium, 4:30 p.m. Senior Honors Recital, Hudson Hall, 2:30 p.m.	

May 2009

May									June								
							1	2		1	2	3	4	5	6		
3	4	5	6	7	8	9				7	8	9	10	11	12	13	
10	11	12	13	14	15	16				14	15	16	17	18	19	20	
17	18	19	20	21	22	23				21	22	23	24	25	26	27	
24	25	26	27	28	29	30				28	29	30					
31																	

<div>17</div> <div>sunday</div>	priorities
Commencement	
<div>18</div> <div>monday</div>	priorities
Graduates check out by noon	
<div>19</div> <div>tuesday</div>	priorities
Oregon Symphony Classical, Smith Auditorium, 8 p.m.	

20 wednesday	priorities
21 thursday	priorities
22 friday	priorities
23 saturday	reminders

May 2009

May									June						
						1	2		1	2	3	4	5	6	
3	4	5	6	7	8	9			7	8	9	10	11	12	13
10	11	12	13	14	15	16			14	15	16	17	18	19	20
17	18	19	20	21	22	23			21	22	23	24	25	26	27
24	25	26	27	28	29	30			28	29	30				
31															

24 sunday	priorities
25 monday	priorities
26 tuesday	priorities

27 wednesday	priorities
28 thursday	priorities
29 friday	priorities
30 saturday	reminders

May/June 2009

May										June									
							1	2			1	2	3	4	5	6			
3	4	5	6	7	8	9				7	8	9	10	11	12	13			
10	11	12	13	14	15	16				14	15	16	17	18	19	20			
17	18	19	20	21	22	23				21	22	23	24	25	26	27			
24	25	26	27	28	29	30				28	29	30							
31																			

<div>31</div> <div>sunday</div>	priorities
<div>1</div> <div>monday</div>	priorities
<div>2</div> <div>tuesday</div>	priorities

3 wednesday		priorities
4 thursday		priorities
5 friday		priorities
6 saturday		reminders

June 2009

June

1 2 3 4 5 6
7 8 9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28 29 30

July

1 2 3 4
 5 6 7 8 9 10 11
 12 13 14 15 16 17 18
 19 20 21 22 23 24 25
 26 27 28 29 30 31

7 sunday	priorities
8 monday	priorities
9 tuesday	priorities

10 wednesday	priorities
11 thursday	priorities
12 friday	priorities
13 saturday	reminders

June 2009

June	July
1 2 3 4 5 6	1 2 3 4
7 8 9 10 11 12 13	5 6 7 8 9 10 11
14 15 16 17 18 19 20	12 13 14 15 16 17 18
21 22 23 24 25 26 27	19 20 21 22 23 24 25
28 29 30	26 27 28 29 30 31

14 sunday	priorities
15 monday	priorities
16 tuesday	priorities

17 wednesday	priorities	
18 thursday	priorities	
19 friday	priorities	
20 saturday	reminders	

June 2009

June	1	2	3	4	5	6	July	1	2	3	4
	7	8	9	10	11	12	5	6	7	8	9
14	15	16	17	18	19	20	12	13	14	15	16
21	22	23	24	25	26	27	19	20	21	22	23
28	29	30					26	27	28	29	30

21 sunday	priorities
22 monday	priorities
23 tuesday	priorities

24 wednesday	priorities
25 thursday	priorities
26 friday	priorities
27 saturday	reminders

June/July 2009

June	1	2	3	4	5	6	July	1	2	3	4
	7	8	9	10	11	12	5	6	7	8	9
14	15	16	17	18	19	20	12	13	14	15	16
21	22	23	24	25	26	27	19	20	21	22	23
28	29	30					26	27	28	29	30

28 sunday	priorities	
29 monday	priorities	
30 tuesday	priorities	

1 wednesday	priorities
2 thursday	priorities
3 friday	priorities
4 saturday	reminders

July	1	2	3	4	August	1
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 2009

5 sunday	priorities
6 monday	priorities
7 tuesday	priorities

8 wednesday	priorities
9 thursday	priorities
10 friday	priorities
11 saturday	reminders

July 2009

July	1	2	3	4	August	1
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

<div>12</div> <div>sunday</div>	priorities
<div>13</div> <div>monday</div>	priorities
<div>14</div> <div>tuesday</div>	priorities

15 wednesday	priorities
16 thursday	priorities
17 friday	priorities
18 saturday	reminders

July 2009

July							August							
			1	2	3	4								1
5	6	7	8	9	10	11		2	3	4	5	6	7	8
12	13	14	15	16	17	18		9	10	11	12	13	14	15
19	20	21	22	23	24	25		16	17	18	19	20	21	22
26	27	28	29	30	31			23	24	25	26	27	28	29
								30	31					

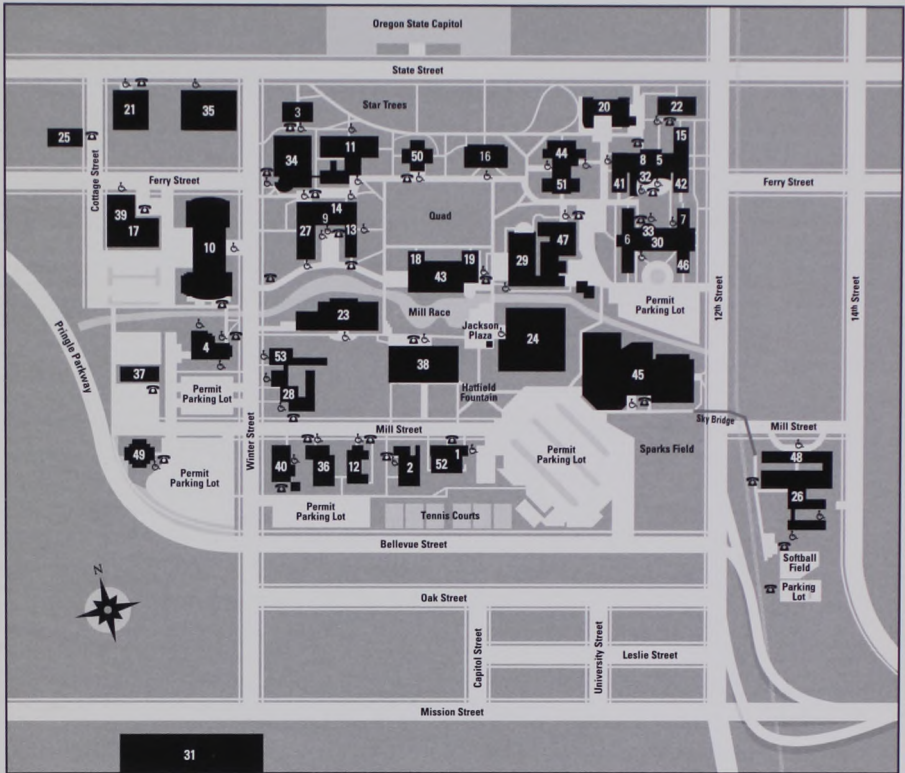
<div>19</div> <div>sunday</div>	priorities
<div>20</div> <div>monday</div>	priorities
<div>21</div> <div>tuesday</div>	priorities

22 wednesday	<p>priorities</p>
23 thursday	<p>priorities</p>
24 friday	<p>priorities</p>
25 saturday	<p>reminders</p>

<div>26</div> <div>sunday</div>	<div>priorities</div>
<div>27</div> <div>monday</div>	<div>priorities</div>
<div>28</div> <div>tuesday</div>	<div>priorities</div>

29 wednesday	priorities
30 thursday	priorities
31 friday	priorities
1 saturday	reminders

Map of Willamette University



31

- | | | |
|---|--|---|
| 1 Admission Office (CLA) | 21 Hallie Ford Museum of Art | 40 Shepard House |
| 2 Alpha Chi Omega Sorority | 22 Gatke Hall | 41 Sigma Chi Fraternity |
| 3 Art Building | 23 Goudy Commons | 42 Sigma Alpha Epsilon Fraternity |
| 4 Atkinson Graduate School of Management
(Seeley G. Mudd Building) | 24 Mark O. Hatfield Library | 43 Smith Auditorium |
| 5 Baxter Hall | 25 Haseldorf Apartments | 44 Smullin Hall |
| 6 Belknap Hall | 26 Kaneko Commons | 45 Lestle J. Sparks Center |
| 7 Beta Theta Pi Fraternity | 27 Lausanne Hall | 46 Terra House |
| 8 Bishop Wellness Center | 28 Lee House | 47 Theatre Playhouse |
| 9 Campus Safety | 29 Mary Stuart Rogers Music Center
(Hudson Hall) | 48 Tokyo International
University of America |
| 10 College of Law
(Truman Wesley Collins Legal Center) | 30 Matthews Hall | 49 University Apartments |
| 11 Collins Science Center | 31 McCulloch Stadium and Athletics Complex | 50 Waller Hall |
| 12 Delta Gamma Sorority | 32 Montag Center | 51 Walton Hall |
| 13 Doney Hall | 33 Office of International Education
and the Writing Center | 52 Willamette International Studies House
(WISH) |
| 14 Doney North Offices | 34 Olin Science Center | 53 York House |
| 15 East House | 35 Oregon Civic Justice Center | |
| 16 Eaton Hall | 36 Pi Beta Phi Sorority | |
| 17 Executive Building | 37 Physical Plant | |
| 18 Fine Arts West | 38 Putnam University Center | |
| 19 Fine Arts East | 39 School of Education and
Willamette Academy | |
| 20 Ford Hall (Est. completion fall 2009) | | |

Handicapped Access
 Campus Telephone

05/22/08



WILLAMETTE UNIVERSITY

**COLLEGE OF LIBERAL ARTS
COLLEGE OF LAW
ATKINSON GRADUATE SCHOOL OF MANAGEMENT
SCHOOL OF EDUCATION**

*Willamette is the first university in the West,
founded in Salem, Oregon, in 1842.*